



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

16th December 2025

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

Councillors Present:

A Reardon, L Smith, M O'Shea, K Hunter, and G Blake

Also in attendance:

G de Cova (Town Clerk and RFO)

Due to the Chair being absent, Councillors elected Cllr A Reardon to chair this meeting

CA/25/027 Apologies for Absence

Cllrs J Reardon, T Cooke, L Chandler, C Goodchild, A Harrison, and M Ost

Cllr Smith proposed that the Apologies for Absence be accepted. Seconded by Cllr Blake. All in favour.

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

CA/25/028 To receive declarations of pecuniary or non-pecuniary interest from members

Cllr Blake declared an interest in Item 17 of the agenda (To receive an update on the provision of Litter Bins and a Noticeboard within the St George's Park Estate)

CA/25/029 To approve and dispensations with respect to disclosable non-pecuniary interests

No dispensations were needed.

CA/25/030 To receive and confirm the Minutes of the Community and Assets Committee Meeting held on Tuesday 14th October 2025

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

It was **Resolved** to approve the minutes of the meeting held on 14th October 2025

CA/25/031 To receive a report from the Town Clerk

The Clerk reported that a resident had been in contact with concerns regarding the CCTV. The email was read out for Councillors to comment on to assist with forming a response.



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CA/25/032 To discuss and confirm process for monitoring of the valuation of Town Council Assets

The Clerk confirmed that there were two items on the Asset Register that did not have methods of valuation allocated to them. Councillors agreed that the best method of valuation for these items would be replacement value. It was also agreed that the method of valuation to be used going forward is to be the purchase value in most cases.

It was noted that an audit of the items on the asset register needed to be conducted. It was agreed that an appropriate time to do this would be the Spring.

AP: Audit of items on the asset register to be conducted in the Spring.

CA/25/033 To review the current Flood Plan and consider any updates needed

It was agreed that the Clerk follow up with outside agencies to establish any works that needed to be done for the Flood Plan.

AP: Clerk to investigate

CA/25/034 To review the ROSPA inspection reports

Councillors reviewed the ROSPA inspection reports and agreed on a best course of action to remedy any issues found.

AP: Quotes to be obtained for surfacing under swings at School Street Play area

AP: Quotes to be obtained for works for any medium risks identified

AP: Quotes for the removal of older children's play area, with the exception of the Activity Tower, and the ground made good to be obtained

CA/25/035 To discuss the provision of Christmas Lighting within the Town

Councillors agreed that the trees that needed an update and asked that Cllr Cooke form a working group to further progress the updating of Christmas Lighting arrangements within the Town.

AP: Clerk to ask Cllr Cooke to form a working group to discuss the provision of Christmas Lighting

CA/25/036 To receive a proposal for a Needham Market Family Fun Day

Councillors agreed that due to lack of information, it would be best to defer this item.

CA/25/037 To invite members to suggest ideas for future projects

No suggestions were received at this time.



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CA/25/038 To discuss, and agree for recommendation to Town Council, the earmarking of reserves

Councillors discussed the priority list of works requiring doing and allocated all a number. Quotes for anything in the priority 1 category to be obtained first. Councillors also agreed that a quote for the installation of a Youth Shelter (currently in the containers) be obtained.

CA/25/039 To discuss, and consider for recommendation to Town Council, a quote received for maintenance of a boundary within the Burial Ground

Councillors agreed that a review of the works required be carried out, due to one quote being significantly higher than others. Cllr Smith offered to meet with a representative of the Church along with the Clerk to address the scope of the works.

CA/25/040 To discuss the provision of new Town Maps

Councillors agreed that the Town Maps were out of date but felt that a review of what is currently in place, along with a review of what would be needed for the Town be conducted before moving forward with any decision.

CA/25/041 To discuss the provision of new Salt Bins

Councillors agreed that due to lack of information, it would be best to defer this item.

CA/25/042 To discuss the existing Noticeboards within the Town

The Clerk read an email received to the Councillors present, regarding the condition of the noticeboards in Needham Market.

AP: Clerk to check noticeboards to check restoration needed for each noticeboard

CA/25/043 To receive an update on the provision of Litter Bins and a Noticeboard within the St George's Park Estate

Councillors agreed that a check of the Town Council records, along with relevant Planning Applications be conducted, to determine if an area had already been established for the placement of these items.

AP: Clerk to investigate Council records and Planning Applications

AP: Cllr Cooke to follow up with the Management company of the estate

CA/25/044 Matters to be raised by members

Cllr Hunter gave an update regarding The Mix, after a meeting with the Open Access Project Lead.



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CA/25/045 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 3rd March 2026 at 19:00 in the Green Room of Needham Market Community Centre

Meeting closed at 20:16

Chair:.....

Date:.....