**WICKHAM MARKET PARISH COUNCIL**

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

**MONDAY 15TH JANUARY 2018 AT 7:30PM IN WICKHAM MARKET VILLAGE HALL,**

**COMMITTEE ROOM**

Present: Cllr Dick Jenkinson (Chairman)

Cllr Robin Cooke Cllr David Chenery Cllr Mike Hawes Cllr Emma Lawrence

 Cllr Brian Nobbs Cllr Andrea Denham

 Cllr Liz Quickendon Cllr Lisa Sanders

In attendance: Joanne Peters – Parish Clerk. There were 3 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 Suffolk County Councillor Alexander Nicoll**

 Apologies had been received from County Cllr Nicoll. No written report had been received.

 **To receive a report from Suffolk Coastal District Councillor Mark Amoss**

 District Cllr Amoss was not present. No written report had been received. The Clerk was asked to raise

 Cllr Amoss’s lack of attendance at Parish Council meetings with Cllr Ray Herring, Leader SCDC.

 **To receive a report from Suffolk Constabulary**

 Nothing to report.

 The Chairman formally opened the meeting at 7:35pm

**2. To receive Apologies for Absence**

Apologies were accepted from Cllr Margetts. Cllr Clune was not present.

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

The Chairman declared a Non-Pecuniary interest as he is a member of WMP and WM Town Team.

**3.1. To Consider any Dispensations**

None received.

**4. To approve the draft minutes of the Parish Council meeting held on Monday 20th November 2017**

The draft minutes of the Parish Council meeting held on Monday 20th November 2017 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Denham, Seconded by Cllr Sanders. **8 in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record.

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

* 1. **- Bowls & Football Club Leases – To receive an update**

The Chairman gave details regarding the frustrations over how long it has taken Blocks Solicitors to carry out this work. He confirmed the Clerk had now received the draft Bowls Club lease but a few amendments would be required and then hopefully this matter can be concluded. The Chairman gave details regarding the outstanding Football Club lease to which Cllr Hawes stated he was aware the Football Club had now changed their name. It was agreed the Clerk would liaise with WM Football Club. It was also agreed the Clerk would continue to chase Blocks Solicitors to conclude the work for all outstanding leases.

* 1. **– Lehmann House & Transfer of the land at The Pightle update**

The Chairman gave details regarding recent correspondence between Keith Wallace and SCC regarding the pathway between the Resource Centre and Lehmann House.

**6. Parish Council Matters**

 **6.1 – Parish Council Co-option**

 The Chairman welcomed Patrick Roper to the meeting. Patrick gave a brief statement as to why he

 wished to re-join the Parish Council. The Chairman thanked Patrick and asked him to leave the room.

 The Chairman gave details regarding liaison representatives and Cllr Denham suggested that Patrick

 could be allocated the position of liaison representative as needed in due course. It was agreed that

 Patrick Roper should be co-opted. Patrick Roper was formally Co-opted onto the Parish Council and the

 Declaration of Acceptance of Office was signed and witnessed by the Clerk.

 **6.2 – To formally appoint Cllr Quickendon onto the E & L Committee**

 It was **Unanimously Approved** that Cllr Quickendon should be appointed on the E & L Committee.

 **6.3 – Richard Kitson Court – Change of Status from Sheltered Accommodation to Social Housing**

 **including parking concerns at the Chapel Lane car park – To receive an update**

 The Chairman provided information regarding Richard Kitson Court and the allocated parking bays

 provided to residents. He gave details regarding the number of spaces available within the Chapel

 Lane car park and those being used by Richard Kitson Court residents. The Chairman confirmed that

 SCDC had changed their housing policy and therefore Richard Kitson Court was now classed as Social

 Sheltered Housing to which he provided details including the loss of the warden facility. The Chairman

 reported he had made Cllr Ray Herring, Leader, SCDC aware of the concerns in respect of the car park

 issues and change of status. There was a discussion and it was felt that now residents had to pay for a

 mobile pull cord, there were no facilities, no warden and due to the changes to the criteria that this

 facility was no longer suitable for elderly vulnerable residents. Concerns were raised that parking within

 the disabled bays are being abused by Richard Kitson Court residents and therefore preventing disabled

 patients to park in these bays when attending the GP surgery. The Chairman stated the Neighbourhood

 Plan Committee were now looking into Sheltered Accommodation provision.

 The Chairman stated if the proposals for a new car park were to be successful this would then mean the

 permits for Richard Kitson Court residents could be moved to this car park. In the meantime, it was

 agreed the Parish Council would continue to monitor parking in the Chapel Lane car park.

**7. Parish Clerks Report**

 **7.1 – New Councillor Training**

 The Clerk confirmed Jayne Cole, LCPAS had advised this could be held on Monday 26th March 2018

 from 7:00 – 9:00m at a cost of £250.00**. Approved Unanimously. Action: Clerk to liaise with LCPAS**

 **and book room.**

 **7.2 – Community Defibrillator to be sited at Spring Lane Telephone Kiosk**

 The Clerk confirm she had still not received the legal agreement from BT. She explained this was

 required in order so that the Parish Council could take advantage of BT paying for the electricity in the

 kiosk for 7 years once the defibrillator had been sited. Cllr Denham raised concerns regarding the

 closeness of the proposed siting of a defibrillator to her home and stated no consultation had been carried

 out with herself and her husband in respect of this matter. The Chairman and Clerk provided details

 regarding this proposal and it was agreed they would consult with Cllr Denham and her husband.

 **7.3 – Parish Council Awareness**

 The Clerk stated in her view not enough awareness regarding the Parish Council and their role was

 publicised within the village to which she gave details. It was agreed an article would be inserted within

 the next edition of the Newsletter.

**8. Environmental & Leisure Committee update**

 **8.1 – Improvements to the Village Hall Play Area – To Approve the recommendation from the**

 **E & L Committee for the Parish Council to Approve to engage in the services of Kompan to install**

 **a 28m Zip Wire on the Village Hall Playing Field**

 The Clerk, Chairman and Cllr Chenery provided details regarding all quotes received. It was

 **Unanimously Approved** that the Parish Council should engage in the services of Kompan to install the

 zip wire. It was also **Resolved** other proposed work to this area could be agreed at the February E & L

 Committee meeting and the Parish Council would delegate powers to the them to agree the works to be

 carried out.

 There was a brief discussion and it was agreed the Parish Council should also engage in the services of

 Kompan to install the muga multi play pitch to include resurfacing for a cost of £30,000.00. This was

 **Unanimously Agreed**. **Action: Clerk to order zip wire and muga pitch via Kompan.**

 **Skate Park** – The Clerk confirmed some warning signs were to be erected at the skate park. She reported

 she had now also liaised with Bendcrete Leisure regarding the work required to the surfacing.

 **8.2 - Allotment Matters**

 Concerns were raised regarding the increase in the water charges for Simons Cross Allotment Site. Cllr

 Quickendon confirmed there are no showers within the youth football block on Simons Cross. It was

 agreed the Clerk should contact Anglian Water again in order to request that they look into the water

 usage on this site.

**9. Finance and Legal Matters**

 **9.1 - Bi-monthly accounts – November/December 2017**

 A copy of the Bi-monthly accounts had been circulated to all Councillors prior to the meeting**. Approval**

 was Proposed by Cllr Lawrence, Seconded by Cllr Cooke. **All in Favour**.

 The Chairman confirmed the Village Hall New Build Group had now opened a bank account and

 therefore the Earmarked Reserves in which the Parish Council were holding for this project could be

 transferred.

 **9.2 - To approve the 2018/19 Budget and set the Parish Precept (to include a proposal to increase**

 **the Clerk’s working hours)**

 A paper regarding the proposal for the possible change in the Clerk’s working hours had been circulated

 to all Councillors prior to the meeting. The Chairman gave further details regarding this matter. ***The***

 ***Clerk left the room.*** There was a discussion and it was **Unanimously Approved** that with effect from

 1st April 2018 the Clerk’s hours would increase from 26 to 37 per week. ***The Clerk returned to the***

 ***meeting.***

 . The Clerk and the Chairman provided information regarding the 2018/19 budget. It was agreed than an

 article should be compiled for the Newsletter in order to provide details regarding the 2018/19 budget

 increases. Cllr Hawes suggested that all local organisations whom received an annual grant from the

 Parish Council should be invited to the Annual Parish Meeting to give a report to include details on how

 this donation is spent.

 **Approva**l for the 2018/19 Budget and for the Parish Precept to raise to £49,946.41 was Proposed by Cllr

 Denham, Seconded by Cllr Cooke. **All in Favour**

 The Chairman reported that the funding received from District Cllr Amoss towards the soakaway may

 now possibly be put towards the project for the possible new car park.

 ***The Chairman asked permission to suspend Standing Orders in order to continue the meeting. This***

 ***was Unanimously Approved by the Council.***

 Cllr Denham left the meeting.

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

 Cllr Sanders gave details regarding the applications considered and decisions made since the last

 meeting. Concerns were raised regarding the reaction of Wickham Market Town Team in respect of the

 recent application submitted for the Fish & Chip shop. It was felt that Wickham Market Town Team had

 not dealt with this matter appropriately to which the Chairman provided further details.

**11. Town Team & Wickham Market Partnership – To receive an update on recent meetings**

The Chairman gave details regarding the events planned for Suffolk Day. He stated the Traffic &

 Parking Working Group were still trying to progress the proposals for a new car park. Finally, the

 Chairman provided details regarding the new village website and confirmed the details were as follows: -

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

**12. George Bencom Update**

 The Chairman reported an Open Day was due to be held during February 2018.

**13. Village Hall Rebuild Committee update**

 Cllr Lawrence reported a Village Open Day would be held on Saturday 27th January 2018 from 10am to

 3pm in Wickham Market Village Hall whereby Plaice Architects would be in attendance to provide

 details regarding possible designs. Cllr Lawrence stated a few amendments were required to the

 Financial Regulations and once these had been carried out the funds currently held by the Parish Council

 could be released.

**14. Neighbourhood Plan Committee update**

 (See separate appendix)

**15. Correspondence**

 **15.1 – To consider correspondence from The George Community Pub Project**

 A copy of this correspondence had been circulated to all Councillors prior to the meeting. It was Agreed

 the Parish Council would not provide any grant funding towards this project at this time. **All in Favour.**

 **15.2 - Home to School Transport Consultation**

 Cllr Chenery declared a Pecuniary interest. Cllr Lawrence raised concerns regarding this consultation.

 She reported that children would no longer be able to travel for free from Wickham Market to Thomas

 Mills High School to which she provided further details including catchment areas. It was agreed the

 Parish Council should respond to this consultation in order to raise concerns regarding the effects this

 could have on local families.

 **15.3 – To consider correspondence received from Lehman House**

 The Clerk confirmed correspondence had been received from Lehmann House asking if a sign could

 possibly be erected on The Hill pointing towards Lehmann House as many people were mistaking

 Richard Kitson Court for Lehmann House**. Action: Cllr Chenery to look into.**

**16. Any other matters arising**

 Cllr Hawes reported the post outside St Elizabeth’s Hospice shop had still not been replaced.

 **Action: Clerk to chase SC Norse.**

**17. Open Public Session**

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

**The Chairman thanked Councillors and members of the public for their attendance and formally closed the meeting at 10.15pm**

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**The next meeting of Wickham Market Parish Council will be held on Monday 19th March 2018 at 7:30pm in Wickham Market Village Hall, Committee Room**

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

**PLANNING APPENDIX**

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

**Planning Ref: DC/17/4375/FUL**

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

Proposal: Use of land for the stationing of 41 holiday lodges.

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

* Loss of a well-used family Camping & Caravanning facility. There is a lack of detail within the application/planning statement in respect of the future provision for this facility.
* The proposed layout effectively cuts off access to part of the current site which is used for tents in the summer season.
* Lack of information within the planning application including the fact that no visual information/illustrations regarding the appearance of the proposed lodges was submitted.
* Increase in traffic on Spring Lane due to the proposed use being over an extended period of time throughout the year. Spring Lane is a single track lane with no passing places.
* Concerns that the proposed lodges would be lived in for 11 months of the year by semi-permanent residents or second home owners and therefore not used as holiday accommodation.
* Following information given at a site visit recently held with the current owner it was evident there would be a loss of trees required to accommodate the proposed scheme. There is no tree or landscape survey/design plan attached to the application.
* There are no drawings showing the parking layout.  The proposal mentions two spaces per lodge, but there does not seem enough space to fit these in and allow for adequate turning space.
* No Landscape Appraisal has been submitted with the application despite the fact that this site is within the Special Landscape Area. It is felt the proposal will conflict with the SCDC Local Plan Policy SP15 which sets out to enhance and preserve the landscape value and character of Special Landscape Areas.
* It was felt that the proposal is not in accordance with SCDC Local Plan Policy DM18, as follows:-

*In respect of sites for static holiday caravans, cabins, chalets and similar accommodation, proposals for new sites, extensions to existing sites, and intensification of use of existing sites (by infilling) will be acceptable where:*

*(a) The road network is able to accommodate the volume of traffic generated without having a significant adverse impact on the free flow of traffic and highway safety*

*(b) They are of a scale appropriate to the nature of the location and its setting. In this respect the cumulative impact will also be a material consideration*

*(c) They are of a high standard of design*

*(d) They are to be used as holiday accommodation only, and not for permanent residential accommodation; and*

*(e) There are services available (i.e. the provision of mains water and adequate sewage/waste disposal).*

* In respect to policy DM18 it is considered that the following points are relevant: -
1. There is no traffic data but an increase in traffic over an 11-month period on the narrow lane seems likely.
2. There is no information relating to the scale/size of the lodges proposed.
3. There is no information relating to design.
4. The agent is proposing that the lodges can be used for 11 months of the year with

 no maximum stay period, it would therefore appear that they could be used for

 residential purposes.

* The planning history submitted with the application does not appear to be complete.
* Concerns were raised that with the loss of a touring and camping facility there will be a detrimental impact on the local economy. Suffolk Coastal District Council have previously produced evidence to show that the spending results from people owning and using holiday lodges for longer stays is less than that generated by holiday makers.

No decision has been made by SCDC, to date.

**Planning Ref: DC/17/4863/FUL**

Address: Cherry Tree Cottage, 65 High St, Wickham Market

Proposal: Revised application for demolition of existing garage and erection of new garage/cart lodge with storage area above, within the garden of the existing dwelling.

The Planning Committee were **In Favour** of this application but pointed out that the applicant had taken down the existing garage and felled one tree before this application had been submitted to SCDC. This application has been **Granted** by SCDC with 8 Conditions.

**Application Ref: DC/17/5048/FUL**

Address: Bank House, 77 High Street, Wickham Market

Proposal: Change of use of the property to solely a residential dwelling. Currently 24% of the property is an A2 Office use, the rest is used as a dwelling.  No internal or external changes to the building.

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

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

**Planning Ref: DC/17/4211/FUL**

Address: 75A High St, Wickham Market

Proposal: Change of use from retail A1 to hot food takeaway A5 and associated elevational changes.

The Planning Committee did not have any objections to the above mentioned planning application but stated they were aware of the effects the smell and odour may have on neighbouring properties. They are also aware that there have been some letters of objection sent to this effect and therefore the Planning Committee would like to recommend the advice given within the Environmental Health report is strictly adhered to.

The Committee also discussed the change of use from retail A1 to a hot food take away A5 and whilst they fully appreciate the objections raised by Wickham Market Town Team it was felt that an additional open shop may attract increased footfall to The Hill.

**No decision has been made by SCDC, to date.**

**Planning Ref: DC/17/4360/TCA**

Address: Cardinal House, 78 High St, Wickham Market

Proposal: To fell beech tree growing at base of boundary wall and close to neighbouring house.

The Planning Committee **Objected** to the notification to fell this substantial and attractive tree and requested that **SCDC serve a Tree Preservation Order** to ensure its future protection. This application was **Granted** by SCDC and this tree has now been felled.

**Planning Ref: DC/17/4290/FUL & DC/17/4291/Listed Building Consent**

Address: 177 High St, Wickham Market

Proposal: Listing Building Consent – The proposals seek to carefully demolish the existing rear porch and to construct a small two storey extension, in order to create an enlarged rear lobby with utility area and first floor shower room.

The Planning Committee had **No Objections** to this planning application. This application has been **Granted** by SCDC with 4 Conditions.

**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**