

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 19 September 2013**

Present: Cllrs. Peter Phillips (Chair), Paul Bishop, Margaret Godwin, Phil Gryce, Gayle Mallows, Alan Parsley, and
Leslie Warmington
Clerk, Claire Ebeling
County Councillor Mary Evans, Borough Councillor Alaric Pugh
And 2 parishioners

- 1 **Apologies for absence** – Cllrs. Keith Haisman (Chair), Derek Blake
- 2 **Register of members' interest** – Cllr. Parsley declared an interest in item 12a, Land West of Westfield.

Section of the meeting open to the public:

- 3 **Police Report** – PCSO Sophie Mitchell presented the report (see attachment to the minutes).
- 4 **Parishioners' question time** – A parishioner asked for information about the road closure in Nethergate Street. The Clerk responded that she had not received notification from Suffolk County Council, which implies the road closure was actioned at short notice.
- 5 **County Councillor's Report** – See attachment to the minutes. Cllr. Evans reported that she is hoping that an origin of destination survey will be carried out to assist with the HGV campaign.
- 6 **Borough Councillor's Report** – See attachment to the minutes. Cllr. Pugh suggested that Clare Town Council support the new initiative 'Take me to Suffolk'. The Community Committee will discuss at their next meeting.

End of public section of meeting

- 7 **To approve minutes of previous meeting held on 15 August 2013**
Approved unanimously.
- 8 **To receive an update on actions from the last meeting**
All actions complete.
- 9 **Clerk's Report** – see attached report.
- 10 **Finance**
- i) **Presentation of monthly reports** – Cllr. Godwin proposed the adoption of the monthly accounts, seconded by Cllr. Mallows and approved unanimously.
 - ii) **Decisions required** –
 - a) Cllr. Godwin reported that the title deeds of the Town Hall are not registered. Wayman & Long have quoted fees in the region of £550-£600 to do the necessary work. Cllr. Godwin proposed the registration of the title deeds in order to regularise the documentation. Seconded and approved unanimously.
- 11 **Correspondence** - see attached report.
- 12 **Planning**
- a) i) SE/13/0836/FUL – Land West of Westfield – Erection of 11 affordable dwellings
The application was discussed. Cllr. Parsley stated that although he does not object to the development, he has concerns regarding the access road being too narrow (as there are frequently cars parked along one side) and therefore that it will not sustain the volume of traffic. Also that the new access road crosses a footpath used by children heading to the play area.

It was agreed that this development provides much needed affordable housing for people who live in Clare. The developers have consulted closely with the Town Council and more widely with the community. They have taken on board our original comments, including the need for single occupancy accommodation and the need for designs to be varied and in keeping with the historic nature of Clare. The biodiversity planning is particularly well thought out, with the inclusion of bird and bat boxes, water butts and the varied planting in the orchard using British species of plants.

Cllr. Mallows proposed that the response be that there is no objection to the application, subject to the addition of the following conditions as part of the planning consent:

1. Pedestrian barriers to be installed to prevent children running across the entrance to the development. This public footpath (which is close to a children's play area) is demarcated by cobble stones in the plans.
2. Careful control and timing of builders vehicles accessing the site. Westfield has little off-street parking and both sides of the roads are used by residents to park their vehicles.
3. Additional street lighting within the development to improve safety for residents.

ii) DC/13/0016/HH – 2 Hill Terrace – Erection of two storey rear extension and front porch – application withdrawn pending additional plans.

iii) DC/13/0261/TCA – Clarence House, 5 Nethergate Street – (i) reduce crown of copper beech (ii) fell eight lime trees and (iiI) pollard two lime trees.

Cllr. Mallows proposed that the response be that there is no objection to (i) and (iii) but to object to (ii) because there is no explanation as to why the applicant wishes to remove the trees. Approved unanimously.

iv) DC/13/0270/TPO – Old Police Station, Erbury Place – Crown lift field maple.

Cllr. Mallows proposed that the response be that there is no objection. Approved unanimously.

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

i) DC/13/0320/TCA – Jacaranda House, High Street – Fell one willow tree. Cllr. Mallows proposed that the response be that there is no objection. Approved unanimously.

13 To receive items for decisions required by Town Council Committees and Working Parties

i) **Planning Committee** – Following a letter to Charles Church from the Clare Society regarding the preservation of the kiln found at the Land East of the Granary site, Cllr. Mallows proposed that Clare Town Council write to Charles Church in support of the preservation of the kiln. Approved unanimously.

14 To receive recommendations on amendments to the Standing Orders

Cllr. Gryce proposed the acceptance of the revised Standing Orders as circulated and discussed by email. Seconded by Cllr. Parsley and approved unanimously.

15 To receive agenda items for next meeting

To consider inviting the Police and Crime Commissioner to attend the next meeting to provide a report on progress to the change to the service.

16 To confirm the date of the next meeting as Thursday 17 October 2013.

Confirmed.

The meeting closed at 8.40pm

Attachment to minutes – Item 6, Police Report

Here is the crime report for Clare for the period 15/08/2013 – 19/09/2013. Ahead of tonight's meeting.

I have also attached the recent Safer Neighbourhood Team priority meeting report, for your information, to keep you up to date with our progress over the past 3 month period.

Myself and PC Sinclair are both on duty this evening so one or both of us hope to attend the meeting in person. If we are unable to make it for any reason then as always do not hesitate to forward any issues or concerns for our attention onto us.

Since the last meeting on 15th August there have been 1 crime of note. This was:

- Theft of £1400 worth of diesel from a secure tank located on a farm on Stoke Road in Clare. This occurred at approximately 22:00 on Thursday 29th August. Offenders cut the lock on the tank and then siphoned the contents from within.

Following on from our correspondence regarding the recent complaints over school parking at Clare primary, we have complied a letter which has been sent to the head teacher for distribution to all parents and guardians within the next week or so, and also as an SNT we will be conducting random patrols of the area at peak times and will be advising motorists accordingly.

We had a report of motor vehicles being used in an anti-social manner on the Chilton Street/Poslingford corner junction, we have had no further calls regarding this but if anyone witnesses such behaviour then please do not hesitate to report it to us, and it will be dealt with robustly.

A concerned resident from Cavendish Road has recently raised the issue of speeding at the top end by the school, as a team we will be monitoring the situation and have also suggested that the resident contacts Suffolk Highways to try and obtain some speed boards/VAS signs that will flash up and alert motorists of their speed. Also if there is enough interest then it may be possible to look to setup a new community speed watch scheme in the Town. Collectively these will all act as deterrents and raise awareness that speeding will not be tolerated in our communities.

I am of the understanding there have been a few complaints with regard to the manner of parking of a certain vehicle on Nethergate Street. If there is more details available on this then it would be greatly appreciated so we can monitor during our patrols and if we come across any offences they can be dealt with appropriately.

Further to my email to the parish council in support of a possible new Skate park in the Town for the youths of the area, Steve Brooks has contacted me and said they now have three new members including a new chairman for the CYAC committee, who all hold expertise in the field of BMX-ing and hopefully will be able to put this to great use in aiding the restoration and improvement of the current track which hopefully should be all up and running by next summer. This is very encouraging to hear and I would like to wish them all the best with the work. If the SNT can play a part at any point with regard to cycle/road safety then we would be more than happy to assist.

We recently held our SNT Priority setting meeting this took place on Tuesday 10th September at Bury St Edmunds Police Station. During the group discussion with the residents none highlighted any concerns or

issues other than the usual speeding and burglaries. We currently do not have any ASB, alcohol or drug related problems in any of our villages, and no apparent parking issues were raised by anyone either.

So on the back of this our two priorities for the forthcoming three month period are:-

- Speeding in Chevington, Hargrave & Hawstead. (due to the residents from these respective villages making the effort to attend the meeting)
- Reduction of burglaries throughout the Rural South area.

The next meeting is scheduled for Tuesday 3rd December 7pm at Bury St Edmunds Police Station.

General information worth noting:

- Burglary other buildings are a crime we see a lot of out in the rural community. We cannot stress enough the importance of securing the doors and ensuring there is at least some form of padlock on all garden sheds and garages, especially if high value tools and equipment are going to be stored inside. It's all about making it as difficult as possible for the offenders if they are going to target your property. Alarms, lighting, property marking and padlocks are all good crime prevention measures to take.
- We are also urging people to keep an eye on their oil tanks, what with the warm weather we have been experiencing heating oil is not being used as often and so any losses aren't potentially being noticed until sometime afterwards. If you are having your tank filled in preparation for the upcoming winter months then please make regular checks on the oil level. Alarms are a good deterrent to fit which will alert the owner of any tampering to their tanks.
- In line with the heating oil checks also if you store diesel anywhere on your property or work premises please do the same as we have had a few of these thefts reported to us within the past few weeks.
- We are working closely with Trading Standards after increasing reports across the county in relation to activities of salesmen working on behalf of home improvement companies operating from Norfolk. The majority of our reports are surrounding aggressive sales techniques used targeting the elderly and vulnerable. If anyone is concerned about any door to door salesman acting in their areas then we ask them to report it to 101 so hopefully we can get officers out to check all is legit and above board.

Sophie Mitchell
PCSO 3265

HGVs

I had a meeting today (18 September) with Alan Thorndyke, SCC Head of Highways Network Management, for an update on the actions being taken by SCC.

- Full costings are being obtained on two possible survey approaches. Both would involve contracting out to a specialist company as SCC does not have the staff/equipment necessary.
- 1. An origin and destination survey which poses logistical challenges as it would require the attendance of the police throughout to stop and pull over the HGVs, a suitable, safe site alongside the carriageway for the lorries to be stopped and the drivers interviewed, plus a team of interviewers. Ideally this sort of survey should be conducted over two or three days. It will not produce a large sample as it will not be feasible to stop every HGV but will generate highly detailed information about their journey origins and destinations.
- 2. Automatic Number Plate Recognition cameras can be set up on the entrances and exits of a cordon. Analysis will show how quickly vehicles move through the survey area and compared with a normal journey time to indicate the number of vehicles stopping en route through the survey area. This type of survey gives a great deal of information in terms of the number of vehicles travelling through an area.

Mr Thorndyke is obtaining estimates for the work but it will run into thousands of pounds so there will be an issue of funding. I do have a small highways budget so would be able to contribute.

- A major scheme to resurface the centre of Clare is being scheduled for next February/ March. This work will include looking at the drainage problems on Market Hill. Mr Thorndyke suggested while highways are working in the town it would be sensible, and more cost effective, to incorporate features to mitigate the impact of HGVs – such as changing the man hole/drain covers, installing more bollards, raised kerbs or build outs and even creating a priority traffic scheme on Well Lane. There so some funding that could be allocated for these types of additions. Mr Thorndyke and I agreed the best way forward would to organise a site meeting with highways, the resurfacing team, Clare Town Council and myself to look at and agree the options. I will email Claire and highways tomorrow to find a suitable date.
- Maple Hill turbine traffic – highways are in touch with the developers to ensure they are confident the construction traffic can get through Clare safely. Mr Thorndyke points out that SCC did say at the time of the planning application that access through the town was difficult but planning permission was granted. I have met with Cllr Godwin to see how we can progress with the proposed survey of cellars along the route.
- Bell Hotel - I am organising a site meeting with highways, the hoteliers, their contractors to try to find a way for the repairs to the hotel to go ahead safely.
- Sat Nav The suspicion is that HGV drivers are using car Sat Nav systems which is why they come through Clare. I have checked and found out that while SCC does routinely advise the sat nav companies on changes to highways it is only those changes that are made by order and are enforceable – ie TROs/ speed limits.

Locality Grants

Your clerk approached me re locality funding for the tree pruning work you need to undertake and the 3 new benches that it is proposed should be bought. I am in principle sympathetic but I need to keep guard of my allocations. I have just agreed an award of £1,000 to Clare Library and am possibly facing a call on my budget of £5,000 + for the Clare traffic surveys. I am happy to help Claire look elsewhere for grants for the trees and benches and to be used as a point of last resort.

Clare Country Park

Cllr Richard Smith, whose team is negotiating the transfer of the park, and I had a very useful tour of the park last month. I think the CTC team and the resident we met felt the visit was a success and their views had been heard.

County Wide

Cllr Pugh and I this week had a meeting in Clare with Suffolk Police and Crime Commissioner Tim Passmore. He is campaigning to raise awareness of the hidden crime in our society – domestic violence and wants the police to improve training on handling domestic violence. He also wants the police to open a clinic for the interview/examination of victims of serious sexual assault in West Suffolk as currently there is only one facility in the county – in Ipswich.

I today attended training on safeguarding and county councillors' role as corporate parents to the looked after children in the county. As a result I have enrolled to be a visitor to our local children's home.

Mary Evans, Clare Division, Suffolk County Council

Period: 16th August - 19th Sept 2012 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 uphold the interests of the town at St Edmundsbury Borough Council. I am Portfolio Holder for Economic Growth, Transport and Planning. The committees I sit on are: Development Control, Rural Working Party, Sustainable Development Working Party (Deputy Chair), 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. **My chief role is to ensure Clare and its residents have a voice at the Borough Council table.** I expect to be in attendance at Town 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

Training undertaken since last report - none

ii) Civic events/business

- b) St Eds Business Festival
- c) Apex gallery opening
- d) Suffolk Chamber of Commerce
- e) Fresh Festival for Young People's employment
- f) Launch of LEP Skills Strategy and Workshop Event

3. Meetings attended (excluding Majority Group meetings)

- ii) Cabinet Planning
- iii) Cabinet
 - 1. Development Control
 - 2. Ec Dev Briefing
 - 3. Haverhill Transport Workshop
 - 4. SCC - Joint Portfolio Holders Briefing
 - 5. David Ruffley MP
 - 6. SCC Deputy Economic Portfolio Holder - Anne Gower
 - 7. Parking Officer for West Suffolk towns
 - 8. Menta
 - 9. Police and Crime Commissioner - Clare, West Suffolk and Suffolk issues
- Forthcoming meetings before next TC Meeting
 - 10. Future Council's Briefing and Workshop
 - 11. Cabinet Planning and Cabinet
 - 12. Principal Planning Officer - Chris Broad re Land East of the Granary
 - 13. Site inspections
 - 14. discussion about a long list of issues with Chief Executive
 - 15. Apex Panel
- Voting record - recent items with particular significance to Clare community:
 - Abstained - I proposed strengthened conditions on Clare Co-op, abstaining with respect for TC position
 - For - houses in centre of Poslingford stressing flexibility of new Local Development Management Policies
- Current Clare issues involvement/resident requests to take forward:
 - 1. work on lorry movement issues ongoing with SCC officers and councillors

2. Clare Country Park issues and visit with SCC Portfolio Holder and TC
3. various local planning queries
4. queried the Endeavour Card process on behalf of Clare's youngsters. But I am still unsure whether it will be publicised widely enough and I am monitoring
 - Land East of the Granary issues including archaeology

g) tree issues

h) toilets, and dog fouling

i) Discussion with David Gilbert about young people and art

j) More of the 20 new police officers to be recruited are to be based in West Suffolk

7. More generally, I am currently working on:

k) work to prioritise economic growth actions

l) transport and skills strategies as they affect West Suffolk

m) innovation in rural transport solutions

n) raising the profile of West Suffolk

8. NEWS:

- Foundation East Conference at Ely on 25th Sept will have information on Community Land Trusts
- Parish Conference 22nd Oct at the Apex
- the PCC is offering a local briefing/public meeting if the TC would like it?

Next surgery which will be held on Saturday 5th October with County Councillor.

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

Action:

- Collection of dog waste bag dispensers – volunteer please.
Action: Cllr. Phillips will collect. RFO to raise cheque
- CHOC quiz 18th October – team required
Action: Councillors to confirm availability.

Information:

- The application for Remembrance Sunday has been submitted. SCC tell me that the process has changed slightly and we will be required to have more wardens there and one of the wardens must be accredited.
- Sheepgate Lane – request to Suffolk County Council to reduce trees and hedges at top of Sheepgate Lane (by path to Common) reference number 3108879 (incomplete work from request made in July – **Ref 3034862**).
- Lutus Close – request to Suffolk County Council to clear path between Lutus Close and Westfield - reference number 3108894.
- Request for straw to be removed from pavement on Stoke Road – complete.
- I have obtained some suggestions from the Tree Officer for suitable options for the tree promised to the Royal British Legion Women’s Section to commemorate their 65th anniversary. I have written to Sheila Martin with details of the suggestions and await a confirmation of their choice.
- Lights in Clare Castle Country Park car park – have emailed SCC and Damien Parker re concerns that there are no lights on in the car park in the evening.
Update: SCC have discovered the switches for the lights are in the Visitor’s Centre. Awaiting further information.

Attachment to minutes – Item 15, Correspondence:

Items for action (all circulated to Town Councillors)

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| PCSO Sophie Mitchell | Skate park Action: Clerk will update PCSO Mitchell on response agreed (below). |
| Mr Dopson | Skate park Action: It was agreed that any initiative should come from a community group such as CYAC. Unfortunately there is a lack of support and co-operation from people in the community. Cllr. Phillips will contact Mr Dopson and suggest he contacts CYAC. |
| Clare WI | Use of Clare sign Action: Clerk to respond – no objection. |
| Simon Curl | Response to our letter of 8 th August re Highways issues Action: Meeting is planned with Alan Thorndike, Simon Curl and CTC. |
| John Laws | Update on window and Old School building. Action: Clerk to write to CHOC expressing concerns regarding the building. |
| J Knapp | Callis Street parking Action: Clerk to forward to Mary Evans. PCSO has responded directly to Mr Knapp. |
| Peggy Smith | I attach a letter copied from Peggy Smith thanking the HLF for their support of Managing a Masterpiece etc. Action: Clerk to send letter of thanks. |

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

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|--------------------------|--|
| Patrick Scrivens | Works to Sheepgate Lane |
| Mr Parish | Re Clare Park and toilets |
| Wayman & Long | Deeds |
| Macmillan Cancer Support | Thank you for donation |
| Avenues East | Thank you for donation |
| Mary Evans | Update on Market Hill drainage/resurfacing |