

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.  
on Thursday 23<sup>rd</sup> June 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, County Cllr. Mary Evans, 7 members of the public

**1 Apologies for absence** – Cllr. Chris Marchant

**2 To receive declarations of members' interests and consider requests for dispensation** –  
None.

*Section of the meeting open to the public:*

**3 Public Participation**  
None.

**4 County Councillor's Report** – Cllr. Evans presented her report (see attachment to the minutes).

**5 Borough Councillor's Report** – See attached report.  
Cllr. Pugh presented his report (see attachment to the minutes).

*End of public section of meeting*

**6 To approve minutes of previous meeting held on 19<sup>th</sup> May and 1<sup>st</sup> June 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.

Cllr. Verguson left the meeting at 7.30pm.

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

Cllr. Bishop joined the meeting at 7.45pm.

**9 Finance**

- i) The RFO presented her report (see attachment to the minutes) and monthly accounts and cash flow report were proposed by Cllr Godwin and approved unanimously.
- ii) The RFO referred to section 2 of the Annual Return – Accounting Statements 2015/16 and proposed the Town Council approval. Agreed unanimously.
- iii) The RFO referred to the Internal Audit that had been circulated electronically prior to the meeting and requested that the Town Council approve the document. Approved unanimously.  
Cllr. Godwin wished to record a vote of thanks to the RFO for her work in achieving a faultless audit.

**10 To consider items of correspondence for decision/response**  
See attachment to the minutes

**11 Planning**

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

- i) **DC/16/1019/FUL & 1020/LB – The Gig House, Chilton Street – (i) conversion of existing cottages and brick stable to single storey cottage including partial demolition**

**of existing building (ii) single storey extension to existing building to form southern wing and (iii) detached cart shed – resubmission of DC/15/1678/FUL** Cllr. Godwin reported that the applicant had taken Pre-Application advice and that she believed the application meets with the requirements of policies DM1, 2, 15, 16 and 24. Cllr. Gryce proposed that the Town Council response to the planning authority be to support the application. Agreed unanimously.

**ii) DC/16/1022/FUL & 1023/LB – Commerce House – Retention of 3No. compression units in rear garden.** Cllr. Gryce reported that there appears to have been no response from the conservation officer and given the listed status of the building, he proposed that the Town Council response to the planning authority be to object to the application. Agreed unanimously.

**b)** Cllr. Mallows reported that she had recently attended a meeting with Cllrs. Godwin and Gryce, County Cllr. Evans, Peter White, Planning Officer at St Edmundsbury Borough Council, Suffolk County Council Highways Officers, Land Charter Homes and Carter Jonas to discuss highways matters in relation to the development at Cavendish Road. Cllr. Mallows referred to the statement in Vision 2031 that this development must incorporate proposals for enhancing footpath and cycleway access to the town centre. She reported that various items had been considered by the developers following suggestions from Clare Town Council. The suggestion to move the 30mph sign further out will not be possible, neither will traffic lights or an official pedestrian crossing (as there is insufficient visibility for vehicles to stop in time, therefore it would not be safe to put a zebra crossing there because of the false sense of security portrayed to pedestrians). However it should be possible to reduce the speed of vehicles using traffic calming signs and markings on the road to depict a crossing area. Possible proposals may also include better access points to Stour Valley Community School, reduced hatching and widening of the pathway leading to the playing fields/pavilion entrance and a possible pathway through the burial ground adjacent to the Country Park (work will be necessary to reduce overgrown shrubs and grass on the Highfields side of the road). Also, if the landowner is in favour, there is a possibility of a hoggin path for pedestrians and cycles being laid across the road from the development down to the railway line in country park.

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

Cllr. Gryce reported that Tourism, Clare is currently assembling a bid for the leader programme which, when complete, will be presented at a full Town Council meeting. The group intend to survey all voluntary organisations to feed into the leader programme.

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

Cllr. Perceval-Maxwell expressed concern at the proposed timing of carrying out the survey during the summer months and suggested that it be postponed until September. Agreed unanimously.

Cllr. Mallows referred to quotes for the production and printing of the surveys circulated in advance of the meeting and proposed that the best value quote from 'Think PA' be accepted. Agreed unanimously.

**14 To receive a proposal to adopt an Article 4 Direction to preserve and enhance the character and appearance of Clare's built heritage.**

Cllr. Gryce referred to meeting held on 15<sup>th</sup> June with St Edmundsbury Borough Council's Conservation Officer, Christine Leveson, to explain the implications and process of adopting an Article 4 Direction. An Article 4 Direction can be applied to all or parts of a Conservation

area and restricts some of the permitted development rights; requiring planning permission where it would not otherwise have been required. The planning authority is required to carry out a consultation (see attachment to the minutes).

Cllr. Parsley proposed to apply Article 4 to the whole Conservation Area in Clare. Approved unanimously.

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

None.

Cllr. Perceval-Maxwell wished to publicly thank the CCA for the Party in the Park event and to congratulate the Committee for a very successful and enjoyable day. All councillors agreed.

**16 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 the consultation process regarding devolution

(iv) To receive a report on the installation and use of the recently procured Vehicle Activated Sign.

**17 To confirm the date of the next meeting as Thursday 21<sup>st</sup> July 2016**

Confirmed.

The meeting closed at 9.20pm

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

### **HIGHWAYS**

As you will all have seen the bollard at Bell Corner has been struck again. The bollard has been removed and a temporary one will be fixed in place until a more substantial steel bollard can be installed. The idea is to install either a full or half bell shaped bollard which will allow the wheel of an HGV to run up against it without inflicting damage.

I am attaching a brochure. I think the bell bollard is more attractive than the concrete posts we have had for some years has the advantage of linking in with The Bell.

While I think it is entirely sensible to replace the oft damaged concrete bollards with something more resilient, I have asked the head of highways today for assurances regarding how long it will take to achieve this. I have made it clear that there can be no lengthy delay and if need be we should put in a concrete bollard as a stop gap until the more robust bollards have been obtained.

### **Cavendish Road development**

Along with Cllrs Mallows, Gryce, Godwin and Pugh and John Collect and Anna Moore of the Clare Society I attended a meeting at West Suffolk House with planners, highways and the developers looking at the possible measures to mitigate the traffic from the proposed housing development.

At my behest we had a useful site meeting this week.

We paid particular attention to the Bell corner junction. The developers are in no way obliged to fund works to correct an existing problem but the highways consultant did suggest they might be willing, through 106 monies, to pay towards improvements. The idea she came up with would prohibit vehicles turning right at The Bell into Church Street and would see the footway on the Church Street side of the junction built out providing much greater protection to the corner house – 20 Church Street.

This proposal will need much research and consideration and funding will be a challenge but I wanted to hear your reactions. I imagine it would act as a deterrent to HGVs using the A1092-B1063-A143 route as if they were prevented from making a right turn at The Bell they will find it impossible to make such a turn from Well Lane into the High Street.

The councillor group looking at the issue of HGV routes through rural communities is meeting in July with the road haulage association. I will report back to you on the outcome.

I have discussed your request with highways re parking – the request re repainting the double yellow lines has been taken up but I have no date for works yet.

Re the idea of marking out parking bays along the High Street – the team is not as keen. The requirement these days is to mark bays at 6m length and the feeling is if we do that we could be reducing the number of spaces.

### **Westfield**

Cllr Pugh and I took a walk round this week and are keen to work with Cllr Parsley on improving the facilities at the play area and the safety of children going to and from the area. I hope the three of us can meet in the near future to develop a plan of action.

### **County Wide**

### **Education**

I am delighted to report the latest round of Ofsted reports has seen the percentage of schools rated as good or outstanding go up to just over 81% - our target is 100%.

### **Devolution Deal announced for East Anglia**

We will be voting next week at full council on the Norfolk/Suffolk devolution deal. As you know I am a sceptic. This is not devolution but a re-shaping of local government and I don't think this is a proper way to go about reform.

Cllr Pugh is much more enthusiastic about this proposal than I am and I hope you are able to hear his views too.

The deal envisages setting up a combined authority made up of the leaders of each district, borough and county council in Suffolk and Norfolk and presided over by an elected Mayor. I am opposed to creating this extra tier of bureaucracy not least because of the expense. However, I suspect in the long run the result of this measure will be the abolition of Norfolk and Suffolk county councils.

The proposal offers £130m for new homes, including a total of £30m specifically for Ipswich and Norwich and £25m a year for the next 30 years to spend on infrastructure.

All the local authorities involved are voting on the deal in the next week or so and if they endorse it, the public consultation will take place during July and August. I think this is a very poor time to run a consultation and I have concerns about the questions that will be asked. The Government would then review all of the feedback ahead of publishing the draft orders for councils to debate in the autumn.

I will, grudgingly, vote for the deal next week because I am a democrat and I want to hear the views of the people I represent. We have been assured that we will have a second vote on the deal in October, once more detail is known. That is when I will make my final decision. The documents are available on [www.eastangliadevo.co.uk](http://www.eastangliadevo.co.uk)

I hope you will take the time to read about the proposal and share your conclusions with me.

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@stedsbcc.gov.uk](mailto:alaric.pugh@stedsbcc.gov.uk)

1. Training undertaken since last report - Finance, Planning, Officer working, Leisure Framework workshop
2. Civic/business events - Mayormaking
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 and the County Councillor re Westfield amenity project
  - Joint Economic Development Holders (SCC)
  - Country Park Trustees meeting
  - A 1307 campaign meetings
  - Joint Cabinet Planning
  - Development Control
  - One Haverhill Partnership Board
  - Locality Officer meeting (Clare)
  - Devolution briefings
  - Bury TC Masterplan
  - Full Council
  - DMO development meetings

4. Forthcoming meetings before next TC meeting
  - most of the above
  - Havebury Housing (previous meeting postponed)
5. Voting record - recent items with direct significance to Clare community:
  - I support the concept of an Operational Hub - I support the Devolution Plan
6. Current Clare issues involvement/resident requests to take forward:
  - various planning items
  - Locality budget items
  - Land East of the Granary/Westfield - development of an amenity project
  - West Suffolk Tourism

**7. NEWS:**

- The town Council is aware that I have been involved with them on several live projects including: the Cavendish Road proposals
- I have also helped on the following headline items (more info available on request):

The latest of these is the urgent need to replace some of the road side place names in Clare e.g. Ashen Road sign is barely readable. Officers tell me they have opened an action file and if we can supply further sign replacement photos and details they will renew them.

Other items:

Section 106 clarifications

Highfield new houses

I-pads for the library

And I am trying to help us all to get to the bottom of the Japanese Knotweed problem in Stoke Road

Dog fouling info

Pavilion parking

Support for Party in the Park

Finally two 'for information' items:

- I have attached the notes of a recent briefing on the new emerging Leisure Framework - following Sport England's latest five year strategy. This is something that I will arrange a meeting about with Gemma so that we can make sure Clare is part of ongoing developments and that we get the involvement going forward that is most appropriate for the community.
- I am also attaching the Portfolio Holders report that I share with my colleagues off and on, in case there is anything there of interest.

## Attachment to Minutes, Item 8, Clerk's Report

### Information:

I have received several complaints about the lack of grass cutting in areas of Clare that Suffolk County Council is responsible for (such as public footpaths and greenswards at Highfield). SCC's response (in my correspondence report) refers to a schedule online which lists dates for cutting of A, B and C roads and unclassified roads -see link below), I have requested a much more detailed list of the areas in Clare that SCC expect to cut. As I receive repeated complaints every year about areas that have been missed, I have suggested that we could carry out a survey of the areas we believe they *should* be covering and update the details they hold so that the contractor has a clear plan of the areas to be cut.

Also, for Public Rights of Way, this will give us a good idea of which ones they plan to ignore going forward. <https://www.suffolk.gov.uk/roads-and-transport/roads-pavements-and-verges/trees-grass-and-weeds/grass-cutting/#tab2>

I have reported to Suffolk County a blocked drain in the alleyway to the side of the Cock – the manhole cover has lifted with the force of the water escaping and travelling down into Callis Street. Ref 142506

I have also reported to Suffolk County excessive growth along the path running adjacent with Sheepgate Lane - brambles and low-growing trees. I have asked that this is included on the schedule of SCC works as it has to be reported every year. **Ref 142508**

I have also reported to Suffolk County a loose kerb stone on the High Street (by Pashlers Alley) **Ref 142506**.

Cllr. Gryce has reported to SCC 5 blocked drains: near 1 Chilton Cottage, south side Nethergate St junction with Ashen Rd, south side Nethergate between 7 & 8, just inside Boathouse Mews, south side Nethergate nr Boathouse Mews. A member of the public has also reported a blocked drain outside 16 Bridewell Street.

Following a concern raised about the presence of Japanese Knotweed on the site of the previous Martin's Undertakers (Sawpits & Eastview, Stoke Road), the Borough council and the Environment Agency have been consulted and we have been advised to write to the owner of the land and refer to the Borough Council following any/or a lack of response.

It was noted that some upgrading work is being carried out to the streetlights in Clare. Suffolk County Council explained that these replacement works are being carried out by SCC on behalf of SEBC who own and maintain the units - they have allocated a budget to upgrade all of their units to LED type. This is an investment to help reduce both future maintenance and energy costs which in turn will also help to reduce their carbon footprint.

I have contacted Havebury to request that they carry out crown-reduction work to a walnut tree on in Churchill Close as it is overhanging the path considerably. I am awaiting an estimated date for completion of the work.

### St Edmundsbury Borough Council Planning decisions

DC/16/0772/HH – The First, Snow Hill – (i) single storey front and side extensions and (ii) first floor extension over existing study as amended by plan received 3rd May 2016 altering the external material to render - Application approved.

DC/16/0958/VAR – Cartlodge, Moonstone, Folly Road, Chilton Street – (i) Conversion of annexe/cartlodge to separate dwelling including internal and external alterations.( ii) Open cart-lodge ancillary to host dwelling to vary Conditions 2, 3, 4, 9 - Application approved.

DC/16/0790/FUL – 69 Highfield – 2no. single storey dwellings – Application approved.

DC/16/0886/HH – 3 Hertford Road – Single storey rear extension – Application approved.

## Attachment to Minutes, Item 9, RFO's Report

- I have produced the usual Cashflow and Financial Summary for May, which shows a quiet month mainly due to my holiday. However, the 2016/17 Precept is now available for the groups and organisations that have made requests.
- Following my claim we received a refund of VAT in the month.
- Prior to the full Audit the internal auditor attended last week, her report is attached
- I have prepared the Annual Return which is now complete and needs to be with the External Auditors before 11<sup>th</sup> July 2016
- Note: Section 137 expenditure limits for 2016/17 have increased to £7.42 (£7.36 in 2015/16).
- At the Town Council meeting I will ask for approval of:
  - the Cashflow and Financial Summary for May 2016
  - The Internal Auditor report
  - Section 2 of the Annual Return

## Attachment to Minutes, Item 10, Correspondence

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

Essex County Council	Essex and Southend-on-Sea Joint Replacement Waste Local Plan <b>Action: It was agreed to request that the A1092 is avoided.</b>
Wool Towns	Request for use of Town Council address for correspondence <b>Action: The request was approved unanimously.</b>
Suffolk County Council	Countryside Access Consultation <b>Action: It was agreed that the Clerk will complete the response online.</b>
Historic England	Clare War Memorial: Invitation to comment on Consultation Report <b>Action: It was agreed that the Clerk will respond positively on behalf of the Town Council.</b>
Sarah Pugh	Suggestion for bunting around the town in summer months to support tourism. <b>It was agreed that the Clerk will respond that the Town Council support the idea, suggest liaison with Tourism Clare and look forward to receiving further information.</b>

### Items for noting

St Edmundsbury Borough Council	Upgrades to the West Suffolk Planning Service
Clare Castle Country Park Trust	Notification of an application to Historic England for the approval of work: <ol style="list-style-type: none"> <li>1. the building of revetments on the right hand side of the path up the motte to help mitigate the erosion</li> <li>2. building a flint 'cairn' to house a donation box in the outer bailey near the Station Road entrance.</li> </ol>
Highways, Suffolk County Council	Response to letter from Bob Verguson re request for prevention of use of A1092 by HGVs
Bob Verguson	Request for prevention of use of A1092 by HGVs
Clare Community Association	Report on the Party in the Park
Parishioner	Complaint regarding parking in Malting Lane



## Attachment to Minutes, Item 14, Article 4 Directions for Clare Conservation Area

### What is an Article 4 Direction?

Planning legislation allows owners to make certain changes to their property without requiring planning permission. This is known as 'permitted development' and is wide-ranging. Permitted development rights vary depending on the type of property – house, flat and non-residential uses.

In a conservation area, permitted development includes:

- Replacing windows and doors
- Removing chimneys
- Painting the external walls any colour
- Adding a porch to the front
- Demolishing front boundary walls, railings and fences which are under 1m in height
- Erecting front boundary walls, railings and fences which are under 1m in height
- Replacing the front garden with a hard surface
- Installing solar and PV panels on the front wall or roof slope
- Installing rooflights in the front roof slope

Cumulatively, these changes can significantly alter the character and appearance of the conservation area and can detract from the listed buildings nearby.

The purpose of an Article 4 Direction is to restrict the changes owners can make to the outside of their property without first obtaining planning permission in order to protect the special character or appearance of conservation areas. This means that certain alterations would require planning permission although no fee is payable for a planning application which is required solely as a consequence of the Article 4 Direction.

Please note that dormer windows on any elevation, demolition of buildings, demolition and erection of boundary structures over 1m and satellite dishes on front elevations are not permitted development in conservation areas so planning permission is already required. There is therefore no need to include these developments in the Article 4 Direction.

### Coverage

Article 4 Directions can either apply to selected properties or to a whole conservation area. There are advantages and disadvantages to both approaches. In Bury St Edmunds the article 4 Direction affecting both conservation areas was amended last year from a selective Direction to cover the whole of the conservation areas.

<b>Area-wide Article 4 Directions</b>	
<b>Advantages</b>	<b>Disadvantages</b>
Avoid confusion as applies to whole of conservation area or defined parts of it	Extends restrictions to properties which would not be selected individually
Would cover properties where uses change to bring them within the scope of the Article 4 Direction (eg shop to house)	More extensive monitoring and possible increase in planning applications and enforcement

  

<b>Selective Article 4 Directions</b>	
<b>Advantages</b>	<b>Disadvantages</b>
Only apply to properties where restrictions are considered necessary	Causes confusion for owners who don't realise that restrictions don't necessarily apply to their neighbours
Limits monitoring to specific properties	Requires thorough survey of whole area and Notices tailored to specific types of permitted development to be removed

	Only apply to buildings which were dwellinghouses at the time the Direction was made. Subsequent changes of use require individual Directions to be made.
--	---

Article 4 Directions only apply to elevations which front a 'relevant location' which is a highway, waterway or open space.

#### Types of Direction

Some restrictions are effective immediately they are made, and must be subsequently confirmed within 6 months or they lapse. Others take effect on a specified date which must be at least 28 days in the future and will only take effect if confirmed. In both cases, public consultation must be carried out and any representation made must be taken into account in deciding whether or not to confirm a Direction.

Of the permitted development listed above, all restrictions except the solar and PV equipment would be restricted with immediate effect.

#### Consultation

Usually the consultation period is for 6 weeks. During this time, there would be one or two drop-in sessions held in Clare, where anyone with any queries about the Article 4 Direction can come and speak to the conservation officers in person.

#### Process and Timescale

Committee approval is needed to go out to public consultation on the Article 4 Direction and for its confirmation. The Sustainable Development Working Party is due to meet on 14 July and 22 September 2016. Assuming a report is taken to the July meeting, the timescale would be broadly as follows:

- ★ Report to SDWP meeting: 14 July
- ★ Prepare paperwork: by end of July/August (to fit in with distribution of Parish newsletters)
- ★ Photographic record made: as close to distribution as possible
- ★ Consultation: Six weeks during August - September (with two drop-in sessions)
- ★ Assess responses and write report: September/October
- ★ Report to SDWP for recommendation to Cabinet: either 22 September or 17 November
- ★ Cabinet for decision: 18 October or 6 December (the date of this meeting would be the confirmation date and must be within six months of the service of the original Direction)
- ★ Confirm amendments (if approved): ASAP after cabinet confirmation