

## **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 19<sup>th</sup> September 2018 at 7:30pm.

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

### **Apologies for Absence:**

Cllr T Carter – Holiday  
Cllr A Morris – Work Commitment  
Cllr M Spurling – Work Commitment

**In Attendance:** District Councillor Wendy Marchant, one member of public and the Town Clerk.

### **C165/18 To confirm the Minutes of the Town Council Meeting held 5<sup>th</sup> September 2018.**

The Minutes of the Town Council Meeting held Wednesday 5<sup>th</sup> September 2018 were accepted as a true and correct record and signed by the Chairman.

The Chairman asked Nigel Andrews, who had been co-opted onto Council at its 5<sup>th</sup> September meeting, to make his Declaration of Acceptance of Office. Cllr Andrews duly made his Declaration which he signed and the Declaration was countersigned by the Clerk as Proper Officer.

The Chairman proposed an additional item be added to the agenda (see C172/18 below). Cllr Phillips seconded the proposal. Council agreed the proposal.

### **C166/18 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr N Andrews – Needham Market Railway Station Access for All Campaign  
Cllr BE Annis – Accounts for Payment (River Gipping Trust)

### **C167/18 To receive reports from District Councillors and, to take questions from members of the public.**

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

ACCESS FOR ALL AT NEEDHAM MARKET RAILWAY STATION is progressing. Last Tuesday we had a meeting in the Oak Room of The Limes Hotel, Needham Market, with representatives from the rail company Greater Anglia, Suffolk County Council and Mid Suffolk District Council, Needham Market Society, Needham Market & Barking Charities, and local campaigners, chaired by Wendy. SCC and MSDC have agreed to commit in principle £50,000 each towards this project, subject to the CP6 grant application being successful. Jen Overett who started the petition last year, has done a lot towards completing this CP6 application. Also she has been involved with Mid Suffolk's external grants officer in filling in the form for the AfA Group to be a Community Interest Company (to which Wendy is a signatory) and then we will set up a Bank account. At the moment Needham Market Society are holding any funds we raise in their bank account. Mike was complimented on managing to dig out the financial figures from the Feasibility Study which we had done way back in 2010/2011. Our next meeting will be Tuesday 20<sup>th</sup> November, 2018, when will begin to have an idea of the priority being given for the CP6 grant.

STAFF FEED BACK SURVEY On Tuesday morning 11.9.18 Mike and Wendy attended a workshop at Endeavour House about staff and councillors working together. Because of the new Cabinet system we don't see the staff as much as we used to and a lot of the old staff have left and new staff employed – and moving to Endeavour House, of course. The staff are in one big open plan office, and there is no indication of which department or section they are work for, or the names of officers. However, it was agreed to recommend that hanging signs be put up to indicate where departments were located, that a directory of all staff within each department be reinstated, and that floor plans of Endeavour House be produced.

PLANNING Wendy was on the Planning Committee which approved the erection of up to 50 dwellings on the former Bacton Middle School site. There had been much discussion with the local community, to achieve a satisfactory solution.

MID SUFFOLK'S CABINET has agreed a policy to reduce homelessness, including rent deposit scheme using Solo Housing and recently a housing association property in Stowmarket has been refurbished and re-opened, and a number of other things including the number of days between a council tenant moving out of a property and a new tenant moving in has been reduced. Concern about the number of days lost due to staff sickness, so a SCC Human Resources officer has been temporarily employed to advise. Recycling rates have gone down.

LOCALITY GRANT If any local organisation would like to apply for Mike & Wendy's Locality Grant, just request an application form from Mike or Wendy soon.

Cllr Lea asked if the District Council's proposal for use of the recently purchased former NatWest bank building in Stowmarket is known yet. District Councillor Marchant said she had not yet heard of any proposal but would report back when known.

Cllr Annis said he had attended a meeting with Mid Suffolk District Council Officers in Endeavour House earlier that day and the meeting had taken place in an open café part of the building totally unsuitable for holding a formal meeting.

The member of public had no question to raise.

**C168/18 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor had nothing to report.

The Deputy Mayor reported attending:

Saturday 8<sup>th</sup> September – presenting the Summer Reading Competition prizes at Needham Market Library.

**C169/18 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.**

Just a reminder that there will be a Neighbourhood Plan Working Group Meeting on Thursday of next week, 27<sup>th</sup> September, at 10.00am in the Town Council Office to finalise the detailed arrangements for the Community Engagement Event on the AECOM Feasibility Study which is being held on Friday evening 5<sup>th</sup> October 6.30pm – 9.00pm and Saturday morning 6<sup>th</sup> October 10.00am – 1.00pm in the main hall of the Community Centre.

Martin has confirmed that the hall is booked and that we can get in from 4.30pm on the Friday and that we can have it until 3.00pm if necessary on the Saturday.

Cllr. Xy Stansfield and Kevin our clerk attended the AECOM Garden Communities event yesterday, which gave an opportunity for a discussion on engagement and consultation.

Cllr Stansfield reported on the visit to the AECOM office to discuss engagement and consultation plus attending the Garden Communities event, both of which had been very rewarding in helping to inform Council's potential way forward with the Relief Road Feasibility Study.

**C170/18 To consider further support for the Needham Market Railway Station 'Access for All' Campaign.**

The Clerk read from an email received from the Senior Transport Planner, Suffolk County Council which requested Council decide on whether to commit a financial contribution to the AfA proposal and/or to provide a letter of support for the AfA proposal to Greater Anglia.

Councillors commented it should be incumbent on the railway company to provide inclusive access for its service users and there is currently no provision in Council's budget to allow commitment to funding.

Cllr Norris said a tangible offer of support from Council is being sought and he encouraged that be made. He added Council had made a financial contribution towards the feasibility study carried out on the station access in 2012.

Councillor Mason said he would not support a proposal to commit funding to the AfA project as there has been an arrangement in place for many years for a taxi service to take passengers, who are unable to use the stairs at the station, to Ipswich station and his view is there is no evidence the AfA proposal is necessary. Cllr Ward asked if there has been any assessment of the problem with access which the AfA campaign sets out to resolve. Cllr Andrews said the campaign sought Access for All, not just for people with restricted mobility and this included the likes of people with children in buggies and, the station should be brought up to a modern standard.

Cllr D Spurling proposed a letter of support for the AfA campaign be provided as requested with an explanation Council is not in a position to, at this point, commit funding. Cllr Darnell seconded the proposal. Council agreed the proposal.

#### **C171/18 To consider future recording of Town Council meetings.**

The Clerk described the principles behind moves to make Councils more open and transparent which included encouraging Councils to record their meetings.

Councillors agreed with the principles but that they would need to consider in more detail the practicality and cost of recording Council meetings.

The Clerk briefly explained facilities available for recording meetings and agreed to provide a comprehensive report to Council, in due course.

#### **C172/18 To receive a report from the Suffolk Association of Local Councils Mid Suffolk South Area Meeting 13<sup>th</sup> September 2018**

Cllr Lea presented her report from the meeting, which was tabled and a copy of which will be appended to the Minute Book. The meeting had heard from the Chief Executive of the east Suffolk and North Essex NHS Trust regarding the decision to merge the management of Ipswich Hospital with Colchester Hospital.

Cllr Lea said full Minutes from the meeting will be available in due course.

#### **C173/18 Clerk's Report and Correspondence to be noted.**

##### *1. Actions from Town Council Meeting 05.09.18*

**C162/18** – Nomination for the Town Council Trustee on the Needham Market & Barking Welfare Charities will be on Council's 3<sup>rd</sup> October meeting agenda

##### *2. Issues:*

- Scout Hut Project – meeting of representatives taking place on Thursday 20<sup>th</sup> September at 7pm in the Town Council Office
- Crowley Park – confirmation of ownership

3. *Correspondence to be noted:*

- Email dated 18<sup>th</sup> September, received via District Councillor Wendy Marchant regarding Suffolk County Council's Most Active Community Awards.
- Letter received 19<sup>th</sup> September from the Director of Public Affairs and Policy, Royal Mail seeking help in raising awareness of scam mail

The Clerk added he will include an item relating to the scam mail warning in the next edition of Council's monthly Needham Market Newsletter.

**C174/18 SECTIONS.**

**C174/18/1 Finance/General Purposes**

**C174/18/1a 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 Ward seconded the proposal. Council agreed the proposal.

**C174/18/1b To receive a report from the Section Leader.**

There was no report.

**C174/18/2 Recreation & Sport**

**C174/18/2a To receive a report from the Section Leader.**

Cllr Phillips presented notes from the Section meeting held on Wednesday 12<sup>th</sup> September, which were tabled and a copy of which will be appended to the Minute Book. The meeting had discussed progress on the proposed refurbishment/rebuilding of Crowley Park pavilion and the potential locating of a skatepark on Crowley Park.

Cllr Phillips presented notes from the meeting of the Crowley Park Users Group held on 12<sup>th</sup> September, which were tabled and a copy of which will be appended to the Minute Book. The meeting included consideration of the proposal put forward by the Needham Market Skatepark Committee to locate a skatepark on Crowley Park. Moving the proposal to formal consideration was agreed, in principle, by the Users Group.

Cllr Phillips referred to a plan of Crowley Park and where it is suggested existing and new facilities, including a skatepark, may be located in the future. He said he had held a meeting at the park with a play equipment supplier and will report in more detail to Council's next meeting.

Cllr Mason asked whether, relating to the proposed replacement of the Crowley Park boundary hedge (on the Barretts Lane side), Mid Suffolk District Council has the hedge listed as an 'ancient hedge'. Cllr Phillips said, as the hedge had been planted by the Town Council, it was not going to be classified as ancient.

Cllr Phillips proposed Council adopt his reports. Cllr Darnell seconded the proposal. Council agreed the proposal.

**C174/18/3 Town Property and Services**

**C174/18/3a To receive a report from the Section Leader**

Cllr Lea reported the recently supplied High Street Christmas Tree lights are being checked by the Town Warden prior to their being put to use and, making the Council's notice boards easier to use by members of the public is being looked into.

Cllr Lea added she had attended a Suffolk Libraries workshop and will represent Council at Suffolk Libraries forthcoming Annual General Meeting.

#### **C174/18/4 Newsletter and Communications**

##### **C174/18/4a To receive a report from the Section Leader**

There was no report

#### **C174/18/5 Planning.**

Cllr Stansfield reported there was no Planning Section Meeting held Monday 17<sup>th</sup> September due to lack of relevant business.

##### **C174/18/5a To receive Planning Decisions.**

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

**DC/18/03651 – 19 School Street - Notification of works to Trees in a Conservation Area:**  
Laurel and Lilac - Reduce height. Cotoneaster - Crown reduce the height, spread by 1.5 metres and shape. Sycamore - Crown reduce the height and spread by 2 - 2.5 metres. Silver birch - Remove all vine, creeper and tip-prune to shape.

Mid Suffolk District Council Does Not Wish To Object.

**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 (T1) and prune 1No. Ceanothus (T2).

Mid Suffolk District Council Does Not Wish To Object.

##### **C174/18/5b To consider Planning Applications**

Cllr Stansfield reported the following Planning Application had been received:

**DC/18/03941 – 127 Foxglove Avenue - Householder Planning Application- Erection of single storey side extension under existing cart port and erection of front porch extension; replace cladding.**

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

The Clerk reported notice of Planning Application DC/18/03965 had been received and, in view of its profile and complexity he had requested an extension for the date for Council to submit comments, to Friday 5<sup>th</sup> October. He urged Councillors to view details of the application, held on Mid Suffolk District Council's website, prior to the next Planning Section meeting.

Cllr Mason said the land on which Planning Application DC/18/03965 sought detailed planning permission, was the 'Burial Ground' at the time of The Plague.

##### **C174/18/5c To receive a report from the Section Leader.**

Cllr Stansfield reported the Section will next meet on Monday 1<sup>st</sup> October in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

#### **C174/18/6 Highways, Lighting and Footpaths**

##### **C174/18/6a 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 referred to the Public Enquiry into the objection against the Public Rights of Way Order made in respect of a property on Barking Road. The report confirmed the Planning Inspectorate's decision is awaited and this should be announced around the end of October. The report also included reference to a point of law on which Cllr Norris is seeking clarity.

Councillors thanked Cllr Norris for the time and attention he has given to the Public Enquiry process.

#### **C175/18 Questions under Standing Order 40.**

Cllr Annis asked Councillors if they were aware the Gipping Valley Trust thanks the Town Mayor for her discretionary fund donation to the cost of printing of the Trust's latest information leaflet, which has been well received.

The Chairman informed District Councillor Marchant and the member of public present that the last item on the agenda was to be held in camera and requested they leave the meeting.

The Chairman confirmed to Councillors, item 11 on the agenda was to be held in camera:

Pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public will be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information.

**C176/18 To receive a report in respect of the Employment Committee meeting held 29<sup>th</sup> August 2018**

Councillors were reminded of the confidential report from the Employment Committee to the Finance & General Purposes Section meeting held on 4<sup>th</sup> September 2018. Further to the adoption of the Finance & General Purposes Section meeting Notes by Council at its 5<sup>th</sup> September meeting, Council resolved to seek the immediate resignation of Cllr Mason.

**The Meeting closed at 8:44pm.**

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