



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
Assistant Clerk: Jessica Green

Needham Market Town Council Meeting Minutes

Tuesday 14th July 2026

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

Councillors Present:

C Goodchild (Chair), L Chandler, K Hunter, S Clennell, I Mason, T Cooke, R Darnell and K Barrance (from NMTC/26/050)

Also in Attendance:

G de Cova (Town Clerk and RFO), District Councillors R Piper, T Lawrence, one co-option nominee (K Barrance, until NMTC/26/050 at which point he became a Councillor) and three Members of the Public

NMTC/26/046 Apologies for Absence

Cllrs Reardon (work commitment), Blake (prior Commitment), Smith (prior commitment) and Harrison (illness) had all sent apologies prior to the meeting.

Cllr Cooke proposed that the apologies be accepted. Seconded by Cllr Darnell. All in favour.

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

NMTC/26/047 To receive any Declarations of Pecuniary or Non-Pecuniary Interests by Members

No declarations were received.

NMTC/26/048 To approve any Dispensations with respect to Disclosable Non-Pecuniary Interests

No dispensations were applied for.

NMTC/26/049 To receive reports, if any, from the County Councillor and District Councillor

Cllr Keogh was not present, and no report had been received.



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Cllr Piper gave a brief report relating to grant opportunities available, developments at Gateway 14 and information about the Armed Forces Day event held in Stowmarket.

Members raised questions relating to a specific Planning Application and the nature of the businesses that would be at Gateway 14.

NMTC/26/050 To welcome a new Councillor, and witness the signing of the Declaration of Acceptance of Office

Members welcomed new Councillor Kevin Barrance, who signed his Declaration of Acceptance of Office, which was witnessed by the Clerk.

NMTC/26/051 To receive and confirm the Minutes of the Town Council meeting held on Tuesday 9th June 2026

Minutes from the previous meeting had been circulated to all councillors in advance of this meeting. Cllr Mason proposed the minutes be confirmed. Seconded by Cllr Hunter. All in favour.

It was **Resolved** to confirm the minutes of 9th June 2026 as an accurate record.

NMTC/26/052 Matters arising from the Minutes of the previous meeting

No matters were raised.

NMTC/26/053 To receive questions from any members of the public present

No questions were raised by members of the public present.

NMTC/26/054 To receive a report from the Town Clerk

The Clerk reported that an overpayment had been made to the Community Centre as a result of an administrative error. The overpayment had been returned to the Council's bank, and additional checking procedures have been put in place. It was also reported that the Clerk had been in touch with the Insurers, to confirm how best to open the park whilst a piece of equipment was still out of action following vandalism. The Clerk confirmed that a plan was in place for opening once the patch repair was completed, which members would be voting on at a later agenda item. The Clerk also shared that Bosmere PFA had raised £2475.71 from their colour run event that utilised the Middle School Field and the Community Centre.

NMTC/26/055 To receive and approve the accounts for payment and confirmation

Councillors had been sent the Accounts for Payments and Confirmation ahead of the meeting. The Clerk outlined the additional measures for checking to ensure that data was entered correctly. Cllr Chandler checked the invoice amounts to the printed



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confirmation from the bank that a payment had been set up and was awaiting approval. Cllr Hunter proposed that Accounts for Payment and Confirmation be approved. Cllr Darnell seconded. All in favour.

It was **Resolved** to approve the Accounts for Payment and Confirmation.

NMTC/26/056 To receive quotations relating to a patch repair at Crowley Park Younger Children's Play Area, and appoint a contractor

Information relating to three quotations had been circulated to Councillors prior to the meeting. It was noted that all quotations related to the same specifications of work. The Clerk confirmed that one contractor had said that works could be completed within the next 3 weeks, and Councillors discussed the need to get the work done as soon as possible in order to reopen the park. Cllr Hunter proposed that Option 2 be accepted. Seconded by Cllr Cooke. All in favour.

It was **Resolved** to appoint the contractor who had submitted Option 2.

AP: Clerk to contact Contractor to arrange for works to be carried out

NMTC/26/057 To receive and agree a Biodiversity Policy

A Biodiversity Policy had been circulated ahead of the meeting. It had been reviewed by the Community and Assets Committee at the last meeting. Cllr Darnell proposed that the policy be adopted. Seconded by Cllr Clennell. All in favour

It was **Resolved** to adopt the Biodiversity Policy

NMTC/26/058 To discuss and approve the movement of earmarked reserves

Councillors considered correspondence received relating to £20,000 of reserves earmarked by the Council to go towards the purchase of land. The funds were earmarked in February, and a request had been made to release them to the charitable company. Members discussed the long-term management of the site, and a representative from Chalkeith Conservation addressed the Council and outlined the organisations future aims for community involvement, educational opportunities and habitat improvement. Cllr Hunter proposed that the funds be moved from reserves to enable payment to be made to Chalkeith Conservation. Seconded by Cllr Darnell. Majority in favour.

It was **Resolved** to release the £20,000 from earmarked reserves to enable the contribution to be made to Chalkeith Conservation

NMTC/26/059 To receive a motion from Cllr Goodchild

The following motion was received by Cllr Goodchild:



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“Needham Market Town Council reaffirms its 2022 declaration of a Climate Emergency and recommits to supporting practical local action to reduce emissions, enhance biodiversity and improve the resilience of our community to the impacts of climate change.

This Council also encourages our elected representatives at district, county and national level to continue supporting action which addresses climate change, supports nature recovery and helps build resilient communities.”

Cllr Clennell seconded the motion.

Councillors discussed the motion, noting that it reaffirmed the position previously adopted by the Council in 2022. The discussion included the role of the Town Council supporting practical local action and the importance of encouraging residents and businesses to engage with environmental initiatives.

Cllr Clennell proposed that the motion be adopted. Seconded by Cllr Barrance. All those voting were in favour; 3 Councillors abstained from voting.

It was **Resolved** to adopt the motion

NMTC/26/060 To consider Grants/Donations for 2026/27

NMTC/26/060a Bosmere Community Primary School (Part of the Children’s Endeavour Trust)

Councillors considered a request for funding towards a year 6 residential trip. It was noted that the funding related to a specific trip for a specific year group, as opposed to a project that would benefit the wider school community. Cllr Cooke proposed that the Council refuse the funding request. Seconded by Cllr Mason. All in favour.

It was **Resolved** to refuse the funding request.

NMTC/26/060b Needham Market Community Centre

Councillors considered a request for £1,600 for towards the operation of the Community Minibus. Councillors discussed the value of the service provided, the role it has within the community and the history of support given by the Town Council. Cllr Mason proposed that the funding request not be supported. The proposal was seconded by Cllr Darnell. Cllr Clennell proposed that £1600 funding be awarded. Seconded by Cllr Barrance.

The Chair exercised their discretion to vary the order in which the proposals were considered, taking the substantive proposal to award funding first to ensure the



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Council reached a clear resolution on the application regardless of the outcome of the vote. The majority of those voting were in favour of awarding the funding.

It was **Resolved** to award funding of £1,600 to Needham Market Community Centre

NMTC/26/061 To discuss any nominations for Assets of Community Value

No nominations were received at this time.

NMTC/26/062 To discuss the provision of a litter bin at Garnham's Field, and agree any action required

Councillors considered a request for the provision of a litter bin at Garnham's field. It was noted that although the site is located within the neighbouring parish of Badley, it is used by many residents of Needham Market. Cllr Darnell proposed that the Council site a bin at a suitable location at Garnham's Field and also arrange for it to be emptied regularly. Seconded by Cllr Mason. All in favour.

It was **Resolved** to provide and make arrangements for emptying a litter bin at Garnham's Field

NMTC/26/063 To discuss CCTV at Crowley Park

Councillors discussed the possibility of introducing CCTV at Crowley Park following acts of vandalism. Options were previously discussed at the Community and Assets Committee. Members agreed that further investigations into suitable solutions and associated costs would be required to enable a full decision to be made. The Clerk confirmed that Cllr Reardon would be contacting companies to arrange for information to be sent to the Clerk. Cllr Darnell proposed that the Council support the principle of CCTV and authorise further investigations into options and costs. Seconded by Cllr Mason. All in favour.

It was **Resolved** to support the principle of CCTV installation and authorise further investigation into options and associated costs.

NMTC/26/064 To receive reports from the following:

NMTC/26/064a Planning Committee

An update was given on matters considered by the Planning Committee meeting held immediately prior to the Town Council meeting.

NMTC/26/064b Governance and Finance Committee



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There had been no Governance and Finance Committee meeting since the previous Town Council meeting. Councillors were informed that matters relating to the payment error reported earlier in the meeting would be considered through the Governance and Finance Committee as required.

NMTC/26/064c Community and Assets Committee

An update was given on topics discussed at the previous Community and Assets Committee meeting, including vandalism, CCTV, potential improvements to recreational facilities and youth engagement.

NMTC/26/064d Civic Events Working Group

The Clerk confirmed that an initial meeting had been held regarding the arrangements for Remembrance in November. Further support from Councillors would be sought closer to the event.

NMTC/26/064e Climate Action Group

It was confirmed that the next meeting of the Climate Action Group would be held the following week. Any minutes received would be circulated to members.

NMTC/26/065 Matters to be raised by members

No matters were raised.

NMTC/26/066 To confirm the Date, Time, and Location of the next Town Council Meeting.

It was confirmed that the next meeting of the Town Council will be on Tuesday 11th August 2026 at 7PM in the Green Room of Needham Market Community Centre

NMTC/26/067 Exclusion of the Press and Public

At this point, the Chair moved for the following resolution: "Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2) and in accordance with Standing Order 3(d) the press and public should be excluded from the remainder of the meeting due to the confidential nature of the business to be transacted". Seconded by Cllr Clennell. All in favour.

It was **Resolved** to excluded members of the press and public.

NMTC/26/068 To consider applications (if any) and determine co-option to existing vacancy/vacancies in accordance with the Council's adopted co-option policy



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The Clerk confirmed that there were no applications at this time.

NMTC/26/069 To receive an update from the Employment Committee

Members received an update from the Employment Committee regarding a review of office staffing arrangements. It was noted that the Committee had been considering future staffing requirements to support the Council's growing responsibilities. Cllr Hunter proposed that the Council support, in principle, an increase in office staffing capacity, with detailed proposals to be developed and brought back to Council. Seconded by Cllr Mason. All in favour.

It was **Resolved** to support, in principle, an increase in office staffing capacity, with detailed proposals to be progressed and brought back to Council as required.

Meeting closed at 20:29

Chairperson:

Date: