

## **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> February 2019 at 7:30pm.

**Present:** Cllr D Spurling (In the Chair), Councillors; N Andrews, C Campbell, D Campbell, RP Darnell, JE Lea, MG Norris, S Phillips, P Potter, M Spurling, X Stansfield and AL Ward.

### **Apologies for Absence:**

Cllr BE Annis – Pantomime Rehearsal  
Cllr I Mason – Holiday

Suffolk County Councillor Kay Oakes

**In Attendance:** District Councillor Wendy Marchant and the Town Clerk.

### **C018/19 To confirm the Minutes of the Town Council Meeting held 6<sup>th</sup> February 2019.**

The Minutes of the Town Council Meeting held Wednesday 6<sup>th</sup> February 2019 were accepted as a true and correct record and signed by the Chairman.

### **C019/19 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr D Spurling – Accounts for Payment

### **C020/19 To receive reports from The County Councillor, District Councillors and, to take questions from members of the public.**

There was no County Councillor report.

District Councillor Wendy Marchant presented the District Councillors report which was tabled, and a copy of which will be appended to the Minute Book. The report included:

**PUBLIC RIGHT OF WAY** In connection with Cllr. Annis's query at the last Town Council meeting about the possible Right of Way on the planning application site on land off Luff Meadow, Needham Market. Mid Suffolk's Planning Officer says: "Our Planning Maps do not appear to indicate that the site is subject a Public Rights of Way (PRoW). The PRoW is identified north of the site, alongside the railway line, however not materially within the application site. There is nothing before Officers to suggest the scheme would impede the PRoW. Of course, this will materialise further through the full Planning Application, which may be submitted in the coming months. Outline approval was granted, and this detail may be considered again in any future submission if necessary."

**CIL (COMMUNITY INFRASTRUCTURE LEVY)** Also at the last Town Council meeting the Town Clerk asked about CIL on Mid Suffolk's former H.Q. site in Needham Market. Mid Suffolk Strategic Director says: "The CIL Liability/payment is set out in the Toolkit Viability Assessment prepared by MRA (Morley Riches Associates - Mid Suffolk's viability consultants) and equates to £170,500. On the understanding that the Town Council do not have a 'Made Neighbourhood Plan' a likely contribution of £170,500 x 15% = £25,575 to arise for the Town Council's purposes."

**MID SUFFOLK'S BIN COLLECTION** It is proposed that Mid Suffolk's existing contract with SERCO is extended for a further 7 year period from 2021 to 2028

**MID SUFFOLK'S BUDGET** It is proposed that Mid Suffolk's Council Tax will be increased by 2%, which equates £3.26 per annum (6p per week) for a Band D property. Also that £25 million be invested in CIFCO; and Care Leavers Council Tax discount of 100% be introduced. This goes to Mid Suffolk Full Council tomorrow evening 21.1.19.

**CAFÉ & VISITOR CENTRE AT NEEDHAM LAKE** £300,000 is being set aside for this project.

Cllr D Campbell asked if the £25m to be invested in CIFCO is in addition to the funds the District Council has already invested. District Councillor Marchant confirmed it is for additional investment.

Cllr Darnell, relating to the contract the District Council has with SERCO commented he felt the waste collection service they deliver is excellent.

Cllr Potter asked what stage a Neighbourhood Plan has to be at to trigger an increase in the percentage of CIL funding, from 15% to 25%. Cllr Norris replied it is when a Neighbourhood Plan is 'made'. Cllr D Spurling suggested the District Council should be adopting the higher percentage for Needham Market as it is the District Council's failures and delays that has caused the Needham Market Neighbourhood Plan to remain incomplete.

Cllr Stansfield said he had found the District Council's website unhelpful and lacking in information when he made an online enquiry to find out what procedures are in place for members of the public wishing to attend and speak at a Planning Referrals Committee.

Cllr Phillips, referring to the forthcoming Planning Referrals Committee at which Mid Suffolk District Council will determine its own planning application for redevelopment of the former Needham Market Middle School site, asked whether District Councillors on the Committee will be able to take a sufficiently unbiased approach to the determination. District Councillor Norris said he has been assured the District Council's Local Authority Planning function is stand-alone and 'at arms-length' from the applicant, the District Council.

Cllr Lea gave a verbal update on the position regarding the area of land rear of 6-10 Chainhouse Road, which has recently been the subject of a potential redevelopment proposal. The Conservation Officer, Suffolk Biodiversity has confirmed there have been no sightings of badgers, newts, hedgehogs and other species on the area of land which would help to build a case for its preservation. The Tree Officer, Mid Suffolk District Council, has also confirmed there are no trees of sufficient quality on the land that warrant the issue of Tree Preservation Orders although it is believed the land may be protected by the Conservation, Habitat and Species Regulations 2017. The site is being monitored in order to detect any activity taking place on it.

Councillors thanked Cllr Lea for her time and effort taken researching for her report.

#### **C021/19 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor had nothing to report.

The Deputy Mayor had nothing to report.

#### **C022/19 To receive a report from the Needham Market Neighbourhood Plan Working Group.**

Cllr Potter presented her report from the Group meeting held on 18th February, which was tabled, and a copy of which will be appended to the Minute Book. The report is as follows:

##### **1) Members and constitution of new group**

Following Cllrs. Norris and Stansfield standing down from the leadership of the NMNP group, because of their commitments in other areas, a new structure is needed for the group. It was agreed that the group would take on a hub and spoke model of working.

Cllr.Potter was voted in as the Co-ordinator of the group, working as part of a hub, consisting of Cllrs. D.Campbell, Andrews, Stansfield, Darnell and Phillips, all and each of the hub members to share in activities involved in leading the group and ensuring that agreed actions take place. All of the councillors present, including Cllr. C. Campbell, after the meeting, expressed their keenness to continue as spokes, i.e. members of the group, meeting regularly and taking on pieces of work, as necessary and appropriate.

##### **2) Town meeting/consultation 30th March**

After discussion, it was agreed to continue with the town meeting/consultation on 30th March. Hub members will discuss the format of the event and necessary preparatory activity at their next meeting. Owing to the various planned holidays of group members, it will be necessary for everyone to take a hand in the preparations.

It was agreed that boards would be around the room, with sections of the draft NMNP, policies from the draft plan and questions to be discussed, plus a reminder of the relief road/AECOM plan.

### **3) What are we trying to achieve?**

It was agreed that, in overview, we are aiming to update the draft plan and fit it together with the AECOM plan. It is essential to be taking the AECOM plan forward, with the policies and provisions of the revised draft plan embedded within it, so that a picture emerges of a thriving and viable community.

It was agreed that everyone on the group would read the draft plan and the AECOM report and consider issues raised and future pieces of work, before the next group meeting.

It was pointed out that the Appendices to the report are available on the Town Council website.

### **4) Can we meet AECOM timetable?**

Cllr. Stansfield read out the proposed timetable that AECOM had prepared and it was agreed that, although neighbourhood planning had experienced a hiatus, it was now getting back on track.

However, any end points may be a few months adrift from the timetable proposed by AECOM.

Cllr. Stansfield agreed to circulate the email, which contained the proposed AECOM timetable.

Cllr. Spurling said that it was important that in future we should aim to share all information.

The group recognised that we all needed to thoroughly understand the AECOM feasibility study, as the report is an essential part of the neighbourhood plan for the future.

Questions were raised about the availability of grants and the Town Clerk is asked to confirm that all grants have been applied for and are in place.

### **5) Discussions and contract with AECOM - urgent need to take it forward.**

The AECOM plan is a high level programme, formulated using their expertise and experience. AECOM will work at drilling down into their plan: we need to know what they want from us, to be able to do this realistically.

We need to ask them to clarify and substantiate the concept of the relief road: on the subject of which, it was mentioned that the road overlapped, in some small measure with the parish of Barking, necessitating us asking MSDC formally to agree to redesignating the area of the NMNP.

Cllr. Stansfield pointed out that there was no possibility of developers building outside the designated area, because of a 'moat' formed by the national grid, pylons and lines.

### **6) Do we need a local consultant ... and when?**

After discussion, it was agreed that we did need to appoint a town planning consultant, as we must ensure that the work has been done correctly in every section.

It was, however, recognised that we need to be clear about what the tasks are and how the role fits in with AECOM - we don't need to be paying consultancy fees for the consultants to talk at length and expensively to each other.

It was reported that AECOM had offered to recommend suitable local consultants.

It will take a little time to select, interview and appoint a consultant, so we do need to be taking this forward.

### **7) Date and time of next meetings**

Hub: 2.00pm Friday, 22nd February

Spokes: 6.30pm Monday, 25th February

Cllr Phillips said he is encouraged by the number of Councillors in attendance at the 18<sup>th</sup> February meeting, which indicates Councillors intent.

### **C023/19 Clerk's Report and Correspondence to be noted.**

#### *1. Actions from Town Council Meeting 6.02.19*

C013/19 – Copies of the Draft Needham Market Neighbourhood Plan obtained

#### *2. Issues:*

- Local Elections 2019 – Nomination Papers etc. received

The Clerk referred Councillors to the letter that had been part of the Local Elections 2019 'pack' received from the District Council and specifically to the request Local Council Clerks collect completed nominations forms to then hand over to the District Council on a given date. The Clerk said the request results from the District Council's decision to move out of the Mid Suffolk District to Endeavour House, Ipswich and he is not willing to take on District Council responsibilities in those circumstances. Cllr D Spurling agreed to collect nomination forms for passing on to the District Council.

3. *Correspondence to be noted:*

- Letter received 9<sup>th</sup> February from Fresh Start – New Beginnings explaining their Treatment Service for Child Sexual Abuse across Suffolk and Norfolk and seeking financial support
- Email dated 12<sup>th</sup> February from the Communities Officer Business Support. Babergh and Mid Suffolk District Council announcing the March Town and Parish Liaison Meetings – Mid Suffolk meetings are at Henley Community Centre on Thursday 7<sup>th</sup> March, 10am to 12midday or 6pm to 8pm

## **C024/19 SECTIONS**

### **C024/19/1 Finance/General Purposes**

#### **C024/19/1a Accounts for Payment and Confirmation.**

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

Cllr Phillips proposed adoption of the accounts for payment. Cllr Ward seconded the proposal. Council agreed the proposal.

#### **C024/19/1b To receive a report from the Section Leader.**

There was no report.

### **C024/19/2 Recreation & Sport**

#### **C024/19/2a To receive a report from the Section Leader.**

Cllr Phillips reported the removal of the Crowley Park Barretts Lane boundary hedge and original fencing, which is being undertaken by the Town Warden, is progressing well.

### **C024/19/3 Town Property and Services**

#### **C024/19/3a To receive a report from the Section Leader**

There was no report.

### **C024/19/4 Newsletter and Communications**

#### **C024/19/4a To receive a report from the Section Leader**

Cllr D Campbell presented his Notes from the Newsletter and Communications Section meeting held on 13th February, which were tabled and a copy of which will be appended to the Minute Book. The Notes included:

**SALC Seminar** Cllr Lea discussed an email from Sally Longmate, CEO of SALC, who is hoping to organise a training session on 'Communicating with the Community'. We discussed ways in which issues such as the Middle School Development were communicated to the residents and whether other avenues such as social media could be used more effectively. Sally would like to meet with councillors in due course.

**Website Development** Cllr Andrews delivered an appraisal of costings for a new website and on-going costs. The full document is attached. After careful consideration, the Section unanimously agreed to recommend to Council that the preferred provider to redesign the Council's website is Top Cat Media. This project will require extra funding, outside the section budget, of approx. £6000, with on-going support costs of approx. £1000pa. This Section records it's thanks to Cllr Andrews for this

excellent report and proposes to Council that funds be made available from capital reserves to commission this project.

**Newsletter** Cllr Chris Campbell presented his plans for editing and laying out of the newsletter in-house. A full version is available, but in summary: "The new process for editing the Newsletter will be as follows: • Copy will be sent to a new dedicated newsletter email address (for example: newsletter@needhammarkettc.co.uk) • Using Adobe InDesign, Cllr C Campbell will produce a mock-up of the month's newsletter • This will then be circulated to an Editorial Board (comprised of the Leader of the Newsletter Section, one other member that section, and the Deputy Town Clerk) who will review the mock-up and approve its design • The newsletter will be printed by Gipping Press and distributed as normal" It is expected that the new design will be ready for the June 2019 edition of the newsletter. The cost of purchasing the publishing software (£238pa) would be more than offset by the reduction in pre-production costs paid to Gipping Press (£175pm). The Section recorded it's thanks to Cllr C Campbell for the work he has done and unanimously recommended approval of these plans.

**Newsletter Distribution** The new houses in the chalk pit (St George's Park) ideally need a local resident to act as distributor. An advert will be placed in this month's newsletter and Cllr D Spurling is going to mailshot each home when the next issue is delivered. Section members agreed to re-instate Lion Barn Industrial Estate following an informal offer by Jonathan Steed of Gipping Press to act as deliverer! Cllr D Campbell to confirm.

**Provisional Date of next Section meeting:** Thursday, 21st March 2019, 7pm at Town Council offices

Cllr Phillips asked if the new website will be updateable from the Town Council office. Cllr Andrews confirmed it will.

Cllr Darnell asked if the Deputy Town Clerk will be trained on the use of the new website. Cllr Andrews confirmed the Deputy Town Clerk will receive training.

Cllr Phillips said, with a local election looming, consideration should be given to continuity regarding the Town Council Newsletter, in case those Councillors who are currently involved were not re-elected. Cllr C Campbell confirmed he is willing to continue in his role whether part of the elected Council or not. Cllr Darnell added that, nevertheless, a back-up plan is required to ensure continuity. Cllr D Campbell said he is in discussion with the Town Council Newsletter printer on that issue.

Cllr D Campbell proposed Council adopt his Notes. Cllr Stansfield seconded the proposal. Council agreed the proposal.

Cllr M Spurling reported he has identified a potential supplier of equipment that would allow the recording of Town Council meetings and will come back to Council as soon as possible with details of equipment and costings.

### **C024/19/5 Planning**

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

### **C024/19/5a Planning Decisions and other Notices received**

Cllr Stansfield reported the following:

**DC/18/01856 – 13 Ipswich Road – Non Material Amendment External wall finish to be changed from render to horizontal cladding.**

The Non Material Amendment has been approved.

### **C024/19/5b Planning Applications Received**

Cllr Stansfield reported the following planning applications had been received:

**DC/19/00748 - 22 Hargrave Avenue - Erection of a hipped roof extension to front of existing bungalow.**

The Section considered the application and recommends approval.

Cllr Stansfield proposed Council recommend approval. Cllr Phillips seconded the proposal. Council agreed the proposal.

**DC/19/00766 - 13 School Street - Notification of Works to Trees in a Conservation Area - Fell a large Fir tree.**

The Section considered the application and recommends MSDC follow the advice of its Tree Specialist.

Cllr Stansfield proposed Council recommend approval on condition the District Council's Tree Officer is in agreement with the works to be undertaken. Cllr Phillips seconded the proposal. Council agreed the proposal.

**C024/19/5c Planning Report**

Cllr Stansfield reported the two Mid Suffolk District Council planning applications (DC/18/04811 Site at Needham Market Middle School, School Street and DC/18/05104 Former Mid Suffolk District Council Offices & Associated Land, 131 High Street) are listed to go before the District Council's Planning Referrals Committee, for determination, on Wednesday 27<sup>th</sup> February.

He had looked for details on the Mid Suffolk District Council regarding the Referrals Committee, including public speaking arrangements, but that information is not available on the District Council's website. He asked if the District Councillors present were able to confirm whether the arrangements for the Referrals Committee are the same as for the District Council's Planning Committees A & B. The District Councillors said, as far as they are aware the arrangements are the same for all the Council's Planning Committees.

Cllr Stansfield described the numerous circumstances under which Planning Applications are determined by a Referrals Committee.

Cllr Stansfield asked the District Councillors present if, in view of the haste in which the planning applications have been driven through the consultation process, they could enquire within Mid Suffolk District Council as to any contractual obligations that Council is subject to relating to their planning applications, for example, if there is any commitment for when work is due to be started at either site.

The Clerk provided Council with an update on the activities undertaken by the Planning Consultant and Highways consultant who have prepared the Town Council's objections to the former Needham Market Middle School planning application.

Cllr D Spurling proposed the Town Council continue to support its objection to planning application DC/18/04811, including authority for Cllr Stansfield to liaise with the Council's consultants in taking further action, as necessary and appropriate. Cllr D Campbell seconded the proposal. Council agreed the proposal.

Cllr Stansfield reported the Planning Section will next meet on Monday 4<sup>th</sup> March in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

**C024/19/6 Highways, Lighting and Footpaths**  
**C024/19/6a 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. The report referred to:

**'Unsuitable for HGVs' signs at the bottom of Foxglove Avenue / Moving the 'Weight Limit Ahead' sign further back along Barking Road.**

County Cllr. Kay Oakes has forwarded the following email from Suffolk Highways Safety & Speed Management team:

**'Subject:** RE: CR228685 - HGV signage

The above customer report reference has now been passed over to the Safety & Speed Management team for assessment.

After investigating this, there isn't a clear solution to rectify this problem completely.

After discussions with our Local Highways Budget team, we believe the HGV's that are using Barking Road regularly may be aware of the weight restriction and are instead choosing to ignore this or rat running through the estate instead of following more suitable but longer routes.

Do you know what companies are repeat offenders of this as the best solution may possibly be to send letters to the companies telling them not to use this route if we were aware who they were.

Alternatively, in terms of potential signage improvements, there are two options that may help discourage HGV's using Barking Road.

- a. We could install 2 x advanced weight restriction signage on Willisham Road & Ringshall Road in the hope that HGV's use an alternative route.
- b. We could install an unsuitable for HGV sign on Foxglove Avenue to deter HGV's using this road as a rat-run. We would then remove the weight limit 500yds ahead sign just after Foxglove Avenue. The reason for this is if HGV's were to see an unsuitable for HGV sign and weight limit ahead sign in the same location this may prompt them to make unsafe 3-point turn manoeuvres which is a road safety issue we want to avoid. Instead we would look to install a weight limit ahead x-yards sign on Barking Road junction with Grinstead Hill junction. The problem with this however is the verge in question is privately owned so we would require permission to install posts and sign at this location which can be difficult and cannot be guaranteed.

We are not completely convinced that these measures would be successful in eliminating this issue and we must be mindful of adding new highway assets, requiring future maintenance, that may have limited effect, when we already have a budget shortfall to maintain existing highway assets.

You may wish to consider the above options and discuss further with the Town Council.

Can you let me know your thoughts on the above, so we can determine the best solution to this problem (End)

I would recommend to the Town Council that we go for the alternative signage option b. as this most closely resembles our original request for signage. Should there be an issue concerning the privately owned verge then the suggested repositioning of the weight limit ahead sign may have to be reconsidered.

Cllr Norris proposed Council adopt his report, inclusive of pursuing option b. Cllr Ward seconded the proposal. Council agreed the proposal.

**C025/19 Questions under Standing Order 40.**

There were no questions raised.

**The Meeting closed at 8:45pm.**

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