

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

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

### **Cllr Tony Ward**

Prior to the commencement of the meeting, the Town Council acknowledged the long service of Cllr Tony Ward, who is retiring from Council. The Chairman presented Cllr Ward with a Certificate of Appreciation for his 40 years of service on the Town Council.

### **Apologies for Absence:**

Cllr N Andrews – School Governors Meeting

Suffolk County Councillor Kay Oakes

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

### **C059/19 To confirm the Minutes of the Town Council Meeting held 17<sup>th</sup> April 2019.**

The Minutes of the Town Council Meeting held Wednesday 17<sup>th</sup> April 2019 were accepted as a true and correct record and signed by the Chairman.

### **C060/19 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr BE Annis – Accounts for Payment and Community Centre Sports Courts Project

Cllr M Spurling – Accounts for Payment

Cllr X Stansfield – Accounts for Payment

### **C061/19 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 acknowledged the long service of Cllr Tony Ward on the Town Council and presented the District Councillors report which was tabled, and a copy of which will be appended to the Minute Book. The report included:

MID SUFFOLK'S ERROR ON COUNCIL TAX BILLS 2019/2020 - which we have previously reported. In answer to the Town Council's question: "How much did it cost?" Mid Suffolk's Head of Finance reports: "In relation to the additional cost to rectify the error, this was just over £1,500 for postage, as the print company waived any additional charge as a result of re-printing some of the bills, and it affected 9 Town or Parish Councils in Mid Suffolk of which Needham Market was one."

UPDATE – FIVE YEAR LAND SUPPLY MID SUFFOLK Mid Suffolk recently consulted upon and published a position statement outlining the up to date land supply status of the district, which demonstrated a figure of 5.06 years. That document is considered to be a material consideration, and is being used to inform current planning decisions and to support the council in upcoming appeals. As you may be aware the office of National Statistics published affordability data at the end of March, which has implications for that position statement where it alters the base local housing need for the district; effectively a reduction from 575 dwellings per annum to 556. The consequence of the reduced housing need is to increase the over-supply of dwellings projected over the 5 year period, meaning that Mid Suffolk's land supply position is now 5.24 years.

Information supplied by Mid Suffolk's Strategic Projects and Delivery Manager.

MIDDLE SCHOOL SITE AND EX COUNCIL OFFICE SITE NEEDHAM MARKET Mid Suffolk's Strategic Director says the development of both sites within Needham Market is planned for construction works to start by November, 2019, following procurement of a contractor, with final works ahead of these onsite dates.

CAR SHOWROOM IN NEEDHAM MARKET HIGH STREET. Demolition work should begin on this on Monday 29.4.19. A local man, Mr. Cutting, has bought this site, and says he would like to build something special there, but we don't know what yet. The Planning Application will be submitted in due course. He

sent letters to Christchurch and the residents in the surrounding houses. This site has been of concern for some time – Wendy has even brought up at Mid Suffolk Full Council enquiring if compulsory purchase could be used. But it's very nice to hear that a local man who cares about Needham Market is going to develop it.

**WENDY'S LAST NEEDHAM MARKET TOWN COUNCIL.** This evening will be the last Needham Market Town Council I will be attending as a District Councillor, after nearly 30 years – a long time, and quite a few changes over the years. One thing I am pleased about is that Mid Suffolk has at last committed to a Visitors Centre/Café at Needham Lake, which should be lovely, and something we have campaigned to have for a long time. This should be an attractive addition for Needham Market as a whole.

May I wish Needham Market Town Council all the best in all the hard work which it is doing for the town.

A member of public expressed his concern regarding the proposal to locate a sectional building to accommodate the needs of the 1<sup>st</sup> Needham Market Scouts on the former Gasworks site off Crown Street, which is owned by the Town Council. He claimed the site was created as a car parking and vehicle turning facility for the residents of Crown Street. Cllr Stansfield responded by explaining the Scouts had resisted moving to any other location as the Gasworks site is adjacent to their existing facility and the most practical and appropriate for their needs. The member of public referred to the recent cutting down of trees at the site. Cllr Phillips confirmed the works to trees at the site were approved by the Mid Suffolk District Council Arboricultural Officer and have been undertaken at no cost to the Town Council.

### **C062/19 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor reported:

Tuesday 16<sup>th</sup> April – Presented Avenue East's Art Show prize

Thursday 18<sup>th</sup> April – Opened the Needham Market Art Show

Monday 29<sup>th</sup> April – Chaired the Annual Town Meeting

The Deputy Mayor had no activity to report.

### **C063/19 To receive a report from the Needham Market Neighbourhood Plan Working Group.**

Cllr Potter presented her report which was tabled, and a copy of which will be appended to the Minute Book:

#### **NMNP: the way ahead**

It has been a busy two weeks, with meetings of 'hubs' and 'spokes' and interviews with prospective consultants. Meetings of fellow councillors have been dominated by discussions about future developments of the NMNP.

It has been agreed that we should aim to have developed the new draft NMNP by December 2019, if at all possible. Information from BMSDC that it would take a year to move the parish boundary between Needham Market and Barking, led councillors to suggest that we should move ahead with a two stage plan, developing a smaller scale NMNP based on the 2015 draft and including the wider AECOM feasibility study at a two year review of the plan. An alternative put forward was to develop a joint plan with Barking, but this may not be achievable or feasible. During discussions at the interviews with prospective consultants, we were advised that we should not need to seek to move the parish boundary at this stage, but to take forward a simpler process, which is, with the approval of Barking parish councillors, to request a change in the area designation and a redefinition of the boundary of the NMNP. An email has been sent to BMSDC to ask if this is indeed speedier and more readily achievable and a reply has been received, which clarifies the process.

Presuming that this can be achieved, we are advised that the best alternative for a successful plan that achieves its aims for the town is to continue to include the AECOM feasibility study in the new NMNP. AECOM are continuing to work on the plan until September, working with local agencies and stakeholders on issues of deliverability. AECOM will be working on traffic management and on including footpaths, cycle ways, and essential infrastructure in the feasibility study, additionally giving consideration to housing types and the siting of electric charging points within developments. It is essential also that attention is given to the phasing of developments and what the town will look like some 5/10/15 years ahead.

Recommendation: that we meet with Barking parish councillors ASAP to take forward NMNP boundary issues; that a meeting is set up with SCC to discuss highways, traffic and education

issues; that a joint stakeholder meeting is set up with AECOM and local bodies to agree on the deliverability of the plan.

#### Project Plan

Cllr Andrews has updated the Project Plan and will bring the updated plan to future 'hubs' and 'spokes' meetings and to meetings of the full Council.

#### Role of Coordinator

As many of you know this is my last report to the Council as Coordinator of the NMNP. I have really enjoyed the work over the last ten weeks, but it has been continuously demanding and time consuming - not only arranging and attending 'hubs' and 'spokes' meetings, but devising agendas, writing up notes and reporting twice monthly to council meetings; making contact, arranging and attending meetings with AECOM, BMSDC and making contact with SCC; and, responding, in writing, to the concerns of a number of community members, in order to drive the project forward in a manner that achieves positive results.

The appointment of a Consultant will add tremendously to the skills and experience available, but a new Coordinator/Project Manager is needed to take the lead in overall management of the NMNP process.

Following the recent 'hubs' meeting, it has been suggested by several Councillors that increased administrative support for the NMNP is also needed. Cllr. Andrews has put forward his thoughts on this new post: that it should be a temporary contract for a 12 month period, for a minimum of 7.5 hours a week and that, in addition to working on the NMNP, support could be offered to revamping the website and refreshing the newsletter.

#### Appointment of a Consultant

The position of consultant to the NMNP has been offered to Mrs Andrea Long, who, in addition to holding senior posts in strategy and planning during her career, has a wealth of experience in working with a number of parish councils in Norfolk and Suffolk on developing neighbourhood plans.

Mrs Long is now working up a proposal on how she envisages her role and work with us on developing the NMNP, plus what that will mean in terms of resources and costs.

#### Funding for NMNP

In addition to the grants made available for utilisation by AECOM in technical and community support, there is some £7000 in the budget for NMNP.

Further funding is essential if a substantial draft of the NMNP is to be achieved during this calendar year. Some further grants may be attainable for specific purposes from Locality, but, although every effort will be made to achieve new grant funding in the future, at the moment, the position vis-a-vis grant funding is unclear.

Further funding is needed for:

- resourcing the Consultant
- administrative support for the NMNP
- a housing needs assessment
- a Strategic Environmental Assessment
- possibly, a traffic management plan (although AECOM may possibly have some capacity for this)
- printing, room hire and meeting expenses.

Recommendation: It is recommended that Council ratifies the appointment of Mrs Andrea Long as Consultant to the NMNP; that Council gives due consideration to the provision of specific administrative support to the NMNP; and that Council agrees in principle to underwrite expenditure on the NMNP, to an amount to be agreed at a future meeting of the full Council.

In conclusion, I would like to thank 'hubs' and 'scopes' members for their support and for working so hard together as a team, in a spirit of openness and cooperation, which, hopefully, will be beneficial, not only for the development of the NMNP, but for the work of the new Needham Market Town Council.

Cllr Darnell proposed Council adopt the report. Cllr D Campbell seconded the proposal. Council agreed the proposal.

#### **C064/19 To consider providing financial support for the Needham Market Community Centre Outdoor Sports Courts Project.**

Cllr Annis confirmed the funding position of the project had not changed since Council's 17<sup>th</sup> April meeting and, having declared an interest, left the meeting.

Council debated the project funding position and contrary views were expressed regarding the Town Council providing financial support to the project.

Cllr Annis returned to the meeting, at the request of Councillors, to confirm further details of the project funding position.

Cllr Phillips proposed an item be added to the agenda of the next Town Council meeting (15<sup>th</sup> May) with details of all the funding issues being provided to Councillors. Cllr Lea seconded the proposal. Council agreed the proposal.

**C065/19 To review the provision of a new public toilet facility in Needham Market.**

Cllr Lea reported further and reduced quotations had been received for the provision of mains services connections to the location where it was hoped the new temporary public toilet facility would be sited. Although the further quotations were less than the original quotations, they required works to be carried out separately and in addition to the works covered by the quotations. Consequently, the new quotations plus the additional works required continued to make taking the project forward unviable.

Cllr Lea proposed an item be included on the agenda for Council's 5<sup>th</sup> June meeting, to consider an alternative location for the public toilet facility. Cllr Mason seconded the proposal. Council agreed the proposal.

**C066/19 To receive nominations and agree the Mayor Elect for 2019/20.**

Cllr Lea proposed Cllr Phillips as Mayor Elect for 2019/20. Cllr Norris seconded the proposal. Council agreed the proposal.

**C067/19 Clerk's Report and Correspondence to be noted.**

*1. Actions from Town Council Meeting 17.04.19*

**C057/19/1b** – Agenda item included

**C057/19/3a** – Agenda item included

*2. Issues:*

- Co-option to Town Council – vacancies can be filled until 24<sup>th</sup> June without the same requirements for mid-term casual vacancies
- Domestic Refuse in Litter Bins – litter bins becoming unusable by the public
- Gipsy Lane – Public Hearing Notices posted
- Annual Town Meeting 2019 – no issues raised

*3. Correspondence to be noted:*

- Letter received 25<sup>th</sup> April from a town resident regarding Electric Vehicle Plug-in Points

**C068/19 SECTIONS**

**C068/19/1 Finance/General Purposes**

**C068/19/1a 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 adoption of the accounts for payment. Cllr Phillips seconded the proposal. Council agreed the proposal.

**C068/19/1b To receive a report from the Section Leader.**

Cllr Annis reported a provisional date of Tuesday 28<sup>th</sup> May has been set for the next meeting of the Finance & General Purposes Section, which will require ratification at the forthcoming Annual Town Council meeting.

**C068/19/2 Recreation & Sport**

**C068/19/2a To receive a report from the Section Leader.**

Cllr Phillips had nothing to report further to his submission on behalf of the Section to the Annual Town Council report.

**C068/19/3 Town Property and Services**

**C068/19/3a To receive a report from the Section Leader**

Cllr Lea reported a quotation has been received for the reinstallation of the original edge of town signage. The cost is to be paid for by County Councillor Kay Oakes, from her Locality Budget.

**C068/19/4 Newsletter and Communications**

**C068/19/4a To receive a report from the Section Leader**

Cllr D Campbell set a provisional date, pending receipt of relevant information, for the next Section meeting, Tuesday 7<sup>th</sup> May at 7pm in the Town Council office.

**C068/19/5 Planning**

Cllr Stansfield reported no Planning Section meeting had been held on Monday 29<sup>th</sup> April due to lack of relevant business.

**C068/19/5a Planning Decisions and other Notices received**

Cllr Stansfield reported the following had been received:

**DC/19/00887 (LB DC/19/00888) - The Swan, 9 High Street - Installation of new patio doors to rear elevation. Installation of new patio area with jumbrellas. Installation of play equipment and picket fence.**

Planning Permission and Listed Building Consent has been Granted

**C068/19/5b Planning Applications Received**

Cllr Stansfield reported no new planning applications had been received.

**C068/19/5c Planning Report**

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

**C068/19/6 Highways, Lighting and Footpaths**

**C068/19/6a To receive a report from the Section Leader**

Cllr Norris had no report.

**C069/19 Questions under Standing Order 40.**

There were none.

**The Meeting closed at 8:50pm.**

Chairman ..... Date .....