

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE LEISURE & ENVIRONMENT COMMITTEE
HELD IN THE TOWN HALL ON TUESDAY 30TH JANUARY 2024 AT 6.30PM**

Committee members present: Mr S Hall – Chair
Mr N Bennett
Mr P Beer (left the meeting at 8:08pm)
Ms E Murphy
Mrs J Rawlinson
Mr T Register

*- Due to Building
being cold
(NO HEATING).
SH*

Officers in attendance: Mr C Griffin – Town Clerk
Mrs D Deeks - RFO
Ms R Price
Mr B Smith

1. SUBSTITUTES AND APOLOGIES

Apologies were received from Councillors Mrs P Berry-Kilby, Miss A Owen, Mr A Welsh and Mrs J Osborne (Mayor, ex-officio). Mr N Bennett was the substitute for Mr Welsh.

2. DECLARATIONS OF INTERESTS

Councillors Mr P Beer and Mr T Register declared that they were Babergh District Councillors.

Councillor Mr P Beer declared that he 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 dispensations had been received.

5. MINUTES

RESOLVED

That the minutes of the Leisure and Environment Committee meeting held on the 28th November 2023 be confirmed and signed as an accurate record.

6. ACTIONS FROM PREVIOUS MINUTES

The Town Clerk confirmed the actions from the previous minutes.

SH

- The Incredible Moving Cinema would return during half term (20 to 25 February) funded by the Abbey Gate.
- The cemetery back gates have been removed for refurbishment.
- St Peter's clock repairs had been completed by the engineer earlier that day.

RESOLVED

That the actions be noted.

7. SUMMER ENTERTAINMENT PLANS FOR MARKET HILL

The Town Centre Manager gave a verbal update on the summer entertainment plans for Market Hill. Sudbury Town Council would work in conjunction with the Sudbury Arts Centre to make the most of the Market Hill location. The proposed events were;

- The usual Town Council markets on Thursdays and Saturdays
- Green Sundays, two in the spring and two in the autumn (4 in total)
- Farmers markets on the last Friday of each month run by Suffolk Market Events.
- Quay Theatre plant market in the spring.
- Street food festival run jointly with Sudbury Arts Centre (they do bar and live music). Two staff would be required at 8 hours each at the event rate of pay (£700 total per day). Two provisional dates Sundays 9 June and 25 August 2024. 15 vendors have already stated that they would like to attend. Total cost £1,400.
- Vintage flea and antique markets working with Sudbury Arts Centre. The best antiques would be inside St Peter's and the flea market stalls outside on Market Hill. These could be held on the first Sundays in July and August. The pitch fees would bring some income, but as this is uncertain, it couldn't be budgeted.
- There may be scope for another plant market later in the summer

Babergh District Council may be able to provide some Rural Prosperity Funding.

The budget line 206_4105 holds £2,000 to support town centre events which should fund these.

RESOLVED

That the outline of events listed above be approved for Market Hill during 2024. The Town Centre Manager is to produce the detailed plans necessary to deliver these and bring detailed costings back for approval.

8. APPROVE THE EXPENDITURE TO IMPLEMENT THE NEW SIGNAGE PROJECT IN SUDBURY

The Town Centre Manager briefed on the progress of the signage project which was now at the point of delivery. There were now quotes for three sections which needed approval to go forward. The details are shown on page 59.

- a) REMOVAL OF EXISTING SIGNS. A local contractor with the appropriate training and authorisation was available to remove the existing signage to make way for the new scheme.

RESOLVED

That, under the power of the Local Government Act 1972, s.144, members approve the expenditure of £2,205 excluding VAT to remove the existing signs.

b) SCOPING, DESIGN AND ARTWORK FOR THE NEW TOWN CENTRE SIGNS.

RESOLVED

To recommend to the full council that, under the power of the Local Government Act 1972, s.144, they approve the expenditure of £10,230.21 excluding VAT for scoping, design and artwork for the new town centre signs.

c) ILLUSTRATION, ARTWORK AND DESIGN DRWINGS FOR THE NEW BOUNDARY SIGNS.

RESOLVED

To recommend to the full council that, under the power of the Local Government Act 1972, s.144, they approve the expenditure of £7,250 excluding VAT for illustration, artwork and design drawings for the new boundary signs.

9. TO DISCUSS THE INCREASE IN COST OF BABERGH DISTRICT COUNCIL EMPTYING THE BINS

The Community Warden Manager briefed the plan that had been announced by Babergh District Council to increase their charges to the full cost of providing the service. Currently the Town Council had about 62 dog bins and 50 litter bins which cost £4,871 to empty this year. The charge next year would go up nearly 60% to £7,728. At the full cost of £175 per bin, this would cost £19,600 per year.

RESOLVED

That Babergh District Council be asked to clarify the timescale over which they intended to increase the charge to the Town Council of emptying bins so that the Town Council could plan for future budgets.

That the officers review the total number of bins and their locations to see if they could be rationalised and the total number reduced.

That the officers ask Babergh District Council for a full breakdown of their costs in order to review alternative methods of having the bins emptied.

That Cllr T Regester be thanked for his offer to ask the Babergh District Council portfolio holder for the environment to confirm their plans to move to full cost recovery.

To recommend to the full council that, under the power of the Litter Act 1983, s.6, they approve the expenditure of up to £7,750 excluding VAT for emptying dog and litter bins in FY 2024-2025.

10. TO DISCUSS THE NEED FOR ADDITIONAL GRIT BINS IN SUDBURY

Members discuss two emails requesting additional grit bins in Sudbury. The Town Council needed to apply to Suffolk Highways for permission to install new grit bins. Once Suffolk Highways had approved the new location, the Town Council could purchase a grit bin and install it. Suffolk Highways would then refill the bin when it was reported as empty. Recent requests for permission to install grit bins had been successful on Landsdown Road but refused for Windemere Road.

All approved grit bins now appeared on the Suffolk Highways reporting tool as yellow symbols. Grit bins usually cost about £90, although County Councillor Philip Faircloth-Mutton had offered to pay for a grit bin near Rubens Way with his locality funds.

RESOLVED

To apply to Suffolk Highways for permission to install a new grit bin on the Hawthorns off Rubens Walk.

To apply to Suffolk Highways for permission to install a new grit bin on Alder Way.

To consider funding options once permission had been granted for these new bins.

11. TO DISCUSS THE MAINTENANCE OF ALL SAINTS CHURCH CLOCK AND TO APPROVE THE EXPENDITURE OF £1,692 EXCLUDING VAT FOR THE PART JOB REPAIR.

A decision was required on the long-term plan for the maintenance of the clock on All Saints Church.

- £1,692 was required now to get the clock running (part job repair).
- £15,402 will be required at some stage in the future for a full overhaul of the clock.
- £2,000 would be required to restore the dial overlooking the graveyard at the back of the church, which is in poor condition.

Members noted that there was £2,500 in budget line 212_4041 to fund the maintenance and repair of the public clocks in the current financial year. So far £320 had been spent on restarting St Peter's clock and the Town Council had agreed to another £731 to supply and fit a new motor and gear box to dial 3, therefore only £1,449 remained in this budget line. The part job repairs to All Saints clock would be £243 over budget in the current financial year. However, this could be set against the £2,500 in budget line 212_4041 for the next financial year starting in April 2024.

RESOLVED

That, under the power of the Parish Councils Act 1957, s.2, members approve the expenditure of up to £1,692 excluding VAT for the part job repair of All Saints clock.

That officers investigate grant funding options in collaboration with All Saints PPC for the full overhaul of the clock and the restoration of the dial.

12. TO APPROVE THE EXPENDITURE OF UP TO £5,000 EXCLUDING VAT FOR THE REPAIR OF THE BOILER IN THE TOWN HALL

The Town Clerk explained that when the engineer visited to carry out the annual service on the Town Hall heating boiler he had discovered serious deterioration which made the boiler unsafe. As there was a danger of the boiler producing carbon monoxide gas, the engineer was required to disconnect the boiler until it could be repaired or replaced. Therefore, the Town Hall had had no central heating for the last week and the Town Clerk had purchased a number of oil filler electrical heaters for the main office and some electrical fan heaters for the meeting rooms. These temporary measures would not replicate the heat from the boiler and the Town Clerk had asked a number of heating engineers to examine the boiler with a view to repairing it. As repairs required original parts approved by the manufacturer, this might prove difficult, but the Town Clerk asked for approval to spend up to £5,000 on boiler repairs if it were found to be feasible. The alternative would be a full boiler replacement which would not be feasible before the next winter and would be likely to cost many tens of thousands of pounds.

RESOLVED

That, under the power of the Local Government Act 1972, s.133, members approve the expenditure of up to £5,000 excluding VAT for repairs to the boiler.

13. TO APPROVE THE EXPENDITURE OF UP TO £4,000 EXCLUDING VAT FOR THE REPAIR OF THE ELECTRIC DOORS IN THE TOWN HALL.

The Town Clerk explained that there were currently three automatic doors in Sudbury Town Hall. They were;

- The external public door from Gaol Lane. (Dorma bi-parting sliding doors)
- The internal door from the lobby into the Information Centre. (Dorma bi-parting sliding doors)
- The internal door from the lobby into the museum. (FAAC bi-parting folding doors)

The current doors had been inspected by Dorma in June 2023 and reported as not working properly and in need of repair or replacement, but this problem had not been addressed. The council had recently asked for an alternative quotation from Record UK Ltd and were in the process of getting a third quote.

The main purpose of the two internal doors was to reduce heat loss and maintain a quiet environment on the inside, but they were not effective in either of these roles as they opened every time someone passed by. The external door had an additional requirement of providing security for the building when closed and locked. As well as repairs, all three doors need to have push buttons on each side to allow them to be opened when required. All three doors would also need to have options to lock them shut or fix them open in addition to the open on demand option.

RESOLVED

That, under the power of the Local Government Act 1972, s.133, members approve the expenditure of up to £4,000 excluding VAT for work to repair and convert the electric doors to open on demand.

14. TO APPROVE THE EXPENDITURE OF UP TO £6,500 EXCLUDING VAT FOR THE REPLACEMENT OF THE TOWN HALL CCTV SYSTEM

The current Town Hall CCTV system had been in place for many years and pre-dated the 2018 Data Protection Act. The cameras were old and no longer supported by the manufacturer and the video storage system was not compliant with current data protection legislation. The Town Clerk outlined 3 options;

- Option 1 - Do nothing and not be GDPR compliant. (unacceptable for a public body)
- Option 2 - Remove the current system that is not GDPR compliant and have no CCTV security system in the Town Hall.
- Option 3 - Replace the currently system with a GDPR compliant CCTV system.

Two quotes were discussed and officers recommended the one from the current IT support provider as it would be easier to integrate and should be more cost effective in the medium term.

RESOLVED

That the 12 camera system proposed in quote one from the current IT support provider be selected.

To recommend to the full council that, under the power of the Local Government Act 1972, s.111, they approve the expenditure of up to £6,500 excluding VAT for the replacement Town Hall CCTV system.

15. TO APPROVE THE EXPENDITURE OF UP TO £10,000 EXCLUDING VAT PER ANNUM FOR A NEW CONTRACT WITH BABERGH DISTRICT COUNCIL FOR THE DISPOSAL OF WASTE FROM THE MARKET.

The officers had developed an alternative plan for disposing of the market waste which would no longer require a large and unsightly skip to be placed on Market Hill twice a week. Instead, the district council could provide 1,100 litre general waste and mixed recycling bins which they would empty after each market day. If 4 of each were provided for every market day the annual cost would be about the same as the skip. However, the officers believed that they could work with the market traders to reduce the volume of waste and so reduce the number of bins required each day. The district council would only charge for the bins used and so a significant saving was possible. The 1,100 litre bins would also not be such an eye sore as the very large skip.

RESOLVED

To recommend to the full council that, under the power of the Local Government Act 1972, s.111, they approve the expenditure of up to £11,500 excluding VAT for a new waste disposal contract with the district council for market waste.

16. TO DISCUSS USING THE TOWN HALL AS A SAFE SPACE WHERE PEOPLE COULD USE THE PHONE IF IT WAS NOT SAFE AT THEIR HOME

The organisation 'Compassion – Addressing Domestic Abuse' had asked if the Town Council would display one of their posters saying that the Information Office phone in the Town Hall could be used by vulnerable people in an abusive relationship as a 'safe space' from which to make a call to the domestic violence help line if they did not feel safe at their own home.

RESOLVED

That the Information Office phone in the Town Hall could be used by vulnerable people in an abusive relationship as a 'safe space' from which to make a call to the domestic violence help line if they did not feel safe at their own home.

17. TO REVIEW ANNUAL AND BIENNIAL PUBLIC EVENTS ORGANISED BY SUDBURY TOWN COUNCIL

The Town Clerk explained that the purpose of this item was to give the elected councillors more control over what public events were run by the Town Council. In the past, proposed events had come to the committee at a late stage where there was insufficient time to make major changes from the previous year. As the new role of Business Manager was being established, this was an opportune time to ask members for their input to the future events programme.

The following events were reviewed:

- Sudbury on Show (biennial) – Proposed to be run in 2024 in collaboration with Sudbury Arts Centre and they had offered to host this event free of charge dedicated to the memory of the late Lord Andrew Philips. This would be done in partnership with Sudbury Town Council. No charge to Sudbury Town Council. - Agreed
- Annual Town Meeting – This is required by statute. - Agreed
- Green Sundays Eco Markets – Cost £1,900 to host 4 events for the year and these are in the budget. - Agreed
- Party in the Park – Originally set up to promote physical activity and community groups. This has evolved over the years into a music and food event which was quite expensive. Babergh District Council were planning to close Belle Vue Park for part of the summer to install the new café and toilet block so there was a significant risk that this event could not be held in Belle Vue Park during 2024. Members believed that this event should continue but that the working group should be set up under item 18 to review the options.
- Heritage Open days in September – Happy to support. - Agreed
- Moving Cinema – There had been a recent change to plan as Abbeygate were willing to bring the moving cinema back for the February half term. It was planned to bring it back again in the October half-term on the same basis with Abbeygate funding the visit.
- Christmas lights switch on and fair – This was a very popular event but further work could be done to reduce overcrowding at the bottleneck in the Town Centre.

RESOLVED

That the events reviewed above are supported by the committee and are to be planned and delivered subject to any approvals required by financial regulations.

18. TO SET UP A WORKING GROUP TO CONSIDER OPTIONS FOR PARTY IN THE PARK.

RESOLVED

That a working group be established to investigate the options for Party in the Park and that the members be appointed at the next full council meeting.

That officers scope the risk of Belle Vue Park being closed with Babergh District Council and review options for alternative sites.

19. TO SET UP A WORKING GROUP TO CONSIDER OPTIONS FOR THE CHRISTMAS FAIR AND LIGHTS.

RESOLVED

That a working group be established to investigate the options for the Christmas Lights and Fair and that the members be appointed at the next full council meeting.

20. TO DISCUSS PROPOSALS FOR MILL ACRE.

Due to the scale of the recent flooding, the previous plans for Mill Acre might no longer be suitable. Officers suggested that new designs should be considered based on the removal of the current structure creating a larger open area.

RESOLVED

That a working group be established to investigate the options for Mill Acre and that the members be appointed at the next full council meeting.

21. TO APPROVE THE FINAL VERSION OF THE LEASE FOR AREAS OF THE TOWN HALL TO SUFFOLK COUNTY COUNCIL REGISTRARS AND THE PAYMENT OF THE SOLICITORS INVOICE

The Town Clerk explained that the draft lease for the parts of the Town Hall used by the Suffolk Registrar Service had been delayed for a long time as the county council had insisted on some unnecessarily onerous clauses. The county council had recently agreed to the removal of these clauses from the draft lease and the town council's solicitor was now able to recommend that the lease be sealed and signed.

RESOLVED

To recommend to the full council that the lease for part of the Town Hall to Suffolk County Council Registrars be sealed and signed in accordance with Standing Order 23.

That, under the power of the Local Government Act 1972, s.111, members approve the payment of the invoice from BWB Solicitors for £1,676 excluding VAT for the preparation of the lease.


22. TO APPROVE THE EXCLUSIVE RIGHT OF BURIAL FOR PLOT BB14.

The Town Clerk explained that officers had incorrectly promised the advanced sale of a plot in the Newton Road cemetery. As the fault lay with the council staff, the clerk recommended that members agree to make an exception in this case.

RESOLVED

That an exception be made to allow the exclusive right of burial for plot BB14 in the Newton Road cemetery to be sold in advance as previously promised by the staff.

The meeting concluded at 8:21 pm.


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Chairman

Steve Hall
27/2/24

Agenda Item 8 – Signage Project

Leisure & Environment Committee 30 January 2024

What is required:

Approval to spend funds to implement the new signage project in Sudbury.

- £2,205 (Ex. VAT) to remove existing signs.
- £10,230.21 (Ex. VAT) for scoping, design and artwork for the new town centre signs.
- £7,250 (Ex. VAT) for illustration, artwork and design drawings for the new boundary signs.

How will this be funded:

This is a fully funded project. We have been awarded two pots of money specifically for Sudbury's town centre, boundary signage and wayfinding scheme.

These are:

Total of £48,444 Section 106 Funding for the Provision of Signage at specific sites in Sudbury town centre. To be spent by November 2024.

Total of £50,000 Rural Prosperity Funding (RPF) has been awarded for the design, fabrication and installation of further town centre and boundary signage and interpretation to compliment the s.106 signs that fall outside of the geographical scope of this fund. To be spent in two parts: £15,000 by 31 March 2024 and £35,000 by 31 March 2025. There is funding in budget line 206_4048 each year to maintain these signs and make small changes.

What will be purchased and where from:

In 2022 a signage and wayfinding specialist 'Differentia' were selected from 3 quotes to create a bespoke scheme for Sudbury. We are also working with qualified local organisations for fabrication, graphics and CAD work, removal and installation to realise the full scheme. They include: AJ Smith Signage, Phillips Engineering, Auto Innovations and Geoff Lock Ironwork.

How much will it cost:

This phase of the project: The removal of existing signs (£2,205 ex VAT) and design and CAD ready drawings of the new Boundary sign scheme (£7,250 ex VAT) will be funded from the Rural Prosperity Fund capital allocation for 2023/24 £15,000.

The £10,230.21 ex VAT for scoping, design and artwork for the new town centre signs will come from the £48,444 s.106 funds awarded.

We will initially need to spend Town Council funds through budget line 206_4048 and then reclaim the full amounts above from Babergh District Council. At the end there will have been no net cost to the Town Council funds for this stage of the project.

How long will it last:

Once installed, the new signs have an estimated life of 10 –15years.