

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 21st April 2016**

Present: Cllrs. Paul Bishop (Chair), Margaret Godwin, Phil Gryce, Stephen Kimminau, Gayle Mallows, Alan Parsley, Loveday Perceval-Maxwell, Claire Ebeling (Town Clerk), ,
Borough Cllr. Alaric Pugh, 7 members of the public

1 Apologies for absence – Cllrs. Chris Marchant, Bob Verguson, County Cllr. Mary Evans

2 To receive declarations of members' interests and consider requests for dispensation –
Cllrs. Mallows declared a non-pecuniary interest in item 10 regarding the CPFA and 12 regarding tourism.
Cllr. Godwin stated that she is soon to become a Trustee of the CPFA and therefore wished to declare a non-pecuniary interest in item 10 regarding the CPFA.

Section of the meeting open to the public:

3 Public Participation

None.

Cllr. Gryce suggested that, given the decision by the police not to attend council meetings, there is a lack of opportunity for communication with the local police team. He suggested that an item be added to future Town Council meeting agendas to allow the public to pass on messages to the police via the Town Council.

4 County Councillor's Report – Cllr. Evans sent her apologies but reported that she had been in touch with MP, James Cartlidge, re his recent speech in the House of Commons about HGVS using GPS and ending up causing problems in historic villages such as Clare and Lavenham. He spoke at the time of witnessing a huge vehicle trying to get along Water Lane, Lavenham so she had approached him to come to a meeting to witness the problems in Clare. He has accepted and Cllr. Evans will co-ordinate the meeting.

Cllr. Evans reported that she is to attend a meeting with her colleague Cllr Jenny Antill, whose division includes Lavenham, and the senior highways team to discuss what more SCC can do to protect historic villages such as Lavenham and Clare from HGV traffic using these routes as shortcuts.

5 Borough Councillor's Report – See attached report.

Cllr. Parsley asked for clarification on the project referred to in the report regarding improving landscaping and children's play facilities on the Westfield estate. Cllr. Pugh referred to an enquiry from Cllr. Parsley regarding the removal By St Edmundsbury Borough Council of swings from the play area on the estate. Cllr. Parsley had reported that a resident had been told by a Parks Officer that the budget could no longer cover small play areas and that the money will be put into the Country Park. Cllr. Pugh reported that this is not the case and apologised for the poor communications on behalf of the Head of Service. He reported that the play equipment should not have been removed without prior communication, however, consolidation is being considered and he understood that a recent review of the facilities found that the equipment was time-served and because of the underlying policy junior officers decided to remove it. Cllr. Pugh is now looking into a way of preventing the Westfield play area from being removed. He is currently investigating the possibility of obtaining contributions from Persimmon Homes and Havebury and will continue liaising with Cllr. Parsley on the matter.

Cllr. Bishop asked about the decision-making process regarding St Eds *not* maintaining play areas in the future. Cllr. Pugh responded that there is currently a national philosophical debate on this but it contradicts the borough council's families and communities policy.

End of public section of meeting

6 To approve minutes of previous meeting held on 17th March 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.

The Clerk reported that there had been no progress in obtaining information about claiming the s106 funding from St Eds due to their currently being nobody in the role vacated by Nicola Parrish.

Cllr. Mallows referred to the ongoing difficulty regarding claiming section 106 funding and emphasised the importance of the success of the section 106 allocation being agreed as coming to the locality itself. The Town Council fought hard for this prior to the Land East of the Granary development and Cllr. Mallows expressed her concern at the lack of communication from the borough council and that the same might happen with any S106 monies agreed for the upcoming Cavendish Road development. Cllr. Pugh reported that he had contacted the Head of Services who had committed to look into it.

It was agreed that a draft process (detailing who to contact and how to apply for s106 funds) might be drafted and forwarded to St Eds as a suggestion for the new role-holder to consider.

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.

Cllr. Godwin wished to record a vote of thanks to the RFO for her work in preparing the annual figures.

ii) a) Cllr. Gryce referred to a document circulated in advance of the meeting with regard to a grant request from the Wool Towns Association. Cllr. Godwin proposed an amount of £100 (under section 144 - Tourism. Approved unanimously.

b) Cllr. Godwin referred to the grant provided to the CCA for the celebratory event for the Queen's 90th birthday on 12th June and reported that the members had decided to re-allocate some of the funds which had been earmarked for first aid (as this will be provided at no charge). The money originally allocated to this will now be used for additional costs relating to events and performing arts licenses.

10 To consider items of correspondence for decision/response

See attachment to the minutes

Cllr. Bishop referred to two letters from Olive Smith for the Combined Halls of Clare (CHOC) and proposed Olive Smith and Cllr. Kimminau as Town Council nominated CHOC Trustees for the coming year. Approved unanimously. Cllr. Bishop wished to record a vote of thanks to Mrs Smith, acknowledging her length of service and dedication to CHOC.

Cllr. Mallows explained that noticeboards in Clare will soon display a notice about a public meeting to discuss the proposed change of status of Clare Playing Fields Association to a Charitable Incorporated Organisation. The objective is to provide better safeguarding and a more stable legal situation and is in line with good practice.

With reference to the feedback from the Planning Services Manager, Cllr. Gryce reported that he had recently discussed the possibility of applying Article 4 (Town & Country Planning (General Permitted Development) Order 2015 restrictions to planning applications in Clare (see report in

11 Planning

To make a decision on the Town Council response to the planning authority on:

- i) **DC/16/0568/FUL – 1 Church Street – change of use of ground floor from antiques shop to coffee shop** Cllr. Gryce proposed that the Town Council response to the planning authority be to support the application subject to the conditions being met. Agreed unanimously.
- ii) **DC/16/0661/TCA – 1 Mill House – Fell/pollard willow trees** Cllr. Gryce proposed that the Town Council response to the planning authority be to support the application. Agreed unanimously.
- iii) **DC/16/0540/LB – Chilton Lodge Farmhouse – New boundary brick wall** Cllr. Gryce proposed that the Town Council response to the planning authority be to support the application subject to the conditions being met. Agreed unanimously.

Cllr. Bishop referred to an email received from Carter Jonas on behalf of developer, Land Charter Homes, regarding the development of the land at Cavendish Road. He reported that an informal meeting had been requested and proposed that the Town Council enter into consultation. He remarked that the developer seemed to have a somewhat chequered history and this may need to be investigated.

Cllr. Bishop explained that the objective from the perspective of the Town Council at this stage should be to discuss the likely requirements of the town in order to accommodate the new development. These may include traffic calming, the extension of the speed limit, a possible roundabout/island at the junction to the new development, widening of the pavement at Bell corner, downgrading the A1092 to a 'B' road and pedestrian crossings and improvement of the playing field car park. Also, there has been a suggestion that it might be proposed that the developer fund the creation of a footpath behind Stour Valley Community School into the centre of Clare, making a safer pedestrian route.

Cllr. Bishop reported that a closed, informal meeting had been arranged for 3rd May. This item is to be included on the Town Council meeting agenda every month.

Given the amount of work involved in a development like this, Cllr. Bishop proposed that a Planning Working Party be formed and Cllrs. Mallows, Gryce and Godwin, would form this group, with other Councillors welcome to attend meetings as they wish. Agreed unanimously.

12 To receive an update on developments regarding improving tourism in Clare

Cllr. Gryce reported that Tourism, Clare will act as a working party (to be approved at the annual meeting of the Town Council). The intention is that a 4-5 year plan will be drafted in the coming weeks, looking at costs and initial thoughts. The idea is that groups including the Town Council and Clare Castle Country Park will bid to contribute to particular projects.

Cllr. Mallows referred to a document circulated in advance of the meeting regarding a proposal for the Town Council to work in conjunction with the Art Club to enhance the centre of Clare by placing art pieces in the windows of vacant shopfronts. This has reportedly worked very well in a number of towns and villages around the country and has contributed positively to tourism and footfall. Cllr. Mallows reported that the owner of the former pharmacy has agreed to the first pieces of artwork being placed in the shopfront in

Well Lane.

Cllr. Mallows requested some sponsorship from the Town Council in order to get the project started, to purchase drapes and display easels in order to present a professional background.

Cllr. Gryce proposed the amount of £300 be authorised. Approved unanimously.

13 To receive an update on the survey and 4 Year Plan

Cllr. Mallows reported that the council will meet on Saturday 30th April to discuss ideas for the 2016-20 4 Year Plan.

14 To receive a proposal for the approval of a Data Security Policy

Cllr. Bishop referred to the policy (circulated in advance) and proposed approval. Approved unanimously.

15 To consider a query raised by Cllr. Marchant relating to the lease between Clare Town Council and Clare Castle Country Park

Cllr. Bishop reported that as Cllr. Marchant was unable to attend the meeting, this item will fall.

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

Community Committee: Cllr. Perceval-Maxwell reported that the proposed community welcome/information pack is almost ready for printing and it is hoped will be funded by the local estate agents. She requested approval to have 1000 copies printed.

Cllr. Perceval-Maxwell reported that following ongoing discussions regarding the website, it has been agreed that separate websites will be created for residential, tourism and Town Council items. A draft new Town Council website will be demonstrated to the Town Council in the near future but professional support will be required to set it up.

Cllr. Perceval-Maxwell reported that the Town Council will present an anti dog-fouling stand at the Picnic in the Park on 12th June. Letters have been sent to a local veterinary practice and dog food supplier to request support.

17 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 receive an update on discussions regarding the Cavendish Road development

(iv) To approve section1 of the annual return.

18 To confirm the date of the next meeting as Thursday 19th May 2016

Confirmed.

The meeting closed at 8.40pm

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@stedsbcc.gov.uk

1. Training undertaken since last report - Devolution, Families and Communities
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 projects briefings
 - Haverhill TC Masterplan
 - Meetings with officers re Westfield amenity project and the Pavilion parking
 - Full Council
 - Joint Economic Development Holders (SCC)
 - Borough Conservation officer with Phil Gryce
 - Joint Cabinet Planning
 - Development Control
 - One Haverhill Partnership Board
 - Locality Officer meeting (Clare)
 - Devolution briefings
 - Bury TC Masterplan
 - Clare Environment committee
4. Forthcoming meetings before next TC meeting
 - most of the above
 - Havebury Housing
 - Country Park Trustees meeting
5. Voting record - recent items with direct significance to Clare community:
 - I supported the proposal for a new house at Highfield
 - I supported the planning application for live-in accommodation at the Golf Course
 - I supported the time extension for the Parish Survey by the Planning Dept.
6. Current Clare issues involvement/resident requests to take forward:
 - various planning items
 - Locality budget items - cctv in the Park
 - Land East of the Granary/Westfield - development of an amenity project
 - West Suffolk Tourism
8. **NEWS:**
 - Mostly, I have been involved in Planning issues and with the TC's Article 4 proposal. I am also developing a plan to improve landscaping and children's play facilities in Westfield.

Attachment to Minutes, Item 8, Clerk's Report

Information:

I received a response from the person at St Eds who now oversees 106 money allocations but he is too busy to meet with us.

The Development Contributions Manager at SCC is willing to meet but we are still awaiting a date.

I have sent the Annual Report for printing. Thank you for your contributions and proof-reading.

The commemorative medals for the children of the Pre-School and Primary School have been ordered and we have received the contribution from the Pre-School (Primary School cheque to follow – they have had a change in pupil numbers).

I have been in contact with Westcotec to order the VAS equipment, but did not place the order because of a query they raised which I want to check with Hen Abbott (and she is on leave). The query relates to the type of equipment to be purchased. There are 2 options (one that only flashes the speed of the vehicle or one that also flashes 'slow down' (and is slightly bigger). I asked for a quote for both, believing that the council would probably prefer the bigger one but Westcotec said that Hen Abbott had stipulated that any orders for Suffolk must only be for the smaller one. I know that Wickhambrook have the bigger one and so have emailed Hen to ask for confirmation. As soon as I hear I will place the order.

St Edmundsbury Borough Council Planning decisions

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 4 no conservation roof lights to the rear elevation. Application approved.

DC/16/0155/TCA – Clare Playing Fields – Trees on the playing field between the Pavilion and Cavendish Road and trees along the northern boundary to be Crown lifted to 2.5 metres to allow grass cutting. Application approved.

DC/16/0059/FUL – Clare Golf Club - (i) Change of Use of first floor (Use Class B8 Storage) to part Residential apartment for Manager (Use Class C3) and part meeting room/office and storeroom (Use Class B1 (a) and Class B8) (ii) Associated alterations including insertion of 8no. rooflights and 2no. dormers. Application approved.

DC/16/0129/HH – 12 Mortimer Place – Two storey side extension and single storey rear extension. Application approved.

DC/16/0246/TCA – Pump House Cavendish Road – Pollard willow tree to height of first main fork; Fell willow tree; Fell 4No. willow trees – No objections

DC/16/0202/HH – Green Heys, Snow Hill – (i) rear extension (following demolition of existing extension); (ii) provision of 2no. dormer windows to front elevation (iii) re roof existing dormer window (iv) replace existing garage roof with flat roof and (v) replaster external elevations. Application approved.

DC/16/0172/FUL – 69 Highfield - construction of 1no. two-storey dwelling (demolition of existing single storey attached out-house). Application approved.

DC/16/0454/TCA – Clare Priory - (i) Holly - Remove small branch (ii) Yew - Crown reduction by 10 -15 % to reduce width of crown (iii) Fig - Reduce back tree to train against wall (iv) Sycamore Maple - Thin by 10 - 20% to allow light to flower border. No objections.

DC/16/0310/LB – 1 Church Street - (i) Full roof repair including repointing of chimneys and Dormer window repair (ii) New ground floor toilet (iii) Internal repairs including floor repairs and re plastering of walls. Application approved.

DC/16/0387/HH – Chilton Lodge Farm House - (i) Cart lodge with associated hardstanding and (ii) boundary brick wall and gate as amended by letter and drawings received on 8th April 2016 reducing the height of the wall to 1.65metres. Application approved.

Attachment to Minutes, Item 10, Correspondence

Items for action (all circulated to Town Councillors)

Combined Halls Of Clare	Request for nomination of CHOC Trustees in advance of CHOC AGM on 27 th April.
Olive Smith	Confirmation of willingness to be nominated as CHOC Trustee
Alan Parsley	Westfield play area equipment – email to Borough Councillor
CPFA	Notification that the Playing Fields intends to change its status to Charitable Incorporated Organisation.

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

Gunner Cooke LLP	Copy of letter sent to St Edmundsbury Borough Council re Clare Antiques Centre
Stephen Kimminau	Country Park car park and its use by Clare Town residents
East Anglian Children's Hospices	Letter expressing thanks for donation.
Suffolk Constabulary	Invitation to meet locality inspector
Rachel Almond, Planning Services Manager, St Edmundsbury Borough Council	Planning issues in Clare Parish – response to our email. See report below on Article 4

Report on a meeting with Christine Leveson (SEBC Conservation Officer) and Cllr Alaric Pugh

Subject: Clare Town Council and Article 4 (Town & Country Planning (General Permitted Development) Order 2015

Outline

Currently, within the Clare conservation area, various developments are allowed without the requirement of planning permission for buildings which are not listed – this is known as permitted development. This could mean that developments could take place which might harm the character of the townscape without any scrutiny.

Restrictions within Article 4 have been applied to conservation areas in Bury St Edmunds (Town Centre & Victoria Street), Haverhill (Hamlet Road & Queen Street), Hundon and Honington. They can be extended to other conservation areas by agreement with the council concerned and the planning department.

Article 4 imposes restrictions on such things as enlargement of houses, alterations to roofs, addition of porches, gates and walls, exterior painting, installation of solar panels..... This is not the complete list, but indicates where a planning intervention can take place, if such a development could be seen as inappropriate. The restrictions only apply to elevations that face a highway or an open space.

There is no additional cost to residents as such planning permission requests are undertaken free of charge.

Process

To undertake Article 4 and apply it to Clare's conservation area requires certain steps. Christine Leveson is willing to come to Clare and take all councillors through the process and its advantages at an evening meeting. If we then agree to proceed, SEBC will distribute a letter for all residents which describes the

proposal. A consultation should take place – this could be achieved by placing the information on the council website and requesting a response within a period. Once adopted by CTC, it has to be confirmed by a SEBC committee, following a recommendation by the planning officer. Once confirmed, most of the restrictions come into force at once. Within six months, all restrictions come into force once the secretary-of-state has confirmed the order.

Phil Gryce
19 April 2016

DRAFT

Attachment to Minutes, Item 11 b Proposed Development at Cavendish Road

Report to Clare Town Council

Date: 21st April 2016

Subject: Cavendish Road Development

Author: Cllr. Paul Bishop

Introduction

As Councillors will be aware, on 21st March 2016 the Council received an approach from Carter Jonas on behalf of their clients, Land Charter Homes, who are looking to develop a site east of Stour Valley Community School (see appendix 1).

Background

The parcel of land adjacent to Cavendish Road, situated between Stour Valley Community School and Clare was designated for housing development as part of Vision 2031 (see map in appendix 2). Clare Town Council had campaigned for a development in the centre of town (behind the Swan) on the basis that it would be more economically beneficial to the town. CTC did not support development on the proposed site on the Cavendish Road.

In 2013 the Planning Inspector decided in favour of the Cavendish Road site and it has been duly included in the Vision 2031 Local Plan. It is therefore available to build up to 60 houses.

Land Charter Homes

This building firm seems to concentrate its activity in the South East. Its registered office is in Pleshey, Chelmsford. They describe themselves as 'an established group of family companies which constructs homes on unique sites, throughout the South East and East Anglia. Further details can be found on their website www.landcharterhomes.co.uk. In their initial contact they mention building approximately 50 homes on the site.

West Suffolk District Council

The letter from Carter Jonas stated that they have been in discussion with the planning authority and have been encouraged to make contact with CTC.

This is a positive step and we should thank West Suffolk for steering the developers in this direction.

I have met informally with our Borough Councillor and mentioned the contact and advised him that he will be invited to become involved on behalf of the town in the future.

Clare Town Council

We are lucky that we still have members sitting on the Council who have been involved in responding to large planning applications in the past, namely the Land East of the Granary and Aragon Court. It is likely that the way the Council handled these applications in the past has led to this early approach from the developers.

The lessons that have been learned previously are that the Town Council must be prepared in advance for meetings with developers, be able to respond at short notice and be clear on what it hopes to achieve from the development. It is also important that CTC is seen to engage with the project and work collaboratively with other stakeholders. We must also ensure that the developer and the planning authority consult with the residents of Clare. Part of the CTC role will be in raising the matter in the town and encouraging residents to engage with the process.

This project will stretch our resources for its duration.

Clare Society

As the only other Statutory Consultee in the town, the Clare Society also has a key role to play in shaping this development. I met informally with the Clare Society during the first week of April to ascertain that they are happy to work with the Town Council in responding to the developers and the planning authority. They are very keen to work with us and to agree a list of shared objectives for this development that are achievable and that will benefit the town.

Traffic issues

- *New housing estate on Cavendish Road (50/60 properties) and further afield at Chilton Wood (1500 properties) will significantly increase traffic flow through Clare as people transit to and from work in Haverhill or Cambridge.*
- *Pavements on Cavendish Road are too narrow, particularly around the Bell Corner, and are non-existent in places.*
- *Surveys show local residents avoid walking into Clare centre because of the speed of traffic on the A1092, the large number of HGVs and a hazardous crossing at Bell Corner. Note –The Bell Hotel and bollards on the opposite corner have been hit by HGVs on many occasions. The Cavendish Road estate will be quite a distance from the centre therefore, there is a strong probability that the residents of the new estate will drive into town centre.*
- *Parents most likely to transport smaller children to Clare Bears Pre-School and the Primary School.*
- *Parking by Old School and in Erbury Close already a major concern at school drop-off and collection time.*
- *Ingress to and egress from Clare Playing Field by parents collecting from and delivering to Stour Valley Community School also a major concern due to tightness of exit point, need to use opposite carriageway to manoeuvre out of Playing Fields and reduced visibility (students on pathways and in road).*
- *Cavendish Road development included in Vision 2031 on basis that pathways and cycle routes developed to town centre as part of project.*

Therefore as part of the conditions for supporting this development we need :-

1. Essential traffic calming measures on A1092.
2. 30 mph limit needs to be extended beyond Baker and Baker premises.
3. Roundabout at junction of new estate on A1092.
4. Increased pavement width at junction of Bell Corner essential. This will reduce ability of large articulated vehicles to transit through town. However, noted that these vehicles found more suitable routes when A1092 closed for 6 weeks for gas mains work.
5. Downgrade of A1092 to a B road.
6. Pedestrian crossing needed – location west of Stour Valley Community School and east of Playing Fields.
7. Investigation into establishing a pathway at back of development running west behind SVCS and Playing Fields with possible bridge across Chilton Street and pathway to Bridewell Street. This would provide walking route to Clare Bears and Primary School but a pedestrian crossing on Callis Street would also be needed as B1043 also dangerous to cross (see appendix 3).
8. Increased parking demand at the Playing Field Car Park means it requires resurfacing.
9. Discussions needed with S.C.C. to establish bigger picture of large vehicle movement around wider area given increased housing and industrial developments at Sudbury and Haverhill.

Other Issues

- Design features of estate to be carefully monitored to ensure that they fit in with historic nature of Clare.

- SUDs (and possibly attenuation tanks) will be needed on site to prevent surface run-off affecting properties and Playing Field further downhill.
- Essential that sound and privacy barriers are created for local properties and wildlife. NB. importance of meadow area to east of development.
- Inclusion of affordable/housing association homes to be requested and monitored. Establishment of regulations giving Clare people (and people associated with Clare) preference over other applications will be important and in line with precedent set elsewhere in Clare.
- Section 106 requires early discussion and written agreement to ensure that Clare benefits.

Recommendations

- That the Council agrees to meet with the Developer on an informal basis as soon as possible.
- That the Council agrees a list of objectives that it wishes to achieve from the development over and above Section 106 gain
- That the Council immediately creates a planning working party to oversee work on this development and to report back to the Council on this project and other planning matters every month
- The Chair to liaise with the District Council and County Council informally throughout the duration of this project.
- The Chair makes a report to the Town Meeting on 11th May to update residents on the development.
- Cavendish road development becomes a standing item on all CTC agendas.

Timeline

Date	Action	Who
21/3/16	Initial approach from Land Charter Homes	Carter Jonas
8/4/16	Response from CTC	Clerk
21/4/16	Formal consideration by Town Council.	CTC
22/4/16	Respond to developer inviting them to meet informally with all councillors.	Clerk

Appendix 1

Emails between Carter Jonas and CTC

From: Brown, Colin

Sent: 21 March 2016 11:54

To: 'clerk@clare-uk.com'

Subject: Land at Cavendish Road, Clare [CJ-WORKSITE.FID65523]

Dear Mrs Ebeling,

I understand you are the Clerk to Clare Town Council. I am writing on behalf of clients of mine, Land Charter Homes, who are looking to advance development proposals on land immediately to the east of the Stour Valley Community School. We are proposing a residential development of around 50 homes although the final number is not yet known. As you probably know, the site is allocated for housing in the local plan for the area.

We are in discussions with West Suffolk Council and have been encouraged to come and meet with representatives of the Town Council, which we would very much like to do.

I attach a plan showing the land that we are looking to develop.

In the first instance we are looking to prepare a development brief for the site which we will submit for adoption to West Suffolk Council. It will be subject to public and neighbour consultation and will progress ahead of a planning application. We are keen

for the maximum number of stakeholders to be involved in the preparation of this document and the Town Council is an obvious and key stakeholder.

We are looking to issue a draft brief for consultation in early May and so would like to come and meet with you and any suitable colleagues at the earliest opportunity. I look forward to hearing from you.

Kind regards

Colin Brown

END

From: Claire Ebeling

Sent: 08 March 2016 09:43

To: Colin Brown

Subject: Land at Cavendish Road, Clare [CJ-WORKSITE.FID65523]

Dear Colin

Thank you for the suggestion that your representatives meet with Clare Town Council to look at your plans for the land on Cavendish Road, Clare.

Clare Town Council is a proactive and aspirational body and we ask for early and sustained meetings with developers, Councillors and Officers for each project to build strong working relationships and plans that will benefit the town and ameliorate problems before they arise.

This will be the third development that we have been closely involved with in the past four years, the others being the 60 house development on Stoke Road (Charles Church) and the 11 unit development at Aragon Court (Hastoe). Both of these developments were made more successful because of the local knowledge that the Town Council was able to bring to the discussions. This knowledge notably included infrastructure problems, heritage issues linked to design, demographics, highways issues, safety concerns, environmental factors, and future town development plans.

We would be happy to meet with you and Land Charter Homes and look forward to hearing from you with some potential dates. Due to holidays and other commitments, it is unlikely that Councillors could attend a meeting before w/c 25th April.

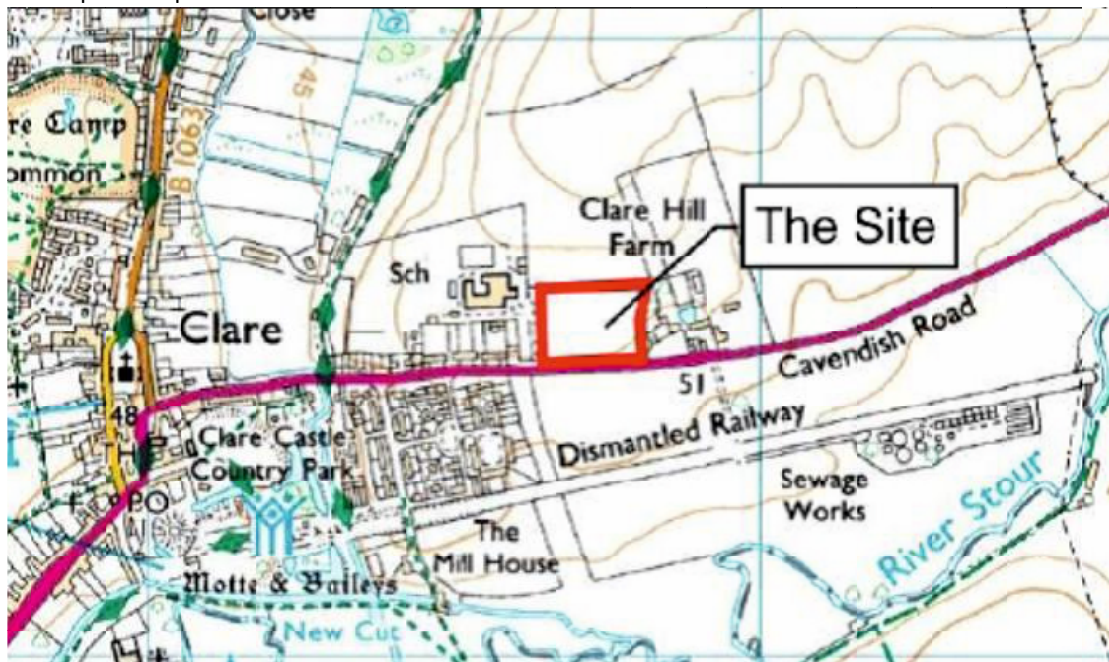
Kind regards

Claire Ebeling

Clerk to Clare Town Council

Appendix 2

Developer's Map



Appendix 3

Clare Town Council Map showing proposed footpaths

Attachment to Minutes, Item 12 Wool towns?