

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE LEISURE & ENVIRONMENT COMMITTEE HELD IN THE TOWN HALL ON
TUESDAY 26TH OCTOBER 2021 AT 6.30PM**

PRESENT: Ms E Murphy – Chair

Mrs S Ayres
Mr N Bennett
Ms J Carter
Mr S Hall
Mr A Osborne
Miss A Owen
Mr T Regester

Mr C Griffin – Town Clerk
Mrs J Budd – Deputy Town Clerk
Ms R Price – Town Centre Manager (via video)
Mrs T Elford – Mayor’s Secretary/Events Co-Ordinator (via video)

Councillor J Osborne and two members of the public were in attendance.

1. **SUBSTITUTES AND APOLOGIES**

Councillor J Sayers was absent, but no apologies had been received.

2. **DECLARATIONS OF INTERESTS**

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

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

**Councillor A Osborne declared a non-pecuniary interest in item 8.
Councillor T Regester declared a non-pecuniary interest in item 12.**

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 28th September 2021 be confirmed and signed as a correct record. These had been approved and adopted at the October Full Council meeting.

6. MARKETS WORKING GROUP

The Town Clerk advised that the promotion of the Market was continuing. The Town Centre Manager was working hard to encourage new traders onto the Market. Some traders had taken up the new introductory offer of 4 pitches for £40.

Weekly meetings were now being held between the Town Clerk, the Market Manager and the Town Centre Manger to discuss which traders were booked to attend the markets in the following week, and to identify new traders who had expressed an interest in joining the market. Where space was available, the new traders would be contacted and invited to fill the gaps.

RESOLVED

That the Town Clerk's report be noted.

7. FUTURE OF THE FARMERS MARKET

The Town Clerk gave an update on the Farmers' market. September marked the halfway point in the current Service Level Agreement (SLA) between Sudbury Town Council and Suffolk Market Events (SME). Members were requested to give any feedback on how they thought the Farmers Markets were operating and whether discussions should begin with SME regarding extending the SLA.

RESOLVED

That any feedback members have be sent to the Town Clerk.

That the Town Clerk starts working on extending the Service Level Agreement with Suffolk Market Events.

8. WAYFINDING PROJECT

The Town Centre Manager advised members that following on from last month's meeting, she had held a meeting with Councillors Mr and Mrs Osborne on how the Gainsborough Trail would be incorporated into the proposed wayfinding scheme. All these issues had now been resolved.

Ms Price advised that to bring this project to fruition, members needed to decide whether to work with an external consultant or undertake the work in house with herself as the project manager.

The application for Section 106 funding needed to be submitted by the end of the year. If successful, the project would then need to be completed within the following year.

RESOLVED

That the Town Centre Manager would be the project manager for the wayfinding project. She will aim to coordinate the work with the design teams from the District and County Councils working on the Gainsborough Trail.

9. CEMETERY

The Town Clerk advised members that the Cemetery Manager had been tasked to produce a detailed maintenance schedule, including a breakdown of the manpower and the equipment required.

When a survey had been carried out earlier this year, it was established that the cemetery had approximately 7 to 10 years of space remaining. However new draft legislation had recently been circulated for consultation that would require grave spaces to be about double the current size, effectively halving the remaining capacity in the cemetery and reducing the time left to between 3-4 years. SALC have been asked to review this legislation.

RESOLVED

That the Town Clerk investigates the ownership of the land near Chilton Church that would be required for an access road to the proposed new cemetery site.

That the Town Clerk's report be noted.

10. ENVIRONMENTAL EFFICIENCY OF THE TOWN HALL

The Town Clerk advised that he had held a meeting with a company who had offered to survey the whole Town Hall for its environmental efficiency. This would be an important element in reducing the energy use as currently the heating was either on or off, with no effective method to control the temperature.

The Facilities Manager had now started work to understand the usage of gas and electricity over previous years to use as the baseline for future efficiency targets.

RESOLVED

That the discussion be noted.

That the Town Clerk continues to work on ways to improve the efficiency of the Town Hall.

11. QUEEN'S PLATINUM JUBILEE CELEBRATIONS

At a previous meeting of the committee, a small working party had been set up to consider ways the town could celebrate the Queen's Platinum Jubilee in June 2022. The notes from their first meeting are shown at page 648 along with estimated costings. It was noted that Great Cornard Parish Council had asked for their Chairman to join the Town Council for a joint lighting of the Beacon on 2nd June 2022.

The Event Co-ordinator advised members that an amount of funding would be required immediately to pay deposits to secure bookings. Members discussed 'ring fencing' funding from events that had not been able to take place in the current year and reallocating these towards the proposals for the Jubilee.

RESOLVED

That the committee agreed to Great Cornard Parish Council's request for a joint Beacon lighting event.

That the funding request for these celebrations be forwarded onto the finance committee for their approval.

12. ACTIVE TRAVEL PUBLIC CONSULTATION

In May 2021, Babergh and Mid Suffolk District Councils had launched a public consultation around cycling and walking Infrastructure. It was designed to give residents and communities the opportunity to advise Babergh on what improvements they would like to see regarding their local walking and cycling routes and facilities. The consultation was intended to help to develop a Local Cycling and Walking Infrastructure Plan.

The consultation was now complete, with a total of 1,881 responses (a mixture of 'comments' and 'agreements').

An email from Babergh District Council (shown at minute page 654) details what was happening with the data so far.

RESOLVED

That the contents of the report be noted.

13. REVISED ALLOTMENT CHARGES

The Town Clerk advised that in the past all new allotment holders had to pay a refundable deposit when they took up an allotment. This was refunded when they gave up their tenancy on the condition that the plot was left in a tidy state, otherwise the deposit is kept and used to bring the plot back up to a suitable standard for hire. In most cases the Community Warden team cleared and rotovated allotments between users and this cost well over £25. Holding the deposit also caused additional administration for the Finance Team that outweighed any value gained. Therefore the Town Clerk proposed an end to the system of deposits and a single non-refundable transfer charge of £25 per allotment. This would cover any work required by the Community Wardens, but they would leave plots un-rotovated if requested.

Members were advised that currently when the main allotment rent is paid on the 1st October each year, 6 months of this is carried over into the next financial year. Again, this causes unnecessary administration to the finance team, so the Town Clerk proposed that the full rent is credited to the current year.

RESOLVED

That there will be a single non-refundable transfer charge of £25 per allotment.

That the entire yearly allotment rent will be credited to the current financial year.

14. NEW GARAGE DOORS

Members were requested to approve payment of £2,550 excluding VAT for replacement doors on the garages at the rear of the town hall.

RESOLVED

That, under the power of the Local Government Act 1972, s.133, members approved the payment of £2,550 excluding VAT from EMR Town Hall maintenance for the replacement of the garage doors.

15. CODE OF CONDUCT FOR BUSKING & STREET PERFORMERS

Members discussed the requirement for a Code of Conduct for Busking and Street Performers. Two residents of North Street spoke on the problem of amplified music.

Buskers were uncontrolled and could position themselves anywhere in the Town. It was suggested that the Town Council might designate areas where performers should be encouraged to perform, although this would need careful examination of the legal position.

RESOLVED

That contact be made with Babergh District Council’s Environment Health officer regarding the volume of music allowed that buskers were permitted to produce and to establish if it could be set at different levels for different areas of the Town.

16. SUFFOLK YOUTH PROJECT

The Town Clerk advised that he had held a meeting with Mr Tibbs Pinter MBA MSc (Psych), the CEO Suffolk Youth Project, who was interested in setting up a local Sudbury Working Group to identify the support, the needs, and the opportunities for young people aged up to 25 in the local area.

Councillor Ms Carter advised that as a County Councillor she was already involved in this project.

RESOLVED

That this matter be discussed by the Full Council at the November Meeting.

The meeting concluded at 7.45 pm

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Chairman

SUDBURY TOWN COUNCIL**MINUTES OF THE QUEEN'S PLATINUM JUBILEE CELEBRATIONS WORKING GROUP HELD IN THE TOWN HALL
MAYOR'S PARLOUR ON MONDAY 18TH OCTOBER 2021 AT 10.30AM**

PRESENT: Miss A Owen - Chair
Mrs S Ayres – The Mayor
Ms E Murphy – The Deputy Mayor
Ms J Carter (attended via video link)

Teresa Elford – Mayor's Secretary & Events Co-ordinator

1. PURPOSE OF MEETING

At the Leisure & Environment Committee meeting held on the 27th July 2021, it was resolved 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 Queen's Platinum Jubilee.

2. FESTIVAL OF SUFFOLK 2022

The Festival of Suffolk 2022 is about communities coming together to celebrate the Queen's Platinum Jubilee and our beautiful county. The festival, supported by the Lord Lieutenants office, will shine a spotlight on all we achieve here in Suffolk. It will bring us all together as we celebrate the Jubilee and recover and recharge following the dreadful impact of the pandemic.

The Festival Goals are for every community to stage joyful celebrations where everyone can participate and for organisations to make a pledge; do something remarkable that they can be proud of, and which leaves an enduring legacy.

The idea is for each Town Council, in Suffolk, to decide on how their town will celebrate the big weekend of the 2nd June to the 5th June and to identify the key organisations in the town so that they can be encouraged to make a pledge and be involved in the celebrations.

3. PROPOSED EVENTS/CELEBRATIONS

The Working Party discussed ideas that had been suggested following a meeting with the Deputy Lord Lieutenant - Geoffrey Probert, The Mayor – Councillor Sue Ayres and Town Clerk – Ciaran Griffin.

After detailed discussions, the Working Party would like to propose that the following be organised by the Town Council to celebrate The Queen's Platinum Jubilee.

BUNTING

The Town, including Friars Meadow and The Croft, be decorated with Union Flag Bunting. The Community Warden team would put the bunting up when they take down the 2021 Christmas Lights so it could decorate the town all year.

To ensure we have sufficient bunting an order for 400 x 10mtr lengths totalling £1,992 has already been placed with the House of Flags.

SHOP WINDOW & MARKET STALLS COMPETITION

- Shop Window Competition with a Jubilee theme – The Town Centre Manager to organise
- Market Stall Competition with a Jubilee theme – The Market Manager, to organise
- The Mayor to judge
- Certificates and Prizes to be awarded
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PHOTOGRAPHIC EXHIBITION

An exhibition of old photographs to be on show in the Heritage Centre at the Town Hall. The public to be asked to provide photographs of the Coronation and Jubilee celebrations over the years. Photographs could be scanned in and printed out for the display. Councillor Jessie Carter has already sent out an email to all the schools in Sudbury asking them if they would like to be involved in the Jubilee celebrations by finding family photos of the Coronation and Jubilee Celebrations over the years.

EVENT LEAFLET

A leaflet produced detailing all events to be distributed to the residents of Sudbury – Town Council members to consider assisting with the distribution in their own wards.

Leaflet to include:

- All events planned during the four-day bank holiday weekend
- Encourage public to hold street parties
- Advice on who to contact regarding road closures for street parties
- QR Code on leaflet

SUNDAY 6TH FEBRUARY 2022**Tree Planting – Part of the Queen’s Green Canopy**

This is an inclusive national initiative, meaning that everyone from across the United Kingdom can get involved. Whether they are an individual hoping to plant a single sapling in their garden, a scout group planting a large tree or a Council intending to plant a whole avenue of trees to mark The Queen’s Platinum Jubilee.

It was agreed that the Mayor could plant a single tree, possibly in the new part of Sudbury Cemetery and that contact should be made with Perrywoods for advice on the type of tree to plant.

THURSDAY 2ND JUNE 2022**a) 11am to 5pm - Town Community Event on Friars Meadow**

Various activities and displays taking place throughout the day involving as many organisations as possible.

Suggested ideas:

- Sudbury Rowing Club to hold a regatta (the club have already indicated they would like to be involved)
- Paddle Boarding – Contact East of England Paddle Association
- Cricket Club – Ted Clarkson have indicated the club would like to be involved with this event or to hold something at the Cricket Club on the Friday
- Display Arena (possibly Falconry display and a Sheepdog demonstration or Dog Display Team)

- Dog Show/Fun have-a-go Agility – Lead the Way Dog Training & Behaviour Management have agreed to run this section
- Classic Car/Military Vehicles/Steam Locomotives – Contact Simon Webb & Kevin Harvey
- Police and Fire Services
- Family Fun Section – inflatables, fairground rides and stalls
- Children’s Fancy Dress Competition (Councillor Jessie Carter has contacted all schools in Sudbury)
- Circus Workshop – Fireflow
- Food outlets and craft stalls
- Licensed Bar – Tens Licence required from BDC
- Cookery Area – Contact Gainsborough WI

Essential requirements:

- PA System – Cloud 9 Roadshow (Lee & Ian Hookway)
- First Aid – St. John Ambulance
- Portable Toilets
- Additional Waste Bins (including recycling)
- Stewards

b) QUEEN’S PLATINUM JUBILEE BEACONS - PIPER

9.09pm – Piper to play Diu Regnare as the sun sets by the Beacon on the Croft

Tricia Drawbridge the Town Piper has very kindly agreed to play

c) QUEEN’S PLATINUM JUBILEE BEACONS - LIGHTING

9.15pm – Beacon Lighting on the Croft

- Part of the Queen’s Platinum Jubilee Beacons organised by Bruno Peak, Pageant master.
- Gt. Cornard Parish Council have written to enquire if the Town Council would consider joining together with the Parish Council to commemorate the event as they do not have their own beacon, as they did previously for the World War 1 Beacons of Light in 2018.
- Other invited parties: The Royal British Legion, Army Cadets & Air Cadets

FRIDAY 3RD JUNE 2022

a) Boat Trips from the Granary

Contact the River Stour Trust to see if this is something that could be organised by the Trust.

b) 5 a-side Football Tournament

Sue Ayres agreed to contact AFC Sudbury to see if this could be organised by AFC Sudbury to take place at the Kings Marsh Stadium.

c) Sudbury Cricket Club

Possible event at the Cricket Ground organised by Sudbury Cricket Club

SATURDAY 4TH JUNE 2022

- a) **Judging Shop Window Competition – Mayor to judge**
- b) **Judging Market Stall Competition – Mayor to judge**

SUNDAY 5TH JUNE 2022

- a) **10am – Commemorative Service – St. Gregory’s Church**

To be organised by St. Gregory’s Church - Sue Ayres agreed to liaise with the Church.

- b) **12 noon to 6pm – Community Platinum Jubilee Closing Celebrations – Market Hill**

Street Party/Community Picnic to take place on the Market Hill.

Public invited to attend the closing celebrations on the Market Hill.

Suggested ideas:

- Public invited to bring their own picnics
- Tables and Chairs laid out on the Market Hill
- Music – Speak with Steve Hall to see if he would be willing to provide music
- Pearly King & Queen
- Morris Men - Perform
- Phoenix Community Marchers – Perform
- Helpers/volunteers to be dressed in 1950’s costumes – Sue Ayres agreed to speak to the Quay Theatre about donating costumes
- Photographic Display on show

4. **DATE OF NEXT MEETING**

The next working party meeting will be held on Monday 6th December 2021 at 10.30am.

The meeting closed at approximately 12.30pm.

QUEEN'S PLATINUM JUBILEE CELEBRATIONS 2022**PROPOSED EVENTS -
DRAFT BUDGET**

EVENT	REQUIREMENT	COST	ESTIMATED BUDGET
Bunting - 400 x 10mtr lengths Shop/Market Window Competitions			1,992.00
Photographic Exhibition			200.00
Events Leaflet	Printing	500.00	
	Distribution	200.00	700.00
Queen's Green Canopy - Tree Planting	Tree	100.00	
	Plaques x 2	150.00	250.00
Community Event - Friars Meadow - 2.6.22	Rowing Regatta - Cups/Rosettes/Certificates	100.00	
	Dog Show - Cups/Rosettes/Certificates	100.00	
	Fancy Dress Competition - Prizes/Certificates	100.00	
	Arena Displays - Falconry/sheepdog demonstration	2,000.00	
	Family Fun Section - Inflatables/rides/attractions	1,000.00	
	Circus Workshop - Fireflow	1,000.00	
	PA System - Cloud 9 Roadshow	1,000.00	
	TENS Licence - BDC	21.00	
	First Aid Cover - St. John Ambulance	400.00	
	Portable Toilets - MTM (6 units + 1 disabled)	200.00	
	Additional Barriers to purchase (80 owned 40 to buy)	1,500.00	
	Wood for directional sign posts for event - Ridgeons	100.00	
	Staff (10 people x 10 hours @ £24.87)	2,487.00	10,008.00
Queen's Platinum Jubilee Beacons	Beacon Lighting (income of £150 from Gt. Cornard PC)		150.00
5 a-side Football Tournament	AFC Sudbury - Cups/Certificates		100.00

Community Jubilee Closing Event - 5.6.22			
	Music - Steve Hall		
	Pearly King & Queen		
	Morris Men		
	Serena Grant - Singer	100.00	
	Ben Smith - Singer	100.00	
	Table Cloths & other decorations	300.00	
	Hiring of Additional Tables & Chairs	500.00	
	Staff (5 people x 10 hours @ £24.87)	1,243.50	2,243.50
Publicity & Printing for all events			500.00
			16,343.50

From: Katherine Davies <Katherine.Davies@babberghmidsuffolk.gov.uk>

Sent: 12 October 2021 10:42

Subject: RE: Active Travel Public Consultation - Progress Update

Dear town and parish clerks,

Following on from my previous e-mail below, I wanted to provide a progress update on the Babergh and Mid Suffolk District Councils active travel consultation, and how we are proceeding with the information obtained through this consultation.

The engagement of the consultation was very successful, with a total of 1881 responses (a mixture of 'comments' and 'agreements') received.

All of these contributions have now been reviewed, and below is a summary breakdown of what we have gathered information about, and what we have done to date with this information. We received:

- 16 comments relating to other districts, which have been passed on to other relevant local authorities.
- 11 suggestions of locations for a Quiet Lane initiative, which have been passed on to Quiet Lanes Suffolk.
- 12 comments requesting more cycle parking in particular locations, which have been passed on to Suffolk County Council for consideration for investment.
- 18 comments relating to existing infrastructure (cycle paths or pavements) that require maintenance to improve accessibility and useability
- 19 comments relating to the cycling and walking infrastructure provision of ongoing or upcoming developments, which have been passed on for the attention of the Planning Team and Travel Plan process.
- 41 comments giving general feedback, thoughts or suggestions regarding cycling and walking across the districts – not location specific, but some useful insights that will help us with the narrative of our Active Travel vision.
- 64 comments relating to the state or condition of the road network – including reports about potholes, road surface issues, suggestions about highway signage or speed limits. These have been passed on to Suffolk highways.
- 101 comments relating to improvements needed on the existing Public Rights of Way network – including better signage, clearer designation or mapping, clearing vegetation growth or removing/fixing stiles, which will be passed on to the Rights of Way team at Suffolk County Council.

We also received 475 comments relate to needing improvement or new infrastructure in a particular place in order to improve the safety of Cycling or Walking. This is the kind of information that will help us to develop our Local Cycling and Walking Infrastructure Plan (LCWIP). These comments have been translated/geographically condensed into approximately 250 schemes for inclusion in our LCWIP. These potential LCWIP schemes are now being prioritised, using a 'scoring matrix' which assess the schemes against criteria including deliverability, effectiveness, policy objectives and economic factors. This process will produce a prioritised list of schemes for our LCWIP, which we are aiming to draft by the end of November.

I hope this provides an insightful update of where we're at with this valuable workstream, if your parish or town council has any further questions or queries regarding our LCWIP development, please don't hesitate to reach out.

Best wishes and kind regards,

Katherine Davies

Sustainable Travel Officer

Babergh and Mid Suffolk District Councils - Working Together

t: 01449 724659 m: 07707301655

e: katherine.davies@baberghmidsuffolk.gov.uk

w: www.babergh.gov.uk www.midsuffolk.gov.uk