

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

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

### **Apologies for Absence:**

Cllr R Campbell – Work Commitment  
Cllr I Mason – Holiday

**In Attendance:** County Councillor Anne Whybrow, District Councillor Wendy Marchant and the Town Clerk.

### **C031/18 To confirm the Minutes of the Town Council Meeting held 21<sup>st</sup> February 2018.**

The Minutes of the Town Council Meeting held Wednesday 21<sup>st</sup> February 2018 were accepted, with a minor non-material amendment, as a true and correct record and signed by the Chairman.

### **C032/18 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr MG Norris – Planning (Application DC/18/00842)  
Cllr X Stansfield - Planning (Application DC/18/00842)

### **C033/18 To receive reports from The County Councillor, District Councillors and, to take questions from members of the public.**

County Councillor Whybrow presented her report, which was tabled and a copy of which will be appended to the Minute Book. It included reference to:

- Suffolk School Travel Consultation – consultation finished at the end of February. Changes to school travel will be decided by Cabinet in June.
- Suffolk County Council Highways Service – examples of the Service's response to the recent extreme weather conditions, including praise for staff involved and, news of an increasing focus on pothole repairs.
- Access for All, Needham Market Railway Station – the Access for All group is to meet with the Under Secretary of State for Transport during March.

County Councillor Whybrow added she has received information on where Needham Market children attend school now and where they will attend in the future. The information described where the proximity of a school differs from where children actually attend and this defines Needham Market as a 'split town' due to parent preference.

Cllr M Spurling said he found it frustrating Suffolk County Council is proposing changes to school transport not long after it implemented its move to two tier education, which has exacerbated the problems faced by parents, as a greater number of children are now involved in school transportation.

Cllr Lea said she has learnt from a recent television news report that whilst Norfolk County Council has received 3,000 reports of potholes, Suffolk County Council has received 11,000 and, does this indicate neglect of road surfaces in Suffolk. County Councillor Whybrow said the Suffolk County Council figure is not just for potholes but also includes reports for other small road problems which require attention.

Cllr Phillips commented the pothole situation in Suffolk has clearly never been as bad as it is now. County Councillor Whybrow acknowledged the situation and said she is concerned about car owners that suffer damage to their vehicles having to go through a tortuous process to claim compensation from the County Council, something she has asked the relevant Portfolio Holder to look into and, try and make the process simpler.

Cllr Lea raised the point that Suffolk County Council Highways work is undertaken by a contractor and, as a result, should the County Council, as the client, fail to check repairs etc. are up to standard this may compromise the quality of the contractor's work. Cllr Stansfield added he understands works undertaken by the contractor carry a three-year guarantee.

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:

- MSDC's HQ Building, Needham Market – Public Consultation Open Events arranged for two dates in early April
- Application for Variation of Licence Conditions, The Limes Hotel – The Licensing Panel Hearing that took place on 26<sup>th</sup> February agreed the application
- Locality Award – details of the allocation of awards
- Council House Tenant Problem (Quinton Road) – contact made with the District Council Housing Department and a resolution hoped for soon

Cllr Phillips, referring to the council house tenant problem, suggested public concern and stress has been exacerbated by the Police responding with armed officers and use of the Police helicopter, which appeared to be an overreaction. Cllr Lea added the Town Council need to be aware of how the District Council's Housing Allocation Policy allowed the problem to arise. Cllr Spurling agreed, particularly as the advice received to date from the District Council gave no indication as to why the tenant had been allocated to a such a blatantly inappropriate property. Cllr Phillips commented, as a member of the District Council's Joint Housing Board, the District Council had given categorical assurances such inappropriate tenant allocations would not happen.

**C034/18 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor reported attending:

Thursday 1<sup>st</sup> March – AECOM Office, Aldgate for a meeting regarding the Needham Market Neighbourhood Plan

Tuesday 6<sup>th</sup> March – Meeting with Mid Suffolk District Council at Endeavour House, Ipswich regarding S106 Developer Contributions

The Deputy Mayor had nothing to report.

**C035/18 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.

Cllr Norris confirmed Cllr Stansfield and the Clerk attended AECOM's London office on Thursday 1<sup>st</sup> March to discuss the latest position on progress on the Needham Market Relief Road feasibility exercise. AECOM presented their output from initial work which included high-level and yet to be validated development and cost estimates.

Cllr Norris requested Councillors consider the material provided by AECOM and report their initial thoughts to a Working Group meeting to be held on Tuesday 3<sup>rd</sup> April at 10am in the Town Council Office.

Cllr Stansfield proposed Council adopt Cllr Norris's report. Cllr Ward seconded the proposal. Council agreed the proposal.

**C036/18 To consider providing a statement in support of the proposed Needham Market Library opening hours.**

Cllr Lea proposed Council provide a statement in support. Cllr Ward seconded the proposal. Council agreed the proposal.

**C037/18 To consider a response to Suffolk County Council Highways Service's Community Self-Help survey.**

Cllr Norris read from the email received from Suffolk County Council's Highways Service which set out the circumstances which have led to Town/Parish Councils being surveyed to establish an early indication as to whether volunteers could be found to carry out work the Highways Service are no longer able to resource, through a Community Self-Help scheme.

Cllr Phillips asked if volunteers would be covered by insurance. Cllr Norris confirmed the email stated issues such as insurance have yet to be looked into and he suggested it would have been better if that, and other obvious issues, could be clarified as completion of the survey would be difficult without appropriate knowledge.

Cllr M Spurling commented on the type of rules and regulations that apply to contractors carrying out Highways work and suggested the thought these could pertain to volunteers is ridiculous.

Cllr Darnell asked if there is any indication regarding training of volunteers. Cllr Norris confirmed this is not mentioned in the survey documentation.

Cllr Norris questioned whether Town/Parish Council's have the resources available to become involved in any administration of a volunteer scheme. Cllr M Spurling suggested administration involving risk assessments etc. would be a nightmare for Clerks.

Cllr Annis said Needham Market is fortunate to have a Town Warden who can already be deployed to cover some aspects of work that has, in the past, been undertaken by the County Highways Service.

Cllr Lea said she understands the Highways Service is anticipating volunteers carrying out light tasks only and suggested, despite the unknowns, the Town Council should express an interest at this point. Cllr Phillips agreed and said it is worth seeing what comes out of the survey exercise.

Cllr Lea proposed Council does not complete the survey but instead registers an interest with the County Highways Service. Cllr Phillips seconded the proposal. On being put to the vote, the proposal was carried 8 votes for to 5 against.

**C038/18 Clerk's Report and Correspondence to be noted.**

*1. Actions from Town Council Meeting 07.02.18 and 21.02.18:*

**C016/18 (Outstanding)** – Chairman of Institute Trustees not yet notified

**C019/18 (Outstanding)** – Mid Suffolk District Council to be replied to regarding its 'Stowmarket Vision for Prosperity' project

**C020/18** – Email sent to Mid Suffolk District Council on 7<sup>th</sup> March regarding Quinton Road incidents and raising questions on the approach to housing allocation in the town

*2. Issues:*

- Needham Market Parking Survey (client MSDC) – The weekend element will take place on Saturday 10<sup>th</sup> March followed by the weekday element on Wednesday 14<sup>th</sup> March
- Remembrance Service 2018 – Meeting held with Reverends and RBL
- New Temporary Public Toilets – Meeting held with Mid Suffolk District Council Planning Service

The Clerk reported the meeting had confirmed the District Council's Planning Service remains opposed to the siting of a temporary public toilet building on the High Street car park, despite their advice given prior to a planning application being submitted and, no progress has been made on the possibility of S106 developer contribution towards an alternative permanent public toilet building following the District Council's commitment to look into that possibility as far back as October last year. The only positive to come out of the meeting was a reference made to a Planning Regulation, enacted in 2015, which may allow the siting of the temporary toilet building under permitted development rights. The regulation had not been mentioned in any previous discussions with the District Council's Planning Service in a lengthy planning application process which commenced last summer. The Planning Application was submitted in August 2017.

Cllr Stansfield proposed Council continues to pursue the creation of a new public toilet facility in the town as its top priority. Cllr Ward seconded the proposal. Council agreed the proposal.

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

- Email 6<sup>th</sup> March from Mid Suffolk District Council announcing the consultation on new draft recommendations for ward boundaries in Mid Suffolk has begun (closes 30<sup>th</sup> April)

The Clerk referred to the need to start the compiling of Council's Annual Report, for reporting to the forthcoming Annual Town Meeting and for distribution in the Town Council's monthly Newsletter. Cllr Oakes kindly agreed to again manage the collation of Section reports and the production of the Annual Report.

## **C039/18 SECTIONS.**

### **C039/18/1 Finance/General Purposes**

#### **C039/18/1a Accounts for Payment and Confirmation.**

Cllr Morris presented the accounts for payment, which were tabled and a copy of which will be appended to the Minute Book.

Cllr Morris proposed the accounts for payment be adopted. Cllr Lea seconded the proposal. Council agreed the proposal.

Councillors expressed their gratitude to the Town Warden for his work in repairing play equipment at Crowley Park, which had been vandalised, saving the Council hundreds of pounds in the process.

#### **C039/18/1b To receive a report from the Section Leader.**

There was no report.

### **C039/18/2 Recreation & Sport**

#### **C039/18/2a To receive a report from the Section Leader.**

There was no report.

### **C039/18/3 Town Property and Services**

#### **C039/18/3a To receive a report from the Section Leader**

There was no report.

### **C039/18/4 Newsletter and Communications**

**C039/18/4a To receive a report from the Section Leader**

Cllr M Spurling reported a Section meeting will be held on Monday 19<sup>th</sup> March, in the Town Council Office, immediately following on from the Planning Section meeting scheduled that evening.

**C039/18/5 Planning.**

Cllr M Spurling reported a Planning Section meeting had not been held on Monday 5<sup>th</sup> March due to lack of business.

**C039/18/5a To receive Planning Decisions.**

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

**DC/18/00293 - The Lion Inn 44 Ipswich Road - Notification of works to trees protected under TPO 242 – Trim 1no. Horse Chestnut at rear of the pub**

Consent has been Granted.

**DC/18/00304 - 58 Stowmarket Road - Tree Preservation Order MS83 - Fell and removal of Cedar**

Consent has been Granted.

**DC/18/00230 - 21 Barretts Lane - Erection of single storey rear and two storey side extensions to include integral garage (following demolition of existing garage)**

Planning Permission has been granted.

**DC/17/06166/68 - 60 High Street - Erection of a breeze block skin over existing extension. Removal of modern fencing and replacement with vertical boarded fencing with side hung doors. Creation of pedestrian opening in boundary flint wall and fit vertical weather boarded gate**

Planning Permission has been granted.

**DC/18/00344 – 7 Jackson Way – Erection of side/rear extension (following removal of garage).**

Planning Permission has been granted.

**C039/18/5b To consider Planning Applications**

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

**DC/18/00842 – 24 Stowmarket Road - Erection of single storey rear extension (following demolition of existing conservatory). Erection of a detached garden office. Application of render to exposed block work walls, removal of chimney, installation of new windows and doors, improved disabled access.**

Cllr Stansfield and Cllr Norris each declared an interest and left the room.

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

Cllr Stansfield and Cllr Norris returned to the meeting.

**C039/18/5c To receive a report from the Section Leader.**

Cllr Annis reported his attendance at a recent SnOasis Parish Alliance meeting, held to consider the application for Reserved Matters in relation to the proposed SnOasis development, which already has planning approval. Issues discussed included:

- Suffolk County Council is looking into the position regarding the commitment, which is included in the formal S106 agreement pertaining to the proposed development, for inclusion in the development of a new railway station.
- Transport solutions set out in the application for Reserved Matters are inadequate and may lead to Passenger Service Vehicles using the B1113 through Needham Market.

