



**Needham Market Town Council  
Community & Assets Committee  
Minutes – 18<sup>th</sup> August 2021**

**Present:** Vice Chairperson Cllr Kett, Cllrs Annis, Lea, Reardon and Wright.

Two members of public and the Town Clerk were in attendance.

**CA011/21** Chairperson's Welcome and Apologies for Absence.

Apologies received from: Cllrs Darnell, Norris, O'Shea, Phillips, and Stansfield.

Cllr Lea reported, earlier in the day a Notice of Resignation from Council had been received from Cllr Rix.

**CA012/21** To receive and confirm the Minutes of the Community & Assets Committee held 16<sup>th</sup> June 2021.

Cllr Kett proposed the Committee adopt the Minutes from its meeting held on 16<sup>th</sup> June 2021. Cllr Reardon seconded the proposal. The Committee agreed the proposal.

**CA013/21** To receive Councillors Declarations of Interest for items on the agenda.

There were no Declarations of Interest.

**CA014/21** To consider the scope of the Committee's responsibilities.

The Committee referred to the delegated authority terms under which the new Committee is operating and, at this early stage, proposed no change.

**CA015/21** To consider outstanding projects including those in course of delivery.

The two members of public present, being Needham Market Skatepark Committee representatives, provided an update on how their project is

progressing, including its financing and requirements resulting from their grant funding applications.

It was agreed an article should be included in the September edition of the Needham Market Newsletter to ensure the local community is aware of progress on the project and to keep it in the public eye.

The Committee confirmed its continued support for the project, including managing the submission of a Planning Application when the relevant project specifications are available, and will also look further into access to funding.

Cllr Lea described aspects of the initial outcomes from the street furniture review being carried out across the town and suggested a first phase of refurbishment/replacement of certain items could be commenced.

Cllr Lea proposed £12,000 be allocated from the Council's Community Infrastructure Levy (developer contributions) to the first phase of street furniture refurbishment/replacement. Cllr Wright seconded the proposal. Council agreed the proposal.

**CA016/21** To receive a report on the management of the Committee's finances including a review of fees charged for services.

The Clerk reminded the Committee of the current position, whereby charges for services, including fees for advertising in the Needham Market Newsletter and those usually applied to organisations using Crowley Park, remain suspended as they have been throughout the COVID-19 period.

The Committee agreed to review the situation as part of the approach to the setting of its budget for 2021/22.

**CA017/21** To consider new projects, their prioritisation and funding.

Cllr Lea confirmed a meeting will shortly be held of the Events Working Group, to which members of relevant local groups/organisations will be invited to attend.

**CA018/21** To consider the Council's Communications functions.

Cllr Reardon reported on progress with replacing the Council's website platform. An email suggesting a potential new website platform, with a link to access it, had been sent to Councillors.

**CA019/21** To receive a report from Council's Civic Events Working Group.

Cllr Lea reported the Group is to meet with relevant parties to discuss arrangements for the 2021 Remembrance Service, the following day (19<sup>th</sup> August) at 10am in the Community Centre.

**CA020/21** To consider Crime Prevention and Community Health and Wellbeing issues.

The Committee has yet to receive a follow up report regarding Cllr Phillips' contact with the Ipswich and East Suffolk Clinical Commissioning Group.

**CA021/21** To consider the Council's role in Climate Emergency.

The Clerk reported receiving interest from a member of the local community in becoming involved in taking the Council's role forward.

The Meeting closed at 8:30pm.

Signed..... Committee Chairperson

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