



# 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

14<sup>th</sup> October 2025

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

### **Councillors Present:**

J Reardon (in the Chair), M O'Shea, T Lawrence, G Sinnerton, K Hunter, E Smith, I Mason and C Goodchild

### **Also in attendance:**

G de Cova (Town Clerk and RFO) and one member of the public

### **CA/25/015 Apologies for Absence**

Cllrs A Reardon, T Cooke, and M Ost

### **CA/25/016 To receive declarations of pecuniary or non-pecuniary interest from members**

No declarations of interest were received.

### **CA/25/017 To approve and dispensations with respect to disclosable non-pecuniary interests**

No dispensations were needed.

### **CA/25/018 To receive and confirm the Minutes of the Community and Assets Committee Meeting held on Tuesday 15<sup>th</sup> July 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 Goodchild. All in favour

It was **Resolved** to approve the minutes of the meeting held on 15<sup>th</sup> July 2025

### **CA/25/019 To receive a report from the Town Clerk**

The Clerk reported on several items, most of which were circulated to Councillors prior to the meeting. She reported that a complaint had been received in relation to anti social behaviour at the Community Orchard on the Middle School Field Site and confirmed next steps to be taken to help manage this.

She also reported on the status of the ROSPA inspections, the last piece of correspondence from the company engaged to conduct the inspections said that it was with the scheduling team.



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A resident had enquired about the possibility of a RADAR lock for the disabled toilets on Barretts Lane. Councillors agreed that this should be looked into, and the Clerk will arrange for pricing to be considered at a future Full Town Council meeting.

It was mentioned that a resident near Crowley Park was having issues with vegetation encroaching into their space. The Clerk will direct the Town Warden to investigate this in the first instance, and then the Clerk will arrange for quotes for the work if needed.

The Clerk confirmed that a meeting with representatives from the Church regarding the Burial Ground had been set up, and the date and time given to all Councillors should they wish to attend.

It was reported that a request had been made to use the Middle School Playing field for an even in June 2026. Councillors saw no issue with the event going ahead.

## **CA/25/020 To consider grants/donations for 2025/26**

No grant or donation requests had been received for consideration.

## **CA/25/021 To discuss, and consider for recommendation to Town Council, a quote received for maintenance of a boundary within the Burial Ground**

Councillors agreed that this be deferred until after the meeting with Church representatives had taken place.

## **CA/25/022 To discuss, and consider for approval, the Warm Winter Spaces Initiative**

Councillors discussed the Initiative and queried if it could be seen as funding a different precepting body. As it was not money being given, but items, it was agreed to be acceptable. Councillors received confirmation from the Clerk that up to £50 was budgeted for in previous years, and suggested the same amount be budgeted this year. Proposed by Cllr Goodchild, seconded by Cllr Smith. All in favour.

It was **Resolved** to budget up to £50 for the provision of items for the Warm Winter Spaces Initiative.

## **CA/25/023 To discuss the future of the Town's car parks**

Cllr Goodchild had noted that a conversation surrounding the Town's Car Parks had not taken place in quite some time. Councillors discussed the car parks at: Jubilee Crescent and Crown Street. Councillors discussed the usage of each of the car parks, and if there were any time constraints that could be enforced. Cllrs Goodchild and Hunter both confirmed that we could not enforce without the proper policies and procedures in place. The Council would most likely need to engage with a contractor to manually enforce.

Councillors discussed the signage at Jubilee Crescent, as it has been missing for a few years. One of the signs is believed to be in the possession of the Council.



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## **AP: To investigate costs for re-installation of signage**

Cllr Lawrence mentioned that the Town Council also owns the Barretts Lane Car Park. He stated that he had received an email regarding EV Charging points along the High Street and felt that Barretts Lane could possibly be a more suitable place for them. Cllr Sinnerton suggested that Jubilee Crescent could be a better location due to it being more central.

Members felt that Barretts Lane was not being used by the general public, however, was used mainly by a small number of residents who do not have access to off road parking. It was suggested that a sign like the one at Jubilee Crescent be installed, so people are aware that it is intended for the use of the wider public. It has also been noticed that the same car was parked in such a way that it obstructed the accessible parking spot next to the toilets.

## **AP: to add EV charging points within the town to the November Town Council agenda**

### **AP: to investigate price of signage for Barretts Lane**

### **AP: laminated signs to be given to the Town Warden to put near the accessible parking spot**

Cllr Reardon had been to look at the Crown Street car park. It is exceptionally overgrown, and he had difficulty establishing where the tarmac ends and the vegetation begins. It was suggested that the Clerk investigate quotes to clear the car park

### **AP: Clerk to get quotes for clearance of vegetation**

Cllr Goodchild suggested that a small section in an upcoming newsletter and some posts on social media regarding where in the Town is available for parking could help the Barretts Lane situation.

Cllr Hunter confirmed the wording on the signage that used to be at Jubilee Crescent.

## **CA/25/024 To discuss the provision of Community Planters within the Town**

A report from Cllr Cooke had been circulated ahead of the meeting. It contained information about a Community Planter project that she felt would be a benefit to the town. Cllr Hunter felt that, given reports of anti-social behaviour, the location would not be suitable. He agreed that the concept is good. Cllr Goodchild also agreed that the idea for community-based planters was good, however in a location that sees more transit through it. Councillors queried who would be the main group for maintenance, as there were some concerns that they would not be used. It was mentioned that this could be the sort of scheme that the Council could support instead of initiate if a specific group wanted to take ownership. Cllr Hunter stated that community ownership of land is of benefit to the town, and suggested that an area in Jubilee Crescent could possibly work as a location once the area is tidier.

### **AP: to bring back to a meeting once a more suitable location is established.**



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## **CA/25/025 To review the current Flood Plan and consider any updates needed**

Cllr J Reardon confirmed that Cllr A Reardon was still happy engaging with the Flood Plan but cannot lead on it. Cllr Hunter confirmed he is still happy to assist with this also, and has been doing some investigation with regards to the Flood Plan.

**AP: Clerk to contact the person from the Environment Agency who gave a talk to residents**

**AP: Clerk to check Suffolk Prepared and NALC for guidance on the matter**

## **CA/25/026 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 16<sup>th</sup> December 2025 at 19:00 in the Green Room of Needham Market Community Centre

**Meeting closed at 19:48**