

**Minutes of the Town Council meeting held in The Old School Community Centre  
at 7.00 p.m. on Thursday 19 February 2015**

Present: Cllrs. Paul Bishop, Derek Blake, Sarah Golding, Phil Gryce, Keith Haisman  
Gayle Mallovs,  
County Councillor Mary Evans, Borough Councillor Alaric Pugh, Inspector Peter Ferrie  
Claire Ebeling, Town Clerk, 4 members of the public

Cllr. Bishop announced the death of Councillor Leslie Warmington, who died on 19 February. A moment's silence was taken to reflect on Cllr. Warmington's contribution to Clare. It was agreed that a page of the forthcoming annual report will be dedicated to him.

**1 Apologies for absence** – Cllr. Loveday Perceval-Maxwell, Cllr. Margaret Godwin

**2 To receive declarations of members' interests and consider requests for dispensation**  
Cllr. Bishop declared a non-pecuniary interest in item 13b) – Planning application DC/15/0090/FUL – 8 Market Hill – Provision of canopy to rear of store.

*Section of the meeting open to the public:*

**3 Police Report** – Inspector Ferrie presented the police report (see attached) and added that a group of young men had been arrested in possession of drugs while parked in a car in Clare Country Park.

**4 Public Participation** - None

**5 To receive an update on the consultation regarding the closure of the police station**  
Inspector Ferrie presented a letter from Tim Passmore, Police and Crime Commissioner which reports that discussions are underway with the Fire Service regarding the possibility of sharing Clare Fire Station and that full details of the proposal for Clare are now being worked through. The lease for the current police office in Clare has been extended for a rolling 3-month period. Inspector Ferrie stated that he does not expect the level of service to Clare and the surrounding villages to be affected and that he is willing to listen to any ideas from the community.  
Cllr. Evans expressed concern at the lack of consultation with the public that was promised at the public meeting on January. It was agreed that Clare Town Council will write to Mr Passmore. A copy of the letter from the PCC will be put on the Clare website together with the letter from CTC to the PCC. The letter will also be referred to in Chevron and on the CTC noticeboard.

**Clerk**

**6 County Councillor's Report** – See attached report. Cllr. Evans referred to the recent correspondence regarding the closure of Cavendish Road for work to the gas main. The communication was inappropriate and the work scheduled to start at the end of February has been postponed. Cllr. Evans requested that a more appropriate date be suggested. Councillors suggested the school summer holidays and Cllr. Evans agreed to pass this suggestion on.

**7 Borough Councillor's Report** – See attached report.

*End of public section of meeting*

**8 To approve minutes of previous meetings held on 22<sup>nd</sup> January 2015**  
The minutes were approved unanimously.

**9 To receive an update on actions from the previous meeting**  
The Clerk reported that all actions were complete.

**10 Clerk's Report** – see attached report.  
It was agreed unanimously to accept communication in electronic form, including the receipt of agendas and summons, in line with the Local Government (Electronic Communications)(England) Order 2015. Also that this resolution be included in Standing Orders for approval at the next Town Council meeting.

**Clerk**

## 11 Finance

- i) Presentation of monthly reports – Cllr. Gryce proposed the adoption of the monthly accounts. Approved unanimously.
- ii) Cllr. Gryce proposed that £173.70 be donated to the 1st Clare Scout Group to cover the cost of removing the existing wooden fence. Approved unanimously.
- iii) Cllr. Gryce proposed that a donation of £100 be made to Suffolk Accident Rescue Service (SARS). Approved unanimously.
- iv) Cllr. Gryce proposed that a donation of £100 be made to the Avenues Group (formerly Optua East Anglia). Approved unanimously.
- v) Cllr. Gryce proposed that a donation of £100 be made to Age UK Suffolk. Approved unanimously.
- vi) Cllr. Gryce reported that the £150,000 held on fixed term deposit matured on 19th February 2015 and proposed reinvesting the full amount for a further 3 months. Approved unanimously.
- vii) Cllr. Gryce requested that the risk assessment documentation be included on the next full TC agenda for approval.

12 **Correspondence** - see attached report. Cllr. Haisman requested that it be noted that there have been 3 occasions in the last month when Mr Kimminau has put into the public domain matters directed at Cllr. Haisman individually rather than the Town Council. Cllr. Haisman is currently taking advice on this matter.

## 13 Planning

a) **DC/15/0182/TCA – Clarence House, Nethergate Street – Fell Lawson Cypress trees and reduce holly tree**

Clerk

Cllr. Haisman recommended that the response be no objection. Agreed unanimously.

b) **DC/15/0090/FUL – 8 Market Hill – Provision of canopy to rear of Co-op store**

Cllr. Haisman recommended that the response be to object for the following reasons:

1. Materials not conducive to residential Conservation Area
2. Highways concerns – the canopy further reduces the option for delivery vehicles to pull off the road, further damaging the pavement to the rear of the Co-op store.
3. The materials used are likely to cause a nuisance to neighbours in terms of noise (when raining) and light. Agreed unanimously.

Clerk

c) **DC/15/0207/HH – 26 Bridewell Street – First floor dormer to rear elevation and associated alterations to provide first floor accommodation**

Cllr. Haisman recommended that the response be no objection. Agreed unanimously.

Clerk

## 14 To agree items for the next Chevron

It was agreed that the following items would be placed in the next Chevron for circulation in 2-3 weeks' time: Election, Magna Carta, Clare Castle Country Park, Unsolicited callers, Police station, appeal for owners not to allow dogs to foul on Playing field.

Cllr. Mallows

## 15 To receive an update on Clare Castle Country Park

Cllr Haisman referred to the minutes of the CTC meeting held on 13 August 2014 when Council accepted unanimously the proposal that Clare Town Council accept the offer from SCC in their letters of 17 June and 10 July 2014 as revised by the Heads or Terms dated 13 August 2014 and agree to take ownership of the park.

There were 3 matters raised for resolution before the transfer of ownership:

- i) New Cut – undertaking from owner of Mill House re best efforts to maintain water levels that make river as attractive as possible.
- ii) The Castle – signed confirmation from SCC to EH that all maintenance work on the castle remains is up to date including current ivy and plant growth.
- iii) H&S – Mark Bee's comments - Written confirmation from SCC at the time of exchange of contracts that Health and Safety assessments have been made and there are no outstanding issues.

Cllr Haisman reported that following further negotiations since August 2014 agreement has been reached with SCC on a set of documents, which will implement the 13 August Council decision in full. Councillors have seen various iterations of the documents, in draft, as they have been negotiated.

Of particular note are the following elements:

1. The overage clause has been removed and replaced with a “positive covenant” which will be enforceable by SCC as it is the planning authority. This covenant covers both the ownership in perpetuity issue as well as requiring the park to be managed as a country park for peaceful enjoyment by the community etc. This covenant is contained in a deed to be signed by CTC and SCC.
2. This “positive covenant” solution provides a common thread through all documentation i.e. the wording used for the covenant in the deed is taken from the Objects of the Clare Castle Country Park Trust. The lease between the Council and the Trust has, as grounds for CTC terminating the lease, the failure by the Trust to comply with its Objects.
3. The payment stream to CTC has been defined with the additional payments being made on 1 April of the relevant year.
4. The lease between CTC and the Trust now has a Management Agreement attached with annexes covering the appointment of trustees and the election of Trustees via the Friends/Volunteer groups. These have been approved at an earlier CTC meeting. The Management Agreement also benefits from the common thread in that it ties individual trustees into the Objects of the Trust.
5. Of the 3 matters for resolution before transfer of ownership, Cllr Haisman confirmed that the undertaking concerning the water levels in the New Cut has been received from the owner of Mill House. Cllr Haisman has received confirmation from SCC today that the items concerning the Castle and the Health & Safety issues will be completed by 9 March.

The creation of the Trust by the Charity Commission is still awaited. Ashton KCJ are chasing regularly and have no reason to doubt that approval will be forthcoming shortly.

Cllr Haisman proposed that with the documentation between SCC and CTC for the transfer of ownership, and between CTC and the Trust for the lease being complete, a date now be set for a single issue CTC meeting to discuss and approve the transfer of ownership of the Park to CTC and the lease of the Park to the Trust.

Approved unanimously as Tuesday 3<sup>rd</sup> March 2015 at 7pm.

- 16 To receive items for decisions required by Town Council Committees and Working Parties**  
An updated version of the Cemetery Regulations document had been circulated in advance of the meeting and Cllr. Gryce proposed the approval of the document for publication. Cllr. Mallows requested that ‘without prior permission’ be added after ‘metal or plastic’. Approved unanimously.

**Clerk**

Cllr. Haisman reported that the Hastoe affordable housing development will be complete and residents moving in in May 2015.

- 17 To receive agenda items for next meeting**  
To approve revised standing orders.  
To approve the final version of the annual report.  
To approve the risk assessment document.

- 18 To confirm the date of the next meetings as Tuesday 3<sup>rd</sup> March and Thursday 19<sup>th</sup> March 2015.**  
Confirmed.

The meeting closed at 8.30pm

### **Attachment to minutes – Item 3 – Police Report**

There have been 4 crimes of note since the last meeting on the 22<sup>nd</sup> January.

- An assault in a private dwelling
- Criminal damage to Clare Primary School where faeces was smeared on a fire escape window.
- Theft of alcohol from the rear of a garden over a period of 3 days.
- Criminal damage to a vehicle, whereby a car has been severely scratched purposefully on Nethergate Street.

## Attachment to minutes – Item 6, Suffolk County Councillor's report

I am sure we were all shocked and deeply saddened, by the fatal fire in Nethergate Street on Tuesday. I have had a briefing from the county's Chief Fire Officer, Mark Hardingham, on the outcome of the initial investigations.

I am equally sure we are all indebted to the professionalism of the team at Clare Station and to the quick thinking of the teenager who reported the fire.

### HIGHWAYS

The proposed closure of Cavendish Road for works to the gas main caused consternation last week then the letter below was sent to local residents. You will note it doesn't actually say Cavendish Road CLARE



SCC officers investigated – the letters were sent out in error and corrections will be sent out.

The works are now planned for this year but not until later this summer. They propose to replace the gas main in Church Street at the same time so the closure is expected

to last for 6 weeks. We have again by invited to advise on when will be the least inconvenient. Comments, please?

I will consult with the parish councils of the surrounding villages.

I have emphasised my unhappiness over the letters – the way the content and way they were presented and asked the SCC team to let National Grid know that Clare Town Council, the surrounding parish councils and I expect a better and greater level of community engagement on this scheme when a date has been set.

There is a new online reporting tool for highways faults on the SCC website. Do please use it: you can upload photographs, log the fault is on an interactive map and be sent email updates on the progress of your report.

#### **Ancillary works following the re-surfacing programme**

I have escalated the complaint about the failure to install the reflector discs on the bollards and have now gone direct to a senior member of the KMG team. I expect to hear back from her by the end of the week with a date for the work to be done

Highways have looked at the drainage problems around the Ashen/Stoke Road junctions and found some problems which will be tackled. For the time being with so much mud on the road the drains will be cleared more regularly.

It also turned, out on close examination, that the resurfacing programme left lips on the edges of two drains on Stoke Road – preventing the surface water from draining.

This has been corrected.

Co-incidentally, next week I have been invited to be interviewed in a peer review of SCC on the delivery of the highways contract. I will have much to tell my interviewers.

There have been improvements of late in the speed and efficiency with which works are being undertaken but as we have seen in Clare there seem to be particular problems in getting errors and omissions rectified.

#### **HGVs**

Having met Cllr Godwin and Bob Vergusson, I have asked SCC to get a quote for a two day 24 hour survey. It seems pointless to carry out a 12 hour survey as it will miss out all those vehicles coming through the town in the early hours. This survey has to be totally funded from my highways budget so I will have to see the estimates before decided whether it can be a two or one day survey. The estimate of £20,000 for a three day 24 hours survey is more than I can afford. The highways budget is normally £10,000 for the year. We were allocated an extra £3,000 for 2014-15 but I don't think that will be repeated

As I have said to you before, ideally, I would like to capture the names of the different hauliers so we can telephone and ask them where they were going and what deliveries/collection they were making and add valued to the survey. This will have to be done manually. Data protection rules mean we will not be given names from the number plates. I have spoken to the Stour Valley Lorry Action Group about getting together a team of volunteers to help do this – if any members of the CTC would like to help that would be much appreciated. Do please volunteer to help – if you can or maybe you could advertise this request in Chevron, please? I don't know if you have been able to make such a request but no volunteers have come forward so far, which is a shame. I won't be able to monitor the traffic during the survey on my own.

#### **Suffolk Wool Towns**

Andy Cuthbertson from SCC in Clare is meeting the Clare Business Association in early March and he hopes an event to promote the scheme can be arranged soon for local businesses.

Mary Evans, Clare Division, Suffolk County Council

## Attachment to minutes – Item 7, 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, Haverhill Area Working Party, and I Chair the Growth Steering Group and am a Board Member of One Haverhill where I lead on the Haverhill town Centre Masterplan. I attend Dedham and Stour Valley Area of Outstanding Natural Beauty Project Board Meetings. **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 have 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 - this is suspended but 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)

1. Training undertaken since last report  
Planning and Housing
2. Civic events/business  
Holocaust Memorial Service                      Homecoming of the RAF Regiment
3. Meetings attended (excluding Majority Group meetings)  
Cabinet Planning                      Joint Cabinet Planning  
Cabinet                      Development Control  
Ec Dev Briefings                      One Haverhill re masterplan consultation process -  
fortnightly  
One Haverhill Masterplan Inception meeting and further consultation meeting  
Meetings about the Inward Investment programme  
DMO strategy meeting                      Sustainable Development  
Site visits                      Locality Officer meetings  
Car Parking strategy meetings                      Markets Development  
Joint Transport Portfolio Holders (SCC)
4. Forthcoming meetings before next TC Meeting:  
Our Bury St Edmunds Bid                      Launch of Inward Investment Pack  
West Suffolk Business Forum                      DMO meetings  
HAWP                      Babergh Economic portfolio holder  
Growth Group                      Full Council  
Others TBA
5. Voting record - recent items with some significance to Clare community:  
None
6. Current Clare issues involvement/resident requests to take forward:  
See news  
Mud on the road and in drains  
Car parking charges
7. Planning items  
Locality budget items                      Police/Fire station consultation

More generally:

I am/have recently been also involved in:

- the development of an Inward Investment Fact Pack for West Suffolk and the dissemination 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 - some structural improvements are anticipated throughout the County
- Enquiries about Haverhill Co-op building
- The development of a guide to setting up B&B businesses in West Suffolk

8. **NEWS:**

- In future there will be a Community Chest fund available to bid into in addition to other rural funding opportunities
- A local wind turbine enquiry of interest has been asked to research an Environmental Assessment
- I have been asked to notify relevant authorities about the damage to the verges in Erbury Place
- I am keeping a weather eye on opportunities for local funding through the Wool towns project

## Attachment to minutes – Item 10, Clerk’s Report – January 2015

### Action:

Electronic summons – Since 30 January 2015 the Local Government (Electronic Communications)(England) Order 2015 has been in force, permitting email service of the summons. I recommend the approval of a proposal to accept communication in electronic form, including the receipt of agendas and summons. Also that this resolution be included in Standing Orders for approval at the next Town Council meeting.

**Agreed unanimously.**

I refer to the course notes on the elections course circulated previously. Having reviewed the notes, I would like to suggest an informal meeting for discussion of the contents – for the purpose of reminding Councillors of their responsibilities regarding nomination papers and also for use in drafting a document for parishioners (encouraging new Councillors and providing information about the voting process).

**Clerk to email dates for an informal meeting.**

### Information:

I have reported 8 faulty streetlights.

**Cllr. Mallows to provide details of lights out in Chilton Street.**

### Planning decisions

DC/14/2189/FUL & 2190/LB – 17 Market Hill- (i) Change of use of part of ground floor from Class C3 (Residential) to Class A2 (Estate Agency) (ii) provision of external stairs & associated internal & external alterations - Application approved

DC/14/2425/HH – 27 Nethergate Street - Single and two storey rear extension and associated internal alterations (following demolition of existing extensions) as amended by drawing no. 14028-02 Rev B received 8th January 2015 omitting garden room window on side elevation and including the introduction of a stepped boundary wall - Application approved.

DC/14/2456/TCA – 9 Nethergate Street - 2no Yew trees (5 and 6 on plan) - crown reduce by up to 1.5 metres.(Removal of dead wood from 4no Yew trees (1 -4 on plan)) - Application approved.

**Attachment to minutes – Item 12, Correspondence:**

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

Margaret Godwin on behalf of Magna Carta committee	The Magna Carta committee would like to run a pop-up stand on Market Hill from 9.30am until 1pm on 7th March 2015. <b>Approved unanimously.</b>
Stephen Kimminau	Country park restrictive covenants and Clare Fire Station <b>No response required – this has been superceded by the finalised documents.</b>
Stephen Kimminau	Neighbourhood Plan <b>A draft response was approved.</b>
PC Ryan Wilson	Suggestion for 'No door to door sellers' signs for Clare. <b>It was agreed that the suggested signs would not be appropriate but that an item will be placed in Chevron to remind parishioners to report such callers and how.</b>
Stephen Kimminau	Town Councillors register of interests <b>Cllr. Bishop will write a response to Mr Kimminau.</b>

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

Westfield resident	Concerns regarding damage to pavement caused by vehicles accessing Hastoe development. Forwarded to Isobel Wright, who contacted the site manager and also suggested residents speak directly to him.
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