



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

19th May 2026

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

Councillors Present:

T Cooke (Chair), K Hunter, J Reardon, and S Clennell

Also in attendance:

G de Cova (Town Clerk and RFO)

CA/26/001 Apologies for Absence

Cllrs Harrison (work commitment), Goodchild (illness) and Smith (prior commitment) gave apologies ahead of the meeting.

Cllr Reardon proposed that the Apologies for Absence be accepted. Seconded by Cllr Hunter. All in favour.

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

CA/26/002 To appoint a Vice-Chairperson

Due to some Councillors being unable to attend the meeting, it was agreed to defer this decision until all members of the Committee were present.

CA/26/003 To receive declarations of pecuniary or non-pecuniary interest from members

No interests were declared

CA/26/004 To approve any dispensations with respect to disclosable non-pecuniary interests

No dispensations were needed.

CA/26/005 To receive and confirm the Minutes of the Community and Assets Committee Meeting held on Tuesday 3rd March 2026

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

It was **Resolved** to approve the minutes of the meeting held on 3rd March 2026



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CA/26/006 Matters arising from previous minutes

No matters required discussion

CA/26/007 To receive a report from the Town Clerk

The Clerk gave a verbal report relating to the ROSPA inspections. It was also confirmed that reparation works to the spinning cup at the Younger Children's Play Area at Crowley Park would be happening during by the 5th June. The Clerk informed members that initial engagement with young people within Needham Market had taken place, and an update will be given under a later agenda item.

CA/26/008 To review and agree Terms of Reference for the Committee

Councillors had received the draft Terms of Reference for the Committee ahead of the meeting. Cllr Clennell proposed that the Terms of Reference be accepted. Seconded by Cllr Reardon. All in favour

It was **Resolved** to accept the Terms of Reference for the Committee

CA/26/009 To confirm members of the Civic Events Working Group

Due to some Councillors being unable to attend the meeting, it was agreed to defer this decision until all members of the Committee were present.

CA/26/010 To discuss the Christmas Trees and Lights along the High Street

Councillors discussed the condition of the current lighting, and whether something different would be a better alternative. Councillors discussed whether key focal points within the Town could be used for by installing freestanding decorations.

AP: Clerk to investigate options and pricing

CA/26/011 To review the CIL Priorities list, and receive an update from the Clerk

Councillors had received an updated list of the CIL Priorities ahead of the meeting. The Clerk gave an update on how obtaining quotes was progressing for any item requiring paid for work. The Bus Shelter outside of the former Mid Suffolk Council offices was identified as requiring replacement. Councillors agreed that any works to this bus shelter could be done in the summer holidays to minimise disruption to students who use the shelter.

AP: Clerk to investigate costings and options

CA/26/012 To discuss information relating to the Older Children's Play Area in Crowley Park

The Clerk reported that a small initial engagement had been made with the young people who utilise the park. This has helped identify types of equipment that would be of most interest and



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benefit. Councillors discussed that further consultation would be needed, but agreed that this was a sufficient starting point for this project.

AP: Clerk to engage with companies

CA/26/013 To invite members to suggest ideas for future projects

Cllr Reardon indicated that a review of items within the compound at Crowley Park would be beneficial.

CA/26/014 Matters to be raised by members

It was requested that an item regarding the newsletter be put on a future agenda.

AP: Clerk to put on future agenda

CA/26/015 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 7th July 2026 at 19:00 in the Green Room of Needham Market Community Centre

Meeting closed at 20:11

Chair:.....

Date:.....