**WICKHAM MARKET PARISH COUNCIL**

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

 **2OTH MARCH 2017 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 Patrick Roper

 Cllr Edna Salmon

 **Welcome by the Chairman**

In attendance: Joanne Peters – Parish Clerk and County Cllr Bond. There were 4 members of the public in attendance.

1. **Open Public Session**

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

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

 County Cllr Bond reported that after serving 8 years as a County Cllr this would be his last meeting as he

 would not be re-standing again in the forthcoming elections. County Cllr Bond gave his views on local

 government procedure and localism and stated he had really enjoyed looking after Wickham Market. He

 confirmed the sale of HHLehmann House was still not yet complete and until this sale had been finalised SCC

 would not be able to transfer the land at The Pightle to the Parish Council. The Chairman thanked County

 Cllr Bond for his services carried out to the Parish and for his report.

 The Chairman gave details regarding the Neighbourhood Plan and the proposed number of new homes

 due to be built to 2036. He stated that SCC car parking regulations had still not been adopted by SCDC

 to which he raised concerns.

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

 Apologies had been received from District Cllr Amoss. A written report had been submitted to which the

 Chairman provided details.

 **To receive a report from Suffolk Constabulary**

 Cllr Roper provided details regarding police meetings held on 9th February and 16th March 2017 in which

 he had attended on behalf of the Parish Council. (Copy of reports attached to the minutes).

 The Chairman formally opened the meeting at 7:50pm

**2. To receive Apologies for Absence**

Apologies were accepted from Cllrs Ridd, Roseveare, Margetts and Denham.

The Chairman reported he had received a letter of resignation from Cllr Blackall. He confirmed the vacancy would now be advertised on the noticeboard. On behalf of the Parish Council the Chairman thanked Cllr Blackall for all her hard work carried out whilst serving as Councillor.

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

The Chairman declared a non-pecuniary interest as he is a member of WMP and the Town Team. Cllr Salmon declared a non-pecuniary interest as she is a member of the Town Team.

**3.1. To Consider any Dispensations**

None received.

**4. To approve the draft minutes of the Parish Council meeting held on Monday 16th January 2017**

The draft minutes of the Parish Council meeting held on Monday 16th January 2017 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Cooke, Seconded by Cllr Lawrence**. All in Favour.** 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. **- The George Public House and registering this building as an Asset of Community Value –**

**To receive an update**

The Chairman confirmed The George had now been officially registered as an Asset of Community Value with SCDC. He reported he had also received an e-mail from a member of the George Bencom Group confirming they had now drafted a letter to the owner Mr Robert Leckie in attempt to begin entering into formal negotiations to purchase the pub. The Chairman advised funding had also been obtained for a Business Plan to which he provided details.

* 1. **– Lehmann House update**

The Chairman reported that planning permission had still not been granted and because of objections received by SCDC in respect of this application it was now due to be considered by SCDC’s Planning Committee to which he gave details and confirmed De-Vere may withdraw the car parking proposals from this application to which he provided additional information. He stated the main reason the Planning Committee objected to this application was matters relating to the proposals for the training annexe and car parking to which he gave further details. The Chairman gave details regarding a meeting

held earlier in March which was attended by many of the organisations that would be operating in Lehmann House and reported this was a very positive meeting. Finally, he confirmed that De-Vere had now started interviewing for the positons available.

* 1. **- Proposed Vehicle Activated Speed Sign – To receive an update**

The Clerk confirmed the paperwork for the posts had been sent to SCC and the sign had now been ordered. The Chairman provided details regarding the type of sign to be installed and it was agreed the Clerk would look into when the posts would be erected.

* 1. **– To consider the siting of a defibrillator – To receive an update**

The Clerk confirmed she had spoken to The Community Heartbeat Trust and they had provided her with some details regarding converting existing telephone kiosks into defibrillator sites to which she provided information. There was a brief discussion and it was agreed the existing kiosk at Spring Lane should remain and the Parish Council should work together with CHT and BT in order to apply for funding to site a defibrillator within the kiosk.

**6. Parish Council Matters**

* 1. **- To consider a replacement representative for the Village Hall Rebuild Committee due to Cllr**

 **Roseveare’s recent resignation from this committee**

 The Chairman confirmed that following Cllr Roseveare’s recent resignation from this Committee there

 was now a vacancy. He advised with the Council’s permission he proposed to ask Cllr Denham if she

 would be willing to take on this role at it was very important that the Parish Council have 3 members on

 this Committee. The Chairman also reported that Cllr Lawrence and the Clerk were due to meet

 regarding setting up the Financial Terms of Reference for this committee in order so they could then go

 out to tender.

* 1. **– Land at the Pightle**

The Chairman confirmed this land would not be transferred to the Parish Council until the sale of Lehmann House was complete. He stated SCC were keen to start the process of transferring the land and as a result they had asked the Clerk if the Parish Council would be engaging the services of a solicitor in respect of the transfer. The Chairman gave details of an e-mail received form Keith Wallace whom had volunteered his services to assist with the transfer of this land. Finally, he confirmed the public footpath would remain and also be part of the land transferred.

* 1. **- To consider a request from WM Football Club regarding the possibility of them leasing part**

**of the Playing Field**

 The Chairman gave details regarding a meeting held with Connor Banks and Mike Richardson from

 WM Football Club and himself and Cllr Roseveare. He reported that in the past the building has had a

 licence but the Parish Council have not given them a lease for the playing field as this would give the

 lessors increased powers. Therefore, they had asked if the Parish Council would consider including part

 of the playing field within their lease when compiled in order to provide them with more security. There

 was a brief discussion and it was agreed the Parish Council would need to look into all the pros and cons

 of the Football Club leasing this land to give them more security. The Chairman provided details

 regarding the draft lease that has been drawn up by Blocks and advised that himself and the Clerk would

 be visiting Blocks in order resolve this matter. It was agreed this matter would be an agenda item at the

 May Parish Council meeting.

* 1. **- Review of the Standing Orders & Financial Regulations**

 A copy of the updated documents had been circulated to all Councillors prior to the meeting. The Clerk

 provided details regarding the updates and **Approval** for both these documents was Proposed by Cllr

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

**7. Parish Clerks Report**

 **7.1 - Adoption of a new filing referencing system when saving documents electronically**

 The Clerk and the Chairman gave details of the new file referencing scheme to be adopted.

 **7.2 – Notice of Annual Parish Meeting – Monday 3rd April 2017 at 7pm in Village Hall**

 The Clerk reported the order of the meeting had been changed for this year and advised that following

 reports from the Chairman, RFO and Community Groups the Chairman would formally close the

 meeting and refreshments would be available. Following the refreshment interval there would then be

 guest speakers from The George Bencom, VH Rebuild Committee and an update on Lehmann House.

8. Finance and Legal Matters

 **8.1 - Bi-monthly accounts – January/February 2017**

 These had been circulated to all Councillors prior to the meeting. **Approval** was Proposed by Cllr

 Hawes, Seconded by Cllr Cooke. **All in Favour.** The Chairman confirmed the Town Team and WMP

 were also going to contribute towards the invoice for the flags.

 **8.2 - To carry out the annual review of the Risk Assessment**

 This was **Unanimously Approved** but Cllr Hawes pointed out that this would need to be reviewed again

 once the Village Handyman had been employed. **All in Favour.**

* 1. **- To carry out the annual review of the Asset Register**

 The Chairman raised concerns regarding the number of dog bins and stated he felt that there were more

 than 12 dog bins within the parish. The review was carried out and several amendments were made and

 **Approval** was proposed by Cllr Chenery, Seconded by Cllr Hawes. **All in Favour**. It was agreed the

 Clerk would circulate the amended document to all Councillors.

* 1. **- To carry out the annual review of the Internal Financial Control System**

Cllr Chenery declared a non-pecuniary interest. The review was carried out and **Approved Unanimously** by the Council.

* 1. **- To carry out the annual review of the Effectiveness of the Internal Audit**

Cllr Chenery declared a non-pecuniary interest. The review was carried out and **Approved Unanimously** by the Council.

**9. Environmental & Leisure Committee update**

 The draft minutes of latest E & L Meeting had been circulated to all Councillors prior to the meeting.

 **9.1 – Proposed Pump Track at Village Hall Playing Field**

 In Cllr Margetts absence the Clerk provided details of comments he had made in respect of this proposal.

 The Chairman gave details regarding the proposed pump track to be sited on the Village Hall Playing

 Field. Full details regarding the proposal had been circulated to all councillors prior to the meeting.

 The Chairman confirmed that the E & L Committee had also been carrying out some work to site a zip

 wire in exactly the same location and advised he felt that both pieces of equipment would be a great

 asset to the playing field and therefore if it was possible the Parish Council should look to try and

 accommodate both. The Chairman reported the Clerk had received an e-mail from Sarah Shinnie at

 SCDC informing the Parish Council that s.106 funding may be applied for in respect of the proposed

 pump track. Cllr Roper provided details regarding the pump track proposal and following a brief

 discussion it was agreed that not all of the s.106 funds should be taken up by this project. The Chairman

 suggested this matter was deferred to the E & L Committee and recommended prior to the next VHMC

 meeting that a meeting should be held with Sarah Shinnie, SCDC and the VHMC in order for this matter

 to be discussed at the April E & L meeting. The Chairman reported he would look into producing a plan

 of the playing field prior to this meeting. Cllr Lawrence reported that work at The Beehive had now

 commenced.

**9. Parish Plan Steering Group, Town Team & WMP – To receive an update on recent meetings held**

 **Parish Plan –** The Chairman confirmed himself and the Clerk were still in the progress of completing

 the final report.

 **Town Team** – The Chairman gave details regarding a new group to be formed being Art & Culture and

 stated there is a drive amongst the Town Team to develop Wickham Market into an Arts & Crafts centre

 in order to bring in more footfall. He advised the first event planned was the Big Draw to which he gave

 details.

 **WMP** – The Chairman reported that work was progressing on the village website and the Village Hall

 bookings were now available to view on this site. He raised concerns regarding the Tennis Club and

 advised it was not running as smoothly as it should but now with a new chairman in place it was hoped

 there would be a shake-up. Finally, the Chairman reported that WMP were now in the position to give

 small grants to organisations in Wickham Market and surrounding Parishes.

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

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

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

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

 **Lehmann House Planning Application** – The Chairman advised once a date had been set for this

 application to be considered by SCDC’s Planning Committee a representative from the Planning

 Committee would attend.

 **Application for Land behind Hasnips** – The Chairman confirmed even though the Planning

 Committee had Objected to this application this had since been Granted by SCDC.

 Cllr Hawes asked if the planning application for the mobile telephone mast to be sited at the Church had

 been received as he had noticed this application was mentioned in a recent copy of the EADT. It was

 agreed the Clerk would contact SCDC in respect of this matter.

**11. Allotment Matters**

 The Clerk reported the post at the Glebe Allotment Site had been damaged. It was agreed this matter

 would be deferred to the E & L Committee.

**12. Cemetery Matters**

 **Extending land at the cemetery** – The Chairman ***closed the meeting*** to allow Linda Merriam to

 comment. Linda gave details regarding existing land for burials at the cemetery. The Chairman stated

 in order to ensure there is adequate cemetery land going forward it would be beneficial if she could look

 into how many burials had been carried out during the last 5 years. **Action: Linda to clarify.** The

 Chairman ***reconvened the meeting.***

**13. George Bencom Update**

 Due to apologies being received from both representatives there was nothing to report.

**14. Village Hall Rebuild Committee update**

 The Chairman confirmed the work for the VHMC to become a CIO was almost complete and once

 this was finalised they would be able to go out to tender.

**15. Neighbourhood Planning Committee Update**

 The Chairman reported that further to the recent Heritage & Access Assessment that had been carried out

 it had been agreed that further information was required and therefore the Committee were now having

 to commission a Landscape Appraisal to also be carried out to which he gave details. The Chairman

 confirmed the Committee had now approved their vision and were in the process of finalising the

 objectives.

**16. Correspondence**

 The Chairman reported he had recently received a Sizewell C Project Update which gave reference to a

 Neighbourhood Fund to which he gave details and confirmed he would forward these details to all

 Councillors.

 Correspondence had been received from Cllr Patrick Roper asking if the Parish Council would donate a

 draw prize for the VHMC Quiz Night. There were **No Objections** to this request.

 Cllr Roper advised he had received an e-mail from a local resident who regularly uses the play area at

 Simons Cross with her young children asking permission for herself and a small group of local mums to

 clean the play equipment to which he gave details. There were **No Objections** to this request.

**17. Open Public Session**

 A member of the public made enquiries regarding the application submitted for Lehmann House. The

 Chairman gave details regarding the new application received which included the training annexe and

 car parking proposals in which he stated were two contentious issues to which he also provided

 clarification. He advised because objections had been raised by the Planning Committee and other local

 residents this application was now going to be considered by SCDC Planning Committee to which he

 gave details. The Chairman stated that De-Vere were willing to work with the community and stated the

 final decision would lie with SCDC.

**The Chairman thanked Councillors and members of the public for their attendance and formally closed the meeting at 10.00pm**

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**The Annual Parish Meeting will be held on Monday 3rd April 2017 at 7:30pm in Wickham Market Village Hall**

**The Annual meeting of Wickham Market Parish Council will be held on Monday 15th May 2017 at 7:30pm in Wickham Market Village Hall, Committee Room**

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

**PLANNING APPENDIX**

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

**Planning Ref: DC/17/0695/FUL**

Address: 3 Broad Rd, Wickham Market

Proposal: Construction of a single storey rear conservatory extension

There were **No Objections** to this application.

**Planning Ref: DC/17/0592/FUL**

Address: 47 High St, Wickham Market

Proposal: To remove 40m of Leylandi Hedge which is between 2.3 and 3.0m height and replace it with wooden weather board fencing of between 2.0 and 2.5 m high.

There were **No Objections** to this application but the Planning Committee recommended the applicant was mindful in respect of the bird nesting season when carrying out this work.

**Planning Ref: DC/17/0339/VOC**

Lehmann House, Church Terrace, Wickham Market

Proposal: Proposed extensions & internal alterations including porch, sun room & outbuilding to form office and training space including new and replacement windows, car parking, boundary treatment and landscaping.

The Planning Committee stated they felt these plans had been slightly improved but could not fully support the application as follows:-

* The proposals for parking although improved still appear inadequate given the likely number attending the site. No strategy appears to have been considered to deal with numbers greater than the car parking spaces available.
* Issues with on street traffic movements to and from the site were raised as no traffic management plan or design and access statement was included with the application.
* Insufficient detail of the design and look of the new building and its impact on the conservation area, the Pightle open space, two trees and the terraced houses in Church Terrace.
* The remodelling of the road access from the proposed revised parking onto Mill Lane to provide an in and out route was seen as unacceptable and it was felt that a slightly wider single in/out entrance would be the most preferable solution
* The Parish Council have requested more details regarding ambulances and delivery vehicles that will be expected to visit the site to ensure that adequate provision for turning will be created.
* It was felt at the information provided regarding the maximum no of staff/patients/visitors present at one time was very vague and confusing.
* The proposals will affect some nearby residents whose driveway exits onto Church Terrace and already experience problems regarding access and therefore it was felt the current proposals would only add to these problems.
* Concerns were raised regarding ongoing flooding issues outside the site on the highway in Mill Lane.
* If additional trees are to be removed it was recommended that reinforced grass could then be implemented within these areas.
* Siting of wheelie bins and plans for other waste have not been included within the plan.
* The land known as The Pightle is soon to be gifted to the Parish Council and some of these proposals would impede access onto this land which is unacceptable as this access necessary for grass cutting machinery to carry out works.
* Two substantial trees currently constrain the construction of the proposed training facility. It was not clear how these trees would be retained without substantial pruning or complete removal. The planning committee also stated they felt it would be beneficial if a site meeting was carried out on site with The De-vere Group.

**Planning Ref: DC/16/5333/CLP**

Address: 9 Mill Lane, Wickham Market

Proposal: Stationing of a temporary mobile home within the residential curtilage of a dwelling, for purposes ancillary to the main use of the host dwelling house.

There were **No Objections** to this application. This application has been **Withdrawn** by the applicant.

**Planning Ref: DC/16/5357/FUL**

Address: 9 Mill Lane, Wickham Market

Proposal: Erection of a prefabricated timber granny annexe for ancillary residential use.

There were **No Objections** to this application. This application has been **Granted** by SCDC with 6 Conditions one being the following:-

The development hereby permitted annexe shall not be occupied or let as a separate dwelling but shall be used only for purposes incidental to the use of the dwelling house to which it relates or for occupation by a relative, employee or parent of the householder or his/her spouse. Reason: The development is not such that the local planning authority would be prepared to approve as a separate dwelling house in its own right.

**Planning Ref: DC/16/5390/FUL**

Address: 10 Church Terrace, Wickham Market

Proposal: Demolition of existing pre-fab concrete garage and erection of replacement double garage.

There were **No Objections** to this application. No decision has been made by SCDC.

**Planning Ref: DC/17/0011/FUL**

Address: Deben Mill, High Street, Wickham Market

Proposal: Proposed extension to existing storage barn forming new storage building, customer sales and office areas.

There were **No Objections** to this application. This application has been **Granted** with 9 Conditions.

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

**Planning Ref: DC/16/4668/VLA**

Address: 43 Dallinghoo Rd, Wickham Market

Proposal: Variation of Section 106 Agreement relating to DC/13/2115/OUT

Some concerns were raised regarding this application but following a brief discussion it was agreed the Planning Committee had **No Objections** to this application. This application has been **Granted** by SCDC.

**Planning Ref: DC/16/4923/FUL**

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

Proposal: Proposed erection of 3 no single storey dwellings. The Planning Committee **Objected** to this application. This application has been **Granted** by SCDC with 8 Conditions.

**Planning Ref: DC/16/4991/VOC**

Address: 210, 212, 216A and Land surrounding High St, Wickham Market

Proposal: To create an additional parking space for 206 High St on land to the rear of their property, abutting their rear garden boundary. **This application was deferred for further information to be received.** This application has been **Granted** by SCDC.

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