

NEEDHAM MARKET TOWN COUNCIL

MINUTES of the virtual meeting of the NEEDHAM MARKET TOWN COUNCIL held on Monday 26th April 2021 at 7:30pm.

Present: Cllr S Phillips (In the Chair), Councillors: BE Annis, R Darnell, J Kett, JE Lea, MG Norris, M O'Shea, M Ost, J Reardon, L Rix, X Stansfield and P Wright.

Cllr I Mason was available to join the meeting after it had commenced but the Clerk did not pick this up from the information on screen.

Apologies for Absence:

None

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

C032/21 To confirm the Minutes of the Town Council Meeting held 17th March 2021.

The Minutes of the Town Council Meeting held Wednesday 17th March 2021 were confirmed and signed by the Chairman.

C033/21 To receive Councillors' Declarations of Interest for Matters on the Agenda.

Cllr BE Annis – Accounts for Payment (Community Centre)

Cllr JE Lea – Accounts for Payment (Expenses)

Cllr MG Norris – Planning Matters

Cllr X Stansfield – Accounts for Payment (Community Centre)

C034/21 To receive reports from the County Councillor, District Councillors and to take questions from members of the public.

Suffolk County Councillor Kay Oakes presented a report, which was circulated to Councillors, and a copy of which will be appended to the Minute Book. The report headlines were:

- Feedback sought to improve Recycling Centre booking system.
- SCC secures £3.1m for building decarbonisation initiative.
- Suffolk partners with environmental charity in new campaign to stop people trying to recycle disposable nappies.
- Suffolk to be included in Government's UK Gigabit Broadband programme.
- Success following £500k boost for highways improvements near schools.
- 100,000 trees planted as part of ambitious council scheme.
- Automatic number plate recognition cameras to be installed in villages across Suffolk.

District Councillor Mike Norris referred to the following District Councillors' report which had been circulated to Councillors, and a copy of which will be appended to the Minute Book:

Major new grant launched to support business recovery: A significant new grant fund, launched by Mid Suffolk and Babergh District Councils, is set to support the recovery of local businesses reopening after lockdown but unable to access the Government's Restart Grant scheme. The councils' Discretionary Restart Grant is designed to help with costs associated with reopening following the lifting of lockdown restrictions, to help businesses resume trading at pre-covid levels. The grant will be a one-off payment of up to £18,000 for eligible businesses. Eligibility and payments will consider the scale and size of business, impact of Covid, permitted opening dates and anticipated reopening costs. It cannot be used to cover salaries, fixed costs such as utilities, or be accessed by businesses outside the districts. Business owners must submit a new application for the Discretionary Restart Grant regardless of whether they have received a previous Covid business support grant. There are no automatic payments for either the Discretionary Restart Grant or Government Restart Grant.

When applying, businesses must provide:

- details about their business, including evidence that the business is located in Babergh or Mid Suffolk
- business insurance
- an overview of the impact of the covid lockdowns
- evidence of how the grant will be used

Applications for the Discretionary Restart Grant must be submitted by Sunday 13 June 2021. Further guidance and application forms can be found by visiting www.babergh.gov.uk or www.midsuffolk.gov.uk.

The Government's Restart Grant scheme is open to businesses that are registered for business rates, and that offer in-person services at a fixed rate-paying premises. This includes non-essential retail, hospitality, accommodation, leisure, personal care, and gym & sport providers. Business owners unsure of which grant they may be eligible for, can contact the councils' economic development team for further advice by emailing discretionarybusinessgrant@baberghmidsuffolk.gov.uk or calling 01473 296444.

COVID-19 Update: With the recent easing of lockdown restrictions we are now seeing the gradual, welcome re-opening of our towns and high streets, as we continue to administer financial support to businesses across our districts. Since March 2020, 6,507 grants worth £31,513,835 have been paid out to businesses in Mid Suffolk and 7,589 business grants worth £36,694,834 paid out in Babergh.

From this week, home testing kits are also available from libraries and pharmacies across Suffolk as part of the fight against coronavirus. Lateral flow devices (LFD) can now be obtained free from any library in the county, subject to stock availability and [opening times](#).

C035/21 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.

The Mayor had no activity to report.

The Deputy Mayor reported attending:

Saturday 10th April – Laid flowers at Barretts Lane Corner when a representative of Mid Suffolk District Council laid a small white wreath following the death of HRH The Prince Philip, Duke of Edinburgh.

Friday 16th April – I represented the town at a Choral Evensong service at St Edmundsbury Cathedral to commemorate the life of HRH The Prince Philip, Duke of Edinburgh.

C036/21 To receive a report from the Needham Market Neighbourhood Plan Steering Group.

Cllr O'Shea reported, summarising advice received from Mid Suffolk District Council, that whilst there have been delays in progressing our proposed Neighbourhood Plan, it seems that the matters which have been looked at so far have been positively viewed and The Independent Neighbourhood Plan Examiner has confirmed that examination of the plan has now been started and hopes to get a progress report back to Mid Suffolk District Council within the next few days.

C037/21 To adopt a new Committee Structure and Standing Orders following the review of the Council's operational framework.

Cllr Phillips referred Councillors to the new Committee Structure and Standing Orders that were endorsed by Council at its meeting held 17th March 2021.

Cllr Ost proposed Council adopt the new Committee Structure and Standing Orders (to come into effect from 19th May 2021). Cllr Rix seconded the proposal. Council agreed the proposal.

C038/21 To receive nominations and agree the Town Mayor and Chairperson elect for 2021/22.

Cllr Phillips proposed Cllr Lea. Cllr Stansfield seconded the proposal. Council agreed the proposal.

C039/21 To consider public disquiet regarding healthcare operations in the town.

The Clerk said he and some Councillors were aware of concerns being raised in the town regarding the efficacy of local healthcare.

Councillors related some of their own experiences which reflected wider public concerns. Experience also indicated healthcare was being managed and operating in a more accessible and patient-friendly way elsewhere in the locality, compared to that in Needham Market.

Cllr Rix asked if the Town Council could set up its own survey to ascertain, first-hand, the community's views on local healthcare provision. Cllr Phillips agreed to follow up that question with the Clerk.

C040/21 To receive a report from the SALC North Area Forum meeting held 18th March 2021.

Cllr Lea presented her report, a copy of which will be appended to the Minute Book. A minor correction was noted.

Cllr Lea commented on the attendance of Cllrs Kett and Rix which she felt was pleasing and of benefit to the Council.

C041/21 To consider a report on Flood Risk in Needham Market.

Cllr O'Shea presented his report which had been circulated prior to the meeting.

The report set out background information on historical flooding facts and incidents in the town and a comprehensive diary, with photographs, of recent flooding in various locations across the town. The report concluded with a suggested way forward that would involve the engagement of a technical consultant to advise on ensuring the documentation and detail of the flood risk report could be most effective, for planning and other purposes in the future.

Cllr Lea proposed Council adopt the Flood Risk Report. Cllr Stansfield seconded the proposal. Council agreed the proposal.

Cllr O'Shea proposed the Council set aside up to £500 in order technical expertise could be engaged in the production of a final Flood Risk Report. Cllr Lea seconded the proposal. Council agreed the proposal.

C042/21 To consider the requirement of s.85 Local Government Act 1972 (6-month Rule for Councillors attendance at Council Meetings).

The Clerk referred Councillors to the terms of s.85 Local Government Act 1972.

Councillors acknowledged the provisions of s.85 Local Government Act 1972 and agreed the requirement to maintain the item on its meeting agendas be reviewed at its next meeting.

C043/21 Clerk's Report and Correspondence to be noted.

1. Actions from Town Council Meeting 17th March 2021

N/a

2. Issues:

Email dated 20.04.21 from Tabitha Runacres, Town Centre Vision Co-ordinator, Economic Development and Regeneration, Mid Suffolk District Council.

I just wanted to follow up on my previous email about the 5 market town Vision and Invest work which we are progressing across the Mid Suffolk and Babergh Districts. I'm really keen to speak to the Town Council and other key stakeholders in Needham Market about the programme and how we can support businesses, community, culture, active living, and future growth and sustainability in the town.

Cllr Kett advised Council on take up of the Vision and Invest work, including in Stowmarket, and described it as a good initiative.

Cllr Lea suggested the Town Council should engage in the initiative in support of local businesses. Council agreed and Cllrs Kett, Lea, O'Shea and Rix volunteered to represent Council in taking the initiative forward in Needham Market.

3. Correspondence to be noted:

Email dated 21.04.21 from Simon Clifton, Chief Officer, Stowmarket Citizen's Advice.

As I appear to be saying on quite a regular basis now, please could you pass on our thanks to the Needham Market Town Councillors for the grant of £3,000. Any money received is really very much appreciated.

We are extremely excited about the virtual advice service for Needham Market. Kimberley is continuing to progress this and we hope to have some more news very shortly. The support of this initiative by your town council has been outstanding and working in partnership with you we will deliver a quality accessible service to the residents of Needham Market.

C044/21 SECTIONS

C044/21/1 Finance and Governance

C044/21/1a 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 Rix proposed adoption of the accounts. Cllr O'Shea seconded the proposal. Council agreed the proposal.

C044/21/1b To receive a report from the Section Leader.

Cllr Annis reported a meeting of the Finance & Governance Section will be held, via Zoom, on Tuesday 11th May starting at 10am.

C044/21/2 Recreation & Sport

C044/21/2a To receive a report from the Section Leader.

Cllr Phillips reported the improvements to the interior of Crowley Park pavilion are completed. Final costs were being received by the Clerk which includes approximately £3,000 on upgrading the electrical systems in the pavilion to current British Standards.

Cllr Phillips proposed Council pay for the electrical systems upgrade required in the improvements to Crowley Park pavilion. Cllr Annis seconded the proposal. Council agreed the proposal.

The Clerk reported vandals have broken the plastic guttering at the front of the pavilion. It is intended to replace the original plastic guttering with a more robust galvanised steel product. Cllr Reardon suggested installation of CCTV overlooking the pavilion may deter future vandalism.

C044/21/3 Town Property and Services

C044/21/3a To receive a report from the Section Leader.

Cllr Lea reported the Jubilee Crescent flagpole is to be made more secure to avoid a reoccurrence of the recent theft of the Union flag that was flying from it.

Cllr Annis asked if there had been any movement on the repairs to the Crowley Park car park. Cllr Phillips said he is awaiting a response from the contractor who is to carry out the work.

Cllr O'Shea asked when the new Barretts Lane public toilets will be opened. Cllr Lea confirmed they are ostensibly ready for use, but the Council has yet to recruit a member of staff to lock, unlock and clean the toilets.

C044/21/4 Newsletter and Communications

C044/21/4a To receive a report from the Section Leader.

Cllr Phillips reported the recommencement of the production of the monthly Needham Market Newsletter was going well.

C044/21/5 Planning

Cllr O'Shea confirmed he continues to manage, in consultation with Planning Section Members, planning notices received. He presented his report that had been circulated prior to the meeting.

C044/21/5a Planning Decisions and other Notices received

Cllr O'Shea reported the following Decision Notices had been received:

DC/21/00598 40 Ipswich Road. Formation of dropped kerb. Approved.

DC/21/01010 45 Steggles Close. Proposed single storey extension to rear of premises. Planning Permission granted.

The following Notice had been received following circulation of the report:

DC/21/01245 Former Mid Suffolk District Council Offices & Associated Land, 131 High Street. Discharge of Conditions Application for DC/18/05104 (Conditions 23 and 37). Conditions Approved.

C044/21/5b Planning Applications Received

Cllr O'Shea reported the following Planning Applications and Planning Notices had been received:

DC/21/01511 The Old Schoolhouse, 2 High Street Application for Listed Building Consent and, **DC/21/01592** Application for Planning Permission.

Internal alterations and removal of external fire escape stair and Change of Use from Offices to Single House.

Needham Market Town Council has no objection.

DC/21/01520 Hill House Lane, N. E. of Gipping View. Agricultural building and land.

Application for 4 single storey houses with 2 being semi-detached, on demolition of the existing building.

Needham Market Town Council objected to the previous application for 3 single storey houses (2 being semi-detached) on the grounds that it was over development, but the application was subsequently approved. This application is for 4 houses. This represents over development at the expense of garden areas, with unnecessarily large rooms to the houses and the houses being out of keeping with the surrounding buildings.

Submission made to MSDC:

Needham Market Town Council objects to the planning application. The proposals represent overdevelopment of the site at the expense of garden areas with unnecessarily large rooms to the houses which are out of keeping with surrounding buildings.

DC/21/01805 104 High Street. 2 new fascia signs.

The Planning Section has no objection 'in principle'. The drawings however appear to show the short fascia being straight, whereas the supporting wall is curved, and we believe the fascia should also be curved to respect this rather attractive curved feature of the building.

Submission made to MSDC:

The Town Council supports the application in principle. The drawings included with the application appear to show the short return fascia being straight, whereas the supporting wall is curved. The fascia should also be curved to respect this rather attractive feature of the building.

DC/21/00930 Plot 4 Williamsport Way. New Warehouse building.
The Planning Section has no objection to this application.

Submission made to MSDC:

Needham Market Town Council supports approval of the application.

DC/21/02030 Rear of 58 High Street. Extension and conversion of existing Double Garage and Store to form new 2 storey single bedroom house with 1 car parking space.
Technically there is a loss of 2 parking spaces within the garage, with only 1 new space being provided, but we understand that the garage is currently unused. There are 2 small stone commemorative plaques in the existing external walls of this building and, if the proposals would result in them being hidden, we would like them to be re-located so that they are visible to the public.

Deadline for submission of comment to MSDC: 27th April

Cllr O'Shea proposed Council support approval of the application with comment regarding the commemorative plaques. Cllr Ost seconded the proposal. Council agreed the proposal.

DC/21/02076 Plot 6, Phase 111 Williamsport Way, Lion Barn Industrial Estate. Creation of fenced HGV lorry park and siting of welfare/security portacabin.

Deadline for submission of comment to MSDC: 4th May

Cllr O'Shea proposed Council object to the application. Cllr Ost seconded the proposal. Council agreed the proposal.

C044/21/5c Planning Report.

Cllr O'Shea reported on a Mobile catering van trading on land to the west of Badley Hill. For the last month or so there has been a van regularly parked on private land off Badley Hill and selling drinks etc. The matter has been taken up with Mid Suffolk District Council. The outcome is that the Mid Suffolk District Council Planning Enforcement Officer has an enforcement file on this which is currently under investigation. The Planning Enforcement reference number is **EN/21/00158**. We will wait to see further developments.

Cllr O'Shea reported the Planning Section will continue to manage its consideration of planning matters, as it has done during the COVID-19 period, until further notice.

C044/21/6 Highways, Lighting and Footpaths.

C044/21/6a To receive a report from the Section Leader.

Cllr Norris reported all roadworks notified to Council involving the A14 should have been completed.

C045/21 Questions under Standing Order 40.

There were no questions.

The Meeting closed at 8:36pm.

Chairman **Date**