

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 17th April 2019 at 7:30pm.

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

Apologies for Absence:

Cllr R Darnell - Holiday

Cllr I Mason – Holiday

In Attendance: Suffolk County Councillor Kay Oakes, District Councillor Wendy Marchant, the Town Clerk, a representative from Mid Suffolk District Council and one member of public.

C050/19 To confirm the Minutes of the Town Council Meeting held 3rd April 2019.

The Minutes of the Town Council Meeting held Wednesday 3rd April 2019 were accepted as a true and correct record and signed by the Chairman.

C051/19 To receive Councillors' Declarations of Interest for Matters on the Agenda.

Cllr BE Annis – Accounts for Payment

Cllr P Potter – Accounts for Payment

Cllr M Spurling – Accounts for Payment

Cllr X Stansfield – Accounts for Payment

C052/19 To receive reports from The County Councillor, District Councillors and, to take questions from members of the public.

County Councillor Kay Oakes presented her report which was tabled, and a copy of which will be appended to the Minute Book. The report included:

Suffolk Record Office achieves national accreditation

On 28 March it was announced that Suffolk Record Office has been awarded Archive Service Accreditation.

Achieving accredited status demonstrates that Suffolk Record Office has met clearly defined national standards relating to management and resourcing; the care of its unique collections and the service it offers its entire range of users.

The Suffolk Record Office has started its transition to create a reshaped service right across the county with its “The Hold: A Suffolk Archive Service for the 21st Century” project.

The new Heritage and Archives Centre in Ipswich, being created as part of this project, is set to open its doors in Spring 2020. It will replace the existing Ipswich Record Office in Gatacre Road, whilst the Lowestoft and Bury Record Offices will remain open.

The accreditation status awarded is provisional, and progression to full Accredited Archive Service status is subject to areas of planned development for the new, revitalised service meeting the national standards. For example, the completion of The Hold building and movement of collections to improved accommodation. A review is scheduled to take place by March 2021.

Suffolk's recycling centres opening hours

The opening hours for recycling centres in Suffolk will change from the beginning of April. All 11 of Suffolk County Council's centres will be open from 9am to 5pm every day from Monday 1 April to

September. The new times will give residents an extra hour to recycle their waste during the summer months.

On Thursdays from May to August, all sites will be open until 7pm - a good opportunity for residents to recycle on their way home from work. All sites will be closed on Wednesdays.

On Sundays and bank holidays, the recycling centres will also be open from 9am to 5pm from April to September.

Suffolk successful in winning £1.725 million in extra funding for business broadband roll out

Suffolk County Council, working in partnership with West Suffolk Council, East Suffolk Council of Suffolk Coastal and Waveney, and Babergh and Mid Suffolk district councils has been successful in securing £1.725 million from the Department for Environment Food and Rural Affairs.

It will contribute to providing Superfast Broadband access to many businesses across Suffolk's most rural areas, who are not in plans to receive Superfast Broadband as part of the current fibre broadband rollout.

The funding will cover connection to over 550 businesses across the county where current internet speeds are limited to lower speed connection methods. On top of the business connections this funding will also reach a further 600 non-business-related premises who will be able to upgrade to superfast speeds. Suffolk has been at the forefront of fibre broadband rollout, via its Better Broadband for Suffolk Program, since 2010 and currently the county enjoys a superfast broadband coverage of 93%, with the current contract due to reach 98% by 2020.

The additional funding will contribute towards meeting some of the remaining 2% of the county that is not covered by the existing contracts. Work on connecting these new areas will begin later in 2019.

More than 96% of pupils receive a Preferred Secondary School on National Offer Day

On 1 March, Suffolk confirmed secondary school places for Year 7 and Year 9 pupils in 2019/2020.

This year, Suffolk County Council (SCC) received 7,921 applications from parents indicating which secondary school they would prefer their child to be educated at from September 2019.

Over 96.5% of parents were offered a place at one of their preferred schools. Some 7130 applicants received offers for their first preference school and 7651 applicants received an offer for one of their three preferred schools.

County Councillor Oakes added: she is shortly to meet with County Council Officers regarding the creation of the Bosmere Primary School Travel Plan and this would then move on to Town Council involvement in the process; costings for the provision of new street signage in the town is being followed up and, confirmation that street lights are now being switched off earlier, 11:30pm when previously midnight.

Cllr Lea said she is concerned at news regarding the demise of Children's Centres across Suffolk when there must have been an identified need for them in the first place. County Councillor Oakes replied that she and other County Councillors are due to receive an update from their County Council Cabinet Member and nothing had yet been decided regarding the future of the Centres.

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:

ACCESS FOR ALL NEEDHAM MARKET RAILWAY STATION Needham Market Railway Station was not one of the 73 stations to benefit from the CP6 grant funding. Stowmarket was one of the 73 – Stowmarket Railway Station will also be getting funding from the Snoasis development as the shuttle buses will be travelling from Stowmarket Station to Snoasis to take the holiday travellers. (This is instead of a new railway station being built at Great Blakenham for Snoasis).

Surprisingly Marks Tey was not included, which we were advised was Greater Anglia's preferred option for an upgrade.

However, on the positive side Needham Market will have a second chance to bid for a smaller tier ('mid tier') amount of money based on the Government's statement that they intend "to use £20 million of the funding to re-launch the "Mid Tier Access for All" programme. This will be focused on stations where accessibility improvements can be delivered with between £250,000 and £1 million of government support. We will be seeking nominations for this funding in due course."

This is what we were trying to get years ago with the feasibility study done by Norfolk Property Services, funded by SCC, MSDC, and Needham Market Town Council, which suggested a simple sloping path up to the Ipswich bound platform, which should cost within the amount the government is suggesting.

The next Needham Market Railway Station Access for All meeting will be at the beginning of May and the calling notice and agenda will be going out soon.

PUBLIC NOTICES ABOUT PLANNING APPLICATIONS IN THE NEWSPAPER In connection with the Town Clerk's query about planning applications listed in the newspaper under Mid Suffolk: i.e. Nayland, Brettenham and Cockfield which aren't in Mid Suffolk. Wendy has had a reply from Mid Suffolk's Acting Business Practice Manager – Development Management, to say: "Thank you for your email. We appreciate you informing us of this error and are really sorry this has happened. We have a number of staff currently training in our Validation Team and an incorrect date was mistakenly put into the planning computer system. The dates are only one day apart. Mid Suffolk's applications are advertised on a Wednesday and Babergh's on a Tuesday. The press advert is automatically generated by a report from details entered into the planning computer system. Unfortunately this is a manual process and relies on individuals checking information. The Leader of the Validation Team has advised staff of the correct procedure and will be personally checking future adverts. Please note that all applications affected by this error will be re-advertised in the next planning advert.

NORSE GROUP LTD. Town Cllr. Pat Potter asked for more information about Norse at the last Town Council meeting. Jonathan Stephenson, Mid Suffolk's Strategic Director says: "I can confirm the Council has set-up a joint venture company with NORSE Group Ltd. (Company wholly owned by Norfolk Co. Co.) called Mid Suffolk Growth. This company will assist the Council in delivering housing and other development sites within the district. The main site the company will be focusing on is the former HQ site within Needham Market. Mid Suffolk Growth will manage the whole development process through the sale of properties to future owners. They will also build the affordable housing for the Council, and the retail facility on the site. The Middle School site will be built in partnership with ICENI (Housing Association) but the two sites will be co-ordinated jointly to ensure there is the least impact on the town during construction. He says he is happy to answer any further questions if required.

Cllr Phillips commented it is wrong, but not untypical, that the District Council should blame their staff for the shortcomings in their Planning Service.

The member of public present brought Councillors attention to the issues caused by housing and other developers using anti-bird nets to ensure trees on development sites were not available to birds for nesting. Cllr Phillips said he is aware of what is a national problem and the RSPB has given its advice on the matter. Councillors agreed an appropriate item should appear in a forthcoming Town Council Newsletter.

C053/19 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.

No activities were reported.

C054/19 To receive a report from the Needham Market Neighbourhood Plan Working Group.

Cllr Potter presented her report which was tabled, and a copy of which will be appended to the Minute Book:

Work on developing the NMTP has continued since the last meeting of the Town Council, with meetings held with BMSDC and with AECOM, followed by a meeting with the consultancy, Thinking Place, commissioned by BMSDC to deliver a Vision for Needham Market.

Meeting with BMSDC

Councillors C. Campbell, Andrews and Potter met with Robert Hobbs and Paul Bryant on 05/04/19. The meeting was useful and productive, bringing BMSDC up to date on the progress of the NMTP and giving hub members the opportunity to catch up on some of the history of the work and the district council's concerns and perspective on the development of the NMTP.

The district council's main concern is about the deliverability of the plan, which it is recognised as being a complex issue, involving BMSDC, SCC, developers, the Town Council and other bodies. AECOM had provided detailed costings in their proposals, but BMSDC had not been made aware of these figures. A meeting between SCC and hub members will be arranged to progress matters, in the near future.

Since the meeting BMSDC has explored the issue of moving the parish boundary and have notified us that this process is likely to take about a year to complete. A meeting will be arranged with Barking parish councillors, to ensure that agreement exists in principle for this change, prior to asking BMSDC to begin the process.

BMSDC has sent a draft Memorandum of Agreement, as part of developing the NMTP.

Meeting with AECOM

Councillors Andrews, Stansfield and Potter attended a meeting in London, with key staff from AECOM on 10/04/14. Issues from the meeting with BMSDC and those raised by members of the community at or around recent consultation events were discussed with AECOM.

The issue of deliverability is one that AECOM are keen to progress and to this end it has been suggested that a meeting should be convened in the near future between them and all other relevant agencies, to advance matters.

The 'relief' road - recognising that the term may be a misnomer - has been repositioned on the AECOM plan, so that it is now situated to the east of the Brick Kilns/Saxon Park, at a distance of some 27 to 34 metres from the nearest house. They have also included a dotted line showing an improved link from the town to the A14, to indicate that such a road, although highly aspirational and unlikely to be built in the lifetime of the plan, is one which the Town Council would support.

At the meeting with BMSDC, it was noted that the concept of developing a Garden Village, as part of the plan, would be looked on favourably and would bring advantages to the development and the town as a whole and AECOM are looking into this possibility.

AECOM will be working with us, drilling down into the plan, until September, utilising the £17,000 of grant funding available to them. A further £8,100 is available to fund representatives of AECOM, with appropriate technical expertise, meeting locally with other agencies and with the community to advance the plan.

A Vision For Needham Market

Hub members are attending a meeting, this afternoon, with Andrew McMillan from BMSDC and the consultancy, Thinking Place, with which he is working, in order to ensure that the vision for the town which they develop is one shared by the Town Council and aligns with the NMTP. Developing a Vision for Needham Market could unlock funding for the High Street, amongst other possibilities.

Cllr Phillips thanked the Councillors involved in the Group for their input.

C055/19 To consider the situation regarding community funds held by the Trustees of Needham Market Institute.

Cllr Annis updated Councillors on the situation regarding Needham Market Community Centre's application for financial support from the Trustees of Needham Market Institute, in respect of the Centre's outdoor sports courts refurbishment project. The Trustees are holding in excess of £300,000 of community funds. Despite submitting the application some time ago, as advised, no response has been received from the Trustees.

Options available to Council to resolve the long-standing issues in trying to get the Trustees to act in an open and transparent way were discussed by Council including; reporting the Trustees to the Charity Commission, requesting support from Mid Suffolk District Council, referring the matter to the County Court.

Cllr Phillips proposed the options above be explored further and taken forward as appropriate and necessary, Cllr D Campbell seconded the proposal. Council agreed the proposal.

C056/19 Clerk's Report and Correspondence to be noted.

1. *Actions from Town Council Meeting 03.04.19*

None

2. *Issues:*

- Annual Town Meeting 2019 – 7pm, Monday 29th April, Burton Room, Needham Market Community Centre. Annual Reports received from Highways, Lighting & Footpaths Section, Neighbourhood Plan Group and Recreation & Sports Section
- Theobalds Foundation – request received for a nomination of a trustee as Kay Oakes 4-year term is due to end this year

Cllr Phillips proposed the re-nomination of Kay Oakes. Cllr Ward seconded the proposal. Council agreed the proposal.

3. *Correspondence to be noted:*

None

C057/19 SECTIONS

C057/19/1 Finance/General Purposes

C057/19/1a 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 Phillips proposed adoption of the accounts for payment. Cllr Ward seconded the proposal. Council agreed the proposal.

C057/19/1b To receive a report from the Section Leader.

Cllr Annis described the outcome of a recent meeting he had held with a Mid Suffolk District Council representative that was called to discuss the funding position regarding the Community Centre outdoor sports courts refurbishment project. There is currently a shortfall of £50,000 to £60,000 in the funding secured to deliver the project and there is a risk the project will run out of time before any work commences.

The Mid Suffolk District Council representative (TB), who was present, was invited to and gave a comprehensive overview of the current funding position and how the shortfall might be resolved. This included a direct grant from the Town Council with, or without, a commitment to underwrite any remaining funding shortfall. He stressed the timing of the start of the physical delivery of the project is critical and further delay may result in the project collapsing.

Cllr Potter asked if the sports court element of the project could be delivered without the additional car parking included in scope. TB replied there are planning obligations that require additional car parking as a condition of planning approval.

Cllr Phillips said he thought it reasonable the Town Council should consider a direct grant and any other support that may be necessary to get the physical delivery of the project started.

Cllr Annis proposed an agenda item be included for the Town Council's next meeting (1st May) to allow further discussion and, if appropriate, a decision on the way forward. Cllr Phillips seconded

the proposal. Council agreed the proposal.

C057/19/2 Recreation & Sport

C057/19/2a To receive a report from the Section Leader.

Cllr Phillips reported further vandalism of equipment has taken place at Crowley Park.

C057/19/3 Town Property and Services

C057/19/3a To receive a report from the Section Leader

Cllr Lea reported the public notice board at Barretts Lane Corner has been altered to enable it to be opened/closed without a key and the backing of the board is now lined with cork board and, proposed the remaining public notice boards across the town be altered accordingly. Cllr Phillips seconded the proposal. Council agreed the proposal.

Cllr Lea reported the matter of the extortionate quotation received from Anglian Water regarding provision of mains services to the proposed location of a new public toilet facility in the town were being followed up but, it is not hopeful the cost will come into range of affordability. The issue will be discussed further at the Town Council's 1st May meeting.

C057/19/4 Newsletter and Communications

C057/19/4a To receive a report from the Section Leader

There was no report.

C057/19/5 Planning

Cllr Stansfield reported no Planning Section meeting had been held on Monday 15th April due to lack of relevant business.

C057/19/5a Planning Decisions and other Notices received

Cllr Stansfield reported the following had been received:

DC/19/01346 – Non Material Amendment to DC/18/02043 – Insertion of conservation rooflights to rear and side extensions. Render rear and side elevations. Amend ground floor windows and doors. Replace windows – The Institute Club, 122 High Street

The amendments to the planning proposal have been approved.

DC/19/01354 – Discharge of Conditions Application for DC/18/02043 – Condition 4 (Agreement of levels) and 5 (Surface and Foul Water Drainage Details) - The Institute Club, 122 High Street

The Conditions have been satisfied.

DC/19/00860 - 17 Bluebell Grove - Erection of a single storey front extension and proposed alterations.

Planning Permission has been Granted

DC/19/00876 (LB DC/19/00912) - The Swan, 9 High Street - Installation of replacement illuminated and non-illuminated signs to the exterior of the building.

Planning Permission has been Granted

DC/19/01123 - 13 John Swain Close - Erection of single storey side extension following demolition of conservatory.

Planning Permission has been Granted

C057/19/5b Planning Applications Received

Cllr Stansfield reported the following planning application had been received:

DC/19/01645 – Hawks Mill Barn, Hawks Mill Street – Temporary siting of caravan whilst completing building works approved under planning permission 0471/14

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

C057/19/5c Planning Report

Cllr Stansfield reported the Planning Section will next meet on Monday 29th April in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

C057/19/6 Highways, Lighting and Footpaths

C057/19/6a To receive a report from the Section Leader

Cllr Norris presented Notes from the Section Meeting held on Friday 12th April 2019, which were tabled and a copy of which will be appended to the Minute Book:

The purpose of the meeting was to consider the responses to the Babergh and Mid Suffolk Joint Area Parking Plan Consultation. Following discussion, the responses below were agreed to the questions listed in italics:

1. *Babergh and Mid Suffolk Councils' joint 'Vision for Parking' is "to allow for parking where possible and control parking where necessary".* Strongly agree – Town and Parish Councils should be able to employ their own traffic wardens.

2. *The Joint Area Parking Plan proposes that Babergh and Mid Suffolk will focus on parking in council owned and managed off-street parking places (car parks) and parking on the public highway. Both councils provide or manage a significant number of car and lorry parks. We believe our joint policy objective for off-street parking is to assist with traffic management issues within our communities.* Strongly disagree - we do not want traffic wardens from outside the area affecting the viability of shops and businesses on our High Street.

3. *We believe that our off-street car park operations should be reviewed as follows: That car park orders, tariffs, terms and conditions of use should be reviewed as part of the CPE implementation process. Planned changes, where appropriate, will be advertised in accordance with national regulations. Car park tariffs and operational arrangements will be regularly reviewed at least every two years.* Neither agree nor disagree.

4. *We are required to have set policies for petitions for council run services and additional policies and procedures to be published with respect to parking policies. The Councils' petition scheme will be amended for parking petitions. We believe that parking petitions will not be considered if:-*

- *within 3 years of the adoption of the Area Parking Plan;*
- *less than 1 year after the adoption of a new traffic regulation order; and*
- *less than 6 months after the implementation of an on-street parking scheme.*

Strongly disagree – how can this apply to new developments with no off-street parking provision?

5. *Parking scheme development should use local community engagement and statutory consultation as the standard procedure.* Strongly agree.

6. *The adoption of CPE will make local authorities responsible for the enforcement of traffic regulation orders. Managing public expectations to help deliver solutions to a variety of parking issues will be a challenge and may require additional parking solutions to be introduced. We believe that any new on-street schemes should be: Implemented with standard operational hours, Monday to Friday between 9:30am – 4:30pm. Furthermore, that we should have the flexibility to add Saturday and/or Sunday and longer operational hours, in the morning and/or late afternoon/early evening, although these would only be considered where there is compelling evidence of need.*
Agree.

7. *Footway and parking on grass verges can be significant issues. It can be a problem for pedestrians and wheelchair users trying to walk on the footway and it can damage the footway or grass verge. However, in some locations where the footway and carriageway is particularly narrow, consideration will be given to allow footway parking on one side of the road provided the other footway is unobstructed. Therefore, we do not encourage footway parking, and this will only be considered where local consultation supports it and where the footway construction and underground services are unlikely to be compromised. We are proposing that these conditions should be agreed with local councillors.* Strongly agree.

8. *Parking schemes inevitably lead to an increase in signage therefore care and consideration needs to be given to the negative impact they can have on the environment. In rural and village locations, care needs to be given to minimise urbanisation and the same approach is applicable in our historic market towns. We believe that where parking schemes are introduced they will: Be designed and implemented with the aim to reduce street 'clutter', including a reduction in the number of signs used while still maintaining enforceability; Fix signs wherever possible to existing street furniture; New signs positioned at the back of footways; In environmentally sensitive areas, consider using 'restricted street' or 'permit holder parking area' zones. Strongly agree.*

Cllr Norris proposed the Notes be adopted. Cllr Phillips seconded the proposal. Council agreed the proposal.

C058/19 Questions under Standing Order 40.

Cllr D Spurling asked if Councillors were aware members of the Needham Market Society have tidied up the horse pond site, off Hurstlea Road, in the process hiring a skip to dispose of material and, they are trying to get the local press interested in their endeavours.

The Meeting closed at 8:42pm.

Chairman **Date**