

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 6th November 2019 at 7:30pm.

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

Apologies for Absence:

Suffolk County Councillor Kay Oakes (attending Somersham PC)

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

C185/19 To confirm the Minutes of the Town Council Meeting held 16th October 2019.

Cllr Mason questioned the scope of the Minutes, relating to something that took place prior to the start of the 16th October meeting. Cllr Phillips confirmed meeting Minutes are appropriate only from the formal start of the meeting. The start time of the meeting shown in the Minutes was amended from 7:30pm to 7:35pm.

Subsequently, the Minutes of the Town Council Meeting held Wednesday 16th October 2019 were confirmed and signed by the Chairman.

C186/19 To receive Councillors' Declarations of Interest for Matters on the Agenda.

Cllr BE Annis - Accounts for Payment (Community Centre)
Cllr JE Lea – Planning (DC/19/04705) and High Street car park
Cllr MG Norris – Planning Matters
Cllr M Spurling – Accounts for Payment
Cllr X Stansfield – Accounts for Payment (Community Centre)

C187/19 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 Mike Norris presented the District Councillors' report which was tabled, and a copy of which will be appended to the Minute Book. The report referred to:

Needham Lake Visitor Centre.

Development of the plans for a visitor centre/café at Needham Lake are progressing well. The final version of the building design, incorporating the feedback from the public engagement event on Thursday 10th October, was submitted as a planning application on Monday 4th November. Subject to planning approval, the next steps will be to appoint a preferred contractor for the construction phase, and then a preferred operator to manage and run the facility. If all goes according to plan it is hoped that the visitor centre will be operating during the latter part of the summer season next year.

More free swimming for youngsters.

Following a successful summer take up, Mid Suffolk District Council has extended its free swims offer and will also be running the initiative over the Christmas holidays too from 20 December 2019 to 5 January 2020 inclusive at Mid Suffolk Leisure Centre and Stradbroke Swimming Pool, which aims to help promote healthier and active lifestyles in the district.

Fly-tipper billed more than £1,500 for dumping waste in Stowupland.

An offender dumped 12 sacks of household waste in November 2018 in Stonebridge Lane, Stowupland. Sgt Brian Calver from the Suffolk's Rural Policing team found the sacks during a routine patrol and the offender was traced. Following a guilty plea, the court fined the offender

£1,000, along with costs of £477.41 and a victim surcharge of £100. The Suffolk Waste Partnership, which consists of all the Suffolk councils including the County and partners, is also hoping to launch a campaign over the winter aimed at reducing fly tipping in Suffolk.

Free recycling talks for residents.

Suffolk's Recycling Centres offer free 'Reduce, Reuse and Recycle - not a Waste of time!' sessions to interested parties to learn more about ways to reduce waste and recycling. Neighbours, parish or community groups are invited to set up a session, offering an ideal additional or alternative way to access information about recycling which is also available on the 'Suffolk Recycling' website. To book a visit from their Information and Education Manager any interested parties can email Sharon.Lockhart@fccenvironment.co.uk

Closing date for Mid Suffolk District Council Locality Awards.

Awards are available to properly constituted local groups and organisations with their own bank account and a treasurer, and ideally should be for specific projects, but can cover such costs as training for officers and volunteers within those organisations. They are not available to individuals and cannot be made retrospectively, i.e. for items already purchased or ordered, and the minimum award is £250.00 per application.

The current scheme will close for applications on 31st December 2019. If any groups are interested in making an application please contact your local District Councillors, Mike Norris or Steve Phillips for an application form (contact details below).

Cllr Darnell reported finding the Stowmarket Waste and Recycling facility closed for half an hour at a time when it should have been open to the public. District Councillor Mike Norris said he would follow the complaint up.

A member of the public referred to a public meeting that had taken place to discuss the lack of facilities available to youngsters in the town. He asked whether the Community minibus could be used by volunteers to ferry youngsters to Stowmarket to use the facilities available at 'The Mix'. Cllr Annis provided a contact where an enquiry for hiring the minibus could be made.

A member of the public reported he was aware of the 'County Lines' issue and expressed concern there is related activity taking place in the town.

A member of the public introduced himself as having recently moved into the town and said he is interested in becoming involved in volunteering in some aspect, potentially as a Town Councillor.

C188/19 To elect the Deputy Town Mayor/Chair of Council for the remainder of 2019/2020.

Cllr Phillips proposed the matter be deferred to a later date. Cllr Stansfield seconded the proposal. Cllr Darnell proposed Cllr Ost be elected Deputy Town Mayor/Chair of Council for the remainder of 2019/2020. Cllr Mason seconded the proposal.

Cllr Phillips proposed Cllr Lea be elected Deputy Town Mayor/Chair of Council for the remainder of 2019/2020. Cllr Annis seconded the proposal.

A ballot was held. The outcome was 5 votes for each candidate. Cllr Phillips used his casting vote as Chairman to elect Cllr Lea to Deputy Town Mayor/Chair of Council for the remainder of 2019/2020.

C189/19 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.

Cllr Phillips reported his attendance at:

Friday 18th October – St John's Ambulance Service Prize Presentation Event, Ipswich

Friday 1st November – Public Meeting regarding Facilities for Young People in Needham Market

C190/19 To receive a report from the Needham Market Neighbourhood Plan Steering Group.

Cllr Stansfield provided a verbal update that included reference to a conversation between the Town Clerk and the Strategic Planning Officer, Mid Suffolk District Council, that identified the main constraint and rationale supporting the 497 new dwelling growth figure included in the Joint Babergh/MSDC Draft Local Plan, which is provision of education infrastructure. The Clerk explained the situation in more detail.

Cllr Stansfield reminded Councillors the next NMNP Steering Group meeting is scheduled for Friday 15th November at 10am in the Green Room, NM Community Centre. All Councillors are encouraged to attend.

C191/19 To consider the position regarding the funds held by the Trustees of Needham Market Institute.

Cllr Phillips said he had received no contact from the Trustees and asked if Councillors had any information on what is happening with long-standing applications made by organisations hoping to benefit from the £300,000+ held by the Trustees. Cllr Annis confirmed his application, made two years ago on behalf of the Community Centre, remained outstanding.

Cllr Mason suggested the Trustees had the matter “all in hand”.

C192/19 Clerk’s Report and Correspondence to be noted.

1. Actions from Town Council Meeting 16.10.19

- **C183/19/5b** – Extension of consultation period on PA DC/19/04705 requested and agreed.

2. Issues:

- Town Council Vacancies – some interest received but no formal expressions to date. Notices of Vacancies expire 15th November and 20th November. A further item will be included in the December Needham Market Newsletter.

3. Correspondence to be noted:

- Email from Citizen’s Advice Bureau 1st November 2019 thanking the Town Council in advance for the increased grant for 2019/20 – reference made to the SCC situation
- Email from a registered patient at Needham Market Country Practice 1st November attaching a notice from the Practice giving Advance Warning of a change of clinical systems that will require system migration – the system migration period is from Monday 11th November until Friday 6th December – ‘Patient Access’ system users will need to attend the Practice to re-register following the migration.
- Email dated 5th November from the Elections Team at Mid Suffolk District Council giving notice of the deadline of 5pm on 26th November for receipt of postal voting applications.

C193/19 SECTIONS

C193/19/1 Finance/General Purposes

C193/19/1a 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 Lea proposed adoption of the accounts for payment. Cllr Mason seconded the proposal. Council agreed the proposal.

Cllr Mason suggested Councillors should receive payment towards their 'administration costs'. Cllr Phillips said there is a current reimbursement process for Councillors to use in cases where they expend money on behalf of the Council or to cover any general costs. The Town Council Office will also provide any necessary equipment/consumables.

Cllr Annis said he would add Cllr Mason's suggested to the agenda for the forthcoming meeting of the Finance & General Purposes Section, to be held on Tuesday 12th November at 10am in the Town Council Office.

C193/19/1b To receive a report from the Section Leader

Cllr Annis had nothing further to report.

C193/19/2 Recreation & Sport

C193/19/2a To receive a report from the Section Leader.

Cllr Phillips reported he continues to try to obtain a mutually acceptable date/time to meet with the appropriate Mid Suffolk District Council Officer to discuss the use of s.106 (developer contribution) funds to allow the purchase of new fit-for-purpose fencing to be installed on the Crowley Park boundary with Barretts Lane.

C193/19/3 Town Property and Services

C193/19/3a To receive a report from the Section Leader

Cllr Lea reported the District Council has prepared the location at Jubilee Crescent where the flagpole from their former office headquarters site is to be installed.

The Clerk gave an update on the installation of a new temporary toilet building on Barretts Lane. The formal offer of s.106 funding has been received from the District Council and the schedule of works is now agreed.

C193/19/4 Newsletter and Communications

C193/19/4a To receive a report from the Section Leader

Cllr Phillips expressed his appreciation of Gipping Press who have stepped in to ensure the December edition Town Council Newsletter is produced.

The Clerk gave a brief update on the position regarding the Town Council's new website project. Councillors agreed the Newsletter is a priority in the short-term and hoped the website project could be resurrected and successfully completed as soon as is practicable.

Cllr Phillips said he would shortly be calling a Section meeting to review the future of both the Newsletter and the website.

C193/19/5 Planning

Cllr Stansfield presented Notes from the Planning Section meeting held on Monday 4th November, which were tabled and a copy of which will be appended to the Minute Book.

C193/19/5a Planning Decisions and other Notices received

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

Approval of Reserved Matters:

Application Ref No. D/C19/03729. Proposal and Location of Development: Submission of details for reserved matters following grant of Outline Planning Permission DC/18/02050 dated 20th March 2019 - Appearance, Landscape, Scale, Layout for 28 No. Dwellings. Land Off Luff Meadow, Needham Market

Reserved Matters have been Approved.

Refusal of Reserved Matters.

Application Ref No. DC/19/04279. Proposal and Location of Development: Reserved Matters Application (Appearance, Landscaping, Layout, Scale) relating to 3104/16 - Erection of 2 No. single storey dwellings (following demolition of existing building). Alterations to vehicular access. Installation of package treatment plant. Agricultural Building and Land, Hill House Lane, Needham Market.

Reserved Matters have been Refused.

Listed Building Consent.

Application Ref No. DC/18/05254. Proposal and Location of Development: Application for Listed Building Consent. Partial demolition works. Internal and external alterations. Conversion and extension to form 12 No. Apartments, partial demolition and repair works to boundary walls, including formation of a new pedestrian access to Barrett's Lane. Former Mid Suffolk District Council Offices, 131 High Street, Needham Market.

Listed Building Consent has been Granted.

Application Ref No. DC/19/03211. Proposal and Location: Application for Listed Building Consent - Alterations as described in the design and access statement to facilitate the renovation of the building and conversion of the 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. 121 High Street, Needham Market, IP6 8DQ.

Listed Building Consent has been Granted.

Planning Permission Granted.

Application Ref No. DC/19/03210. Proposal and Location: Planning Application - All Details and Location as Above (DC/19/03211)

Planning Permission has been Granted

C193/19/5b Planning Applications Received

Cllr Stansfield reported the following planning applications had been received:

Works to Trees in a Conservation Area.

Application Ref No. DC/19/04893. Proposal and Location: Notification of Works to trees in a Conservation Area - G1(6No. Lime trees) - Crown reduction. G2 (Mature Oak, Beech, Ash) - Remove dead wood and lift canopy. Thin Woodland by removing less healthy trees. Valley House, 35 Hawks Mill Street, Needham Market, IP6 8LU.

The Section recommends BMSDC to follow the advice of their tree specialist.

Cllr Stansfield proposed Council recommend approval on condition the District Council's Tree Officer agrees with the works to be undertaken. Cllr Darnell seconded the proposal. Council agreed the proposal.

Application Ref No. DC/19/04904. Proposal and Location: Notification of Works to trees in a Conservation Area (2No. Lime trees) - Re pollard. 1 King William Street, Needham Market, IP6 8AD.

The Section recommends BMSDC to follow the advice of their tree specialist.

Cllr Stansfield proposed Council recommend approval on condition the District Council's Tree Officer agrees with the works to be undertaken. Cllr Darnell seconded the proposal. Council agreed the proposal.

New Planning Application.

Cllr Lea expressed an interest in the next item.

Application Ref No. DC/19/04705. Proposal and Location: Full Planning Application - Erection of 1 No. dwelling and 4 bay cartlodge with living accommodation over and change of use of existing land (C3) residential curtilage. 30 High Street, Needham Market, IP6 8AP.

The Section discussed this application for some time and concluded it could not give a recommendation because of the following concerns:

1. The glazing on the North elevation is poorly considered, with the unattractive glazing bar locations and the window layout, by comparison with the rest of the building, lacking consideration.
2. What are the fascia constructed of? What is the detail where the horizontal fascia becomes vertical, and how do the fascia turn corners?
3. Are there any rainwater goods, vents or terminals that have not yet been considered or shown on the elevations? Their inclusion will have a significant impact on reconstructed building.
4. The monolith representing the chimney stack does not reflect the circular polished metal Chimney on the previous building positioned on the site.

Cllr Stansfield proposed Council submit a neutral response to its consultation on this application but bring the District Council's attention to the four points shown above. Cllr Mason seconded the proposal. Council agreed the proposal.

Cllr Darnell expressed concern regarding newly developed housing entrance steps constructed to allow access to the new properties (former Needham Chalk Quarry development) located on the B1113 (Ipswich Road). He said the steps are step and extend to the pavement edge. Cllr Stansfield said he would look into the concern raised.

C193/19/5c Planning Report

Cllr Stansfield reported the Planning Section will next meet on Monday 18th November in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

C193/19/6 Highways, Lighting and Footpaths

C193/19/6a To receive a report from the Section Leader

Cllr Norris reported he has requested the local Safer Neighbourhood Team (PCSOs) to monitor parking on the High Street where there are zigzag lines adjacent to the pedestrian crossing near to the Post Office. Vehicles often squeeze into the space obstructing traffic. He added he has referred the extension and height of the kerbing at the High Street/The Causeway junction, which protrudes to the extent it causes traffic alighting from the junction to obstruct oncoming traffic using the High Street, to Ward County Councillor Kay Oakes.

C194/19 Questions under Standing Order 40.

There were no questions.

Cllr Phillips announced that:

Pursuant to Public Bodies (Admission to Meetings) Act 1960 and Part 1 of Schedule 12A of the Local Government Act 1972, the public will be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information.

C195/19 To consider the impact of recent Councillor resignations.

Cllr Phillips referred to the role of the Clerk and Deputy Clerk, positions which are the Proper Officer and the Responsible Finance Officer of the Town Council and the need for Councillors to be aware of the obligations their role and relationship with the Clerk/Deputy Clerk imposes. A number of situations had caused the relationship to become unbalanced and, in future, Councillors must be made aware of, understand and comply with their obligations.

Cllr Annis proposed a vote on Council's confidence in the ability of the Clerk and Deputy Clerk to continue to undertake their respective roles. Cllr Lea seconded the proposal. On being put to the vote, there were 6 votes in favour and 3 against. The proposal was therefore carried.

The Meeting closed at 9pm.

Chairman **Date**