



Needham Market Town Council

Needham Market town Council Office, Community Centre, School Street, Needham Market, Suffolk IP6 8BB
01449 722246

<https://www.needhammarket-tc.gov.uk/>
Town Clerk/RFO: Georgina de Cova

Community and Assets Committee Meeting Minutes

3rd March 2026

Held at: Lounge, Community Centre, School Street, Needham Market. Meeting started at 19:00

Councillors Present:

T Cooke, L Smith, C Goodchild, K Hunter, J Reardon, I Mason, G Blake and L Chandler

Also in attendance:

G de Cova (Town Clerk and RFO)

CA/25/046 Apologies for Absence

Cllr A Reardon gave apologies ahead of the meeting.

Cllr Smith proposed that the Apologies for Absence be accepted. Seconded by Cllr Goodchild. All in favour.

It was **Resolved** to accept the Apologies for Absence

CA/25/047 To receive declarations of pecuniary or non-pecuniary interest from members

Cllrs Blake, Chandler and Cooke all declared an interest in Item 17 of the agenda (To receive an update on the provision of Litter Bins and a Noticeboard within the St George's Park Estate)

CA/25/048 To approve any dispensations with respect to disclosable non-pecuniary interests

No dispensations were needed.

CA/25/049 To receive and confirm the Minutes of the Community and Assets Committee Meeting held on Tuesday 16th December 2025

Councillors had been sent the minutes of the previous meeting ahead of this meeting. Cllr Hunter proposed that they were accurate. Seconded by Cllr Smith. All in favour

It was **Resolved** to approve the minutes of the meeting held on 12th December 2025

CA/25/050 To receive a report from the Town Clerk

The Clerk gave a brief verbal report, relating to an email received about meadow management and supporting pollinators. She also gave a brief update regarding the Civic Service, the Needham Market 800 event and also the Climate Action Group.



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CA/25/051 To discuss and confirm process for monitoring of the valuation of Town Council Assets

Councillors had received information relating to an application that could assist with the monitoring of Town Council Assets and also provide a platform for routine inspections of play equipment. Cllr Reardon proposed that this committee recommend to Full Town Council that the application be adopted, with a review to be undertaken after 6 months of use. Majority in favour

It was **Resolved** to recommend the application to Full Town Council

AP: Clerk to add to Full Town Council agenda for formal approval

CA/25/052 To review the current Flood Plan and consider any updates needed

The Clerk informed members that some research had been undertaken. Cllr Hunter confirmed although the framework has returned to County level, towns and parishes could develop their own plans where funding allowed. It was noted that previous resilience work had been resident led, however this lapsed due to lack of engagement. It was highlighted that in any future incident, the immediate response would fall to local residents before any outside support arrived.

CA/25/053 To confirm membership of the Christmas Lights Working Group

Cllrs Cooke and Smith confirmed their membership of the Working Group. Cllr Reardon gave information on the power supply for the existing lights

CA/25/054 To discuss the relocation of a bench at Crowley Park

The Clerk read out a letter received by a resident, who had a property that backed onto Crowley Park. The letter was requesting that a bench be moved as there had been a significant amount of antisocial behaviour. Councillors discussed and requested that more information regarding an alternate location be gathered. It was also noted that the resident would need to get in touch with the police regarding anti social behaviours

AP: to investigate alternate locations

CA/25/055 To discuss ideas for the Former Middle School Playing Field Site

Councillors discussed the Former Middle School Playing Field Site and agreed that it would be best kept as a green open space, with the possible addition of some benches. Cllr Hunter informed members that CIL funds could be used for the tidy up and for any improvements needed for the area.

AP: Clerk to engage local businesses to get costings for the tidy up of the area

AP: Clerk to get costings for the supply and installation of benches



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CA/25/056 To consider the future of the Older Children's Play Area at Crowley Park

Councillors were informed that quotes were trying to be obtained for the clearance of the older children's play area at Crowley Park. However, the Clerk felt that it was best to clarify that any quotes obtained for this work would be at a significant cost. Cllr Goodchild felt that there was not much within Needham Market for children over the age limit of the other two parks to do. It was mentioned that there were funds available that could be applied for that would assist with the replacement of the equipment with things that would potentially be better used. It was suggested that the Clerk engage with relevant companies to form more of an idea for how the space could be used to better serve residents.

AP: Clerk to engage with companies

CA/25/057 To receive a proposal for a Needham Market Family Fun Day

Cllr Cooke gave a brief outline of an idea for a potential event in the town. Councillors agreed that although the idea was a good one, there was not enough time for organising such an event this year. It was also mentioned that, at the present time, resourcing would be an issue.

CA/25/058 To invite members to suggest ideas for future projects

No suggestions were received at this time

CA/25/059 To discuss the provision of Salt Bins

Councillors were informed that members of the public had been in touch regarding a Grit Bin that used to be sited at the bottom of Gypsy Lane. It was confirmed that there was no recollection from Councillors of a Grit Bin being sited at that location. It was also mentioned that a Grit Bin had been requested to be installed on the St George's Park estate. A discussion was had as to whether or not a Grit Bin would be filled by Suffolk County Council if it was not located on a public highway.

AP: Clerk to contact management company of St George's Park to determine if plan was in place for salt bin

CA/25/060 To receive an update on the provision of Litter Bins and a Noticeboard within the St George's Park Estate

A suitable position had been established. The Clerk will contact the management company to ascertain if this would fall within their remit as the roads on the estate have not yet been adopted.

CA/25/061 Matters to be raised by members

Cllr Goodchild requested two items to be included in future agendas. One to be a standing item for public participation, the other regarding the use of Car Parks in the Town.

AP: Clerk to put on future agendas



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CA/25/062 To confirm the Date, Time and Location of the Next Community and Assets Committee Meeting

The next meeting of the Community and Assets Committee will be held on 19th May 2026 at 19:00 in the Green Room of Needham Market Community Centre

Meeting closed at 20:16

Chair:.....

Date:.....