

## **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 4<sup>th</sup> October 2017 at 7:30pm.

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

### **Apologies for Absence:**

Cllr R Campbell – Family Commitment

Cllr TS Carter – Holiday

Cllr I Mason – Pre-arranged Meeting

Cllr A Morris – Work Commitment

County Councillor Anne Whybrow

**In Attendance:** District Councillor Wendy Marchant, 3 members of public and Town Clerk Kevin Hunter.

### **C172/17 To confirm the Minutes of the Town Council Meeting held 20<sup>th</sup> September 2017.**

The Minutes of the Town Council Meeting held Wednesday 20<sup>th</sup> September 2017 were accepted as a true and correct record and signed by the Chairman.

### **C173/17 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr M Spurling – Accounts for Payment

### **C174/17 To receive reports from The County Councillor, District Councillors and, to take questions from members of the public.**

There was no County Councillor report.

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:

- Mid Suffolk Move to Endeavour House, Ipswich – information on the move including revised timescales following staff rejection of terms. Also the cost to the District Council of boarding up the former Needham Market Middle School building is now known to be £34,000.
- Profit for Purpose – presentation to Members on the District Council's borrowing of £25m to invest commercially. Questions have been raised regarding the risks attached and Councils that have already gone down that route don't wish to say much about their experience.
- Flooding – Environment Agency drop in session attended.
- Planning – details on the planning application which seeks substantial growth of holiday accommodation sited at Stonham Barns. The application was approved but will be subject to extensive conditions.
- Improved Access to Needham Market Railway Station – petition attracting support and details of the next stage in seeking funding.

Dr Campbell, referring to the reference regarding the 'cagey' feedback from Councils who have borrowed large sums of money, suggested this indicated this may be something Councils should not get involved in. Cllr Lea added, well known incidents, such as the Icelandic banking crisis imply Mid Suffolk District Council's decision to borrow such a huge amount is a considerable risk. Cllr Darnell questioned how much of the borrowing would be paid to consultants.

Cllr Phillips said he is aware the Environment Agency intend to raise the wall separating the River Gipping and Crown Street to mitigate flooding of the road and, suggested this would need to include a gated access (such as those installed along the Felixstowe promenade) to the footbridge across the river at that location.

Cllr Annis said he had attended the Environment Agency drop in session and was surprised he found nothing which mentioned clearing the constant accumulation of debris from the River Gipping to allow water to flow freely and get away. Cllr Stansfield said he was pleased to see the proposal to install a pump to alleviate flooding in the town although this will need to be operated by volunteers. Otherwise he was very disappointed by the number of schemes which the Environment Agency identified but are not going take forward.

**C175/17 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor reported attending:

Sunday 24<sup>th</sup> September – Hadleigh Civic Service

Sunday 1<sup>st</sup> October – Sudbury Civic Service

Monday 2<sup>nd</sup> October – Environment Agency Drop In Session (Flooding) at Needham Market Community Centre

Wednesday 4<sup>th</sup> October – Mid Suffolk District Council 'Developing a Vision for Prosperity' (for Stowmarket) event held at the United Reformed Church, Stowmarket

The Deputy Mayor reported attending:

Sunday 24<sup>th</sup> September – Mid Suffolk District Council Civic Service held at Thurston Church

**C176/17 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. It included reference to:

- Application for Planning Technical Support – the Department for Communities and Local Government has approved the application that will enable AECOM to carry out a viability/feasibility exercise on possible development beyond the existing southern boundary of the town, which would include a through road route from Barking Road to Stowmarket Road.
- Section 106 Funds arising from development of the former Needham Chalks Quarry – a meeting has been arranged with Mid Suffolk District Council on Friday 6<sup>th</sup> October to re-open discussion on the priorities for funding.

The Clerk explained the background to the Section 106 funds issue, particularly Mid Suffolk District Council's failure to follow up its commitment to the Town Council, that discussions held in 2015 would be taken through to a conclusion. This exposes the risk Section 106 funds will not be available, as they should be, to support local community priorities.

Cllr Annis reported he had attended, that afternoon, the Mid Suffolk District Council event 'Stowmarket – Delivering a Vision for Prosperity' at which he raised whether the District Council will be adopting a similarly focussed approach to Needham Market. The response he received was "Needham Market has a Neighbourhood Plan".

**C177/17 To consider a request for financial support in relation to the Needham Market Christmas Fair 2017.**

Cllr Oakes introduced the request received from the organisers of the Christmas Fair. An indicative cost of £276 was referred to in the request, to provide advertising material to be located at the four main road entry points to the town.

Cllr Annis confirmed the base signage is owned by the Needham Market Community Council and the request is for the relevant advertising material to be displayed on the signs. He encouraged his fellow Councillors to support the event, which will help promote Needham Market.

The Clerk reminded Councillors of their resolution made in October 2016 in which a budget of £350 was established towards the cost of advertising the 2016 Needham Market Christmas Fair.

Cllr Phillips proposed Council set a budget of up to £300 to cover the cost of the 2017 Needham Market Christmas Fair advertising material. Cllr Oakes seconded the proposal. Council agreed the proposal.

### **C178/17 Clerk's Report and Correspondence to be noted.**

#### *1. Actions from Town Council Meeting 20.09.17:*

**C163/17** – Letter regarding treatment of staff by Mid Suffolk District Council not yet sent

**C168/17** – Response sent regarding request for financial support 25<sup>th</sup> September and further item on 4<sup>th</sup> October agenda

**C169/17** – Reply sent to Creeting St Mary School 29<sup>th</sup> September

#### *2. Issues:*

- Stowmarket Delivering a Vision for Prosperity – Mid Suffolk District Council focussing attention on Stowmarket within the framework of the Local Plan

- Future of the Internet Café – update on a replacement building

Cllr M Spurling advised he, as the Internet Café operator, had been contacted by Mid Suffolk District Council regarding the agreement to re-house the Internet Café in scope of the proposed 'community hub' facility. That facility will form part of the redevelopment, by the District Council, of the former Needham Market Middle School site. He added he and his wife (and fellow Town Councillor) Dawn, had extended the opening hours of the Internet Café and introduced a number of new functions, which were proving popular.

- Needham Market Skatepark Project - update
- s106 Funds, Hopkins Homes Development of the Former Needham Chalk Quarry – meeting arranged with Mid Suffolk District Council Friday 6<sup>th</sup> October
- 2018/19 Precept Consultation – Advice Note received from Suffolk Association of Local Councils
- Needham Market Civic Service 15<sup>th</sup> October 2017 – 3pm at the Parish Church of St John the Baptist (if going direct to Church please arrive by 2:45pm) – Procession from (leaves at 2:45pm) and back to the Community Centre – Afternoon Tea at the Community Centre

#### *3. Correspondence to be noted:*

- Letter (c.c.) dated 22<sup>nd</sup> September received from the Corporate Manager, Strong & Safe Communities, Mid Suffolk District Council confirming the offer to Needham Market Football Club of s.106 Developer Contribution funds
- Letter dated 2<sup>nd</sup> October received from Mid Suffolk District Council inviting attendance at their next Town & Parish Liaison Meetings (Westhorpe Village Hall Thursday 9<sup>th</sup> November at 1pm or Gosbeck Village Community Hall Thursday 9<sup>th</sup> November at 6:30pm)

Cllr Norris said he will attend the Liaison meeting.

The Clerk reported a letter received from a local resident which expressed dissatisfaction at the notice provided by the Environment Agency of its Public 'Flooding Drop-In' event, prior to it taking place on Monday 2<sup>nd</sup> October. The Clerk added he had contacted the Environment Agency at the time notice of the Drop-In event was received, barely two weeks prior to the event taking place, regarding inadequate notice, but had received no response. It was known the Community Centre had been booked to host the event well in advance.

Council agreed the letter should be forwarded to the Environment Agency along with the Town Council's concerns that members of the public who would have attended the Drop-In event were unable to do so due to lack of prior knowledge.

The Clerk added an information sheet had been received from Mid Suffolk District Council setting out the rationale for its proposal to build affordable homes, how they plan to build them and how consultation with communities will take place where the new homes are to be built.

## **C179/17 SECTIONS.**

### **C179/17/1 Finance/General Purposes**

#### **C179/17/1a 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.

#### **C179/17/1b To Approve and Accept Council's Annual Return and External Auditor's Certificate for the year ended 31<sup>st</sup> March 2017.**

Cllr Annis said that thanks were due to the Assistant Clerk (Responsible Finance Officer) for the successful audit now concluded. Council conferred its agreement.

Cllr Annis proposed Council Approve and Accept Council's Annual Return and External Auditor's Certificate for the year ended 31<sup>st</sup> March 2017. Cllr Ward seconded the proposal. Council agreed the proposal.

#### **C179/17/1c To receive a report from the Section Leader.**

There was no report.

### **C179/17/2 Recreation & Sport**

#### **C179/17/2a To receive a report from the Section Leader.**

Cllr Phillips had nothing to report.

### **C179/17/3 Town Property and Services**

#### **C179/17/3a To receive a report from the Section Leader**

Cllr Oakes had nothing to report.

### **C179/17/4 Newsletter and Communications**

#### **C179/17/4a To receive a report from the Section Leader**

Cllr M Spurling presented Notes from the Section meeting held 27<sup>th</sup> September, which were tabled and a copy of which will be appended to the Minute Book. The Section had considered the following:

- Newsletter Front Covers
- Newsletter Layout

- Newsletter Competitions
- New Town Council Website

Cllr M Spurling proposed Council adopt the Notes from the Section meeting held 27<sup>th</sup> September. Cllr Norris seconded the proposal. Council agreed the proposal.

Cllr M Spurling reported the Newsletter and Communications Section will meet again on Wednesday 13th December 2017 in the Town Council Office at 7.30pm, unless Section Members are informed by email of an emergency meeting or cancellation

#### **C179/17/5 Planning.**

Cllr M Spurling reported no Planning Section meeting had taken place on Monday 2<sup>nd</sup> October due to insufficient business.

#### **C179/17/5a To receive Planning Decisions.**

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

#### **DC/17/03841 - 41 Stowmarket Road - Householder Planning Application - Erection of single storey rear/side extensions**

Planning Permission has been Granted.

#### **C179/17/5b To consider Planning Applications**

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

#### **DC/17/04701 – 39 Stowmarket Road – Erection of two storey rear extension**

Cllr M Spurling proposed Council support approval of the application. Cllr Annis seconded the proposal. Council agreed the proposal.

#### **DC/17/04913 – 76 High Street – Lift lower branches on 1 no. Beech tree and fell to ground level 1 no. Holly tree**

Cllr M Spurling proposed Council support approval of the application on condition any requirement of the District Council's Tree Officer is adhered to. Cllr Lea seconded the proposal. Council agreed the proposal.

#### **DC/17/04416 - Under The Railway Culvert Over The River Gipping West Of Gipsy Lane 360M Nw From 78 Stowmarket Road Needham Market - Construction of a pedestrian walkway within an existing culvert, the construction of a footpath to the culvert walkway from Stowmarket Road, and the construction of a ramped footpath that will connect an existing farm track, leading from the culvert to the north, that will connect it to Gipsy Lane's existing public footpath.**

Cllr Norris referred to the item in his Highways, Lighting and Footpaths Section report on the Gipsy Lane Crossing Diversion. He explained an extension of time to deal with the Planning Application has been agreed between Network Rail and Mid Suffolk District Council, to allow technical drawings describing the ramped access on the east side of the river culvert to be submitted. The time will also be used to seek resolution of concerns raised by the owner of the land affected by the footpath diversion. The landowner was present at the meeting and was invited to describe what impact the proposed diversion route would have on access to their land.

Cllr Darnell commented, in the absence of properly detailed plans, there is insufficient information on which to make a recommendation regarding support or objection to the Planning Application.

Cllr Annis said the Town Council's priority is to ensure the existing over-rail crossing is closed as soon as possible to avoid continuation of the inherent risk to crossing users.

Cllr Annis proposed Council recommend approval of the Planning Application conditional on outstanding matters being resolved, in particular those affecting the relevant landowner. Cllr M Spurling seconded the proposal. Council agreed the proposal.

**DC/17/04064 – Rhs Shop, 7-9 Station Yard – Application for advertisement consent. Sign 1. Internally illuminated logo panel with letters only to illuminate. Sign 2. Halo illuminated individual letters. Sign 3. Non illuminated dibond panel with vinyl text. Sign 4. Non illuminated dibond panel with vinyl text. Sign 5. Non illuminated dibond panel with vinyl text. Sign 6. Internally illuminated projection sign with letters only to be illuminated. Sign 7. Non illuminated poster frames (x2). All to front elevation.**

The Clerk reported he had been informed by Mid Suffolk District Council, that the application has been found invalid, as a result of an error in identifying the property correctly. Consequently, the District Council will be seeking a new application. It is known the proposed lighting has already been installed so it is more likely an application to retain work already carried out will be necessary.

Cllr M Spurling proposed Council maintain its objection to the signage which should now be taken down. Cllr Phillips seconded the proposal. Council agreed the proposal.

**1127/17 – 8 Freehold Road - Completion of building/dwelling commenced under previous planning approval 1093/99 including amendments and extension to form 2no. dwellings and associated parking.**

Cllr M Spurling reported a Notice of Appeal has been received from the District Council. The Town Council had objected to the application and Planning Consent was Refused. Council agreed its objection should be reiterated.

**C179/17/5c To receive a report from the Section Leader.**

Cllr M Spurling reported the Section will next meet on Monday 16<sup>th</sup> October 2017 in the Town Council Office at 7.00pm. Unless Section Members are informed by email of a cancellation.

**C179/17/6 Highways, Lighting and Footpaths**

**C179/17/6a 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 Notes from the Section meeting held on 25<sup>th</sup> September:

- Review of Street Furniture – conclusions from the review
- Gipsy Lane Crossing Diversion – update on matters relating to Planning Application DC/17/04416
- Temporary Closure of part of Footpath 39 – details of planned overnight closures

**C180/17 Questions under Standing Order 40.**

Cllr D Campbell asked if Councillors were aware the former Needham Chalk Quarry development is now called 'St Georges Park'.

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

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