

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 16 May 2013**

Present: Cllrs. Keith Haisman, Chair, Margaret Godwin, Phil Gryce, Gayle Mallows, Alan Parsley, Peter Phillips and
Leslie Warmington
Clerk, Claire Ebeling
County Councillor Mary Evans, Borough Councillor Alaric Pugh
And 3 parishioners

Prior to the meeting Cllr. Haisman welcomed Jane Midwood. After a few words from Cllr. Warmington, Cllr Haisman presented a bouquet and thanked her for her work as County Councillor for Clare. Mrs Midwood accepted the bouquet and thanked Clare Town Council for their support and collaboration.

1 Election of Chairman

Nominations were invited. Cllr. Parsley nominated Cllr. Keith Haisman. No other nominations. The nomination of Cllr. Haisman was seconded by Cllr. Mallows and agreed unanimously.

2 Declaration of acceptance of Office of the Chairman

Cllr. Haisman accepted the position of Chairman. Cllr Haisman asked for succession planning to be discussed at the next off-site meeting.

3 Election of Vice Chairman

Cllr. Parsley nominated Cllr. Phillips. No other nominations. The nomination of Cllr. Phillips was seconded by Cllr. Mallows and agreed unanimously.

4 Apologies for absence – Cllr. D Blake

5 Register of members' interest – Cllr. Haisman registered an interest in Item 14 (ii) Clare in Bloom.

Section of the meeting open to the public:

6 Police Report – PCSO Sophie Mitchell introduced PCSO Claire Fuller and presented the report (see attachment to the minutes).

7 Parishioners' question time – A parishioner asked if the total cost of Clare Country Park is available. Cllr. Haisman responded that a clear figure is not available. Clare Town Council believes there are hidden costs and therefore are taking some time to investigate the actual costs before any commitment it made. The solicitors are currently carrying out surveys etc. It was suggested that the parishioner might be able to obtain the information by submitting a Freedom of Information request to Suffolk County Council.

Parishioner Henry Rossi enquired as to the ownership of the tack room on Footpath 9 and suggested that it might be demolished to deter drug use on Clare Common. It was suggested that Mr Rossi contact Clare Combine Charities. Mr Rossi also wished to update the Town Council on the work being carried out on Sheepgate Lane (Footpath 9) and reported that the work is to lay hardcore to improve the track. Two parallel membranes are being placed along the footpath to allow for grass to regrow along the centre. The work should be complete within 2 weeks.

8 County Councillor's Report – Cllr Evans reported that she would be serving on Suffolk County Council Rights of Way Committee and, subject to ratification at the Suffolk County Council AGM on 23 May 2013, she will also sit on the Education Scrutiny Committee, serve as Assistant Cabinet Member for Roads and Transport and will Chair the new Roads and Transport Policy Panel.

9 Borough Councillor's Report – Cllr. Pugh presented his report. See attachment to the minutes.

Cllr. Pugh recommended that Clare Town Council support the Walkers are Welcome Network. It was agreed to refer this to the Community Committee for consideration.

Cllr. Pugh will look into available funding to assist with costs associated with the work required to overcome the dispute over Clare Weir Gates.

End of public section of meeting

10 Election of Committees and Representatives

All councillors confirmed their approval to carry out the roles detailed in the attached table.

Non Councillor members were approved as

Keith Mison – Clare Combined Charities, Environment Committee Lay member

Olive Smith - Environment Committee Lay member

Lay members will be provided with the information packs agreed earlier this year as soon as updated standing orders have been approved.

11 To approve minutes of previous meeting held on 18 April 2013

The minutes were proposed as correct by Cllr. Bishop, seconded by Cllr. Godwin and approved unanimously.

12 To receive an update on actions from the last meeting

It was agreed that an offsite meeting will be held to discuss all deeds etc. relating to all buildings owned by Clare Town Council.

Standing orders are yet to be finalised and will be circulated for adoption at the next meeting.

**All
Clerk, Cllr.s
Gryce, Phillips,
Blake**

13 Clerk's Report – see attached report.

14 Finance

i) **Presentation of monthly reports** – the reports were proposed by Cllr. Godwin, seconded by Cllr. Mallows and approved unanimously.

ii) **Decisions required** –

a) Cllr. Godwin proposed the approval of a donation of £75 to the River Stour Trust subject to agreement to highlight the parts of the river within the Country Park. Seconded by Cllr. Mallows and approved unanimously.

b) Cllr. Godwin proposed the approval of a donation of £100 to the Kernos Centre. Seconded by Cllr. Mallows and approved unanimously.

c) Cllr. Godwin proposed that the request from Clare in Bloom for sponsorship be declined because as there is already a precepted figure earmarked. Seconded By Cllr. Mallows and approved unanimously.

15 Correspondence - see attached report.

16 Planning

a) **None**

b) **Applications received by the Clerk between publishing the agenda and this meeting**

i) SE/13/0494/LBCA – 16 High Street – Installation of 2No safety handrails – the application was considered. Cllr. Gryce proposed that it be approved. Seconded by Cllr. Godwin and approved unanimously.

ii) SE/13/0491/HH – 10 Hill Terrace – Erection of garage – the application was considered. Cllr. Gryce proposed that it be approved subject to clarification of whether the height falls within guidelines and consideration of approval being conditioned that the garage only be permitted for domestic use. Seconded by Cllr.

Mallows and approved unanimously.

- 17 To receive items for decisions required by Town Council Committees and Working Parties**
- i) Environment Committee – To propose a decision in principle on the purchase of electric lighting in the chapel** – Cllr. Parsley proposed that it be approved in principle to spend £12,000 of earmarked funds from the chapel fire insurance claim on the installation of solar panels and associated equipment and planning application costs to enable power in the chapel. Seconded by Cllr. Bishop and approved unanimously.
 - ii) Highways – TRO request** – Cllr. Godwin proposed a draft letter be approved and sent – see attachment to the minutes. Seconded by Cllr. Phillips and approved unanimously.
Cllr. Phillips proposed that a copy of the TRO request letter be sent to Sir Martin Holdgate with a covering note requesting that he writes directly giving his support. Seconded by Cllr. Godwin and approved unanimously.
 - iii) Highways – To agree on the wording in a letter to the Minister for Transport** – Cllr Phillips proposed a draft letter be approved and sent – see attachment to the minutes. Seconded by Cllr. Godwin and approved unanimously.
- 18 Items for the next Chevron**
It was agreed that the next issues will be in July, September and December.
- 19 To complete and approve the annual return for year ended 31 March 2013**
Cllr. Godwin proposed, after Councillors had reviewed the document, that the annual return be signed by the Chair of the meeting in line with policy. Seconded by Cllr. Warmington and approved unanimously.
- 22 To receive an update on Clare Country Park – to be taken *in camera* at the request of Suffolk County Council**
- 23 To receive agenda items for next meeting**
None at present.
- 24 To confirm the date of the next meeting as Thursday 20 June 2013.**
Confirmed.

The meeting closed at 9.10pm

Attachment to minutes – Item 6, Police Report

Since the last meeting on the 18/04/2013 there have been 4 crimes of note. These were:

- 2 Thefts of mobile phones from a hairdressers in Clare where a distraction theft took place on 24/04/2013.
- Theft of a catalytic converter from a vehicle parked in Mortimer Place on 25/04/2013.
- Theft of a child's stunt scooter from the play area in the country park on 12/05/2013.

We have had a recent spate of catalytic converter thefts in the area, last week we had 3 stolen in Barrow, 3 in Chevington, 1 in Whepstead and 1 in Chedburgh. We are advising anyone with 4x4's and vans that are vulnerable to park them in well-lit areas, have them security marked, and make it as difficult as possible for thieves to access the underneath of the vehicle.

St Edmundsbury Borough Councillor's report to Clare Town Council Period: 18th April - 16th May 2013 Author: Councillor Alaric Pugh

This is a monthly report on activities conducted by Alaric Pugh, Borough Councillor for Clare, on behalf of the whole community, following the election on 5th May 2011. I am delighted to have been elected to represent Clare and work hard to do my best to uphold the interests of the town at St Edmundsbury Borough Council. I am Deputy Portfolio Holder for Economic Development and Growth. The committees I sit on are: Development Control, Rural Working Party, Sustainable Development Working Party (Deputy Chair), New Tenancies Working Party, and I am a substitute on Performance and Audit and Treasury Management. I attend Dedham and Stour Valley Area of Outstanding Natural Beauty Project Board Meetings and have shared delegated authority for aspects of Clare Country Park managed by St Edmundsbury. I expect to be in attendance at Parish Council meetings and will be happy to answer any questions from councillors or parishioners after my report. I run a surgery between 9.30 and 10.00 am on the first Saturday of the month for residents whose questions cannot be addressed at the Town Council Meeting. I can be contacted at other times: my mobile phone number is: 07930460899 and email alaric.pugh@stedsbc.gov.uk

1. Training undertaken since last report - none
2. Civic events etc
 - Annual General Meeting and Mayormaking
3. Meetings attended (excluding Majority Group meetings)
 - Development Control
 - Cabinet Planning/Joint Cabinet Planning
 - Cabinet
 - Apex Panel
 - Sustainable Development
 - Rural Working Party
 - Ec Dev Ref Group
4. Forthcoming meetings before next TC Meeting
 1. Development Control
 2. Rural Working Party
 3. Sustainable Development
 4. Cabinet
- Voting record - items with significance to Clare community:
 - voted to support Vision 2031 consultation after detailed discussions on process and reassurance that Clare would not be disadvantaged by any amendments
 - noted the inclusion of a clause in 2031 supporting the possible introduction of an area of Special Landscape character for the upper Stour
- Current Clare issues involvement/resident requests to take forward:
 - more time has been devoted to the Wind Farm application this month, protesting at the possible procedural anomalies
 - have also lobbied in support of 'buffer zones' between turbines and communities
 - have attended Clare Library development meetings supporting community members
 - Gave presentation to the Clare Annual Town Meeting
 - I plan to attend a conference giving economic data on the wider eastern region
 - I have tracked down the Castle flag
 - My next surgery will be held on Saturday 1st June.

Attachment to minutes – Item 10, Town Council Committees, Councillor representatives

	Derek Blake	Peter Phillips (Vice Chairman)	Keith Haisman (Chairman)	Paul Bishop	Leslie Warmington
Town Council Committee/ Working Group roles	Environment Finance	Community Highways Planning	Community Press officer	Environment	Finance Highways
Town Council Representative	Country Park Trustee Ancient House	Country Park Trustee SALC Emergency Planning	Country Park Trustee		
Other Community Roles	CLASP driver Director of SVCS	CHOC	Volunteer for Clare in Bloom Chairman of SVCS		
Training since 2007	Basic Councillor Training 2010 SALC Leadership Skills Course Feb 2012 Planning March 2012	Basic Councillor & Chairman's Training SALC Social media workshop June 2011 Planning March 2012	Basic Councillor Training at SALC – 2007 Understanding Divestment Nov 2010 Planning March 2012	Basic Councillor Training March 2013 Institute of Cemetery & Crematorium Management Compliance and Control	Basic Councillor Training Institute of Cemetery & Crematorium Management Compliance and Control

	Alan Parsley	Margaret Godwin	Phil Gryce	Gayle Mallows
Town Council Committee/ Working Group roles	Environment Finance	Finance Highways Planning	Community Environment Planning	Community Environment Planning Finance Highways
Town Council Representative	CLASP Tree Officer	Country Park Trustee CYAC	Tourism Forum	CPFA
Other Community Roles	CLASP CHOC	STOC member	Library Group Town Recorder	STOC member Governor SVCS
Training since 2007	Basic Councillor Training Planning March 2012 Institute of Cemetery & Crematorium Management Compliance and Control	SALC new Cllr briefing July 2011 Basic Councillor training Oct 2011 Planning March 2012 Institute of Cemetery & Crematorium Management Compliance and Control	Basic Councillor Training Oct 2011 Planning March 2012 Institute of Cemetery & Crematorium Management Compliance and Control	Basic Councillor training Oct 2011 Cemetery Nov 2011 Cemetery March 2013 Planning March 2012 Institute of Cemetery & Crematorium Management Compliance and Control

Attachment to minutes – Item 13, Clerk’s Report – May 2013

Action:

A problem arose at the weekend with the noticeboard in Pashlers Alley being unsafe to use (warped frames have caused the magnets to be ineffective and the wind was causing the hooks on the doors to work free and blow open and the notices to blow away). Work was carried out to replace the bolts on Saturday but further work is required to replace the backing with more suitable material to ensure the pins stay in place.

Action: It was agreed that new backing will be purchased and fitted.

Information:

Since the handover of the Cemetery admin, we have had 4 bookings and a number of enquiries and have spent 2 hours per week (average) liaising, getting advice etc.

I have spent a lot of time in the last couple of weeks working on my CiLCA submission and am awaiting feedback from Jayne Cole to finalise several modules. We need to review the Standing Orders as soon as possible as I need to submit them too. Once I have passed CiLCA we can start pulling together evidence for our submission to become a Quality Council.

Reported issues

- Broken drain cover in High Street – reported to Anglian Water and fixed the same day.

Borough planning decisions:

SE/13/0219/ADVCA and SE/13/0220/LBCA – Bell Hotel – Non-illuminated advertisement signs - Permission granted
SE/13/0265/FULBCA and SE/13/0266/LBCA – 8-9 Nethergate Street – Removal of cement render from rear gable and replace with lime mortar - Permission granted.

Attachment to minutes – Item 15, Correspondence:

Items for action
(all circulated to Town Councillors)

Visitor	Letter of concern re parking. Action: Clerk to respond.
Bob Verguson	A1092 Weight Limit Action: It was agreed not to sign this letter as the TC will be writing separately regarding a TRO. Clerk to respond to Mr Verguson.
Alaric Pugh	Managing a masterpiece and flag raising BBQ invitation Action: Clerk to send letter of thanks.
Nigel Partridge	Request to collect for Christian Aid week on 18 th May on Market Hill. Approved unanimously.

Items for noting
(copies available from the Clerk on request)

Tim Yeo	Response to our letter regarding Parish and Town Council Precept (Referendums) Bill
Suffolk County Council	Path clearance notice
Tim Bartlett	Response re Clare Antiques planning application

Attachment to minutes – Item 17 (ii), TRO request letter



CLARE TOWN COUNCIL

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Cllr. Graham Newman
1 Mellis Court
Felixstowe
Suffolk
IP11 2YQ

Dear Councillor Newman

Re: Heavy Goods Vehicles in Clare

Clare Town Council requests that Suffolk County Council considers placing a Traffic Regulation Order to restrict the weight and size of Heavy Goods Vehicles transiting through Clare with the aim of reducing its status to a Local Access route.

As you know this is an ongoing problem that is severely blighting this heritage town and is a serious risk to pedestrians and other road users. There have been collisions with buildings by HGVs over past years causing structural damage.

The Town Council after consultation with parishioners, hauliers, hauliers' customers and hauliers' associations has concluded that a TRO is the only solution to this problem. The Town Council has assembled a portfolio of evidence including photographic and video evidence that supports the urgent need for action. We also have an opinion from a respected traffic expert concurring with this.

Clare Town Council asserts that the County Council as the highway authority has a clear duty of care towards our parishioner's safety and to prevent damage to their property. We have found that a TRO may be implemented for one or more of the following purposes:

- Avoiding danger to persons or traffic;
- Preventing damage to the road or to buildings nearby;
- Facilitating the passage of traffic;
- Preventing use by unsuitable traffic;
- Preserving the character of a road especially suitable for walking or horse riding;
- Preserving or improving amenities of the area through which the road runs;

Orders can also be made for roads in special areas of the countryside (e.g. National Parks) for the purpose of conserving or enhancing the natural beauty of the area.

Clare could put forward arguments that would satisfy all these requirements

It is unfortunate that the A1092 is a convenient short cut for many HGVs traversing the county as an alternative to the purpose built trunk road the A14 and the recognised A120. Adjustment of Satellite Navigation routes will make no difference as in our research many HGVs use equipment that is not specific to the size of vehicle.

We would be grateful if you could proceed with this request at the earliest opportunity. We are of course open to consultation with regard to a solution and would be pleased to enter into further dialogue. If you and some colleagues would like to visit us we would be able to show you the problem as it happens and be convinced that our case has considerable merit.

Yours sincerely



Claire Ebeling
Town Clerk



Cllr. Peter Phillips
Chair of Highways Working Party

CC: Deborah Cadman, CEO, Suffolk County Council
Rt Hon Simon Burns MP
Tim Yeo MP
County Cllr. Mary Evans
Borough Cllr. Alaric Pugh
Bob Verguson, Chair, Clare Lorry Group
Stoke By Clare Parish Council
Hundon Parish Council
Glemsford Parish Council
Cavendish Parish Council

Attachment to minutes – Item 17 (ii), Letter to Secretary of State for Transport



CLARE TOWN COUNCIL

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The Rt Hon Patrick McLoughlin MP
Secretary of State for Transport
Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR

Dear Mr McLoughlin

Re: Heavy Goods Vehicles in Clare

I am writing to you to ask for help and/or advice on how we can resolve a blight that affects safety and wellbeing in our town.

Clare is a town in West Suffolk and is renowned for its many fine buildings, some dating back to the 15th century. It is a popular town for tourists in the summer and has a fine Country Park which incorporates the only railway station (now closed) built within a bailey of a Norman Castle.

Clare is blighted by Heavy Goods Vehicles transiting through the town on the A1092. These HGVs have to negotiate two blind 90 degree corners in the heart of our Conservation Area, very often using the narrow pavements and have on a number of occasions struck and damaged buildings or become wedged between buildings (some of which are listed) and delayed emergency service vehicles. The result is damage to road surfaces and pavements as well as buildings.

As a Town Council we have established a portfolio of evidence in written, photographic and video format. Our recent activities have entailed speaking to haulage companies and their customers. On occasions we have been well received with positive messages from these companies. One major haulier conceded that if there was a weight restriction that they would use a more suitable route, however profit margins dictate that they use the shortest route regardless of the difficulties in manoeuvring through a town which has narrow access. Well Lane in the town is 13ft 10" wide on a corner. These companies are proud of their risk assessments carried out to protect their workers on site and on route. However, they concede that no risk assessments have been carried out on the pedestrians of Clare.

We have also spoken to companies with regard to the importance of commerce to the local area but emphasised that a balance has to be struck with the heritage within that area. Clare is an historical asset with its many fine buildings, its Country Park and its Church but it is suffering structurally from vibrations, collisions and the undermining of foundations and utility infrastructure. All of which creates costs for local people and local government budgets and impacts adversely on this conservation area. We are also conscious of the way in which HGV traffic within the town deters visitors and footfall to our own shops, compromising the town's future commercial viability. We have found some reasonable opinions from the people contacted who recognise that there are alternative routes.

We have of course tried to enter into dialogue with Suffolk County Council as the highways authority but with little progress. A recent autumn study by the County was introduced after a local radio station story about a collision. The results of this study which were received mid-March but had originally been promised for early November, was simply a factual survey of HGV movements conducted over a mere four hours. When we negotiated this survey with an officer of the county we were led to believe that it would be an impact study which took into account the effects on the people of Clare as residents and as pedestrians. Therefore, no reference was made to the residents adjacent to both corners. In particular the lady who is frightened of using her front door and whose house has been hit on a number of occasions, the householders who are seeing deterioration in their properties, nor the Bell Hotel which recently suffered collision damage. With the best will in the world this did come over as an appeasement measure especially as no conclusions have been offered.

Suffolk County Council statistics also suggest that if 153 HGVs represent 4% of all vehicles then we have 3,825 vehicles in total per day through Clare. Allowing for an extended working or social day of 18 hours that is 212.5 vehicles per hour or one every 16 seconds or so and if there are 153 HGVs per day and a day has say 12 working hours that is still 12.75 HGVs per hour or one every 4.7 minutes.

The Town Council remains resolute in its mission to alleviate the effects of Heavy Goods Vehicles transiting through Clare and we would appreciate any help that you can offer or suggest. We know that this is something that you will fully understand.

We have a duty of care to the historical assets of our town but an even greater duty of care to our parishioners. Clare is suffering structurally and emotionally through collisions and from vibration. We would be grateful for your advice.

Yours sincerely



Claire Ebeling
Town Clerk



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Chair of Highways Working Party

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