

SADBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE LEISURE & ENVIRONMENT COMMITTEE
HELD IN THE TOWN HALL ON TUESDAY 30TH MAY 2023 AT 6.30PM**

PRESENT: Miss A Owen – Chair

The Mayor, Mrs J Osborne (Ex-Officio)

Mrs M Barrett

Mr S Hall

Ms E Murphy

Mr T Regester

Mr A Welsh

Mr C Griffin – Town Clerk

Mrs J Budd – Deputy Town Clerk

Mr B Smith – Community Warden Manager

Mr C King – Member of public

1. **SUBSTITUTES AND APOLOGIES**

Apologies for absence were received from Councillors Ms P Berry-Kilby and Ms J Rawlinson. Mrs M Barrett was the substitute for Ms P Berry-Kilby.

Councillor P Beer was absent, but no apologies had been received.

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. **ELECTION OF A VICE CHAIRMAN**

Cllr Owen nominated Cllr Hall as vice-chairman of the committee. Cllr Regester seconded this proposal. No further nominations were received.

RESOLVED

On being put to the vote, Councillor S Hall was elected vice-chairman of the Leisure and Environment Committee.

6. MINUTES**RESOLVED**

That the minutes of the Leisure and Environment Committee meeting held on the 25th April 2023 be confirmed and signed as an accurate record.

7. ACTIONS FROM PREVIOUS MINUTES

The Town Clerk discussed with the committee the list of 'long term' actions as well as the actions from the previous minutes. A list of these actions is shown at minute page 245.

RESOLVED

That 'long term' actions be developed into a delivery timeline, and brought forward when required as individual agenda items for approval.

The remainder of the lists be noted.

8. LORD PHILIPS MEMORIAL

The Town Clerk advised members that a memorial service for the late Andrew Philips would be held in St Peter's in August. Due to the large numbers expected to attend, the family had requested use of the Assembly Room in the Town Hall to live stream the service for those who could not fit in St Peter's.

The family thanked the Town Council for the minutes silence observed at the Council meeting in April.

The Mayor proposed that a permanent memorial plaque be installed at the library.

Members discussed various additional options for a memorial in the town.

RESOLVED

That the feasibility and costings be obtained for;

- a plaque to be installed on the outside of the library.
- a plaque to be installed on one of the benches already in situ on the Croft.

That the costs be brought back to the committee for approval in June.

9. VALLEY TRAIL ACCESSIBILITY ISSUES

Mr C King attended the meeting to discuss proposals to improve the surfacing and accessibility of the Valley Walk which he had emailed to members. Due to the poor state of its surface, the Valley Walk had become more challenging for various wheeled users.

The link this route provided between Ballingdon and Sudbury Town Centre and the train station was incredibly important in promoting active travel. This resource provided a direct link for pedestrians and cyclists to key supermarkets, train station and amenities within the town. Mr King considered that this route could promote better active travel and reduce car use when accessing the town.

Currently this route couldn't be used to its full potential due to the poor condition of the surface. The large grade stone surface was a serious a challenge for cyclists, pushchairs, and wheelchairs, preventing them from benefiting from this asset to the town.

RESOLVED

That Councillor Regester contact Babergh District Council and Active Travel for advice and possible funding ideas.

That the email from Mr King be forwarded to Suffolk County Council Rights of Way, with the support of the Town Council.

10. PERMANENT CAMERAS IN THE ASSEMBLY ROOM

Although there was no requirement for council meetings to be recorded or broadcast, during COVID the Town Council had decided to purchase a basic camera system and live streamed all meetings. After 3 years use, the camera was beginning to malfunction and the picture quality was very poor. An alternative webcam was capable of covering committee meetings in the Mayor's Parlour, but a proper permanent camera system would be required for good quality coverage of larger meetings in the Assembly Room. Members were asked to decide whether to have suitable cameras installed in the Assembly Room.

RESOLVED

That members approve 'in principle' fitting permanent cameras in the Assembly Room and would like the Town Clerk to bring costed options forward for discussion at the next meeting.

11. PLANS FOR MARKET HILL

At the Extraordinary Full Council meeting in June 2022, members had agreed that Market Hill 'Option 2' would be best (*Proposed changes to the road layout include the removal of the car parking spaces that are accessed from the A131 King Street to enable on-street bus stops. The option proposes the removal of the car parking spaces to the north of Market Hill to enable the footway to be widened and includes a closure during the summer months, May to September, to enable outdoor seating and events to take place*).

Suffolk Highways intended to conduct a trial of this plan over the summers of 2023 and 2024. As summer of 2023 was about to start, the Town Clerk had asked Suffolk Highways to indicate what the earliest possible date would be for this trial to commence, but no answer had yet been received.

RESOLVED

That the Town Clerk follow up with Suffolk County Council on the progress.

12. MOBILE CINEMA

Members were requested to consider match funding of up to £3,000 excluding VAT for a mobile cinema in Sudbury during Heritage Open Days in September. This was unfunded and would need the Finance Committee to provide additional resources.

A report from the Town Centre manager is shown at minute page 247.

RECOMMENDED

That the committee recommend to the Finance Committee that funds of up to £3,000 (excluding VAT) are made available as match funding for a mobile cinema.

13. ANNUAL STANDPIPE HIRE

Members were requested to approve payment of £1,300, excluding VAT, for the annual hire of a standpipe from Aquam Water Services Ltd.

RESOLVED

That, under the Power of the Local Government Act 1972, s.144, members approve payment of £1,300 excluding VAT for the annual hire of a standpipe.

14. JET WASHING THE TOWN CENTRE PAVEMENTS

Concerns had been raised over the state of the pavements in the town centre and the poor impression that this was giving visitors. The pavements had last been jet washed in 2021 during COVID when the streets were empty. Now that life had returned to normal, this would need to be done after shopping hours.

Members were requested to approve expenditure of up to £1,000 on overtime payments to have the centre of Sudbury jet washed after working hours. This was unfunded and would need the Finance Committee to provide additional resources.

RECOMMENDED

That the committee recommend to the Finance Committee that funds of up to £1,000 for overtime payments are made available for jet washing the town centre pavement.

15. CEMETERY BINS

The Community Warden Manager presented a proposal to replace all the bins in the Cemetery. This was unfunded and would need the Finance Committee to provide

additional resources. Neighbourhood CIL was recommended as the best source for the funding. A copy of the proposal is shown at minute page 252.

RECOMMENDED

That the committee recommend to the Finance Committee that funds of up to £7,100 (excluding VAT) are made available to replace the bins in the cemetery.

16. REPLACEMENT BINS AND BENCHES ON MILL ACRE

This project had originally been discussed 6 months ago, in a plan which also included the redeveloping the Boating Pond. The scheme for the Mill Acre area had now been broken down into two elements, the first being the bins and benches, with the second part being the Boating Pond itself which would be discussed at a later meeting. Some funding was available in the earmarked reserve for Mill Acre, but would require reprofiling by the Finance Committee.

The Community Warden manager attended the meeting and explained the proposal. A copy is shown at minute page 257.

RECOMMENDED

That the committee recommend to the Finance Committee that funds of up to £22,000 (excluding VAT) be made available to replace the bins and benches on Mill Acre.

17. CEMETERY SKIP

Members were requested to approve changing from using six skips per year for non-recyclable waste in Sudbury Cemetery to a 1,100 litre wheelie bin provided by Babergh District Council and emptied fortnightly. The new bin would cost £600 excluding VAT per year to empty compared to the £1,380 currently paid for the skip. This would result in a net saving.

RESOLVED

That, under the Power of Open Spaces Act 1906, s.10, members approve payment of up to £600 (excluding VAT) per annum for a 1,100 litre wheelie bin.

18. TOWN HALL WIFI PROJECT

Direct fibre to the premises broadband had now been installed in the Town Hall. Members were requested to approve expenditure of up to £2,500 (excluding VAT) to install a compatible WiFi system within the Town Hall which would be capable of operating at the new higher capacity.

RESOLVED

That, under the Power of Local Government Act 1972, s.111, members approve expenditure of up to £2,500 (excluding VAT) for the installation of a new WiFi system in the Town Hall.

19. SUFFOLK HEALTH AND WELLBEING WORKSHOP

An email had been received from SALC with an invitation for town councils to send a representative to attend a Health and Wellbeing Board workshop on the role of arts and museums in supporting health and wellbeing in communities. Only 3 spaces were available for the whole of Suffolk.

The workshop would take place on the 8th June at DanceEast, Ipswich.

RESOLVED

That if places were still available, Councillor Mrs J Osborne would attend.

20. WORKING GROUP FOR BELLE VUE PARK

Members were requested to appoint a working group to engage with Babergh District Council on developing plans for Belle Vue Park.

RESOLVED

That Councillors Mr P Beer, Ms E Murphy, Miss A Owen and Mr T Regester be appointed to serve on the Belle Vue Park Working Group.

The Belle Vue Park Working Group Updates would report back to the Leisure and Environment Committee and the Full Council.

The meeting concluded at 8.22 pm

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Chairman

Leisure and Environment Action Plan – 30th May 2023

Long Term Actions.

- **Cemetery – almost full, chapel needs refurb, Flint Lodge management**
- **New Cemetery – choose site, buy land, develop**
- **Mill Acre – Boating pond, picnic area**
- **Woodhall – Bought 1986, never developed, narrow access**
- **Town Hall refurbishment – repair and repaint, repair windows, heating**
- **Allotments – Newton Road and Ballingdon**

Leisure and Environment Action Plan – 30th May 2023

Current Actions.

- Pharmacy letter– draft sent to Mr Shar and awaiting his response.
- Refurbishment of Gaol Lane toilets – BDC xxxxxxxxxxxxxxxxxxxxxxxx.
- The ‘in house’ grounds maintenance is progressing well.
- ANPR trial – PCC has responded and suggests that STC approach BDC for CIL funding.
- xx.

WHAT

Proposal to bring the Incredible Moving Cinema to a Sudbury town centre location during Heritage Open Days 2023, for a week: 8th – 15th September.

<http://themovingcinema.co.uk>



The Moving Cinema is a purpose-built mobile cinema in the form of an HGV truck and is one of only 3 units in the UK. Once parked and connected to an electrical supply, the specialist hydraulics extend the sidewalls of the trailer making the unit an extra 12 feet wider. With the cinema screen then swung into place, and partition walls unfolded into position, the trailer is now converted into a 100-seater, fully heated/ventilated/air conditioned and weatherproof auditorium, that the audience enter and sit within in comfort.

WHEN

The Incredible Moving Cinema is available for a week, the 'Cinema Week' begins on a Friday so the proposed run for Sudbury is Friday 8th – Friday 15th September. This also coincides with the National Heritage Open Days fortnight, the theme this year is 'Creativity Unwrapped'.

WHERE

The Moving Cinema requires a level area of hardstanding approx. 8m wide x 18m long. The area should be accessible, prominent, with an electric supply and toilets nearby. The Town Centre Manager met with the owner / director to scout suitable locations in Sudbury and the two most viable options that meet the criteria are:

OPTION 1: Great Eastern Road Car Park, CO10 2TJ



Location Pros	Location Cons
<ul style="list-style-type: none"> • Minimal disruption to residents, no residential areas nearby • Plentiful parking • Train and bus stations in close proximity • Electric supply nearby (TBC adequate - 32amps of 3 phase power with a 5-pin connector required) 	<ul style="list-style-type: none"> • Low impact in terms of benefit to nearby independent businesses • No public toilet facilities nearby (Portaloos required) • Suspension of 10 parking bays at back of Roy's Car Park (not often at full capacity) • Assess impact for Roy's

OPTION 2: North Street (outside Masonic Hall, Sudbury, CO10 1NA)



Location Pros	Location Cons

<ul style="list-style-type: none"> • Encourage footfall to North Street • Potential direct benefit for North Street businesses • Good visibility roadside • Masonic offered electric point 	<ul style="list-style-type: none"> • Residents of Cedar Apartments • Some reduced parking at top end of North Street
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WHY

The objective of this project is two-fold. Firstly, to offer residents and visitors the opportunity to enjoy an affordable cinema-outing experience in Sudbury. Secondly, we want to explore residents' thoughts about a new cinema and explore how they would use it.

Future feasibility work and funding investigation requires evidence of need on how and why residents feel a cinema would benefit them, their families, and the wider community. Therefore, we will be asking interested residents to complete a short survey to help us gain the information we need. People can complete the survey as part of their visit to the mobile cinema or online. The survey results will help inform the project team about the next steps.

Example survey here: [Cinema Questionnaire - Newmarket Charitable Foundation \(newmarketcharity.org\)](http://newmarketcharity.org/Cinema-Questionnaire)

HOW MUCH

ITEM	COST BREAKDOWN	SUBTOTAL EX VAT
ABBEGATE MOVING CINEMA OPERATIONAL COSTS	<p>£1,750 / day + ½ day get in / out at each end = £14,000 + VAT. Abbeygate have offered to round to inclusive £10,000 + VAT for 7-day run: Fri 8th Sept – Fri 15th Sept.</p> <p>The fee would include:</p> <ul style="list-style-type: none"> • The truck fully heated/air conditioned and parked, with risk assessment ahead and whatever protections are required around it and to secure the site. • Fully staffed. • Films booked and programmed. • Publicity sheet and marketing through the Abbeygate social media channels and brochure. • Ticket selling through our website. • Marketing partnership. 	£10,000
PAID ADVERTISING AND PRINT MARKETING	<p>To include:</p> <ul style="list-style-type: none"> • Print advertising in local press with full programme • Banners, highway signage and large format posters • Paid digital / social media advertising. 	£750

PORTALOO HIRE	<ul style="list-style-type: none"> Hire x3 units (including accessible) for 7 day period 	£1,000
ELECTRIC	<ul style="list-style-type: none"> Plugged into mains use would be no more than 10kw/hr 	£200
PROGRAMMING AND WORKSHOPS	<ul style="list-style-type: none"> Accompanying programme to include: Paying workshop leaders Materials 	£750
MISC	<ul style="list-style-type: none"> TENs event licensing and any Highways orders required. Extra street cleansing support (staff costs) 	£500
SATELLITE RECEIVER	<ul style="list-style-type: none"> IF we would like screen live events as part of the programme. These might be opera, ballet or theatre depending on the calendar. 	£500
	ESTIMATED TOTAL COSTS:	£13,700

SCREENINGS AND TICKETING

Proposing around 20 screenings, 4 on weekend days and 2 Monday – Friday. We will screen a minimum of 10 different films, and we can put together a draft programme with you in the coming weeks.

In terms of the financial arrangement, Suggestion is that the District Council takes the net ticket revenue and holds the finds for Sudbury Cultural Group future events – that’s ticket income less fees to film distributors. That way we can set the ticket price and use comps as useful and will take a full role in the marketing. Abbeygate will do the deals with film distributors on the basis of a % fee to them based on audience numbers. There may be the odd minimum guarantee (sometimes in the order of **£150 per film**) and if so we can cashflow that and account to you at the end. We’ll send over the ticket revenue, net of fees to distributors (generally 35-50% of revenues) within 2 weeks of the finish of the event with a full accounting.

PROPOSED TICKET PRICES

As low as possible to be accessible, with some free incentives / for marketing.

Suggestion: **£5 Adult / £2.50 child** and for live screenings if we chose to include: £10 adult / £5 child

HOW WILL IT BE FUNDED?

Babergh District Council have indicated that we can apply for funding with Sudbury Town Council contributing 20% match funding to the total cost of the project up to £3,000.

TECHNICAL DETAILS

The Moving Cinema is an articulated lorry. When parked, the trailer unit transforms into a fully enclosed cinema auditorium in which the audience sit to watch the film or presentation. The cinema trailer is fully heated and air conditioned.

CAPACITY

100 seats with spaces for customers in wheelchairs. The Moving Cinema has a raked auditorium with a gradient of 1:9.

SET UP

Requiring a flat, level hard-standing (non grass) surface, it takes the operators 1 hour to set up the Travelling Cinema from arrival, to welcoming customers aboard. There are two entry and exit points into the Moving Cinema, one at the rear of the seating area which is stepped, and one at the screen end which is wheelchair accessible via a ramp.

DIMENSIONS

The Moving Cinema in road-going format is – 16.72m long, 2.44m wide, and 4.65m tall. When the trailer sides are extended to form the cinema, length and height are the same, but the lorry becomes 6.8m wide with another 2.5m needed for the access stairs and ramp on the left hand side. Overall weight is 36.5 tons.

PROJECTION/SOUND/SCREEN SIZE

Projection is via a Christie CP2210 projector with a Doremi IMB 2K server providing full DCI digital compliance via DCP's. A BluRay player is also fitted. Sound is digital cinema 5.1 equivalent. The overall screen size is 5m wide by 2.24m tall with a mini-perf matt sheet. Actual picture size will depend on film ratio being used. The screen has no borders or masking.

POWER REQUIREMENTS

Where possible, The Moving Cinema is best plugged into a local supply of no less than 32amps of 3 phase power with a 5 pin connector. If no local supply is available, we would need to hire in a diesel generator at extra cost.

Notes: The Travelling Cinema does not have any toilet or washing facilities. The interior lighting is dimmable tungsten lighting with switched fluorescent lighting. There are two external lights over the entry/exit doors.



SUDBURY
TOWN COUNCIL

NEWTON ROAD CEMETERY BINS

Proposal to Replace the Existing Bins
In
Newton Road Cemetery

Existing Bins



Proposed Bins

10 Bins



Enviropop



Costing



10 Bins

Total
£7,086.30

Funding



Sudbury Town Council

CIL



SUDBURY
TOWN COUNCIL



**MILL ACRE
BINS - BENCHES - PICNIC TABLES
REPLACEMENT PROPOSAL**

The Area Currently

- Current Bins
- Current Benches
- Current Picnic Tables / Spaces



The Current Situation - Bins



The Current Situation – Picnic Tables



The Current Situation - Benches



Proposed Plan

- Proposed Bins
- Proposed Benches
- Proposed Picnic Tables
- Proposed Picnic Tables
(With Wheel Chair Access)



Proposed Bins & Benches



**Pembridge Picnic Table
Enviropol – Brown**



Enviropol Litter Bin In Brown

This bin is made from 100% recycled material and is 100% recyclable



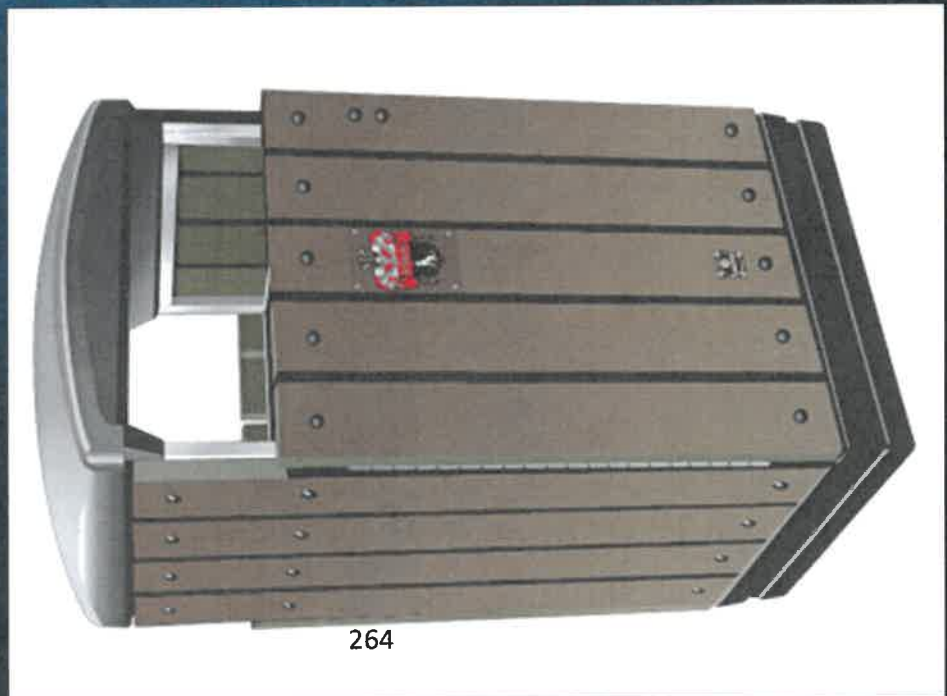
Elwood Seat In Brown

This bench is made from 100% recycled material and is 100% recyclable



**Pembridge Picnic Table
with Wheelchair Access
Enviropol - Brown**

Branding Of The Bin



Cost Of The Project

Investment

Item	Amount Required	Cost Per Item	Total Cost
Bench (Recycled Plastic)	8	£734.00	£5,872.00
Bin (Recycled Plastic)	8	£715.14	£5,721.12
Picnic Table (Recycled Plastic)	7	£902.51	£6,317.57
Picnic Table – Wheel Chair Access (Recycled Plastic)	4	£902.51	£3,610.04
Total			£21,520.73

30

Option 1 – Current Supplier

Cost Of The Project

Item	Amount Required	Cost Per Item	Total Cost
Bench (Recycled Plastic)	8	£584.00	£4,672
Bin (Wooden)	8	£549.00	£4,392
Picnic Table (Recycled Plastic)	7	£451.00	£3,157
Picnic Table – Wheel Chair Access (Metal)	4	£998.00	£3,992
	Total		£16,213

Option 2 – New Supplier



OPTION 2



Cost Of The Project

Item	Amount Required	Cost Per Item	Total Cost
Bench (Recycled Plastic)	8	£436.29	£3,490.32
Bin (Metal)	8	£719.00	£5752.00
Picnic Table (Recycled Plastic)	7	£443.69	£3,105.83
Picnic Table – Wheel Chair Access (Recycled Plastic)	4	£562.01	£2,248.04
	Total		£14,596.19

Option 3 – New Supplier



OPTION 3

