

NEEDHAM MARKET TOWN COUNCIL

MINUTES of the Annual Meeting of NEEDHAM MARKET TOWN COUNCIL held in the Green Room, Needham Market Community Centre, School Street, Needham Market, on Wednesday 15th May 2018 at 7:30pm.

Present: Cllr D Spurling (In the Chair), Councillors: N Andrews, BE Annis, D Campbell, JE Lea, I Mason, MG Norris, M Ost, S Phillips, P Potter, M Spurling and X Stansfield.

In Attendance: Suffolk County Councillor Kay Oakes, one member of public and Town Clerk Kevin Hunter.

C070/19 To confirm the Town Mayor/Chairman of Council for 2019/2020.

Cllr Lea proposed Town Mayor/Chairman of Council Elect Cllr S Phillips. Cllr D Campbell seconded the proposal. Council agreed the proposal.

Cllr Phillips took the Chair and thanked Cllr D Spurling for her year served as Town Mayor and Chairman of Council.

C071/19 To witness the Town Mayor's Declaration of Acceptance of Office.

Cllr Phillips made his Declaration of Acceptance of Office as Mayor and Chairman of Council and signed it, the Declaration being witnessed by the Town Clerk as the Proper Officer.

Cllr Phillips will fundraise throughout the year for the charity Needham Market Dementia Action Alliance.

C072/19 To receive Councillor's Apologies for Absence:

Cllr C Campbell – University Studies
Cllr RP Darnell – Holiday

C073/19 To witness Councillors Declaration of Acceptance of Office.

Cllr Phillips informed Councillors, this being the first meeting following the Local Council Elections (2nd May), it was necessary for each Councillor to read out and sign their Declaration of Acceptance of Office. The Clerk advised Councillors of the importance of the various Codes, Policies and Protocols that had been sent to each Councillor and the need for Councillors to adhere to them.

Each Councillor read out and signed their Declaration of Acceptance of Office. Each Declaration was duly countersigned by the Town Clerk, as the Proper Officer.

C074/19 To elect the Deputy Town Mayor/Deputy Chairman of Council for 2019/2020.

Cllr Stansfield proposed Cllr D Campbell. Cllr I Mason seconded the proposal. Council agreed the proposal

C075/19 To witness The Deputy Town Mayor/Deputy Chairman's Declaration of Acceptance of Office.

Cllr D Campbell made his Declaration of Acceptance of Office as Deputy Mayor/Deputy Chairman of Council and signed it. The Declaration was countersigned by the Town Clerk, as the Proper Officer.

C076/19 To confirm the Minutes of the Town Council meeting held on 1st May 2019.

The Minutes of the meeting of 1st May 2019 were accepted as a true and correct record and signed by the Chairman.

C077/19 To receive Councillors' Declarations of Interest for matters on the Agenda.

The following Declarations of Interest were received and recorded in the Declaration of Interest Register:

Cllr BE Annis - Accounts for Payment and Community Centre Sports Courts Project
Cllr M Spurling - Accounts for Payment (Community Centre)
Cllr X Stansfield - Accounts for Payment (Community Centre)

C078/19 To receive reports from The County Councillor, District Councillors and to take any questions from members of the public present

County Councillor's Report.

County Councillor Oakes gave a brief verbal report informing Councillors of a meeting, scheduled to take place on 1st June, from 10am to midday at Needham Market Community Café, when she will discuss with local residents, their concerns regarding the vacant area of land situated behind residential properties on Chainhouse Road, Barking Road and School Street. County Councillor Oakes said the informal meeting would allow the local residents the opportunity to have their say and she hoped the Town Council would be represented.

Cllr Lea referred to the report she recently made to Council which was based on her contact with experts in the wildlife/biodiversity fields and confirmed Suffolk Biodiversity would be interested in any evidence that could be brought forward of wildlife contained in the parcel of land in question.

Cllrs Stansfield, Phillips and Norris agreed to represent the Town Council at the 1st June meeting.

District Councillors' Report.

District Councillor Mike Norris presented the District Councillors report, that was tabled and a copy of which will be appended to the Minute Book.

COUNCIL TAX AND 2019-2020 BUDGET: Mid Suffolk's Cabinet meeting earlier this year agreed a Council Tax increase of 2% for 2019/20, with a further investment in commercial property, and an increase in heating and lighting charges for sheltered housing residents. Our Group did not agree with these proposals and put forward suggestions for an alternative Budget. However, the proposals were carried by a majority vote of the current administration at a Full Council meeting on 21st February 2019.

WARD BOUNDARIES REVIEW: The Boundary Commission's final recommendations for a review of ward boundaries and numbers of Councillors across Mid Suffolk, which was prompted by several wards having above the tolerance allowed by the Boundary Commission of plus or minus 10% of the average number of Electors per Councillor across the District, took effect from the recent District Elections on Thursday the 2nd of May. The number of wards has reduced to 26 (4 fewer than at present) and the number of Councillors to 34 (6 fewer). The boundaries of all wards have changed, none staying the same. The new Needham Market Ward now covers 6 parishes, including Creeting St Mary, Creeting St Peter, Baylham and Darmsden, in addition to Needham Market and Badley. There were 84 candidates contesting 34 seats across Mid Suffolk at these elections.

NEW JOINT MSDC/BABERGH LOCAL PLAN: Work is continuing on a new Joint Local Plan, which will replace Mid Suffolk's and Babergh's individual Local Plans, and will shape the way the districts develop in the future. This will include housing needs and allocations, infrastructure, and business/retail opportunities.

The new Joint Local Plan for Mid Suffolk and Babergh will cover a 20 year period up to 2036 (aligned with the timescale for the Suffolk Coastal and Ipswich Local Plans). The latest timetable published by Mid Suffolk anticipates the new Local Plan being adopted in February of next year.

MSDC PLANNING APPLICATIONS: In spite of Wendy Marchant (the previous Joint Ward Member for Needham Market) and myself speaking against residential development on the Middle School site at Planning Committee because of the unsuitable access via School Street, and myself requesting an amendment to the planning application on the former MSDC Offices site to avoid the

loss of the Horse Pond which is of historic interest to the character of Needham Market, both applications have been approved (Wendy couldn't speak on the application on the former MSDC Offices site as she was deemed to have an interest, being a near neighbour).

We have been informed that the development of both sites is planned for construction works to start by this November, following the appointment of a contractor for construction, with final survey works ahead of these onsite dates.

NEW VISITOR CENTRE, CAFÉ AND TOILETS AT NEEDHAM LAKE: This is something that Wendy and I have campaigned for over many years, and we are very pleased that it looks as if it is at last going to happen. We welcome the present proposal, which is a facility that is very much needed. Needham Lake attracts in excess of 300,000 visitors per annum and is the second most visited free attraction in the East of England. The Visitor Centre will be located over the footbridge, near the children's play area, and it is planned that it should be open for the summer season next year.

UPDATED MSDC FIVE YEAR LAND SUPPLY POSITION: 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. The Office of National Statistics published affordability data at the end of March, which has implications for the position statement where it alters the base local housing need for the district; effectively a reduction from 575 dwellings per annum to 556, meaning that Mid Suffolk's land supply position is now 5.24 years. (This information was supplied by Mid Suffolk's Strategic Projects and Delivery Manager).

OTHER MATTERS: The District Council has also been involved in many other areas, including the West Suffolk Community Safety Partnership in respect of 'County Lines' - the supply of drugs from urban to rural areas, organised and controlled via mobile phone lines.

I hope that this report gives you an insight into the business of the Council over the past year.

FINALLY, A 'THANK YOU': To Wendy, who decided to stand down at the District Elections on 2nd May, having served as one of the two ward members for Needham Market for nearly 30 years. My own personal thanks for her support since I was first elected just over 20 years ago.

The other Joint Ward Member for the new Needham Market Ward is now District Councillor Steve Phillips, who is also currently Deputy Town Mayor and Chair of Council, and leads Needham Market Town Council's Recreation & Sport Section.

C079/19 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town and, if applicable, the final report from the outgoing Mayor.

Cllr D Spurling reported attending:

Sunday 5th May – Meet and Greet attenders at the East Anglia's Children's Hospice event.

C080/19 To agree Section Leaders for 2019/2020

The following Section Leadership proposals took place:

Recreation & Sport Section

Cllr D Campbell proposed Cllr Phillips. Cllr Potter seconded the proposal. Council agreed the proposal.

Town Property & Services Section

Cllr D Spurling proposed Cllr Lea. Cllr Stansfield seconded the proposal. Council agreed the proposal.

Newsletter & Communications Section

Cllr Andrews proposed Cllr D Campbell. Cllr M Spurling seconded the proposal. Council agreed the proposal.

Planning Section

Cllr D Spurling proposed Cllr Stansfield. Cllr Annis seconded the proposal. Council agreed the proposal.

Highways, Lighting and Footpaths Section

Cllr Stansfield proposed Cllr Norris. Cllr M Spurling seconded the proposal. Council agreed the proposal.

Needham Market Neighbourhood Plan Steering Group

Cllr Potter proposed Cllr Andrews. Cllr Stansfield seconded the proposal. Council agreed the proposal.

C081/19 To elect the Chair of the Finance and General Purposes Section

Cllr Stansfield proposed Cllr Annis. Cllr Lea seconded the proposal. Council agreed the proposal.

C082/19 To confirm the Members of the Employment Committee

Cllr Norris proposed Cllr Annis remain as Chairman along with Cllrs Lea and Stansfield plus Cllr Phillips in his capacity as Chairman of Council. Cllr Mason seconded the proposal. Council agreed the proposal.

C083/19 To appoint SALC representatives for 2019/2020

Cllr M Spurling proposed Cllrs Lea and D Spurling represent the Council at SALC. Cllr Mason seconded the proposal. Council agreed the proposal.

Cllr Lea confirmed any Town Councillor is welcome to attend SALC meetings if they so wish.

C084/19 To confirm the appointment of the Internal Auditor

Cllr Norris proposed the continued engagement of Suffolk Association of Local Councils for internal audit purposes. Cllr Andrews seconded the proposal. Council agreed the proposal.

C085/19 To appoint representatives on the Community Centre Management Committee

Following advice from Cllr Annis regarding the current membership of the Community Centre Management Committee, on which the Town Council is strongly represented, Cllr Potter proposed the Community Centre Management Committee co-opt a non-Town Council representative, as they see fit. Cllr D Spurling seconded the proposal. Council agreed the proposal.

C086/19 To appoint representatives on the Needham Market Neighbourhood Watch Committee

Cllr Lea proposed Cllr Norris continue his appointment. Cllr M Spurling seconded the proposal. Council agreed the proposal.

C087/19 To appoint Emergency Contacts

Cllr Mason proposed the appointment of the following; Cllrs Annis, Norris, Phillips and M Spurling. Cllr D Campbell seconded the proposal. Council agreed the proposal.

C088/19 To appoint to the Civic Events Management Committee

Cllr Stansfield proposed the appointment of Cllrs Annis, Lea, D Spurling and M Spurling under the leadership of Cllr Phillips in his capacity as Town Mayor and Chairman of Council. Cllr Norris seconded the proposal. Council agreed the proposal.

C089/19 To consider any matters raised at the Annual Town Meeting held on 29th April 2019.

The Clerk reported no relevant matters were raised.

C0/9019 To receive an update on and details of the Community Centre Sports Courts Project.

Cllr Annis explained the project funding position had not changed from his report to the previous Town Council meeting and possible amendments to the original scope of the project were still under investigation.

Cllr D Campbell proposed the agenda item be repeated for Council's next meeting. Cllr D Spurling seconded the proposal. Council agreed the proposal.

C091/19 Clerk's Report and Correspondence to be noted

1. Actions from Town Council Meeting 01.05.19

C064/19 – Agenda item included

2. Issues:

- Co-option to Town Council – vacancies can be filled until 24th June without the same requirements for mid-term casual vacancies
- Theobald's Foundation – Town Council nomination requested

Cllr M Spurling proposed the nomination of Cllr Potter as a Town Council representative on the Theobald's Foundation. Cllr Lea seconded the proposal. Council agreed the proposal.

3. Correspondence to be noted:

- Email dated 10th May from Suffolk Constabulary (via SALC) requesting local councils feedback following the implementation of their revised local policing model in October 2018 (deadline for survey is 22nd May)
- Email from Graham Oxenham dated 13th May, relating to the proposed closure of Gypsy Lane Rail Crossing, with his response to the Planning Inspectorate and a brief general update

C092/19 SECTIONS

C092/19/1 Finance/General Purposes

C092/19/1a 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 Andrews proposed Council adopt the accounts for payment. Cllr Mason seconded the proposal. Council agreed the proposal.

C092/19/1b To receive a report from the Section Leader.

Cllr Annis announced the Section will next meet on Tuesday 28th May at 10am in the Town Council Office.

Cllr Annis referred to Council's Annual Accounts for the year ending 31st March 2019, a copy of which was included in each Councillor pack of meeting papers and, informed Council the accounts would be proposed for adoption at the 5th June Town Council meeting. He asked Councillors to forward any questions/comments to him in the meantime.

C092/19/2 Recreation & Sport

C092/19/2a To confirm arrangements for the first meeting of the Section

Cllr Phillips agreed to inform Section members of the date of the first meeting as soon as is practicable.

Cllr Phillips reported a minor antisocial incident at Crowley Park where the temporary fencing installed on the Barretts Lane boundary had been pushed over. The Town Warden re-erected the fencing and has made it more secure.

Cllr M Spurling advised Council the Needham Market Skatepark Committee has decided to approach the funding of the skatepark project independent of Mid Suffolk District Council.

C092/19/3 Town Property and Services

C092/19/3a To confirm arrangements for the first meeting of the Section

Cllr Lea agreed to inform Section members of the date of the first meeting as soon as is practicable. The agenda for that first meeting is to include an item to accommodate discussion on the taking forward of the public toilets project.

C092/19/4 Newsletter and Communications

C092/19/4a To confirm arrangements for the first meeting of the Section.

Cllr D Campbell confirmed the Section will meet on Tuesday 28th May at 5pm in the Town Council Office.

Cllr D Campbell presented Notes from the Section meeting held on 7th May 2019:

Newsletter Cllr Chris Campbell presented page ideas for the Newsletter, including mock-ups of the front page. A lively discussion followed and a decision was made to amalgamate two ideas. Another mock-up will be circulated. Adverts have been received from Gipping Press and these are being reconfigured to separate them from the newsletter text and loosely classify them. Cllr Spurling asked if we could send two copies of the newsletter to Needham, Mass. USA as the residents there were extremely interested in all that goes on in our town. This was agreed by the Section members.

Website Cllr Andrews mentioned that some problems had been encountered with the Dropbox, but that was now sorted and development of the website by Top Cat Media was progressing

C092/19/5 Planning

C092/19/5a To confirm arrangements for the first meeting of the Section.

Cllr Stansfield confirmed a meeting of the Planning Section will be held on Monday 3rd June at 7pm in the Town Council Office, unless a lack of relevant business causes cancellation.

C092/19/5b To receive Planning Decisions

Cllr Stansfield reported the following planning decision had been received:

DC/19/01468 – 13 Barretts Lane - Erection of single storey rear extension

Planning permission has been granted.

C092/19/5c To consider Planning Applications

Cllr Stansfield reported the following planning applications had been received:

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

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

DC/19/002321 – 5 Bluebell Grove – Erection of first floor side extension with car port below. Erection of single storey rear extension. Erection of garage (following demolition of existing)

Cllr Mason proposed Council support refusal of the application on the grounds of overdevelopment. Cllr M Spurling seconded the proposal. Council agreed the proposal.

Cllr Stansfield referred to preplanning application advice received regarding a proposal for the development of the former Chester's Wood Yard site, off Coddendam Road.

Cllr Stansfield referred to information received relating to the vacant area of land situated behind residential properties on Chainhouse Road, Barking Road and School Street. The information included comments from Suffolk County Council Highways on the unsuitability of using The Causeway/School Street route for vehicular access to new dwellings. Cllr Potter said the comments reflected the advice from the Town Council's Planning Agent when the objection was submitted to Mid Suffolk District Council's planning application for a housing development on the former Needham Market Middle School site. That planning application, recently approved by the District Council, will use the vehicular access Suffolk County Council identified as unsuitable to serve any new housing development. It therefore brings the District Council's decision to approve its own planning application into question. Cllr Stansfield proposed the information be passed to the Town Council's Planning Agent to assess whether the apparently contradictory approach taken by Suffolk County Council Highways could provide grounds for a further challenge to the District Council's decision to grant itself planning approval.

C092/19/6 Highways, Lighting and Footpaths

C092/19/6a To confirm arrangements for the first meeting of the Section.

Cllr Norris confirmed a meeting of the Section will take place at 10am on Monday 27th May in the Town Council Office.

C093/19 Questions under Standing Order 40.

Cllr Annis asked if Councillors were aware the Annual General Meeting of the River Gipping Trust will be held on Friday 17th May at 7:30pm in the Burton Room, Needham Market Community Centre.

The Meeting closed at 8:41 pm

Chairman **Date**