

## **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> March 2020 at 7:30pm.

**Present:** Cllr S Phillips (In the Chair), Councillors: BE Annis, RP Darnell, JE Lea, MG Norris, M O'Shea, J Reardon, M Spurling, P Wright and X Stansfield.

**Apologies for Absence:**

Cllr I Mason - Holiday

Cllr M Ost - Unwell

**In Attendance:** Suffolk County Councillor Kay Oakes, Mid Suffolk District Councillors Mike Norris and Steve Phillips, one member of public and the Town Clerk.

Following his sudden tragic death, Councillors stood in silence for a minute to remember Needham Market Town Warden Bill Chilvers who had been such a loyal and dependable employee of the Town Council for the past 5 years. Councillors signed a card expressing their condolences to Bill's wife Jane, on her loss.

**C030/20 To confirm the Minutes of the Town Council Meeting held 19<sup>th</sup> February 2020.**

The Minutes of the Town Council Meeting held Wednesday 19<sup>th</sup> February 2020 were confirmed and signed by the Chairman.

**C031/20 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr MG Norris – Planning Matters

**C032/20 To receive reports from the County Councillor, District Councillors and to take questions from members of the public**

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

- New Street Lighting Proposed to Reduce the County's Carbon Footprint - £9.8m investment to carry out an LED street lighting replacement project
- Suffolk Highways Waives Fees for VE and VJ Day Commemoration Events
- Refilling your Weekly Shop Without Unnecessary Plastic is Getting Easier in Suffolk – online directory launched that lists shops, businesses and charities that host refill points

County Councillor Oakes added: the specification has been approved for the reinstallation of the edge of town 'Needham Market' signs, a project she is funding from her Locality Budget; the condition of the middle of road bollards on the B1113 is being followed up with the Suffolk County Council Highways Structure Team and, the cost of enhancing the beacon lights on the pedestrian crossings on the High Street would be £2,000 for each pair of lights plus £1,000 for their installation.

District Councillor Steve Phillips presented the following District Councillors' report which was tabled, and a copy of which will be appended to the Minute Book:

**Budget approval**

On Thursday 27 February Mid Suffolk District Council approved its budget for 2020/21, including an increase in council tax that will see £2.76 a year added to the bill of a Band D property.

**Needham Market on track for bright future**

Needham Market railway station is set to receive £380,000 in government funding to improve accessibility. The funding from the Department of Transport, new Access for All programme will benefit Needham Market, giving it a further boost to the council's plans to regenerate Needham Market station and improve access to the station's Ipswich-bound platform.

### **Helping ratepayers high on the agenda**

The introduction of a local discretionary discount for pubs, to update the current retail discount policy and to extend the local newspaper discount was agreed at Mid Suffolk's cabinet meeting last month, and will be implemented when the Government provides more details of the schemes to support ratepayers across both districts.

### **Refilling your weekly shop without unnecessary plastic is getting easier in Suffolk**

A number of shops in Suffolk are offering refills for a host of household items in a bid to cut down on the amount of plastic and packaging we use.

The member of public present, being the Licensee of The Swan public house, referred Councillors to an email sent on his behalf, by an organisation called 'Pub is the Hub', to the Town Council requesting a letter of support in relation to a proposal to create a new play area for children in the pub garden.

Cllr Phillips proposed a letter of support for the proposal be sent to 'Pub is the Hub' with conditions 1. The play area must be closed by 9pm every evening 2. the play area must be separated from the remainder of the garden to allow control of use only by the age group it is intended for 3. Every child using the play area should be at least loosely supervised by a responsible person. Cllr Norris seconded the proposal. Council agreed the proposal.

### **C033/20 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

None to report.

### **C034/20 To receive a report from the Needham Market Neighbourhood Plan Steering Group.**

Cllr Stansfield reported further responses to the Reg14 Statutory Consultation process were being received as the formal deadline approaches.

### **C035/20 To consider co-option to the Casual Vacancies on the Town Council.**

There were no expressions of interest to consider. Councillors agreed the item should remain on the agenda for future meetings.

### **C036/20 To consider the distribution of funds by the Trustees of Needham Market Institute.**

Cllr Phillips proposed a letter be sent to the Chairman of the Trustees requesting information on the distribution of funds realised from the sale of the Needham Market Institute premises and, should no satisfactory response be received within 14 days of the date of the letter, a formal report be submitted to the Charity Commission. Cllr Spurling seconded the proposal. On being put to the vote the proposal was agreed by all Councillors other than Cllr Darnell, who voted against.

### **C037/20 Clerk's Report and Correspondence to be noted.**

#### *1. Actions from Town Council Meeting 19<sup>th</sup> February 2020*

None

#### *2. Issues:*

- The Swan – email requesting letter of support for children's play area
- s.106 Needham Market Scouts – update

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

- Email 3<sup>rd</sup> March from the newly established Needham Market Climate Action Group requesting support for a voluntary litter pick

Cllr O'Shea said he had joined the Group and was prepared to act as the liaison contact between the Group and the Town Council. Councillors thanked Cllr O'Shea for his offer which was accepted. Councillors anticipated learning more about the Group's aims/activities at a future Town Council meeting.

## **C038/20 SECTIONS**

### **C038/20/1 Finance/General Purposes**

#### **C038/20/1a 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 adoption of the accounts. Cllr Norris seconded the proposal. Council agreed the proposal.

#### **C038/20/1b To receive a report from the Section Leader**

There was no report.

### **C038/20/2 Recreation & Sport**

#### **C038/20/2a To receive a report from the Section Leader.**

Cllr Phillips reported he will call a Section meeting when he has heard back from Mid Suffolk District Council in respect of the claim for s.106 funding for construction of a permanent replacement fence along the Crowley Park boundary with Barretts Lane.

### **C038/20/3 Town Property and Services**

#### **C038/20/3a To receive a report from the Section Leader**

Cllr Lea proposed Council accept the quotation from Suffolk County Council in relation to the installation of the two main town signs, that will be reinstated by the side of the B1113 at the Ipswich Road and Stowmarket Road entrances to the town. Cllr Darnell seconded the proposal. Council agreed the proposal.

The Clerk reported £15,000 has been received from Mid Suffolk District Council in respect of s.106 (developer contribution) funding towards the provision of new public toilets in the town.

### **C038/20/4 Newsletter and Communications**

#### **C038/20/4a To receive a report from the Section Leader**

Cllr Phillips reported the April edition of the Town Council Newsletter will include an obituary on Town Warden Bill Chilvers.

### **C038/20/5 Planning**

Cllr Stansfield reported the Section Meeting scheduled to take place on 2<sup>nd</sup> March had been cancelled due to lack of relevant business.

#### **C038/20/5a Planning Decisions and other Notices received**

Cllr Stansfield reported the following Planning Notice had been received.

#### **Withdrawal of Planning Application**

**Application Ref No. DC/19/04705.** Proposal and Location: Full Planning Application - Erection of 1 No. dwelling and 4 bay cartlodge with living accommodation over and change of use of existing land (C3) residential curtilage. 30 High Street, Needham Market, IP6 8AP.

The Planning Application has been withdrawn.

#### **C038/20/5b Planning Applications Received**

Cllr Stansfield reported the following Planning Applications had been received:

**Planning Ref No. DC/20/00759.** Planning Application - Erection of an extension to existing agrochemical storage and distribution premises with associated external works. Hutchinsons, Lion Barn Industrial Estate Maitland Road Needham Market Suffolk IP6 8NZ

Cllr Stansfield proposed Council support approval of the application on condition it receives District Council Officer support. Cllr Spurling seconded the proposal. Council agreed the proposal.

**Planning Ref No. DC/20/00797.** Householder Planning Application – Erection of carport and enlargement of driveway (Resubmission). Lawnsay, 22 Hargrave Avenue, Needham Market Suffolk IP6 8ES

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

**Planning Ref No. DC/20/00986.** Application for works to trees in Conservation Area - Reduce conifer trees T1/T2/T3 by 30%. 109 High Street Needham Market Ipswich Suffolk IP6 8DQ

Cllr Stansfield proposed Council support approval of the application on condition it is approved by the District Council's Tree Officer. Cllr Darnell seconded the proposal. Council agreed the proposal.

**Planning Ref No. DC/20/00521.** Householder Planning Application - Erection and repositioning of boundary fence (following removal of existing fence). 40 Hargrave Avenue Needham Market Ipswich Suffolk IP6 8ES

Cllr Stansfield proposed Council request an extension of the deadline for the consultation response. Cllr Darnell seconded the proposal. Council agreed the proposal.

#### **C038/20/5c Planning Report**

Cllr Stansfield reported the Planning Section will next meet on Monday 16<sup>th</sup> March 2020 in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

#### **C038/20/6 Highways, Lighting and Footpaths**

##### **C038/20/6a To receive a report from the Section Leader**

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

#### **'Access for All' funding grant at Needham Market Railway Station.**

Further to the Department for Transport funding grant of £380,000 to improve access to the Ipswich-bound platform, that has already been mentioned in the District Councillors' Report, both Suffolk County Council and Mid Suffolk District Council are contributing further funding of £50,000 each and Community Infrastructure Levy (CIL) funding is also being applied for. With work on MSDC's new Visitor Centre at Needham Lake due to start later this year, this will provide a safe and accessible route not only to the Ipswich-bound platform, but also between the town centre and the Needham Lake area.

#### **Implementation of Civil Parking Enforcement (CPE).**

Civil Parking Enforcement across Suffolk commences on 6<sup>th</sup> April 2020, when enforcement powers transfer from the Police to local authorities. Currently Suffolk's parking-related Traffic Regulation Orders use terminology consistent with enforcement carried out by Police officers. We have received details from SCC's Legal Dept. of the variation Orders proposed to update certain Articles and Schedules within the existing Orders to be consistent with the introduction of CPE. It is also stated that 'Within these variation Orders, no changes are proposed to the existing provisions governing where vehicles can stop, wait and park'.

#### **Car parking issues, Bridge Street.**

We have received a complaint from a resident of the High Street where access to the parking area behind their property is via the top end of Bridge Street, regarding drivers ignoring the 'No Waiting' restrictions in this area. The entrance to the parking area is narrow and difficult even when there are

no cars parked opposite or nearby and has led to verbal abuse from drivers when asked to respect the parking restrictions on Bridge Street. I note from the minutes of the Town Council Meeting of 19<sup>th</sup> February, which I couldn't attend for family reasons, that our Mayor, Cllr. Phillips, has undertaken to look at what options are available on car parking in the town centre, however as this issue relates to a specific area I will refer this matter to the two MSDC-funded PCSO's to monitor.

**C039/20 Questions under Standing Order 40.**

There were no questions.

**The Meeting closed at 8:42 pm.**

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