

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 15th August 2018 at 7:30pm.

Present: Cllr D Spurling (In the Chair), Councillors; TS Carter, RP Darnell, JE Lea, I Mason, A Morris, MG Norris, S Phillips, P Potter, M Spurling, X Stansfield and AL Ward.

Apologies for Absence:

Cllr BE Annis – Holiday

Cllr D Campbell - Recuperating

Following the sad news of her passing away, the meeting stood for a minute silence to remember Suffolk County Councillor Anne Whybrow.

In Attendance: District Councillor Wendy Marchant the Town Clerk.

The Chairman asked Pat Potter, who had been co-opted onto Council at its 1st August meeting, to make her Declaration of Acceptance of Office. Cllr Potter duly made her Declaration which she signed and the Declaration was countersigned by the Clerk as Proper Officer.

The Chairman proposed an additional item be added to the agenda (see C152/18 below). Cllr Phillips seconded the proposal. Council agreed the proposal.

C147/18 To confirm the Minutes of the Town Council Meeting held 1st August 2018.

The Minutes of the Town Council Meeting held Wednesday 1st August 2018 were accepted as a true and correct record and signed by the Chairman.

C148/18 To receive Councillors' Declarations of Interest for Matters on the Agenda.

Cllr D Spurling - Accounts for Payment (Reimbursement of Expenses) and Internet Café request

Cllr M Spurling - Internet Café request

C149/18 To receive reports from The County Councillor, District Councillors and, to take questions from members of the public.

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:

PUBLIC ACCESS AT LIBRARIES FOR COUNCIL BUSINESS AND TOURIST INFORMATION In connection with Cllr. Martin Spurling's question "Will the District Council be paying for the use of libraries in this way?" I put this question to MSDC's Cabinet Member for Organisational Delivery, and she has replied to say: "In respect of Customer Services, we will obviously see how the pilots progress before making any decisions around suitability and at that stage we would enter into discussions with Suffolk Libraries around costs. For any pop-up facilities we would be likely to pay a percentage to the hire costs, for static library locations we would be more likely to pay for rental of their space based on a commercial setting, but we haven't got to that point yet. I'm aware that a similar arrangement exists for East Suffolk Council whereby they rent space in Suffolk Libraries. (Suffolk Libraries are not part of Suffolk County Council, they are an independent charitable organisation and only contracted by Suffolk County Council to provide the service, so any payment is to Suffolk Libraries and not the County Council.) For the avoidance of doubt, MSDC has not yet identified a need for this service, and until that happens the immediate discussion relates to BDC, who will bear any costs." I hope that this answers Cllr. Martin Spurling's question.

ENVIRONMENTAL ACTIVITIES FOR CHILDREN AT NEEDHAM LAKE In answer to Cllr. Xy Stansfield question: "Will the children who attend these activities have to pay – as Mid Suffolk used to provide children's activities free". The following workshops have been held by Kinetic Sciences at Needham Lake this summer:

Tuesday 31st July – Big Bug Hunt (Pond sipping/bug hunt) Drop-in 10.30 am – 3 pm £3.50 per child

Tuesday 7th August- Air Rockets (Make and launch an air rocket) Drop-in 10.30 am – 3 pm £3.50 per child

Earlier in the year there was a 'FREE Kids Fair' held on Sunday 8th July. I have the link for this, if you want to know more.

Perhaps this might answer Cllr. Xy Stansfield's question.

MSDC DEMONSTRATES A 5 YEAR LAND SUPPLY. I apologise for a typing error in my report last time, when I wrote: "The Council has been unable to demonstrate this land supply since April 2017 " The document from BMSDC's Communications Mailbox, which I got this statement from said: "since April 2016" (not 2017 as I had typed). However even that isn't correct. Tom Barker, Mid Suffolk's Assistant Director – Planning for Growth, states: "I can confirm that Mid Suffolk District Council found itself unable to demonstrate a 5 year housing land supply in February 2015." This came to light because of our Town Clerk's diligent research into the subject. So thank you to Kevin for all of his hard work.

ROADSIDE LITTERING In connection with Cllr. Tony Ward's question about the use of petrol pumps at garages for litter prevention. Campaign signs and banners are being displayed at a variety of locations Council car parks, drive through outlets, supermarkets, and litter hot spots. The 'Litterers 'who's watching you' image is currently on 5 Refuse Collection Vehicles across Mid and East Suffolk whilst the "Keep Suffolk Beautiful" image is on 3 road sweepers in West Suffolk. The four weeks of paid advertising has finished, there were 672,000 'fill ups' at petrol pumps (potential views of the adverts) over the 4 weeks that they were displayed at 14 Supermarkets across Suffolk.

BUSINESS RATES There was a briefing for councillors on Wed. 8.8.18. The biggest source of revenue for councils historically has been the 'Revenue Support Grant' – this is money from the government, which was more than the council tax, or fees and charges. However, in recent years the government has been withdrawing the revenue support grant year by year, until it won't exist at all. Instead of this grant, councils are going to be allowed to keep the business rates which they collect, which used to go to the government. In Suffolk the business rates from all 7 councils will be pooled and then redistributed to each council. The distribution is weighted on the population and 50% NDRI returns, that show estimated business rate collection. At the moment councils are just receiving 70% of business rates. It would take primary legislation to increase it to 100% intended, but because the government has been preoccupied with Brexit and there has been no parliamentary time for much else.

C150/18 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.

The Mayor had no activity to report.

The Deputy Mayor had taken part in the Accessibility Survey carried out along the High Street on 15th August.

C151/18 To receive a report from the Needham Market Neighbourhood Plan Working Group.

Cllr Norris referred to the 4-page document included in the meeting papers summarising the AECOM Feasibility report and its context, drafted for inclusion in the September edition of the Needham Market Newsletter covering:

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

Cllr Carter suggested the detail of the indicative development plan, included in the document, be made easier to interpret as areas coloured to represent particular types of development/usage were hard to differentiate.

Cllr Norris proposed Council endorse the draft document, with Cllr Carter's suggested amendment, for inclusion in the September Newsletter. Cllr Darnell seconded the proposal. Council agreed the proposal.

Cllr Norris added Barking Parish Council has requested a presentation be made to its Members but he does not recommend AECOM be re-engaged for that purpose. Cllr Lea endorsed the suggestion and said it would be normal practice to invite neighbouring Parish Council representatives to public engagement events, such as are to be arranged for October.

C152/18 To consider a request from Needham Market Internet/Community Café regarding its bid for funding from the Lottery Fund.

Having declared an interest in this item, Cllrs D and M Spurling left the meeting temporarily.

Deputy Chairman Cllr Phillips took the chair.

The Clerk had circulated to Councillors the letter of request received from Needham Market Internet/Community Café, which sought commitment from Council in support of the Café's bid for funding from the Lottery Fund. The Clerk advised similar requests received in the past could be acceded to in principle with the decision on the specifics reserved until the details of the overall funding position become clearer.

Cllr Ward said the Internet/Community Café served as a valuable asset to the town and should be supported.

Cllr Mason endorsed Cllr Ward's comment and proposed Council set aside £2,000 in its 2019/2020 budget by which point the Internet/Community Café should be able to demonstrate its overall funding position. Cllr Darnell seconded the proposal. Council agreed the proposal.

Cllrs D and M Spurling returned to the meeting.

Cllr D Spurling resumed as Chairman.

C153/18 Clerk's Report and Correspondence to be noted.

1. Actions from Town Council Meeting 01.08.18:

None

2. Issues:

- Crowley Park – vandalism overnight 14th August
- Community Support for Local Policing – response from the Police and Crime Commissioners' Office

Cllr Lea said she was very disappointed to find the response did not answer the questions and suggestions raised by Council.

Cllr Morris proposed a further letter be sent to the Police and Crime Commissioners' Office reiterating the questions and suggestions raised in the original. Cllr Mason seconded the proposal. Council agreed the proposal.

- Electoral Review of Mid Suffolk, Final Recommendations – Local Government Boundary Commission has completed its review and, subject to parliamentary approval, implementation of arrangements will take place at the local elections to be held May 2019

3. Correspondence to be noted:

- Email dated 13th August from Suffolk Association of Local Councils providing notice of a Government Consultation which is part of an Independent Review of Planning Appeal Inquiries (deadline 11th September for feedback to NALC)

C154/18 SECTIONS.

C154/18/1 Finance/General Purposes

C154/18/1a 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 Phillips seconded the proposal. Council agreed the proposal.

C154/18/1e To receive a report from the Section Leader.

There was no report.

C154/18/2 Recreation & Sport

C154/18/2a To receive a report from the Section Leader.

Cllr Phillips reported he had encountered youngsters climbing onto the rooves of the Town Council's container storage units at Crowley Park. Having recorded the activity on his mobile phone, he spoke with the youngsters and, on the basis they accepted their wrong-doing, he had wiped the images from his mobile phone in their presence. He suggested Councillors encountering such activity might approach the situation as he had.

C154/18/3 Town Property and Services

C154/18/3a To receive a report from the Section Leader

There was no report

C154/18/4 Newsletter and Communications

C154/18/4a To receive a report from the Section Leader

Cllr Carter, referring to future front covers for the Newsletter, reported he is creating a database of Needham Market historical images for that purpose. He is also reviewing the Town Council website security.

C154/18/5 Planning.

Cllr Stansfield presented Notes from the Planning Section meeting held on Monday 30th July, which were tabled and a copy of which will be appended to the Minute Book.

C154/18/5a To receive Planning Decisions.

Cllr Stansfield reported the following Planning Decision Notices had been received:

DC/18/02586 - 23 Fairfax Gardens - Severance of existing garden and erection of 2 No. dwellings and improvements to existing vehicular.

The Planning Application has been withdrawn.

DC/18/03119 – 54 Quinton Road - Notification for Prior Approval for a Proposed Larger Home Extension under Part 2, Class A of the Town and Country Planning (General Permitted Development) Order 2015. Erection of rear extension.

Mid Suffolk District Council has given notice in pursuance legislation: Prior approval to the development is not required if completed by 30/05/2019.

DC/18/02657 – Land off Luff Meadow - Discharge of Conditions Application 0012/15 - Condition 3 (Archaeological Works), Condition 7 (Protected Species Mitigation) and Condition 11 (Details of Proposed Access).

Discharge of Conditions Granted.

DC/18/01454 – 5 Crowley Road - Erection of a part first floor / two storey and single storey side extensions.

Planning Permission Granted.

DC/18/01604 – 5 Chalkeith Road - Erection of single storey side extensions and application of external insulation and cladding to elevations.

Planning Permission Granted.

DC/18/02675 - 19 Saxon Park, Barretts Lane - Installation of ramp.

Planning Permission Granted.

C154/18/5b To consider Planning Applications

Cllr Stansfield reported the following Planning Applications had been received:

DC/18/03459 - 5 Steggall Close - Erection of single story rear extension.

The Section considered the proposal to be proportional and in keeping to the size of the house and recommended approval.

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

DC/18/03372 - 25 Barking Road - Creation of pitched roof over existing conservatory, erection of extension to front porch, conversion of garage and part cladding of conservatory, kitchen and garage.

The Section considered this application and thought it reasonable and appropriate to the size and location of the property and therefore recommended approval.

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

DC/18/03419 – The Willow Hall, The Causeway - Change of use from Kindergarten to form 1No. dwelling and 1No. artist studio/gallery.

The Section considered the change of use first and found no tangible objections. It next considered the building's location within a conservation area and appreciated there are no changes to the exterior. Considering the layout of the interior it was thought imaginative and appropriate. The Section recommended approval.

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

Cllr Stansfield referred to and described the detail of the following Notices of Planning Applications received since the Planning Section meeting:

DC/18/03651 – 19 School Street - Notification of works to Trees in a Conservation Area - Laurel and Lilac - Reduce height. Cotoneaster - Crown reduce the height, spread by 1.5 metres and shape. Sycamore - Crown reduce the height and spread by 2 - 2.5 metres. Silver birch - Remove all vine, creeper and tip-prune to shape.

Cllr Stansfield proposed Council support approval of the application should it be satisfactory to the District Council's Tree Officer. Cllr Lea seconded the proposal. Council agreed the proposal.

DC/18/03292- 133 High Street - Application for Listed Building Consent - Installation of roof window and formation of two new window openings.

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

C154/18/5c To receive a report from the Section Leader.

Cllr Stansfield reported the Section will next meet on Monday 3rd September in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

C154/18/6 Highways, Lighting and Footpaths

C154/18/6a To receive a report from the Section Leader

Cllr Norris reported the previously misleading signage placed at the Cedars Link junction relating to the road closure at Great Blakenham has been revised to make it clear traffic is still able to access Needham Market. He has also contacted Suffolk County Highways regarding what appears to be an increase in Heavy Goods Vehicles coming through the town.

Cllr Lea reported the traffic light sequencing at the Cedars Link junction is out of sync causing confusion and delay to traffic. Cllr Norris agreed to follow this up with Suffolk County Highways.

C155/18 Questions under Standing Order 40.

Cllr Phillips asked Councillors what implications were there for Councillors who did not attend the Town's Annual Civic Service, at which Councillors affirm their promise to act in accordance with their public role.

Cllr Darnell asked if Cllr Oakes should receive a long-term service recognition following her recent resignation.

Cllr D Spurling asked if Council could consider creating a flag-flying protocol.

The Meeting closed at 8:53pm.

Chairman **Date**