

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

Present: Cllrs. Keith Haisman, Chair, Paul Bishop, Margaret Godwin, Phil Gryce, Gayle Mallows,
Alan Parsley and Peter Phillips
County Councillor Mary Evans, Borough Councillor Alaric Pugh

The Chairman congratulated the Town Clerk on passing the Certificate in Local Council Administration.

- 1 **Apologies for absence** – Cllr.s Derek Blake and Leslie Warmington, Claire Ebeling (Clerk)
- 2 **Register of members' interest** – None

Section of the meeting open to the public:

- 3 **Police Report** – PCSO Sophie Mitchell presented the police report (see attachment to the minutes).
- 4 **Parishioners' question time** – None.
- 5 **County Councillor's Report** – See attachment to the minutes. Cllr Haisman thanked Cllr Evans for her work on ensuring improvements made to street lighting. Simon Curl's responses re roads were noted. Cllr. Godwin reported that she and Cllr Mallows will be meeting with Cllr Evans in the New Year to discuss transport issues. Cllr. Evans reported that a resident in the former Bear and Crown having her cellars surveyed because of the possibility that they are being undermined by HGV movement. Thanked Cllr Evans for everything she has done this year.
- 6 **Borough Councillor's Report** – see attachment to the minutes. Cllr Pugh explained Delegation Panel is experimental and a detailed briefing will be given to explain it. Parish Councils will not be able to speak at delegation panel and will therefore need to lobby ward member to raise concerns over planning issues. Chairman asked for more information regarding Cllr Pugh's decision to abstain from voting on Hastoe project, the fact that there was only one objector who had not written to the Town Council and had not attended the public exhibition or spoken to Hastoe. Cllr Pugh explained that he represented both sides of the case to his colleagues. He had spoken for the objector because other residents had spoken to him and the objector was not able to be there to put his case. Cllr Pugh felt it was therefore not appropriate to vote. He was confident that the scheme was going to receive support of all colleagues on Council.

End of public section of meeting

- 7 **To approve minutes of previous meeting held on 21 November 2013**
The minutes were approved unanimously.
- 8 **To receive an update on actions from the last meeting**
Cllr. Bishop was thanked for his work on mapping the street lights which were not working. The lights have been reported to SCC.
- 9 **Clerk's Report** – see attached report.
- 10 **Finance**
 - i) **Presentation of monthly reports** – Cllr. Godwin proposed the adoption of the monthly accounts. Approved unanimously.
 - ii) **Decisions required** –

No decisions required but several things to mention. (a) RFO has sent out a letter to all local groups and has asked them to return governance details. She has written to CHOC and CPFA re economies of scale and plans to follow this up in January. (b) The Environment Committee will discuss their part of the Risk Assessment Action Plan for **Cllr. Blake/RFO** 2013/14 at their January meeting as will the Finance & Personnel Committee. Following that a separate Risk Assessment meeting will be arranged for February to review the base documentation and produce a new action plan for 2014/15.

11 Correspondence - see attached report.

Discussed letter from Mrs Sutton on winter safety in homes. Cllr Phillips explained that emergency planning is for a major incident and offered to draft response. Noted the difficulties of using community centre for situations such as power cuts across part of the town when other groups would still be using it e.g. Clare Bears. All groups were invited to a meeting when emergency plan was set up but no one attended the meeting. Cllr Parsley felt that we had responded quickly to the recent situation, discussing it in Council and liaising with CLASP. Proposed that he would continue dialogue with CLASP to encourage volunteers, investigate the feasibility of establishing a central point of contact and possible liaison with external agencies. (b) Thanks extended to CLASP for donation for a replacement bench.

12 Planning

a) To receive an update on the Hastoe planning application

Cllr Mallows reported on SEBC Development Control meeting when Hastoe planning application was agreed and noted that plans received significant praise from Borough Councillors. A Hastoe plan to be on site in January. Cllr Haisman strongly affirmed that CTC want to be closely involved in establishing strong criteria relating to how 'close connection to Clare' would be interpreted. Cllr Pugh suggested that we contact the Portfolio Holder for Housing at SEBC – Cllr Ann Gower Haverhill to discuss options.

b) To receive an update on Section 106 obligations relating to the Land East of the Granary development

Cllr Mallows to produce document outlining different strands of obligations, county officers involved, and systems for monitoring and managing situation so that money goes into local area.

c) Applications received by the Clerk between publishing the agenda and this meeting DC/13/0794/TCA – The Old Vicarage – Fell one Beech tree and remove branches as required to one Yew tree growing close to the Beech tree to allow for the felling of the Beech.

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) Environment Committee – Recommendation to approve the 'Keep Clare Tidy' poster - Cllr Parsley proposed that copies of the 'Keep Clare Tidy' poster designed by Cllr. Gryce are put up in the town to coincide with an article in Chevron outlining work **Cllr Parley** of environment committee and explaining the poster further.

14 To agree the Press and Media Policy as circulated by email

Cllr Philips suggested that this item be deferred to next meeting. Agreed.

15 To receive an update on Clare Castle Country Park

Concertus have been working hard and are following Saville's report and ecology findings. SCC will be the Planning Authority but plans will still go via CTC and Listed Buildings Officer at SEBC who is already a consultee. Draft designs have been prepared for both buildings and have been made available to CTC Planning Committee. A drain survey across the whole park has been commissioned by SCC. Planning approval should take approx. three months. The surveys by SEBC of green spaces, trees, boundary fences etc have all been completed. We await a distinction to be made in the costs between 'catch-up' and annual running cost. The independent audit by Bidwells of the SEBC surveys has been approved. The £10k HLF bid has been approved and the first meeting of specialists has been held with some very helpful feedback. A

comment had been made by one of the HLF experts on the stability of the motte. SCC has been asked to provide details of investigations into the soundness of the mound before the £150k investment in the castle remains was made by SCC and English Heritage.

Meeting with the Environment Agency: some progress made but concerns remain re the funding of the new dam. CTC's position remains unchanged that the solution to river levels and the funding need to be agreed before CCCP can be taken. SCC has placed pressure on EA for them to deliver a financial contribution

With funding having been released by SCC Ashtons are now making better progress in obtaining title deeds and due diligence in general. When we have full information, Ashton can then advise on the appropriate protection measures for the green spaces that need to be put in place.

Cllr Gryce explained the background to the discussion document on community consultation and reported that ideas held within paper are for future debate when we have a clearer idea of what is happening. Process of appointment of trustees is an issue that needs to be discussed further. Cllr Phillips noted that solicitor advice is being taken on this.

16 To receive agenda items for next meeting

To agree the Press and Media Policy as circulated by email

17 To confirm the date of the next meeting as Thursday 16 January 2014.

Confirmed.

The meeting closed at 9.00pm

Attachment to minutes – Item 6, Police Report

Since the last meeting on 19th November there have been 3 crimes of note in the area. These were:

- Burglary Dwelling – A property on Hertford Road was entered through an unlocked front door and a set of keys to a motor vehicle taken from a key rack located just inside the door. Offenders then proceeded to steal the vehicle from the driveway. The vehicle was later discovered and recovered in the original condition it was stolen from in Belchamp St Paul. We are currently awaiting forensic results to try and identify those responsible. This occurred during the early hours of Saturday 23rd November.
- Theft from shop – A shop on Well Lane had £700 worth of cosmetic products stolen at approximately 10:30 on Thursday 5th December, by a male who was captured on CCTV and is also linked to a similar theft from a shop in Lavenham. Enquiries are still ongoing to identify the whereabouts of this suspect so he can be arrested and dealt with for both offences.
- Burglary other building – A garage located in the grounds of Stour Valley School was broken into overnight on Monday 16th December. Offenders smashed a window to gain entry into the garage, once inside they conducted an untidy search and stole a leaf blower, long reach garden multi tool, hedge cutter and a chainsaw.

The only issue that has been raised in the town since the last meeting is the ongoing parking issue of some vehicles around the keep clear grassed area on the junction of Common Street and Callis Street. We are continuing to monitor this and dealing with offending vehicles as we come across them.

General information worth noting:

We recently held our Safer Neighbourhood Team priority setting meeting on the 3rd December. As a result of those resident's from our villages that attended and the issues and concerns highlighted our priorities for the next 3 month period are as follows:

- Illegal parking in Kedington, particularly around Westward Deals and Kings Hill.
- Speeding vehicles along the B1061 corridor (running through Bradley, Thurlows and Wrating) and also in the village of Kedington.
- Burglary – To reduce the number of burglaries throughout the Rural South Area.

The next SNT Priority Setting Meeting is scheduled for Tuesday 11th March 2014, 7pm at Bury St Edmunds Police Station.

With Christmas just around the corner and the festive season in full swing, residents can become a little complacent when it comes to security. Thieves will target properties knowing that there is going to be extra high valued presents and items throughout homes during this time. Please do not advertise your property and make it an easy target for potential burglars. Keep wrapped gifts hidden out of sight, all windows and doors closed and locked even if you are only popping out for a short moment, this is all it takes for someone to gain access to your home. The last thing we want is for your Christmas to be ruined by becoming a victim of burglary.

We have had a recent spate of shed breaks in Poslingford and Lidgate. We are seeking any information in relation to these, anyone that may know anything is asked to call 101 with details. We cannot stress enough the importance of keeping outbuildings secure, and property marked and out of sight. It is worth noting serial numbers of garden equipment and power tools as if these are later recovered it makes tracing owners a lot easier.

Heating oil thefts are a crime we see very often out in the rural areas. A male was recently arrested in Withersfield after being disturbed at a property, he is now on Police bail until January. We urge you all to keep regular checks on your oil levels, consider installing tank alarms and please report any suspicious activity or behaviour in your area. You know your local community better than anyone else, you know the comings and goings of individuals and vehicles. If you see something that isn't quite right, out of the ordinary, or that rings alarm bells please report it to us straight away. We would rather be made aware of something that turns out to be genuine, rather than it go unreported and potentially result in crime in your area.

HIGHWAYS

I am still awaiting the policy paper on community acquisition and deployment of vehicle activated signs. Alan Thorndyke, the highways network manager, who is writing this was one of SCC's key staff in the team managing the emergency response to the tidal surge and has got behind with his other work.

As you will also be aware the bollard opposite The Bell Hotel was struck again on 25 November - the third time in 11 weeks. It happened when I was at a meeting with fellow county councillors from West Suffolk and the management team from Kier May Gurney discussing the new contractual arrangements. My complaints and concerns about possible delays in replacing of the bollard should there ever be another strike were met with reassurances of prompt action in future. Little did I think I would be putting those reassurances to the test within the hour! Suffice it to say the bollard was replaced in under 24 hours. Clearly it is good that SCC and its contractors can act so swiftly but it not acceptable that the bollard should have been struck so often. On this last occasion the offending vehicle was a horsebox. If possible, please could CTC include in the Chevron a request that residents report to SCC the number plates of any vehicles they see damaging property in the town so we can make claims against the drivers?

I had a meeting with Simon Curl and Luke Barber of the Kier May Gurney highways engineering design team to look at ways the impact of heavy traffic through Clare can be mitigated. Luke Barber is working up some ideas to be put to CTC before your January meeting. I have advised both officers of the date of your next meeting. For your information I include below Mr Curl's notes of the problems and possible solutions:

1. *40/30 mph interface adjacent to Daneum Holt – the issues to resolve are noise generated by vehicle wheels running along the carriageway centre road studs and vehicles running close to the adjacent footway / carriageway interface with the consequence of vehicle mirrors striking pedestrian. The solution needs to retain a traffic calming effect which the current central hatching purports to do.*
2. *Junction of A1092 Well lane and High Street – the issue is, parking in the junction splay on DYL adjacent to the old bakery (soon to become the pharmacy from the other side of the A1092) which results in drivers pulling out of the one way street in the wrong direction. A solution would either be to formalise parking and manage manoeuvres such they are done safely, or to make it not possible to park either with hatching or some physical measures.*
3. *A1092 carriageway throat area between Well Lane and the Market Sq. – the issue is that inter visibility between 2 apposing vehicles is limited and it's too narrow for 2 apposing vehicles to pass each other safely and without mounting adjacent pavements; which adversely impacts on pedestrian safety, potential building and cellar damage and vibration. Kerb heights through the area are low and footways narrow. Part of a solution would be to reinstate adequate kerb heights to deter vehicles mounting footways –this will be accomplished through the resurfacing works. Another part of a solution may be to reduce the likelihood of 2 apposing vehicles meeting at the pinch point together by the introduction of formal/informal give way / priority system.*
4. *A1092 Bell Hotel Corner – the issue is that vehicles (HGVs generally) strike the Bell Hotel as they turn left at the corner on the A1092, and the concrete bollard on the opposite side of the road is frequently struck and removed by vehicles from the other direction. A solution would include measures to prevent / deter vehicles from getting close to the Bell building.*
5. *A1092 approaching Clare from the east in the vicinity of the start of the 30 limit and school entrance – the issue is traffic speed within the 30, safety of school children using the footway adjacent to the A1092 and children crossing the A1092 to the school. A solution may include calming features - either physical and or road markings*

One of the points that came out of the meeting with KMG is that a website link is being developed for county councillors so we can monitor the progress of highways works in our divisions.

HGVs

Cllr Graham Newman and I met the most senior highways officers last week with just one item on the agenda – Clare and HGVs. Officers, using their professional judgement and experience, are still declining to implement a TRO – the fear is it would be nigh on impossible to enforce and it would drive heavy traffic onto narrower roads.

However there is now an understanding that the current situation is unacceptable and that SCC has to act to reduce the volume of HGV traffic coming through Clare and mitigate the impact of heavy vehicles that do use the A1092. A renewed effort will be made to update the Suffolk Lorry Route map to advise HGV drivers to avoid Clare – I will monitor this.

It has not proved possible to find a suitable location to conduct an origin and destination survey of HVS – there is no convenient safe site alongside the A1092 to pull HGVs off the road for interviews to be conducted with the drivers. As an alternative, it has been decided SCC should approach hauliers direct to find out why they are driving through Clare and to suggest they desist. To this end, Michael Attwood, who works for SCC at West Suffolk House and who is the Our Place officer for Burry St Edmunds, has been seconded to help with the Clare HGV campaign. I am having an initial meeting with him on Friday.

STREET LIGHTS

I am aware that in Clare, as in a significant number of the parish I represent, there have been longer delays than usual in repairing faulty street lights. I had a meeting with Adrian Last from the street lighting team today (Wednesday) to find out what has been going wrong. The easy option is to blame the new contract but I suspect part of the problem is in the way faults are reported and logged. The SCC database of street lights is listed by road name and then village/town so all fault reports need to give the name of the highway on which the light stands. There can be added confusion around the unit number – some wooden poles carry the electricity provider's unit number so it is helpful to give a location – i.e. outside no 16 as well as any available unit number. Staff at the CSD, the council's call centre, do not have full access to the street light database and are unable to check whether a fault report is accurate so Adrian Last says it is better to report faults to him directly rather than to CSD. He can then check the report, log it on to the system where it will be picked up by Kier May Gurney. His email address is adrian.last@suffolk.gov.uk This should speed up the report/repair process. Please let me know if it does or does not.

COUNTRY PARK

I met Cllr Richard Smith and his officers – Bryn Griffiths and Quentin Cass earlier this month to discuss progress with the transfer of the park. We feel one of the stumbling blocks has been the lack of communication from SCC which has possibly been seen in Clare as lack of action. Mr Cass has been asked to send the CTCT team a monthly report. A meeting is being arranged for January with the CTC team, Cllr Smith, Mr Griffiths and me.

SCC has written to the Environment Agency in support of the scheme to improve the water levels and to urge the agency to find the funding so the necessary work can go ahead as a matter of priority.

Finally, I would like to wish you all a happy Christmas and a peaceful New Year and thank you for your interest and support for my work in my first seven months as your county councillor.

Mary Evans, Clare Division, Suffolk County Council

Attachment to minutes – Item 6, St Edmundsbury Borough Councillor's report

Period: 21st November-19th December 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, and I Chair the Growth Working Party and am a Board Member of One Haverhill. 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@stedsbcb.gov.uk

Training undertaken since last report
Planning changes

Civic events/business
None

Meetings attended (excluding Majority Group meetings)

Cabinet Planning	Cabinet
Joint Cabinet Planning	Development Control
Ec Dev Briefing	Full Council
One Haverhill Board	Site inspections
Parking briefing	Apex Panel
Design Panel	Joint economic portfolio holders SCC briefing
SCC transport briefing	One Haverhill Board Meeting
Visit Suffolk	Greater Cambridge Greater Peterborough LEP Summit
Presentations by the three major housing schemes proposed for Bury St Edmunds	

Forthcoming meetings before next TC Meeting:

Cabinet planning	Development Control
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Voting record - recent items with some significance to Clare community:

For a new small house in the countryside with an agricultural tie to support the sustainability of agricultural life
Hastoe project - abstained

Current Clare issues involvement/resident requests to take forward:

Conversations on Country Park issues	Various local planning queries
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Was there any response: for some bike parking visibly in the town centre - hopefully near the Co-op?

More generally, I am currently working on:

- formalising the delivery of a Six Point Plan for Jobs and Growth in West Suffolk
- transport and skills strategies as they affect West Suffolk
- innovation in rural transport solutions

NEWS:

The preliminary opinion of the Peer Review Group was that the progress of the Shared Services Project was achieving its stated aims and that the results so far were "impressive" and they will return in February to complete their review

1. The new Head of Planning will start in February not January as previously stated
2. You should have had an invitation to a briefing about improvements to the Planning process
3. Progress is being made on finding a Waste Transfer solution for the area
4. Town Centre Masterplanning for Haverhill continues
5. Progress is continuing with finding solutions for locating gypsies and travellers within the area of their traditional/habitual travelling patterns.

Many of these items will have further information provided at future Town and Parish Conferences.

Next surgery which will be held on Saturday 1st February.

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

Action:

- We have received provisional permission from St Eds to carry out tree work in the cemetery and churchyard. Planned for January (Environment Committee approved).

Information:

- Reported use of horses on footpaths - **3218323**
- Thanks to Paul Bishop for compiling the list of faulty street lights. This has been forwarded to Adrian Last (as per Mary Evans’ advice).

Attachment to minutes – Item 15, Correspondence:

Items for action
(all circulated to Town Councillors)

Beryl Sutton	Contingency Plans – Winter Safety in our homes
CLASP	Minutes confirming CLASP will donate £350 towards replacement of benches. See also under ‘Friendship Team’ – item noting discussion on the effect on vulnerable people during loss of power.

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

Jan Stanbury Jones	Thanks for supporting Forest School
CHOC	Notes from December Trustee Meeting
Inspector Peter Ferrie	Congratulations on a successful Remembrance Parade