

## **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 7<sup>th</sup> September 2016 at 7:30pm.

**Present:** Cllr X Stansfield (In the Chair), Councillors, BE Annis, R Campbell, TS Carter, RP Darnell, JE Lea, A Morris, MG Norris, KMN Oakes, S Phillips, D Spurling, M Spurling and AL Ward.

### **Apologies for Absence:**

Cllr D Campbell – Family Commitment  
Cllr I Mason - Holiday

Suffolk County Councillor Julia Truelove

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

Cllr Stansfield asked if Council would accept the addition of an agenda item 'to receive a report from the meeting of the Trustees of Needham Market Institute held 6<sup>th</sup> September' – Council agreed

Cllr Stansfield proposed Council add an item to the meeting agenda, to be dealt with in Camera, that is with no press or public present, the proposal being made in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960. Cllr Ward seconded the proposal. Council agreed the proposal.

### **C163/16 To confirm the Minutes of the Town Council Meeting held 17<sup>th</sup> August 2016.**

The Minutes of the Town Council Meeting held Wednesday 17<sup>th</sup> August 2016 were accepted as a true and correct record and signed by the Chairman.

### **C164/16 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr B Annis – Accounts for Payment  
Cllr R Campbell – Planning Matters  
Cllr JE Lea – Accounts for Payment (SALC)  
Cllr MG Norris – Planning Matters  
Cllr KMN Oakes – Accounts for Payment (Community Centre)  
Cllr M Spurling – Accounts for Payment  
Cllr X Stansfield – Accounts for Payment (Community Centre)

### **C165/16 To receive reports from The County Councillor, District Councillors and to take questions from members of the public.**

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:

- GCSE Pupils' Results Improve Throughout Suffolk
- 'A' Level Success as Pass Rates Rise
- S.C.C.'s Future Plans for Schools' Expansion
- Delayed Transfer of Hospital Patients to Care Homes
- Suffolk Rail Conference

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:

- Purchase of Needham Market Middle School Site – confirmation Mid Suffolk District Council is the purchaser
- Housing – information on the Sheltered Housing Review and Affordable Homes Gain

- Dementia Friendly Films – details of special screenings at the Regal Cinema, Stowmarket
- Business Glass Collection Takes Off – commenced from June and details of how it operates
- Grants for Local Organisations – reference to the Tesco scheme using money raised by the 5p bag charge

Cllr D Spurling asked if the Sheltered Housing Review went beyond those schemes operated directly by the District Council. District Councillor Marchant confirmed only the District Council Sheltered Housing schemes are in scope of the review, not those operated by other organisations.

A member of public said he was attending the meeting to advise Council he and other residents of properties neighbouring the Rampant Horse Public House on Coddenham Road, are objecting to the proposed extensions to the Rampant Horse, for which planning approval is being sought from Mid Suffolk District Council. He referred in particular to the construction of a large commercial kitchen taking in land currently the garden of 1 Coddenham Road.

Cllr Stansfield explained the Town Council, unaware of the direct impact on neighbouring properties, had responded to consultation on the proposed development, supporting its approval.

Councillors expressed concern regarding the potential impact of the proposed development and agreed to visit the residential properties involved, to see and understand the basis of the residents' objections.

**C166/16 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor reported attending:

Sunday 28<sup>th</sup> August – the Laying Down of the Standard of the Needham Market Royal British Legion Women's Section

The Deputy Mayor had nothing to report.

**C167/16 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 confirmed the initial activity to progress the Needham Market Visitor Survey had been carried out on Sunday 3<sup>rd</sup> September and, following the meeting with the Leader of Mid Suffolk District Council held on 16<sup>th</sup> August, a response is still awaited regarding the need to discuss and agree issues relating to the Needham Market Neighbourhood Plan.

**C168/16 to receive a report from the meeting of the Trustees of Needham Market Institute held 6<sup>th</sup> September.**

Cllr Phillips presented his report, which was tabled and a copy of which will be appended to the Minute Book. The report set out a number of potential scenarios put to the Trustees, by their Agent, regarding the disposal of the Institute premises.

**C169/16 Clerk's Report and Correspondence to be noted.**

*Actions from Town Council Meeting 17.08.16:*

1. **C159/16** – Submission sent to the Norfolk/Suffolk Devolution Deal consultation
2. *Issues*
  - Update on future options for the Mid Suffolk District Council Offices, Needham Market site – Mid Suffolk District Council Officers to deliver a presentation to the 21<sup>st</sup>

September Town Council meeting – now postponed until 5<sup>th</sup> October Town Council meeting

- Friends of Suffolk Record Office – notice received of its AGM taking place on Friday 23<sup>rd</sup> September at the University of Suffolk, Ipswich
- Fly Tipping on Crowley Park car park – latest item left is a gas fireplace

3. *Correspondence to be noted:*

- Email dated 7<sup>th</sup> September from Suffolk Association of Local Councils regarding an initiative, Mens Shed Project, that is being progressed in Stowmarket and which may be of interest to other communities.

Cllr Lea expanded on the Mens Shed Project which she said is aimed at reducing isolation, depression and potential suicide amongst men, by providing an opportunity for regular social integration and the carrying out of hobby pursuits.

Cllr Annis and other Councillors thanked the Clerk for accurately bringing together the Council's views and submitting them to the consultation on the Norfolk/Suffolk Devolution Deal.

**C170/16 SECTIONS.**

**C170/16/1 Finance/General Purposes**

**C170/16/1a 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 Ward proposed the accounts for payment be adopted. Cllr R Campbell seconded the proposal. Council agreed the proposal.

**C170/16/1b To receive a report from the Section Leader**

Cllr Annis presented Minutes from the Finance and General Purposes Section held Tuesday 30<sup>th</sup> August, which were tabled and a copy of which will be appended to the Minute Book. The report headings were:

- Town Council's Financial Management
- Town Council Risk Assessment
- Town Council Insurances
- Needham Market Institute and Club
- Review of the Town Council's Priorities for Funding
- Review of the Current Grant Making Procedure
- Administration of the Town Council's Car Parks
- Matters Raised by Section Leaders
- Any Other Business

Cllr Annis commended the Deputy Clerk (Responsible Finance Office) for achieving a highly successful conclusion to the audit process for Council's accounts 2015/16.

Cllr Annis asked Section Leaders to note the last paragraph under the heading 'Review of the Town Council's Priorities for Funding' and requested they further consider their Section priorities during the forthcoming annual budget setting process.

Cllr Annis referred Councillors to the final paragraph under 'Any Other Business' which related to the payment of rent to the Community Centre for Council's Office Accommodation and proposed an item be included on Council's next meeting agenda to ratify the suggested way forward.

#### **C170/16/2 Recreation & Sport**

##### **C170/16/2a To receive a report from the Section Leader.**

There was no report.

#### **C170/16/3 Town Property and Services**

##### **C170/16/3a To receive a report from the Section Leader**

Cllr Oakes reported a further two of the replacement notice boards have been installed and those remaining would be in place by the end of the week.

Cllr Oakes agreed to attend the Suffolk Libraries Annual General Meeting scheduled to take place on Thursday 29<sup>th</sup> September.

Cllr Oakes informed Section Members a Section meeting will take place at 7pm on Tuesday 13<sup>th</sup> September in the Town Council Office, to solely discuss the approach to this and future years Christmas Tree purchase/lighting.

#### **C170/16/4 Newsletter and Communications**

##### **C170/16/4a To receive a report from the Section Leader**

Cllr Lea reported she had met with Cllr Carter, the Clerk and Deputy Clerk to discuss the development of Council's website and presence on social media. Cllr Carter gave a brief overview of the discussion.

Cllr Darnell said, based on past experience, he would be concerned if an individual Councillor was, in the future, to be wholly responsible for the website. Cllr Lea said the clear risk associated with such an approach had been included in the discussion and assured Council that risk would be avoided.

#### **C170/16/5 Planning.**

Deputy Section Leader Cllr M Spurling presented Minutes from the Planning Section meeting held Monday 5<sup>th</sup> September, which were tabled and a copy of which will be appended to the Minute Book.

##### **C170/16/5a To receive Planning Decisions.**

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

**2367/16 – Mawes House, Flat 24, 141 High Street – Replacement of timber sliding sash windows to sliding UPVC sash windows to front and rear elevations.**

Planning Permission has been granted.

**3106/16 – 23 High Street - Walnut (T1) - 1-2m reduction in height. 1-2m reduction of side lateral branches. perform 15% thin. This Walnut tree is leaning heavily towards Mr.Sergeants neighbours property and overhanging a greenhouse. So in the interest of good husbandry and keeping trees in good condition, he would like the tree reduced to ensure the enjoyment of this tree in their garden.**

Mid Suffolk District Council does not wish to object to the works.

##### **C170/16/5b To consider Planning Applications**

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

**3506/16 – Barking Road, IP6 8HG - 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 space, 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**

In view of the substantial nature of the application the Clerk advised and Cllr M Spurling proposed a request be sent to Mid Suffolk District Council for an extension to the consultation period until 22<sup>nd</sup> September. Cllr Darnell seconded the proposal. Council agreed the proposal.

**3640/16 – 4 Lime Tree Close - T1 Walnut - Reduce length of damaged branch at approx 5m west by 1.5m to reduce end loading. Reduce length of branches overhanging neighbouring drive to south west to within approx. 1m of boundary fence.**

Cllr M Spurling proposed Council recommend approval of the application on condition no additional or unnecessary works take place on the tree. Cllr Ward seconded the proposal. Council agreed the proposal.

**3104/16 – Agricultural Building and Land, Hill House Lane - Outline application permission for the erection of 2 no. single storey dwelling houses following demolition of existing building. Alterations to vehicular access. Installation of package treatment plant.**

Cllr M Spurling asked the Clerk to verify the package treatment plant related to a facility to manage effluent from the properties and, if that is the case, proposed Council recommend approval of the application. Cllr Lea seconded the proposal. Council agreed the proposal.

**3328/16 – 78 High Street - Variation of Condition 3 of 2912/15 - Opening hours to be extended to 0700 - 1800 Monday to Saturday, 0900 - 1600 Sundays and Bank Holidays**

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

**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.**

Cllr M Spurling proposed Council recommend approval of the application on condition the property is used only as a holiday let and not as a permanent residence. Cllr Annis seconded the proposal. Council agreed the proposal.

**C170/16/5c To receive a report from the Section Leader.**

Deputy Section Leader Cllr M Spurling reported he had, through trawling the Mid Suffolk District Council Planning website, become aware of Planning Application ref: 3684/16, which is a request for a Screening Opinion relating to 'Land alongside, Stowmarket Road, Badley'. There are no details of, or information relating to, the application on the Mid Suffolk District Council Planning website. The Clerk reported he had contacted the Mid Suffolk District Council Planning Service to ask for the precise location the application relates to but had yet to receive a reply.

Cllr Norris said he had attended a presentation held at the Mid District Council Offices on Planning Application ref: 3684/16 and the location for the proposed erection of manufacturing and distribution plant is the area of current agricultural land just beyond the Roots and Shoots Garden Centre going in the direction of Stowmarket. Cllr Ward said it is illogical that plot of greenfield land should be proposed for industrial development when, in very close proximity, there is a 100acre site available

and with planning approval for use as 'Employment Land' (StowmarketEAST – Gateway 14 Business Park).

Cllr R Campbell reported the Planning Section will next meet on Monday 19<sup>th</sup> September in the Town Council Office at 7pm.

**C170/16/6 Highways, Lighting and Footpaths**  
**C170/16/6a 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 contained details of forthcoming road closures and details of traffic control arrangements to be put in place.

Cllr Annis asked if there had been any progress on the fence which has been erected across a Public Right of Way off Barking Road. Cllr Norris said he knew no more than he had already reported but it is on his list to follow up.

Cllr M Spurling said he had received a complaint regarding traffic speeding along the High Street in the early hours of the morning. Cllr Norris said, when he enquired recently regarding a means of warning speeding traffic, he had been advised by Suffolk County Council Highways that flashing speed warning signs prove ineffective in a short space of time and are expensive to install. He agreed though to raise that question again with the County Highways Service.

**C171/16 Questions under Standing Order 40.**

Cllr Lea asked if Councillors had heard the very sad new that Mr Albert Taylor had passed away. Albert and his wife Pam had, for many years, voluntarily given invaluable help with the distribution of the Town Council's monthly Newsletter. Councillors agreed a note expressing their condolences should be sent to Pam.

**The Meeting closed at 9:02 p.m.**

**Chairman .....**      **Date .....**