

NEEDHAM MARKET TOWN COUNCIL

MINUTES of the meeting of NEEDHAM MARKET TOWN COUNCIL held in the Green Room, Needham Market Community Centre, School Street, Needham Market, on Wednesday 5th September 2018 at 7:30pm.

Present: Cllr D Spurling (In the Chair), Councillors; BE Annis, RP Darnell, I Mason, MG Norris, S Phillips, P Potter, M Spurling, X Stansfield and AL Ward.

Apologies for Absence:

Cllr D Campbell – Family Commitment
Cllr T Carter – Holiday
Cllr JE Lea – Holiday
Cllr A Morris – House Move

In Attendance: District Councillor Wendy Marchant, 7 members of public and the Town Clerk.

C156/18 To confirm the Minutes of the Town Council Meeting held 15th August 2018.

The Minutes of the Town Council Meeting held Wednesday 15th August 2018 were accepted as a true and correct record and signed by the Chairman.

C157/18 To receive Councillors' Declarations of Interest for Matters on the Agenda.

Cllr M Spurling – Skate Park Project

C158/18 To receive an update from the Chairman of the Needham Market Skatepark Committee and reports from The County Councillor, District Councillors and, to take questions from members of the public.

The Chairman of the Needham Market Skatepark Committee presented an update informing Council the Committee has been in place for a year and has five hundred supporters in the local community. There is a Youth Sub-Committee. Suppliers have been approached to look at early design work and the committees are reviewing initial designs. The next stage, following agreement on design, will be to seek tenders. It is anticipated the skatepark will require a space slightly wider and longer than the existing basketball surface located at the bottom end of Crowley Park. Their ambition is not limited to the provision of a skatepark as they would like to incorporate a multi-sports (enclosed) facility as well as an adult exercise area. They are looking at a current funding requirement of £150k to £160k and are engaging with Community Action Suffolk for advice on funding sources. They understand they will need the permission of the Town Council to locate the proposed amenities at Crowley Park and wish to work towards a redesign of the bottom end of the park for that purpose.

The Committee had produced an update document a copy of which was provided to each Councillor.

Cllr Mason said he welcomed the Committee's approach as distinct from previous attempts by people to locate a skatepark on Crowley Park, describing those earlier people as not fit to run a bar. He expounded his view on how the Committee should take their project forward and stated permission to locate the proposed amenities on Crowley Park is not a matter for the Town Council as the park is owned by a 'user group', not the Town Council. He berated Cllr Annis for indicating dissent to his statement regarding the ownership of Crowley Park.

Cllr Phillips asked how the Committee would maintain amenities located on Crowley Park and also mentioned existing security arrangements. The Chairman of the Committee replied it was intended the Committee would be retained to continue raising funds for maintaining equipment and they will be happy to look at supporting any existing security arrangements.

Cllr Phillips said he would be calling a meeting of the Recreation and Sport Section and inviting the Chairman of the Skatepark Committee to attend.

The Chairman thanked the Chairman of the Skatepark Committee for attending and providing a comprehensive and informative update.

District Councillor Wendy Marchant presented the District Councillors report, which was tabled and a copy of which will be appended to the Minute Book. It included reference to:

ON LINE SYSTEM PROVIDING INFORMATION ABOUT ALL DEVELOPER CONTRIBUTIONS A Developer Contribution Data Base is being set up which will provide information **on** which Parishes, and **the** amounts **involved**, received from Section 106 agreements and CIL (community infrastructure levy) since inception. It is hoped this will be on the Council's public website end of September/early October.

TREES AND OPEN SPACES Mid Suffolk's Public Realm Panel have had these two subjects on their agenda. All trees within Mid Suffolk's jurisdiction will need to be examined to ensure that none are a danger to the public. There have been **incidents** in other areas when tree branches, or more have fallen off and caused harm. So a new policy and action plan on the management of Council owned trees, including risk management, tree health and planting programmes needs to be agreed.

In connection with open spaces a new criteria needs to be agreed on what open spaces need to be adopted through new development. To agree a new criteria by which existing land may be transferred into local community and/or third party management. A report will go to Mid Suffolk's Cabinet October 2018 to make the final decision.

ADMINISTRATIVE COST OF LITTER INNOVATION FUND? Chris Fry, Corporate Manager, Environment and Commercial Partnerships reports that the Suffolk Waste Partnership Bid was not administered by Mid Suffolk and therefore cannot give a certain answer. However, he is fairly confident that there were no administrative costs charged to the £10,000 grant. This is in answer to Cllr. Darnell's question at the last Town Council meeting.

INFORMATION ABOUT CHILDREN'S ACTIVITIES AT NEEDHAM LAKE TO GO IN NEEDHAM MARKET NEWSLETTER This suggestion by Needham Market Town Council is a good idea, and Mid Suffolk Officers will take up this kind offer. Wendy has copied in the Town Clerk to emails on this subject.

COUNTY COUNCILLOR ANNE WHYBROW'S THANKSGIVING SERVICE AT THE PARISH CHURCH STOWMARKET This was very well attended where family and county council representative paid tribute to her. Cllrs. Xy Stansfield and Jo **Lea** were there from Needham Market Town Council (maybe others) and Wendy attended as District Councillor and one of the Ward Members for Needham Market. Anne carried on her County Council work very cheerfully, in spite of her ill health and **ongoing** treatment, and always had the benefit of the community at heart.

Cllr Phillips said in the short time Anne Whybrow was the County Councillor for the Bosmere Division, she had undertaken a lot of work. District Councillor Marchant agreed and referred to her substantial support towards the Needham Market Railway Station Access for All Campaign.

Cllr Darnell commented he thought there has been a big improvement in the litter alongside highways problem since the inception of the Litter Innovation Fund.

A member of the public asked if progress has been made on the Crowley Park Pavilion replacement/refurbishment project. Cllr Phillips replied the Council is seeking costings both for a completely new replacement building or, alternatively, a new building incorporating the external walls of the existing pavilion and store buildings.

The Chairman of the Skatepark Committee and members of the public attending for the purpose of the committee update left the meeting at 7:54pm.

Cllr Mason was absent from the meeting between 7:54pm and 8.00pm

C159/18 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.

The Mayor reported attending:

Friday 31st August – High Sheriff of Suffolk Garden Party

The Deputy Mayor reported, on Monday 3rd September, Merchant Navy Day, he had raised the Red Ensign at Barretts Lane Corner.

C160/18 To receive a report from the Needham Market Neighbourhood Plan Working Group.

Cllr Norris presented his report, which was tabled and a copy of which will be appended to the Minute Book. The report read;

Needham Market Neighbourhood Planning Masterplanning Feasibility Study, relating to the concept of a new southern town boundary which would include a through road from Barking Road to Stowmarket Road.

There have been very few comments, either to the Town Council Office or to myself, to the 4-page supplement included in the September Newsletter on the AECOM Feasibility Study.

What there have been have resulted from a lack of understanding that the route of the link road is indicative only at this stage, or from a misunderstanding of the reasons for the feasibility study.

I would propose that we go ahead with the Community Engagement Event scheduled for next month and re-engage with AECOM to maintain continuity. AECOM are holding a Garden Communities event on 18th September which unfortunately I cannot attend however Cllr. Stansfield and The Clerk will be able to attend. This will give an opportunity also for a discussion regarding engagement and consultation.

We had originally planned to schedule the Community Engagement Event for mid/late October, however due to restricted availability of the main hall in the Community Centre it appears the most favourable dates will be the evening of Friday 5th October and Saturday morning 6th October. Detailed arrangements to be finalised at the Neighbourhood Plan Working Group meeting on Thursday 27th September at 10.00am in the Town Council Office.

A member of the public was invited to comment and raised an issue regarding the suitability of the highway for traffic exiting from the relief road route onto Barking Road, travelling towards Ipswich, as they would need to take the existing B1078 route to join the B1113. Cllr Norris thanked the member of the public for their input and agreed the matter raised will need to be considered.

Cllr Norris proposed Council adopt his report. Cllr Phillips seconded the proposal. Council agreed the proposal.

Cllr D Spurling said she was aware Cllr Norris could not attend AECOM on 18th September as he will be at the Planning Inspectorate Hearing regarding the footpath off Barking Road and, expressed concern the Hearing was being held during a normal working day which may prevent attendance of people involved due to them having to work. Cllr Norris said he shared that concern.

C161/18 Town Council Casual Vacancy – to consider applications for co-option.

The Chairman confirmed two applications had been received seeking co-option to the single vacant seat on Council.

Each Councillor had a ballot paper on which to record their vote.

On conclusion of the ballot, Nigel Andrews was announced as the successful applicant and is duly co-opted to Council's vacant seat.

C162/18 Clerk's Report and Correspondence to be noted.

Actions from Town Council Meeting 15.08.18:

C153/18 – Follow up letter regarding response from the Suffolk Police and Crime Commissioner - outstanding

1. *Issues:*

- Scout Hut Project – next steps including 'Project Team' representatives

Council agreed Cllr Phillips and Cllr Darnel as its representatives once the 'Project Team' is convened.

- Temporary Toilet Building, High Street Car Park - update

2. Correspondence to be noted:

- Letter received 3rd September from The Licencing Team, Mid Suffolk District Council notifying a consultation period that it is undertaking on the revised draft statutory 'Gambling Act 2005'. Details are available on the Mid Suffolk District Council website.
- Email dated 3rd September from the Economic Development Officer – Open for Business, Mid Suffolk District Council announcing the launch of the shops grants scheme (see item under 'News' on the Mid Suffolk District Council website)
- Email dated 5th September from the Electoral Services Officer with the Notice of Casual Vacancy attached (for display on notice boards) relating to the Bosmere Division, Suffolk County Council
- Letter received 5th September from the Clerk to the Trustees, Needham Market & Barking Welfare Charities regarding the Town Council Trustee position that terminates at the end of this year.

Cllr Ward proposed it would be appropriate to include the nomination of the Town Council Trustee as a Town Council agenda item. Cllr Phillips seconded the proposal. Council agreed the proposal.

C163/18 SECTIONS.

C163/18/1 Finance/General Purposes

C163/18/1a Accounts for Payment and Confirmation.

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

Cllr Annis proposed the accounts for payment be adopted. Cllr Phillips seconded the proposal. Council agreed the proposal.

C163/18/1b To receive a report from the Section Leader.

Cllr Annis presented the following notes from the meeting of the Finance and General Purposes Section held on Tuesday 4th September, which were tabled and a copy of which will be appended to the Minute book.

Review of the Council's Financial Management

The Annual Accounts ending 31st March 2018 and the Annual Governance Statement had been agreed in Council and had been internally audited and were now awaiting the National Auditors Report. Disappointment was expressed regarding the length of time taken for the receipt of the National Auditors Report.

Section Budgets. Section Leaders reported that section expenditure was currently well within budget. No matters of concern were raised.

Internal Audit arrangements. The appointed Internal Auditor had proved satisfactory and the current Internal Audit arrangements would continue.

Investments. Following the Bank of England Base Rate increase (1st August 2018) notice of a rise of ¼ % in the interest applied to Council's investment in Cambridge & County Bank

has been received, which now yields 2% from 1st September 2018. Interest received remains above the current market rate for the investment product (1.6%).

2019/2020 Council and Section Budgets.

Section Leaders were reminded that the various section budgets should be put together prior to the November meeting of the F and G. P. Section at which the Council Budget is due for consideration. Where possible a distinction should be made between proposed revenue and capital expenditure.

Council Risk Assessment

The Council Risk Assessment is up to date. The Town Clerk will undertake the full annual review of the Risk Assessment from September of this year.

Council Insurances

The insurances were renewed in July of this year. The cover included all recent additions to the Council's property and services. The recent claim following the theft of the Council's car trailer was dealt with efficiently and full payment for its replacement was received.

Employment Committee Report.

The Employment Committee had met on Wednesday 29th August and the notes of that meeting, together with the prepared statement which had been read out at that meeting were available to all councillors. At the Employment Committee meeting it was proposed and agreed that this was a matter which should be discussed in full Council. The F. and G. P. adopted the proposal and agreed it would be discussed at the Council meeting to be held on the 19th September. The appropriate agenda item will be held in camera.

It was further agreed not to involve the District Council's Monitoring Officer function at this stage, but to retain that option as a possible reference in the future. Whilst it was not possible to pre-empt the decision of Council, a letter would be prepared, setting out the Council's case.

Section Leader's Issues

Town Property - No current issues raised

Highways and Lighting - Following the sad death of Councillor Whybrow, those issues she had undertaken on behalf of the Council are temporarily at a standstill. But the matter of road signage would be dealt with as soon as possible. The "overgrowth" of vegetation onto footpaths was principally a matter for adjacent property owners and this point would be the subject of yet another article in the Clerk's column in the newsletter. The Town Warden and the Street Cleaner would continue to act in emergencies, but the Council must be wary of taking on too much of this type of work.

Newsletter and Communications - No Newsletter issues were raised. Councillor Carter was proving effective in his handling of Social Media on behalf of the Town Council.

Planning - Councillor Stansfield continues to hold Planning Section meetings on the Monday evening prior to the Council meeting.

Recreation and Sport - Vandalism of the Bird's Nest equipment and of the train in the junior play area were of concern. Repairs to the Bird's Nest were in hand. But the train is not serviceable and will need replacing. This can be done within the current budget, but consideration should be given to a complete revamp of the Junior Area, reducing it in size and re-fencing with a more robust steel fence. The Section will convene to consider the options. The removal of the Barretts Lane hedge is still a priority and if necessary a contractor would be employed. In the meantime it was agreed that the hedge should be cut as soon as the leaves start to fall.

Strategic Planning - It was proposed that a Community Engagement exhibition regarding the Needham Market Neighbourhood Plan should take place on Friday 5th and Saturday 6th October. Copies of the Plan will be available to all councillors. Councillor Stansfield and the Town Clerk are to visit the offices of AECOM in London on the 18th September for further

details.

There is to be a Public Enquiry on the 18th and 19th September to consider the fence in Barking Road which has allegedly been erected over a public right of way.

Any Other Business None raised

Date Location and Time of the next meeting.

It was agreed to meet on 27th November 2018 at 10am in the Town Council Office.

Cllr Annis proposed Council adopt his report. Cllr Ward seconded the proposal. Council agreed the proposal.

C163/18/2 Recreation & Sport

C163/18/2a To receive a report from the Section Leader.

Cllr Phillips reported a Section meeting will be held on Wednesday 12th September at 7:30pm in the Town Council office, followed by a meeting of the Crowley Park Users Group at 7:45pm, the latter meeting to include consideration of the proposal put forward by the Needham Market Skatepark Committee.

C163/18/3 Town Property and Services

C163/18/3a To receive a report from the Section Leader

There was no report

C163/18/4 Newsletter and Communications

C163/18/4a To receive a report from the Section Leader

There was no report

C163/18/5 Planning.

Cllr Stansfield reported there was no Planning Section Meeting held Monday 3rd September due to lack of relevant business.

C163/18/5a To receive Planning Decisions.

Cllr Stansfield reported the following Planning Decision Notice had been received:

DC/18/03239 - 3 Foxglove Avenue - Discharge of Condition(s)

Discharge Approved

C163/18/5b To consider Planning Applications

Cllr Stansfield reported the following Planning Applications had been received:

DC/18/03783 - West Lodge, 52 Stowmarket Road - Notification of works of trees protected under Tree Preservation Order 202 - (T1) Horse Chestnut - Crown reduction of 30%. (T2) Sycamore - Crown reduction of 30%.

Cllr Stansfield proposed Council support approval of the application, with the usual condition the Mid Suffolk District Council Tree Officer agrees with the proposed works. Cllr Mason seconded the proposal. Council agree the proposal.

DC/18/03892 - 109 High Street - Notification of works to Trees in a Conservation Area - Magnolia (T1) Reduce by 25%. Eucalyptus (T2) Re-pollard.

Cllr Stansfield proposed Council support approval of the application, with the usual condition the Mid Suffolk District Council Tree Officer agrees with the proposed works. Cllr Mason seconded the proposal. Council agree the proposal.

DC/18/03736 - 137 High Street - Notification of works to Trees in a Conservation Area - Reduce height by 1.5m and trim group of Conifers (G1), Reduce height of 1No. Plum Tree and prune 1No. Ceanothus (T2).

Cllr Stansfield proposed Council support approval of the application, with the usual condition the Mid Suffolk District Council Tree Officer agrees with the proposed works. Cllr Mason seconded the proposal. Council agree the proposal.

DC/18/03584 - Unit 7, Williamsport Way - Change of use of part of warehouse to offices; Insertion of window; Brick up industrial doors and clad to match existing.

Cllr Stansfield reminded Council it had recommended approval for a previous application DC/17/03036 (June 2017) which was Granted by MSDC concerning this warehouse and property.

Cllr Stansfield proposed Council support approval of the application. Cllr Ward seconded the proposal. Council agreed the proposal.

DC/18/03587 - Unit 7, Williamsport Way - Erection of temporary storage building for a period of 3 years.

Cllr Stansfield proposed Council support approval of the application. Cllr Ward seconded the proposal. Council agreed the proposal.

C163/18/5c To receive a report from the Section Leader.

Cllr Stansfield reported the Section will next meet on Monday 17th September in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

Cllr Phillips said he has noticed Needham Market Football Club's new edge of town signage was not being kept up to date and proposed the club is contacted to report that issue to them. Cllr Ward seconded the proposal. Council agreed the proposal.

C163/18/6 Highways, Lighting and Footpaths

C163/18/6a To receive a report from the Section Leader

Cllr Norris reported highways issues involving County Councillor Anne Whybrow, following her sad passing away, will be followed up at an appropriate time.

C164/18 Questions under Standing Order 40.

Cllr M Spurling asked if Councillors were aware the Parish Church of St John the Baptist is having an open evening event on Friday 14th September.

The Meeting closed at 8:21pm.

Chairman **Date**