



Needham Market Town Council

Community & Assets Committee

Minutes – 21.08.2024

CA01/24 Chair's welcome and apologies of absence:

Present: Cllr Goodchild (In the Chair) Cllrs: T Cooke, T Lawrence, I Mason, A Reardon, J Reardon.

Apologies: Cllrs G Cave, R Darnell, M Norris, M O'Shea, M Ost.

There was one member of the public present.

CA02/24 To receive and confirm the minutes of the Community and Assets Committee Meeting held 12.06.2024:

The minutes were agreed as an accurate record of the meeting.

CA03/24 To receive Councillors' Declarations of Interest for items on the agenda:

None.

CA04/24 To elect a Deputy Chairperson of the Community and Assets Committee:

Cllr Mason proposed Cllr J Reardon be elected. This was seconded by Cllr Cooke and agreed by all.

CA05/24 To receive questions from any members of the public present:

None.

CA06/24 To consider outstanding projects including those in the course of delivery:

Crowley Park Younger Children's Play Area: The granular resin safety surface here is showing signs of serious degradation. Monitoring indicates that there are several contributing factors. It has been noted that where the surface is still intact, it varies greatly in consistency and strength. Areas where degradation has begun have been made worse by children digging into it.

It has not been possible yet to obtain quotes for repair of the safety surface. Companies have stated: the job is too small; only total replacement is offered; failure rates of the surface type we have mean that this surface system is not one the company will work with. We have no recourse with the installer of the current surface.

It was agreed that Town Council will repair the existing surface in this financial year.

It was agreed that the budget for 2025-26 will aim to provide for a complete replacement of the surfacing.

It was agreed that there will be a review of this project at the next meeting in order to identify lessons learned.

Crowley Park Older Children's Play Area: A quote had previously been accepted for the removal of 5 pieces of equipment in this area. The work has not yet been completed. Given upcoming costs to resolve issues in the younger children's play area, Town Council agreed to withdraw approval for works and review the plan for this area.

CA07/24 To approve any works required/review quotes:

Tree works are required in The Drift, The Causeway/Middle School Field, and Jubilee Crescent. Not all quotes were available to enable a review and awarding of contract. This item was deferred to the Town Council Meeting on 28.08.24.

CA08/24 To consider new projects, their prioritisation and funding, including allocation of CIL funds:

Visiting the Bury St Edmunds CCTV Monitoring Station – J Reardon is liaising re dates.

The Committee reviewed the CILP (Community Infrastructure Levy Plan) with regard to the priorities. There were no changes made. Once the new RFO is in post, we can review CIL Funding.

CA09/24 To consider the Council's communication functions:

Newsletter: Gipping Press and Town Council have worked together to maintain seamless delivery of the newsletter during this period of change. Town Council is grateful to Gipping Press for their support and advice. There are several outstanding enquiries regarding advertising. Cllr A Reardon is leading on establishing current process and capacity to resolve these. At a future meeting, Town Council needs to complete a newsletter review.

Website: The ability to access analytics is being investigated.

Facebook: In the last 90 days, Town Council posts have reached 6500 people and received 4700 engagements.

CA010/24 To receive a report from the Council's Civic Events Group:

Remembrance: The first Remembrance Meeting took place and minutes have been circulated. The next meeting is on 9th September.

It was agreed that Cllr J Reardon will muster the parade into order.

Two Councillors are required to act as ushers in the Main Hall.

A request has been made for the allocation of up to £250 to provide refreshments after the service.

This was agreed by all councillors.

Christmas Street Fayre: Following discussion with the organiser, this will not be a formal civic event. Support has been requested in respect of advertising and provision of Father Christmas.

VE Day 80th Anniversary: This is on 8th May 2025. It was agreed that this event will be marked in some way. Details to be discussed.

CA011/24 To consider crime prevention and community health and wellbeing issues:

It was noted that the Access for All Funding window has now closed and that the project to provide access at Needham Market Station to the Ipswich bound platform via a lift was not selected. Cllr Godchild has contacted MARPA to liaise in readiness for the next funding window.

It was noted that Needham Market Neighbourhood Watch organisation is looking for a new Chair.

CA012/24 To receive a report from the Council's Climate Action Group:

The bench which had been installed has been moved several times, damaging the spikes which were meant to anchor it. The spikes have been removed and more robust anchoring will be installed.

CA013/24 To consider a request for directional signage to be installed on an NMTC lamppost:

The proposal was reviewed and agreed.

CA014/24 To consider requests for donations towards community activities:

Silver Sunday: The request from Needham Market Chinwag for a donation of £354 towards providing activities and refreshments for this event was agreed, with one abstention. It was noted that the Chinwag group had secured a donation from another source as well as using its own funds to provide finances for the event.

Christmas Street Fayre Soft Play: The Community Centre Committee plan to open the Centre as part of this event and had requested Town Council support to sponsor provision of soft play activities for younger children in the Main Hall. This would enable children to use the soft play at no cost to their families. Town Council agreed the donation of £450 with one abstention.

CA015/24 To consider next steps of public engagement relating to the future use of the Middle School Field and Community Centre:

Skate Park: To date, only one request has been made regarding use of the field and this has been from the Skate Park Committee and we are aware of their deadlines re funding. Therefore, Cllr Goodchild liaised with SCC's Corporate Landlord Team to find out their position re a Skate Park. Their response was that it does fall within permitted use and we need to be aware of the clauses regarding upkeep,

responsibility and impact on neighbouring residents. It was therefore agreed that it would be appropriate to ask a specific question about a skate park in the public consultation.

Public Consultation: A draft survey was shared and will be firmed up for agreement at the Town Council Meeting on 28.08.24. There is a message in the September Newsletter alerting residents to the survey. It will be available as an online google form on the website and Facebook. It will be available in paper form from the office and the library. We will also attempt to insert it in October's Newsletter as a pull-out copy to return. Names and addresses will be requested as a way of ensuring residents are the respondents and checking for multiple returns.

There had been an intention to include some questions regarding the Community Centre but these are not yet defined and so this survey is limited to the field.

CA016/24 To consider a request for Town Council involvement in current Needham In Bloom activities: Town Council have recently been paying a contractor to assist with seasonal changing of compost. NIB have requested continued support in this way. Town Council agreed that it wanted to continue to support NIB with this task in the form of volunteers. In time, this can be reviewed.

CA017/24 To consider comments/requests from members of the public via email:

Additional Dog Bin(s) on the Middle School Field: It was agreed that the spare bin in storage could be installed – costs of that and emptying to be explored.

Jubilee Crescent maintenance: Town Council own the car park, the obelisk area and the strip of land by the railway. There is a need to establish maintenance responsibilities for all areas.

Dog Bin Bags: Provision needs to be reviewed as costs are very high for the rate at which they are being used.

Bus Service Funding: There is an upcoming Funding Improvement Plan Consultation. We need a councillor to attend the initial information event on 11.09.24. This information can then be shared for discussion at the next meeting in order to write a response in time for the November deadline.

Bus Shelters: The condition of these needs reviewing.

Meeting Closed: 8.46pm

Signed (Chair):

Date: