



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

7th July 2026

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

Councillors Present:

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

Also in attendance:

G de Cova (Town Clerk and RFO) and Cllr G Blake

CA/26/016 Apologies for Absence

Cllr Smith (prior commitment) gave apologies ahead of the meeting.

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

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

CA/26/017 To appoint a Vice-Chairperson

No nominations were received.

CA/26/018 To receive declarations of pecuniary or non-pecuniary interest from members

No interests were declared.

CA/26/019 To approve any dispensations with respect to disclosable non-pecuniary interests

No dispensations were needed.

CA/26/020 To receive and confirm the Minutes of the Community and Assets Committee Meeting held on Tuesday 19th May 2026

Councillors had been sent the minutes of the previous meeting ahead of this meeting. It was requested that the minutes identify the Chair of the meeting. Cllr Hunter proposed that they be accepted, subject to the amendment. Seconded by Cllr Reardon. All in favour



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It was **Resolved** to approve the minutes of the meeting held on 19th May 2026

CA/26/021 Matters arising from previous minutes

No matters required discussion.

CA/26/022 To receive a report from the Town Clerk

The Clerk reported that Vertas had confirmed grass maintenance works at Crowley Park would now be undertaken and a credit would be applied to the Council account. Hatch Homes had invited Councillors to visit their development site once works had progressed further. A resident had raised concerns regarding speeding on Barking Road and requested support for the installation of Speed Indicator Devices. A discussion was had relating to volunteer activities undertaken at Crowley Park and the importance of appropriate risk assessments and insurance arrangements.

CA/26/023 To confirm members of the Civic Events Working Group

Current Working Group membership was confirmed. Cllr Clennell requested to join the Working Group. Details of the next meeting of the Civic Events Working Group were given.

CA/26/024 To discuss the Christmas Trees and Lights along the High Street

Councillors discussed the condition of the current lighting and considered alternative options for future years. It was agreed that existing lights would be utilised for Christmas 2026, with consideration to be given to this matter in time for Christmas 2027.

AP: Clerk to investigate replacement options for Christmas 2027

CA/26/025 To review the CIL Priorities list, and receive an update from the Clerk

Councillors received an update on projects listed on the CIL priorities list. Members discussed ways of tracking projects and identifying Councillor involvement on individual schemes.

AP: Clerk to add a column for Councillor responsibility to assist with tracking

CA/26/026 To discuss information relating to the Older Children's Play Area in Crowley Park

Pictures of some items of equipment at the Older Children's Play Area in Crowley Park had been circulated ahead of the meeting. Councillors discussed the condition of



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equipment and agreed that consultation with young residents of Needham Market should take place to identify preferred equipment.

AP: Clerk to engage with young people, and investigate options and costs

CA/26/027 To discuss information relating to the Younger Children's Play Area in Crowley Park

Options for surfacing were presented to Councillors for the Younger Children's Play Area. Cllr Goodchild proposed that quotations be sought for a patch repair to the vandalised area. Seconded by Cllr Reardon. All in favour.

It was **Resolved** to proceed with obtaining quotations for patch repairs

AP: Clerk to focus on obtaining quotations for a patch repair to present to Town Council

CA/26/028 To discuss information relating to the installation of CCTV at Crowley Park

Councillors had been sent information ahead of the meeting relating to options for CCTV at Crowley Park. Members discussed potential locations, and the need for any potential installation to provide suitable coverage of the area. Concerns were raised regarding recent vandalism and the importance of protecting future investment within the park.

CA/26/029 To discuss information relating to the Compound at Crowley Park

Cllr Reardon had prepared photographs of the compound for Councillors to review at the meeting. The quantity of miscellaneous objects, materials and equipment currently stored on site was discussed. It was agreed that a review was required to identify items which should be retained, recycled or disposed of. Councillors discussed the use of skip hire, scrap metal collection and volunteers to support a wider clearance project.

CA/26/030 To discuss car parks within the Town

Councillors discussed parking provision within the town, including Jubilee Crescent Car Park and Crown Street Car Park. Members discussed concerns regarding long-stay parking at Jubilee Crescent Car Park and agreed that improved signage should be investigated to encourage use by shoppers and visitors to the High Street. Councillors also discussed possible future uses for Crown Street Car Park.

CA/26/031 To receive an update from the Christmas Fair Working Group

It was agreed that this would be deferred to a future meeting.



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CA/26/032 To receive an update from the Newsletter Working Group

Councillors discussed the cost of producing the newsletter, and the possible options for format and content. It was agreed that this matter would require further consideration.

CA/26/033 Suspension of Standing Orders

At this point, Council voted to suspend Standing Orders to enable the meeting to continue past 2 hours. Cllr Reardon proposed that Standing Order 3x, relating to the duration of meetings, be suspended in order that the remaining business on the agenda could be completed. Seconded by Cllr Clennell. All in favour.

It was **Resolved** to suspend Standing Order 3x.

CA/26/034 To receive a proposal relating to the installation of a temporary cake shed

Councillors considered a request relating to the installation of a temporary cake shed on Town Council land. Members discussed the implications of permitting a private business to operate on land belonging to the Council.

Cllr Goodchild proposed that the request be declined. Seconded by Cllr Reardon All in favour.

It was **Resolved** to decline the proposal.

CA/26/035 To receive and discuss a Biodiversity Policy, for potential recommendation to Full Town Council

Councillors had received a draft policy ahead of the meeting. Members discussed its purpose in supporting considerations relating to biodiversity within future decisions made by the Town Council. Cllr Goodchild proposed that the policy be recommended to Full Council for adoption. Seconded by Cllr Hunter. All in favour.

It was **Resolved** to recommend the Biodiversity Policy to Full Council for adoption.

CA/26/036 To invite members to suggest ideas for future projects

It was suggested that the Clerk, on behalf of the Council, write to the organisers of the Open Gardens event to offer congratulations on a successful event. It was also suggested that the Council look into a screening of the National Emergency Briefing



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within Needham Market. It was requested by a Councillor that the governance arrangements for the Climate Action Group be reviewed.

CA/26/037 Matters to be raised by members

No matters were raised

CA/26/038 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 1st September 2026 at 19:00 in the Green Room of Needham Market Community Centre

Meeting closed at 21:15

Chair:.....

Date:.....