

## **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 1<sup>st</sup> August 2018 at 7:30pm.

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

### **Apologies for Absence:**

Cllr D Campbell – Family Commitment  
Cllr I Mason - Holiday  
Cllr A Morris – Work Commitment

County Councillor Anne Whybrow

**In Attendance:** District Councillor Wendy Marchant, five members of public and the Town Clerk.

### **C136/18 To confirm the Minutes of the Town Council Meeting held 18<sup>th</sup> July 2018.**

The Minutes of the Town Council Meeting held Wednesday 18<sup>th</sup> July 2018 were accepted as a true and correct record and signed by the Chairman.

### **C137/18 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr BE Annis - Accounts for Payment (Community Centre Payment)  
Cllr M Spurling - Accounts for Payment (Community Centre Payment)  
Cllr X Stansfield - Accounts for Payment (Community Centre Payment)

### **C138/18 To receive reports from The County Councillor, District Councillors and, to take questions from members of the public.**

County Councillor Whybrow was unable to attend.

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 DEMONSTRATES 5 YEAR HOUSING LAND SUPPLY** MSDC published its Annual Monitoring Report on 11<sup>th</sup> July, demonstrating a Housing Land Supply of 6.5 years – meeting the government's requirement of 5 Years. The Council has been unable to demonstrate this land supply since April 2017.

**ACCESS FOR ALL, NEEDHAM MARKET RAILWAY STATION** Leader of Mid Suffolk Council, Cllr. Nick Gowrley, who is also a County Councillor, has added his support to this campaign on behalf of Cllr. Anne Whybrow whilst she is unwell.

### **PUBLIC ACCESS AT NEW LIBRARY FOR COUNCIL BUSINESS AND TOURIST**

**INFORMATION** Wendy asked a question of Mid Suffolk's Cabinet 9.7.18: "Now that a new library is planned for Needham Market, would it be possible to have public access, face to face, say just one day a week, for 'customers' of Mid Suffolk District Council who have queries." Apparently plans are underway for a partnership scheme with SCC and Mid Suffolk District Council to use Libraries, which would see pop up access points for people to sort their council business and offer tourist information.

**COMMUNITY RAIL PARTNERSHIPS** A motion was put to Mid Suffolk Council about Community Rail Partnerships; and Mid Suffolk are going to look into this further.

**ENVIRONMENTAL ACTIVITIES FOR CHILDREN AT NEEDHAM LAKE** A programme of environmental activities is being planned through a partnership with Kinetic Sciences, a company based in Stowmarket. They will be paying the Council a site fee at locations like Needham Lake for children's activities and events over the summer.

ROADSIDE LITTERING Central Government gave local authorities the opportunity to bid for funding to combat roadside littering in 2018. The project is supported by all 7 Suffolk local authorities. £10,000 funding was secured from Central Government and each authority also put in £500 and agreed to pledge officer time for monitoring the project. The following actions were collectively agreed:

- Trial a new style and colour of bin at known hot spot areas – these were in addition to bins already in places like lay-bys – monitor use and litter.
- Place additional wheelie bins in other locations (to see if it was the new style bin that made a difference, or any bin) monitor use and litter.
- Monitor control lay-bys where nothing had changed.
- Trial bin fill devices (fitted to the lids of wheelie bins and send a message to phone/computer when a bin is nearly full – we are trying to find out if the cost of the devices is outweighed by not having to visit bins so often if they do not need emptying.
- Advertising campaign at petrol stations – targeting the pumps themselves.
- Advertising campaign across the whole of Suffolk with each authority having a number of banners, signs and posters to deploy in key locations and known litter hotspots.

Cllr Stansfield said, following the District Council's cutting back on staff at Needham Lake, where summer holiday and seasonal activities for children have long been a very welcome feature, a company is now being brought in, which charges children attending to then pay the Council for use of the site.

Cllr Darnell said the funding level for roadside littering being made available across the seven Councils is a very small amount most of which will probably be used on administration costs. District Councillor Marchant confirmed the money is to be used to provide publicity and to look into the situation. Cllr Darnell replied, it is then as thought, the money will not delivering anything tangible. Cllr Lea added that whilst she sees District Council litter pickers working hard on the roadside dealing with litter, it is people who create this appalling problem.

Cllr M Spurling asked, in view of Libraries now receiving funding from local communities, will Mid Suffolk District Council have to pay to use their facilities for its own purposes? District Councillor Marchant undertook to raise the question within the District Council.

The members of public had no question to raise.

#### **C139/18 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor reported attending:

Friday 6<sup>th</sup> July – Ipswich Mayor's Event

Sunday 8<sup>th</sup> July – Simply Brass Concert, Needham Market

Tuesday 17<sup>th</sup> July – Mid Suffolk District Council High Street Improvement Workshop

Wednesday 18<sup>th</sup> July – Felixstowe Mayor's Event, Felixstowe Ferry Golf Club

Thursday 19<sup>th</sup> July – Wattisham Commander's Cocktail Party

Wednesday 1<sup>st</sup> August – Major Event Planning Meeting, Ipswich Borough Council

The Deputy Mayor had nothing to report.

#### **C140/18 To receive a report from the Needham Market Neighbourhood Plan Working Group.**

Cllr Norris presented Notes from the Neighbourhood Planning Working Group meeting held on Tuesday 31<sup>st</sup> July which were tabled and a copy of which will be appended to the Minute Book. .

Following the AECOM presentation to MSDC Officers and Town and Barking Parish representatives on 13<sup>th</sup> July, the purpose of the meeting was to consider the next steps, including issuing a public statement as soon as possible and the holding of a community engagement event. The following timeline has been established:

- 1) A 4-page supplement to be drawn up for including in the September Newsletter covering:

- The past, including the lack of a strategic approach to ‘ad hoc’ development in and around the town.
- A summary of the proposal.
- An explanation of the benefits, particularly in respect of sustainability.

It is intended that a draft of the supplement should be available for approval at the next Town Council Meeting on 15<sup>th</sup> August, for submission to Gipping Press by the deadline of 18<sup>th</sup> August.

2) The Community Engagement event should aim to be held by mid/late October, probably in the main hall of the Community Centre, with maps of the proposed route of the relief road from Barking Road to Stowmarket Road on display, also with hard copies of the AECOM Feasibility Study available. It was suggested at the Working Group meeting that a rota of Town Councillors should be arranged to be available to answer residents’ questions and that the event should be held over two days, possibly an evening and a morning event.

The final details covering the above to be arranged at a meeting of the Neighbourhood Plan Working Group on Thursday 27<sup>th</sup> September at 10.00am in the Town Council Office.

The Clerk has forwarded an electronic copy of the final version of the AECOM Feasibility Study to all councillors, and there will in due course be hard copies available in the Town Council Office and in the Library.

Cllr Norris proposed Council endorse the Notes. Cllr Stansfield seconded the proposal which Council unanimously adopted.

**C141/18 Town Council Casual Vacancy – to consider applications for co-option.**

The Chairman referred Councillors to the five applications received and proposed a signed ballot process. Cllr Phillips seconded the proposal. Council agreed the proposal.

The Clerk explained the ballot process to be undertaken.

On conclusion of the ballot process, the successful applicant was Pat Potter who is duly co-opted to the Council’s vacant seat.

The Chairman thanked all the applicants for their expressions of interest and requested them to consider maintaining that interest in relation to co-option to another vacant seat on the Council, the process for which will take place in September.

**C142/18 To consider support for the Needham Market Disability Focus exercise relating to the High Street and Public Areas.**

Cllr Carter explained the local Disability Forum has recently carried out an accessibility assessment in Stowmarket and intended the same in Needham Market during the week commencing 15<sup>th</sup> August. The assessment would focus on the High Street plus Crowley Park, Needham Market Railway Station and the route to Needham Lake. He asked if Councillors would support the Forum by joining its members carrying out the assessment. He explained the assessments follow Mid Suffolk District Council making a small amount of funding available for accessibility improvements in Stowmarket, Needham Market and Eye.

A number of Councillors said they will lend their support and asked Cllr Carter to confirm the assessment date and time to the Clerk for forwarding to Councillors.

**C143/18 To consider the purchase of temporary portable lighting for Town Council and Community use.**

Cllr Phillips explained the background to the availability of six temporary portable light units Needham Market Phoenix Youth Football Club had no further use for following relocation of its winter training from Crowley Park to the new Needham Market Football Club all-weather facility. The units are around two years old and cost £400 each. Needham Market Phoenix Youth Football Club are asking for £150 for each unit, a total cost of £900. The Clerk confirmed Needham Market

Community Council has offered to pay £50 annually, for four years, for use of the lights in conjunction with Needham Market's Annual Fireworks display.

A lighting unit had been set up in the meeting room to enable Councillors to see it in operation.

Councillors considered a number of occasions when temporary portable lighting units could be deployed for Council use and their being made available to local charitable organisations and community groups.

Cllr Phillips proposed Council procure the lights at the cost of £900 requested by Needham Market Phoenix Youth Football Club and the offer of contribution from Needham Market Community Council be accepted. Cllr M Spurling seconded the proposal. Council agreed the proposal.

### **C144/18 Clerk's Report and Correspondence to be noted.**

#### *1. Actions from Town Council Meeting 18.07.18:*

- **C124/18** – Recycling/HWRC email sent to Mid Suffolk District Council 30<sup>th</sup> July

Cllr Norris asked whether the Town Council had ever received income from the recycling facility located on the Hurstlea Road car park. Cllr Annis recalled income relating to the facility but that was going back 25 years or so when income derived from recycling facilities came to local communities. Cllr Norris said that resonated with his memory of a scheme relating to funds for '3<sup>rd</sup> parties', administered by Suffolk County Council, long ceased.

- **C132/18** – Email sent to Mid Suffolk District Council 30<sup>th</sup> July regarding its redevelopment proposal for the former Needham Market Middle School site
- **C133/18** – Email sent to the Suffolk Police & Crime Commissioner 1<sup>st</sup> August suggesting an approach to support for local police

#### *2. Issues:*

- 1<sup>st</sup> Needham Market Scout Group Hut Project – Update

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

- Email received 1<sup>st</sup> August from the Chief Constable, Suffolk Police with infographic document attached providing information on Suffolk Local Policing Changes

Cllr D Spurling said she was encouraged by the news 'desk jobs' resource is now being moved into 'the field' but disappointed the document made no mention of the PCSOs set to lose their jobs.

### **C145/18 SECTIONS.**

#### **C145/18/1 Finance/General Purposes**

##### **C145/18/1a Accounts for Payment and Confirmation.**

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

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

### **C145/18/1e To receive a report from the Section Leader.**

There was no report.

### **C145/18/2 Recreation & Sport**

#### **C145/18/2a To receive a report from the Section Leader.**

Cllr Phillips reported a third container has been installed in the corner of the car park at Crowley Park primarily for use as secure storage for Council's replacement car trailer following the theft of the original.

Cllr Phillips added the Crowley Park pavilion project is progressing and an approach has been received regarding the possibility of a 'man-shed' being included in the redevelopment plan.

### **C145/18/3 Town Property and Services**

#### **C145/18/3a To receive a report from the Section Leader**

Cllr Lea presented Notes from the Section meeting held on 31<sup>st</sup> July, which were tabled and a copy of which will be appended to the Minute Book. The Notes referred to:

**Financial Position:** Cllr Lea reported that she has obtained the present financial position from the Assistant Town Clerk and the position is positive. No income has yet been received from MSDC for street cleaning but this is expected in the near future.

**Christmas Trees and Lights:** A quotation for added coloured lights and 16 transformers, in the sum of £1,379.68 plus £20 carriage, was tabled. The Clerk and Town Warden are happy that this is what is needed. The meeting fully endorsed the acceptance of this quotation. It was suggested that the new lights should be fastened to the trees before the weather becomes inclement. It was noted that SCC street lighting contractors are looking to improve the electrical system for lighting the trees. Cllrs Annis and Lea will follow this up.

**Notice Boards:** Cllr Lea has discussed the use of the notice boards with the Clerk and they have come up with a possible solution. The organisations wishing to use the boards should be issued with a numbered key and their name and key number will be entered into a book for the purpose. They would return the key to the Town Council office. They would be asked to remove any out of date posters. It was agreed that this system be trialled. In the meantime some members of the Section would assist with the distribution.

**Wooden seats in the town:** It was agreed that these be allowed to deteriorate and then removed. Consideration would then be given to include the cost of new seating in the budget for 2019/20.

**Football signs:** Cllr Phillips confirmed that the Football Club are fully aware of the steps that they need to take before erecting the signs. It was suggested that other organisations might use the facility when the football club are not using them. This will be investigated.

**Condition of the area at Hawksmill, by the river:** This area is now badly overgrown and it was noted that the Town Council had two benches and a litter bin in the area. It was agreed that this is a popular area for young families and dog walkers. Cllr Lea will discuss the matter with the Clerk.

Cllr Lea proposed Council accept the quotation for additional Christmas tree lighting and transformers received from the supplier of the existing equipment, in the sum of £1,379.68 plus £20 carriage. Cllr Phillips seconded the proposal. Council agreed the proposal.

Cllr Lea proposed Council adopt the Notes from the Section meeting held on 31<sup>st</sup> July. Cllr Stansfield seconded the proposal. Council agreed the proposal.

### **C145/18/4 Newsletter and Communications**

#### **C145/18/4a To receive a report from the Section Leader**

There was no report.

### **C145/18/5 Planning.**

Cllr Stansfield reported no Planning Section meeting had taken place on Monday 30<sup>th</sup> July due to lack of relevant business.

#### **C145/18/5a To receive Planning Decisions.**

Cllr Stansfield reported the following planning decisions had been received:

**DC/18/01429 – 119 High Street – Erection of flat fascia sign and hanging sign**  
Advertisement Consent has been granted.

**DC/18/01698 – 59 Pinecroft Way – Erection of two storey side extension**  
Planning Permission has been granted.

**C145/18/5b To consider Planning Applications**

Cllr Stansfield reported planning application DC/18/03419 had been received but as the consultation period does not end until 20<sup>th</sup> August its consideration can be deferred until the next Planning Section meeting to be held on 13<sup>th</sup> August.

**C145/18/5c To receive a report from the Section Leader.**

Cllr Stansfield reported the Section will next meet on Monday 13<sup>th</sup> August in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

**C145/18/6 Highways, Lighting and Footpaths**

**C145/18/6a 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. It included:

**Drainage Works, Ipswich Road/Grinstead Hill/Lion Lane, 30<sup>th</sup> July 2018 for 6 weeks.**

With reference to concerns raised regarding the closure of Lion Lane for several weeks exacerbating congestion at the High Street end of Coddenham Road where there are usually several parked cars. It has been agreed by a Senior Engineer, Suffolk Highways, who lives in Coddenham Road, that he will review the necessity for any control of parking during the period of the closure of Lion Lane.

**Current Weekly Traffic Management Bulletin Report.**

A14 junctions 44 to 45 – bridge deck re-waterproofing.

The eastbound carriageway will be closed between junctions 44 and 45 from 8pm Friday 3<sup>rd</sup> August to 6am Monday 6<sup>th</sup> August (Full weekend closure). Road users will be diverted via Bedingfield Way, Skyliner Way, Rougham Tower Avenue and Sow Lane, and vice versa.

Cllr Phillips reported large vehicles are already causing congestion at the High Street end of Coddenham Road and Pump Street is being used far more as a result. Cllr Darnell said he had seen roadwork contractors moving barriers where possible to ease the movement of large vehicles.

Cllr Norris said he is still to receive confirmation of the end date of the road works at Great Blakenham for which diversion signage has caused so much confusion.

**C146/18 Questions under Standing Order 40.**

Cllr M Spurling asked if Councillors were aware a temporary skatepark operated on Crowley Park earlier in the day and a second session will take place on 15<sup>th</sup> August. Today's session had been well attended by youngsters.

Cllr Spurling asked if Councillors were aware of revised plans for Mid Suffolk District Council's redevelopment of the former Needham Market Middle School site. Cllr Annis referred to a meeting held in May 2018 with representatives from Suffolk County Council's Education Service during which the Town Council committed to helping Bosmere Community Primary School overcome issues it had regarding use of the former Middle School playing field and suggested further discussion between the County Council, District Council and Town Council is critical to ensuring the entire former Middle School site becomes an opportunity for community benefit rather than a potential blight.

Cllr Darnell asked if Councillors were aware of the poor condition of the cycle path alongside the B1113 to Stowmarket, which is overgrown.

**The Meeting closed at 8:43pm.**

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