**WICKHAM MARKET PARISH COUNCIL**

 **MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY**

 **20TH JULY 2015 AT 7:30PM IN WICKHAM MARKET VILLAGE HALL,**

**COMMITTEE ROOM**

Present: Cllr Dick Jenkinson (Chairman)

 Cllr Robin Cooke Cllr Mike Hawes

 Cllr Nigel Meadows Cllr Brian Nobbs

Cllr Val Pizzey Cllr Patrick Roper

Cllr Edna Salmon

 **Welcome by the Chairman**

In attendance: Joanne Jones – Parish Clerk, District Cllr Mark Amoss and there were 5 members of the public present.

1. **Open Public Session**

There were no comments from the members of the public present.

 **To receive a report from County Councillor Michael Bond**

County Cllr Bond was not present. No written report had been submitted.

**To receive a report from District Cllr Mark Amoss**

District Cllr Mark Amoss apologised for missing the Annual Meeting and introduced himself to the Parish Councillors and members of the public present. He reported that an audit has been carried out by SCDC’s Democratic Services department and he was aware that some Parish Councillors had still not completed their online Declaration of Interests forms to which he urged Councillors to do so. District Cllr Amoss gave details regarding the Community Enabling Budget and confirmed this budget has increased for this financial year and therefore urged the Parish Council to apply for funding for any future projects. Finally, he reported he would next be attending a meeting at SCDC on Wednesday 22nd July 2015 to which he stated he would be happy to ask any questions on behalf of the Parish Council, if necessary. The Chairman thanked District Cllr Amoss for his report.

 **To receive a report from Suffolk Constabulary**

 PCSO Sallyanna Chatten-Berry had sent her apologies. Cllr Hawes gave a verbal report and reported

 there had been 8 recorded crimes since the last meeting. He confirmed the next SNT Priority Setting

 meeting was due to take place on 21st October 2015 to which he urged Councillors to attend. The Chairman

 thanked Cllr Hawes for the report.

The Chairman formally opened the meeting at 7:40pm

**2. To receive Apologies for Absence**

Apologies were accepted from Cllrs Blackall, Roseveare and Ridd.

**3. To receive Councillors Declarations of Interest**

Cllrs Jenkinson and Salmon declared a Non-Pecuniary interest in item 6.4 as they were both members of the Town Team.

 **3.1. To Consider any Dispensations**

None received.

**4. To approve the draft minutes of the Annual Meeting of the Council held on Monday 18th May 2015**

 **and to approve the draft minutes of the Extraordinary Council meetings held on 12th March 2015**

 **and 13th April 2015**

The draft minutes of the Annual Meeting held on Monday 18th May 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Roper, Seconded by Cllr Cooke**. 7 in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record of the meeting.

The draft minutes of the Extraordinary Meeting held on 12th March 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Salmon, Seconded by Cllr Meadows**. 7 in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record of the meeting.

The draft minutes of the Extraordinary Meeting held on 13th April 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Roper, Seconded by Cllr Cooke**. 6 in Favour, 2 Abstentions.** The minutes were duly signed by the Chairman as a true record of the meeting.

**5. Matters arising from the previous minutes which do not appear elsewhere on the agenda**

 **5.1 – Power on the Hill – To receive an update from the Chairman**

 The Chairman confirmed the Power on the Hill was now up and running to which he gave details. He

 advised the electricity cabinet is locked and every time power is used the amount is recorded. The

 Chairman reported the Town Team were willing to pay for the electricity costs and would recover these

 from the market rents. Finally, he confirmed a set of keys to the cabinet were held by R & S Hardware.

**6. Parish Council Matters**

 **6.1 - To consider and adopt the Parish Council Aims and Objectives for 2015/16**

 A copy of this document had been circulated to all Councillors prior to the meeting. The Chairman gave

 details regarding this document and subject to a minor amendment **Approval** was Proposed by Cllr

 Hawes, Seconded by Cllr Roper. **All in Favour.**

 **6.2 - The George Public House – To receive an update**

 The Chairman confirmed a letter has now been written to the new owners by SCDC and it had been

 confirmed that they had now contacted SCDC’s Planning Dept although to date no further

 correspondence had been received. It was agreed the Clerk would chase Ben Woolnough in respect of

 this matter.

 **6.3 - Bowls Club Licence and Village Hall Lease Renewal – To receive an update**

 The Chairman confirmed a meeting had been held between the Chairman of the Village Hall

 Management Committee, The Clerk and himself in order to review the current lease and to consider the

 necessary updates to this required. He gave details regarding this meeting and confirmed the Clerk

 would be contacting Blocks Solicitors in order to ask them to draw up a new lease for the Parish Council

 to consider. Finally, he reported once this lease had been updated the Parish Council could then look

 into granting the Bowls Club and Football Club a lease instead of the current licence.

 **6.4 – Siting of a Village Map/Finger Post on The Hill – To consider options available**

Copies of correspondence from both the Chairman of the Town Team and a member of the Environment

 & Leisure Committee had been circulated to all Councillors prior to the meeting. The Chairman

 confirmed briefings regarding the proposed Village Map had been given at recent Parish Council

 meetings and therefore he felt Parish Councillors should be aware that the Town Team were in the

 process of producing a map to be sited on The Hill. The Chairman ***closed the meeting*** to allow members

 of the Town Team to comment. Jacquie Errington and Paula Scanlan gave further details regarding the

 proposed map to be sited and circulated copies of the map for Wickham Market. On behalf of the Parish

 Council the Chairman thanked members of the Town Team for all their hard work carried out in

 producing this map. Members of the Town Team stated they felt by siting this map it would enhance

 The Hill and encourage visitors to come to Wickham Market. The Chairman thanked members of Town

 Team for their comments and ***reconvened the meeting***. The Chairman stated he felt that an

 Extraordinary Meeting should be held in order to discuss the preferred siting for the map. Cllr Meadows

 gave details regarding the site visit in which he had attended with members of the Town Team,

 Environment & Leisure Committee and Elizabeth Martin (Conservation Officer at SCDC) and

 confirmed that the siting of a Finger Post had been Approved 3 years ago by the Parish Council and

 although he felt the map was an excellent idea it had been agreed at a recent meeting of the E & L

 Committee that the most popular siting for this map would be for it to be sited within the bus shelter. He

 stated he also felt that the siting of an additional map could be agreed at this meeting. He also suggested

 that a further sign could be erected close to the Cemetery in order to direct members of the public to the

 cemetery. Cllr Meadows stated he was very disappointed regarding the communications held between

 the Town Team and the E & L Committee in respect of the site meeting held.

 **Siting of a Village Map/Finger Post on The Hill – To consider options available cont…**

 The Chairman stated as members of the Town Team were not in favour of the map being sited within

 the bus shelter that he felt a separate meeting should still be held in order to consider this matter to

 which he gave details. Cllr Nobbs stated he felt the final decision should be made by the Parish Council.

 The Chairman stated as there are several organisations within the village with the same aim to look after

 the village that he would prefer if going forward these organisations could work together for the benefit

 of the village. The Chairman ***closed the meeting*** to allow Anne Westover to comment. Anne Westover

 advised on the siting of the map and finger post and gave details of a questionnaire in which she had

 received from the Town Team regarding this matter. Cllr Cooke stated he felt the decision made by the

 E & L Committee could not be rescinded without Approval. The Chairman requested the Clerk should

 look into this matter. Colin Owens gave details regarding the letter in which he had sent and stated he

 felt if the map was sited within the bus shelter it could be subject to vandalism. The Chairman

 ***reconvened the meeting***and it was agreed the way forward would be for the Clerk, Chairman of the

 E & L Committee and the Chairman of the Town Team, Chairman of PC along with representatives from

 SCDC to meet in order for formal proposals in respect of the siting of both the finger post and map to

 then be considered at the September Parish Council meeting.

 **6.5 – Parish Council/WMP/Town Team stand at the August Market**

 The Chairman gave details regarding the August Market and suggested it may be beneficial to have a

 joint stall with WMP and the Town Team to which he provided details. Cllr Meadows stated the updated

 walks leaflet should also be completed by this date. The Chairman ***closed the meeting*** to allow

 members of the public to comment regarding the progress in respect of the walks leaflet. The Chairman

 ***reconvened the meeting*** and Cllrs Jenkinson, Salmon, Meadows and Roper volunteered their services to

 assist on this stall at the August market.

**7. Parish Clerks Report**

 **7.1 – Hanging Baskets/Donations Received**

 The Clerk confirmed £431.20 had been received in respect of donations towards the 2015 hanging

 baskets.

 **7.2 – Village of the Year Competition**

 The Clerk confirmed that Wickham Market had come second place in this competition and advised that

 herself and the Chairman had recently attended a presentation held at Grundisburgh in order to collect a

 prize for £125.00.

 **7.3 – Notification of correspondence received from Mr Alan Hammond (Orchard Campsite)**

 A copy of this correspondence had been circulated to all Councillors prior to the meeting. The Chairman

 provided further information regarding this correspondence and the planning application received and

 the reasons for the Planning Committee’s Objections to this application. The Chairman ***closed the***

 ***meeting*** to allow District Cllr Amoss to comment. District Cllr Amoss confirmed Mr Hammond had

 also contacted himself to which he gave details. The Chairman gave details regarding a 2nd planning

 application received and advised the decision regarding the storage of caravans would remain unchanged

 but the Planning Committee would be attending a site visit in respect of the 2nd application. The

 Chairman ***reconvened the meeting*.** Cllr Salmon stated that she felt that the Planning Committee were

 simply complying with the rules and it was unfortunate that Mr Hammond had taken this to heart. It was

 agreed a copy of the correspondence received from Mr Hammond would be attached to the draft

 minutes. District Cllr Amoss stated Mr Hammond had confirmed that a member of staff would be

 available to deal with any enquires in his absence and he would be willing to raise this matter with them.

 **7.4 – Deben Court Open Day and Art Competition**

 The Clerk confirmed she had been invited to attend an Open Day on Tuesday 4th August 2015. The

 Chairman reported that himself and the Clerk had recently been asked to take part in judging an Art

 Competition in order to choose 4 pieces of art to be sited on the walls within the newly refurbished

 Deben Court to which he gave details and stated that one piece would not be sited within Deben Court

 but instead would be placed within the Resource Centre and also entered into the Village Show.

**8. Finance and Legal Matters#**

 **8.1 - Bi-monthly accounts – May/June 2015**

These had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by

 Cllr Roper, Seconded by Cllr Hawes. **All in Favour**.

**9. Parish Plan and Town Team – To receive an update on recent meetings held**

 **Parish Plan** – The Clerk confirmed as a result of judging the Deben Court Art Competition she had

 chosen a piece of art from this event to be the front cover for the Parish Plan to which she has now

 circulated to the Steering Group for Approval. She stated she hoped the questionnaires would be going

 to print within the next two weeks.

 **Town Team** – The Chairman confirmed the Communications Team were now delivering welcome packs

 to all new residents.

 Old Co-op Site – The Chairman reported a number of meetings are currently being held in order for this

 site to hopefully be developed to which he gave details and advised that if approval was granted by

 the Co-op a Community Interest Company could be set up and grants would be required to fit out the

 existing shop to which he also gave details.

**10. Planning Matters (see separate appendix)**

 The Chairman provided details regarding applications considered and approved since the last meeting.

 He also raised concerns regarding the frontage to the former Parma Ind. site and confirmed there should

 have been a dwarf wall erected and now further complaints/objections have been made as the bark is

 spreading out onto the pavement. The Chairman asked the Clerk to chase Ben Woolnough, SCDC for

 an update in respect of this matter.

 **10.1 – To consider correspondence received from Thompson Elphick regarding land off Yew Tree**

 **Rise**

 A copy of this correspondence had been circulated to all Councillors prior to the meeting. The Chairman

 gave details regarding the correspondence received and confirmed the Neighbourhood Planning

 Committee had been made aware of this correspondence and suggested that an Open Public Meeting

 could be held in order to gain views from Parishioners. He stated that in the draft revision of Local Plan

 both these sites had now been changed from Suitable to Unsuitable by SCDC. The Chairman also

 pointed out that this letter had been addressed to SCDC and to date the Parish Council had not been

 contacted as a result. The Chairman ***closed the meeting*** to allow a member of the public to comment. A

 member of the public raised concerns regarding the letter received and it was agreed there were several

 inaccuracies stated within this correspondence. The Chairman thanked the member of the public for

 their comments and ***reconvened the meeting.***

**11. Allotment Matters**

 **11.1 – Registering the Glebe Allotment site as an asset of Community Value under the Right to Bid**

 **Scheme – To receive an update**

 The Clerk confirmed she had been informed the decision date for this application was 23rd July 2015.

**12. Cemetery Matters**

 The Chairman ***closed the meeting*** to allow the Cemetery Clerk to comment. Linda Merriam confirmed a

 letter had been received stating how much tidier the grass looked. The Chairman ***reconvened the***

 ***meeting.***

**13. Environmental Matters/Car Parks/Highways/Sports & Leisure**

 The Chairman stated as Car Parks were part of E & L Committee’s Terms of Reference that going

 forward maybe actions should not be carried out by the Town Team but by the E & L Committee. Cllr

 Meadows suggested this matter could be discussed at the next meeting of the E & L Committee.

**14. Environment & Leisure Committee Update**

 The Chairman confirmed the draft minutes of the recent E & L Committee meeting held had been

 circulated to all Councillors. There were no further comments made.

**15. Neighbourhood Planning Committee Update**

 The Chairman confirmed the first Neighbourhood Planning Committee meeting had now been held.

**16. Correspondence**

 **16.1 – To consider correspondence received from SCDC regarding the identification of non-**

 **Designated heritage assets**

 It was agreed this matter would be deferred to the Neighbourhood Planning Committee for comment.

 **Correspondence cont.….**

 **16.2 - Youth Bus Account – To consider correspondence received**

 The Clerk confirmed Cath Caudwell had received a letter from Rachel Rowe from SCC advising that the

 “Go with the Flow Youth Bus” had now been sold and in accordance with the terms of agreement this

 money will be spent amongst local youth provisions. Therefore as they would like to give £900.00 to

 Wickham Market for supporting the Youth Bus they had asked if the Council were still looking to

 develop a permanent youth wing within the Village Hall rebuild. There was a brief discussion and the

 Chairman asked the Clerk to respond to Cath Caudwell and suggested that these funds when received

 should be ring-fenced for the Village Hall New Build Committee.

16. **Open Public Session**

 The Chairman ***closed the meeting*** to allow members of the public to comment. District Cllr Amoss

 asked if there was any work in progress to implement an Emergency Plan in Wickham Market. The

 Chairman confirmed to date a first draft had been compiled but the formation of this plan had now been

 deferred. District Cllr Amoss confirmed there were currently some funds available from his Community

 Enabling Budget to assist with Emergency Plans. The Chairman thanked District Cllr Amoss for his

 comments and ***reconvened the meeting***.

**The Chairman thanked Councillors and members of the public for their attendance and formally closed the meeting at 9:24pm**

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**The next meeting of Wickham Market Parish Council will be held on Monday 21st September 2015 at 7:30pm in Wickham Market Village Hall, Committee Room**

Signed:………………………………………… Dated:…………………………

**PLANNING APPENDIX**

**Applications considered since the last meeting:-**

**Planning Ref: DC/15/2450/FUL**

Address: The Orchard Campsite, 28 Spring Lane, Wickham Market

Proposal: Proposed chalet/log cabin and replacement of 2 romany vans with 2 safari tents

It was agreed the application was not clear as to what the application was asking permission for i.e. how many additional units would be sited.  Concerns were also raised regarding additional traffic on Spring Lane.  It was therefore agreed the Planning Committee would defer their decision until a site visit had been carried out and questions had been clarified.  Subject to the above the Planning Committee were not against the application and agreed the Orchard Campsite is a valued asset of the village. No decision has been made by SCDC, to date.

**Planning Ref: DC/15/2542/TCA.**

Address: Snowdon Lodge 3 Two House Close Wickham Market

Proposal: To fell 2no. Cupressus conifers, one almost dead, the other in poor condition with low vigour.

The Planning Committee had **No Objections** to this application. No decision has been made by SCDC, to date.

**Planning Ref: DC/15/1886/FUL**

Address: 33 Dallinghoo Rd, Wickham Market

Proposal: Erection of a single-storey rear extension to provide rear entrance lobby, rear hall and garden room

The Planning Committee had **No Objections** to this application. This application has been **Granted** by SCDC with 3 Conditions.

**Planning Ref: DC/15/1874/LBC & 1873/FUL**

Address: 48 High St, Wickham Market

Proposal: Adjustment to planning permission DC/14/1585/FUL and listed building consent reference DC/14/1590/LBC, to provide conversion of part of retail unit to 2 no. maisonettes (to included retention of part of retail unit), associated access drive, gardens and parking; with the addition of part conversion of existing outbuildings to garden stores and erection of new garage.

The Planning Committee made the following recommendations/observations:-

It was felt the up and over style door to the garage was not in keeping with the style of the property and the Conservation Area as a whole.

Concerns were raised regarding the type of materials that would be used on the walls to the shed and it was felt these should be in keeping with existing buildings and boundary wall.

This application has been **Granted** by SCDC, with 5 Conditions.

**Planning Ref: DC/15/1993/FUL**

Address: Land forming part of The Orchard Camp Site and situated adjacent to the Sewage Works, Waterworks Lane (track), Wickham Market

Proposal: Use of land for the standing/storage of caravans whilst not in use.

The Planning Committee **Objected** to this application on the following grounds:-

Access and Highway Safety as this is a single track road with no passing places and therefore it was felt as a result of this proposal there would be additional congestion.

The proposed location is not deemed as a suitable site as it lies within a Flood Area.

Concerns were also raised regarding the impact this would have on the Special Landscape Area. No decision has been made by SCDC, to date.

**Update on existing applications since the last meeting:–**

**Application Ref: DC/15/0786/FUL**

Address: Land to the rear of 210 High St, Wickham Market

Proposal: Erection of new 2 bedroom dwelling on vacant land within existing development.

The Planning Committee **Objected** to this application on the following grounds:-

Overdevelopment of the site

The need to preserve the nature and landscaping on the site

Impact on the character in Conservation Area

Unnecessary loss of trees as it was felt there would be pressure to remove T4

Overlooking and impact to neighbouring properties

This application has been **Refused** by SCDC.

**Application Ref: DC/15/1250/FUL**

Address: 61 Parkway, Wickham Market

Proposal: Knock down existing garage, dig new foundations same width as house and erect a two storey extension creating an extra bedroom upstairs with a dining area and storage room on ground floor.

The Planning Committee had **No Objections** to this application. This application has been **Granted** by SCDC with 3 Conditions.

**Application Ref: DC/15/1329/LBC**

Address: 73 High St, Wickham Market

Proposal: Demolish an internal brick wall to the rear of the property.

The Planning Committee agreed to refer the recommendations in respect of this application to the Conservation Officer for comment. This application has been **Granted** by SCDC with 3 Conditions.

**Application Ref: DC/15/1406/TPO**

Address: The Old Ballroom, High St, Wickham Market

Proposal: To fell beech tree stated to be too large for confined area and danger to surrounding properties. The Planning Committee **Objected** to this application on the following grounds:-

The Committee Objected to this tree being felled as it is not diseased and is also a protected tree under TPO No. 149/2001.

The Committee were not against the tree being pruned with options such as Crown Lifting or very minor Crown Reduction.

The Committee pointed out this tree is sited within the Conservation Area and adds to the landscape beauty within this area. The Committee also stated that the mature trees within the village were important and should be retained and protected, where possible.

This application has been **Refused** by SCDC.

**Planning Ref: DC/14/4088/FUL**

Location: Land North of Coach House, High St, Wickham Market

Proposal: Proposed erection of 2 no. two-storey detached dwellings (revised scheme)

**The Planning Committee Unanimously Objected to this application.** No decision has been made by SCDC, to date.

**Planning Ref: DC/15/0576/DRC**

Address: Land Adjacent No. 43 Dallinghoo Rd. Wickham Market

Proposal: Erection of 8 dwellings and the construction of new vehicular access

The Planning Committee had **No Objections** to this applications subject to observations. This application has been **Granted** by SCDC with 1 Condition.

**Update on existing applications since the last meeting cont..**

**Planning Ref: DC/14/3579/VOC**

Address: Parma Industries, 123 High St

Proposal: Variation of condition No 2 - C12/0853 - Erection of 11 residential dwellings (existing buildings to be removed) (Revised scheme)

The Planning Committee were impressed with the original proposals but concerns were raised regarding the new scheme as it was felt it did not offer an attractive boundary to the development. The existing boundary is as per the retrospective planning application and is not yet acceptable. The planting in the gardens needs to be enhanced and there needs to be an attractive in keeping edging to the flower beds to prevent the contents spilling out onto the pavements. The pavements also need reinstating to match the original rather than the concrete that has been patched up and finally whatever edging detail is agreed needs to be carried out to across all four properties. No decision has been made by SCDC, to date

**Application N/o: DC/14/3112/VOC**

Address: Land at 202 High St, Wickham Market

Proposal: Application for variation of Conditions 02 and 09 on Planning Permission DC/14/0216/FUL for Erection of two dwellings with associated garaging and car ports. (Changes to garage, parking and access).

The Planning Committee **Objected** to this application on the following grounds:- Traffic

Generation, Inadequate Parking and Servicing, Design and Appearance, Access and Highway Safety, Loss of Trees, Inadequate access for Emergency Services. This application has been **Granted** by SCDC with 2 Conditions.

**Planning Ref: C/10/3239 - Change of use of buildings and land and moving a section of fence at the Former RAF Bentwaters, Bentwaters Park**

The Planning Committee had **No Objections** to this application, in principle, but highlighted to SCDC this project should ensure safeguards are put in place to monitor any additional traffic this may cause at the lower end of the High St**.** No decision has been made by SCDC, to date.

**Application No: DC/14/0197/DRC**

Location: Land South of Featherbroom Gardens, High St, Wickham Market

Proposal: Details as required by Conditions 3, 4, 7, 9, 11, 12, 13 and 14 of planning permission C12/2123 – To consider submitting further comments.
The Planning Committee made the following comments:-

It was recommended Hopkins Homes should ensure that a maintenance plan for the suds is put in place.

The Planning Committee requested a copy of the maintenance plan for the whole site less the private dwellings.

The Committee recommended more native trees should be planted on the grass verge close to the High St**.** No decision has been made by SCDC, to date.

Copy of letter received from Mr Alan Hammond:-

Hello Jo

Trust all is well with you and yours.

We understand from SCDC that the PC has objected to our application for the storage of caravans next to the sewerage works. We are surprised and very confused by this odd response to an application that is designed to reduce the number of traffic movements on the Lane.

This is a commercial property next to a sewerage works and a motorway - the caravans will not be visible from any location and will be taken to and from the store across our own existing track.

We have another application going before the SCDC also designed to reduce traffic movements on the Lane. Presumably the PC will object to that also?

We must confess that we thought we had moved on from the bad old days of the PC objecting to The Orchard Campsite. We have to re-new and re-fresh as with any business, otherwise we will die.

We would be interested to hear what there is in the application to park caravans next to a sewerage works that cannot be seen from any direction, that causes the PC to object - and without a word of question to any of us!

Please ask the Chair to arrange to meet us; the village business base is in a precarious state already, if it is the intention to re-new the campaign to drive The Orchard Campsite out of the village, the Chair should have the good grace to explain why, because the business owners will be asking us that question when we tell them about this latest decision to remove several hundred thousand pounds from the local spend.

The Chinese restaurant spoke to us only 2 days ago to say how relieved they were the Orchard Campsite season had re-started and that we were sending many clients to them.

On the face of it this is disgraceful behaviour from the PC - to object to such an application without bothering to even talk to us speaks volumes about the PC view of this business.

Best Regards

Alan H

[www.orchardcampsite.co.uk](http://www.orchardcampsite.co.uk/)