

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE LEISURE & ENVIRONMENT COMMITTEE
HELD IN THE TOWN HALL ON TUESDAY 28TH MAY 2024 AT 6.30PM**

Committee members present: Mr S Hall – Chair
Ms E Murphy
Mrs J Osborne
Mr T Register
Mr A Welsh

Officers in attendance: Mr C Griffin – Town Clerk
Mrs D Deeks – Administration Manager/s151 Officer
Mr B Smith – Operations Manager

1. **SUBSTITUTES AND APOLOGIES**

No apologies had been received.

2. **DECLARATIONS OF INTERESTS**

Councillors Mr T Register declared that he was a Babergh District Councillor.

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. **ELECTION OF THE VICE CHAIRMAN**

Both Councillor Ms E Murphy and Councillor Mr A Welsh put themselves forward to become vice chairman of the Leisure and Environment Committee for the year 2024/2025. Both nominations were seconded and then put to the vote.

RESOLVED

That Councillor Mr A Welsh be elected vice chairman of Leisure and Environment Committee for the ensuing year.

6. **MINUTES**

RESOLVED

That the minutes of the Leisure and Environment Committee meeting held on the 30th April 2024 be confirmed and signed as an accurate record.



7. ACTIONS FROM PREVIOUS MINUTES

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

- Digital notice boards would be discussed in Item 8.
- A meeting date had been booked in June to discuss using the land to the southeast of St Mary's Church for a new cemetery. This will be reported at the June meeting.
- The new water pipe had been laid in the cemetery.
- The two trees had been cut down in the cemetery and a third had fallen in the bad weather.
- The finance available for Town Hall maintenance had been agreed by the Finance committee on 7th May. The main projects were the redecoration of the front of the town hall, the replacement of the heating system and fixing the leak in the roof above the information centre. The process for obtaining quotes would be considered by the next Finance Committee as part of the new financial regulations. The aim was to have these projects approved at the July full council meeting so that the work could be completed before the autumn.

RESOLVED

That the progress on these actions be noted.

8. TO DISCUSS THE INSTALLATION AND LOCATION OF A DIGITAL NOTICE BOARD IN SUDBURY TOWN CENTRE

The Town Clerk presented the three options for the type of digital notice board which could be installed in the town centre. The proposed location for the notice board was near the junction of North Street and Old Market Place. Members understood that planning permission would be required prior to any agreement to purchase a digital notice board. The Town Clerk emphasised that the purpose of the notice board would have to be decided before the planning application could be submitted. The broad options for the purpose were;

- Non-commercial run by the Town Council to advertise local events and council information.
- Semi-commercial run by the Town Council with an even mixture of commercial advertising and local information.
- Fully commercial run by the Town Council with sufficient advertising income to cover the full costs of the project.

RESOLVED

That a large size rectangular digital noticeboard with content that could be remotely uploaded by Town Hall staff over the internet was the preferred solution, with the following assumptions;

- Purchase cost of about £10,000.
- Grants would be applied for from the Rural Prosperity Fund (target 50%).
- CIL application could be made for the match funding.
- To be located on the wide pavement area near the junction of North Street and Old Market Place.
- The Sudbury Society should be asked for their views prior to a planning application.

That further enquiries be conducted and reported back to assess the additional costs of;

- **Electricity supply and consumption.**
- **Maintenance and servicing.**
- **Lifespan and replacement.**
- **Refreshing the content.**

9. TO REVIEW THE DRAFT MARKET REGULATIONS.

The Town Clerk presented the new draft market regulations which had been produced by the Business Manager in consultation with NABMA. The purpose of the revision was to simplify the regulations so that the document could be read and understood by all market traders. There were many issues, such as the retention of vehicles throughout the day as part of a stall, or the return of vehicles to resupply items that were selling out, which would have to remain at the discretion of the market manager, so as to achieve the overall aim of a successful and attractive market.

RESOLVED

Members noted the draft market regulations, which would go forward for a consultation process with the market traders over the next four weeks. The results of the consultation would be brought back to the committee.

10. TO DISCUSS PLANS FOR TOWN CENTRE WEEDING

Members raised concerns over the number of weeds that had grown up around the town centre, particularly during the recent wet weather. The Street Warden's schedule was reviewed, and members agreed that there were currently sufficient hours allocated to weeding around the town centre. Shops in the town centre would be encouraged to join in the 'Tidy Town Pledge' and keep the area immediately in front of their premisses clear of weeds and litter.

RESOLVED

That the Town Clerk will provide Members with a copy of the Street Warden's schedule.

That Members report any concerns with weeds directly to the Town Clerk by email, with photographs attached where possible.

11. TO RECEIVE AN UPDATE ON THE SUMMER FLORAL DISPLAY

Installation of the summer floral displays was now underway and should be completed by the 31st May 2024.

RESOLVED

Members noted the progress with the summer floral display.

12. TO APPROVE EXPENDITURE OF UP TO £1,350.00 EXCLUDING VAT FOR THE ANNUAL HIRE OF THE ANGLIAN WATER STANDPIPE.

Members were requested to approve expenditure of £1,350.00 excluding VAT for the annual hire of the Anglian Water standpipe.

RESOLVED

That, under the power of the Local Government Act 1972, s.144, members agreed to approve expenditure of up to £1,350.00 excluding VAT for the annual hire of a standpipe.

13. TO APPROVE EXPENDITURE OF UP TO £1,550 EXCLUDING VAT FOR THE NEW VEHICLE TRACKING CONTRACT OVER 3 YEARS

Members were requested to approve expenditure of up to £1,550.00, excluding VAT, for a three-year contract for a vehicle tracker system for the new Community Warden vans.

RESOLVED

That, under the power of the Local Government Act 1972 s.111, expenditure of up to £1,550.00 excluding VAT be approved for a three-year contract for a vehicle tracker system.

The meeting concluded at 7.56 pm.



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Chairman