

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.  
on Thursday 17 April 2014**

Present: Cllrs. Keith Haisman, Chair, Paul Bishop, Derek Blake, Margaret Godwin, Phil Gryce  
and Leslie Warmington  
County Councillor Mary Evans, Borough Councillor Alaric Pugh  
Claire Ebeling, Town Clerk  
One member of the public

- 1 **Apologies for absence** – Cllr's Gayle Mallows, Alan Parsley
- 2 **To receive declarations of members' interests and consider requests for dispensation**  
None

*Section of the meeting open to the public:*

- 3 **Police Report** – The Police report was circulated (see attached).
- 4 **Public Participation** – Mr Kimminau asked if the meeting on 6<sup>th</sup> May would include consultation on Clare Castle Country Park. Cllr. Haisman explained that the meeting on 6<sup>th</sup> May is the Annual Town Meeting, not the Town Council AGM and that Cllr. Richard Smith would not be in attendance. There may or may not be a presentation regarding progress on the Country Park, but the progress expected to made by 6<sup>th</sup> May certainly would not be sufficient to require a consultation. Cllr. Haisman emphasised that it has frequently been confirmed that there will be a consultation on the Country Park but it will only take place after the Town Council has met and decided whether any proposal from Suffolk County Council is viable.
- 5 **County Councillor's Report** – See attached report.  
Some discussion took place regarding concerns about the transportation of the wind turbine to Chilton Street. Clare Town Council is a statutory consultee in the discharge of the conditions but there are some local parishes who may be affected but who have not been consulted. It was proposed that Cllr. Godwin draft a letter for approval by all Councillors to be sent to local parishes and other groups potentially affected to ensure they are aware. Approved unanimously. Cllr. Godwin thanked Cllr. Evans for consulting Clare Town Council with regard to the Kier May Gurney review; arranging the meeting with Suffolk County Council Highways and for attending the meeting regarding the drainage issues in Clare.
- 6 **Borough Councillor's Report** – See attached report.  
Cllr. Pugh reported that he is aware that there are a lot of hedges overhanging pavements on the Highfields estate and they will be dealt with in the near future. The park warden will be contacted regarding the greenery overhanging the small cemetery on Cavendish Road.  
Cllr. Pugh reported that he is currently investigating the ownership of the small belt of land adjacent to the Land East of the Granary site and he will pass further information to the Environment Committee.  
Cllr. Pugh reported that he would soon have access to a locality budget and offered to attend a future Finance Committee meeting to provide further details.

*End of public section of meeting*

- 7 **To approve minutes of previous meetings held on 20 March 2014**  
The minutes were approved unanimously.
- 8 **To receive an update on actions from the last meeting**  
The Clerk reported that all actions were complete.
- 9 **Clerk's Report** – see attached report.
- 10 **Finance**

- i) **Presentation of monthly reports** – Cllr. Blake proposed the adoption of the monthly and annual accounts. Approved unanimously.

Cllr. Blake presented the annual accounts and proposed the authorisation of delegated authority for the Chair of the Finance Committee and the RFO to finalise the spreadsheets for use at the Annual Town Meeting without further consultation with the Town Council. Approved unanimously.

Cllr. Haisman requested confirmation that plans have been made to consult with community groups who receive income from the precept. Cllr. Blake confirmed that the groups will be expected to provide details of expected expenditure and the Finance Committee will encourage where possible, the alignment of tasks such as grass cutting and insurance to take advantage of reduced rates due to economies of scale.

ii) **Decisions required** –

- a) Cllr. Blake reported that a meeting had taken place with the CHOC Chairman and Administrator and Cllr. Blake had explained that the Town Council were unable to agree to the proposed 5% increase to the rent because of the special nature of the financial arrangements. Cllr. Blake proposed that the Town Council write to CHOC requesting an annual meeting with CHOC Trustees prior to precept setting to discuss Town Council financial support for CHOC. Agreed unanimously.
- b) Cllr. Blake reported that following a request from the Parish Church Council for work to repair a footpath, it is proposed that a regular dialogue should be maintained to ensure awareness of potential maintenance requests for the coming year (in advance of precept setting). Agreed unanimously.
- c) Cllr. Blake proposed the approval of a donation of £100 to 1<sup>st</sup> Clare Rainbows. Approved unanimously.
- d) Cllr. Blake proposed the purchase of 4 bike rack stands costing a total of £600-700 (subject to approval of the site by SCC Highways).

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11 **Correspondence** - see attached report.

12 **Planning**

- a) **DC/14/0492/LB – Saddlers Cottage, Well Lane – Erection of brick buttress support to existing boundary wall**

Cllr. Gryce reported that no objections have been published on the St Eds website and the application is not considered contentious, therefore proposed that the response be that there is no objection. Approved unanimously.

- b) **DC/14/0277/FUL – Lodge Farm, Chilton Street – Erection of cart lodge at front of dwelling (following demolition of existing structure)**

Cllr. Gryce reported that no objections have been published on the St Eds website and the application is not considered contentious, therefore proposed that the response be that there is no objection. Approved unanimously.

- c) **DC/14/0355/LB - 7 High Street – Replacement of 4no. wooden sash windows and external wooden door with UPVC at rear of property**

After some discussion, Cllr. Gryce proposed that the response be to object to the application with the observation that ‘we understand the need for the replacement windows but on a listed building the proposed materials do not appear appropriate’. Agreed unanimously.

- d) **To receive an update on Land East of the Granary following the meeting with SCC on 15 April**

Cllr. Haisman reported that a meeting had taken place with Suffolk County Council and officers had been called account specifically on the floods along Stoke Road, the need to investigate drains further towards Cliftons, how the SUDS scheme will be validated as effective, the future management of the SUDS after construction, and the failure of SCC and SEBC officers to enforce certain conditions prior to work starting on the site. A comprehensive note of that

Clerk

meeting has been written and sent to our County and Borough Councillors as well as their officers and will serve as the audit trail which our Planning Committee will monitor.

**13 To receive items for decisions required by Town Council Committees and Working Parties  
None**

**14 To receive an update on Clare Castle Country Park**  
Cllr. Haisman reported that a meeting is scheduled for 23<sup>rd</sup> April when a proposal from Suffolk County Council is expected. The planning applications to the buildings have been approved and tenders on the work have been received. Cllr. Blake reported that an extension of time will be requested to use the remaining funds from the HLF bid.

**15 To consider the possibility of the co-option of a Councillor**  
Cllr. Haisman reported that there are two applicants for the casual vacancy. It was proposed to invite both candidates to a meeting with the sole agenda item being to receive presentations by the candidates explaining what they see as the major challenges for the Council over the period 2015-19 and how they think they might be addressed. In addition, it was proposed that the candidates be invited in advance of the meeting, to write to the Council providing reasons for wanting to become a Town Councillor and their particular interests, skills and strengths; their thoughts on major topics to include in the 4 year plan and their thoughts on the possible transfer of ownership to CTC of Clare Castle Country Park and how the park should be owned, managed, and financed. Approved unanimously.

**16 To discuss a draft Freedom of Information policy**  
Cllr. Gryce presented a draft policy based on information from NALC and a draft document detailing charges. It was agreed that the Clerk and RFO would discuss the charges and Cllr. Gryce will send amended documents for consideration at the next meeting.

**Cllr. Gryce**

**17 To agree the agenda for the Annual meeting**  
Cllr. Gryce agreed to join Cllr. Godwin on the Emergency Planning working party. The Working party will investigate with SEBC what constitutes an emergency and where the boundaries are between what the response should be in Clare and what SEBC is responsible for.

**Clerk**

**18 To receive agenda items for next meeting**  
To discuss combining the Planning Committee and the Highways Working Party  
To agree the agenda for the Annual meeting  
To receive an update on Clare Castle Country Park

**19 To confirm the date of the next meeting as Thursday 15<sup>th</sup> May 2014.**  
Confirmed.

The meeting closed at 9.30pm

## Attachment to minutes – Item 6, Police Report

Since the last meeting on 20<sup>th</sup> March there has been 2 crimes of note in the area. These were:

- Criminal damage to motor vehicle – The wing mirror of a blue BMW parked on Sheepgate Lane was knocked off by unknown means or persons sometime between the hours of 17:00 and 22:30 on Saturday 29<sup>th</sup> March. It is believed by the owner of the vehicle that this was most probably caused by an intoxicated individual on their way home from a night out.
- Burglary other building with intent – A container located on the building site on Stoke Road had its padlocks cut and door forced open overnight on Monday 31<sup>st</sup> March but nothing stolen from within. The offenders gained access to the site by forcing apart a section of the perimeter fencing, and then moved a heavy duty piece of machinery left in front of the container for security before forcing it open. This is the 4<sup>th</sup> break in that the building site has experienced since work began, they have been upping their security measures each time but unfortunately due to the vulnerability of the site and materials stored within they are very likely to experience this sort of crime.

**The PCC, Tim Passmore, will be hosting a public meeting for the St Edmundsbury district on Wednesday 7<sup>th</sup> May 2014 at 6:30 pm at The Samuel Ward Academy, Chalkstone Way, Haverhill, CB9 0LD. Chief Constable, Douglas Paxton will also be in attendance at the meeting.**

### General information worth noting:

- Unfortunately we have had 2 dwelling burglaries occur in our area within the last 2 weeks:

The first was an isolated property set back from the A143 at Depden, which was broken into at around 3pm on Monday 7<sup>th</sup> April. The offenders forced a window using a blunt instrument to jemmie it open and once inside conducted a search of all the rooms, mainly focusing on the master bedroom and stole an Apple iMac computer from within. Police arrived within seconds of the offenders leaving.

The second was an isolated property on Dunstall Green Road, Ousden, which was broken into sometime during 09:15 – 16:15 on Tuesday 8<sup>th</sup> April. Just like the above the same method of entry was used by forcing a window with a blunt instrument and then conducting an untidy search of all rooms and stole jewellery and cash from inside the property.

If anyone has any information about this two burglaries, saw any suspicious activity or unfamiliar vehicles in the areas concerned, they are asked to call DC Ben Clark at Bury St Edmunds CID on 101 quoting HH/14/663 & BR/14/245.

- There has been a recent growing trend of purse/wallet thefts from handbag/bags in town centres. The victims are predominantly elderly with the majority of offences taking place on market days. Various methods are being used such as: Taking purses/wallets visibly laying in the tops of bags, targeting shoppers in charity shops, and at supermarkets watching pin numbers being entered for payment and then following the victim into the car park and using distraction techniques to steal the bank card used. The suspects range in descriptions and possibly work in small groups or teams consisting of both males and females. In the past they have also used children as a distraction cover. We are asking people to be increasingly aware when out and about shopping for this type of behaviour and to report any suspicious activity to us on 101.
- A black new shape Vauxhall Astra, no index mark, with 2 white male occupants in their 20's was seen at the scene of a daytime dwelling burglary in Fordham on Monday 24<sup>th</sup> March where an air rifle was stolen. The vehicle is suspected to be on false plates. If any vehicle matching this description is seen acting suspiciously please report it to us straight away.

In recent months, rural areas in the Babergh region have had a number of reported theft of Toyota Hilux's particularly those on older registration plates. These vehicles have then been typically used to commit further offences. If you see anything suspicious surrounding this type of crime then please report it on 101. If you would like any further security advice or information on how to protect your vehicles then please contact your local SNT.

## **HIGHWAYS**

## **HIGHWAYS**

### **HGVs**

The Long Melford site for a traffic survey, suggested by Cllr Alaric Pugh, is being investigated but I am not over hopeful.

I have approached the police – locally Sgt Gary Miller - and the head of traffic police, Chief Inspector Chris Spinks, to ask for their support for a survey. We could only run the survey with police presence as they are the only people allowed to stop vehicles on the highway. The police have offered their support and help for a survey and in finding a suitable location.

At your last meeting we spoke about the safety issues involved in finding a suitable site to stop lorries so drivers can be interviewed about the origin/destination of their

The site has to be beside a road where a police officer can safely step out and stop the vehicle.

There has to be sufficient space for the vehicle to manoeuvre smoothly and reasonably swiftly off and then back on the road; there has to be sufficient space for at least two vehicles to be stopped at the same time; the space has to be wide enough so that the interviewer can stand at the offside of the lorry to conduct the interview and not be in danger from passing traffic.

I am asking for the lorry route map to be reviewed. It was amended at my request last autumn so that it now covers our borders with adjoining counties and shows how the road network links up.

The suggestion from our deputy chief executive Lucy Robinson was to mark areas such as Clare/Coddenham/Lavenham as unsuitable for HGVs.

There has been resistance to this from the senior highways team. Their argument is that it is contradictory to flag up the A1092 as a lorry route and then say it is not suitable.

I have put the issue of a wholesale review of the lorry route on the agenda for Cllr Newman's next cabinet briefing.

I pointed out to Andrew Guttridge the failings in SCC's website raised at your last meeting by Cllr Godwin: no response to reports of HGV incidents and lack of information on the process and procedure for TROs

### **Road resurfacing programme**

Together with Cllrs Godwin and Mallows and the highways team we had an interesting and helpful walk through the town looking at the scope of the resurfacing programme extras we want added to the scheme. The ghost island on Stoke Road, and especially the double line of studs, will be removed;

One suggestion is raise the pavement edges in Well Lane to deter HGVs from mounting the pavement. It is going to be difficult to make a significant increase in the height of the kerbs as the down pipes at the front of the buildings drain into gulleys in the pavements. SCC is wary of trying to solve one problem and in so doing create another by impeding the drainage of rain water away from these building

A design for bike racks on the piece of blank highway at the turn into the High Street is being worked up. CTC needs to provide the bike racks or find funding

The edge of the parking area on Market Hill, where the paving is loose will be tidied up – the cobbles will be removed, studs will be laid and the area made safe

The drain on the Market Hill will be repaired

Bollards are going to be put along the Church side pavement in Church Street to deter HGVS from mounting the pavement.

Kier May Gurney sets up stakeholder engagement meetings with communities when large scale works are planned. A straightforward re-surfacing project would not fall into this category. However, because 3 resurfacing projects are being run through the town consecutively, because of the extra works and therefore because of the likely disruption to residents/traders I have asked SCC/KMG that we set up such a group in Clare. They all agree. I am awaiting details of when this will be arranged

The officer in charge of the project told us that when he wrote to householders along the route asking if they had cellars he received only two replies.

I am taking this up with the team who will be consulted when the turbine works are being discussed.

There needs to be a clear list with SCC of which properties have cellars so that they can be inspected, if necessary, before and after any significant traffic movement.

### **Nethergate Street drainage**

SCC was clearly quick of the mark and robust in its response to the initial problems caused by the start of works without the expected preliminaries being undertaken. From what I have seen and heard since it is a shame we have not kept up that momentum.

I am emailing Jon Noble/Steve Boor photos taken today of the construction traffic parked on the verges and to stress that we must enforce the conditions requiring the parking to be on site.

I am also making a clear request for a better response to the long standing issue of drainage on this road.

Alan Thorndyke/Andrew Guttridge/Lucy Robinson are copied into the message.

In the meantime I am asking the Clare Society and CTC to provide me with any photos you might have of previous floods on this stretch of road

### **Highways Contract**

Some progress is being made on reducing the backlog of work – more progress needs to be done.

Councillors continue to put pressure on the senior highways team/KMG for improved and more streamlined delivery of this contract.

The contract is being examined by our scrutiny committee early next month.

### **Clare County Park**

The trustees elect and county council are meeting on Wednesday 23 April. Cllr Richard Smith was to have led the council team. Instead SCC's leader Cllr Mark Bee will be attending the meeting.

Mary Evans, Clare Division, Suffolk County Council

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

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 Steering Group 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@stedsbc.gov.uk](mailto:alaric.pugh@stedsbc.gov.uk)

Training undertaken since last report

- iii) Progress with Planning change
- iv) Vision 2013 briefing
- v) Growth briefing

Civic events/business

None

Meetings attended (excluding Majority Group meetings)

Cabinet Planning twice	Cabinet
Development Control	Ec Dev Briefing
A1307 Transport discussion group (2)	Sustainable Development Working Party
Haverhill Working Party	Markets Development Meeting 2
Meeting the new head of Planning and Regulation	Meeting the Chief Exec
Delegation Panel	Portfolio Holders briefing with SCC Transport Portfolio Holder
Locality officer meeting	
Economic Development liaison with Babergh/Mid-Suffolk	
Area of Outstanding Natural Beauty Board	meeting with the proposed future mayor re economic development
Delegation Panel	
Havebury walkabout of Clare estates	

Forthcoming meetings before next TC Meeting:

Site visits  
Development Control  
Annual Meeting  
Mayormaking  
Locality Officer meeting  
Parish Conference

Voting record - recent items with some significance to Clare community:

- Support for early warning on Environmental Impact Assessment applications

Current Clare issues involvement/resident requests to take forward:

1. various local planning queries about the Granary and land East of the Granary
2. Locality budgets and the work of the new Locality Officer

More generally, I am currently working on:

- planning update with TC discussions with the TC and Planning re land east of the granary and the Granary
- regularly monitoring the on-site performance at land East of the Granary
- the dissemination of a Six Point Plan for Jobs and Growth in West Suffolk including the website and twitter account @westsfflkgrowth - now live
- the creation of an Inward Investment Pack for West Suffolk

- transport and skills strategies as they affect West Suffolk
- innovation in rural transport solutions
- better use of the mayor for Economic Development

#### **8. NEWS:**

Locality budgets - approved

Awaiting a meeting with the new Head of Planning and Regulation

Town Centre Masterplanning for Haverhill about to begin

Some progress has been made 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 5th April.**



## **Attachment to minutes – Item 13, Clerk’s Report – April 2014**

### **Action:**

As the CHOC AGM is 30<sup>th</sup> April, Olive Smith has asked for confirmation before this date on Town Council nominations for Trustees and has stated that she is happy to be nominated.

See

### **Information:**

The annual report has been sent to Gipping Press and they have confirmed that it should be delivered on Thursday 24<sup>th</sup> April for delivery around Clare on the weekend of 26-27<sup>th</sup>.

### **Planning decisions**

DC/14/0100/HH – 12 Hermitage Meadow - Erection of (i) single storey side link extension between dwelling and outbuilding (ii) new porch (iii) Conversion of garage to ancillary accommodation

Decision: Refer to Committee with site Inspection

DC/14/0239/TPO – Clare Town Council – Copper Beech adjacent to The White House, Nethergate Street – crown reduce by 15%

Decision: Approved

DC/14/0298/TCA – Angel Barn, Nethergate Street - Fell one Eucalyptus tree in rear garden

Decision: Approved

DC/14/0276/VAR – Lodge Farm, Chilton Street - Variation of Condition 17 (Parking and Turning) and Condition 18 (Approved Plans) of SE/13/0628 to enable the erection of a detached cartlodge (following demolition of small grain store to the front of the site)

Decision: Approved

DC/14/0308/HH – Angel Barn, Nethergate Street - Erection of 2 bay garage/cartlodge

Withdrawn/Abandoned

**Attachment to minutes – Item 15, Correspondence:**

**Items for action**  
(all circulated to Town Councillors)

CPRE	Renewal of Membership to Campaign to Protect Rural England – the subscription is £36 a year (was £29 last year). Do we wish to renew? <b>Action: Approved unanimously to renew subscription.</b>
Friends of Clare Library	Request for permission for a stall on Market Hill on Saturday 10 <sup>th</sup> May to raise funds (coinciding with an event in the library over the weekend of May 10/11). <b>Action: Approved unanimously.</b>
Sarah Golding	Clare Wind Farm <b>Action: Clerk to respond that planning permission has been granted for a Wind Farm at Chilton Street.</b>
Linda McPhee	FOI request <b>Action – RFO to provide details.</b>

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

Jeremy Knapp	Letter of thanks and acknowledgement re greensward
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