**WICKHAM MARKET PARISH COUNCIL**

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

**18TH SEPTEMBER 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 Andrea Denham

 Cllr Mike Margetts

 **Welcome by the Chairman**

In attendance: Joanne Peters – Parish Clerk and County Cllr Nicoll. There was 1 member of the public present.

1. **Open Public Session**

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

 **To receive a report from Suffolk County Councillor Alexander Nicoll**

 County Cllr Nicoll gave a verbal report. The Chairman thanked County Cllr Nicoll the grant given towards

 the recent Tour of Britain Event and stated this event had proved to be a great success. County Cllr Nicoll

 apologised for those residents who did not receive their traffic management letter in respect of the Cycle

 Tour. He provided details regarding the SEG consultation and advised he had received very positive

 comments in respect of this consultation to date. County Cllr Nicoll reported he was planning to visit the

 proposed Sizewell C Park & Ride site. He provided his views on future development within Suffolk

 Coastal and stated that he did not feel all developments had been sustainable to which he gave details.

 Cllr Lawrence asked County Cllr Nicoll for information regarding the proposed changes in respect of

 Home to School Transport within the local area. County Cllr Nicoll confirmed he would e-mail the Clerk

 with further clarification in respect of this matter, once received. The Chairman thanked County Cllr

 Nicoll for his report.

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

 District Cllr Amoss was not present. No written report had been received.

 **To receive a report from Suffolk Constabulary**

 Nothing to report.

 The Chairman formally opened the meeting at 7:50pm

**2. To receive Apologies for Absence**

Apologies were accepted from Cllr Sanders. 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 the Town Team. Cllrs Margetts and Denham declared a non-pecuniary interest as they are members of the George Bencom.

**3.1. To Consider any Dispensations**

None received.

**4. To approve the draft minutes of the Parish Council meeting held on Monday 17th July 2017**

The draft minutes of the Parish Council meeting held on Monday 17th July 2017 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Hawes, 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. **- Bowls & Football Club Leases – To receive an update**

The Chairman stated that it appeared Kim Caley was currently on long term leave with Blocks Solicitors and therefore the Parish Council had been allocated Mr Andrew Fleming to carry out this work. He confirmed he had sent Mr Fleming a copy of the amended leases but unfortunately the response received had been incorrect and therefore the way forward would be for himself and the Clerk to visit Blocks in the near future.

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

The Chairman confirmed that Keith Wallis who was legally acting for the Parish Council had sent an

e-mail to which he gave details and stated he hoped this land would be transferred very soon.

**6. Parish Council Matters**

 **6.1 – Resignation of Cllr Patrick Roper**

 The Chairman reported he had received a letter of resignation from Patrick Roper to which he gave

 details. On behalf of the Parish Council the Chairman thanked Patrick Roper for all his hard work

 carried out whilst serving as a Parish Councillor.

 **6.2 – To appoint a Police Liaison and Village Hall CIO Liaison Representative**

 Further to Patrick Ropers resignation it was agreed that Cllr Clune would carry out the role of Police

 Liaison Officer. Cllr Denham volunteered to take on the role of VH CIO Liaison Representative.

 **Agreed Unanimously.**

 **6.3 - To consider correspondence received from SCDC – Public Space Protection Orders – For**

 **Consultation**

 A copy of this correspondence had been circulated to all Councillors. The Chairman provided details

 regarding this consultation and it was agreed the Parish Council would not respond.

**7. Parish Clerks Report**

 The Clerk confirmed she would continue to advertise the three Parish Council vacancies.

**8. Environmental & Leisure Committee update**

 **8.1 – Village Handyman**

 The Clerk confirmed the Parish Council had now appointed Mr Roger Messenger. She advised he was

 also Handyman at Rendlesham to which she provided details.

 **8.2 – Allotment Matters – Rent collection night – Monday 2nd October 2017**

 Cllr Margetts raised strong concerns regarding the upkeep of the Glebe Allotment Site and provided

 details regarding plots not complying with their Tenancy Agreement. There was an in-depth discussion

 and it was agreed the Clerk should write to those plot holders whom were not complying with the

 Tenancy Agreement in order to state if they did not carry out the necessary work required to the correct

 standard by the rent collection evening they would not be able to re-new their plot.

 Cllr Denham suggested that an Allotment Awareness Day could be held.

 The Chairman stated he had been approached by James Holland regarding the Simons Cross Allotment

 Site. Cllr Lawrence declared a Non-Pecuniary Interest in respect of this matter. The Chairman gave

 details regarding James Holland’s proposals for the replacement of the Simons Cross Allotments and

 confirmed these would be relocated in order for possible development to take place to which he also

 provided further details. It was agreed that Allotment income/expenditure would be a formal agenda

 item at the November Council meeting.

 **8.3 – Cemetery Matters**

 The Chairman ***closed the meeting*** to allow Linda Merriam, Cemetery Clerk to comment. Linda reported

 it had been busy and she felt the Cemetery was looking very tidy apart from a couple of graves which

 had been dug too high and had not yet sunk after 6 months.

 The Clerk reported she would be compiling a letter to Mr Andy Reeve in order to ask him to move his

 fence in order for additional cemetery land to be prepared after April 2018. The Chairman ***reconvened***

 ***the meeting.***

 Concerns were made by the Chairman regarding decisions being made by the E & L Committee in

 respect of the Village Hall Play Area and stated the amended Village Hall lease should be clear

 on the level of responsibilities for each party. He provided details regarding the delegation process in

 respect of the recent proposals for a pump track and reported that the Neighbourhood Plan Committee

 had picked up that a pump track would be beneficial if sited within the village. The Clerk stated that Cllr

 Chenery when writing to Matt Hercliffe had confirmed the E & L Committee would be willing to work

 with him if an alternative site could be sought.

 Cllr Chenery agreed to chase the contractor for a date as to when the work to repair the potholes at the

 Village Hall would commence.

**9. Finance and Legal Matters**

 **9.1 - Bi-monthly accounts – July/August 2017**

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

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

 **9.2 – To approve the completion of the 2016/17 Annual Return**

 The Clerk confirmed following the External Audit carried out by BDO there had been No Matters

 Arising. **Approval** for the completion of the 2016/17 Annual Return was Proposed by Cllr Lawrence,

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

 **9.3 – Information regarding payments made to members of the Neighbourhood Plan Committee**

 **for professional services carried out**

 The Chairman stated that to date all work for publicising/advertising in respect of the Neighbourhood

 Plan had been carried out through Ibis Marketing which is George Hering’s company whom is also a

 member of the Neighbourhood Plan Committee. Cllr Denham stated she could send the Clerk wording

 regarding the Localism Act. The Chairman reported it had also been agreed the Committee may

 commission Anne Westover to carry out some work in respect of the Site Options and required Policies.

 There were **No Objections** from the Parish Council.

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

 The Chairman gave details regarding planning applications received and decisions made by SCDC since

 the last meeting. He reported the application for the Land North of the Coach House had recently been

 Approved despite the Planning Committee submitting Strong Objections to this application.

 **10.1 - Suffolk Coastal Local Plan Issues and Options Consultation Document – To consider**

 **correspondence received**

 The Chairman gave details regarding the consultation including the list of sites for possible development.

 He confirmed a sub-group had been formed consisting of himself, Cllr Sanders and Colin Owens in order

 so they could compile a response to the consultation to which he provided details. He confirmed the

 response would also state to SCDC that the Parish Council were in the process of implementing a

 Neighbourhood Plan and the comments as a result of the forthcoming Site Options and Assessment

 would be fed back to them in due course**. Action: Chairman to confirm available dates for 1-2-1**

 **meeting with SCDC.**

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

 ***Approved Unanimously.***

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

 **WMP** – The Chairman reported WMP were now offering a small grants scheme to which he gave details

 including grants offered to date. He gave details regarding the proposed new website and reported the

 Tennis Club still appeared to have very few members. Finally, the Chairman gave details regarding a

 possible proposal for a floodlit five-a-side football pitch should the tennis club fold.

 **Town Team** – The Chairman reported the recent Tour of Britain event had proved to be a great success.

 **Traffic and Parking** – The Chairman advised the Traffic & Parking Working Group were looking into

 costings for a possible new car park to be sited on land opposite Lehman House. He confirmed the

 Vehicle Activated Speed sign posts had now been erected.

**12. George Bencom Update**

Cllr Margetts reported aFeasibility Study was currently being drawn up.

**13. Village Hall Rebuild Committee update**

 Cllr Denham confirmed the New Build Group had now appointed an Architect to draw up some draft

 designs to which she gave details. She advised the Architects would also be happy to provide a

 presentation to the village at an Open Meeting. The Chairman thanked Cllr Denham for this update and

 confirmed the drainage issues were now going to be looked at by the New Build Group.

**14. Neighbourhood Plan Committee update**

 The Chairman gave details regarding the technical support packages carried out to date. He confirmed a

 Landscape Appraisal had been carried out by an independent consultant to which he also provided

 details. The Chairman reported the Clerk was about to submit the final bid to Locality in order for the

 remaining funds to be paid. He confirmed the next piece of work to be carried out was the Site Options

 & Assessment to which he provided information. Finally, the Chairman gave details regarding the public

 consultation events held to date. County Cllr Nicoll stated the importance of public consultation events

 an advised these played a vital part in preparing a Neighbourhood Plan.

**15. Correspondence**

 **15.1 - Suffolk’s Energy Gateway – To consider correspondence received**

 A copy of this correspondence had been circulated to all Councillors. County Cllr Nicoll had already

 provided beneficial information regarding this matter. The Chairman gave details of exhibitions to be

 held and stated he felt the new road should be a two-lane four village bypass, as this would prove

 beneficial to all those residents within the villages concerned**. Action: Clerk and Chairman to compile**

 **response.**

**16. Any other matters arising**

 Cllr Nobbs raised concerns regarding the removal of the posts outside the St Elizabeth Hospice shop.

 The Clerk was asked to look into LCPAS coming to provide some bespoke New Councillor Training.

**17. Open Public Session**

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

**The Chairman thanked Councillors and the member of the public for their attendance and formally closed the meeting at 10:00pm**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**The next meeting of Wickham Market Parish Council will be held on Monday 20th November 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/17/2780/FUL**

Address: 78 High St, Wickham Market

Proposal: Erection of single-storey side extension and conversion of former coach house to form single dwelling.  Construction of new access drive.

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

**Planning Ref: DC/17/3135/FUL**

Address: 68 High St, Wickham Market

Proposal: Change of use from A1 to A2 (Professional and Financial Services)

The planning committee responded to SCDC stating they would ideally prefer to have this premises remain as retail as this property sits within WM Retail Centre however, if there is no alternative then the Committee would prefer to see the premises used rather than empty.

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

**Planning Ref: DC/17/3293/FUL**

Address: Thong Hall, Thong Hall Rd, Wickham Market

Proposal: Proposed storage shed to be built onto rear of garage.

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

**Planning Ref: DC/17/2450/FUL**

Address: Land North of Coach House, High St

Proposal: Variation of condition 2 of DC/16/4923 - Proposed erection of 3 single storey dwellings - revised layout and design of plot 3 - refer to revised drawing no's 5823/10D and 5823/12B.

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

* Work has commenced on the site prior to Approval being Granted. Screening around the site is so intense the Committee could not properly view the site and therefore they request a site visit.
* Access for emergency vehicles and space for them to turn within the development is inadequate.
* Very serious concerns were raised regarding the proposed access onto the High St. Exiting from properties is already very dangerous onto this busy road.
* The Committee were extremely upset that an e-mail has been linked to this application online by yourselves in error as these comments related to application DC/17/2780.
* The bin storage area is shown on the plan as built but no work has commenced within this area and therefore this is incorrect.
* Strong concerns were raised regarding the removal of more trees within the site. The Planning Committee wish to preserve as many trees within the Parish as possible.
* The Committee strongly request this application should be considered by SCDC’s Planning Committee and that prior to this meeting a site visit should be carried out in order so the members can visualise the above mentioned concerns.

This application has been **Granted** by SCDC with 9 Conditions.

**Planning Ref: DC/17/3293/FUL**

Address: 39 Broad Road, Wickham Market

Proposal:

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

Overdevelopment of the existing site

Serious concerns regarding the proposed new access due to this being directly opposite SX junction.

Serious concerns regarding the BT Open Reach boxes and bus stop in middle of the

property on Broad Rd making this location for access not ideal.

No decision has been made by SCDC, to date.

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

**Planning Ref: DC/17/1646/FUL**

Address: 6 Morris Rd, Wickham Market

Proposal: Construction of a Garden room

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

**Planning Ref: DC/17/1911/FUL**

Address: All Saints Church, Crown Lane, Wickham Market

Proposal: The installation of 6no. antennas located behind replacement replica GRP (Glass Reinforced Plastic) louvres, the installation of equipment cabinets positioned internally within the clock chamber, the installation of an electric meter cabinet located within the boundary fence, and ancillary development thereto.

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

* The Committee felt the replacement of the wooden louvres with reinforced glass replacement louvres was not appropriate for a Grade 2\* Listed Building.
* The proposal will significantly damage this Grade 2\* Listed Building and Heritage Asset and it was felt that alternative options to site this equipment within the Parish had not been explored.
* It was also felt that no definitive proof had been provided showing that the signal would be improved in the areas that most require this within the Parish.

No decision has been made by SCDC to date.

**Planning Ref: DC/17/1163/TPO**

Address: 14 Churchill Crescent, Wickham Market

Proposal: These trees grow together in the rear garden within 10m of the property, adjacent the main road Snowdon Hill and are directly adjacent and over the children’s play area.
T1 the left hand of the two trees. At some stage in the past the top of this tree has failed and the tree now has a distorted upper crown. The tree is of poor form and has a lean and is weighted towards the main road. T2 the right hand of the two trees. This tree has a sparse and slightly un-balanced crown with a lean towards the main road and the neighbouring property. The trees are not particularly suited for a residential garden and there are smaller more appropriate trees including Laburnum, Prunus and Elm directly adjacent these Pines. Fell both Pine trees to benefit the adjacent trees.

The Planning Committee had **No Objections** to this application but recommended that at least two new trees were planted in order to make a more substantial contribution to the amenity of the area. 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.