

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.  
on Thursday 18<sup>th</sup> February 2016**

Present: Cllrs. Paul Bishop (Chair), Margaret Godwin, Phil Gryce, Stephen Kimminau,  
Gayle Mallows, Alan Parsley, Bob Verguson  
Claire Ebeling (Town Clerk), 7 members of the public

Cllr. Parsley took the Chair as Cllr. Bishop was delayed.

- 1 **Apologies for absence** – Cllr Chris Marchant, Loveday Perceval-Maxwell, Cllr. Alaric Pugh, Cllr. Mary Evans
- 2 **To receive declarations of members' interests and consider requests for dispensation** – None

*Section of the meeting open to the public:*

3 **Public Participation**

A member of the public raised a query about the planning application submitted for Clare Antiques centre. He queried the statement that there is no trade waste and also stated that he believed the plans provided are not a true reflection of the existing front elevation as the front doors are shown as open.

Another parishioner stated that he believed the roller shutter currently in place will possibly be removed. Cllr. Parsley stated that he believed the bottom part of the building would be retained for trading.

Cllr. Parsley stated that the points made would be noted for consideration at the next meeting as the deadline for the Town Council's response to the planning authority had been extended and the planning application DC/16/0103/FUL would be considered at the March Town Council meeting.

- 4 **County Councillor's Report** – Report attached.

- 5 **Borough Councillor's Report** – Cllr. Pugh was unable to attend but sent a report in his absence.

Regarding the information about the change to the brown bin service, Councillors stated that the amount of time given for parishioners to sign up to the service was not sufficient.

Councillors agreed that Councillor Pugh should be asked to provide more detail on civil enforcement of parking and double devolution.

*End of public section of meeting*

Cllr. Bishop chaired the rest of the meeting.

- 6 **To approve minutes of previous meeting held on 21<sup>st</sup> January 2016**

The minutes were approved unanimously.

- 7 **To receive an update on the actions from the previous meetings**

The Clerk reported that all actions were complete.

- 8 **To receive the Clerk's Report for decision and information** – See attachment to the minutes.

9 **Finance**

i) The monthly accounts and cash flow report were proposed by Cllr Godwin and approved unanimously.

ii) To receive recommendations for decisions to be agreed:

- a) To approve a payment of £18.33 to the insurance company to cover the brown signs.
- b) Cllr. Bishop referred to an item in correspondence from Clare Bears Pre-School requesting a donation for IT equipment. Cllr. Mallows emphasised the importance of such equipment in a pre-school setting. Cllr. Gryce proposed a donation under s.137 of £500. Approved unanimously.

## 10 To consider items of correspondence for decision/response

See attachment to the minutes

Clerk

## 11 To agree responses to planning authority consultations on planning applications

- i) DC/16/0172/FUL – 69 Highfield – Construction of 1No. 2-storey dwelling (following demolition of existing single-storey attached out-house) – Cllr. Godwin reported that the application meets the requirements of policies DM1 (Presumption in favour of sustainable development) and DM22 (Residential Design), parts (a), (b) and (c). Gryce recommended the council support this application. Agreed unanimously.
- ii) DC/16/0099/FUL – Land East of 1 Stoke Road – i) 1no. 2-storey dwelling and ancillary out-building and ii) creation of a new vehicular access - Cllr. Godwin reported that the application meets the requirements of policies DM1, DM2 (Creating Places), DM22, DM27 (Housing in the Countryside) part (b), DM46 (Parking Standards) and policies CS3 and CD4, and recommended the council support this application. Agreed unanimously.
- iii) DC/16/0059/FUL – Clare Park and Lake Golf Course – i) Change of use of first floor to part residential and part meeting room/office, ii) associated alterations including insertion of 8no. rooflights - Cllr. Godwin reported that the application meets the requirements of policies DM1, DM32 (Re-use of buildings in the countryside), parts 6.12 (ii), (iii) and (iv) and 6.13 and recommended the council support this application. Agreed unanimously.
- iv) DC/15/2519/TCA – Clare Castle Country Park – i) Fell 2no. Poplar, ii) Cut back 1No. Magnolia, iii) Coppice and fell Sycamores and various trees on North and North West side of Motte – Cllr. Gryce recommended the council support this application. Agreed unanimously.
- v) DC/16/0087/FUL – First Floor Flat, 2B 38 Nethergate Street – i) Internal alterations and conversion of roof space into bedroom/studio, ii) Provision of 4no. conservation rooflights to the rear elevation - Cllr. Godwin reported that the application meets the requirements of policies DM1 and DM17 (Conservation Area). Cllr. Gryce recommended the council support this application. Agreed unanimously.
- vi) DC/16/0129/HH – 12 Mortimer Place – Two storey side extension and single storey rear extension - Cllr. Godwin reported that the application meets the requirements of policies DM1 and DM24 (Developments within the curtilage). Cllr. Gryce recommended the council support this application. Agreed unanimously.
- vii) DC/16/0153/TCA – Greensward, Callis Street – Crown lift group of mature trees to 2.5 metres and trim branches back by 0.5 metres from highway. See item ix) below.
- viii) DC/16/0154/TCA – Between Stour house and The White House, Nethergate Street - Crownlift by 2.5 metres row of beech trees. See item ix) below.
- ix) DC/16/0155/TCA – Clare Pavilion, Cavendish Road – Crownlift to 2.5 metres trees between Pavilion and Cavendish Road and along the northern boundary.  
Cllr. Gryce reported that applications DC/16/0153, 0154 and 0155/TCA were applications made by Clare Town Council for work to trees on Clare greenswards and the playing field that are required to allow grasscutting and where boughs are overhanging highways. It was agreed to respond in favour.  
Cllr. Mallows requested a note of thanks be recorded for the work carried out to far to scrub at the playing field.
- x) DC/16/0103/FUL – Clare Antiques, Malting Lane – Change of use from Antiques showroom to 9no. self-contained units – To be considered at the March Town Council meeting following extension of the deadline for the Town Council response.

Clerk

**12 To receive an update on developments regarding improving tourism in Clare**  
Cllr. Gryce reported that the Tourism Working Party had met (Cllrs. Gryce and Kimminau with representatives from the Ancient House Museum, churches, businesses and Clare Castle Country Park). The group will use the name Tourism Clare. The next meeting will discuss branding, key phrases etc. Cllr. Gryce reported that a suggestion to convert the BT phone kiosks (in Market Hill and opposite the Granary) into information points will be investigated. A new association to promote tourism in the Suffolk Wool Towns (Clare, Hadleigh, Lavenham and Long Melford) was being created, in part to pursue sources of funding; the next meeting will be held in Clare.  
The Wool Towns association is also soon to be formulated.

**13 To consider making a request regarding the extension of the 30mph speed limits on the outskirts of Clare**

The Clerk reported having obtained advice from Suffolk County Council regarding options for the extension of the beginning of the 30mph speed limit in Stoke Road. Advice was that the cost could be up to £8,000 due to the cost of the legal requirement for prolonged advertising and consultation. The advice included that the Town Council should consider whether to apply to move the 40mph 'buffer' further out and change the current 40mph zone to 30mph or to remove the 40mph buffer and replace that zone with a 30mph speed limit. Councillors discussed the narrow footpath along Stoke Road and the increase in the likelihood of fatalities when cars are travelling 40mph rather than 30mph. It was agreed unanimously to apply for the first option: to extend the 30mph limit and move the 40mph buffer. It was also agreed to enquire about the option for a 'III, II, I' warning sign to be added.

Cllr. Godwin suggested that details of the recent speed assessment in Stoke Road might be used to support the application.

It was suggested that a change to the location of the 30mph speed limit on Cavendish Road be taken into account in any discussions regarding s106 funding when an application is made for the expected housing development in Cavendish Road.

Clerk

**14 To consider proposals for the revision of the 4 Year Plan and to review the proposed questions for the community survey**

Cllr. Mallows reported that she had circulated the draft questions for the proposed survey and asked that Councillors respond by 10<sup>th</sup> March.

Cllrs. agreed to meet informally for initial discussions on the 2016-20 4 Year Plan.

All  
Cllrs.

**15 To discuss the annual report**

The Clerk asked for confirmation that the Annual Report will follow the same format as recent years. Agreed unanimously. The Clerk stated that 11<sup>th</sup> March would be the first deadline for contributions.

Clerk

**16 To consider a revised version of the Media Policy**

Cllr. Bishop referred to the draft revised Media Policy as circulated by Cllr. Gryce and amended by the Clerk and proposed the approval of the document for use with immediate effect. Cllr. Verguson abstained from voting as he had not read the policy. All other Councillors approved the policy.

Cllr. Gryce reported that the new council email system using the address clare-suffolk.co.uk is now being used by most councillors and those not yet using the new address should contact him. Cllr. Gryce was thanked for providing technical support.

Clerk

**17 To receive a report on Rest Centre training**

Cllr. Gryce reported having attended a training course with Mrs Olive Smith on emergency rest centres, held in Bury St Edmunds, paid for by the Emergency Response unit of the Environment Agency. The meeting was reminded that emergency rest centres (which are currently the Town Hall and the Community Centre) could be made available as required by any problem in Suffolk or Essex, or even further afield. They were part of a national emergency response; equipment and personnel would be brought in from resource centres such as Bury St Edmunds. Clare needed to create a warning system, a cascade telephone method via volunteers. Following the training, Cllr. Gryce and Mrs Smith have agreed to initiate certain tasks. Further information to follow at a future meeting.

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

i) Finance Committee: Cllr. Godwin reported that a request for a donation had been received from SARS but the Committee had decided not to donate to a county-wide organisation but instead to investigate whether the local First Responders group would like to apply for a donation.

Cllr.  
Godwin

**21 To receive agenda items for next meeting**

- (i) To receive an update on developments regarding improving tourism in Clare
- (ii) To receive an update on the survey and 4 Year Plan
- (iii) To consider a Data Security Policy
- (iv) To agree responses to planning authority consultations on planning applications, to include application reference DC/16/0103/FUL

**22 To confirm the date of the next meeting as Thursday 17<sup>th</sup> March 2016**  
Confirmed.

The meeting closed at 8.50pm

## Attachment to Minutes, Item 4, County Councillor's Report

### HIGHWAYS

#### Speeding

The new police speed camera van was brought into service in Clare this afternoon on the Cavendish Road. It will go into full deployment in this area over the next three weeks.

#### VAS

I have seen the emails re what model to buy and would advise the clerk double checks with highways officers but I strongly suggest you purchase a model that captures data.

I wonder though if it is best to recruit volunteers before buying the machines?

#### Speed limit changes

As you are now aware these are expensive to achieve. I can assist with some of my highways budget but if I do that I will not have the funds to contribute to the road changes to cope with parking at the primary school. Please could CTC indicate its order of priorities.

#### One Way Streets

Guy Smith is looking at your request for better signage for High Street and Bucks Lane. I should advise you that our new highways director has introduced a policy of de-cluttering our streets.

#### Drainage

Following an approach from a resident, I asked highways to inspect the drains around The Granary they were recently cleared and will be routinely inspected and cleared.

#### Match Funding PCSOs

I today attended the public meeting at Haverhill with the Police and Crime Commissioner where he explained that due to the extra funding awarded by the Government the changes will not be as extensive as originally proposed. He and the Chief Constable have tried to achieve a balance in staffing levels – wage levels have influenced part of their thinking as a PCSO earns more than the starting salary of a Police Constable but does not have as many powers.

#### Working Together Awards

I joined my colleague Cllr Sarah Stamp yesterday when she presented Clare Country Park with a £3,500 cheque under the Working Together Awards scheme. A new round of this scheme is opening shortly and awards of up to £10,000 will be available for projects involving people from across a community.

### County-wide

The county council voted to freeze council tax but is going to impose the 2% care levy proposed by the Government – this money £5.4m is only to go on adult care primarily meeting the introduction of the national living wage and will help in the ever growing costs of providing social care to keep elderly people out of hospital and to return them home as soon as possible from hospital. Suffolk has a higher than average and growing population aged 65+.

After a month long inspection Ofsted has rated Suffolk's children's services as good. This puts us in the top 22% across the country. No authority has attained an outstanding rating under the rigorous new inspection regime. Indeed of the last 17 councils to be inspected only Suffolk and one other have been graded as good. It is right that very high standards are set for the care and safeguarding of the most vulnerable children and as you can imagine our staff are thrilled to have their efforts recognised. At the heart our safeguarding system is a multi-agency hub where social workers, police, medics and education staff sit in shared office space and work together when reports and concerns come in to them. I am going on a visit to this team early next month.

Mary Evans, Clare Division, Suffolk County Council

## Attachment to Minutes, Item 5, 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 7th May 2015. I am delighted to have been elected to represent Clare again and will work hard to uphold the interests of the town at St Edmundsbury Borough Council. I am Portfolio Holder for Planning and Growth. The committees I sit on are: Cabinet and Development Control. I Chair the Sustainable Development Working Party and am Vice Chair of the Growth Steering Group and The One Haverhill Partnership 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 residents 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 - n/a
2. Civic/business events - n/a
3. Meetings attended (excluding Majority Group meetings)
  - Cabinet Planning
  - Cabinet
  - Ec Dev Briefings
  - Sustainable Development
  - Planning briefings and other ad hoc development planning meetings
  - Environment briefings
  - Joint Cabinet Planning
  - Development Control
  - One Haverhill Board core group
  - Locality Officer meeting (Haverhill)
  - Devolution briefings
4. Forthcoming meetings before next TC meeting
  - Joint Transport Portfolio Holders (SCC)
  - Full Council
  - Joint Economic Development Holders (SCC)
5. Voting record - recent items with direct significance to Clare community:
  - I supported the review of sites for an Operational Hub to be located to consolidate services and save money for West Suffolk residents.
6. Current Clare issues involvement/resident requests to take forward:
  - planning items
  - Locality budget items - CCTV in the Park
  - Land East of the Granary compliance issues - for discussion with the Environment Committee
  - Clare Tourism
  - West Suffolk Tourism

### 7. NEWS:

- It has only been three weeks since I returned from annual leave but there have been two Growth Group meetings mostly concerning Newmarket but also the 'inevitability of growth following the delivery of Vision 2031'. We have also held one Cabinet meeting the main topic of which was our very challenging budget requirements
- Consultation is still open on the Operations and Waste Hub for West Suffolk which potentially brings huge savings to the public purse and it would be good to have a response from the Town Council in due course - interrogate me if you need to
- Very gradual progress is being made towards 'civil enforcement' of parking as part of the 'so-called' Devolution deal - double devolution is now being worked on. This could bring a lot more responsibilities for town and parish councils
- The information about the brown bin charges is now available - I expect information about community composting to follow. I have requested this. But it might be wise to put in a request from the Town Council
- The St Eds Planning Department is currently conducting a survey of Town and Parish Councils on items related to future services - I hope you have received one, if you have any questions please don't hesitate to ask me or the Head of Planning

## **Attachment to Minutes, Item 10, Clerk's Report**

I have been in contact with several people regarding the section 106 money allocated from the Land East of the Granary development: The amounts agreed were:

### *Play area contribution*

£8,401.71 was received from Hastoe and a further contribution of £66,640.52 (to be used in Clare Castle Country Park).

### *Early Years Childcare £24,364*

I have been in touch with the Early Years team at Suffolk County Council and have passed the contact details on to Clare Bears Pre-School. They had hoped to claim some funding for IT equipment, but it seems this money is only for the funding of additional places for more children to attend. Therefore the Pre-School have applied to Havebury for a grant and also to Clare Town Council (see correspondence).

### *Traffic calming £8,000*

I have been in touch with Suffolk County Council regarding traffic calming (amount £8,000) and it is unclear as to where this money is. I will be contacting Nicola Parrish (who oversees s106 funds) next week so that whoever has the money can purchase the VAS equipment and also hopefully the peripherals required to include high visibility jackets to be worn by volunteers moving the signs; first aid kit, spare battery.

I have also enquired about the possibility of extending the 30mph speed limit on the Stoke Road entrance to Clare. Based on an initial estimate of costs from Suffolk County Council, there will not be enough money to cover the full cost of this *and* the VAS equipment, but it may be a possibility for specific inclusion in future s106 agreements....or to be part-funded from elsewhere

### *Public open space £28,442.50*

I understand there will be a green space in the centre of the Charles Church site and the idea is for play equipment to be placed there, but it is unclear as to who is responsible for putting this in place. I will contact Nicola Parrish when she returns from leave next week.

### *Library £12,960 + £2,376 from Hastoe*

I believe the Friends of Clare Library are looking into this.

The tree to be planted in the cemetery in commemoration of Leslie Warmington has been purchased and Keith Mison will take delivery of it next week.

## **St Edmundsbury Borough Council Planning decisions**

DC/15/2333/HH – 53 Hertford Road – Construction of conservatory to rear elevation - Application approved

DC/15/1774/FUL – The Annexe, Grunters, Cavendish Road – Change of use of existing annexe to separate residential use - Application approved

DC/15/2223/FUL – Cartlodge, Moonstone, Folly Road – i) Conversion of cartlodge to separate dwelling ii) Open cartlodge ancillary to host dwelling - Application approved

DC/15/2353/HH – Lime Villa, 18 Callis Street – Insertion of 3no rooflights on rear facing roof – Application approved

DC/15/2457/HH & 2459/LB – Chilton Lodge Farm House, Chilton Street – Two storey extension to existing house and single storey boiler store extension, associated internal alterations and replacement windows - Application approved

DC/15/2533/TCA – Sigors House – Pollard Lime tree to 6 metres - No objections

DC/15/2003/TCA – Maples, Erbury Place – Remove bough of Ash tree overhanging garden – No objections

**Attachment to Minutes, Item 12, Correspondence**

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

Royal British Legion Women's Section	Letter regarding closure of the Clare branch and subsequent handover of the Remembrance Day arrangements <b>Cllr. Godwin reported that the CCA would be happy to take on the co-ordination of the Remembrance Service event in Clare. The Clerk will contact Mrs Martin to arrange a meeting.</b>
Clare Society	Revised landscaping and fencing proposals for Land East of the Granary development. <b>Cllr. Gryce will draft a letter to be sent to St Edmundsbury Borough Council to request that CTC are consulted on any amendments to the proposals.</b>
Clare Bears Pre-School	Request for funding for IT equipment <b>Action: Cllr Mallows proposed a s137 donation of £500. Approved unanimously.</b>

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

West Suffolk Council	Information and clarification on communication of changes to brown bin collection service
David Burkin, Development Implementation and Monitoring Officer	S106 money
West Suffolk Council	Charles Church site
Clare Society	Footpaths
Cllr John Griffiths, Leader of West Suffolk Council	Review of St Edmundsbury Borough Council Area Working Parties