

**Minutes of the Town Council meeting held in The Old School Community Centre
at 7.00p.m. on Friday 21 August 2015**

Present: Cllrs. Paul Bishop, Margaret Godwin, Phil Gryce, Stephen Kimminau, Chris Marchant,
Alan Parsley, Bob Verguson

- 1 Apologies for absence** – Cllr.s Gayle Mallows, Loveday Perceval-Maxwell - apologies were accepted.
In the absence of C. Ebeling (Town Clerk) Cllr. A. Parsley was appointed to record the minutes.
- 2 To receive declarations of members' interests and consider requests for dispensation**
There were no declarations of interest or requests for dispensations.

Before the Public Participation section Cllr. Bishop advised the meeting that he would be proposing that items 5(i) & 5(ii) be held *in camera*. This was because some of the background papers were commercially sensitive and contained personal information.

Section of the meeting open to the public:

3 Public Participation –

A parishioner expressed concern over the length of the leases for the office and the stationmaster's house and suggested that they should be short-term. Also, as the terms of expected grants would include projects and events in the park, there might be objections from the tenants.

Keith Haisman presented on behalf of the trustees. The Town Council are custodian trustees and the Clare Country Park trustees have the mandate for management of the park. As stated in the CTC Business Plan, Suffolk County Council provided monies for refurbishment to make the properties fit for rental. A revised plan approved by CTC on 21st May 2015 included the proposed rentals to maintain financial sustainability of the Trust. The trustees were satisfied with the credentials of the prospective tenants. The urgency behind installing the tenants was not only about maximising income but also for the security of the premises. Keith advised that the scaffolding on the house would be taken down in the coming week.

It was reported that the tenant for the office will generate no footfall as the business is internet-based and only couriers would be visiting.

The tenant for the house works variable shifts and is also a park volunteer which will help with the security of the site.

The proposed leases will be for 12 months with 3 month's notice of termination. It was confirmed that the trustees have taken professional advice in drawing up the sub-leases.

Cllr. Marchant suggested that this meeting was a one-off to give approval to the trustees' request and believed that in future the trustees would not need to consult the Town Council on future lettings.

Cllr. Kimminau sought clarification about the snagging procedure on the completion of the works. Keith Haisman replied that Concertus would undertake the snagging inspections along with a member of the Trust. On project completion photos would be taken and used for comparison on monthly inspections for 6 months. He also reminded the Council that the contract covers latent defects for up to 11 years.

In response to a request for public viewing of the project Keith Haisman felt that this would not be viable but would publish photos on Clare Country Park website. He advised that there may be an opportunity for Cllrs. to view the buildings before the tenants moved in but it would be at short notice.

End of public section of meeting

4 To approve the minutes of the previous meeting

Approval of the minutes was deferred until the next meeting on 17th September 2015.

- 5 (i) To receive a proposal to approve the sub-lease of the Stationmaster's house as requested by Clare Castle Country Park Trust.**
- (ii) To receive a proposal to approve the sub-lease of the office in the station building as requested by Clare Castle Country Park Trust.**

The Chair proposed that the meeting moved into an in camera session to make a decision on items 5i and 5ii. This was unanimously agreed.

6 To receive agenda items for next meeting

None proposed.

7 To confirm the date of the next meetings as Thursday 17th September 2015

Confirmed.

5 (i) *In camera*

To receive a proposal to approve the sub-lease of the Stationmaster's house as requested by Clare Castle Country Park Trust.

Approved unanimously.

(ii)

To receive a proposal to approve the sub-lease of the office in the station building as requested by Clare Castle Country Park Trust.

Approved unanimously.

The meeting closed at 7.30pm