

SUDBURY TOWN COUNCIL

MINUTES OF THE MEETING OF THE LEISURE AND ENVIRONMENT COMMITTEE
HELD IN THE TOWN HALL ON TUESDAY 28TH APRIL 2026 AT 6.30PM

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

Officers in attendance: Mr C Griffin – Town Clerk

1. SUBSTITUTES AND APOLOGIES

Apologies were received from Councillors Mr J Jeager and Miss A Owen.

2. DECLARATIONS OF INTERESTS

Councillor Mr T Regester declared he was a Babergh District Councillor.

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 31st March 2026 be confirmed and signed as an accurate record.

6. TO REVIEW THE OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

The Town Clerk reviewed the actions from the previous minutes, including the library scaffolding, the tree survey, and the new notice boards. He briefed the Committee that he had consulted the Chair on spending up to £800 excluding VAT on the purchase and installation of standalone wildlife cameras in the cemetery, in accordance with financial regulations. These would have a dual purpose, to monitor wildlife activity and anti-social behaviour, as there had been instances of fly-tipping and vandalism. The additional insight into the wildlife in the cemetery would help support the Council's entry in the ICCM Cemetery of the Year competition. The Town Clerk confirmed that

the cameras were designed to comply with data protection regulations and all stored data would be encrypted. The Data Protection Officer (DPO) would produce a written procedure for handling the data once it was downloaded. All members were content for this to go ahead.

7. TO REVIEW THE AGREEMENT WITH SUDBURY MUSEUM TRUST

Members discussed the need to renew the agreement with the Sudbury Museum Trust, which was last signed in 2001. The Town Clerk had circulated a revised draft with the agenda and all members were content with this.

RESOLVED

To authorise the Town Clerk to sign the revised agreement with Sudbury Museum Trust at pages 369 to 373.

8. TO APPROVE THE REQUEST FROM SUDBURY MUSEUM TRUST TO ALLOCATE AN AREA OF THE TOWN HALL CELLAR FOR STORAGE OF THEIR ITEMS AND TO APPROVE THE EXPENDITURE OF UP TO £800 EXCLUDING VAT ON THE INSTALLATION OF SHELVING IN THIS AREA

The Town Clerk showed members the request from Sudbury Museum Trust to have the platform area of the Town Hall cellar allocated for the storage of their items not on display. The sketch provided by the Sudbury Museum Trust showed how they would like to have shelving attached to the wall and a worktop against the existing railing. The Town Clerk had measured the space and was confident that the proposal was feasible. There was £800 available in the current budget for support to the museum, although the Sudbury Museum Trust hoped that the cost would be closer to £500.

RESOLVED

That the area of the platform in the Town Hall cellar be allocated for use by the Sudbury Museum Trust for the storage of their items. This area will be shown on the agreement approved under item 7.

That, under the power of the Local Government Act 1972, s.144, expenditure of up to £800 excluding VAT is authorised on shelving in the cellar for the storage of Sudbury Museum Trust items.

9. TO APPROVE THE REQUEST FROM EASTERN EDUCATION GROUP, WHO RUN SUDBURY LEARNING CENTRE, TO HAVE THEIR BRANDED MINIBUS ON THE MARKET FOR ONE DAY FREE OF CHARGE AS PART OF A ROADSHOW TO PROMOTE ADULT LEARNING

Members discussed the request from the Eastern Education Group, who run Sudbury Learning Centre, to ask if they could have their branded minibus on the market for one day as part of a roadshow to promote adult learning. The Business Manager was content to organise this if members gave their approval.

RESOLVED

To approve the request from Eastern Education Group, who run Sudbury Learning Centre, to have their branded minibus on the market for one day free of charge as part of a roadshow to promote adult learning.

10. TO DISCUSS THE REPLACEMENT OF THE CURRENT DIESEL VANS WITH ELECTRIC VANS IN 2027

The Town Clerk reminded member that the current lease contract for the two diesel vans ran until the end of March 2027. If members wished to replace them with electric vans, a decision would be required in the next couple of months. If the committee would support the principle of moving to electric vans in 2027, the Town Clerk proposed that he develop detailed costed options for approval at the June full council. These options would cover the following areas.

- Replacement with Ford Transit diesel vans for another 3 years as the baseline comparator.
- Replacement with Ford Transit electric vans.
- Replacement with Kia PV5 electric vans.
- Replacement with a third model of electric van (if available).
- The full costs across a 3-year period including servicing and fuel/electricity for each option.
- The relative costs and merits of leasing the vans or buying them outright.
- Whether grants or CIL funds could be used to fund the new vans.

RESOLVED

To support the principle of moving to electric vans in 2027 subject to a detailed business case being approved by the full council.

11. TO DISCUSS WHETHER A GRIT BIN POLICY IS REQUIRED FOR SUDBURY

The Town Clerk briefed members that the Policy Committee had found a reference to a grit bin policy when reviewing the list of Town Council policies and had asked the Leisure and Environment Committee to consider whether there was still a need for such a policy. All grit bins were located on Suffolk Highways' land and Suffolk County Council had a detailed policy on their website for approving new grit bins. Suffolk Highways would only accept requests for new grit bins that came from town and parish councils, who would have to fund the purchase of the grit bin if approved. The assessment criteria were clearly set out in the Suffolk Highways policy and each application for a new grit bin would have to be assessed against these criteria before being considered by the Leisure and Environment Committee. Given the detail in the Suffolk Highways policy, members could not see any need for an additional Town Council grit bin policy.

RESOLVED

That a separate Town Council grit bin policy is not required.

12. TO AUTHORISE THE EXPENDITURE OF UP TO £3,500 EXCLUDING VAT ON REPAIRING THE REAR SHED WALL IN PREPARATION FOR THE MURAL

The Town Clerk explained that the crack in the wall of the storage shed had been examined by a surveyor who had been commissioned to write a report on what repairs were required before the mural could be painted on it. The surveyor reported that the full height vertical crack was probably the result of thermal movement, and he set out a schedule of the repairs required. Five builders had been asked to quote against the schedule for this work, but only two quotes had been received. As both contractors had previously worked successfully with the Town Council and they

were both quoting against the same schedule, the lower cost contractor appeared to offer the best value for money.

RESOLVED

That, under the power of the Local Government Act 1972, s.133, expenditure of up to £3,500 excluding VAT is authorised on the repair of the crack in the storage shed wall.

13. TO AUTHORISE THE EXPENDITURE OF UP TO £1,000 EXCLUDING VAT ON LEGIONELLA RISK ASSESSMENTS AND PRODUCTION OF A WRITTEN SCHEME TO CONTROL THE RISKS

The Town Clerk explained that the legionella risk assessment of the water systems in the Town Hall that had taken place in March 2025 had identified many changes required to make the system safe. These changes had been completed in 2025, but due to the extent of the changes, a fresh risk assessment was required which would look at the current water system and produce a written risk management scheme to reflect it. As the changes at the cemetery and allotments were not so extensive, their existing risk assessments could still be used.

RESOLVED

That, under the power of the Local Government Act 1972, s.133, expenditure of up to £1,000 excluding VAT is authorised on a legionella risk assessment for the Town Hall and production of a written scheme to control the risks.

The meeting concluded at 7:13 pm.

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Chairman

Sudbury Town Council



Sudbury Town Council Agreement with Sudbury Museum Trust on the Operation of the Heritage Centre in Sudbury Town Hall

The Background

1. Sudbury Museum Trust (SMT) (charity no.27691) is run by local volunteers dedicated to the maintenance of a Museum in Sudbury. Sudbury Town Council (STC) and Sudbury Museum Trust have enjoyed a close working relationship since 2004 when STC agreed to allocate the area from the door next to the lift to the staff toilet door in the Town Hall as a Heritage Centre, open to the public with free admission. The work was commissioned, paid for and the completed work owned by STC. SMT raised grants to help STC finance the work, gave help on the content and arrangement of permanent display material and provided exhibits from its collection. Further grants were raised to help extend the facilities in 2005 to take in the space now occupied by the Council Services and Tourist Information desk - the original 'Wheeler Room'. All the general running costs (heat, lighting, cleaning) have since been met by STC.

The Development of the Heritage Centre

2. In 2014 Babergh District Council (BDC) wished to create a new Customer Service Point in the Town Hall using the original Wheeler Room. BDC therefore agreed to pay for all the costs of relocating the Wheeler Room into its present location, from the door next to the lift to the door out into the Town Hall entrance lobby. This area now used as the Heritage Centre is shown in yellow on the plan at Annex A. The BDC funding for this project was channelled through STC accounts: SMT also made a grant towards the costs. The work included the provision of the showcases, computer consoles and white archive storage cupboards. BDC funds also paid for the erection of external signage connected to the outer walls of the Town Hall promoting the Heritage Centre.

3. In 2021 STC signed a four-year agreement with SMT to allow the operation of the Heritage Centre in the Town Hall. This lapsed in 2025 and this new agreement is required to govern future operations.

4. In 2018 STC gave permission for the SMT to design, build and fund the range of red topped archive storage cupboards and desk in the main museum area. At the same time SMT added The Local History Booth with further archive storage behind. In 2026 STC gave permission for SMT to use the raised platform area in the cellar, shown in yellow on the plan at Annex B, for the storage of items that are not on display. Shelving and a worktop surface can be installed in this area to make best use of the space.

New Operating Agreement for the Heritage Centre from June 2026

5. STC retains responsibility for the costs of maintaining all the internal and external decoration and the fabric of the Town Hall building including all areas used by the Heritage Centre. No work on the fabric of the building may be done without written permission from STC and such work will have to be done by STC staff or qualified contractors.

6. SMT will use its best efforts to raise further grants and funds to help defray the costs of all replacement installations within the Heritage Centre. Such installations include wall display panels, cabinets, computers and their screens.

7. SMT retain responsibility for funding all repair and maintenance of displays in the Heritage Centre, including cabinet lighting and computer displays. All proposed repairs involving external contractors are to be agreed in advance with the Town Clerk. All electrical equipment in the Heritage Centre must conform to the Town Hall requirements for safety, efficiency and low power usage. Where possible, time switches will be attached to switch off displays when the Heritage Centre is not open to the public.

8. STC will maintain security camera coverage and comprehensive insurance cover against theft and damage for the entire contents of the Heritage Centre for the benefit of SMT.

9. STC will pay for Public Liability insurance cover for the Heritage Centre and for Damage and Public Liability insurance cover to cover all external signage.

10. STC will continue to cover the cost of all lighting, heating and floor cleaning in the Town Hall, including the Heritage Centre, but SMT must ensure that all displays and lighting conform to the required standards of low energy and efficiency.

11. STC will continue to allow members of SMT on the authorised list held by STC, or those authorised by SMT and approved in advance by STC, to have access to the Heritage Centre and associated storage rooms during office hours or at other times previously approved in writing by STC, for the changing and maintenance of displays. SMT meetings or meetings between SMT and members of the general public may be allowed in the Town Hall by prior written

approval of the Town Clerk.

12. The Sudbury Heritage Centre will normally be open during the working week (usually Monday to Friday from 09:45am to 4:30pm, with a half hour closure for lunch) with the Town Hall staff taking responsibility for the safety of visitors and the security of exhibits. On Saturdays the Sudbury Heritage Centre will normally be open when the Tourist Information desk is open, but only if volunteer staff from SMT are on site to assist with the safety of visitors and the security of exhibits. When additional resources or volunteer staff are available on Sundays, the Sudbury Heritage Centre may be able to open.

13. Both parties reaffirm their wish to maintain a Heritage Centre in the Town Hall which will celebrate the long and varied history of Sudbury by offering free access to the Heritage Centre to both local people and visitors.

14. This agreement is to cover the next five years and will be reviewed by both parties in summer 2031.

Signed on behalf of Sudbury Museum Trust:

Signed on behalf of Sudbury Town Council:

David Burnett
Secretary of the Trust

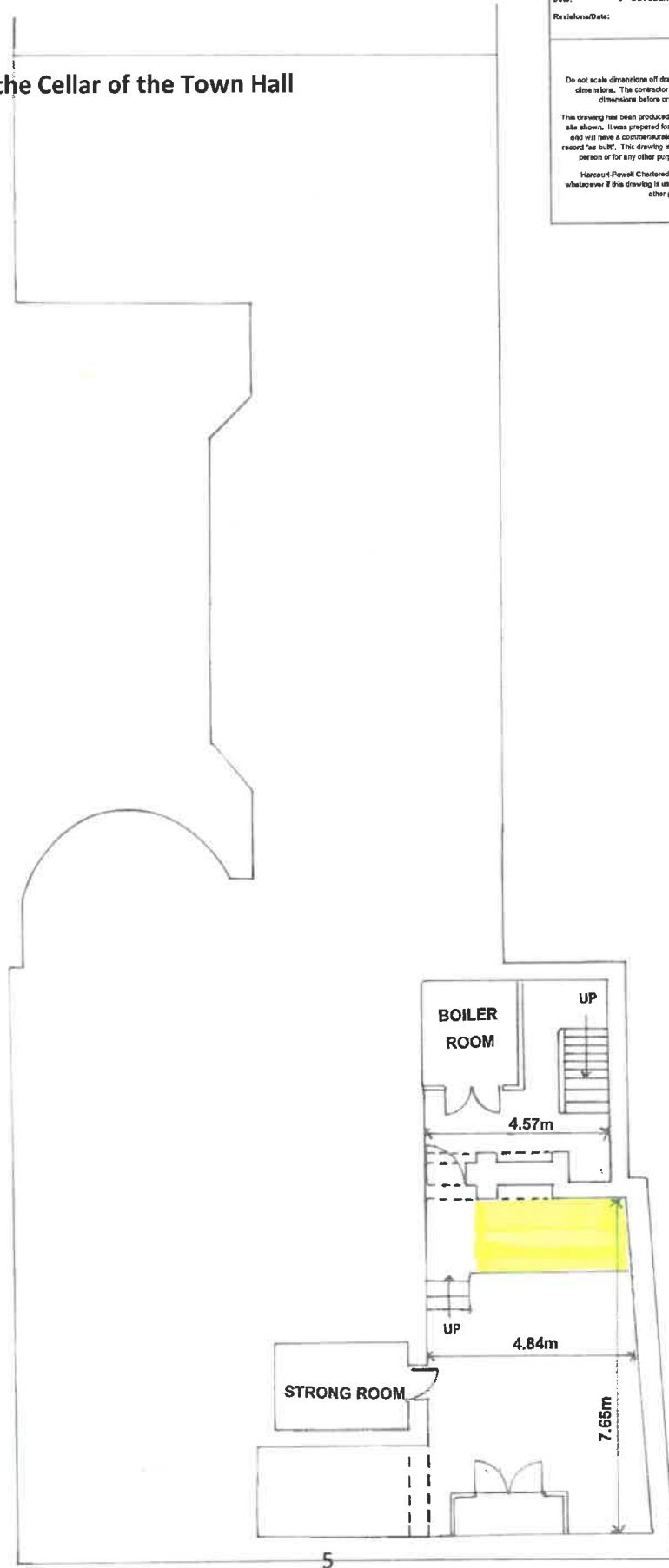
Ciaran Griffin
Town Clerk

Annex A - Plan of the Ground Floor of the Town Hall

Annex B - Plan of the Cellar of the Town Hall

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The SMT Storage Area in Sudbury Town Hall Cellar



Project Name: EXISTING BASEMENT FLOOR PLAN
TOWN HALL, OLD MARKET PLACE, SUDBURY,
SUFFOLK, CO10 1TL

Client: SUDBURY TOWN COUNCIL

Scale: 1:100

Drawing No: BQ29025

Date: 8TH OCTOBER 2025

Revision/Date:

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RICS

BASEMENT FLOOR PLAN