

## **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> November 2018 at 7:30pm.

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

**Apologies for Absence:**

Cllr RP Darnell – Holiday

Suffolk County Councillor Kay Oakes (attending Somersham PC)

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

**C197/18 To confirm the Minutes of the Town Council Meeting held 17<sup>th</sup> October 2018.**

The Minutes of the Town Council Meeting held Wednesday 17<sup>th</sup> October 2018 were accepted as a true and correct record and signed by the Chairman.

**C198/18 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr BE Annis – Accounts for Payment (Community Centre & Remembrance Contribution)

Cllr JE Lea – Accounts for Payment (Reimbursement of Expenses)

Cllr D Spurling – Accounts for Payment (Reimbursement of Expenses)

Cllr M Spurling - Accounts for Payment (Community Centre)

Cllr X Stansfield - Accounts for Payment (Community Centre)

**C199/18 To receive a report 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 included:

NEW COUNTY COUNCILLOR FOR BOSMERE Congratulations to the winner in the recent Bosmere By Election, Kay Oakes 747 votes, Conservative; and the valiant runner up Steve Phillips 726 votes, Liberal Democrat; and Emma Bonner-Morgan 168 votes, Labour.

VISITOR INFORMATION Discussions with Suffolk Libraries have continued with a view to their providing some visitor information services as happens elsewhere in the County. The first Library to deliver this activity in Mid Suffolk will be Stowmarket with others (perhaps including Needham Market Library) to follow depending upon success. (The Tourist Information Centre in Stowmarket has closed.)

NEEDHAM LAKE VISITOR CENTRE/CAFÉ The 'Open for Business' team on MSDC will continue to progress the feasibility work for Needham Lake Visitor Centre/Café.

SOLAR P.V. BULK BUY More than 2,800 Suffolk residents have so far registered for this council led group buying scheme for solar panels in partnership with iChooser, the group buying specialist.

ELECTRIC VEHICLE CHARGING POINTS This is a Babergh/Mid Suffolk led project for a network of rapid Electric Vehicle charging points, along the A12, A14 and A11 for which the tender process has recently been completed. Work needs to be completed by March 2019

LITTER INNOVATION FUND pilot has been extended. Initial feedback has indicated that since the level of rubbish in bins has been monitored this has greatly assisted the teams to deploy staff resources where they are actually needed. Several Parish Councils have expressed an interest in buying the special bins as the new design is encouraging more people to place their rubbish in the bins rather than around them.

ENVIRONMENT STRATEGY FOR MID SUFFOLK COUNCIL. Wendy attended this discussion to produce an Environmental Policy Statement for the Council, which could cover subjects such

as: population, housing, air quality, climate change, bio diversity culture, landscape, transport, connectivity, health and well-being, sports facilities, waste, recycling, and tree planting. So obviously quite wide ranging.

**PLANNING IN PRINCIPLE** April 2017. The government is requiring the council to keep a register of brownfield land (i.e. previously developed land), which is suitable for residential development. Presently Babergh and Mid Suffolk has registered 13 such sites. From 1.6.18 new legislation came into force for not only purely brownfield land; but it is restricted to minor development comprising a maximum of up to nine dwellings, floorspace of under 2,000 sq. m. or a site area of less than one hectare; which will come under this Planning in Principle legislation. I have brought the briefing notes if anyone on the Planning Section would like to look at this new legislation more closely.

**CAB AGM** Mike and Wendy attended this on Friday 2.11.18 at Hillside Community Centre, Stowmarket. Where the excellent work which the CAB do, was explained in a very entertaining way by Patrick Roberts, Advice Session Supervisor.

**MID SUFFOLK'S MEMORIAL OAKS** Mike and his wife Sheila attended a ceremony on Friday 2.11.18. at The Meadow, Wells Way, Debenham to witness the planting of the final sapling oak tree of seven to commemorate the centenary of the ending of the First World War. This was an initiative promoted by the Lord Lieutenant of Suffolk and the British Legion as a living memorial to all who paid the ultimate sacrifice during WW1, particularly members of the Suffolk Regiment. The trees that were chosen were fastigate oaks, which will grow in a columnar shape and the leaves of which will turn a fiery red in the autumn, to emulate the Flanders poppies.

**FIREWORKS NIGHT** Congratulations to Needham Market Community Council for the splendid torch light procession and marvellous fireworks display they organised. It was wonderful to see so many families and children enjoying the evening together.

**A NAME FOR GRITTERS** Finally on a lighter note – a public vote originated by Shropshire Council to name 24 gritters has seen more than 2,000 residents back names like: Gritty Gritty Bang Bang, Frosty the Snow Van, Gritty McGrifface and Spready Mercury. BBC News

Additional items:

**RECYCLING IN NEEDHAM MARKET** The existing bottle bank at the car park at the rear of the Station Yard, Needham Market, will remain in the same position it is in now; but there will be additional textile and paper recycling banks at the other end of this car park. This will be in preparation for the development of ex council offices and Hurstlea Road site, where the existing recycling Banks are at the moment.

**TOILETS FOR NEEDHAM MARKET** After the last Needham Market Town Council Meeting when Town Councillors expressed concern about how long it was taking to get a planning decision about the proposed toilets. I emailed the senior Planning Officer to ask what the hold-up was, and a decision has now been issued.

**GRANT TO IMPROVE ACCESS TO NEEDHAM MARKET RAILWAY STATION** Mr. Peter Feeney, Chair of MARPA (Mid Anglia Rail Partnership) and a member of our AfA campaign group in Needham Market, met with Paul Oxley of Greater Anglia, who confirmed that an application to the Department of Transport to secure AfA funding for access work at Needham Market will be on GA's list, but on a lower priority list than several larger interchange stations, where access is less than satisfactory – the 3 he was prepared to identify were: Marks Tey and Stowmarket in the east and Cheshunt in the west. His view was that GA would do well to get a single application approved.

The larger stations have always had the priority which could mean the smaller stations could wait forever. Hence Jo Churchill, M.P. was suggesting that the grant is allocated to 3 categories: larger, medium and small, so that each station has an opportunity to get some improved access.

**BOSMERE SCHOOL CONTRIBUTE TO REMEMBRANCE** of 100 years since the ending of the 1st World War. West Suffolk College has been working with Needham Primary in the making of wooden crosses, and black silhouettes of soldiers; some of which are at Barretts Lane Corner, and

others in shop windows. (Mike and Wendy attended the Royal British Legion ceremony at 11 o'clock Friday morning 9.11.18, where the children said some poems, and also did some singing.)

NEIGHBOURHOOD PLAN From the report in the minutes of the last Town Council meeting I welcome the flexibility of the Town Council to look at an improved link between the B1113 and the A14, and perhaps have a more intensive traffic survey, and a Housing Need Survey etc..

**C200/18 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor reported attending:

Thursday 18<sup>th</sup> October – Artlink performance, Needham Market Community Centre

The Deputy Mayor had nothing to report.

**C201/18 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 included the outcomes from a recent meeting held with Officers from Mid Suffolk District Council, one of which is a request for a further meeting, with a representative from AECOM (the Town Council's Neighbourhood Plan Consultants) present.

**C202/18 To consider the management of funds approach being taken by the Needham Market Institute Trustees.**

Cllr Potter presented a report, which was tabled and a copy of which will be appended to the Minute Book. The report set out the rationale for a good practice approach to be taken on the management and distribution of the £300,000 the Institute Trustees are holding following the sale of The Institute building. Cllr Potter added she had written the report in the spirit of co-operation and friendship. The Trustees, who were present at the meeting, initially rejected the call they should act within good practice and follow the process set out in Cllr Potter's report. The Chairman of the Trustees said most of the detail in Cllr Potter's report reflected the advice they had been given by Community Action Suffolk and reiterated the comment made in the past, the Trustees believe the Town Council wishes to take over control of the funds they hold. Councillors strongly refuted that comment, as they have in the past and confirmed the Town Council only wishes to ensure the funds, which are a considerable windfall for the benefit of the community, are managed and distributed in a way that will protect the community interest and also the position of the Trustees. When asked further regarding the adoption and implementation of the process set out in Cllr Potter's report, the Trustees confirmed agreement with that way forward.

Cllr Potter proposed Council adopt her report and a copy be sent to the Institute Trustees to enable them to establish a process aligned with good practice. Cllr Carter seconded the proposal. Council agreed the proposal.

Cllr Annis thanked Cllr Potter for her due diligence in researching and compiling her report.

**C203/18 To consider a donation of up to £200 towards the post-Remembrance Service Lunch provided mainly for Service Personnel.**

Cllr Annis confirmed the 'donation of up to' request reflects the unknown number of uniformed personnel who will attend the Remembrance Service on the day and it is unlikely the maximum figure suggested as a donation, if agreed, will be required.

Cllr Annis proposed Council agree a donation of up to £200. Cllr Mason seconded the proposal. Council agreed the proposal.

**C204/18 To agree the nomination of a Town Council Trustee on the Needham Market & Barking Welfare Charities.**

Cllr Stansfield proposed the nomination of Mrs Catherine Campbell. Cllr Mason seconded the proposal. Council agreed the proposal.

**C205/18 Clerk's Report and Correspondence to be noted.**

1. *Actions from Town Council Meeting 17.10.18*

None

2. *Issues:*

- Town Council Casual Vacancy – No election was called by 23<sup>rd</sup> October and there will be an agenda item for co-option to be considered at the 21<sup>st</sup> November Town Council meeting. The vacancy is advertised in the November Newsletter.

3. *Correspondence to be noted:*

- Email dated 18<sup>th</sup> October received from the Clerk to the Needham Market & Barking Welfare Charities with a full set of Financial Accounts for the year ending 31<sup>st</sup> March 2018 attached.

**C206/18 SECTIONS.**

**C206/18/1 Finance/General Purposes**

**C206/18/1a Accounts for Payment and Confirmation.**

Cllr Lea 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 Carter seconded the proposal. Council agreed the proposal.

**C206/18/1c To receive a report from the Section Leader.**

There was no report.

**C206/18/2 Recreation & Sport**

**C206/18/2a To receive a report from the Section Leader.**

Cllr Phillips reported an architect has been commissioned to carry out a topographical survey of the Crowley Park Pavilion site at a cost of £550.

A member of public asked where the proposed skatepark will be located on Crowley Park. Cllr Phillips confirmed the Town Council has agreed it will be located where the basketball court is currently and that and other facilities are to be relocated. He added, having held a meeting with the Chairman of the Skatepark Committee, the next stage is obtaining a quotation for the construction of the skatepark and the other elements of the overall project.

Cllr Potter asked if the Crowley Park Pavilion replacement project will include a café facility. Cllr Phillips confirmed that has not yet been decided but, either way, the project will deliver a facility for providing refreshments, including an external serving hatch.

**C206/18/3 Town Property and Services**

**C206/18/3a To receive a report from the Section Leader**

Cllr Lea presented Notes from the Section meeting held on 16<sup>th</sup> October, which were tabled and a copy of which will be appended to the Minute Book. They included updates on the arrangements being put in place for the High Street Christmas Trees and Lighting display, improvements needed to make Council's notice boards more user-friendly, a review of future activities/projects and the setting of the Section budget for 2019/20 at £6,000 for the revenue requirement and £3,000 for capital requirement.

Cllr Phillips commented Suffolk County Council's imposition of a licence, at a cost of £70, for the use of a cherry-picker to allow for the erection of Christmas trees and lighting in the town is a scandal aimed simply at raising income.

Cllr Lea thanked the Town Warden for his recent work refurbishing the town war memorial which is located in the burial ground off Barretts Lane.

Cllr Lea proposed Council adopt the Section Notes. Cllr Campbell seconded the proposal. Council agreed the proposal.

Cllr Lea concluded her report by confirming she had attended the Annual General Meetings of Mid Suffolk Citizen's Advice and the Suffolk Association of Local Councils. In both cases, the organisation's Annual Accounts were made available, copies of which are held in the Town Council Office.

#### **C206/18/4 Newsletter and Communications**

##### **C206/18/4a To receive a report from the Section Leader**

Cllr Lea thanked those Councillors who had taken part in the distribution of the November edition Newsletter and said it will be necessary to carry out that task again for the forthcoming December edition.

Cllr Lea confirmed advertising for a replacement person to carry out the initial Newsletter collection, sorting and deliverer arrangements was continuing.

Cllr Lea said boxes of chocolates had been purchased and wrapped and these will be gifted with a Christmas card from the Town Mayor to each of the Newsletter deliverers in recognition of their invaluable service throughout the year.

Cllr Lea announced a Section meeting will be held on Thursday 22<sup>nd</sup> November at 7:30 pm in the Town Council office, to which all Councillors are welcome to attend.

#### **C206/18/5 Planning.**

Cllr Stansfield reported there was no Planning Section Meeting held Monday 5<sup>th</sup> November due to lack of relevant business.

##### **C206/18/5a To receive Planning Decisions.**

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

#### **DC/18/03840 – Discharge of Conditions Application (PA 3153/14) – Land at Needham Chalks – Phase 2, Condition 12 (Contamination Remediation)**

Parts 1-3 of Condition(s) Approved. Parts 4 and 5 remain ongoing.

#### **DC/17/04246 – Public Car Park, High Street – Use of land for siting of portable building for use of public toilets**

Planning Permission Granted (for up to a temporary 3-year period).

#### **DC/18/02384 – Application for Listed Building Consent – 108 High Street – Refurbishment of dwelling, works detailed in the schedule of works**

Listed Building Consent has been Granted.

#### **DC/18/03292 – Application for Listed Building Consent - 133 High Street – Installation of roof window and formation of two new window openings**

Listed Building Consent has been Granted.

#### **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**

Planning Permission Granted.

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

Planning Permission Granted.

**DC/18/04230 – Notification of works to trees in a conservation area - 143 High Street – Fell 1 No. large conifer tree**

Mid Suffolk District Council, as Local Planning Authority, Does Not Wish to Object.

**C206/18/5b To consider Planning Applications**

Cllr Stansfield reported the following Planning Applications had been received:

**DC/18/04811 – Site at Needham Market Middle School, School Street – Erection of 41 dwelling (Class C3) (following demolition of existing buildings). Conversion of Victorian building to library (Class D1) and associated works including parking, highways and landscaping**

Cllr Stansfield suggested, in view of the scope and importance of the application, it be considered at a special Planning Section meeting on Monday 12<sup>th</sup> November, to be held specifically for that purpose. Council agreed.

Cllr Stansfield reported, due to deadlines on the submission of consultee comments to Mid Suffolk District Council, the following planning applications were considered by the Section and comments submitted as indicated.

**DC/04541 – 4 Ranson Road – Erection of a two storey rear extension (following demolition of an existing conservatory) (re-submission of refused application DC/18/02307)**

The Section submitted Council's support for the application (consistent with the earlier application).

**DC/18/04551 – 23 Fairfax Gardens – Erection of 1 No. dwelling, with associated works to existing vehicular access**

The Section submitted Council's objection to the application (on the same grounds of an objection to an earlier application for development of new dwellings at the same location).

**DC/18/04553 – 31 Quinton Road – Erection of a two storey side extension with Juliet balcony to rear (following demolition of garage)**

The Section submitted Council's support for the application.

**C206/18/5c To receive a report from the Section Leader.**

Cllr Stansfield confirmed there will be a special meeting of the Planning Section on Monday 12<sup>th</sup> November at 7pm in the Town Council office to consider Mid Suffolk District Council's own Planning Application Ref: DC/18/04811 – Site at Needham Market Middle School, School Street – Erection of 41 dwellings.

The Clerk suggested the Town Council request an extension of the deadline for submission of consultee comments on the application in view of its importance and likely level of local objection. Council agreed.

Cllr Mason stated the District Council could approve its own planning application under rules that apply to 'deemed applications'. The Clerk said the 'deemed application' rules have not applied to Local Planning Authorities making their own planning applications for a number of years and they have to follow the same rules as everyone else.

Cllr Lea said the detail of the proposed redevelopment of the former Needham Market Middle School site as submitted for planning approval differs significantly from the proposals on which the District Council carried out public consultation in July 2018. Consequently, further public consultation is required, and this should be arranged accordingly by the District Council.

Cllr Stansfield reported the Planning Section will next meet ordinarily on Monday 19<sup>th</sup> November in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

**C206/18/6 Highways, Lighting and Footpaths**

**C206/18/6a 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 focussed on the latest position regarding the outcome of the Public Enquiry into the erection of a fence prohibiting access to a Public Right of Way off Barking Road. The Inspector's original verdict was now subject to modification which will be published on 23<sup>rd</sup> November and any objections to the modification must be sent to the Inspector by 21<sup>st</sup> December.

Cllr Annis asked what the width of the Public Right of Way, over the route subject to the modified Order, would be. Cllr Norris confirmed the width would accommodate access for pedestrians including baby carriages and mobility scooters.

**C207/18 Questions under Standing Order 40.**

Cllr Carter asked Councillors if they were aware the meeting was the last he will attend as he is set to move out of the town.

Cllr Annis asked Councillors if they were aware Town Councillors and guests annual carol singing around the local hostelrys will take place on Friday 21<sup>st</sup> December starting off at Barretts Lane Corner at 8pm.

Cllr Mason left the meeting.

Pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public were 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.

**C208/18 To consider correspondence received pertaining to a threat of legal action.**

Councillors discussed the insidious activity being undertaken and resolved to take legal advice on courses of action available to stop the threat being posed to an individual Town Councillor, the Town Council as a whole, and the local community.

Cllr Lea, having explained her distress, excused herself from the meeting at 9:15.

**The Meeting closed at 9:30pm.**

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