



Needham Market Town Council
Community and Asset Committee
Minutes 15th July 2025

Place: Green Room of the Needham Market Community Centre, School Street, Needham Market.

Present Councillors: Cooke, Darnell, Goodchild, Hunter, O'Shea, A. Reardon, J. Reardon,
Sinnerton

Also Present: Locum Clerk, Deborah McNeill

Cllr Goodchild took the Chair as the outgoing Chair

CA25/001 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Blake, Lawrence, Smith & Ost. It was noted that Councillor Cornish had resigned from the Council.

No apology was received from Cllr Mason.

CA025/002 TO ELECT A CHAIRPERSON FOR THE COMMUNITY AND ASSETS COMMITTEE

It was **RESOLVED** to elect Cllr Cooke as chairperson for the Community & Assets Committee for the 2025/26 municipal year.

CA25/003 TO ELECT A DEPUTY CHAIRPERSON FOR THE COMMUNITY AND ASSETS COMMITTEE

It was **RESOLVED** to elect Cllr J Reardon as vice chairperson for the Community & Assets Committee for the 2025/26 municipal year.

CA25/004 TO RECEIVE ANY DECLARATIONS OF INTEREST

There were none.

CA25/005 TO APPROVE ANY DISPENSATIONS WITH RESPECT TO DISCLOSABLE INTERESTS

There were none.

CA25/006 TO RECEIVE AND CONFIRM THE MINUTES FROM PREVIOUS MEETING

The minutes of the Community & Assets Committee meeting held on Tuesday 16th April were approved as a correct record.

It was noted that as there was no agenda item for the bus stop update that it would be brought to the next meeting.

CA25/007 TOWN CLERK'S REPORT

There was no report.

CA25/008 TO CONSIDER GRANTS/ DONATIONS FOR 2025/2026

It was noted that the Chairperson of the Friends Steering group, who has been away, will make a

formal request to continue funding for newspapers etc.

CA25/009 TO REVIEW THE CURRENT FLOOD PLAN AND CONSIDER ANY UPDATES NEEDED

As a reminder to all present, it was noted that in the “Needham Market Flood Investigation – Storm Babet 2023” document published in August 2024 by Suffolk County Council, Needham Market Town Council (identified as a non-risk management authority) was tasked with managing flood risk at a community level, preparing and producing flood action plans and maintaining watercourses where present on land they own.

It was noted that: flooding is just one aspect of emergency planning; sandbags are not provided by the local authorities and are not the preferred means of preventing flood entry because they become contaminated (hazardous waste); that landowners and homeowners are also responsible for flood mitigation measures where their properties are located in flood risk areas and there was a grant fund available until May 2025 for homeowners previously affected; most town and parish councils link their websites to suffolkprepared.co.uk, the website for the Suffolk Resilience Forum and/or the national emergency preparedness information at prepare.campaign.gov.uk/get-prepared-for-emergencies; several parish councils have a local emergency plan linked to the higher tier plans.

The Town Council previously set up a Flood Group but although there was initial interest from the community, it waned over time. However the group met with the Environment Agency and SCC and obtained mapping documents of all tributaries into and within Needham Market and some surveying had been completed.

With regard to producing a flood action plan it was **RESOLVED** to set up a working group with members including Cllrs Hunter, Darnell, A Reardon & Cooke and to make this matter a standing item for this committee until further notice.

AP: Clerk/WG

CA25/010 TO DISCUSS THE SMALL PARCEL OF LAND NEAR THE CATTLE TUNNEL

Councillors considered whether the small triangle of land near the cattle tunnel (linking Jubilee Crescent with the High Street) could be considered as an Asset of Community Value so that Suffolk County Council can adopt the land and resurface it, making it both safe and suitable for disabled access.

It was noted that an application for an Asset of Community Value by NMTC would not make it liable in any way. The process of getting to ownership of the land could be both pricey and lengthy.

Ownership of the land is unconfirmed but suspected to belong to Network Rail who could fence it off at any time.

Given that legal advice had not been received in time for this meeting, it was **RESOLVED** to refer the matter to the next Full Council meeting and invite Cllr Matthiessen to attend.

AP: Clerk

CA25/011 TO REVIEW THE LEASE AGREEMENT WITH PLUG IN SUFFOLK REGARDING INSTALLATION OF EV CHARGING POINT

It was noted that the car park at the scout hut had future development potential and the installation of the EV charging points might compromise that. It was unclear why this location was proposed for EV charging points and who would use them/how much use they would get. It was felt more information was required.

It was **RESOLVED** to defer the matter until further information is available.

AP: Clerk/KH

CA25/012 TO CONSIDER AN EVENT FOR VJ DAY

Cllr A Reardon reported that they had a very successful celebration for VE Day but the suggestion was made that as Needham Market had several fallen soldiers including a memorial relevant for VJ Day, which is on 15th August, that it would be appropriate to acknowledge it. It was noted that the Mayor and the Reverend Tracey James will be away on that date.

It was **RESOLVED** to organise a simple commemoration event similar to Remembrance Day and to ask the Reverend Kate Holmes if she would be available to lead a short service at the Memorial on VJ Day.

Cllr Goodchild will represent the Council at the event.

AP: AR/CG

CA25/013 TO CONSIDER ARRANGEMENTS FOR REMEMBRANCE DAY

Remembrance Day is Sunday 9th November this year. It was noted that it was the Town Council's Civic responsibility to organise and therefore more councillors need to be involved to help with setting up, and in various roles including as ushers. It was noted that set up would be completed late afternoon on the Saturday. Various organisations including the RBL, the Community Centre, St John's church & the Community Council all involved. It was agreed that a list of specific roles would be provided.

It was **RESOLVED** that Cllr A Reardon will email all councillors inviting their involvement in supporting the event.

CA25/013A TO DISCUSS A BUDGET FOR REFRESHMENTS

It was **RESOLVED** to allocate a budget of £250 for refreshments.

CA25/013B TO DISCUSS PROVISION OF A MINIBUS AND DRIVER

Cllr Hunter will provide a minibus and driver for the event.

AP: Clerk/AR/KH

CA25/014 TO RECEIVE AN UPDATE ON THE CHRISTMAS FAYRE

The Cllrs who were previously interested in organising this event have since resigned from Council so there is currently nobody willing to take the lead on it. Traditionally it is held on the first Sunday in December. It was noted that it is now too late in the year to plan such an event especially while the Council is short staffed.

It was **RESOLVED** to bring consideration of holding a Christmas Fayre in 2026 to the next Full Council meeting along with a draft article to go in the newsletter and to add it to the agenda of the first 2026 meeting of this committee.

AP: Clerk/TC

CA002/14 TO CONFIRM THE DATE, TIME AND LOCATION OF THE NEXT COMMUNITY AND ASSETS COMMITTEE MEETING

The next scheduled meeting for Community and Assets will be confirmed at the Full Council meeting when an updated committee schedule will be provided.

The meeting closed at 8.25PM.

Chairperson..... Date.....