

	<p>day running costs. Cllrs Stone and Kimminau undertook to continue carrying out the operational tasks for a further three months. It was agreed that Cllr Bishop would speak to Sharon Fairweather, that local businesses would be contacted, that feedback would be requested via Chevron and that the matter would be considered again in two months.</p>	
<p>11.</p>	<p>Planning To agree the Town Council response to the planning authority on:</p> <p>i) DC/17/1252/FUL – land off Cavendish Road, 53 dwellings Cllr Godwin reported that the only documents uploaded since the last meeting were from CTC and the Clare Society, and that there was nothing from the Highways department. The issue of road safety and the current 30mph limit (minute 7 above) remained a significant concern.</p> <p>ii) DC/18/0032/HH – land and barn at Chilton Street Cllr Godwin reported that there were three parts to this application: a 1 ½ storey dwelling, change of use from agricultural to residential, and demolition of a barn. There was a full list of responses from statutory consultees including biodiversity, land contamination, the Environment Agency and Natural England. The comprehensive Design and Access statement included photos showing an unattractive barn in a poor state and piles of earth and rubble on the site. There were no neighbour objections registered. Public Health and Housing had made suggestions for conditions regarding hours of demolition and noise levels. On 26th June 2017 St Edmundsbury BC had approved the application for change of use from agricultural to residential (DC/17/1046) to create one dwelling. The following policies appeared to be relevant: DM1 presumption in favour of sustainable development. DM2 development principles, local distinctiveness. The design respected the scale, density and massing of the locality. There would be no significant detrimental impact on the historic environment, character and visual amenity of the landscape. The improved access ensured there would be no adverse impact on the local highway. DM5 development in the countryside. This was a small scale, residential development of a small, undeveloped plot. DM6 flooding and sustainable drainage. The plot was outside the Environmental Flood Zones. DM22 residential design. The design used the characteristics of the locality and was adaptable in terms of lifetime changes and use. It was intended as the future retirement home for the owner. DM27 housing in the countryside. The proposal was within a closely knit cluster of 10 or more existing dwellings and fronted an existing highway. It consisted of infilling a small, undeveloped plot with one dwelling. It was agreed unanimously that the application be approved.</p> <p>iii) DC/18/0232/HH – Norfolks side extension Cllr Godwin reported that Norfolks was not a listed building but lay within the Clare Conservation Area. A lean-to roof would be partially removed to allow for the extension but the amount to be removed appeared to be less than the 115 cubic metres that would have required conservation area consent. There was a comprehensive design and access statement and no neighbour objections had been recorded. The following policies appeared to be relevant: DM1 – presumption in favour of sustainable design.</p>	

	<p>DM17 – conservation area. The design and materials to be used, including fenestration, would preserve the character and appearance of the Conservation Area and its setting. The appropriate scale, height, alignment and detailed design demonstrated a clear understanding of the Conservation Area. Approved unanimously.</p> <p>DM/18/0108/TE3 – Removal of telephone service, Market Hill BT kiosk It was noted that BT needed planning permission to disconnect the telephone service at the kiosk. This was approved unanimously. Cllr Godwin advised that there was a 90 day period of consultation for comments/objections from the local community, and that there appeared to be a responsibility on CTC to display a notice on the kiosk informing residents of the purchase. The Clerk is to check the process that needs to be followed.</p>	Clerk
12.	<p>To consider the annual risk assessment document The Clerk reported that she'd included this in error as the document had already been approved.</p>	
13.	<p>To consider the Town Council's position in relation to emergency planning Cllr Kimminau reported that he'd obtained a copy of the existing plan, which was significantly out of date, and that he would be willing to update it. The meeting discussed some of the pros and cons of a plan. Cllr Evans advised that Suffolk County Council encouraged emergency planning and most parishes had such plans, though they weren't obligatory. The Clerk reported that she'd obtained a council toolkit for creating an emergency plan, which she would forward to Cllr Kimminau. It was agreed that Cllr Kimminau would update the existing plan and circulate it to all councillors, following which the Council would consider the matter further.</p>	8.15pm Clerk Cllr Kimminau
14.	<p>To consider a request to review the current practice of publishing councillor attendance figures Some councillors felt that compiling councillor attendance figures was an unnecessary administrative exercise, as the information about attendance could be gleaned from the minutes which were published on the website, as well as from attendance in person at Council meetings. Concerns were also expressed that councillors might miss meetings for legitimate reasons and that the attendance figures alone didn't reflect their commitment to their role, nor did they include attendances at committee meetings. Cllr Bishop agreed that the attendance figures didn't show the full picture of a councillor's commitment and that it would be beneficial to convey more information about councillors' work, but thought they were an important part of openness and transparency and that it would be a backward step to remove them. Cllr Godwin felt that notwithstanding other important activities carried out by councillors, attendance at meetings was a fundamental part of a councillor's role as this was where issues were debated and decided. She also noted that requests for this information had come from parishioners, so there was evidence of interest in attendance figures. Cllr Bishop proposed that the Council should continue to publish attendance figures. Cllrs Stone, Kimminau and Verguson voted against the proposal; Cllrs Bishop, Godwin and Neale voted in favour; Cllr Marchant abstained. Since the votes were equal the Chair's casting vote applied and the proposal was passed.</p>	

15.	<p>To receive reports from Councillors on activity since the last meeting, and to consider a request to review whether this is an appropriate agenda item.</p> <p>No reports were received. Cllr Verguson proposed that activity reports should be removed from the agenda, as he felt they didn't reflect the reasonable expectations of councillors as volunteers, nor the different commitments that individual councillors had in addition to their Council duties. Cllrs Verguson, Kimminau, Stone and Godwin voted in favour of the proposal to remove this item from the agenda; Cllr Bishop voted against it; Cllrs Marchant and Neale abstained. The proposal was passed.</p>	
16.	<p>To receive reports and items for decisions proposed by Town Council Committees and Working Groups.</p> <p>The Clerk reported that the Environment Committee would welcome the appointment of Cllr Neale to the Committee. Cllr Neale confirmed that she would be willing to become a member of the Environment Committee. The appointment was agreed unanimously.</p> <p>A report had been received from the Transport Working Party and circulated prior to the meeting. Cllr Evans confirmed that she was contesting the speed limit decision at Stoke Road. She confirmed that funding for a speed survey and the necessary report would come from SCC.</p>	Clerk
17.	<p>To receive agenda items for next meeting.</p> <p>To receive an update on the Cavendish Road planning application To consider the s137 request from Suffolk Neighbourhood Watch To consider CTC's updated emergency plan To consider Cllr Verguson's proposal to write to Cllr Gryce regarding his position following his move from Clare</p> <p>Cllr Bishop also requested items for the next edition of Chevron.</p>	All Cllrs
18.	<p>To confirm the date of the next meeting as Thursday 15th March 2018.</p> <p>Agreed.</p>	

The meeting closed at 9.00pm

Attachment to Minutes, Item 4, County Councillor's Report

Highways

A1092 Closure Review

Since your last meeting the SCC Audit Committee had a report from the county's Network Assurance team, which oversees road closures – this link will take you to the report: Item 6 on the agenda

[https://committeeminutes.suffolk.gov.uk/DocSetPage.aspx?MeetingTitle=\(31-01-2018\),%20Audit%20Committee](https://committeeminutes.suffolk.gov.uk/DocSetPage.aspx?MeetingTitle=(31-01-2018),%20Audit%20Committee)

SCC Scrutiny, which I chair, held an investigation last week into how SCC infrastructure projects can unlock potential for development and economic growth and also how SCC can mitigate the impact of road closures associated with development sites.

We recognised that a major problem in the promotion of these road works is the weakness in the communication which is why we made a strong recommendation to the soon-to-be appointed corporate director for growth, highways and infrastructure:

that given the scale of developments planned and in the planning process across the county, that he or she hosts a meeting later this year of assistant directors of growth from the Suffolk Boroughs and Districts and the main works promoters in Suffolk to discuss and agree how works can be better managed, promoted and communicated.

Earlier this week I met the head of the county's Network Assurance Team, who oversees road closures, to discuss how we can improve the management of roadworks in Suffolk in general and in Clare in particular.

She told me that the system has been strengthened for approving applications for road works of three weeks or more. The applicant will be expected as part of the application process to give details of their community information plans.

Our local network assurance inspector is being asked to look at the feasibility of switching the High Street to two-way traffic in the event of a closure in the Well Lane area. This will involve considering whether two-way traffic, controlled by traffic lights, can be operated safely. It might be this could only be done for a planned closure as it will involve considerable planning and notification.

We are also talking to developers about how they can mitigate the need for future roadworks in their initial construction phase for example by siting inspection chambers for utilities such as water in a roadside verge rather than in the carriageway.

One of the most common complaints about roadworks is that it is not clear who to go to when the signage is misleading. SCC advises residents that they should contact the Traffic Management company running a road closure but it is not always easy to find who that is let alone how to contact them. As a pilot, SCC is shortly going to require TM companies running closures with traffic lights to include their contact details on the lights.

We will monitor how this works and then consider insisting that information is clearly displayed on every set of road works.

I was assured that TM companies should be able to provide more specific signage than just "Road Ahead Closed" and it is possible for them to display signage advising, for example, "No access beyond Market Hill."

It is clear that Network Assurance can and do close down roadworks for lapses in health and safety and I am keen to see them take a similarly robust approach with poor traffic management planning and signage.

The Communications Director at SCC and I have met to discuss how communications of road closures can be improved and this is an issue we will keep under review at the Scrutiny Committee.

Westfield Bus Stop

Following my report to you last month, I received no reply to the question below. Do please let me know whether this an issue that needs to be tackled – or not. SCC has not logged complaints re vehicles parking on visibility splay overnight. Is this a serious and/or frequent problem?

Stoke Road speed limit change

I am disappointed that I have no substantive report to give you tonight from the SCC's Speed Safety Team as to why they think the Stoke Road speed limit application would be unlikely to succeed. They have not responded let alone replied in detail to three emails I have sent this year. I escalated this on Tuesday taking it to the Head of Highways and Cabinet member for highways. They are aware of this meeting tonight and I was led to believe I would have an answer by tonight.

Recycling Plastics

Suffolk County Council is applying to be a pilot authority in a government scheme to improve the recycling of plastic bottles possibly by offering a 5p token in return for each plastic bottle recycled.

Rights of Way

The meeting for parishes with our local Rights of Way manager, Glyn French on 7 February at 7pm at the pavilion in Clare, raised and answered many questions not least, as far as I am concerned, the extent of the rights of way network across the county. In Suffolk, we have 3,500km of rights of way – footpaths, bridleways and byways to maintain and 4,000 km of (non trunk) roads.

Home- School Transport

The consultation continues to 28 February – do please take the time to comment. It has been launched on the proposal to make the offer of free transport to a child's nearest school or nearest available school.

More information on the consultation including the options and post-16 proposals can be found in the consultation booklet which can be viewed at:

www.suffolk.gov.uk/schooltravel

Two New Drones for Suffolk Emergency Services

Today saw the official launch of the use of two "Small Unmanned Surveillance Aircraft" in Suffolk. The drones have been developed and funded by Suffolk Resilience Forum for use across the county. As part of a multi-agency Air Support Unit, the drones will be used by Suffolk Fire and Rescue Service, Suffolk Constabulary, Suffolk County Council and Suffolk Lowland Search and Rescue and Norfolk & Suffolk 4x4 Response.

The drones will provide a range of aerial surveillance options to support emergency services and voluntary organisations across a wide range of incidents including:

- large-scale open fires or complex structural fires
- urban area search and rescue
- major incident or disaster response
- investigative support
- hazardous materials response including Environmental Impact Assessments
- road traffic accidents
- significant multi-agency events
- missing persons searches
- pre-planned operations and risk information gathering

By improving the ability to see and understand what is happening from the air, the drones will **support** emergency services and voluntary organisations to inform the decisions they make when dealing with an incident. They will also help to reduce risks to the public and emergency service workers.

The drones and camera equipment cost around £42,500 and they are based at Woodbridge Fire and Police station, have 24/7 emergency response capability and can be used by 17 specially trained remote pilots.

Mary Evans
Clare Division

Scrutiny Recommendations

- a. To note the potential areas for improving communications, highlighted by the Cabinet Member for Planning and Growth, St Edmundsbury Borough Council, and ask the Suffolk Growth Programme Board to share these ideas, including:
 - i. developing links between Network Assurance and the Borough Council Planning and Growth Co-ordination Group;
 - ii. how communications with councillors, including ward councillors from District and Borough Council's, can be improved;
 - iii. how local authority economic development teams can provide better support to businesses impacted by road closures, in terms of dealing with the economic impact, opportunities for mitigation measures, and support to "re-launch" areas when works are complete;
 - iv. ensuring there is a construction management plan and that it includes a communications plan defining actions to keep the local population and businesses informed.
- b. To commend the Masterplan process, where local communities are fully involved in developing plans for the future;
- c. To commend the County Council for actions taken to improve communications in relation to the Woods Lane, Melton development and recommend that best practice is developed in response to learning from this;
- d. To recommend to the Cabinet Member for Highways, Transport and Rural Issues, that every pressure should continue to be brought to bear on Works Promoters to ensure that when applications for road closures are granted, the applicant should be provided with, and follow, best practice in relation to communication and engagement with the local community about the closure;

- e. To recommend to the new Corporate Director for Growth, Highways and Infrastructure, that they write to the chief executives of the main Works Promoters in Suffolk (including utility companies, housing developers and traffic management companies) to press upon them the importance of engaging communities early and following communications and engagement best practice made available by Suffolk Highways and Suffolk County Council.
- f. To recommend to the new corporate director for growth, highways and infrastructure, given the scale of developments planned and in the planning process across the county, that he or she hosts a meeting later this year of assistant directors of growth from the Suffolk Boroughs and Districts and the main works promoters in Suffolk to discuss and agree how works can be better managed, promoted and communicated.
- g. To ask the Chairman to write to the Minister for Housing, Communities and Local Government calling for new guidance strengthening the powers of planning and highway authorities to enable them to place conditions on developers over the provision of broadband and utilities for new developments to minimise the impact on local residents and businesses.

Attachment to Minutes, Item 5, Borough Councillor's Report

1. Training: finance and homelessness, the London Plan
2. Civic/business events: Walkers are Welcome Launch, Clare Business Briefing at Clare Golf Club with Suffolk Chamber of Commerce substituted for the Council Leader at the presentation of the London Plan by the London Mayor at City Hall.
3. Recent meetings attended (excluding Majority Group meetings):
 - Development Control including site visits
 - Growth Briefings on Investment Strategy
 - Future governance Group
 - Cabinet
 - Joint Cabinet Planning
 - Bury St Edmunds Town Centre Masterplan meeting
 - I attended Scrutiny at SCC to input discussion of infrastructure delivery
4. Forthcoming meetings before next TC meeting
 - Joint Cabinet
 - Haverhill Masterplan
 - Full council
5. Voting record - n/a
6. Current Clare issues involvement/resident requests to take forward - ongoing:
 - planning items
 - Locality budget item discussions
 - Monitoring the completion position on the Land east of the granary (no change)
 - Long term market town sustainability and one public estate plans

7. NEWS:

- **Congratulations on the election of our new town councillor**
- St Edmundsbury has received the news from the Secretary of State that the order will be laid to create a new council next year called West Suffolk.
- The Joint West Suffolk 2018-19 budget is expected to be approved next week along with the first area wide local Investment Strategy that brings in the concept of blended growth meaning the council can

make significant investment to deliver not only financial returns but also social and community returns such as delivery of skills training or public realm improvements.

- I have been supporting the interests of Clare in particular in the local interpretation of the overall creation of a West Suffolk Council project
- I continue to enthusiastically work with and support Clare Tourism Group - various actions.
- I will be monitoring future Section 106 negotiations on the Cavendish Road application.
- I continue to support the A1307 Strategy Group
- Planning Officers to come to Clare for a meeting on Neighbourhood Planning (has this happened yet?)
- I have been talking to officers about A-Boards for the library and am endeavouring to talk to the Library
- I am talking to the Clare Society on behalf of St Eds Planners re use of digital files in place of paper
- As requested I have been talking to officers about the Bye-laws situation and hope useful info has been provided
- Can we set a date for meeting together with the new Locality Officer?

Attachment to Minutes, Item 8, Clerk's Report

1. **Telephone kiosks:** I have spoken to the chair of Pentlow Parish Council regarding the refurbishment of their telephone box. A note of that conversation is attached. The environment committee will be putting together detailed proposals for the refurbishment and reuse of the boxes in Stoke Road and Market Hill, which will be presented to the full Council once complete. In the meantime BT has applied for planning permission to disconnect the telephone from the Market Hill box and transfer ownership (an application which is apparently triggered automatically by an online inquiry regarding transfer of ownership).
2. **Clare Castle Country Park byelaws:** I wrote to the trustees of CCCP following the meeting, notifying them of the councillors' decisions in principle. We subsequently received an email from Damien Parker, operations leisure and culture service manager at St Edmundsbury, raising a number of new issues. His email is included in the correspondence report, along with my latest reply. I am waiting for a response on the issue of the interaction of any byelaw enacted by CTC with existing legislation.
3. **Data Protection legislation changes:** I am meeting a member of the Local Council Public Advisory Service (LCPAS) on 21 February to discuss my own training requirements, which will encompass the changes to data protection laws. If any councillors wish to attend training themselves on the important changes to data protection law, I have details of short courses being run by LCPAS in Bury over the next couple of months.
4. **17 Market Hill/Clare Town Hall:** Emma Turner at ByChoice wishes to develop land to the rear of the offices, to build two one bedroom houses. At present there is a storage area and corridor on the land, part of which is apparently owned at first floor level by CTC. She is proposing that this ownership is transferred to her, in exchange for which she'll rebuild the storage cupboard and corridor and transfer ownership to CTC. The proposals are outlined in the attachments to her email of 28 January, which is referred to in the correspondence report. I have asked CHOC to let us know whether or not they would like CTC to proceed with the proposals, and they will report to us following their next meeting. If the council decides to pursue this we would need to clarify the legal position surrounding the ownership of the land.
5. **Suffolk Highways Self Help Survey:** Suffolk Highways are planning to develop a community self help scheme, to support town and parish councils in undertaking work that SCC doesn't have the resources to undertake. They explain it as follows:

"So, how can you help? We know that many communities are willing and able to help in undertaking minor works in their areas. We have been considering what our community self help offer would look like. In order to ensure that our offer meets your needs, we would like to better understand what areas communities are most interested in doing for themselves. This is not

about communities undertaking work that we are able to and do undertake, but about how communities can add to and undertake more, on top of what we provide.”

If any councillors wish to complete the survey, please let me know and I will forward further details and a link to the survey.

6. **Emergency Planning:** There is no statutory requirement to create an emergency plan, though many councils do so as a matter of good practice. The attached document explains more about the process. Cllr Godwin has received an email regarding Rest Centre Training which is included in the correspondence report.
7. **Cavendish Road Speed Limit:** Cllrs Godwin and Stone have drafted a letter which I have sent to Penny Mills at St Edmundsbury and Hen Abbott at SCC. The letter reiterates the Council's concerns regarding the speed of traffic past the proposed development and attaches data from the VAS machine.
8. **VAS Data:** The latest VAS data has been sent to the police.
9. **Street Warden:** Steve Morris starts work next Monday 12th February as Clare's new street warden.
10. **New Councillor:** Davina Neale was elected to Clare Town Council yesterday. The voting figures were 367 to 275. The Environment Committee are keen to appoint an additional Council member to the Committee. The Council are therefore asked to consider the appointment of Mrs Neale to this Committee.

Julia Burge, 9th February 2018

Attachment to Minutes, Item 9, Responsible Finance Officer

Still waiting for new bank mandate to be actioned to include the new Town Clerk, so that we can amend the Town Council Debit Card and online banking arrangements

- All the necessary paperwork and PAYE/Pension actions have been carried out in connection with the new Street Warden's appointment.

- I have raised an invoice to CCCPT to cover the Ashtons Legal fee.

At the Town Council meeting on 15th February 2018 I will be asking for approval of:

- The cashflow and financial summary for January 2018.

Attachment to Minutes, Item 11, Correspondence Report
Items for action

Sharon Fairweather, St Edmundsbury Council	Clare market review
Friends of Clare First Responders	Request for market stall on 26 th May 2018
Clare resident	Request for information/statement regarding moved away councillor
Damien Parker, Suffolk County Council	Information regarding park byelaws

Items for noting
(copies available from the Clerk on request)

Clare Castle Country Park	Quarterly management accounts to December 2017 and financial report 2016/17
Planning Dept, St Edmundsbury and Highways Dept at Suffolk County Council	Letter regarding speed limits at site of proposed Cavendish Road development with VAS data
Emma Turner, ByChoice	Letter regarding proposals for 17 Market Hill / Town Hall storage
Emergency planning officer, Suffolk County Council	Rest centre training dates