

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE LEISURE, ENVIRONMENT & HIGHWAYS COMMITTEE HELD THROUGH
VIDEO TELECONFERENCING ON TUESDAY 29TH SEPTEMBER 2020 AT 6.30PM**

PRESENT: Ms E Murphy – Chair

Mr T Cresswell
Mr O Forder
Mr S Hall
Mr A Osborne
Miss A Owen
Mr J Owen
Mr J Sayers

Mr C Griffin – Town Clerk
Mrs J Budd – Deputy Town Clerk

Councillors Mrs S Ayres and Mrs J Osborne were in attendance.

1. SUBSTITUTES AND APOLOGIES

Apologies for absence were received from Ms L Fowler and Miss A Owen attended as a substitute for her.

2. DECLARATIONS OF INTERESTS

Mr Sayers declared a non-pecuniary interest in item 15.

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 & Highways Committee meeting held on the 28th July 2020 be confirmed and signed as a correct record. These had been approved and adopted at the September Full Council meeting.

6. BABERGH DISTRICT COUNCIL'S OUT-SOURCING FOR TASKS

The Town Clerk advised members Babergh District Council were looking to move their Public Realm Services in-house.

Councillor Mrs Osborne confirmed that this proposal had recently been approved by Babergh District Council cabinet members. Contact would be made with all local town and parish councils

over the following months to establish interest in working with Babergh. The Town Clerk requested that these discussions be held sooner rather than later as the Sudbury Town Council budget for FY2021/22 would need to be drafted in October and November for approval at the end of the calendar year.

RECOMMENDED

That Councillor Mrs Osborne would request Babergh District Council to have these discussions with Sudbury Town Council as soon as possible to enable any funding to be included in the proposals for the FY2021/22 budget.

7. COMMUNITY WARDEN TASKS

The Town Clerk briefed members on the amount of hours the Community Wardens, Street Warden and Apprentice worked and their range of tasks. At the moment they had a combined total of 7,073 hours for the current year.

Members enquired why, when tasks were still outstanding in Sudbury, the Wardens were working in surrounding villages. The Town Clerk explained that external tasks were paid for by the parishes concerned and that he would ensure that these were charged at no loss to Sudbury. If members wanted more work conducted in Sudbury this would require additional hours to be funded through the precept.

Within the hours funded by the Sudbury precept, it is for this committee to set the priorities for the work of the Community Wardens. The Town Clerk confirmed that external work for surrounding villages did take into account the use of tools and vehicles, as well as staff costs.

RESOLVED

That the Wardens be congratulated on the great work they do.

That the Town Clerk continues to ensure that all external work is charged at a rate that covers the full costs, including direct, indirect and liabilities.

That a report is presented to the committee once every six months detailing the variety of work undertaken by the Wardens, including the breakdown of work between Sudbury and external contracts.

8. TOURIST INFORMATION CENTRE

The Town Clerk advised that an Officer from the Tourist Information Centre had recently resigned, with another Officer having given notice to retire at the beginning of December.

The Town Clerk proposed an alternative plan for the staffing of the Tourist Information Centre that would allow it to operate with the same opening hours, except for a half hour closure at lunchtime. This could be managed with the existing staff, as some had agreed to work additional hours to cover the vacancies and any holiday cover required.

Members agreed that the Tourist Information Centre provided a vital service to the town.

RECOMMENDED

That the vacancies at the Tourist Information Centre are covered using the current staff.

That the Tourist Information Centre close for half an hour at lunchtimes.

That the Tourist Information Centre staffing situation be reviewed early next year.

9. ALTERNATIVE CHRISTMAS EVENTS

Due to the current situation with COVID-19, the annual Christmas Fair and light switch on will not be able to be held as normal.

The Events Co-ordinator had proposed for some alternative events to take place instead. A copy of the proposal is shown at minute page 559.

RESOLVED

That Officers be congratulated on these fantastic proposals.

That expenditure of up to £1,000 for alternative Christmas events are approved, under the power of the Local Government Act 1972, s. 145.

10. ST. PETER'S CLOCK

Members were requested to approve payment of an invoice for £1,000.44 inc VAT for the annual maintenance and urgent repair of the clock.

RESOLVED

That the invoice for £1,000.44 inc VAT be paid, under the power of the Parish Council Act 1957, s.2.

That an annual report on the costs for the repairs of the clock on St. Peter's be presented to the committee.

11. ENVIRONMENTAL SURVEY

Councillor Forder informed members that back in February 2020, it had been agreed for an Environmental Survey be carried out on the Town Hall at a cost of £1,525 + VAT. The results of this survey are shown at page 561.

The Town Clerk advised that some of the recommendations could be implemented quite easily, for example hourly monitoring of the gas and electricity supply, and the ongoing transition LED lighting.

Other recommendations would require significant investment and would need further investigation before a cost-benefit analysis could be produced.

RESOLVED

That a detailed report be presented to the committee in three months' time. This should include an analysis of the potential costs, savings in carbon emissions and the time scale.

That under the power of the Local Government Act 1972, s. 144, members approve the payment of the invoice for £1,525 plus VAT.

12. AUTOMATIC EMERGENCY DEFIBRILLATORS (AEDS)

Members were shown a map detailing the location of existing AEDs that are available for use by the public 24 hours a day, 7 days a week as well as the location of a proposed new one. The Town Council were responsible for the maintenance of three of these plus the new one. Each time an AED is used the pads have to be replaced, and sometimes the battery. The Town Council budget £1,000 a year for maintenance and this is considered to be sufficient.

RECOMMENDED

That members are happy with the current provision of AEDs in Sudbury.

That an additional map be created showing all the AEDs in Sudbury, including those that are only available for use at restricted times.

13. PURCHASE OF DOG BAGS

Members were requested to approve payment of an invoice for the purchase of dog bags and dispenser bags at a cost of £1,602 including VAT.

Costs are recouped through selling the bags. The Town Council also receive funding from the glass recycling banks to defray the costs of the bags given out free from the dispensers.

RESOLVED

Payment of the invoice for the sum of £1,602 including VAT, under the powers of the Localism Act 2011, ss. 1-8.

14. TOWN HALL SECURITY

The Town Clerk advised members that, following the theft of lead, there was a need to ensure the future security of the Town Hall building, especially the roof. The Town Clerk explained that he had worked with security systems providers to obtain details quotes for the options outlined in confidential briefing *20200908-Security Options for the Town Hall Roof*. Member discussed the options and agreed that the spending on extra security should be proportionate to the cost of the recent damage and selected Option B.

RESOLVED

To approve additional expenditure of up to £800 excluding VAT on security Option B, under the power of the Local Government Act 1972, s. 133.

15. RESIDENTS' PARKING SCHEMES

Following the introduction of the Parking Enforcement Officers, some members of the public had requested residents' parking schemes. Rather than applying for one at a time, Councillor Mrs Osborne suggested the following motion:

That Sudbury Town Council undertakes a survey of roads in Sudbury to establish which roads would wish to have residents' parking permits and then submits an application to Suffolk County Council.

As Councillor Mrs Osborne was not a member of the committee, this motion was proposed by Councillor Ms Murphy.

RESOLVED

That this motion be ADOPTED.

16. HIGHWAY LIST

Highways List – The Deputy Town Clerk read out the Highways list to members.

RECOMMENDED**Signs:**

- King St roundabout - The sign is bent and rusty and contains a light. This should remain on the highway list whilst we investigate whether Suffolk County Council (SCC) will repair.
- Cats Lane HGV sign – The shrubbery to be cut back so that the sign can be seen. Remove from list.
- Girling Street – SCC are aware of this request. Keep on the list whilst an update is received.
- The Croft - This has been dealt with so can be removed from the list.
- The remaining signs should remain on the list.
- The Community Wardens have a schedule for cleaning dirty signs so this item can also be removed.

Road crossings:

- Additional zebra/pelican crossing in Melford Road – Approach Suffolk County Council for their opinion on this.
- Installation of a crossing in York Road, members felt this request would not be viable as many residents have to park on the road. The Parking Enforcement Officers are monitoring this area.

Road issues:

- Gregory Street requires resurfacing. Councillor J Owen will keep pushing SCC for this repair.
- The widening of the junction of Gainsborough Street and Gregory Street is not practical. This item can be removed.
- Replacement of barriers along Girling Street/Melford Road are all repaired so can be removed from the list.
- Establish who is responsible for the Car Park in Ballingdon Street.

Drains – All drains should now have been cleared so can be removed from the list.

Street furniture –The benches in Old Market Place have been removed, refurbish and replaced so can be removed from the list.

Car Parks – Ballingdon Street. The two councillors for this ward, Councillor Mrs Ayres and Mr Owen will take this up with SCC. Should remain on the list for now.

Waiting restrictions – All of these items can be removed from the list.

Footpaths – Catesby Meadow; this is an ongoing issue as the area has still not been adopted. Councillor Mr Owen advised that Babergh District Council’s legal team is investigating the delay. This should remain on the list at the moment. Councillor Owen will supply a photo.

Trees:

- **Acton Lane – Hedge cut back too far – this has been inspected by Babergh District Council and the item to be removed.**
- **Trees in Christopher Lane keep dropping leaves into the back gardens. Low branches are making it difficult to park. This issue is noted but the trees are on private property, and should be removed from the list.**

17 **MATTERS PENDING**

The Deputy Town Clerk read members the matters pending list. A copy is shown at minute page 564.

RECOMMENDED

Item 3 – Monies from Section 106 for the map boards has now been received. This item can be removed.

Item 5 – This matter is ongoing.

Item 7 – Remove from list.

Item 9 – This matter is ongoing. Officers are continuing work on the Market Regulations.

Item 10 – There is no cheap option for repairing the Boating Pond. More research and costing of the options will be needed. Details of expenditure for the pond so far are to be presented to members at the next meeting.

The meeting concluded at 8.33 pm

..... Chairman