

**SUDBURY TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE LEISURE AND ENVIRONMENT COMMITTEE**  
**HELD IN THE TOWN HALL ON TUESDAY 25<sup>th</sup> JUNE 2024 AT 6.30PM**

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Committee members present: Mr S Hall – Chair  
Mrs P Berry-Kilby (until 8:05pm)  
Ms E Murphy  
Mrs J Osborne  
Miss A Owen – ex-officio as the Mayor (until 8:23pm)  
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

**Apologies were received from Councillor Mr P Beer.**

2. DECLARATIONS OF INTERESTS

**Councillors Miss A Owen and Mr T Register 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 dispensations had been received.**

5. MINUTES

**RESOLVED**

**That the minutes of the Leisure and Environment Committee meeting held on the 28<sup>th</sup> May 2024 be confirmed and signed as an accurate record.**



6. ACTIONS FROM PREVIOUS MINUTES

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

- Digital noticeboards – Details were still being gathered on the full purchase and running costs of a digital noticeboard. Members were asked to suggest any external funding options that were available.
- Draft Market Regulations – Additional feedback from the market traders would be required before the draft market regulations could be brought back to the committee.

**RESOLVED**

**That the progress on these actions be noted.**

7. TO RECEIVE AN UPDATE ON TOWN CENTRE WEEDING

**RESOLVED**

**That the Town Centre weeding be considered in the private and confidential section at the end of the meeting.**

8. TO RECEIVE AN UPDATE ON THE SUMMER FLORAL DISPLAY

The Town Clerk briefed member that the summer floral display was in and well established. Now that the weather was drier, the operations team were watering the planters early in the mornings. As in previous years, some floral displays in older planters were under the responsibility of 'Sudbury in Bloom'

**RESOLVED**

**To note the update on floral displays.**

9. TO RECEIVE AN UPDATE ON THE CEMETERY GROUNDS MAINTENANCE WORK

**RESOLVED**

**That the cemetery grounds maintenance work be considered in the private and confidential section at the end of the meeting.**

10. TO RECEIVE AN UPDATE ON THE OPTIONS FOR A NEW CEMETERY

The Town Clerk briefed members on the progress of his discussion with officers at Suffolk County Council over the options for a new cemetery in Chilton. The scheduled video call with the Senior Manager for Corporate Property at Suffolk County Council had had to be restricted to a telephone call, as the Suffolk County Council computer system had failed. Nevertheless, the Town Clerk had managed to establish outline agreement on the feasibility of using the large field to the southeast of St Mary's Church, Chilton as the site for the new cemetery. As this was about 5 hectares in size, it could provide space for the long-term needs of Sudbury and the surrounding area. The most efficient method of developing this site as the new cemetery would be to reserve the whole field

for use as a cemetery in the long-term, but only purchase the land from Suffolk County Council in stages as it was required. The best option would be to take about a quarter to a third of the field at a time, whilst the remainder would continue to be leased out by Suffolk County Council on an agricultural tenancy. The Town Clerk would send a detailed outline to Suffolk County Council for their comments and report back to the committee.

**RESOLVED**

**To note the progress on identifying a suitable site for a new cemetery.**

**11. TO APPROVE EXPENDITURE OF UP TO £1,000 FOR A LARGE-SCALE TALBOT TRAIL MAP WITH ILLUSTRATIONS TO BE INSTALLED ON GAOL LANE**

The Town Clerk briefed members on a proposal from the Business Manager to display a large scale map of the Talbot Trail on the brick wall at the rear of the Town Hall sheds facing into Gaol Lane. The Talbot Trail had proved very popular with tourists and local families and this would be a good way to draw attention to it. The map would be 2.7 metres long by 1.2 metres high and printed onto an aluminium composite sheet. Two options had been costed, a flat map board or the same board with boxed walls to stand 50mm proud and match the Heritage Centre panels nearby.

The Town Clerk recommended the version matching the existing Heritage Centre artwork, which would cost about £800 excluding VAT to produce. Once delivery and fitting costs were taken into account, the total cost should still be under £1,000 excluding VAT. This would be funded from the town economy earmarked reserve (EMR) which held funds for town centre signage. Members asked that Babergh District Council, as the Planning Authority, be contacted to confirm that planning permission was not required before any funds were committed.

**RESOLVED**

**That, under the power of the Local Government Act 1972 s.144, expenditure of up to £1,000 be authorised for a large-scale Talbot Trail map with illustrations to be installed on Gaol Lane.**

**12. TO APPROVE EXPENDITURE OF UP TO £2,000 ON FIRE DOOR CLOSURES**

The Town Clerk briefed members that the fire inspection report had recommended that automatic fire door closure devices should be fitted to all those doors that were required to be kept open during the working day. Currently, these doors were held open with wooden wedges which were removed at the end of the working day so that the doors remained closed at night. However, in the event of a fire during the working day, staff would have to remember to remove each wedge as they left the building. This would increase risk of a delay to the evacuation and of the fire spreading more quickly if all doors were not closed.

The estimated cost of the automatic fire door closures were not available when the agenda was issued and an estimated cost of up to £2,000 had been included. Recently a firm quote had been received which was well over £5,000 excluding VAT.

**RESOLVED**

**That, given the higher than anticipated cost of these door closures, alternative estimates be obtained to ensure best value for money. The expenditure of over £5,000 would need to be approved by the full council.**

13. TO DISCUSS FUTURE WORK FOR OTHER PARISHES

**RESOLVED**

**That the work for other parishes be considered in the private and confidential section at the end of the meeting.**

14. TO DISCUSS OPTIONS FOR FLINT LODGE

**RESOLVED**

**That the options for Flint Lodge be considered in the private and confidential section at the end of the meeting.**

15. TO APPROVE THE MILL ACRE WORKING GROUP'S PREFERRED OPTION FOR THE NEXT STAGE OF REDEVELOPMENT

**RESOLVED**

**That the Mill Acre working group's preferred option for the next stage of redevelopment be considered in the private and confidential section at the end of the meeting.**

Having completed all the work that could be discussed in public, members agreed to hold the rest of the meeting as a private and confidential section.

**RESOLVED**


**That, pursuant to the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public be excluded from the meeting for the business specified in items 8, 10, 14, 15 and 16 as the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

**RESOLVED**

**That, the meeting be extended by up to 15 minutes so that it could continue until 8:45pm.**

See PRIVATE and CONFIDENTIAL Annex A. Minute pages 425 to 428.

The meeting concluded at 8:44pm.

  
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Chairman

SHAM  
30<sup>th</sup> July 24