

**SUDBURY TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE LEISURE & ENVIRONMENT COMMITTEE  
HELD IN THE TOWN HALL ON TUESDAY 26<sup>TH</sup> MARCH 2024 AT 6.30PM**

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Committee members present: Miss A Owen – Chair

Mr S Hall  
Ms E Murphy  
Mrs J Osborne - ex-officio  
Mr T Register  
Mr A Welsh

Officers in attendance: Mr C Griffin – Town Clerk

1. SUBSTITUTES AND APOLOGIES

**Apologies were received from Councillors Mr P Beer, Mrs P Berry-Kilby and Mrs J Rawlinson.**

2. DECLARATIONS OF INTERESTS

**Councillors Miss A Owen and Mr T Register 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 dispensations had been received.**

5. MINUTES

**RESOLVED**

**That the minutes of the Leisure and Environment Committee meeting held on the 27<sup>th</sup> February 2024 be confirmed and signed as an accurate record.**

6. ACTIONS FROM PREVIOUS MINUTES

The Town Clerk confirmed progress on the actions from the previous minutes.

- St Peters Church – The Town Clerk had sent the letter about St Peter’s Church to the Churches Conservation Trust (CCT) on 6<sup>th</sup> March. A reply had recently arrived from the Chief Executive of the CCT dated 22<sup>nd</sup> March, and this was reviewed by the members. The CCT confirmed that, legally, the name of the building remained as St Peter’s although the current brand name was ‘Sudbury Arts Centre’. Whilst many members were disappointed by the position taken by the CCT, they realized that they had to work

constructively with the CCT and the Bridge Project. To this end, the Town Clerk would write to the Friends of St Peter's and encourage them to engage in the CCT's offer to review the frequency and membership of their meetings on St Peter's.

- Community Wardens Vans Repairs – The vans would be repaired one after the other so that there was always one van available for work.
- Market Electricity Pillars – The contractor had been booked to undertake the work between 8<sup>th</sup> and 10 April.
- Heritage Centre re-style – There had been no further movement on the proposal for changes to the displays in the Heritage Centre.

#### **RESOLVED**

**That the progress on these actions be noted.**

#### **7. TO CONSIDER WHAT COULD BE DONE TO ENCOURAGE MORE INVOLVEMENT IN SUDBURY CRICKET CLUB**

The Mayor had asked Mr Ted Clarkson to attend the meeting and the Chair invited him to speak about what Sudbury Cricket Club had to offer the people in the Sudbury area.

#### **RESOLVED**

**To thank Mr Clarkson for his contribution and to support his proposal to do more to advertise the full range of sporting clubs in Sudbury.**

**To review the council's options for providing more information on sporting opportunities in Sudbury, including adding the sporting fixtures in the council's monthly events magazine and putting links to local sports clubs on the council's website.**

#### **8. TO DISCUSS FUTURE OPTIONS FOR A CEMETERY FOR SUDBURY**

The Town Clerk reminded members that there was very limited space remaining in the Newton Road cemetery. This might only last 4 to 6 years depending on the level of demand. The council had been discussing options to develop a new cemetery for many years, but unless action was taken soon there might not be time to develop a new site before the current cemetery was full. There was no suitable open land within Sudbury's boundaries. The best potential site was the land north of St Mary's Church Chilton and the Town Clerk had sent a written proposal to Chilton Parish Council in June 2023, but they had yet to reply.

#### **RESOLVED**

**That the Town Clerk and the Chair of the Committee would visit to site next to St Mary's and invite the Chair of Chilton Parish Council to discuss options with them.**

9. TO APPROVE THE EXPENDITURE OF £1,868.00 EXCLUDING VAT FOR EASTERN LIFT SERVICE ANNUAL MAINTENANCE CONTRACT

The Town Clerk explained that the Town Hall lift servicing contract needed to be approved.

**RESOLVED**

**That, under the power of the Local Government Act 1972, s.133, members approve the expenditure of £1,868 excluding VAT for an annual maintenance contract with Eastern Lift Services.**

10. TO APPROVE THE EXPENDITURE OF £2,600.00 EXCLUDING VAT FOR REPLACEMENT OF THE FIRE ALARM PANEL

The Town Clerk explained that the most recent fire inspection had recommended locating the fire alarm panel close to the public door so that fire fighters could check the details of any alarm without going deeper into the building.

**RESOLVED**

**That, under the power of the Local Government Act 1972, s.133, members approve the expenditure of £2,600 excluding VAT for the replacement of the fire alarm panel.**

11. TO APPROVE PARTIAL WRITE-OFF OF PLANTERS THAT HAVE BEEN RESOLD AT A DISCOUNTED RATE

Members were asked to approve the partial write-off for trough planters that were surplus to requirements and had been resold as second-hand items. When the original value of these trough planters had been checked in the fixed asset register, it was found that they had not been recorded as they had originally come in without purchase and therefore at no cost.

**RESOLVED**

**That members approve the write-off of any notional value for the trough planters that had been resold.**

12. TO CONSIDER LIGHTING THE BEACON FOR THE 80<sup>TH</sup> ANNIVERSARY OF D-DAY ON 6<sup>TH</sup> JUNE

The Mr Colin Smith, from the Sudbury Branch of the British Legion, attend the meeting and the Chair invited him to speak about the potential for lighting the beacon on 6<sup>th</sup> June to commemorate the 80<sup>th</sup> anniversary of D-Day.

**RESOLVED**

**To light the Sudbury beacon on 6<sup>th</sup> June 2024 to commemorate the 80<sup>th</sup> anniversary of D-Day and to work with the Sudbury Branch of the British Legion to encourage maximum participation.**

13. TO DISCUSS AND UNDERSTAND THE APPROPRIATE TIMES TO CUT AND TRIM HEDGES

Members discussed the times at which it was appropriate to cut or trim hedges. They noted that there was a distinction between rural hedges as field boundaries and domestic hedges in private properties in the town.

The tree warden attended the meeting and expressed her concern at the way birds in Girling Street car park had been disturbed when the district council had cut back the shrubs.

**RESOLVED**

**That the Town Clerk would write to Babergh District Council asking them to clarify the instructions and training given to their staff about the scheduled times for hedge cutting and the appropriate way to check for nesting birds.**

**That Cllr J Carter be asked to enquire what procedures the county council had adopted to protect birds when cutting the roadside hedges.**

14. TO DISCUSS AND UNDERSTAND THE RELATIVE RESPONSIBILITIES OF THE TOWN, DISTRICT AND COUNTY COUNCILS FOR REMOVING WEEDS IN SUDBURY

Cllr S Hall provided copies of Suffolk County Council's most recent guidance on weed treatment dated 22 March 2024 and their schedule for spraying in 2024. He asked members to note that the European Union had approved the use of glyphosate until December 2033 and that it was also legal to use it in the UK. Large towns were sprayed twice each summer and Sudbury was due to be treated on 27 May and 26 August 2024.

The Town Council staff were able to provide limited additional treatment if this became a high priority for members. The Street Warden would continue to clear weeds from the town centre by hand when time was available.

**RESOLVED**

**To work with Suffolk Highways and the Public Realm department at Babergh District Council to coordinate work to keep the town centre as neat as possible during the summer.**

15. TO CONFIRM THE PRIORITY FOR PARKING PERMITS ON FRANCIS ROAD

The Town Clerk briefed members that there were limited spaces for parking on Francis Road and that permits should not be sold in a greater number than there were spaces. Therefore, he wished to confirm the way these should be allocated. Three different options for their allocation were discussed.

**RESOLVED**

**That the parking permits for Francis Road would be offered in the following order:**

**Priority One – Those who have parking permits this year are offered renewal including second cars.**

**Priority Two – The new flats in Eastern Place**

**Priority Three – The new flats in 10 Station Road.**

**Priority Four – Any resident in the addresses above can express an interest in any remaining places for a second car.**

16. TO RECEIVE RECOMMENDATIONS FROM THE PARTY IN THE PARK WORKING GROUP AND AGREE A FORMAT FOR THIS YEAR'S EVENT

The minutes from the Party in the Park working group were presented by the Chair and discussed by members. A copy is attached at page 217. It was noted that the proposals were within the approved budget.

**RESOLVED**

**That the recommendations from the Party in the Park working group on 21<sup>st</sup> March 2024 be adopted.**

17. TO RECEIVE RECOMMENDATIONS FROM THE CHRISTMAS LIGHTS AND FAIR WORKING GROUP AND AGREE A FORMAT FOR THIS YEAR'S EVENT

The minutes from the Christmas Lights and Fair working group were presented by the Chair and discussed by members. A copy is attached at page 218.

**RESOLVED**

**That the recommendations from the Christmas Lights and Fair working group on 21<sup>st</sup> March 2024 be adopted.**

**18. TO RECEIVE RECOMMENDATIONS FROM THE MILL ACRE WORKING GROUP AND APPROVE EXPENDITURE OF UP TO £1,000.00 FOR INITIAL DESIGN WORK.**

The minutes from the Mill Acre working group were presented by the Cllr S Hall and discussed by members. A copy is attached at pages 219 and 220.

**RESOLVED**

**That the recommendations from the Mill Acre working group on 20<sup>th</sup> March 2024 be adopted.**

**That, under the power of the Public Health Act 1875, s.164, members approve the expenditure of up to £1,000 excluding VAT for initial design work.**

The meeting concluded at 8:16pm.

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Chairman

**Party in the Park Working Group****Meeting date:** Thursday 21 March 2024, 10:00

Mayor's Parlour, Town Hall, Sudbury, CO10 1TL

**Attending:** Cllr Ellen Murphy, Cllr Adrian Osborne, Cllr Alison Owen.**Apologies:** Cllr Tim Regester**Officer(s):** Rachel Price, Business Manager**Recommendation to Leisure & Environment Committee Tuesday 26 March 2024:**

For 2024, to host Party in the Park on Market Hill with some family friendly activities on North Street (and rename it 'Party on the Hill') on Sunday 21 July, 11am – 7pm.

The format will be to create a street party atmosphere on Market Hill, and for this to be an intergenerational event with something on offer for all ages. We will engage and work with local businesses to provide food and drink stalls / offers. The event will include a DJ with music and karaoke, picnic benches with roaming street entertainers including free hula classes and have a go dancing and drumming.

The Working Committee also recommend that North Street should be closed to traffic from Suffolk Road to the bottom of North Street (at The White Horse) for a safe environment for rides, games and entertainment for families / children to enjoy whilst drawing footfall for North Street businesses. These could include: Chair-o-planes, teacup rides, ball pool / obstacle course, mini golf, face painting etc.

To deliver the event within the approved 2024/25 budget in cc 205 (Public Events) which is just over £5.5k.

<b>Estimated costs</b>	
<b>Budget 2024/25: £5.5k</b>	
<b>Item / breakdown</b>	<b>Estimated costs</b>
Marketing and promotion including signs, banners, flyers, posters.	£350.00
DJ / PA system for music / karaoke.	£850.00
Street entertainers x 3	£1,000.00
Rides / amusements x 3	£1,250.00 [TBC]
Event toilets	£270.00
First Aid Cover	£500.00
Hire (or purchase) of picnic tables, parasols, deck chairs	£1,300.00
Road closure fee – Suffolk Highways	£75.00
Workshop materials – activity tent	£100.00
Event staff, at event rate of pay (with all on costs £33.71 / hr) Morning set up 7am – 11am (4hrs x3 staff = 12hrs). During event 11am – 7pm (8hrs x2 staff =16hrs TOIL). Clear up and close down 5pm – 9pm (4hrs x3 staff = 12hrs). Total 24-man hours paid at the event rate.	£850.00 (budget)  (£809.04)
Extra premium for BHIB - Insurance	£120.00
<b>Total:</b>	

**Christmas Fair & Light Switch on Working Group****Meeting date:** Thursday 21<sup>st</sup> March 2024, 18:00

Mayor's Parlour, Town Hall, Sudbury, CO10 1TL

**Attending:** Cllr Melanie Barrett, Cllr Ellen Murphy, Cllr Steve Hall, Cllr Alison Owen.**Officer(s):** Rachel Price, Business Manager**Recommendation to Leisure & Environment Committee Tuesday 26 March 2024:**

The working group agreed that the event is very successful in its current format, but just requires a few changes to promote a safer atmosphere on the night.

- To host the evening as planned on the last Friday in November, in 2024, 29<sup>th</sup> November 5 – 9pm.
- To host just one light switch-on at 6.30pm (rather than separate Memory Tree and main lights switch-ons).
- To avoid overcrowding around the tree to host the countdown, speeches and light switch-on on the Town Hall steps where there is more space for a crowd to gather and safely disperse after the countdown. Any choirs or bands can remain around the tree. Also to limit stalls in this area.
- To consider if choirs may be better situated in Sudbury Arts Centre to avoid noise interference during performances.
- To better harness the talent in the town for street performances and costumed characters. Business Manager to approach Sudbury Dramatic Society (SDS) to provide street performances, including pantomime characters throughout the evening. This will also be an opportunity to promote their January Panto at The Quay. Performers will be remunerated for their time.
- To seek quotes for some new entertainment, performers and rides.
- To avoid too much duplication in the stalls and to focus food stalls on Market Hill. Installation of new electric points will eliminate the need for noisy and polluting generators. To avoid stalls backing onto businesses that are open late on the evening.
- To reconsider how the Memory Tree is organised with St. Nicholas Hospice Care. The current arrangement is very time demanding and costly to produce the decorations – the group feel that funds would be better donated directly to the charity. When appointed, Event Officer to work with St. Nicholas for a solution.

To deliver the event within the approved 2024/25 budget in cc 204 (Street Fairs) which is just over £4.1k (there is an expected stall income of approx. £2.6k).



**Mill Acre Working Group Minutes****Meeting date:** Wednesday 20<sup>th</sup> March 2024, 18:00

Mayor's Parlour, Town Hall, Sudbury, CO10 1TL

**Working Group members in attendance:** Cllr Jessie Carter, Cllr Steve Hall, Cllr Nigel Bennett.**Officer(s):** Bradley Smith, Operations Manager

1. What are the constraints of the project.
  - a. Weight limit on the bridge over the river.
  - b. Electricity supply has been disconnected and energy discharged.
  - c. Flooding of Mill Arce is increasing year on year and in 2023 was at new levels.
  - d. Awarding winning meadows boarding the site, noise pollution, light pollution.
  - e. Funding streams.
  - f. The site is a memorial site to the Green family.
  - g. Planning permission maybe needed.
  
2. To discuss options for Mill Acre.
  - a. Leave as it currently is no change to the site.
    - i. Eyesore
    - ii. Detraction of the area.
  - b. Repair and fill in as boating pond.
    - i. Construction issues.
    - ii. Electrical issues.
    - iii. Maintenance on going each.
  - c. Family enhancements to the area, introduction of small children play equipment, and tree planting, taking away the boating pond completely and top soiling and grass seeding over the whole area just leaving the path around the area uncovered. With this option we could introduce a viewing platform on top of the existing pumping station with disabled access. Introduce interpretation boards around the site and a history board about the Green family plane crash.
  
3. To discuss funding options.
  - a. Small lotteries fund up to 15K.
  - b. CIL Funding district round 13 up to 10K.
  - c. 22K available from CIL and EMR Weir money.
  - d. Application for trees and hedging from BDC.
  - e. Application to lottery fund for play equipment funding.
  - f. RSPB funding if recognised as bird watching site.
  
4. To decide on a time frame for the completion of the project.
  - a. Bradley to produce minutes before the leisure and environment meeting on Tuesday 26<sup>th</sup> March 2024.
  - b. Present the Working groups ideas at leisure and environment on Tuesday 26<sup>th</sup> March 2024 as per timetabled on the agenda, recommending option 3.
  - c. Request £1000 from the leisure and environment committee for design concept work.

- d. If approved at leisure and environment working group to meet on site on Wednesday 27th at 5:30pm to walk the site and discuss options.
- e. Bradley to instruct a 3rd party to produce some design ideas based on the working groups discussions.
- f. Working group to come back together within 1 month (April) to see what has been produced and prepare for the idea to be taken to full council in May 2024 to gain approval from full council to start costing works.

  
  
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