

SUDBURY TOWN COUNCIL

MINUTES OF THE MEETING OF THE LEISURE AND ENVIRONMENT COMMITTEE
HELD IN THE TOWN HALL ON TUESDAY 30TH JUNE 2026 AT 6.30PM

Committee members present: Mr S Hall – Chair
Mr J Jeagar
Ms E Murphy
Mrs J Osborne
Miss A Owen
Mr T Regester
Mr A Welsh

Officers in attendance: Mr C Griffin – Town Clerk

1. **SUBSTITUTES AND APOLOGIES**

No apologies were received.

2. **DECLARATIONS OF INTERESTS**

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

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 26th May 2026 be confirmed and signed as an accurate record.

6. **TO REVIEW THE OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

The Town Clerk briefed members that two live performers had been secured for Party in the Park.



The Chair agreed to bring item 16 up the agenda as two representatives from the Quay Theatre had attended to give a presentation.

16. TO RECEIVE A PRESENTATION FROM THE QUAY THEATRE

The Chair and the Vice-Chair of the Board of Trustees of the Quay Theatre gave a presentation on the financial predicament that could cause the closure of the Quay Theatre as soon as August 2026. Although the Quay Theatre had delivered 220 performances, welcoming an audience of just under 15,000 people over the last year, this did allow it to break even. Work was underway to reduce fixed costs and make the theatre more efficient, but, until this was implemented, there would be a funding gap of about £23,000 per annum for the next two or three years. The Quay Theatre's overdraft facility was very near its limit and unless there was an injection of funds, the trustees would have to consider closing the theatre if it could not pay its debts as they occurred.

Members expressed their support for the Quay Theatre but were concerned about taking on an additional commitment of this magnitude. The Chair of the Finance Committee was also present, and he encouraged members to bring this matter to the full council so that all members could understand the detail and assess any additional funding for the Quay Theatre against all the council's other priorities. This would have to be done at the July Full Council as this would be the last chance before September.

RESOLVED

To put a resolution on the agenda for the July full council meeting to make a one-off payment of £6,000 to the Quay Theatre to ensure that they do not have to cease trading in the next 3 months.

7. TO REVIEW THE TERMS OF REFERENCE (TOR) FOR THE COMMITTEE

The Town Clerk produced the revised terms of reference (TORs) for the Leisure and Environment Committee, a copy shown at minute pages 656 to 657.

RESOLVED

To recommend the revised terms of reference (TOR) for the Leisure and Environment Committee for approval by the Full Council.

8. TO AGREE ON ATTENDANCE AT THE FLOOD MANAGEMENT ROUNDTABLE

The Town Clerk showed members an invitation from the local MP to send a representative to a flood management roundtable taking place in Hadleigh Town Hall on Friday 3rd July. The invitation did not specify whether both fluvial and pluvial flooding would be covered, but were most concerned about pluvial flooding caused by blocked drains in Sudbury.

RESOLVED

To send Cllr Mrs J Osborne to attend the flood management roundtable taking place in Hadleigh Town Hall on Friday 3rd July.



9. TO SET UP A WORKING GROUP TO DISCUSS THE INTEGRATION OF ELECTRICAL VANS, ELECTRICAL VEHICLE CHARGING POINTS AND SOLAR ROOF PANELS

Members noted that, now that the full council had made a firm financial commitment to move to electrically powered vans in 2027, it would be beneficial to have a working group to examine the integration of electrical vans, electrical vehicle charging points and solar roof panels.

RESOLVED

To establish a working group to discuss the integration of electrical vans, electrical vehicle charging points and solar roof panels.

That the members of the working group would be Cllrs Mr S Hall, Mr N Bennett and Mr T Regester.

That the first meeting would be scheduled for after the Planning Committee meeting on 13 July.

10. TO AUTHORISE THE EXPENDITURE OF UP TO £4,000 EXCLUDING VAT ON STREET FOOD FESTIVAL

The Street Food Festival 2026 expenditure breakdown had been circulated with the agenda for members to study. The total anticipated expenditure was about £3,840, with an expected income of about £1,260, giving a net cost of about £2,590 excluding VAT.

RESOLVED

That, under the power of Local Government Act 1972, s.144, expenditure of up to £4,000 excluding VAT is authorised for the Street Food Festival 2026.

11. TO AUTHORISE THE EXPENDITURE OF UP TO £15,800 EXCLUDING VAT ON REPLACING THE AIR CONDITIONING SYSTEM IN THE TOWN HALL

The Town Clerk explained that the air conditioning system in the main office was not working and had been examined by an engineer. The equipment was very old and used an obsolescent type of refrigerant that was difficult to obtain. They recommended that it had reached the end of its effective life and would be better value to replace it with a new system that would also be more efficient. The second air conditioner unit in the Clerk's office appeared to be even older with a louver hanging off, but was still working. This was likely to fail at any time and it would make sense to replace this system at the same time.

Members had mentioned how hot and stuffy the Parlour was in summer and this made committee meetings more difficult and stressful. The hotter summers were also impacting on the weddings held in the Parlour. Therefore, the Town Clerk had asked for costed options to fit an air conditioning system in the Parlour, with the easiest location being high on the back wall so that they could be piped through the kitchen into the back yard. Members noted that listed building consent would probably be required for a new air conditioning system.

RESOLVED

To recommend that the Full Council authorise expenditure of up to £15,800 excluding VAT on air conditioning systems in the offices and Parlour in the Town Hall.



12. TO APPROVE A CHANGE TO THE DISPLAY OF COUNCIL MACES AND SILVER TO INCLUDE A TEMPORARY EXHIBITION TO CELEBRATE THE 150th ANNIVERSARY OF ANGELO SMITH

The jewellery shop Anglo Smith in North Street was celebrating its 150th anniversary and there was an opportunity to have a small exhibition in the Town Hall. Members were asked to approve changes to the display of the maces and silver in order to free up one of the three shelves in the main display cabinet for this temporary exhibition.

RESOLVED

To approve a change to the display of council maces and silver to include a temporary exhibition to celebrate the 150th anniversary of Angelo Smith.

13. TO DISCUSS A PROPOSAL FOR A SUDBURY BUSINESS TO HOST FREE PILATES TASTER SESSIONS AT MILLACRE OVER SUMMER

KÔR Pilates, a new business recently opened in Sudbury town centre, had asked permission to use the grass area at Mill Acre, just over the bridge, to host a series (potentially 1 or 2) of free Pilates classes during the summer. The classes would be on a Sunday at 9.30am, free to attend and open to anyone over the age of 16. The instructors would be fully qualified Pilates teachers with public liability insurance.

Members noted that Pilates is a low impact form of movement beneficial for adults of all ages to support healthy joints, improve mobility, flexibility and strength.

RESOLVED

To permit KÔR Pilates to use the grass area at Mill Acre to host a series (potentially 1 or 2) of free Pilates classes during the summer on Sunday mornings on dates to be agreed with the Business Manager.

14. TO DISCUSS A PROPOSAL TO SELL BIODEGRADABLE FOOD WASTE BIN LINERS IN THE TOURIST INFORMATION CENTRE

Members discussed the new food recycling bins that had recently been delivered to all homes by Babergh District Council. These came with a roll of biodegradable bin liners and members discussed whether there was a need to sell replacement liners in the Tourist Information Centre. Members noted that replacement food waste bin liners were already on sale at all the supermarkets and that Kia Ora in the Borehamgate precinct sold rolls of 15 liners for only £1.

RESOLVED

To monitor the availability of food waste bin liners in Sudbury and reconsider this matter if there was a problem.



15. TO DISCUSS A PROPOSAL TO PROGRESS AN AGREEMENT WITH THE CHURCHES CONSERVATION TRUST THAT WOULD ENABLE THE INSTALLATION OF EXTERNAL CHRISTMAS LIGHTS ON THE SUDBURY ARTS CENTRE

Members discussed the merits of having additional Christmas lights on Sudbury Arts Centre in St Peter's Church. As the building belonged to the Churches Conservation Trust and was run by their staff, there would need to be an initial conversation with their manager. If they were happy to host additional lights, these could be costed and brought back to the council to consider if the necessary funds could be made available.

RESOLVED

To ask the Business Manager to discuss having additional Christmas lights on Sudbury Arts Centre with the Churches Conservation Trust manager and to report back.

The meeting concluded at 8:19pm.


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Chairman

Leisure and Environment Committee - Terms of Reference 2026

Purpose of the Committee

1. The Leisure and Environment Committee is established to oversee business, environment and leisure matters on behalf of Sudbury Town Council.
2. The Committee will consist of eight members appointed by the Full Council. The Mayor will be an additional ex-officio member, without voting rights. The Committee will normally meet on the last Tuesday of every month (not August or December unless urgent business), commencing at 6.30pm.
3. The Committee may appoint working groups whose terms of reference and members shall be determined by the Committee. Members of working groups may include non-councillors.
4. The committee has delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget):
 - a. **Business**
 - Understanding the Sudbury town centre businesses.
 - Encouraging and supporting commercial events in Sudbury.
 - The promotion of town centre businesses.
 - Overseeing the Town Council's own business activities, including;
 - Markets.
 - Burials.
 - Hire and commercial use of the Town Hall.
 - Allotments.
 - Services to other local authorities.
 - b. **Environment**
 - Crime, disorder and Community Safety.
 - Community Liaison.
 - Promotion of a sustainable local environment, including the operations of the council.
 - The maintenance, management and control of:
 - Town Hall.
 - Public seats.
 - Public conveniences.
 - Public clocks.
 - Public lighting.
 - Archives, insignia and pictures.
 - Miscellaneous property.



- Areas of public open space, including the Croft and Mill Acre.
- Cemeteries.
- Bus shelters.
- Litter bins.
- Dog bins.
- Flower beds, planters and hanging baskets.
- War memorials.
- Closed churchyards.

c. **Leisure**

- Entertainment, sporting and social activities.
- Cultural and artistic events.
- Historical and cultural heritage.
- The promotion of tourism.
- Work with the Common Lands Charity on improvements to the meadows.
- Christmas lighting.

5. The Committee must produce a budget each year to cover forecast expenditure for all these areas for approval by the Finance Committee and the Full Council. Any proposed unbudgeted expenditure will require approval of the Finance Committee.



