

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE LEISURE & ENVIRONMENT COMMITTEE HELD IN THE TOWN HALL
ASSEMBLY ROOM ON TUESDAY 27TH JULY 2021 AT 6.30PM**

PRESENT: Ms E Murphy – Chair

Mrs S Ayres
Mr N Bennett
Ms J Carter
Mr S Hall (substitute until Cllr Sayers arrived)
Miss A Owen
Mr J Sayers (arrived at 6.50pm)

Mr C Griffin – Town Clerk
Mrs J Budd – Deputy Town Clerk
Ms R Price – Town Centre Manager
Mr P Faircloth-Mutton – Suffolk County Councillor

Councillor R Spivey was in attendance until 7:45pm.

1. **SUBSTITUTES AND APOLOGIES**

An apology for absence was received from Mr A Osborne.

Mr J Sayers had apologised that he would be late, and Mr S Hall substituted for him until he arrived.

2. **DECLARATIONS OF INTERESTS**

Councillors Mrs S Ayres and Miss A Owen declared they were Babergh District Councillors.

Councillor Ms J Carter declared that she was a Suffolk County Councillor.

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 & Environment Committee meeting held on the 26th June 2021 be confirmed and signed as a correct record. These had been approved and adopted at the July Full Council meeting.

6. **ANNUAL FORECAST OF REVENUE & CAPITAL RECEIPTS**

Members reviewed the Committee's annual forecast of revenue and capital receipts in accordance with Financial Regulation 3.1 and discussed any increases that may be required for FY 2022/23 budget. A copy of the details is shown at minute page 504.

RESOLVED

- **Capital & Projects** – to remain at £30,000, but likely to be subsumed into a new EMR
- **Market** – would like to see the forecast of income raised to £20,000
- **Street Fairs** – to remain at £1,500
- **Public events** – drop to £16,000 following the removal of the Delphi Firework Display.
- **Town Economy** – increase the advertising budget by £5,000, raising the overall figure to £60,000.

6.50pm Councillor Sayers arrived at the meeting. Councillor Hall continued for the remainder of this item.

- **Town Hall** – to remain at £76,026.01, but likely to be subsumed into a new EMR
- **Public Clocks** – to remain at £2,500
- **Street Wardens** – to remain at £2,064.28
- **Allotments** – try to increase the income, but no change to the forecast.
- **Open spaces** – figure to remain at £20,740.00, much of this cost is for external contracts, which increase with inflation.
- **Cemetery** – to remain at £36,545.13, but work is underway to establish the number of man hours required to run the Cemetery. Part of this cost is for a 4-year contract, which increases with inflation.
- **Memorials** – Work will be required, but funding will come from the re-designed EMR.
- **Tourist Information Centre** – to remain at £22,212.15 for now, however discussions will be held over the possibility of extending the opening hours at the weekend.
- **Christmas lights** – to remain at £15,750.00
- **Museum** – to remain at £700, however discussions will be held over the possibility of extending the opening hours at the weekend.
- **Street lighting** – to remain at £5,200, but still need clarification as to why the Town Council are responsible for some street lighting.
- **Street furniture** – to remain at £1,500.00
- **Highways** – income from the Francis Road parking permits, to remain at £1,200.
- **Floral displays** – to remain at £19,550, much of this cost is for a 4-year contract, which increases with inflation.
- **Community Wardens** – to remain at £78,062.34
- **Civic activities** – to increase to £35,000 to help cover celebrations to mark the Queen's Platinum Jubilee.

7pm – Councillor Hall was no longer a substitute but remained at the meeting.

7. SUDBURY ROWING CLUB

The Town Clerk advised members that following an application for grant aid from the Rowing Club to support this year's regatta, it had become apparent that they were working on proposals for a new development.

Babergh District Council were aware of this and suggested that the Rowing Club work with both the Town and District Councils on this project.

RESOLVED

That the Rowing Club and a Babergh Representative be invited to attend the September meeting of the committee.

8. CREATIVE WAYFINDING SCHEME

The Town Centre Manager advised members that the proposed Wayfinding Scheme with Babergh District Council did not seem to be progressing fast enough, bearing in mind that funding (Section 106) had to be used by January 2022.

Ms Price emphasised that the funding could only be spent on signage within the specified areas of North Street Car Park, Station Road Car Park, the Bus Station and the land near Sainsbury's.

RESOLVED

That the Town Centre manager attends the September committee to discuss possible options for signage in these areas.

9. ADVERTISING AROUND THE CHRISTMAS TREE

Members had previously discussed comments from the public that advertising banners around the Town's Christmas trees were 'unsightly'.

It had been agreed that costing for a picket fence should be obtained, as an alternative to using the metal barriers. A copy of a report from the Events Co-ordinator is shown at minute page 505.

RESOLVED

That there will not be advertising around the Christmas trees.

That the purchase of Picket Fencing or other alternatives be discussed at the September meeting.

10. SUDBURY MARKET

Councillor Spivey updated members on the work being carried out by the Markets Working Group. Currently there were no written procedures describing the operation of the Market. The Market Manager was working on these and would report to the Committee in September

The Working Group agreed to purchase a card reading machine to enable traders to pay their pitch fee electronically. This would happen on a trial basis over the next few months.

The Town Centre Manager would continue to promote the market through local press, social media and within surrounding villages.

Service Level Agreement (SLA) for the Farmers Market would continue with the charges previously agreed. £100 until September, then £200 onwards, plus £21 should they require use of the alcohol

licence. The current SLA ran until March 2022 and was due to be reviewed in September along with the continuation of the Town Council's own small Friday market.

The Town Council would pay for the necessary road closure orders required for the Farmers Market to take place.

RESOLVED

That Councillor Spivey be thanked for the update.

That, under the power of the Local Government Act 1972, s.144, members approved the payment of about £29 to purchase a card reading machine.

Following the resolution of the Policy and Resources Committee in June, the Town Clerk had commissioned some architect's drawings for the possible redesign options of the Market Hill area. These were at the draft stage and were shown to the meeting. Copies of the draft drawings are shown at minute page 506.

County Councillor Faircloth-Mutton advised that he had spoken to the Senior Highways Officer regarding the possibility of Market Hill being a shared space of parking and pedestrianisation. Highways had indicated that there would need to be some physical division between the two, e.g. a kerb, a line of trees, etc.

The Cabinet Member for Highways was thought to welcome such a project, however all three levels of local council would need to be involved. Sudbury Town Council would need to be clear on its own position before inviting Suffolk County Council and Babergh District Council to discuss the detail.

Members agreed that any future design would need to take into account key factors including access for delivery vehicles, the regular markets, Christmas events and access to St Peter's.

RESOLVED

That the architects be requested to complete the drawings, which would go back to the Policy and Resources Committee for their consideration.

11. TOURIST INFORMATION SIGNAGE

At the May meeting of the Committee, members had approved in principle new signage for the Tourist Information Centre.

Costings for these signs had now been received.

RESOLVED

That, under the power of the Local Government Act 1972, s.144, members approved the payment of up to £550 + VAT to purchase new signs.

12. RENEWAL AGREEMENT – HERITAGE CENTRE

Members were advised that the agreement Sudbury Town Council had with the Sudbury Museum Trust for running the Heritage Centre had expired. The Town Clerk had circulated an updated draft version of the agreement on similar terms to before.

RESOLVED

That members approve the revised draft agreement for the operation of the Heritage Centre.

13. IMPROVEMENT OF DOOR SECURITY WITHIN THE TOWN HALL

The Town Clerk advised that some of the doors within the Town Hall required security improvements and repair. A proposal for new locks and self-closure devices had been circulated which would help with security of the building.

RESOLVED

That, under the power of the Local Government Act 1972, s.133, members approved a quote for £1,650 + VAT for the work to be carried out.

14. REMAINING EVENTS FOR SUDBURY 2021

The Events Co-ordinator had circulated a list of proposed events for the remainder of 2021 for the approval of the committee.

A copy of the list is shown at page 510.

RESOLVED

That a decision on the OAP's party would be made in September as members wished to monitor the ongoing issue of COVID. Contact be made with nursing homes to gauge their opinions.

All other events be approved.

Looking ahead to 2022, members felt it important to be looking at alternative sites for Party in the Park, and this might coincide with the alterations to the park are taking place.

That the Council commemorate St Edmund's day on the 20th November 2022.

15. QUEEN'S PLATINUM JUBILEE 2022

Members were requested to approve the lighting of the Beacon as part of the national celebrations for the Queen's Platinum Jubilee in June 2022.

The Town Clerk advised that he and the Mayor had met the Suffolk Deputy Lieutenant with responsibility for Sudbury to discuss Sudbury's involvement in events planned for the Jubilee. Suffolk wanted to make a 'big impression' with coordinated events across the county to mark the year of the Jubilee.

RESOLVED

That approval be given to the lighting of the Beacon.

That a working group consisting of Councillors Miss Owen (Chair), Mrs Ayres, Ms Carter and Ms Murphy, along with the Events Co-ordinator Mrs T Elford, be formed to plan events to celebrate the Jubilee.

16. LEASE AGREEMENT WITH SUFFOLK REGISTRARS

The Town Clerk advised that the lease agreement with the Suffolk Registrars was complicated. Discussions would continue with the Suffolk County Council team to resolve this.

RESOLVED

That the Town Clerk reports back to the committee as soon as there was new information to consider.

The meeting concluded at 8.20 pm

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Chairman

Cost Centre Name	L&E Ctte Budget for FY 2021/2022	L&E Ctte Forecast of Revenue & Expenditure for FY 2022/2023
Capital & Projects	£30,000.00	£30,000.00
Market - Charter Street	-£17,276.31	-£20,000.00
Street Fairs	£1,500.00	£1,500.00
Council Public Events	£19,504.65	£16,000.00
Town Economy	£53,997.32	£60,000.00
Town Hall Building	£76,026.01	£76,026.01
Public Clocks	£2,500.00	£2,500.00
Street Wardens	£2,064.28	£2,064.28
Allotments	-£920.00	-£920.00
Open Spaces & Closed Churchyards	£20,740.00	£20,740.00
Cemetery	£36,545.13	£36,545.13
War Memorial, Aelfhun & Gains	£0.00	£0.00
Tourist Information Centre	£22,112.15	£22,112.15
Christmas Lights	£15,750.00	£15,750.00
Museum	£700.00	£700.00
Street Lighting	£5,200.00	£5,200.00
Street Furniture	£1,550.00	£1,550.00
Highways	-£1,200.00	-£1,200.00
Footpaths	£0.00	£0.00
Floral Displays & Bedding Mtce	£19,550.00	£19,550.00
Community Wardens	£78,062.34	£78,062.34
Civic Activities	£25,094.47	£35,000.00
	£391,500.04	£401,179.91

Agenda item - Leisure & Environment – Tuesday 27th July 2021

Town Centre Christmas Tree and Memory Tree – Picket Fencing

Following feedback from town council members last year, and comments posted on Facebook by members of public, regarding the barriers and advertising banners around the two town Christmas Trees and how horrible it made them look. Investigations have now been made into purchasing picket fencing for both trees (example photograph attached).

I have obtained a quote from Ridgeons to supply suitable picket fencing as follows:

Main tree – 12 x 1.8 mtr panels (3 panels for each side)

Memory Tree – 8 x 1.8 mtr panels (2 panels for each side)

20 x 1.8 mtr panels @ £25.65 each = £513

20 x smooth planed rounded top posts @ £12.51 each = £250.20

Total excluding VAT = £763.20

Currently, businesses sponsor the trees in return for having an advertising banner around the tree (which each business provide). In 2020 we received £400 in sponsorship for the main tree, which cost £1,850 and £260 for the small tree which cost £260.

The picket fencing would be a one-off payment, but members also need to consider covering the costs of the two trees annually rather than sponsorship being sought each year.

Teresa Elford
Mayor's Secretary & Event Co-ordinator

13th July 2021

Leisure & Environment Committee

Remaining Annual Town Events for 2021

At the March Leisure & Environment Committee members discussed Sudbury Events for 2021 where it was recommended, and approved by full Council, that events proposed for July be postponed until 2022 (no events were planned for August). Events from September onwards would be considered at a subsequent Leisure and Environment Committee meeting.

Not all the events are organised by the town council but have been included to allow members to be aware of all town events.

Sunday 15th August	-	Green Sunday – Market Hill (already approved)
10th to 19th September	-	Heritage Open Days 2021.
11th to 12th September	-	Celebration of Sudbury Silk – included as part of the Heritage Open Days above.
11th & 12th September	-	St. Peter's Regeneration closing weekend – this will also coincide with Heritage Open Days week, which potentially means the celebrations could last two weekends.
Sunday 19th September	-	Green Sunday – Market Hill (already approved)
Sunday 17th October	-	Green Sunday – Market Hill (not yet approved)
Sunday 14th November	-	Remembrance Sunday Parade & Service - we are hopeful this event will be able to go ahead this year now COVID restrictions have been lifted.
Sunday 21st November	-	Green Sunday – Market Hill (not yet approved)
Friday 26th November	-	Christmas Fair & Light Switch-on - we are hopeful this event will go ahead this year now COVID restrictions have been lifted.

Monday 13th December -
(Provisional date)
restrictions

Christmas Party for Senior Citizens -
Assembly Room, Town Hall – Although COVID

have now been lifted, careful consideration should be taken as to whether this event should go ahead this year. This event is held indoors, in close proximity and aimed at the most vulnerable in our community.

Teresa Elford,
Mayor's Secretary/Event Co-ordinator
2021

21st July