

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 4th December 2019 at 7:30pm.

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

Apologies for Absence:

Cllr RP Darnell - Holiday

Cllr I Mason – Holiday

Suffolk County Councillor Kay Oakes (attending Somersham PC)

In Attendance: Mid Suffolk District Councillor Mike Norris, one member of public and the Town Clerk.

C207/19 To confirm the Minutes of the Town Council Meeting held 20th November 2019.

The Minutes of the Town Council Meeting held Wednesday 20th November 2019 were confirmed and signed by the Chairman.

John Reardon, who had been co-opted by resolution of the Town Council at its meeting held 20th November, read out and signed his Declaration of Acceptance of Office. The Declaration was countersigned by the Clerk, as Proper Officer of the Council.

C208/19 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 M Spurling – Accounts for Payment

Cllr X Stansfield – Accounts for Payment (Community Centre)

C209/19 To receive reports from the County Councillor, District Councillors and to take questions from members of the public

County Councillor Kay Oakes had provided the following report, which was tabled and a copy of which will be appended to the Minute Book:

Fines for poor parking in Suffolk to be consistent across the county from 2020

Parking fines will be the same across the whole of Suffolk from early next year, when stronger enforcement is set to take place. The long-delayed transfer of civil parking enforcement from police to local authorities is expected to take place from the end of January in Suffolk.

This means each council will be responsible for issuing parking fines, warnings and notices in their area, although a deal has been struck by Babergh and Mid Suffolk councils to have their parking enforced by Ipswich and West Suffolk officers.

With police unable to dedicate resources currently, it is expected that once the powers transfer councils will be able to crackdown on poor parking more than police. A consistent approach is being planned across the whole county, meaning fines will be the same, regardless of which authority manages parking in that area.

Andrew Reid, Suffolk County Council's Cabinet Member for Highways said:

"A parking management plan is being developed that sets out the priorities for different types of on street parking restriction, dependent on their location. "This approach is supported by the borough and district councils.

"From the parking management plan, each of the councils involved will develop a parking enforcement protocol that sets out their plans for enforcement, including resourcing and how the sites are going to be visited."

School travel policy implementation review outlined

On 4 November, the group looking into the implementation of the new school travel policy outlined the scope of their review.

The review, which is being headed up by Chief Fire Officer Mark Hardingham, will be delivered in two phases. In phase one the group will analyse a wide range of evidence from stakeholders about the implementation of the policy to determine the lessons to be learned.

Evidence will be gathered using various approaches including data analysis, document research, appeals evidence and outcomes, stakeholder group discussions, written statements and one-to-one interviews. The findings will then be put together in a report, which will draw conclusions and make recommendations.

In the second phase, the report will be reviewed. This may well lead to further work on changes to the implementation of the current School Travel Policy, or to elements of the Policy itself to ensure it operates more efficiently.

Councillor Mary Evans, Cabinet Member for Children's services, Education and Skills said:

"I look forward to seeing the outcomes of this review and will carefully consider the recommendations made by the group. The implementation of the policy has been far from ideal, so it is essential that we review what went well and what did not go well to learn from this for pupils, parents and schools in 2020 and future years.

"The new school travel policy is based on guidance from the DFE and brings Suffolk County Council in line with other authorities across the country. SCC's previous policy was able to exceed these requirements but with lower budgets and increasing demand, specifically for pupils with SEND, this was no longer sustainable. "If we had not changed the policy the council would have to reallocate finances from other vital services such as children's services, adult social care and/or highways."

Chief Fire Officer, Mark Hardingham said: "I am pleased to be heading up this review, this is an important piece of work which aims to improve the process for those applying for school travel from 2020. Work has begun on the review and the final report is due to go to the Scrutiny Committee in February 2020.

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 included reference to:

A14

Works – Woolpit –Tot Hill

Highways England is undertaking concrete survey works on the A14 during December.

The surveys are due to start on Thursday 5 December for approximately two weeks, with works taking place between 8pm and 6am on weeknights only.

Closures:

Thursday 5 to Wednesday 11th December: A14 Eastbound closed between junction 43 and 51
Thursday 12th to Thursday 19th December: A4 Westbound closed between junction 51 and 43

The Needham Market Lake visitors centre

At the Needham Lake Visitor Centre Working Group Meeting at Endeavour House Monday 2nd December it was mentioned that the planning application should go to the Planning Committee meeting next Wednesday 11th December, with hopefully the decision notice being issued by the end of the month.

The member of public present had no question to raise.

C210/19 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.

Cllr Phillips and Cllr Lea had both attended the opening of the extended area of Bosmere Community Primary School on Friday 29th November.

Cllr Phillips attended the Diss Town Council Christmas Carol Concert on Tuesday 3rd December.

C211/19 To receive a report from the Needham Market Neighbourhood Plan Steering Group.

Cllr Stansfield provided a verbal update on the Steering Group meeting held on Friday 15th November. The meeting had made good progress on the draft policies document prepared by Council's Neighbourhood Plan consultant.

Cllr Stansfield confirmed the next meeting of the Steering Group will be held on Friday 6th December, 11am in the Green Room at the Community Centre. All Councillors are invited to attend.

Cllr Stansfield also announced a Needham Market Neighbourhood Plan Public Consultation Event will take place on Friday 17th January, 6pm to 9pm and Saturday 18th January, 10am to 3pm in Needham Market Community Centre.

C212/19 To consider co-option to the Casual Vacancies on the Town Council.

The Clerk reported there were no expressions of interest to be considered.

Councillors requested this item remain on Town Council meeting agendas for the time being.

C213/19 To consider adoption of the following policies 1. Equal Opportunities 2.

Safeguarding

The Clerk introduced the two policy documents which had been sent to Councillors in advance of the meeting and explained adoption would allow the Town Council to comply with conditions imposed by Mid Suffolk District Council on their conditional offer to pass s.106 (Developer Contribution) funds to the Town Council.

Cllr Phillips proposed adoption of the policies. Cllr M Spurling seconded the proposal, Council agreed the proposal.

Cllr Annis advised the process for reviewing Town Council Policies is overseen by the Finance and General Purposes Section.

C214/19 Clerk's Report and Correspondence to be noted.

1. Actions from Town Council Meeting 20.11.19

- C205/19/1c – Reimbursement of Expenses form sent to Councillors

2. Issues:

- Schedule of Town Council Meetings and Annual Town Meeting 2020 – First meeting 15th January, first and third Wednesdays each month, Annual Town Council Meeting 6th May, Annual Town Meeting Monday 27th April.
- Former Needham Market Middle School Playing Field – Suffolk County Council has agreed to investigate a shared lease arrangement between Bosmere Community Primary School and the Town Council.

3. Correspondence to be noted:

- Letter from Needham Market Branch Royal British Legion dated 27th November regarding a request made to Needham Market Community Council to restore the lettering on the plaque at the Barretts Lane Millennium Memorial.

Cllr Lea advised the above matter was to be considered at the next meeting of the Town Property & Services Section however, the intervention of the RBL has prompted a change of route taken to resolve the need for the restoration.

C215/19 SECTIONS

C215/19/1 Finance/General Purposes

C215/19/1a 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 Phillips proposed adoption of the accounts. Cllr Lea seconded the proposal. Council agreed the proposal.

Cllr Lea asked that thanks be passed to those who had arranged and delivered the catering at the recent post-Remembrance Service gathering held at the Community Centre.

C215/19/1b Adoption of Accounts for the period 1st April 2019 to 30th September 2019

Cllr Annis referred to the accounts document and confirmed no contact in relation to the accounts had been received by either he or the Deputy Town Clerk.

Councillor Annis proposed adoption of the Accounts for the period 1st April 2019 to 30th September 2019. Cllr M Spurling seconded the proposal. Council agreed the proposal.

Councillors expressed their thanks to the Deputy Clerk (Responsible Finance Officer) for the diligent management of the Council's financial accounts.

C215/19/1c To receive a report from the Section Leader

Cllr Annis had nothing further to report.

C215/19/2 Recreation & Sport

C215/19/2a To receive a report from the Section Leader.

There was no report.

C215/19/3 Town Property and Services

C215/19/3a To receive a report from the Section Leader

Cllr Lea reported the problems affecting the lighting on two of the Christmas trees displayed in the High Street are being followed up with Suffolk County Council.

Cllr Lea gave a brief update on progress on the new public toilet building, Barretts Lane, project.

C215/19/4 Newsletter and Communications

C215/19/4a To receive a report from the Section Leader

Cllr Phillips reported the December Town Council Newsletter had been successfully compiled, edited, printed and distributed, much aided by the efforts of Gipping Press, of which he expressed deep appreciation. He added he had found the edition informative and easy to read.

C215/19/5 Planning

Cllr Stansfield presented Notes from the Planning Section meeting held on Monday 2nd December, which were tabled and a copy of which will be appended to the Minute Book.

C215/19/5a Planning Decisions and other Notices received

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

Approval of Reserved Matters.

DC/19/05190 Non-Material Amendments to DC/18/05104. Mid Suffolk District Council, 131 High Street.

The listed amendments to the above proposal have been determined approved.

Suffolk County Council Planning Application

SSC/0079/19MS/VOC (Suffolk County Council). Variation of condition 2 of permission SCC/0111/18MS to amend drawings to include lighting and footpath to run alongside existing artificial surface. Bosmere Primary School, Quinton Road.

In accordance with regulation 3 of the Town and Planning General Regulations 1992 planning permission to be granted to the proposal.

Planning Application Refusal.

DC/19/05154 Outline Planning Application (all matters reserved) - Erection of 1No. single storey dwelling. Land rear of 3 Freehold Road.

Outline Planning Permission has been Refused.

C215/19/5b Planning Applications Received

DC/19/05535 Householder Planning Application - Erection of a carport and enlargement of driveway. 22 Hargrave Avenue.

The Section considered this application appropriate. The proposed carport is not excessively large, is of reasonable design. It falls in line with the building line of the adjacent property and consideration has been given to water drainage.

The Section recommends approval of this Householder Planning Application.

Cllr Stansfield proposed Council recommend approval of the planning application. Cllr O'Shea seconded the proposal. Council agreed the proposal.

DC/19/05346/7 Conversion of outbuilding to annex with mezzanine storage level; addition of windows and doors to side elevation following removal of carport; replace roof light. 17 Hawks Mill Street.

The Section gave this application careful consideration and concluded that the conversion was appropriate given the immediate proximity of the outhouse to the main dwelling.

The Section Recommends approval of this Application.

Cllr Stansfield proposed Council recommend approval of the planning application. Cllr Ost seconded the proposal. Council agreed the proposal.

DC/19/05145 Full Planning Permission - Change of use of land as touring caravan park. Erection of warden's accommodation, toilet and Sewage treatment plant. Land West of Badley Hill, Badley, Needham Market. IP6 8RJ

The Section appreciated the complexities of many observations necessary when making a recommendation for this application. The first of these necessitate a request for Town Council to ask our Town Clerk to enquire from the appropriate Planning Officer details of a current planning enforcement investigation relating to this application site. Following that information being acquired it will be necessary to also request an extension for our comments to be submitted to the Planning Authority from the 17th December to the 19th December so that Town Council can make its recommendations following deliberations at its scheduled meeting on the 18th December. In anticipation of the above observations the Section will carry forward two areas of consideration. The possible use by visiting tourists of local businesses on the High Street and the potential for unauthorised use of the site other than for genuine tourism purposes.

Cllr Stansfield proposed Council seek the above described extension to the deadline for consultation submission and make the enquiry to Mid Suffolk District Council regarding the question on Planning Enforcement Action relating to the land subject of the planning application. Cllr Ost seconded the proposal. Council agreed the proposal.

Application for Listed Building Consent.

DC/19/05403 Listed Building Consent - Replacement windows, sliding doors and insertion of bi-fold doors to rear extension. 1 King William Street.

The ground floor elevation of this property overlooks its rear garden which is obscured from public view by a high fence. The photographic evidence indicates the replacements are of a like-for-like nature. The change of colour from pink to white is not offensive, nor unreasonable.

The Section Recommends Approval of Consent.

Cllr Stansfield proposed Council recommend approval of the planning application. Cllr Lea seconded the proposal. Council agreed the proposal.

C215/19/5c Planning Report

Notification of the Closure of Gypsy Lane Level Crossing.

Gypsy Lane Crossing, Rail Crossing Diversion Order 2018 and Rail Crossing Extinguishment Order 2018. The Secretary of State for the Environment, Food and Rural Affairs confirmed the above orders 12th November 2019

The Section Notes from the related documentation that'the certification by the local highway authority that works have been carried out to bring the site of the new footpath and the northernmost footway on the B113 Stowmarket Road into a fit condition for use by the public'.... holds to be true before the actual closure of the Level Crossing.

Cllr Norris reported he had attended a Mid Suffolk District Council Working Group meeting concerned with the proposal to create a visitor/café facility at Needham Lake. He confirmed the internal wall arrangement would be flexible to allow a range of uses plus, the installation of unisex toilets is to be reviewed.

Cllr Stansfield reported the Planning Section will next meet on Monday 16th December in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

C215/19/6 Highways, Lighting and Footpaths

C215/19/6a To receive a report from the Section Leader

Cllr Norris presented his following report, which was tabled and a copy of which will be appended to the Minute Book:

Gipsy Lane Crossing.

Following the Public Inquiry on 24th September 2019 at Creting St Mary Village Hall the Inspector's formal decision has now been received confirming the legal Order closing the Gipsy Lane Crossing in favour of the preferred alternative route via the Badley Bridge Culvert, with minor modifications relating to the proposed fencing of the footpath on the land on the opposite side of the culvert.

The Notice of the Order will be advertised in the EADT this Friday 6th December and site notices will be erected before this date. The diversionary route comes into effect on 7th January 2020 however the Gipsy Lane Crossing will not be closed until such time as all the associated works on the diversion route, including adapting the culvert for public use, are concluded and signed off as satisfactory by the County Council in its capacity as the highway authority. All these works are being delivered through a Section 278 agreement, as they include improvement works to the footway alongside Stowmarket Road. (Section 278 of the Highways Act 1980 allows a developer to carry out works to the public highway. This is generally necessary where planning permission has been granted for a development that requires improvements to, or changes to, public highways).

