

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 16th October 2019 at 7:30pm.

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

Apologies for Absence:

Cllr M O'Shea – Family Matter

Cllr M Spurling – Work Commitment

In Attendance: Suffolk County Councillor Kay Oakes, Mid Suffolk District Councillors Mike Norris, Steve Phillips and the Town Clerk.

Cllr Phillips informed Council notices of resignation had been received from Councillors Chris Campbell and David Campbell.

C176/19 To confirm the Minutes of the Town Council Meeting held 2nd October 2019.

The Minutes of the Town Council Meeting held Wednesday 2nd October 2019 were confirmed and signed by the Chairman.

C177/19 To receive Councillors' Declarations of Interest for Matters on the Agenda.

Cllr BE Annis - Accounts for Payment (Community Centre)

Cllr MG Norris – Planning Matters

Cllr S Phillips - Accounts for Payment

Cllr X Stansfield – Community Centre Meeting

C178/19 To receive reports from the County Councillor, District Councillors and to take questions from members of the public

County Councillor Kay Oakes presented a verbal report that included reference to her following up a number of highways issues including the regular diversion of HGV traffic off the A14 onto the B1113 through Needham Market and signage warning vehicle drivers of the low height of the Coddenham Road Railway Bridge. On the latter subject and, following a meeting with Suffolk County Council Highways and Network Rail, it has been suggested that the projection of a (warning sign) image onto a water-spray 'wall' might be considered as a solution. Other than that suggestion, Suffolk County Council Highway's concluded, the current road signage is sufficient, if vehicle drivers obey it.

Cllr Mason reported he noted the Coddenham Road Railway Bridge now has cameras installed overlooking it.

Cllr Norris commented on the long-standing problem with some vehicle satnavs still displaying there is an over-rail crossing beside the Coddenham Road Railway Bridge. County Councillor Oakes agreed to raise this point with Suffolk County Highways.

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:

Needham Lake Development.

Thank you to those that attended the public consultation at the Community centre on the 10th October. At the MSDC Scrutiny Committee Meeting Cllr Otton Enquired if a wild swimming area near to the Lake in Needham Market would be considered as part of the Needham Lake development? Cllr Flatman, Cabinet member for Environment responded that consideration of a wild swimming area could be possible if enough clean running water could be provided to maintain a clean pool. Though attention to health and safety would have to be considered.

Update on MSDC police community support officers

Inspector Shawn Wakeling stated that two PCSO's had been appointed in January and March 2019 on a two-year fixed contract. The Officers worked opposite shifts to cover the district. They work five

days a week covering the core hours from 8am to 6pm with access to vehicles and bicycles. There was concern that not all shifts would be covered in the peak times, but it was pointed out that there were other PCSO's other than the two employed by Mid Suffolk.

County lines in Needham Market.

Councillor Mike Norris was contacted by a member of the public concerned about what was being done about the County lines report at Needham Market Railway Station. Cllr Norris contacted PCSO 3352 Elizabeth Porteous who responded "We are aware of the reports and have been undertaking patrols around Needham Market, to include the railway station and park, and to coincide with school start/finish times. All officers are aware of the requirement to undertake frequent patrol in this area and to take robust action in the event of any unusual or suspicious activity."

C179/19 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.

Cllr Phillips reported his attendance at:

Thursday 10th October – Public Consultation on the proposed Needham Lake Visitor Centre

Thursday 10th October – AGM of the Needham Market & Barking Welfare Charities

Sunday 13th October – Needham Market Civic Service

C180/19 To receive a report from the Needham Market Neighbourhood Plan Steering Group.

Cllr Potter presented Notes below, from the Steering Group meeting held on 4th October, which were tabled, and a copy of which will be appended to the Minute Book:

Minutes and Actions from last meeting Notes from previous meeting were formally accepted by Full Council on 18th September. The importance of improved connection to the A14 was discussed and that the longmooted link road to Beacon Hill roundabout should be reconsidered before any further substantial housing within Needham Market could realistically take place. It was felt this should become a policy statement within the new NP. Also at that meeting the Council's formal response to the Joint Local Plan was discussed but SP thought that there has not yet been a letter sent from the Clerk, although the deadline for responses was 30th September. SP to check.

Project Plan AL has simplified the plan and clarified the timescale of the project (attached). It is hoped a draft NP will be presented to full Council at the January meeting.

AECOM update AL has spoken with Stuart at AECOM and asked that the Feasibility Study be completed even though we have agreed to much smaller numbers. The completion date is thought to be approx Nov/Dec this year. AL will chase this if necessary

Funding Update AL talked at length with the Clerk after our last meeting in September but to date has had no further word that funding is in place. SP will check and DC will also email.

Review of Draft Vision & Objectives and Policy Statements All were looked at in some detail, including new contributions from Richard Thurlow (transport) and Steven Moore (business). Other reworked policy statements were discussed. AL will present new versions at the next meeting.

Points raised: • Mo'S suggested there could be a Visitor Information centre in the town or at the new Visitor Centre at the Lake; perhaps a 'pop-up' stall in the High Street monthly? • Car Park signage needs to be much better - to be discussed at TP&S section meeting AL has advised that a Housing Needs Survey should be applied for which Locality will fund. DC to ask the Clerk to initiate this Date of next meeting: 10:00 Friday 15th November 2019 (Martin Spurling has confirmed the room booking)

Cllr Phillips proposed work on the Neighbourhood Plan be suspended pending a review of various factors, including leadership and financial support for the project. Cllr Norris seconded the proposal. Council agreed the proposal.

C181/19 To consider a donation of up to £200 towards the post-Remembrance Service Lunch provided mainly for Service Personnel.

Cllr Mason proposed a donation of up to £200 be made towards the post-Remembrance Service lunch provided at the Community Centre and intended mainly for Service Personnel. Cllr Darnell seconded the proposal. Council agreed the proposal.

C182/19 Clerk's Report and Correspondence to be noted.

1. *Actions from Town Council Meeting 02.10.19*

- **C173/19** – Item on 2018/19 Mayor's Charity donation sent for inclusion in November Newsletter.

2. *Issues:*

- Mid Suffolk Disability Forum – Council representative?

Cllr Phillips volunteered and, Council agreed he should represent the Council on the Forum.

3. *Correspondence to be noted:*

None

C183/19 SECTIONS

C183/19/1 Finance/General Purposes

C183/19/1a 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.

C183/19/1b To Approve and Accept Council's Annual Return and External Auditor's Notice of Conclusion of Audit for the year ended 31st March 2019.

Cllr Annis proposed the approval and acceptance of Council's Annual Return and the External Auditor's Notice of Conclusion of Audit for the year ended 31st March 2019. Cllr Stansfield seconded the proposal. Council agreed the proposal.

C183/19/1c To receive a report from the Section Leader

Cllr Annis reminded Councillors there will be a meeting of the Finance and General Purposes Section on Tuesday 12th November at 10am in the Town Council Office when the main agenda item will be the Council's budget for 2020/21.

C183/19/2 Recreation & Sport

C183/19/2a To receive a report from the Section Leader.

Cllr Phillips reported the Section meeting scheduled to be held on Monday 14th October had to be cancelled due to unforeseen circumstances. Rescheduling of the meeting is in hand.

Cllr Phillips reported he is trying 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.

C183/19/3 Town Property and Services

C183/19/3a To receive a report from the Section Leader

Cllr Lea presented the following notes from the Section meeting held on Wednesday 9th October, which were tabled and a copy of which will be appended to the Minute Book:

UPDATE ON THE ERECTION OF NEW PUBLIC TOILETS: Bill reported that he has met with UK Power Networks and it is permissible that he carries out the electricity and water connections. To complete the work there will be a cost of £2,200 which the meeting agreed was acceptable. There will be a box at the rear of the structure between the building and the wall and solid fencing will be erected at both sides of the building to prevent any vandalism to the works. It will be necessary to

hire a digger to carry out the work. The Clerk is drawing down the £15,000 from S106 prior to the work being carried out but it is hoped that there will not be a delay caused by this.

After Minute: Excavation work will commence next Tuesday, 15th October.

HIGH STREET CHRISTMAS TREES: Councillor Annis and Mr Chilvers reported on this and are happy that no problems will be encountered. Mr Chilvers confirmed that the trees will be erected using a ladder throughout the week prior to the Christmas Fayre, Sunday 1st December, and he would be unlikely to require assistance. He was thanked for his work.

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. SCC is liaising with Mr Chilvers as they are demanding a plinth around the signs and it is not yet certain that they will allow Mr Chilvers to carry out the work and may insist on using their own contractors. There is also a height restriction of 3 metres above ground on the signs.

COMPLETION OF WORK AT THE WAR MEMORIAL: Mr Chilvers reported that he has almost completed the work which will be completed in time for Remembrance.

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. There had been some complaints that the drawing bins did not always hold and it was agreed that longer drawing pins should be used. It was agreed that Bill continue to adapt the remainder of the notice boards when time allows. It was agreed that the possibility of a notice board, or maybe two, should be erected at the Chalk Quarry development. Permission will be required to do this. Cllr Lea will approach Hopkin Homes through the site office in the first instance to ascertain who should be approached. It had been 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 has investigated this but had found that this board was well used and should remain in place.

FLAGPOLE FROM MSDC AND FLAGS: Cllr Lea reported that the Town Flag has been purchased and two new Union flags have also been purchased. We are still waiting for the MSDC flagpole to be erected. We have met all the criteria.

SUGGESTED ITEMS TO BE INCLUDED IN THE 2020 BUDGET. Cllr Lea suggested that cycle racks be erected at the public realm area in the High Street and at the new toilets in Barretts Lane. This was agreed. Cllr Lea will obtain costs.

UPDATE ON LIBRARY MATTERS: Cllr Lea reported that she had attended the Suffolk Libraries AGM and applauded the Board, all the library staff and the many volunteers across the county who had prevented any loss of service. The Board was concerned that, although the funding from SCC will be retained in the short term, much of it could be lost in the future.

OTHER MATTERS RAISED: The untidy area beside the river at Hawksmill was discussed again and with advice from the Clerk it was agreed that Council would undertake to cut the area adjacent to the seat and litter bin from next Spring. It should not look after the area down to the river as ownership of this land is not known.

The car park signage at the High Street car park was discussed, and it was agreed that a single, two-sided sign, on a post behind the wall adjacent to the notice board should be erected advising 'Free Parking for Two Hours'.

The tree in the car park at the public realm area adjacent to Christchurch requires urgent work which must be carried out. Mr Chilvers has advised that, if he requires assistance keeping the car park clear for the work, he should call on Councillors for assistance.

Cllr Annis said he had recently seen an example of a cycle rack in Norwich which performed its function particularly well and perhaps that design could be researched for consideration for cycle rack provision in Needham Market.

C183/19/4 Newsletter and Communications

C183/19/4a To receive a report from the Section Leader

The Clerk informed Council the monthly Needham Market Newsletter December edition would be produced with substantial support from Gipping Press. This follows the departure of the former editor of the Newsletter from Council. There is no January edition and it is foreseen this will provide the opportunity for the Newsletter and Communications Section to consider the approach to future production of the Newsletter.

C183/19/5 Planning

Cllr Stansfield reported no Planning Section meeting had been held on Monday 14th October due to lack of relevant business.

C183/19/5a Planning Decisions and other Notices received

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

DC/19/03954 - Land at Needham Chalks Ltd Ipswich Road - Discharge of Conditions Application for 3153/14 - Condition 12 (Contamination Report).

Notice of Approval of Conditions has been Granted

DC/18/05104 - Former Mid Suffolk District Council Offices & Associated Land 131 High Street -Redevelopment for Class C3 Residential (94 Units) & Class A1 Retail Uses, incorporating demolition works and the construction of new buildings, with associated works and infrastructure. See accompanying schedule for full description of development.

Planning Permission has been Granted

C183/19/5b Planning Applications Received

Cllr Stansfield reported the following planning application had been received:

DC/19/04705 - 30 High Street - Erection of 1 No. dwelling and 4 bay cartlodge with living accommodation over and change of use of existing land to (C3) residential curtilage.

Cllr Stansfield proposed, in view of the forthcoming cycle of Town Council meetings and the importance of the planning application, a request for an extension to the deadline for consultation response, from 4th November to 7th November, be sent to Mid Suffolk District Council. Cllr Mason seconded the proposal. Council agreed the proposal.

Cllr Ost informed Council of Suffolk County Council's intention to provide lighting, as part of their current proposal to extend Bosmere Primary School, along the footpath access to the school from The Causeway.

Cllr Norris said the answer he has received from Mid Suffolk District Council regarding the long delay in their issuing of a formal notice of planning approval for development of the former Needham Market Middle School site, indicates the delay has been caused by issues relating to s.106 (developer contribution) and these should be resolved in the near future.

C183/19/5c Planning Report

Cllr Stansfield reported the Planning Section will next meet on Monday 4th November in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

C183/19/6 Highways, Lighting and Footpaths

C183/19/6a To receive a report from the Section Leader

Cllr Norris had nothing to report in addition to the matters included in the County Councillor's report above.

C184/19 Questions under Standing Order 40.

Cllr Potter asked if Councillors were aware the next 'Needham Market Vision' meeting will be held on Monday 28th October, starting at midday in The Limes Hotel.

NB (The meeting was subsequently postponed by the District Council)

The Meeting closed at 8:20pm.

Chairman Date