

**Minutes of the Town Council meeting held in The Old School Community Centre at 7.00 p.m.
on Thursday 19 July 2018**

Present: Cllrs. Paul Bishop (Chair), Margaret Godwin, Steven Kimminau (until 8.10pm), Davina Neale, Loveday Perceval-Maxwell, Robin Stone; Julia Burge (Town Clerk), County Cllr Mary Evans (from 7.45pm), Borough Cllr Alaric Pugh, 7 members of the public

1.	<p>To receive apologies for absence and confirmation of acceptance of apologies. Cllr Marchant sent his apologies as he'd been delayed at a meeting in Norwich. These were accepted. Cllr Evans had sent apologies that she would miss the beginning of the meeting as she had an SCC cabinet meeting first. Cllr Kimminau said that he would be leaving the meeting at 8pm as he had another meeting to attend.</p>	
2.	<p>To receive declarations of members' interests and consider requests for dispensation. Cllrs Stone and Kimminau declared an interest in a matter to be considered under item 10 (correspondence), as members of the Christmas Lights committee.</p>	
<p><i>Section of the meeting open to the public:</i></p>		
3.	<p>Public Participation A member of the public reported that the Clare Tree Preservation Society, an action group set up in April 2018, had been registered as a charter branch of the Woodland Trust. He gave further information to the meeting about the Clare Tree Preservation Society's aims and focus.</p> <p>A trustee of CHOC informed the meeting that the sound systems in the Old School and Town Hall had been reviewed and quotes for improvements were awaited.</p> <p>A member of the public said that he had looked after the Nuttery for 20 years but was now relinquishing the task as some councillors were unwilling to take his advice. He also said that there was a need for a new tree warden in the absence from Clare of Cllr Gryce. It was noted that both matters are to be considered at the September environment committee meeting. The chairs of the environment committee and CTC thanked the individual for his work with the nuttury.</p> <p>A member of the public asked about arrangements for helping local residents to access pensions while there was no post office service in Clare and expressed concern about unsubstantiated allegations being made by some residents regarding the cause of the closure.</p>	7.05pm
5.	<p>Borough Councillor's Report The Chair proposed that he take item 5 next and return to item 4 once Cllr Evans had joined the meeting. This was agreed.</p> <p>Cllr Pugh reported on the difficulties he had experienced in dealing with the Post Office ("PO") over the closure, and that they had refused to allow any form of communication other than the published information. He reported that a meeting had been arranged with a senior representative of the PO for Thursday 26th July. This meeting would be attended by Cllr Pugh, Cllr Evans, the Chair of CTC and senior staff from St Edmundsbury Borough Council ("SEBC"). His aims for the meeting were to secure an urgent temporary solution for Clare, make plans for a permanent solution for Clare and discuss concerns about post office services in the wider area. He believed that as Clare was a key service centre the Post Office was required to provide postal services.</p> <p>In response to a question from a member of the public, Cllr Pugh confirmed that he was aware of no evidence of any wrongdoing on the part of the Clare postmaster.</p> <p>In response to question from a councillor, Cllr Pugh said that the contract of the postmaster had been terminated not suspended.</p>	7.15pm

	<p>Cllr Pugh briefly reported on other matters that he was involved with. He approved the Boundary Commission's ward recommendation as it kept Clare on its own, with the addition of Poslingford (whose parish council supported the proposal). He asked councillors to respond to the consultation.</p>	
6.	<p>To undertake a focus group meeting with representatives of St Edmundsbury Borough Council as part of their Civic Leadership Review. Theresa Farley, SEBC's localities officer, explained that SEBC was undertaking a review of civic leadership for the new West Suffolk council to be established next year following the merger of SEBC and Forest Heath District Council. The new council would be the seventh largest in the country. Ms Farley explained that a borough council has a mayor while a district council has a chair. A mayor undertakes ceremonial and charitable duties as well as charring council meetings. The new council could apply for a borough charter and appoint a mayor. In response to questions she said that, because mayors attend more engagements, they tend to be more expensive, though no figures were available to her. Councillors and members of the public replied to focus group questions and it was agreed that SEBC would make printed copies of information about the review available to display in the local library.</p>	7.30pm
7.	<p>To approve minutes of the previous meeting held on 21 June 2018 Approved unanimously.</p>	7.55pm
8.	<p>To receive an update on the actions from the previous meeting/the Clerk's report for decision and information See Clerk's report attached. Regarding item 15 of the minutes, the Clerk was asked to liaise with the market manager. Regarding item 5 of the report, it was agreed that no further action would be taken by the Council at present. Regarding item 6 of the report, the meeting about the land to the side of the Town Hall had been deferred by the landowner and was still to take place. The Clerk explained that one of the street wardens was on sick leave and therefore arrangements were being made to provide temporary cover. A meeting would be convened for the following week so that the Council could consider and, if appropriate, approve the arrangements.</p>	
9.	<p>Finance</p> <p>i) To approve the monthly accounts and cash flow The monthly accounts and cash flow were approved unanimously.</p> <p>ii) To consider applications for s137 grant funding The Kernos Centre in Sudbury had asked CTC for a donation. The RFO reported that CTC had donated £200 in 2016. Although it was based in Sudbury, the Centre helped individuals in Clare. Cllr Godwin proposed a further donation of £200. This was seconded and approved unanimously.</p>	
4.	<p>County Councillor's Report See attached report. Cllr Evans reported that the current Beestons 236 route was out for tender so she couldn't say anything further at present. Cllr Kimminau's report on the Callis Street drain problem had been given to John Rozier at SCC, who would be responsible for the work on the drains. Cllr Evans didn't have a date for the work but hoped it would be fairly soon. Regarding the proposals for the Market Hill planter and electrical work, Cllr Evans is waiting for the return from leave of SCC's lighting engineer Richard Webster in order to progress this.</p>	

10.	<p>To consider items of correspondence for decision/response See attached report. Regarding the PCSO email, the Clerk reported that she had requested further information but hadn't had a response. It was noted that the Council had considered this when it was first raised and had been concerned that there was no commitment as to how much time any officer supported financially by Clare would spend in the town. Regarding the letter about a possible fireworks display, Cllr Stone reported that it would be held in a private garden, the fireworks wouldn't be very noisy, it was being funded by a corporate sponsor and not by donations for the Christmas lights, and that it was a one off event to celebrate 21 years of Christmas lights in Clare. It was agreed that the resident's email would be forwarded to the Chair of the Christmas lights committee for his response on the issues raised.</p>	
11.	<p>Planning To make a decision on the Town Council's response to the planning authority on DC/18/1012/FUL: land adjacent to Pumping Station, Stoke Road – two semi-detached dwellings with associated access and car parking Cllr Godwin reported on the Planning Working Party's ("PWP's") considerations. Pre-application advice had been taken from Aaron Sands who suggested researching any noise issues from the pumping station. The Design and Access Statement stated that at peak pumping times tests registered a maximum of 39db adjacent to the east elevation which will have no doors or windows. Recommended traffic noise is 45db. There is a footpath past the proposed entrance so there is a response from the Public Rights of Way Officer. There are no objections on the planning website. The PWP noted: DM1 Presumption in favour of sustainable development. DM2 Creating places – development principles and local distinctiveness: a) recognises the characteristics of the area; c) preserves and enhances the setting and views into and out of the conservation area; f) incorporates sustainable design; g) should not adversely affect residential amenity if noise levels are deemed suitable by the planning officer; j) respects the character and scale of the locality. DM6 Flooding and sustainable drainage – there are no details of the proposed sustainable drainage system. The site is just within flood zone 1 but large sections of Stoke Road and Nethergate Street are within flood zones 2 and 3 and have been prone to regular flooding. The planning officer will need to be confident that any proposed drainage system is adequate for the location. DM17 Conservation Area: a) the proposal preserves the character of the CA; b) it is of an appropriate scale, form, height and alignment; e) the proposal is to use uPVC windows. Properties in the recent nearby development have wooden frames. It is questionable whether uPVC windows respect the setting. DM22 Residential Design: b) the design is based on an analysis of existing buildings. DM46 Parking Standards: new developments must make adequate provision for parking. The proposal includes parking for just 3 vehicles. Highways have invited the applicant to address concerns about parking spaces and cycle storage. The PWP is concerned that limited in-curtilage parking may encourage on street parking close to a well used junction. It was agreed that the application was neither supported nor objected to as it stood but that the Clerk would raise the Council's concerns regarding drainage, parking and windows.</p> <p>DC/17/1078/HH:19 Callis Street – annexe The PWP noted: This is a resubmission of a previously approved scheme which is still current to provide semi-independent living accommodation for an elderly relative. The property is in the Conservation Area but not listed. Pre-application advice was taken from Charlotte Waugh and there are changes from the original dimensions. No objections are listed. DM1 presumption in favour of sustainable development. DM17 Conservation Area: b) appropriate scale, form, height, alignment and detailed</p>	

design which respects the area's character and setting; e) the fenestration respects its setting; f) it uses materials and construction techniques which complement and harmonise with the character of the area; g) it demonstrates an understanding of the significance of the conservation area.

DM24 Alterations and Extensions to Dwellings including Self Contained Annexes & Development within Curtilage: a) it respects the character, scale and design of the original dwelling; b) it will not result in over development of the dwelling curtilage; c) it will not adversely affect the residential amenity of occupants of nearby properties.

Agreed unanimously to support the application.

DC/18/1128/FUL and DC/18/1129/LB: Old Bank House, 18 Market Hill – application to raise roof structure to create additional commercial floor space, following removal of existing pitched and flat roofs.

The PWP noted the pre-application consultation with Christine Leveson and her response which was read to the meeting. It was also noted that there was a comprehensive Design & Access statement, the building is not listed and no change of use is required. Comments have been made online from the Old Bear and Crown regarding possible overlooking and suggestions made to minimise this.

DM1 presumption in favour of sustainable development.

DM2 local distinctiveness: a) the proposal recognises the key features and local distinctiveness of the area; c) it preserves the setting of the conservation area; g) it will not adversely affect the distinctive historic character of the area; j) it respects the character, scale and massing of the locality.

DM16 article 4 direction: a) the design preserves the character and appearance of the conservation area and views into and through it; e) the fenestration respects the setting; f) it uses materials and building techniques which complement or harmonise with the character of the area; g) it demonstrates a clear understanding of the significance of the conservation area and its setting.

DM24 Alterations and Extensions to Dwellings & Development within Curtilage: a) it respects the character of existing dwellings and the character and appearance of the immediate and surrounding area; c) the residential amenity of a neighbouring property may be adversely affected and the PWP suggests that a condition relating to permanent obscure glazing of the relevant windows might offer a solution.

Agreed unanimously to support the application.

DC/18/1171/HH: 39 Hertford Road – single storey front extensions to lounge and garage.

The PWP noted:

There are no objections on the planning website.

The property is on the Heights where many homes already have similar extensions.

DM1 presumption in favour of sustainable development.

DM2 local distinctiveness: g) vi) should not affect residential amenity of neighbouring properties.

DM24 Alterations and Extensions to Dwellings & Development within Curtilage: a) it respects the character, scale and design of the original dwelling and surrounding area; b) it will not result in over development of the dwelling curtilage; c) it should not adversely affect the residential amenity of neighbouring properties.

Agreed unanimously to support the application.

To receive an update on the Cavendish Road planning application

The environment team at SEBC have recommended a condition that all dwellings with off street parking are provided with electric vehicle charging points, in accordance with DM14 (minimising pollution and protecting natural resources). This accords with the Council's response of August 2017.

Cllr Godwin had reminded Amy Wright of SEBC that CTC had been promised full involvement in s106 at the beginning of the project but had heard nothing for a considerable time. Ms Wright has agreed to make inquiries and update the PWP.

To approve Terms of Reference for the Planning Working Party

The terms of references circulated prior to the meeting and attached to these minutes

	were approved unanimously.	
12.	<p>To consider the Council's response to the Post Office's decision to terminate the contract of the Clare postmaster.</p> <p>It was agreed that the Chair would report back to the Council following the meeting with Ken Penton from the PO arranged for the following Thursday.</p> <p>The Chair reported that he had spoken to CLASP about using their minibus to transport residents to another local post office to collect pensions. This was being considered at their AGM next week, which the Chair would be attending. It was agreed that the Council should provide financial support to enable CLASP to provide this service if they were willing to do so, until temporary post office services could be put in place in Clare. Reimbursement of any costs incurred by the Council would be sought from the Post Office.</p> <p>A number of councillors expressed concern at allegations made by a councillor against other councillors in relation to this issue. Cllr Perceval-Maxwell said that she wished to clarify that the Council had been very concerned about the shutdown from the outset and had been working with Cllrs Evans and Pugh to try and obtain information. At no point had the Council ever criticised the postmaster or suggested any wrongdoing: the Council had simply passed on information received from the Post Office to the residents of Clare. The information from the Post Office did not criticise the postmaster, nor did it suggest any wrongdoing.</p>	
13.	<p>To consider the Council's response to the Suffolk Minerals and Waste Local Plan.</p> <p>It was noted that none of the proposed facilities were near to Clare but that the Council would have concerns if the proposals entailed any additional HGV traffic through the town. It was agreed that the Clerk would respond with these comments.</p>	
14.	<p>To consider the Council's response to Lloyds Bank's proposals for mobile banking in Clare.</p> <p>The meeting considered the report circulated by Cllr Bishop, following an approach to him by a representative of Lloyds bank. A surveyor would be assessing suitable sites but it was likely that they would want to park outside the Co-op. It was agreed unanimously that:</p> <ul style="list-style-type: none"> a) CTC offer Lloyds Bank access to two parking spaces on Tuesday mornings for a period of 12 months; b) the Clerk is delegated, in conjunction with the Chair, to negotiate the fee for the first 12 months; and c) CTC reviews the arrangements in September 2019. 	
15.	<p>To consider the Council's response to a proposal from the Suffolk Constabulary regarding Suffolk Constabulary Funded PCSOs.</p> <p>It was agreed to take no action at present in response to Suffolk Constabulary's letter, for the reasons set out at item 10.</p>	
16.	<p>To approve draft letters in connection with a request for a TRO on the A1092.</p> <p>Approved unanimously.</p>	
17.	<p>To receive an update on proposals for a new planter on Market Hill.</p> <p>Awaiting SCC's engineer's return from leave as per item 4.</p>	
18.	<p>To receive reports and items for decisions required by Town Council Committees/Working Parties.</p> <p>See attached TWP report.</p> <p>It was agreed that details of forthcoming road closures would be added to the website and that the TWP would supply the Clerk with the copy for this.</p> <p>The speed awareness sticker letter was approved, subject to a few minor amendments suggested by the Clerk.</p>	
19.	<p>To receive agenda items for the next meeting.</p> <p>To include Clare Post Office services, mobile banking services, the Market Hill</p>	

	planter/power and a presentation on neighbourhood planning by SEBC.	
20.	To confirm the date of the next meeting as Thursday 20th September 2018. Confirmed.	

The meeting closed at 9.07pm

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

Highways

I agree with the Traffic Working Party that signage needs to be clear and accurate for the proposed road closure for Cadent (gas connections) on Cavendish Road, Clare. I would like us to put in place the proposal that road closure details should be posted on the CTC website with all councillors signposting people there from social media.

I gather that when we had the recent one day closure of the Church Street, motorists did drive High Street the wrong way. SCC was very reluctant to insist that the Traffic Management company operate two traffic under lights for practical reasons. To do this the parking along High Street would have to be suspended. Last time we tried to run two way traffic on the High Street people moved the cones and parked their cars leading to traffic chaos.

The manner in which Network Assurance permits road closures is coming under review at the new Highways Improvements and Innovations Board. The first major discussion by the board will be held on Monday when we will look at how highways process and manage pothole repairs.

I passed on a report by Cllr Kimminau into the drainage system around the Gosford Stream/Callis Street to SCC drainage team who were very interested. The extent of the flooding at Easter has pushed this much higher up the priority list. The team are looking if they can incorporate this work in with a scheme to improve drainage in Bridewell Street.

Transport

Beestons have withdrawn, as anticipated, from the Clare-Haverhill section of the Sudbury-Haverhill bus route. SCC has put the route out to tender and bids were due in earlier this week. SCC wants to keep this route operating as we recognise its importance to local residents.

Clare Post Office

I wrote to the Post Office complaining about the uncertainty and lack of information about the temporary closure in Clare - as I said I would, at your last meeting. I didn't get any acknowledgement until I received an email informing me that the contract in Clare had been terminated.

I immediately wrote back expressing my shock and calling for a meeting with the Post Office. This will take place next week. The Post Office has said it is committed to retaining a post office service Clare. There will need to be a very strong, united message to the Post Office that Clare needs to retain a full five and a half day service –especially given the news this week that the Glemsford Post Office has been closed.

County Wide

SCC will fund a pilot community bus service for six months from Haverhill direct to West Suffolk Hospital – starting next month.

SCC will be introducing a policy of Nearest Suitable School for entitlement to free school transport on a phased basis from September 2019. Children already in a school to which they are getting free transport, whether it is their nearest or not, will continue to have that entitlement until they leave that school or if they move house.

Mary Evans
County Councillor Clare Division

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

None received (report given verbally).

Attachment to Minutes, Item 8, Clerk's Report

1. **Lloyds Bank Closure:** The Council has been contacted by Lloyds bank regarding arrangements for mobile banking following the closure of the Market Hill branch. A report from Cllr Bishop is attached.
2. **Emergency Planning:** At last month's meeting it was agreed that I should arrange a meeting with Stephen Henthorn of SEBC and representatives of CTC and CHOC. Please can any councillors who wish to be involved let me know so that I can arrange the meeting.
3. **Beestons 236 Service:** I emailed the approved draft letter to Beestons on 4th July. At the time of writing I haven't had any response from them.
4. **Sound System for Old School:** Are CTC's representatives on CHOC able to provide any update following the sound engineer's visit please?
5. **Country Park Byelaws:** I had a meeting a few weeks ago with Damien Parker (responsible for public spaces at SEBC) and a member of SEBC's legal department. The following is a summary of the information that I obtained from the meeting.

Currently, behaviour in the Park is governed by the following forms of legislation:

- the existing byelaws put in place by [West Suffolk County Council];
- the criminal law, including the Dangerous Dogs Act;
- the PSPO governing dog fouling in local parks, which specifically includes Clare Country Park.

The existing byelaws remain in force unless and until revoked or replaced: the change of ownership of the Country Park does not affect their validity.

Enforceability of the current byelaws would need to be by a prosecuting authority. This includes the police and SEBC but does not include CTC. In practice, prosecutions for such breaches by a local authority are infrequent. It's also likely that the prosecuting authority would need evidence that the byelaws have been sealed: it's assumed that they have been as they are referred to in the schedule to another document, but SEBC does not have a sealed copy. There may well be a copy in Bury Records Office should this evidence ever be needed.

The criminal law covers acts of vandalism in the Park. If the police are unable or unwilling to prosecute, SEBC has the power to do so. To the extent that any matter is covered by the criminal law it cannot also be covered in a byelaw or PSPO.

The Dangerous Dogs Act makes provision for dogs (of any breed) that are dangerously out of control. It does not cover dogs which are just being a nuisance.

There is one PSPO in place covering parks within the SEBC district. This covers dog fouling and is enforceable by SEBC as a prosecuting authority, subject to the usual evidential requirements. There are a range of possible options for the management of the Park, which include:

- practical measures such as signage;
- a PSPO to address a particular problem that cannot be addressed in any other way;
- a new set of byelaws.

The main reason that there is only one PSPO in place is the difficulty of defining a behaviour that isn't covered by any other legislation but needs to be banned. A PSPO would need to be put in place by SEBC: CTC would have no power to do this. The creation of a PSPO is quite an involved process and SEBC's councillors would need to be convinced of the need for it. A new set of byelaws could be put in place. This requires approval of the Secretary of State which is only given after a lot of boxes have been ticked. In brief, the first step would be to select the relevant provisions from a set of model byelaws produced by SEBC, which have been drafted to be capable of implementation. The next step would be consultation with affected local bodies. This is a detailed process: by way of example, the prohibition on horse riding would require specific consultation with any local equestrian centres, even though no one rides horses in the Park at the moment. The next step would be a community wide consultation process. It is only after that that the byelaws could be submitted to the Secretary of State for approval. Damien Parker is keen to put in place a new, updated set of byelaws to cover public spaces in the West Suffolk District. The Country Park could be included in this. In practice any work on this is unlikely to take place until after the formation of West Suffolk as a single authority next year.

6. **17 Market Hill:** The report from Whymark & Moulton has been sent to CHOC and the owner of the land to the rear of 17 Market Hill. The owner has requested a meeting which will have taken place by the time of the Council meeting. The meeting will be attended by Cllr Marchant and me.
7. **GDPR:** Please may I check whether councillors have been able to implement the new email signatures. Also please may I have the signed checklists back that were circulated at the May meeting. If anyone has any concerns about either of these please let me know.
8. **Weeping Ash in Cemetery:** At the last meeting I reported that information had been requested by SEBC which I'd supplied and that I thought that was the end of the matter. Unfortunately it seems as though only part of the supplied information may have been forwarded to the tree officer and a warning letter was issued (included in the correspondence report). I have contacted SEBC who advise that they're not planning to take the matter any further so don't see it as a problem for the Council, but I've asked for the letter to be formally withdrawn as the Council acted in good faith on the basis of written confirmation provided by the then tree officer. I will circulate a copy of the tree officer's email for councillors' information. The confusion appears to stem from the fact that the Five Day Notice was for pollarding, although the email refers to felling if that proved necessary. At the time of writing I've had no response from SEBC.
9. **Suffolk Minerals and Waste Local Plan:** I've included this on the agenda for the Council's response, even though the plan doesn't propose any quarries or waste sites in Clare's immediate vicinity, as I'm told that it could make it harder for the Council to object to an adverse change of plan if it hasn't approved the current plan. The details were emailed previously but if anyone would like another copy please let me know.
10. **Electoral Review of West Suffolk:** The Local Government Boundary Commission has published draft recommendations on the future electoral arrangements for West Suffolk Council. An 8 week public consultation has just started on the Commission's draft recommendations on new ward boundaries across West Suffolk Council (closing on 27 August). The draft recommendations are at www.lgbce.org.uk. I also have a hard copy of the summary if anyone wishes to view it.

Julia Burge, 11th July 2018

Attachment to Minutes, Item 10, Correspondence Report

Items for action (all circulated to Town Councillors)

Post Office	Emails from Post Office to Cllr Evans regarding the contract of the Clare postmaster and a potential meeting.
Suffolk Constabulary	Email regarding Funded PCSOs.
Suffolk Minerals and Waste Local Plan	Email inviting submissions in relation to the Local Plan.
Individual	Email concerning litter in Clare Castle Country Park.
Individual	Email concerning a possible fireworks display in Clare.
Kernos Centre	Request for donation.
Clare WI	Letter from Clare WI to James Cartlidge MP.
Individual	Letter from resident to CEO of Post Office.
CBA	Views regarding impact of car parking charges in Clare Country Park.

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

ICO	Email regarding payment of compulsory data protection fee.
Individual	Email requesting information in relation to Weeping Ash tree in Cemetery.
SEBC	Warning letter concerning Weeping Ash tree in Cemetery.
Individual	Email regarding parking in Nethergate Street during Party in Park and Priory Craft Fair.
CHOC	Email regarding CHOC participation in Emergency Planning meeting with SEBC.
Clare Community Association	Risk assessment document for Party in the Park.
Clare Country Park	Email attaching July newsletter.
SEBC Planning Enforcement	Email regarding Weeping Ash tree in cemetery.
Community Engagement Officer	Email from Jon Gerrish introducing himself as Community Engagement Officer and attaching information for newsletter.
Clerk to Lieutenant of Suffolk	Invitation to planning event on 1.8.18 for procedure in event of death of senior royal.

Attachment to Minutes, Item 11, Planning Working Party terms of reference

The CTC PLANNING Working Party has been set up to provide research support for the Town Council as it works to deliver the Action Points of the Clare Town Council Development Plan 2017 – 2021, specifically Actions 1A, 1B, 1C, 2A/4A, 2C and 4B.

It will at all times adhere to the Clare Town Council Action Plan 2017 – 2021 agreed Terms of Reference and the Good Councillor Guide.

General Terms of Reference

- To carry out research on background information and produce briefing papers for the full council.
- To produce action plans and proposals to be agreed by council on work to be undertaken, evidence to be collected, meetings to be held etc.
- To represent the council at agreed meetings with groups, organisations and officers. Agendas to be circulated ahead of meetings and feedback notes to be circulated to all Councillors.
- To produce draft letters for the Clerk to review and circulate for full Town Council approval.
- To provide briefing papers on progress for all Town Council meetings.
- To write draft submissions for national, county and borough consultations for ratification by full council.

Specific Terms of Reference

- 1A Town Planning: To carry out research into the three planning options, Neighbourhood Plan, Neighbourhood Development, Town Master Plan, to identify which would be the best option for Clare.
- 1B Housing Associations: To lobby for the addition of more Housing Association homes in Clare.
- 1C New Developments : To meet regularly with SEBC Planners to influence their new Rural Vision Plans and keep parishioners aware of what is happening so that they can add their voice.
- 2A/4A To include sustainable economic development as part of any new town/neighbourhood plan.
- 2C To work in partnership with Clare Business Association and the New Anglia Growth Hub to facilitate conferences or workshops that would help developing businesses.
- 4B To continue to monitor the impact of National Government initiatives on Clare's essential services. To lobby local and National Government and national organisations in support of maintaining the services within our Key Service Centre.

In addition, the CTC Planning WP will:

- Liaise with other Town Council committees and Working Parties as appropriate.
- Develop links and relationships with other parish and town councils in order to share common interests relating to aspects of the Town Council Action Plan.
- Keep abreast of major changes in planning law and economic development strategies at national and regional level.

June 2018

Attachment to Minutes, Item 18, reports from working parties

Traffic working party meeting 10-07-18

Meeting opened 17:50

In attendance Cllr Verguson, Kimminau and Stone

- 1) To present the draft letter that will accompany the bin stickers to full council for approval,
- 2) No VAS data is available due to the machine being damaged (as reported earlier) We await further instruction from the clerk regarding return to WESTCOTEC for repair
- 3) An update regarding the parishioners' question "does the council believe that the removal of free parking and the increased fees in the Country Park is affecting businesses in Clare" asked at the May council meeting. The chairman's reply was "I will ask the business association" At the June meeting a response to the same question

was given to the Chairman from 17 businesses, all of which clearly believe that the changes in the parking in the Country Park are affecting businesses. Does the Chairman have a response from the business association?

4) An update as to the current position of the formation of the Community Speed Watch team

5) Road Closures: We are of the understanding that a road closure on the A1092 in Cavendish is to take place on the 3rd to the 5th September and on Cavendish Road, Clare, on 22nd to the 24th October, can we have assurance from our County Councillor that signage will clearly indicate that Clare is still open for business.

We are also of the understanding that The Street in Ashen will be closed from the 30th July to 3rd August and Ashen Road at Ovington will be closed from 6th August to the 10th August. All of these road closures can possibly affect Clare residents and businesses, can these be posted on the council website and noticeboards giving advanced notification to parishioners

Meeting Close 18:56