

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 October 2016 at 7:30pm.

Present: Cllr X Stansfield (In the Chair), Councillors, D Campbell, RP Darnell, A Morris, MG Norris, KMN Oakes, S Phillips, D Spurling, M Spurling and AL Ward.

Apologies for Absence:

Cllr BE Annis – Rotary Commitment
Cllr R Campbell – Work Commitment
Cllr TS Carter – Family Commitment
Cllr JE Lea - Holiday
Cllr I Mason – Meeting Commitment
Cllr A Morris - Holiday

Suffolk County Councillor Julia Truelove

In Attendance: District Councillor Wendy Marchant, five members of public and Town Clerk Kevin Hunter.

C184/16 To confirm the Minutes of the Town Council Meeting held 21st September 2016.

The Minutes of the Town Council Meeting held Wednesday 21st September 2016 were accepted as a true and correct record and signed by the Chairman.

C185/16 To receive Councillors' Declarations of Interest for Matters on the Agenda.

Cllr MG Norris – Planning Matters
Cllr KMN Oakes – Accounts for Payment and Christmas Fayre
Cllr S Phillips – Planning (16 Crowley Road)
Cllr X Stansfield – Accounts for Payment (Community Centre and Mayoral Expenses)

C186/16 To receive reports from The County Councillor, District Councillors, a presentation from Mid Suffolk District Council on Public Access and Accommodation and, to take questions from members of the public.

Two Mid Suffolk District Council Officers attended to deliver a presentation on Public Access and Accommodation. They reported the District Council has set out a timetable to look into options and design ideas for the future of its Needham Market headquarters site. This will coincide with the transfer of District Council staff (March to September 2017) to Ipswich where they will share accommodation with Suffolk County Council at Endeavour House. It is anticipated District Councillors will receive a report setting out their options towards the end of summer next year with community engagement then taking place in October/November 2017. Any necessary planning permissions will be sought around December 2017. The Officers concluded by stating it is the objective of District Councillors to deliver a solution for the future of the District Council Offices which will be of benefit to the community.

Councillors and Members of Public present raised the following points with (in parenthesis) the response from the District Council Officers, where given:

- It would be sensible to use the site to centralise health care facilities in the town.
- Will the Hurstlea Road Car Park be gifted to the Town Council. “The Hurstlea Road Car Park is within the red line scope of the site but, as yet, its future has not been considered specifically”.
- Will the District Council retain a customer service ‘hub’ in the town? “District Councillors are leaning towards that outcome but detailed work is only just starting on the ‘hub/spokes’ model”.

- It is vital the future of the District Council Office site is considered in the context of the forthcoming (housing) growth that is due to take place in Needham Market.
- It is vital the District Council acknowledges and pays full attention to the Needham Market Neighbourhood Plan in considering the future of its office site.
- There is already a proposal to develop a 'community hub' facility on the site of the redundant Needham Market Middle School and it is imperative the District Council works with the Town Council to ensure the future of that and the District Council office site, taking account of the 'bigger picture'.
- Is there a need, on the part of the District Council, to extract the maximum financial return from the disposal of the site? "The District Council has a strategic direction which relies on income from sources other than Government Grant, which is decreasing and will end in 2020. The current office building does not however, offer the standard of accommodation required by modern business operations and the cost of bringing it up to the necessary standard is prohibitive. The value of the District Council office asset is also being considered in socio as well as economic terms".
- Will the existing office building be demolished? "Converting the existing building will probably restrict options for the future of the overall site and demolition and starting afresh may also provide a better return".
- If a supermarket chain were to come along and show interest in the site, would the District Council negotiate with them? "The District Council has no fixed ideas regarding the future of the site. Work to be carried out over the next 6 months will identify options".

Cllr Stansfield thanked the District Council Officers for their attendance.

County Councillor Julia Truelove had provided a report, which was tabled and a copy of which will be appended to the Minute Book. It included reference to:

- Devolution Debate – SCC debate delayed and now taking place on 23rd November
- MSDC and Babergh District Councils move to Endeavour House, Ipswich – outcome of decisions taking by the District Councils with attention now turning to where the 'hubs' will be located in the Districts
- Another Care Home Under Fire – Care Quality Commission has highlighted safety issues at a Suffolk Care Home
- SCC's Trading Standards Update – a couple of examples of scams
- Ipswich Railway Station Re-Development – the project is due to be completed by Christmas

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:

- Council Office Moving Out of the District – background information and the District Council's decision to move to Endeavour House, Ipswich
- Dementia Care – partnership arranged with a leisure operator to provide new opportunities for carers and those cared for
- Great Local Run at Needham Lake – numbers attending and the choice of activity they have
- 100% Business Rates Retention – to come fully into effect by 2020 and the various issues raised and returned in a consultation response to Central Government

Cllr Phillips commented on the reference in the District Councillors report that the District Council were, a year ago, definitely not moving to Endeavour House because the rent was too high and added, the decision by Mid Suffolk and Babergh Councils to locate together flies in the face of the public referendum decision that the Councils should remain separate.

Cllr M Spurling said he believed there is a risk Mid Suffolk District Council may, if there were interest, sell their office site to a large supermarket chain to extract the maximum financial return, particularly now with the added incentive of retaining Business Rates.

The members of public present had no questions.

C187/16 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.

The Mayor reported attending:

Sunday 2nd October – Sudbury Civic Service

Wednesday 5th October – Presentation at Muntons Malts, in the presence of the High Sheriff of Suffolk and Mayor of Stowmarket

The Deputy Mayor had nothing to report.

The Clerk read out a short report, provided by Cllr Lea, on her recent attendance at the Annual General Meeting of the Suffolk Records Office (Friends). It included reference to records containing significant information on the historical Barking cum Needham Parish, which can be accessed at www.suffolkarchives.co.uk (Ref: SR01HA1).

C188/16 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 included an update on progress with the Needham Market Visitor Survey and the dialogue requested with Mid Suffolk District Council which has still yet to be arranged.

Cllr Ward asked what scope the Visitor Survey covered. Cllr Norris explained the survey is currently aimed at visitors to the town but this will expand to include residents and businesses in the town with an invitation to complete the survey being included in a forthcoming Needham Market Newsletter.

C189/16 To nominate two Trustees to sit as members of the Needham Market & Barking Welfare Charities.

The Clerk referred to a letter received from Needham Market & Barking Welfare Charities informing Council two of its three nominees on the Charity, Cllrs David Campbell and Kay Oakes, 4-year term as Trustees is due to end this year and requesting further nominations. The letter indicated both Councillors were willing to serve a further 4-year period.

Cllr Darnell proposed Council nominate Cllrs David Campbell and Kay Oakes for a further 4-year term serving as Trustees. Cllr Ward seconded the proposal. Council agreed the proposal.

C190/16 To consider funding advertising costs for the 2016 Needham Market Christmas Fayre.

Cllr Oakes informed Council regarding the arrangements which were being put in place to advertise the Christmas Fayre which will be held on Sunday 4th December. A quotation had been received from Gipping Press for supply of advertising material.

Cllr Oakes, as part of the group helping organise the Fayre, declared an interest and did not take part in the following decision.

Cllr Ward proposed Council agree a budget of up to £350 towards the costs of advertising the Needham Market Christmas Fayre 2016. Cllr M Spurling seconded the proposal. Council agreed the proposal.

C191/16 Clerk's Report and Correspondence to be noted.

1. *Actions from Town Council Meeting 21.09.16:*

None

2. Issues

- Stowmarket SNT – Town/Parish Clerk Liaison Meeting 5th October

The Clerk gave a report on the meeting.

- Needham Market Community Caretaker – Evolving current staff resources

Cllr M Spurling proposed there be a future agenda item to consider changes to Town Council employment roles. Cllr Ward seconded the proposal. Council agreed the proposal.

- Freedom of Information Request, Allotments – Request received

Cllr Darnell said he had, in the past, suggested allotments may be able to be provided in conjunction with Bosmere Primary School. Cllr Stansfield said it is known any change of use of school playing fields is restricted and falls under the jurisdiction of the Secretary of State.

- Land Registry – Registration of the Needham Maltings development Public Realm area completed 28th September

3. Correspondence to be noted:

- Email (copy) received 5th October from a resident complaining to the operator of the Beacon Hill Service Station regarding the disparity in fuel price there compared to much lower prices being charged at service stations on Norwich Road, Ipswich.

Cllr Darnell said he remembered there was an arrangement put in place to control fuel charges in the locality when the Stowmarket Tesco Service Station opened but that control appeared no longer to exist.

C192/16 SECTIONS.

C192/16/1 Finance/General Purposes

C192/16/1a Accounts for Payment and Confirmation.

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

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

C192/16/1b To receive a report from the Section Leader

There was no report.

C192/16/2 Recreation & Sport

C192/16/2a To receive a report from the Section Leader.

Cllr Phillips presented his report from the Section meeting held on Wednesday 28th September, which was tabled and a copy of which will be appended to the Minute Book. The meeting discussed a number of works planned for Crowley Park to improve amenities, increase security and provide further storage facilities.

Cllr Phillips added, in the approach to all aspects of work planned for Crowley Park, the aim is to make improvements which will last for the long-term.

Cllr Darnell, referring to the proposal to install new steel doors to the old Clubhouse building, said he is concerned steel doors are naturally heavy and could lead to fingers being injured due to the weight involved. Cllr Phillips said the manufacturer who is supplying the doors is aware of that risk and the doors will be secured to prevent that type of accident.

Cllr Phillips proposed Council adopt the report including all items of expenditure within. Cllr Darnell seconded the proposal. Council agreed the proposal.

C192/16/3 Town Property and Services

C192/16/3a To receive a report from the Section Leader

There was no report.

Cllr Phillips commended the quality of the replacement Town Council notice board which has been installed in the High Street next to Christchurch.

C192/16/4 Newsletter and Communications

C192/16/4a To receive a report from the Section Leader

There was no report.

C192/16/5 Planning.

Cllr M Spurling presented Minutes from the Planning Section meeting held Monday 3rd October, which were tabled and a copy of which will be appended to the Minute Book.

C192/16/5a To receive Planning Decisions.

Cllr M Spurling reported the following planning decisions had been received:

3078/16 – Hill House, Hill House Lane - Conversion and change of use of outbuilding to holiday let. Erection of single storey side extension.

Planning Permission has been granted.

3079/16 – Hill House, Hill House Lane - Alterations, conversion and extension of existing single storey outbuilding presently used in association with a dwelling to provide 1no. separate dwelling for holiday accommodation.

Planning Permission has been granted.

C192/16/5b To consider Planning Applications

Cllr M Spurling reported the following planning applications had been received:

3934/16 – Erection of a two storey side extension and front porch - 16 Crowley Road

The Section noted the proposal is appropriate for the site in terms of size and scale and likely to have low impact on adjacent properties. The Section recommended approval.

Cllr M Spurling proposed Council recommend approval of the application. Cllr Ward seconded the proposal. Council agreed the proposal.

2902/16 – Rampant Horse Inn, Coddendam Road - Erection of extensions to the rear elevation, to provide additional dining and café space. Alterations to and internal reconfiguration of existing rear projection.

The Section noted this application is to be reported to Mid Suffolk District Council Development Management Committee on 12th October 2016. Cllr M Spurling agreed to attend to represent the Town Council.

3506/16 – Barking Road - Outline planning permission with vehicular access (all other matters reserved) for the construction of 152 residential dwellings (including market and affordable homes) garages, parking, vehicular access with Barking Road, estate roads, public open spaces, play areas, landscaping and amenity green space with sustainable drainage systems, with associated infrastructure, including provision for additional car parking and improved vehicular access to Needham Market Country Practice.

At the time of the Section meeting no response had yet been received from Mid Suffolk District Council to the request for an extension to the consultation period (requested by email 22nd September). The Section agreed that it is likely the planning application will be approved by Mid Suffolk District Council therefore it is important the Town Council work with Mid Suffolk District Council and the developer to ensure that any development makes a positive contribution to the town and addresses concerns and wishes the Town Council has which include the following;

- The sewerage and surface water systems need to be able to cope with the increased flow from the development and may require a balancing pond to assist.
- A roundabout at the Barking Road entrance to the development would reduce the likelihood of accidents and also make it easier for residents to leave and enter the estate.
- A pedestrian access should be included from the development onto Foxglove Avenue
- The Section expressed concern about whether the infrastructure of the town is able to cope with the increase in residents, particularly the doctors' surgery and school provisions.
- The access roads to the development should be wide enough to allow a bus service
- Parking control/restrictions should be included as part of the development.

The Section requests that the Town Council is kept up to date by Mid Suffolk District Council with any changes and amendments made to the outline application.

Cllr M Spurling proposed Mid Suffolk District Council be sent a neutral response including the above list of comments, reference to the lack of clarity regarding the impact of the proposed development on the strategic future of Needham Market and, the District Council be requested to keep the Town Council up to date with any changes and amendments made to the outline application. Cllr Phillips seconded the proposal. Council agreed the proposal.

Planning Reference 3684/16 – Screening Opinion for erection of manufacturing and distribution plant - Land off B1113, north of Roots and Shoots, Badley IP6 8RR

Members of the Section were both surprised and concerned at the size of the proposed development and also, that despite Mid Suffolk District Council being aware of it for some time, plans have only recently been uploaded to their website. It was felt that this development is inappropriate for the site particularly since there is designated area for such a development available locally. It is likely that the development will generate both noise and light pollution which will impact Needham Market and surrounding areas, this together with concerns about the dangers of HGVs leaving the site onto the single carriageway B1113 raise questions about the site suitability.

The Section recommended that details of the proposed development are included in the Town Council Newsletter for public information and that the request for further details regarding the screening opinion decision is followed up with Mid Suffolk District Council.

Cllr Darnell said, if the proposal goes ahead, it will require an extension to the existing 7.5ton Weight Limit on the B1113.

Cllr Phillips proposed the Town Council continue to reinforce its comments on the unsuitability of the development proposal, including the impact it would have on the current HGV Weight Limit. Cllr Darnell seconded the proposal. Council agreed the proposal.

The Clerk asked District Councillor Norris if anything had come out of the presentation provided to Mid Suffolk District Council by the proposed developer. District Councillor Norris said it was made clear to the proposed developer, during the presentation, that the location of the proposed development would not pass the (Planning) 'Sequential Test' which is aimed at steering new development to areas with the lowest probability of flooding.

C192/16/5c To receive a report from the Section Leader.

Cllr R Campbell reported the Planning Section will next meet on Monday 17th October 2016 in the Town Council Office at 7.00pm. Unless Section Members are informed by email of a cancellation.

C192/16/6 Highways, Lighting and Footpaths

C192/16/6a To receive a report from the Section Leader

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

- Notification of road works due to take place on the A14 from 10th October to 14th October
- Confirmation of closure of Barretts Lane (junction of Hurstlea Road with the High Street) from 10th October to 14th October
- Outstanding Highways issues being followed up including a breakdown recovery vehicle being parked in an inappropriate location at the top of The Causeway

Cllr Norris added that recent works at the junction of Barretts Lane with the High Street were carried out by Anglian Water investigating a water leak in that vicinity.

Cllr Norris reported he had attended a meeting of the Needham Market Flood Risk Group that morning and it appears Anglian Water is to produce a business case to be made available around Christmas 2016 which is to be followed by public engagement.

Cllr M Spurling commented the impact of road works on the A14 close to Ipswich adds weight to the case for a second Ipswich bypass being necessary.

C193/16 Questions under Standing Order 40.

There were no questions.

The Meeting closed at 9:23 p.m.

Chairman **Date**