

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 20th January 2016 at 7:30pm.

Present: Cllr JE Lea (In the Chair), Councillors BE Annis, TS Carter, D Campbell, R Campbell, RP Darnell, MG Norris, KMN Oakes, S Phillips, S Rowland, M Spurling and X Stansfield.

Apologies for Absence:

Cllr I Mason – Abroad

Cllr D Spurling - Unwell

Cllr AL Ward – Family Commitment

In Attendance: Suffolk County Councillor Julia Truelove, Mid Suffolk District Councillor Wendy Marchant, Mark Sanderson and Jon Southgate, Suffolk Fire and Rescue Service and, Town Clerk Kevin Hunter.

C001/16 To confirm the Minutes of the Town Council Meeting held 16th December 2015.

The Minutes of the Town Council Meeting held Wednesday 16th December 2015 were accepted as a true and correct record and signed by the Chairman.

C002/16 To receive Councillors' Declarations of Interest for Matters on the Agenda.

Cllr BE Annis – Planning Application 4456/15

Cllr R Campbell – Planning Matters

Cllr MG Norris – Planning Matters

Cllr KMN Oakes – Accounts for Payment (Expenses)

Cllr M Spurling – Accounts for Payment

C003/16 To receive a presentation from Suffolk's Deputy Chief Fire Officer Mark Sanderson on the proposed changes to the Suffolk Fire and Rescue Service and reports from The County Councillor, District Councillors and to take questions from members of the public

Cllr Lea welcomed Suffolk's Deputy Chief Fire Officer Mark Sanderson (MS) and his Fire and Rescue Service colleague Jon Southgate (JS) to the meeting.

MS outlined the context for the proposed changes to the Suffolk Fire and Rescue Service which are set out in its Integrated Risk Management Plan 2015-18. The proposed changes are driven mainly by the need for the Service to continue to make savings as a result of longer term financial constraints. The proposed changes also set out to evolve the Service to meet changing needs and reference was made to the growth in the Service's fire prevention activities. There has been a reduction by 40% of emergency calls to the Service over the past 10 years. This results from a number of factors not least that modern homes are constructed now using non-combustible materials but also what might appear relatively small changes in social habits such as the decline in use in domestic kitchens of chip-pans. The Integrated Risk Management Plan 2015-18 has been created taking account of the changes experienced by the Service and MS described the overall situation in Suffolk as relatively quiet, which is not expected to alter. He went further into the detail of Fire Stations, Fire and Rescue Service vehicles and staffing arrangements across the County. In the case of Needham Market, the Fire Station will remain but it is anticipated the fire crew will be called out more frequently to assist where incidents occur which require 3 to 5 fire engines. The increased frequency in call out will result from changes taking place to provision of fire stations and fire engine numbers based in Ipswich. MS said the geographical position of Needham Market and good access by road to Ipswich makes the proposed change practical although he acknowledged more frequent call outs can lead to problems with on-call fire staff carrying out their principal employment. Referring to the impact of the Integrated Risk Management Plan 2015-18 on staffing levels, the proposed reduction in Service staffing will not involve compulsory redundancies. The reduction is to be achieved by natural turnover of staff. Referring again specifically to the Needham Market Fire

Station, MS said the Service has had difficulty recruiting on-call staff but has recently attracted two candidates, who are undergoing training and are due to take up their posts this coming April. MS added he would like the Service to be able to work in partnership with the Town Council, in future, on recruitment.

MS and JS answered a number of questions raised by Councillors, including what causes the most domestic fire incidents and does the Service work with the MOD facility at the Wattisham airfield.

Cllr Lea concluded the item by thanking MS and JS for their attendance and the most interesting presentation. Cllr Lea added the Town Council is certainly happy to commit to working with the Suffolk Fire and Rescue Service as and when appropriate.

County Councillor Julia Truelove presented her report, which was tabled and a copy of which will be appended to the Minute Book. The report referred to:

- Future County Policing – Key changes taking place and revised arrangements at Stowmarket, which will function as an emergency Police response base (but no longer provide a public access point) and also a base for the Safer Neighbourhood Emergency Response Teams.
- Suffolk Constabulary Requires Improvement – the outcomes from an examination carried out by Her Majesty's Inspectorate of Constabulary.
- Broadband Second Round Provision – the County Council reports that the second round of 'Superfast Broadband', which aims to extend coverage to 95% of Suffolk by 2019, is ahead of schedule.
- Devolution Briefing - Joint proposals continue to be worked on by Leaders of Suffolk, Norfolk and now also potentially Cambridgeshire Councils.
- Anglian Water Works B1078 – a brief update on further road closure and activities needed to complete the works.

Cllr Phillips, referring to the item on Future County Policing, said that he is aware, as a result of attending a recent Suffolk Police consultation meeting, that PCSO's will become 9 to 5 staff including providing cover for Police Constables for most of their time. County Councillor Truelove said that if communities wanted a continuation of dedicated PCSO support they will have to pay for it.

Cllr R Campbell expressed his disappointment in the changes to the PCSO role and added crime is not confined to office hours and it doesn't recognise the importance of other essential issues PCSO's are currently involved in such as community support.

Cllr Lea, referring to the Anglian Water Works B1078 item, said the signage warning of the closure of Barking Road is very misleading as it doesn't indicate where the actual closure is in place. County Councilor Truelove agreed to refer the problem to Anglian Water.

County Councillor Truelove gave a brief report from the Gipsy Lane Crossing Design Panel meeting which took place on 19th January and which included an assessment from Network Rail on feedback received during its recent public consultation events held in the town.

District Councillor Wendy Marchant presented the District Councillors report, which was tabled and a copy of which will be appended to the Minute Book. It included reference to:

- Media Training – received by District Councillors on 5th January
- Planning – information from the Planning Committee held on 6th January
- Mid Suffolk's Budget – the context in which the District Council is setting its budget for the forthcoming fiscal year
- Needham Market Good Neighbour Scheme – was launched on 13th January

- Grant for Cycling – the District Council is offering a grant of £500 for groups or organisations who promote a cycling event

C004/16 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.

The Mayor reported attending:

Thursday 17 th December	Chaired the public meeting at the Internet Café
Friday 18 th December	10am - Opened new St Elizabeth Hospice Shop 10.30am - Enjoyed coffee & sausage rolls with residents of Hurstlea Court 8pm - Carols round the town's hostelrys and raised £160.60 for Mayoral Charities
Sunday 20 th December	Waveney District & Lowestoft Town carol service in Lowestoft
Wednesday 23 rd December	Lunch with residents of Uvedale Hall pm - Delivered trophies to Uvedale Hall, Burnley House (High Street), Effies (High Street) and 13 Station Yard
Wednesday 13 th January	Meeting with Town Trail working party
Saturday 16 th January	Gave civic welcome at the RBL County Conference
Tuesday 19 th January	Meeting regarding the Gipsy Lane railway crossing

The Deputy Mayor reported attending:

Thursday 17 th December	Public meeting at the Internet Café
Tuesday 19 th January	Meeting regarding the Gipsy Lane railway crossing

C005/16 To receive a report from the Strategic Planning Working Group.

Cllr Norris referred Councillors to the email sent to all by the Clerk on 22nd December which outlined the impact of the national 'Housing Crisis' on the ability of communities to progress and complete their Neighbourhood Plans, Needham Market included. There is at least hope that Central Government funding will continue to be available to support the Neighbourhood Plan process.

C006/16 To agree the transfer of the Public Realm area, management scheme and commuted sum (for future maintenance) at the Needham Maltings development site, from Taylor Wimpey plc to the Town Council.

The Clerk appraised Council of the transfer documentation recently received from Taylor Wimpey plc and, following extensive consideration of the detail provided, including satisfactory responses being received on seeking clarification of numerous points raised with Taylor Wimpey plc, he recommended Council agree the transfer. The Clerk added Mid Suffolk District Council has sanctioned the Town Council's completion of this aspect of the overall s106 Developer Contributions Agreement dated 7th December 2012.

Cllr M Spurling proposed Council agree the transfer. Cllr Phillips seconded the proposal. Council unanimously agreed the proposal.

C007/16 To confirm the Annual Budget and agree the Council Tax Precept for 2016/17.

Cllr Annis referred Councillors to the Town Council's Annual Budget for 2016/17, of £103,500, which was adopted by Council at its meeting held on 18th November 2015.

Cllr Annis referred Councillors to the spreadsheet sent to them on 14th January along with notes explaining how the draft Council Tax Precept for 2016/17 had been calculated, taking account of the adopted Annual Budget for 2016/17, the Council Tax base 2016/17 for Needham Market and the amount of Council Tax Scheme Compensatory Grant (£3,078.92) to be received from Mid Suffolk District Council for 2016/17. The draft Council Tax Precept for 2016/17 proposed a 1.99% increase in the Town Council's Council Tax, payable by taxpayers (to £65.83 Band D). To achieve the funds necessary to support the Annual Budget of £103,500, an amount of £1,891.12 will have to be drawn

from Council's reserve funds. The spreadsheet provided to Councillors allowed for alternative figures to be inserted.

Cllr Annis reported neither he nor the Clerk had received an alternative proposed draft from any Councillor and he therefore proposed Council adopt the Precept for 2016/17, in the sum of £98,529.96, as set out on the spreadsheet. Cllr Phillips seconded the proposal. Council agreed the proposal.

C008/16 To receive an update on the production of a 'Town Trail' leaflet, in conjunction with the Parish Church of St John the Baptist.

Cllr Lea explained what is being proposed including the area of town which will feature in the leaflet. The final design and entire production of the leaflet, to an appropriate level of quality, is to be carried out by a reputable local printer. The cost of pre-production support and printing of 5,500 copies of the leaflet is £997.09p.

Cllr Lea proposed Council meet its commitment to pay for the leaflets at a cost of £997.09p. Cllr M Spurling seconded the proposal. Council agreed the proposal.

C009/16 Clerk's Report and Correspondence to be noted.

1. *Actions from Town Council Meeting 16.12.15:*

C216/15 – Letter to Suffolk County regarding Ipswich Park and Ride scheme closure proposal.

C222/15/6a – Email to Network Rail 5th January confirming Councillors attendance at the 19th January Gipsy Lane Crossing Design Panel meeting.

2. *Issues:*

None

3. *Correspondence to be noted:*

- Email dated 17th December from Suffolk County Council promoting Suffolk's Most Active Community Competition 2015 – entry (statement of 500 words or less) deadline is 5th February.

Cllr Lea proposed Council submit an entry for Needham Market. Council agreed. Cllrs Annis, Carter and Phillips agreed to assist Cllr Lea in completing the submission statement.

- Email dated 6th January from SALC seeking nomination of attendees to the Royal Garden Party to be held Thursday 19th May – SALC has been allocated three pairs of invitations.

Council agreed to nominate Cllr Lea.

- Email dated 6th January from SALC regarding future external audit arrangements for local councils.

C010/16 SECTIONS.

C010/16/1 Finance/General Purposes

C010/16/1a 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. He referred Council to the payment shown to be paid to Cllr Oakes in lieu of purchases made on behalf of Council (on-line transactions) and explained that a further amount is due to be paid which will be included in the accounts for payment for Council's next meeting (3rd February).

Cllr Annis proposed the accounts for payment be adopted. Cllr Phillips seconded the proposal. Council agreed the proposal.

Cllr Lea proposed, in view of the time at that point and amount of business remaining on the meeting agenda, the meeting be extended to 9:40pm, if necessary. Council agreed the proposal.

C010/16/1b To receive a report from the Section Leader

Cllr Annis reported the Finance and General Purposes Section will next meet on Tuesday 9th February at 10am in the Town Council Office.

C010/16/2 Recreation & Sport

C010/16/2a To receive a report from the Section Leader.

Cllr Phillips had nothing to report.

C010/16/3 Town Property and Services

C010/16/3a To receive a report from the Section Leader

Cllr Oakes had nothing to report as such but expressed her thanks to those Councillors and the Town Warden, who had assisted her in the taking down of the High Street Christmas Trees and the preparation of the light strings for storage.

C010/16/4 Newsletter and Communications

C010/16/4a To receive a report from the Section Leader

Cllr Lea had nothing to report.

C010/16/5 Planning.

Cllr Stansfield presented Minutes from the Planning Section Meeting held on Monday 18th January, which were tabled and a copy of which will be appended to the Minute Book.

C010/16/5a To receive Planning Decisions.

Cllr Stansfield reported the following planning decisions had been received:

3190/15 - 75 High Street - To fit a protruding steel bracket from the front elevation of the building and hang a square timber sign (retrospective application for works already carried out).

Listed Building Consent has been Granted.

4294/15 - 27 The Causeway - Erection of two-storey extension to the side elevation and single-storey extensions to front and rear elevations (including replacement of flat roof with pitched roof).

Planning Permission has been Granted.

C010/16/5b To consider Planning Applications

Cllr Stansfield reported that the following planning applications had been received:

0099/16 - 25 Paget Close - Erection of two storey side extension.

The Section had noted that Pre-application advice had been taken (although the Duty Officer's name nor the advice given had been noted ignoring the request that the information would "help the authority to deal with this application more efficiently"). The Application complies with the appropriate policies: gp1, h16, NPPF, h18, cor5, csfr-1, csfr-fc1.1. There are also examples of similar extensions in the immediate vicinity/neighbourhood.

Cllr Phillips proposed Council recommend approval of the application. Cllr Carter seconded the proposal. Council agreed the proposal.

4168/15 - 60 Stowmarket Road - Variation of condition 2 following grant of planning permission 2216/11 to raise height of single storey side extension by 899mm and insert a new window to storeroom.

Although a request (sent on Christmas Eve, 24th December 2015) to make responses by the 14/01/16 had been requested by the Local (MSDC) Planning Authority the Planning Section did not meet until the 18/01/16 and was unable to make recommendations to Town Council until its meeting on 20th January 2016. The Section's policy of 'Goodwill and Cooperation' with the Local Planning Authority continued so it considered the application non-contentious, thought it appropriate and the proposed variation complied with the relevant Planning Policies.

Cllr Phillips proposed Council endorse the response to consultation already submitted, which is to recommend approval of the application. Cllr M Spurling seconded the proposal. Council agreed the proposal.

4476/15 - New Shop at 16–30, Barking Road - New corporate signage to front of the building.

The signage complies with the Town and Country Planning Control of Advertisements (Regulations 1992 (and others)).

Cllr D Campbell proposed Council recommend approval of the application. Cllr R Campbell seconded the proposal. Council agreed the proposal.

Having declared an interest, Cllr Annis temporarily left the meeting for the duration of the next item.

4456/15 - Gateway House Ipswich Road - Siting of new temporary buildings to provide Soil Shed, Office, Laboratory, Tea Room and Storage room to be used in connection with the existing building.

The Section discussed this application (NB. Councillor Annis declared an Interest and did not participate). The Section noted that pre-application advice had been sought, The 'Duty Officer' was named and her advice was quoted and followed. The Section therefore felt confident with its observations and recommendation.

Cllr Phillips proposed Council recommend approval of the application. Cllr Rowland seconded the proposal. Council agreed the proposal.

0100/16 - Land at Shrubland Lodge, Shrubland Park, Beacon Hill, Norwich Road, Coddham - Installation of 25m high monopole supporting 3no. antennas, 2no. 300mm diameter dishes and installation of 3no. equipment cabinets plus small meter cabinet and development ancillary thereto within a new 5.5m x 10m compound with a 2.1m high palisade fence.

The Section discussed this installation, a 'black spot' for communication has previously been noted by a member of the Section in the area, this new antenna is presumably being installed to cover that area.

Cllr Stansfield informed Council that additional information had been very recently received from the Planning Authority in regard to the application and, the consultation period has subsequently been extended. On that basis Cllr Stansfield proposed Council defer a decision on the application to its 3rd February meeting. Council agreed the proposal.

4188/15 - J.Brehey Contractors Ltd. Flordon Road, Creeting St. Mary -

- a) **Outline application for 52 dwellings including access and associated works (matters to be reserved layout, scale, appearance and landscaping).**

b) Full planning application for a proposed new training facility, workshop and parking area.

The Planning Section noted that the proposed Development was outside of the Town Boundary. Nonetheless it made the following observations:

- In view of the propinquity of nearby residential development, it would not appear wholly inappropriate to develop the site proposed for new residential property.
- 52 proposed properties on the site though appears far too many - it will definitely lead to insufficient parking availability and therefore will result in overflow parking on the road.
- The distance some residents will be expected to walk for facilities in Needham Market is not practical for a lot of people.
- Some facilities in Needham Market are already oversubscribed (particularly the GP Surgery).
- Is it expected the Creeting St Mary school will have the intake of appropriate aged children from the development?
- Flordon Road is not a main access road, it is a small country lane.
- The proposed Training Centre is something that should be supported but will the joint use of the access be compatible?

As the consultation period on the application ceased prior to the full Council meeting, the above comments had been submitted to the Planning Authority (Mid Suffolk District Council).

Along with the above comments, two further points were added and provided to Creeting St Mary Parish Council to aid their discussion on the application.

- The District Council will be encouraged to allow permission for the residential development as it will deliver the full quota of 'affordable' housing.
- The application is likely to have been driven by the District Council's lack of a Housing Supply Policy (i.e. residential development proposals are bound to be more speculative as a result) plus, in terms of timing, it is pre CIL.

Cllr Stansfield proposed Council endorse the above submission and further comments. Council agreed the proposal.

C010/16/5c To receive a report from the Section Leader.

Cllr Stansfield reported receipt of a reply from the Corporate Manager, Development Management, Mid Suffolk District Council, to his letter regarding the Planning Authority's decision to allow a change of use at 101-103 High Street, Needham Market (Planning Application 3190/15). The reply was unsatisfactory as it failed to address concerns raised by the Town Council. The reply also pointed to an error in the information provided by the Planning Authority in earlier correspondence. In the circumstances, Cllr Stansfield said he had sent a further letter on 8th January, to the Corporate Manager, Development Management, Mid Suffolk District Council (copied to the Chairman of Mid Suffolk District Council), strongly rebuking the reply received and requesting the Planning Authority take action appropriate to the level of concerns raised by the Town Council.

Cllr Stansfield reported the Planning Section will next meet on Monday 1st February in the Town Council Office at 7.00pm.

C010/16/6 Highways, Lighting and Footpaths

C010/16/6a To receive a report from the Section Leader

Cllr Norris had provided a report, which was tabled and a copy of which will be appended to the Minute Book. It included notes on:

- Network Rail, Gipsy Lane Crossing – details from the meeting of the Design Panel which was held on 19th January and included an assessment of the feedback received from the recent public consultation events held in the town. Residents have

indicated a preference for Option E which would involve a pathway route diversion via the existing underpass at Badley Bridge culvert.

- Crown Street Footbridge over the River Gipping – the County Council’s Definitive Map Officer has accepted the footbridge is part of the existing footpath network between Needham Market and Creting St Mary.
- Dog Fouling on Footpaths – this appears to be on the increase particularly in the Crowley Road/The Causeway area and actions being taken in response
- ‘Clean for the Queen’ and the ‘Tidy Town Pledge’ – news on the initiatives received from Mid Suffolk District Council

Cllr Norris suggested an item be added to Council’s 3rd February meeting agenda to consider the ‘Clean for the Queen’ and the ‘Tidy Town Pledge’ initiatives. Council agreed.

Cllr Phillips asked if there is any news on Council’s submission to Suffolk County Council regarding the fence which has been erected across a Public Right of Way on Barking Road. Cllr Norris explained the actions taken by the Suffolk County Council Officer dealing with the issue and these had caused time to pass without resolution. Cllr Norris agreed to follow the matter up with Suffolk County Council.

C011/16 Questions under Standing Order 40.

Cllr Phillips asked if Councillors were aware that he will be contacting them to provide a short piece on themselves which will be included (in turn) in the Town Council’s Newsletter, along with a photo, from the April edition onwards.

Cllr Carter asked if Councillors were aware that, earlier in the day, he had attended a meeting of the Mid Suffolk Disability Forum which had included discussion on a number of items affecting Needham Market. Cllr Lea requested the detail from the meeting be presented to Council in the form of a report.

The Meeting closed at 9:39 p.m.

Chairman **Date**