

## **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 19<sup>th</sup> June 2019 at 7:30pm.

**Present:** Cllr S Phillips (In the Chair), Councillors; N Andrews, BE Annis, C Campbell, D Campbell, R Darnell, JE Lea, I Mason, MG Norris, M O'Shea, M Ost, D Spurling, M Spurling and X Stansfield.

**Apologies for Absence:**

Cllr P Potter - Holiday

**In Attendance:** Suffolk County Councillor Kay Oakes, Mid Suffolk District Councillors Mike Norris and Steve Phillips, the Town Clerk, and the Chairman of the Needham Market Railway Station Access for All Campaign.

**C105/19 To witness Councillors Declarations of Acceptance of Office.**

Cllr Darnell read out his Declaration of Acceptance of Office and signed it. The Clerk countersigned it, as Proper Officer.

Cllr Mason commented on the recent co-option of Cllr O'Shea, with reference to Council's Standing Orders. Cllr Phillips said the comments were noted.

Cllr O'Shea read out his Declaration of Acceptance of Office and signed it. The Clerk countersigned it, as Proper Officer.

**C106/19 To confirm the Minutes of the Town Council Meeting held 5<sup>th</sup> June 2019.**

Following minor amendments, the Minutes of the Town Council Meeting held Wednesday 5<sup>th</sup> June 2019 were confirmed and signed by the Chairman.

The Minutes from the Annual Town Council Meeting held on 15<sup>th</sup> May 2019, which were not available at Council's 5<sup>th</sup> June meeting, were confirmed and signed by the Chairman.

**C107/19 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr Andrews – Needham Market Railway Station Access for All Campaign

Cllr Annis – Accounts for Payment

Cllr M Spurling – Accounts for Payment

Cllr Stansfield – Accounts for Payment

**C108/19 To receive an update from the Access for All (AfA) Needham Market Railway Station Campaign, reports from the County Councillor, District Councillors and to take questions from members of the public**

Peter Feeney, Chairman of the AfA Campaign, provided an update along with information on how the campaign is to progress. He referred to the broad and high-level interest in the campaign amongst railway organisations which had been recorded in the 'Railwatch' magazine. The magazine is viewed by Members of Parliament and thereby the profile and the campaign's chance of success is enhanced. The campaign's petition is still live and has attracted more than 2,600 signatures. The campaign's bid for funding is now focussed within the 'mid-tier' funding range, it has been submitted for support from the Breheny Charitable Foundation and liaison with Greater Anglia continues. The Campaign is seeking support from the Town Council by way, at least in principle, of a commitment to make a contribution towards the cost of delivery of improvements to the access to the Railway Station the Campaign is seeking. The Railway Station has recently had a 'Station Adopter' appointed. The Adopter will organise and carry out aesthetic improvements to the station to make its environment more appealing.

During questions, it was confirmed the AfA Campaign wants the access to the railway station improved for a range of rail passengers, including those with mobility issues, who find the current arrangements difficult or, in some cases, simply unusable.

Cllr Phillips proposed, once the financial contribution commitments from Suffolk County Council and Mid Suffolk District Council towards the cost of delivering the AfA project are known, an item is to be added to a Town Council meeting agenda, to allow the Town Council to consider whether it should pledge a contribution and, if so, at what level. Cllr C Campbell seconded the proposal. Council agreed the proposal.

Cllr Phillips thanked Peter Feeney for attending and providing a very informative update.

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

- Housing and the Environment among priorities outlined by Suffolk County Council Leader
- Ofsted confirms that Suffolk County Council's Children's Services are 'Outstanding'
- New fire engines and uniforms making Suffolk safer

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

- Babergh & Mid Suffolk Local Plan
- MSDC Pledges Support for Bosch Workers
- New Electric Vehicle Charging Point at Needham Lake

Cllr Mason asked if Mid Suffolk District Council and Babergh District Council are a merged authority. Cllr Norris confirmed whilst service delivery is carried out jointly, each authority retains its sovereign status and are, in that case, independent of each other.

#### **C109/19 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor reported attending:

Sunday 16<sup>th</sup> June – Felixstowe Civic Service

#### **C110/19 To receive a report from the Needham Market Neighbourhood Plan Working Group.**

Cllr Andrews, Neighbourhood Plan Project Manager, presented his report which was tabled and a copy of which will be appended to the Minute Book. The report included reference to:

- Project Plan update
- Work in progress
- Work Completed
- Work to be Progressed
- Financial Resources

#### **C111/19 To consider the frequency of Town Council meetings.**

Councillor comment in favour of changing the current arrangements of two full Town Council meetings each month, supported by Sections made up of Councillors that consider and report to full Council on specific areas of Council business, referred to other Suffolk Town Councils arrangements. It was suggested changing the frequency of full Council meetings would allow potential for greater transparency and the possibility of attracting more interest from members of public.

Councillors commenting against changing current arrangements referred to the reasons behind the Town Council decision, made in 1990, to move from a single monthly full Town Council meeting with a supporting Committee structure in place, to current arrangements. The main issue in the old approach was that debate at full Town Council meetings often reopened discussion on decisions taken within the supporting Committee structure.

Cllr Mason proposed Council retain its current meeting arrangements. Cllr Darnell seconded the proposal. Council agreed the proposal.

It was suggested and agreed the matter should return to Council's agenda for further consideration after 6 months has elapsed, with more information being available to Councillors on the broader implications of any change, including the affect it would have on administration and Council's finances.

### **C112/19 Clerk's Report and Correspondence to be noted.**

#### *1. Actions from Town Council Meeting 5.06.19*

**C097/19** – Skatepark Committee is aware of the advice received from MSDC regarding Planning Regulations

#### *2. Issues:*

- The Causeway – Complaints received regarding the condition of the pathway from Quinton Road to the boundary with Barking Parish

Council agreed a quotation should be sought from its grounds maintenance contractor for seasonal cutting back of overgrowth along the well-used pathway.

- Scout Hut Replacement Project – Update

Cllr Phillips said the project was now under the auspices of the regional area Scouting management.

- Register of Interests – can be completed manually if preferred

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

- Letter dated 7<sup>th</sup> June from Needham Market Entertainment Company thanking Cllr Dawn Spurling for her award of a £100 grant from her Mayor's Discretionary Donation Fund.
- Letter dated 14<sup>th</sup> June from a resident of Windsor Court making various complaints regarding youth behaviour and the condition of part of the public realm area.

Council agreed the anti-social behaviour issues should be referred, by the Clerk, to the local Safer Neighbourhood Team.

- Letter dated 18<sup>th</sup> June from Needham Market Community Council requesting use of Crowley Park on Saturday 2<sup>nd</sup> November for the Annual Fireworks Event

Council acceded to the request.

### **C113/19 SECTIONS**

#### **C113/19/1 Finance/General Purposes**

##### **C113/19/1a 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 Mason proposed adoption of the accounts for payment. Cllr D Spurling seconded the proposal. Council agreed the proposal.

**C113/19/1b Confirmation and signing of the Annual Governance Statement (Section 1) 2018/19.**

Cllr Annis referred Councillors to the Annual Governance Statement (Section 1) 2018/19 which was tabled at Council's previous meeting and a copy of which will be appended to the Minute Book. He confirmed no questions had been raised in relation to the Statement in the meantime.

Cllr Phillips read out the questions from the Statement and recorded the agreed response from Council, in each case, on the Statement.

Cllr Phillips proposed Council confirm the Annual Governance Statement (Section 1) as completed. Cllr M Spurling seconded the proposal. Council agreed the proposal. Cllr Phillips duly signed and dated the Statement. The Clerk, as Proper Officer, signed the Statement.

**C113/19/1c Confirmation and signing of the Annual Governance Statement (Section 2) for Year Ending 31<sup>st</sup> March 2019.**

Cllr Annis referred Councillors to the Council's Annual Governance Statement (Section 2) for the Year Ending 31<sup>st</sup> March 2019, which was tabled at Council's previous meeting and a copy of which will be appended to the Minute Book. He confirmed no questions had been raised in relation to the Statement in the meantime.

Cllr Phillips proposed Council confirm the Annual Governance Statement (Section 2) for Year Ending 31<sup>st</sup> March 2019 as completed. Cllr M Spurling seconded the proposal. Council agreed the proposal. Cllr Phillips duly signed the Statement.

**C113/19/1d Review of Council's Budget 2019/20**

The Clerk referred to the Council's current financial position and the potential for expenditure at a level greater than provided for in the budget set for 2019/20.

Cllr Annis said the review is not an exercise meant, at this point, to constrain the taking forward of projects but, there is a need to take account of the range and scope of projects from an affordability perspective.

**C113/19/1e To receive a report from the Section Leader**

Cllr Annis had nothing further to report.

**C113/19/2 Recreation & Sport**

**C113/19/2a To receive a report from the Section Leader.**

Cllr Phillips reported he will shortly be calling a meeting of the Section.

**C113/19/3 Town Property and Services**

**C113/19/3a To receive a report from the Section Leader**

Cllr Lea reported the assessment of the former Barretts Lane public toilets site as a potential location for new public toilet provision was continuing.

Cllr Lea referred to the general untidiness apparent in various areas across the town, the former Needham Market Middle School site being an example.

Cllr Lea commented on the entrance to the recycling business located on the former Debrac Centre premises off the B1113 Ipswich Road and the unsightliness of the use of the entrance for storing waste skips. Cllr Mason proposed Council contact Mid Suffolk District Council informing them the recycling business constituted, from a planning perspective, an untidy site. Cllr M Spurling seconded the proposal. Council agreed the proposal.

**C113/19/4 Newsletter and Communications**

**C113/19/4a To receive a report from the Section Leader**

Cllr D Campbell reported a Section meeting will be held on Tuesday 25<sup>th</sup> June at 5pm in the Town Council Office.

### **C113/19/5 Planning**

Cllr Stansfield reported no Planning Section meeting had been held on Monday 17<sup>th</sup> June due to a lack of relevant business.

### **C113/19/5a Planning Decisions and other Notices received**

Cllr Stansfield reported the following Planning Decisions or Notices had been received:

**DC/19/02455 (LB DC/19/02449) – Discharge of Condition Application for DC/19/00887 (DC/19/00888 LBC) - The Swan, 9 High Street – Condition 3 (Further information on Location and Arrangement of Play Equipment) and Condition 6 (Details of External Illumination).**  
The Conditions have been Discharged.

**DC/19/00859 - Hallgarth House, 137 High Street - Installation of pargetted render in existing rendered wall.**

Listed Building Consent has been Refused.

**DC/19/02262 – 35 Ludbrook Close – Erection of a two-storey side extension**

Planning permission has been granted.

**Planning Appeal Ref: APP/W3520/W/19/3221675 (Planning Application 0656/16 – proposal for 3 new dwellings) – Land adjacent to 24 Crowley Road.**

The appeal has been dismissed

### **C113/19/5b Planning Applications Received**

Cllr Stansfield reported the following planning applications had been received:

**DC/19/02608 – Unit 1 Plot 11 Maitland Road, Lion Barn Industrial Estate – Erection of a single storey side extension. Creation of new first floor office area in existing building.**

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

**DC/19/02659 – Timber Yard, Coddendam Road - Erection of two-storey office building (use class A1/B1). Creation of vehicular access and provision of roadside frontage footway including associated car parking (following demolition of existing buildings).**

Cllr Annis proposed Council support refusal of the application on the grounds previously submitted for the site including the site being within a flood plain and the dangers created by the proposed vehicular access. Cllr D Spurling seconded the proposal. Council agreed the proposal.

Cllr Lea proposed a short extension to the 9:30pm deadline for closure of the meeting, should it be necessary. Cllr M Spurling seconded the proposal. Council agreed the proposal.

### **C113/19/5c Planning Report**

Cllr Stansfield reported the Planning Section will next meet on Monday 1<sup>st</sup> July in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

### **C113/19/6 Highways, Lighting and Footpaths**

#### **C113/19/6a To receive a report from the Section Leader**

Cllr Norris reported attending a meeting hosted by Suffolk County Council focussed on public safety at rail crossings and referred to the recent aborted Public Enquiry on the closure of the Gipsy Lane rail crossing.

Cllr Norris reminded Council of the Suffolk County Council Highways Community Self-Help Scheme which Council had decided not to engage with. Cllr Lea said she was aware that several parishes who have engaged in the Scheme are having massive problems and urged Councillors to continue to resist engagement until such time as issues with the Scheme have been resolved.

Cllr Annis referred to the use of Hawks Mill Street as part of the diversion route for local motorists whilst Coddendam Road remains shut and the relative chaos caused by cars parked on the street.

He suggested Suffolk County Council Highways should have banned street parking along Hawks Mill Street for the duration of the works being carried out on Coddenham Road.

**C114/19 Questions under Standing Order 40.**

Cllr Stansfield asked if Councillors were aware of why he had proposed Cllr O'Shea for co-option onto the Town Council and explained the background for doing so.

Cllr Annis asked if Councillors were aware the funeral of Jan Godfrey is to take place on Friday 28<sup>th</sup> June at 1:45pm in the Parish Church of St John the Baptist.

**The Meeting closed at 9:36pm.**

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