

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

**Present:** Cllr Phillips (In the Chair), Councillors; N Andrews, BE Annis, C Campbell, D Campbell, RP Darnell, JE Lea, I Mason, M Ost, M O’Shea, P Potter, M Spurling and X Stansfield.

### **Apologies for Absence:**

Cllr MG Norris – Family Commitment  
Cllr D Spurling – Unwell

Suffolk County Councillor Kay Oakes

**In Attendance:** Mid Suffolk District Councillors Mike Norris, Steve Phillips, two members of public and the Town Clerk.

### **C132/19 To confirm the Minutes of the Town Council Meeting held 17<sup>th</sup> July 2019.**

The Minutes of the Town Council Meeting held Wednesday 17<sup>th</sup> July 2019 were confirmed and signed by the Chairman.

### **C133/19 To receive Councillors’ Declarations of Interest for Matters on the Agenda.**

None

### **C134/19 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 Steve Phillips presented the District Councillors’ report which was tabled, and a copy of which will be appended to the Minute Book. The report referred to:

### **Draft Joint Local Plan out for consultation**

Residents are being invited to have their say on the future of growth across two Suffolk districts, as Babergh and Mid Suffolk open a second round of consultation on their new draft Joint Local Plan.

The draft Joint Local Plan proposes a set of planning policies that will be used to inform decisions on planning applications and appeals over the next 18 years, up to 2036. Residents can take part online, or by visiting one of 18 public consultation events planned across the two districts.

### **CIFCO Business Plan for 2019/20 agreed**

Meetings of Babergh and Mid Suffolk’s Full Councils have approved CIFCO’s future plans, looking to increase the £1.4m annual income it already generates for the districts’ through property investment – the equivalent of increasing council tax by more than 12%. CIFCO’s business plan for 2019/20 will now form the basis of its trading over the next 12 months – including the investment of a further £50m agreed by both councils back in February.

### **New dates for Bin Collections**

MSDC has changed the Collections to their new dates. There have been a number of “teething” problems and there have been instances of bins not being emptied but these have been remedied within two days of reporting.

### **Council teams up with CCGs to launch Active Schools**

A new Active Schools programme has been launched at Freeman Primary School in Stowupland, as part of Mid Suffolk and Babergh’s Active Schools programme aiming to increase physical activity

in primary schools and combat rising childhood obesity. It is hoped that if successful it can be rolled out to other Schools.

The project, run in partnership with NHS West Suffolk and NHS Ipswich and East Suffolk clinical commissioning groups (CCGs) will run for three years with the support of Active Suffolk, the Active Partnership for Suffolk dedicated to increasing the number of people taking part in sport and physical activity.

### **Councils support 2030 Carbon Neutral ambitions**

Councillors at Mid Suffolk District Council have voted on motions to support Suffolk's county-wide aim of becoming carbon neutral by 2030. At a full Council meeting on Thursday 25 July Mid Suffolk District Council pledged to set up a taskforce, in partnership with other public sector partners, taking a step forward in becoming carbon neutral by 2030.

Mid Suffolk also adopted a motion to help protect wildlife and biodiversity in the district, including a pledge to review existing and potential wildlife corridors as part of the climate change task force.

A member of public present informed Councillors that despite being the catchment school for Needham Market, pupils from Needham Market attending the school from September will not qualify for free school transport. Pupils from the town who already benefit from free school transport will continue to receive it. The implementation of a transport to school charge will require payment by parents of £4,300 per pupil, over a pupil's period of attendance at the school. That level of charge is slightly higher than that which would be paid by a fare paying bus passenger over the same period. It is unknown why Suffolk County Council levies a premium for school related passengers. The same charges will also be applied to Needham Market pupils attending Stowupland High School. Suffolk County Council contend pupils from Needham Market have the option of walking to and from Stowupland High School to receive their education. The members of public asked whether the Town Council would consider supporting those parents in Needham Market affected by the change in approach made by the County Council. They explained there is already a petition in place and contact has been made with numerous parties including the local Member of Parliament. They added the consultation on the changes, when proposed by the County Council, was inadequate and the actual impact of the changes was not readily apparent in County Council documentation.

Councillors responded with comments including the situation now occurring is one of the legacies of the County Council's Middle School closure programme and the County Council had adopted a 'stealth' approach to its consultation process.

Cllr Darnell proposed the Town Council support the parents affected by the change and campaign with them, as appropriate. Cllr Mason seconded the proposal. Council agreed the proposal.

### **C135/19 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor reported attending:

Sunday 21<sup>st</sup> July – Stowmarket Civic Service

Thursday 25<sup>th</sup> July – Wattisham Cocktail Evening

The Deputy Mayor reported attending:

Thursday 25<sup>th</sup> July – High Sheriff of Suffolk Summer Party, Woodbridge

### **C136/19 To receive a report from the Needham Market Neighbourhood Plan Working Group.**

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

- Project Plan update
- Work in progress
- Work Completed
- Work to be Completed

- Financial Resources

Cllr Andrews proposed Council receive the Project report. Cllr Darnell seconded the proposal. Council agreed the proposal.

**C137/19 To confirm Barretts Lane car park for the siting of a temporary public toilet building.**

Cllr Lea proposed Barretts Lane car park be used for the siting of a temporary public toilet building. Cllr Stansfield seconded the proposal. Council agreed the proposal.

The Clerk informed Council three quotations had been received for the supply of the temporary public toilet building.

Cllr Mason proposed the quotation for the supply of a temporary public toilet building received from Portable Space (Bacton) be accepted. Cllr M Spurling seconded the proposal. Council agreed the proposal.

**C138/19 To consider Suffolk Association of Local Councils Review of Governance Arrangements and Constitution – consultation with members.**

Cllr Lea explained the purpose and scope of the review plus the timescales for consultation and adoption. SALC has also produced a Business Plan which compliments the intentions of the Review of Governance Arrangements and Constitution. The review is to be further discussed at SALC's next Mid Suffolk Forum, due to take place on 5<sup>th</sup> September.

Cllr Phillips ask Councillors to provide any comment they have on the review to Cllr Lea. It was agreed Cllr Lea, in view of her knowledge of and commitment to SALC, is best placed to represent the Town Council in relation to the review.

**C139/19 Clerk's Report and Correspondence to be noted.**

1. *Actions from Town Council Meeting 17.07.19*

**C130/19/3a** – item included on agenda.

**C131/19** – MSDC contacted regarding the state of the former NMMS site

2. *Issues:*

- Storm Drain Maintenance – not the responsibility of the Environment Agency

Cllr Mason referred to Section 31b of the 1991 Land Drainage Act as defining the responsibility of the Environment Agency. The Clerk agreed to research the Act and the relevant responsibilities and, follow the matter up with the Environment Agency, as appropriate.

3. *Correspondence to be noted:*

None

**C140/19 SECTIONS**

**C140/19/1 Finance/General Purposes**

**C140/19/1a 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 Annis proposed adoption of the accounts for payment. Cllr M Spurling seconded the proposal. Council agreed the proposal.

### **C140/19/1b To review and update Town Council bank account signatories.**

Cllr Annis explained the background to and requirement for updating of the signatories.

Cllr Annis proposed the Town Council's bank account signatories be updated to: Cllrs Annis, Lea, Phillips, M Spurling and Stansfield, in accordance with the recommendation from the Council's Responsible Finance Officer (Deputy Clerk). Cllr Phillips seconded the proposal. Council agreed the proposal.

Cllr D Campbell asked whether the Town Council could benefit from Internet Banking. Cllr Annis commented the Responsible Finance Officer has made enquiries regarding Internet Banking and certain on-line facilities will be taken up however, full use of the Internet Banking system is precluded by the Financial Regulations that apply to Local Councils.

### **C140/19/1c To receive a report from the Section Leader**

Cllr Annis reminded Council a Finance & General Purposes Section meeting will be held on Tuesday 27<sup>th</sup> August at 10am in the Town Council Office.

### **C140/19/2 Recreation & Sport**

#### **C140/19/2a To receive a report from the Section Leader.**

Cllr Phillips reported he and the Clerk had met with a Communities Officer from Mid Suffolk District Council and its outcome would be reported to the next meeting of the Recreation & Sport Section.

Cllr M Spurling informed Council of progress being made by the Needham Market Skatepark Committee. The Committee is currently obtaining quotations for the construction of the skatepark and the other aspects of the broader project.

### **C140/19/3 Town Property and Services**

#### **C140/19/3a To receive a report from the Section Leader**

Cllr Lea presented Notes from the Section meeting held on 16<sup>th</sup> July, which were tabled and a copy of which will be appended to the Minute Book:

**UPDATE ON THE ERECTION OF NEW PUBLIC TOILETS:** Cllr Lea reported that an officer at MSDC has now confirmed that planning permission is not required for the erection of toilets on the Town Council owned land at Barretts Lane. Cllr Lea has discussed the various options with the Town Clerk who has obtained quotations for various options including a ladies with disabled and baby changing and gents with disabled and baby changing. This proved to be just as expensive as the original building. A slightly cheaper option had been considered, but the Clerk had reported that he had been advised that this, whilst less expensive, would be less robust. After discussion the meeting agreed to recommend to Council to confirm the erection of the previous format of the building the cost of which is £12,000 plus the connection of utilities which are already available on the site. This will be an agenda item for the Council meeting to be held on Wednesday 7<sup>th</sup> August. It was agreed that the facility should be put in place as soon as possible once Council consent has been obtained.

**HIGH STREET CHRISTMAS TREES:** Councillor Annis and Mr Chilvers had met with Farraday Electrics and they had formulated a plan to improve the system of lighting for the trees. Cllr Annis described what was intended and it was agreed that this would be an improvement. Bill Chilvers had suggested that, with the new system in place, a cherry picker would not be required for erection and removal as the work could be done from a ladder. The possibility of erecting a tree outside The Swan will be investigated. If it is possible to do this an extra tree and lighting will be obtained. The work on the lighting system will be carried out in September.

**TOWN SIGNS:** County Cllr Kay Oakes had agreed to finance the cost of the erection of the signs and SCC contractors will carry out the work when time allows.

**COMPLETION OF WORK AT THE WAR MEMORIAL:** Cllr Lea reported that the materials required for the work had been obtained and Mr Chilvers will complete the work as time and weather permits, but well before Remembrance in November.

**NOTICE BOARDS:** Some of the notice boards have now been altered, with cork backing and the fasteners changed to allow users to insert their own notices. The remainder will be done in due course. The materials are already to hand. It was agreed that a notice board, or maybe two should be erected at the Chalk Quarry development. Permission will be required to do this. Cllr Andrews

suggested that it may be sensible to move the notice board from the pathway from Hargrave Avenue to Barking Road to the Quarry. Cllr Lea agreed to discuss this with the Town Clerk.

**FLAG POLE FROM MSDC AND FLAGS:** Cllr Lea reported that MSDC has agreed to relocate the flagpole, formally in the office site in the town, to the area in the High Street in the public realm area. This will be behind the wall on the opposite side to the car park. Cllr Phillips was attempting to find the flags which MSDC used but if this proves impossible Cllr Lea will order the necessary flags. Cllr Lea reported that she has agreed a design for a Town Flag and two will be purchased.

**MATTERS RAISED BY CLLR ANDREWS AND CLLR POTTER:** Following representation from Cllr Andrews that a 20MPH speed limit should be put in place in the High Street and disabled parking bays should be in place in the High Street the pros and cons of such action were discussed. Cllr Norris agreed to take the matter forward with the Highways Section. With regard to a crossing in Hawksmill Street the meeting was advised that this had been raised in the past and due to the fact that King William Street and the High Street were too close for a safe crossing to be installed the plan had been abandoned. All agreed that the Zebra crossings at the top of the High Street and at Ipswich Road could be dangerous and drivers were not always aware of them. Cllr Annis reported that efforts had been made in the past to have halo shades installed but SCC had not agreed to do this. Cllr Norris will discuss at his Section Meeting. Cllr Andrews asked that consideration should be given to the installation of cycle racks in the town. After discussion it was agreed that the Section would budget to install cycle racks at the public realm area in the High Street and at Barretts Lane adjacent to the toilets. Details of the design will be discussed at the next meeting.

Cllr Potter, in an email, raised the untidy site at the Middle School and Cllr Lea agreed to report this at the Council meeting. Cllr Potter also asked what would happen to the plants, e.g. rose trees and shrubs in the old MSDC site as maybe Needham in Bloom or individuals would reuse them rather than them being bulldozed. Cllr Phillips agreed to ask the question at MSDC.

Cllr Lea asked if Councillors would be prepared to 'adopt' the notice board closest to their home and take responsibility for maintaining its use. Councillors responded positively and Cllr Lea is to follow her request up with individual Councillors.

Councillors discussed the suggestion a speed limit of 20mph be imposed in the High Street. The difference between enforceable and advisory speed limits was recognised and also the potential effect on emergency services vehicles.

#### **C140/19/4 Newsletter and Communications**

##### **C140/19/4a To receive a report from the Section Leader**

Cllr D Campbell asked Councillors who have not yet submitted their profile to the Newsletter Editor to do so as soon as possible.

Cllr Andrews reported feedback on the new format of the newsletter has been positive.

Cllr Andrews asked whether a system for making sound recordings of Town Council meetings had yet been looked into. The Clerk said some details/options had been obtained and these will be reported to the next meeting of the Finance & General Purposes Section.

#### **C140/19/5 Planning**

Cllr Stansfield presented Notes from the Section meeting held on Monday 5<sup>th</sup> August, which were tabled and a copy of which will be appended to the Minute Book.

##### **C140/19/5a Planning Decisions and other Notices received**

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

#### **DC/19/02924 - Uvedale Lodge, Coddendam Road - Erection of side conservatory.**

Planning Permission has been Granted

#### **DC/18/02050 - Outline Planning Application (some matters reserved) - Land Accessed From Luff Meadow - Erection of up to 28 dwellings (including 4 affordable homes) including access and layout.**

Planning Permission has been Granted (20th March 2019) subject to 26 Conditions.

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

Planning Permission has been Granted (with 18 Compliance/Action Statements).

#### **C140/19/5b Planning Applications Received**

Cllr Stansfield reported the following planning application and applications for variation of planning conditions had been received:

**DC/19/03210 - 121 High Street - Alterations as described in the design and access statement to facilitate the renovation of the building and conversion of loft space to additional living space. Erection of carport and erection of new roof to single storey rear element including creation of roof terrace (following demolition of existing garage).**

The Documentation accompanying this application describes in detail with supporting photographs the alterations and building works proposed to an historic building within the Conservation Area. Great care appears to have been used when considerations were made how best to conserve the building and with the continuing participation of the Conservation Officer the Plans indicate a positive route to making the dwelling appropriate for continued habitation in the 21st century.

The Section recommends approval of this Application.

Cllr Stansfield proposed Council support approval of the application on condition it meets with the approval of Mid Suffolk District Council's Conservation Officer. Cllr M Spurling seconded the proposal. Council agreed the proposal.

**DC/19/03592 - Application for Planning Permission without Compliance of Condition(s) - The Swan, 9 High Street - Application under Section 73 of the Town and Country Planning Act - Variation of Condition 4 (Restriction on use of garden) and Condition 5 (Doors to be self closing) on Planning permission DC/19/00887 Installation of new patio doors to rear elevation, Installation of new patio area with jumbrellas. Installation of play equipment and picket fence.**

The Planning Section agreed this application should be discussed at the full Town Council meeting. The Town Council must consider if the proposed relaxation of conditions (4 and 5) of this application is detrimental to the amenities of nearby residents/neighbours or the appliance of the conditions is detrimental to the evening economy of both the individual business and in consequence the Town.

Cllr Stansfield described the relevant conditions in detail and the reasons provided by the applicant for their application for non-compliance.

Cllr Mason proposed the Town Council resist the removal of condition 5 and support an amendment to condition 4 allowing extended use of the garden up to but not beyond 10pm. Cllr Stansfield seconded the proposal. Council agreed the proposal.

Consultation on a Planning Application which will be determined by Suffolk County Council:

**SCC/0059/19MS/VOC - Great Blakenham Energy from Waste, Lodge Lane, Great Blakenham, IP6 0JE - Variation of Condition 43 of permission MS/210/11 to increase operational capacity from 269,000t per annum to 295,000t per annum.**

The Leader of Section announced at the previous Town Council meeting that this variation of Condition 43 will be discussed at the current Section meeting, and requested any Town Councillor wishing to make observations attend the meeting or email him or the Town Clerk. No emails were received and no extra participants appeared at the Section meeting. Considering the accompanying documentation to this application it would appear that no extra excessive lorry movements will

occur, the increase of tonnage falls within the agreed existing limitations and as a consequence makes the plant work more efficiently.

The Section recommends Approval of this Variation.

Cllr Lea proposed the Town Council submit notice of No Objection to the application. Cllr C Campbell seconded the proposal. Council agreed the proposal.

### **C140/19/5c Planning Report**

Cllr Stansfield reported the Planning Section will next meet on Monday 19<sup>th</sup> August in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

### **C140/19/6 Highways, Lighting and Footpaths**

#### **C140/19/6a To receive a report from the Section Leader**

Cllr Norris provided Notes from the Section meeting held 22<sup>nd</sup> July, which were tabled and a copy of which will be appended to the Minute Book. The Notes referred to:

#### Parish Bus Timetable Information.

We had received notification from SCC that from July they would no longer be updating bus stop timetable cards across Suffolk as a result of the financial difficulties affecting County Councils. Three main options were put forward by SCC:

- The bus operators may produce their own publicity and install it in the existing and/or additional cases. However, SCC stated that not all bus companies will have the resources to print and install bus stop timetables and parishes may need to chase up bus operators to report issues.
- SCC have created a web page where bus timetables for individual bus stops can be downloaded. Parishes would need to monitor 'Suffolkonboard' (SCC Suffolk Passenger Transport division) for bus timetable updates so timetables can be kept up-to-date, and for timetables to be legible and fit existing cases, they would ideally need to be printed A3 size and laminated to increase durability from the weather over time.
- SCC can continue to produce bus stop timetables but there would be a charge for artwork production, printing on polypropylene weather resistant material and installation. Prices start from £15 per bus stop, per timetable change.

Following discussion, it was agreed to recommend the third option, on the basis that we do not have that many bus stops and from past experience the timetable does not change that often.

#### Ipswich Northern Route consultation.

You may have seen the alternative routes being considered from the local press. It was unanimously agreed to recommend the inner route, from the A12 at Martlesham, running across north of Westerfield to join the A14 just south of Claydon. From the information provided in the consultation document this route appears to produce the most favourable overall impact on traffic flow, is shorter and therefore should be less costly to construct and would eliminate the impact on outlying villages of the other two more northerly routes.

#### The Environment Agency's 'Yellow Fish' Community Campaign.

This project aims to engage the local community on reducing the amount of pollution entering the River Gipping through one clear campaign message of '**only rain down the drain**', as any waste entering public drains may go directly to the nearest stream or river. It involves undertaking some public drain marking with a Yellow Fish symbol in the coming months. However, the section had some reservations concerning the project and did not feel they could support it, as the publicity photograph supplied involved school children clustered around a drain on hands and knees marking out the surrounding paved area. As most drains are positioned in gutters it was felt that there were hygiene and public safety issues.

#### SCC Green Access Strategy.

This is a consultation, running from 8<sup>th</sup> July until 20<sup>th</sup> September 2019, on the County Council's Rights of Way Improvement Plan, which is a statutory requirement and looks at rights of way access up until 2026.

The section did not have any issues with the aims of the Improvement Plan and consequently the consultation response has been completed accordingly.

Cllr Potter, referring to the Ipswich Northern Route Consultation, said there is interest in the middle route as the best option for Needham Market as it could lead to a link between the town and the A14, whereas the Section had agreed to recommend support for the inner route.

Councillors agreed that Cllr Norris be requested to bring the items in the Section meeting Notes relating to the Ipswich Northern Route Consultation and the Environment Agency "Yellow Fish" Community Campaign plus, an update on the request to Suffolk County Council to install 'halos' on the High Street pedestrian crossing beacons, to the next Town Council meeting for discussion.

**C141/19 Questions under Standing Order 40.**

Cllr M Spurling asked if Councillors were aware of the number of posters put up around the town advertising events at Stonham Barns.

Cllr Stansfield asked if Councillors were aware 12 people have died in the UK this year whilst taking 'selfies'.

Cllr Darnell asked if Councillors were aware the emergency services vehicle access to Pinecroft Way, off Coddenham Road, was overgrown.

**The Meeting closed at 8:36pm.**

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