

## **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 20<sup>th</sup> April 2016 at 7:30pm.

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

**Apologies for Absence:**

Cllr D Spurling – Holiday  
Cllr M Spurling – Holiday

Suffolk County Councillor Julia Truelove

**Absent**

Cllr I Mason

**In Attendance:** Mid Suffolk District Councillor Wendy Marchant and Town Clerk Kevin Hunter.

**Cllr Lea asked all present to stand in silence in memory of former Town Mayor and Town Council Chairman Peter Smith, who recently passed away.**

**C064/16 To confirm the Minutes of the Town Council Meeting held 6<sup>th</sup> April 2016.**

The Minutes of the Town Council Meeting held Wednesday 6<sup>th</sup> April 2016 were accepted as a true and correct record and signed by the Chairman.

**C065/16 To witness the newly co-opted Councillor's Declaration of Acceptance of Office**

Cllr Lea welcomed Adrian Morris to the meeting following his co-option at Council's meeting held on 6<sup>th</sup> April 2016.

Adrian Morris made his Declaration of Acceptance of Office as a Needham Market Town Councillor and duly signed the Declaration which was countersigned by the Clerk, acting in his capacity as the Proper Officer.

**C066/16 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr BE Annis – Accounts for Payment  
Cllr R Campbell – Planning Matters  
Cllr MG Norris – Accounts for Payment and Planning Matters  
Cllr KMN Oakes - Accounts for Payment (Community Centre)  
Cllr X Stansfield – Accounts for Payment (Community Centre)

**C067/16 To receive reports from The County Councillor, District Councillors and to take questions from members of the public**

County Councillor Julia Truelove had provided a report, which was tabled and a copy of which will be appended to the Minute Book. It included reference to:

- Devolution Issues – County Councillors have not yet been afforded an opportunity to engage in open debate on the Devolution proposals
- Great Blakenham Greenhouse Plan – plan to use waste heat from the Energy from Waste Plant is not now possible
- Small Rural Schools Could Close – assessments to test future viability undertaken with closures a possibility
- Quality of Care Homes Under Scrutiny – the Quality Care Commission has reported more than a third of Care Homes in Suffolk are below standard

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:

- Microchipping of Dogs – this became compulsory from 6<sup>th</sup> April 2016
- Community Infrastructure Levy – operation of the Mid Suffolk Scheme commenced 11<sup>th</sup> April 2016
- Enterprise Zones – Mid Suffolk is to have one of the 10 zones planned for the whole of Suffolk and Norfolk
- Stowmarket Enterprise Park – the Enterprise Park will be the first phase of Gateway 14, a new development of 79 hectares of greenfield land
- Proposed Shared Legal Service - West Suffolk, Babergh and Mid Suffolk Councils are proposing to combine their legal services

District Councillor Marchant added her welcome to Cllr Morris on his taking of his seat on the Town Council.

Cllr Phillips asked if the Town Council could arrange a further dog microchipping session in the town (one having previously been held on Crowley Park). Councillors agreed and requested the Clerk to contact the Dogs Trust accordingly.

The Police had provided the first of what is a generic report spanning the whole area covered by the Stowmarket Safer Neighbourhood Team, which was tabled and a copy of which will be appended to the Minute Book. It included reference to:

- Summary of feedback received from the public which prioritises concerns
- What the Police response has been to those public concerns
- The statistical part of the report will be populated from next month

**C068/16 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor reported attending:

Sunday 10<sup>th</sup> April - Held a Charity Lunch in the Community Centre.

Monday 11<sup>th</sup> April - Meeting with our Town Clerk and the Mayor and Town Clerk of Stowmarket

Thursday 14<sup>th</sup> April - Reception at Abbots Hall, Museum of East Anglian Life

General - Liaised with Gipping Press who produced the card to be sent to Her Majesty the Queen on the occasion of her 90<sup>th</sup> birthday. The card and some pictures were produced by Gipping Press at no cost to the Town Council.

The Deputy Mayor reported attending:

Thursday 14<sup>th</sup> April - Reception at Abbots Hall, Museum of East Anglian Life

**C069/16 To receive a report from the Strategic Planning Working Group.**

Cllr Norris reported he is following up his request for an update from Mid Suffolk District Council, there being still no information received from them, which is preventing the commencement of a review of the Needham Market Neighbourhood Plan.

Cllr Lea said she had become aware that Thurston Parish are also in the same position as Needham Market in relation to being unable to progress its Neighbourhood Plan.

**C070/16 To consider the commemoration of the 100<sup>th</sup> Anniversary of the Battle of the Somme.**

Cllr Lea reported Town and Parish Councils are being encouraged to hold a commemoration event and the Needham Market branch of the Royal British Legion will observe the centenaries of the start

of the Battle of the Somme Campaign and the naval Battle of Jutland by inviting the public to attend its meetings on 26<sup>th</sup> May for a talk on the Battle of Jutland and on 28<sup>th</sup> July for an historic film shot during the opening days of the Battle of the Somme.

Cllr D Campbell asked if the Battle of the Somme commemoration was significant to Needham Market. Cllr Lea reminded Councillors 11 men from Needham Market were killed during the battle.

Cllr Phillips asked if the UK flag will be flown from Council's flagpole on Barretts Lane, for the celebration of Her Majesty the Queen's 90<sup>th</sup> birthday. Cllr Oakes said she will be raising the flag. Cllr Lea added it would be preferable to establish a diary for dates the flagpole will be put to use. Cllr Oakes said although the original agreement by Council was to firmly regulate the occasions on which flags would be flown, this can be reviewed and flags purchased/flown as felt appropriate by Council.

### **C071/16 Clerk's Report and Correspondence to be noted.**

#### *1. Actions from Town Council Meeting 06.04.16:*

**C060/16** – Write to the Suffolk PCC - Outstanding)

**C062/16/5c** – Submission regarding the Hill House Lane Planning Appeal - sent to the Planning Inspectorate 15.04.16

**C062/16/6a** – Streetlight repositioned – awaiting a response from Suffolk County Council

#### *2. Issues:*

- Former Town Councillor Peter Smith (died Saturday April 9<sup>th</sup> 2016) – Peter's funeral service is at 2:15pm on Wednesday 27<sup>th</sup> April at the Seven Hills Crematorium
- Eric Cross farewell – to be held at Needham Market Community Centre on Thursday 12<sup>th</sup> May at 7:30pm

Cllr Lea briefly described the support both Eric and his wife have made to the local community over many years including in roles with the Town Council.

- Annual Town Meeting 2016 – in the Burton Room at Needham Market Community Centre Monday 25<sup>th</sup> April at 7pm

Cllr Oakes reported the Town Council's Annual Report 2015/16 was being printed and 50 copies would be available for distribution at the Annual Town Meeting.

- Plaques unveiling at Needham Maltings – this will take place on Monday 16<sup>th</sup> May at 6:30pm

Cllr Lea said if the new 'Town Trail' leaflet is available its launch will be combined with the plaques unveiling event.

- Replacement of the Council Office IT Equipment – delivery and set-up will take place Thursday 21<sup>st</sup> April

- Review of Council's Insurances – WPS (Agents for Aviva) rep is due to visit the Town Council Office on Tuesday 26<sup>th</sup> April

Cllr Lea thanked the Clerk, Cllr Stansfield and Council's Planning Consultant Stephen Andrews, for their recent work in putting together a very comprehensive response to the Planning Inspectorate in relation to the Hill House Lane Planning Appeal.

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

- Email dated 11<sup>th</sup> April from the Pollution Prevention Manager, Anglian Water giving notice of a new campaign called "Pollution Watch"
- Letter received 18<sup>th</sup> April (via Cllrs) from a resident setting out their view on the potential housing development off Barking Road

## **C072/16 SECTIONS.**

### **C072/16/1 Finance/General Purposes**

#### **C072/16/1a 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 Ward proposed the accounts for payment be adopted. Cllr Phillips seconded the proposal. Council agreed the proposal.

#### **C072/16/1b To receive a report from the Section Leader**

Cllr Annis presented Minutes from the Employment Committee meeting held on Tuesday 12<sup>th</sup> April, which were tabled and a copy of which will be appended to the Minute Book. The meeting had discussed staff appraisals, staff remuneration and additional hours of work resulting from the Council taking ownership of the public realm area at the Needham Maltings housing development.

Cllr Annis proposed Council adopt the Minutes. Council agreed the proposal.

### **C072/16/2 Recreation & Sport**

#### **C072/16/2a To receive a report from the Section Leader.**

Cllr Phillips reported members of Needham Market Phoenix Youth Football Club have carried out a thorough clean of the Crowley Park pavilion following the conclusion of their playing season and, they had made a good job of it.

Cllr Phillips said he has fully considered the need for redecoration of the interior of Crowley Park pavilion and had concluded it is not necessary to carry out a complete redecoration and the approach will be to consider individual issues as they arise.

### **C072/16/3 Town Property and Services**

#### **C072/16/3a To receive a report from the Section Leader**

Cllr Oakes reported the two litter bins which had been installed in the small children's play facility within the Needham Maltings development public realm area, have been removed by the Town Warden, following complaints they were being used solely to dispose of dog waste.

Cllr Oakes reported having followed up a complaint regarding dog fouling on a pathway off Station Yard and had labelled the litter bin located by the pathway to ensure dog walkers are aware it can be used to dispose of dog waste.

#### **C072/16/4 Newsletter and Communications**

##### **C072/16/4a To receive a report from the Section Leader**

Cllr Lea had nothing to report.

#### **C072/16/5 Planning.**

Cllr Stansfield presented Minutes from the Planning Section Meeting held on Monday 18<sup>th</sup> April, which were tabled and a copy of which will be appended to the Minute Book.

##### **C072/16/5a To receive Planning Decisions.**

Cllr Stansfield reported the following planning decisions had been received.

#### **1064/16 - 83 High Street - T1 Yew tree in rear garden - Pollard to a height of 3 metres and leave the re-growth on the main stem to form a new canopy.**

Mid Suffolk District Council does not wish to object to the works.

#### **4188/15 – J Breheney Contractors Ltd, Flordon Road, Creting St Mary – Hybrid application comprising of: A. Outline application for 52 dwellings including access and associated works (matters to be reserved layout, scale, appearance and landscaping); B. Planning Application for a proposed new training facility, workshop and parking area.**

Planning Permission has been Granted.

Cllr Stansfield commented it is difficult to understand how the Planning Authority (Mid Suffolk District Council) can describe the proposed works as 'sustainable development' in its reasons for granting approval of Planning Application 4188/15 when, due to the lack of up-to-date Planning and Housing Policies, it is in no position to make that judgement.

##### **C072/16/5b To consider Planning Applications**

Cllr Stansfield reported the following planning applications had been received:

#### **1168/16 – 10 Stowmarket Road – Reconstruction of existing bungalow roof to enable loft conversion (hip to gable ends) with no increase in ridge height.**

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

Cllr R Campbell, having declared an interest in the next item, left the meeting temporarily.

#### **1183/16 – Hill House, Hill House Lane – Alteration, conversion and extension of existing single storey outbuilding presently used in association with a dwelling to provide 1 no. separate dwelling.**

Cllr Stansfield proposed Council recommend approval of the application. Cllr Ward seconded the proposal. Council agreed the proposal.

Cllr R Campbell returned to the meeting.

##### **C072/16/5c To receive a report from the Section Leader.**

Cllr Stansfield referred to the outstanding Hill House Lane Planning Appeal (subsequent to Planning Application 3679/13) and informed Council he, the Clerk and Council's Planning Consultant Stephen Andrews, had worked up and submitted a comprehensive response to the Planning Inspectorate having been given the opportunity, along with the other parties involved in the Appeal, to comment on the broader aspects of sustainable development relevant to the development proposals. He added the submission by the Town Council was in stark contrast to the brief comments submitted by the Planning Authority (Mid Suffolk District Council), which added nothing to the debate.

Cllr Annis thanked Cllr Stansfield, the Clerk and Council's Planning Consultant Stephen Andrews, for their upmost effort in ensuring the opportunity given by the Planning Inspector, to submit comments, was fully taken.

Cllr Stansfield informed Council the Suffolk Association of Local Councils has confirmed Central Government has refused a petition calling on Town and Parish Councils to be given the right to appeal planning decisions.

Cllr Stansfield reported and read from an email received 20<sup>th</sup> April, from Meeting Place Communications (agent acting for Hopkins Homes Limited), which included a summary of the feedback received from members of the public, at the drop-in consultation session held at Needham Market Community Centre on Monday 14<sup>th</sup> March, on the proposed development of 150 new homes off Barking Road.

Cllr Ward said he is aware of some discontent among Barking Parish Councillors as they had not been invited to the drop-in consultation event arranged, in Needham Market, by Hopkins Homes. Cllr Norris said both he and District Councillor Wendy Marchant had since attended a comparable drop-in consultation event, on the proposed Hopkins Homes development, held at Barking Village Hall. Cllr Annis said he was aware some Barking residents had attended the consultation event held in Needham Market.

Cllr Stansfield reported the Planning Section will next meet on Monday 1<sup>st</sup> May in the Town Council Office at 7.00pm.

**C072/16/6 Highways, Lighting and Footpaths**  
**C072/16/6a To receive a report from the Section Leader**

Cllr Norris presented notes from the Section meeting held on 14<sup>th</sup> April, which were tabled and a copy of which will be appended to the Minute Book. The meeting had discussed:

- Consideration of areas within the town where additional parking would be beneficial – a number of locations were identified where reformation of existing grass verges could provide laybys for parking.
- Use of white 'H bars' on roadways - to deter parking opposite entrances to driveways
- Decriminalisation of parking offences – responsibility is being transferred from the Police to local authorities
- The Causeway from the junction of the High Street to the junction with School Street – could this stretch of road be made one-way to alleviate vehicle/pedestrian conflicts.

The Clerk referred to a recent article in the East Anglian Daily Times which reported a request for the creation of a layby which Suffolk County Council would not fund, leaving the £35,000 cost to be met by the local council and suggested the question of 'who pays?' should feature in any initial enquiry to the County Council for additional laybys in Needham Market.

**C073/16 Questions under Standing Order 40.**

There were no questions.

**The Meeting closed at 8:23 p.m.**

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