

## **NEEDHAM MARKET TOWN COUNCIL**

**MINUTES** of the meeting of NEEDHAM MARKET TOWN COUNCIL held in Needham Market Community Centre on Wednesday 15<sup>th</sup> November 2023 at 7:30pm.

**Present:** Cllr J Reardon (In the Chair), Councillors: BE Annis, G Cave, A Farrow, T Lawrence, J Lea, M Norris, M O'Shea, M Ost, S Phillips, A Reardon and X Stansfield.

### **Apologies for Absence:**

Cllr I Mason – Holiday

Mid Suffolk District Councillor Ross Piper

**Absent:** A Farrow, C Goodchild, R Darnell

**In Attendance:** Suffolk County Councillor Kay Oakes and the Town Clerk

### **C067/23 To confirm the Minutes of the Town Council Meeting held 20<sup>th</sup> September 2023.**

Cllr Lea proposed the Minutes of the 20<sup>th</sup> September 2023 Town Council meeting be adopted. Cllr Phillips seconded the proposal. Council agreed the proposal.

### **C068/23 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr A Reardon – Accounts for Payment & Confirmation (reimbursement for purchase of refreshments for Winter Warm Spaces)

### **C069/23 To receive reports from the County Councillor, District Councillors and, to take questions from members of the public.**

Suffolk County Councillor Kay Oakes had provided a written report which had been circulated to Councillors and a copy of which will be appended to the Minute Book.

County Councillor Oakes said she had followed up the question raised by the Clerk, regarding Suffolk County Council's obligations to provide new public transport infrastructure, they having received Section 106 (developer contributions) funds from the new housing development at the former Needham Market Chalk Quarry. The County Council is to install bus shelters close to the development.

County Councillor Oakes referred to the recent flooding incident and reported flood water was pumped away from the Hopkin Homes former Needham Market Chalk Quarry housing development in contravention of surface water run off law. The bowser lorries in attendance should have carried the water away to another location. The relevant authorities are progressing with action against those responsible.

Cllr Lea asked whether Hopkins Homes had installed the necessary Sustainable Urban Drainage systems, which are meant to mitigate stormwater through retention, within the development site. County Councillor Oakes agreed to follow up whether compensation for those households affected by the flooding is available.

District Councillor Terry Lawrence tabled his District Councillor's Report, which was circulated to Councillors, and a copy of which will be appended to the Minute Book.

District Councillor Ross Piper had provided a District Councillor's Report, which was circulated to Councillors, and a copy of which will be appended to the Minute Book.

### **C070/23 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor reported attending:

- 1<sup>st</sup> October - Stowmarket Civic Service
- 11<sup>th</sup> & 12<sup>th</sup> November - Remembrance Services

The Deputy Mayor reported attending:

- 9<sup>th</sup> November – Meeting with Citizen’s Advice Bureau, Stowmarket
- 12<sup>th</sup> November - Remembrance Service

**C071/23 To receive a report from Council’s Civic Events Working Group.**

Cllr Lea reported on the recent Remembrance Services. The Armistice Day Service at Barretts Lane Corner had gone well with a good attendance. The main Remembrance Service also went well and a meeting between the organising parties will take place to discuss minor matters which could be improved.

Cllr Lea said she was very disappointed to see so few Councillors at the Remembrance events. Cllr J Reardon expressed his thanks to all those involved in the preparation of the events and on the days on which they took place.

Councillors agreed the question of future Remembrance procession routes should be explored including potential street closures and what they required. To be an item for the Community & Assets Committee to lead on.

**C072/23 Clerk’s Report and Correspondence to be noted.**

The Clerk updated Councillors on discussions being held to consider the future of allotments provision in the town. A meeting is scheduled to take place on 21<sup>st</sup> November to continue the dialogue.

**C073/23 Committees**

**Governance & Finance Committee.**

**C073/23/1a Accounts for Payment and Confirmation.**

Cllr Annis presented the Accounts for Payment and Confirmation, which were tabled and a copy of which will be appended to the Minute Book.

Cllr Phillips proposed adoption of the Accounts for Payment and Confirmation. Cllr Stansfield seconded the proposal. Council agreed the proposal.

**C073/23/1b To receive and adopt Minutes from the Governance & Finance Committee meeting held 7<sup>th</sup> November 2023.**

Cllr Annis proposed Council adopt the Minutes from the Governance & Finance Committee meeting held 7<sup>th</sup> November 2023. Cllr Lawrence seconded the proposal. Council agreed the proposal.

**C073/23/1c To confirm Council’s budget 2024/25.**

Cllr Annis explained the working up of the recommended budget of £162,000 for 2024/25.

Cllr Annis proposed Council set its budget at £162,000 for 2024/25. Cllr Phillips seconded the proposal. Council agreed the proposal.

**C073/23/1d To receive a report from the Committee Chairperson.**

Councillor O’Shea raised a question regarding CIL (Community Infrastructure Levy) funds received by the Council and how these related to the budget calculation. The Clerk confirmed CIL monies are separate from the Council’s main funds as they are ring-fenced for allocation to infrastructure projects. Since the formal adoption of the Needham Market Neighbourhood Plan, the Town Council receives a 25% share of CIL fund contributions, from new housing

developments in the town.

### **C073/23/2 Community & Assets Committee.**

#### **C073/23/2a To receive and adopt Minutes from the Community & Assets Committee meeting held 18<sup>th</sup> October 2023.**

Cllr Phillips proposed Council adopt the Minutes from the Community & Assets Committee meeting held 18<sup>th</sup> October 2023. Councillor Norris seconded the proposal. Council agreed the proposal.

#### **C073/23/2b To receive a report from the Committee Chairperson.**

Cllr Phillips reported he had met with the Chairperson of the Needham Market Neighbourhood Watch Committee and recommended a flyer be inserted in a future edition of the Town Council Newsletter relating to household security and means of contacting the Police. He would produce an early proof to enable Councillors to consider the format of the flyer.

Cllr Lea confirmed the Town Council is able to financially support Needham Market Market Neighbourhood Watch.

Cllr A Reardon provided updates and information on:

- Winter Warm Spaces – Needham Market Library will again be providing a space with light refreshments being donated by the Town Council.
- Flooding – photographs taken at the time of the recent flooding events will be retained in Council's records.
- Climate Action Group Meeting 28<sup>th</sup> November 2023 – the Group will consider future flood resilience including a role in mitigation.
- Thermal Imaging Camera Project – 6 visits to residential properties had been undertaken.

Cllr A Reardon suggested the Thermal Imaging Camera Project is very popular with its current capacity heavily oversubscribed. The CAG relies on availability of the equipment, which is borrowed. The purchasing of a Thermal Imaging Camera would greatly increase the effectiveness of the project.

Cllr Lea proposed the CAG be authorised to allocate approximately £500, from its 2023/24 budget, to procure a Thermal Imaging Camera. Cllr Ost seconded the proposal. Council agreed the proposal.

Cllr Lea thanked Cllr A Reardon for her leadership of the Thermal Imaging Camera Project which has proved highly successful.

The Clerk reported works to install the new Younger Children's Play Area, Crowley Park, are progressing well. The contractor carrying out the installation has recommended the following: the existing item of play equipment (Corocord) adjacent to the new play area be moved to another location; the two small items of existing play equipment (Spinner Bowl and Spica) adjacent to the new play area be dug out and incorporated within the new play area. Council agreed with the recommendation.

Cllr Lea said she is aware BT has a stock of original red telephone boxes which can be made available for community use and proposed the Council make an approach to try and secure one for installation within the public realm area off Jubilee Crescent, at reasonable cost. Cllr Phillips seconded the proposal. Council agreed the proposal.

### **C073/23/3 Planning Committee.**

#### **C073/23/3a To receive and adopt Minutes from the Planning Committee meeting held 6<sup>th</sup> November 2023.**

Cllr O'Shea proposed Council adopt the Minutes from the Planning Committee meeting held 6<sup>th</sup> November 2023. Councillor Ost seconded the proposal. Council agreed the proposal.

**C073/23/3b To receive a report from the Committee Chairperson.**

Cllr O'Shea reported the Committee had deliberated on 10 new Planning Applications since the last Town Council meeting.

**C073/23/3c To receive a report on the review of the Needham Market Neighbourhood Plan.**

Council's lead in the review process, Cllr Ost, referred Councillors to the 6<sup>th</sup> November Planning Committee Minutes for the latest update on progress.

**The Meeting closed at 8:56pm.**

**Chairperson ..... Date .....**