

# **LAVENHAM PARISH COUNCIL**

**To: Members of Lavenham Parish Council**

**You are duly summoned to attend the next meeting of Lavenham Parish Council to be held at 7.30 pm on Thursday 5<sup>th</sup> October 2023 at Lavenham Village Hall, Church Street, Lavenham.**

## **Public Attendance**

Members of the public and press are welcome to attend. At item 5 the public will be invited to give their views/question the Parish Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 mins. duration.

## **AGENDA**

- 1. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. To approve as accurate minutes of the 8<sup>th</sup> August and 7<sup>th</sup> September 2023 meetings of the Council**
- 5. Public participation session (15 minutes)**
- 6. Local Authority Councillors' Reports**
- 7. Chairman's Announcements**
- 8. Clerk/RFO Report**
  - 8.a To receive an update on Christmas Lights, Bux Bush care, Business Rates and Speed Indicator Devices.**
  - 8.b Motion: to approve Accounts for the month ended 31 August 2023.**
  - 8.c. Motion to approve Receipts and Payments for the month ended 31 August 2023.**
  - 8.d. Motion to approve the Council policy concerning the giving of Grants.**
  - 8.e Motion: to approve the Council policy for the use of Neighbourhood CIL.**
  - 8.f Motion: to approve reimbursing the Clerk for £165.70.**

**9. Planning**

9.a To receive an update on Planning Decisions received in September 2023.

9.b To receive a report and recommendations from the Planning Group.

**10. To receive a report concerning the progress with respect to the Green Willows footpath.**

**11. To receive a report concerning the progress with respect to the Bellward Award.**

**12. Date of next meeting – Thursday 2<sup>nd</sup> November 2023**

A handwritten signature in black ink that reads "A. Smith". The signature is written in a cursive style with a small flourish at the end.

Andrew Smith  
Clerk to the Council  
Parish Office  
Church St  
Lavenham

Date: 29<sup>th</sup> September 2023

**EXTRAORDINARY PARISH COUNCIL MEETING**

Held on Tuesday 8<sup>th</sup> August 2023, commencing 7.30 pm. in the Village Hall.

*Full reports and supporting documents can be found on the Parish Council website under Meetings, August 2023 Meeting Pack. Paper copies are also available.*

**Present:**

Chair: Cllr Irene Mitchell.

Cllrs: Alison Bourne, Matt Chick, Frank Domoney, Lizzie Falconer, Iain Lamont, Mary Morrey and Jane Ranzetta.

Thirty members of the public.

**Opening Statement by the Chair:**

The Chair began by welcoming and thanking the Members of the Public for joining the Meeting on a very rainy night.

The Chair explained that the need for this Extraordinary Meeting was:

- a) Lavenham residents have to be made aware of the impact of a Planning Authority decision
- b) The Council needs to consider whether to accept the planning decision or challenge it

Both of those issues can only be addressed by an Extraordinary Meeting of the Council because of the non-negotiable timescales the Council has to work within.

The matter concerns a conditional decision to allow solar panels within the Conservation Area. In this particular case, the panels cannot be erected to a Listed Building application without consent. An application for Listed Building consent has now been lodged. This may or may not be approved by the Planning Authority.

The issue for the Parish Council, on behalf of all its residents, is that the conditional decision by the Planning Authority may now be applied to other properties in the Conservation Area where similar circumstances apply. The Conservation Area has been so designated for many decades and was reviewed in 2010.

The Chair reminded Council that in 2016, the community voted for its first Neighbourhood Plan. Within this plan, there are two policies concerned with this application.

- a) Policy D1 which states:  
'All development proposals must be sympathetic to the setting of any individual heritage asset as well as the historic core of the village itself'.
- b) Policy ENV2 which states:  
'Proposals to erect solar panels... will be supported provided they do not have an adverse impact on the historic setting of Lavenham and the character and appearance of the Conservation Area'.

It is some years since the Neighbourhood Plan was made and decades since the Conservation Area was drawn up. Since then, the initial emergence of climate change has developed into a climate emergency as declared by higher authorities as well as this Council. This has inevitably led to a tension between preserving the historic setting of the village as it has been known for the decades and centuries before and the momentum to delay the damage to our planet.

The revision of the draft Neighbourhood Plan is stronger than LNP1 and makes reference to solar panels not being located in the Conservation Area where they can be viewed from the street. This draft plan was not referenced by the Parish Council in its objection to the application dated 7th April. The draft Plan was submitted to Babergh DC on 28th April. The decision of the Planning Authority does not reference the draft Neighbourhood Plan.

Having set the context of this matter the Chair turned to specific issues relating to Lavenham-made planning policy, that is the 2016 plan.

In determining the application, the Planning Authority states that:

- a) the Panels would not easily be seen from the street and is considered to be of no harm to the character and appearance of the conservation area and
- b) there is a slight departure from LNP Policy D1

Free of charge legal advice sought by the Council advises that as the Planning Officer found a slight departure from policy some harm must have been found. Yet the Planning Officer concludes no harm. This is inconsistent. It is for us to consider how important this inconsistency is.

The key issues for Council to consider are:

- a) the harm that this decision may cause to the attractiveness of the village and if this would in turn, impact upon its economic well-being and
- b) whether the harm identified is sufficiently low, that it is offset by the benefits of supporting renewable energy and addressing the climate change emergency and
- c) whether, breaching however slight, the planning restrictions placed upon a Conservation Area, encapsulated in our Neighbourhood Plan 2016 policies D1 and ENV2, is of detriment to the village
- d) the costs of pursuing a legal challenge to the planning decisions and whether this is appropriate

The Chair asked the Clerk how any properties within the Conservation Area had similar possible positions for the siting of solar panels, the Clerk replied that there are approximately thirty in area with some 600 residents.

The routine procedures for any Parish Council meeting were then taken.

### **1. Apologies and approval of absences**

Apologies received from Cllr Muckian. The Clerk reported that the absence had been explained.

### **2. Declarations of Interest**

No declarations of interest had been received.

### **3. Requests for Dispensation**

The Clerk reported that no further dispensation requests had been received and that all dispensation grants, as reported in the minutes of the Council meeting on 6<sup>th</sup> July 2023, remained valid.

### **4. Public participation session**

The Chair asked the Clerk to confirm that he had distributed all correspondence received by 5pm and asked Councillors whether they had received the correspondence. The Clerk and Councillors confirmed that they had done so.

A member of the public asked whether a fully costed risk assessment had been undertaken and that in his opinion the estimated cost of £25,000 was understated. As an example the Judicial Review instigated by East Bergholt Parish Council against a decision by Babergh District Council had cost the local authority a reported £250,000. A second point was made regarding spending such monies on more worthy causes within the village. He noted that the Council had declined to award a grant to the Literary Festival. The chair responded that a risk assessment would be considered once a decision had been made

A Member of the public stated that through experience with Planning applications, in his opinion, precedence is not relevant, as each planning case is assessed on its merits. He also asked what permissions are required in a Conservation Area and whether the decision met current planning law. He also stated in his opinion, the public had a right to know who the KC is that Council had approached so that the accuracy of the advice could be considered.

The Chair responded details of the legal team had not been made public prior to the meeting to avoid Babergh learning that identity but by now there is no reason why these details cannot be shared. The KC is Paul Stinchcombe of 39 Essex Chambers. This Chambers had been recommended by the former Heritage Officer for Babergh DC.

A Member of the Public stated that in his opinion there are three key questions. Firstly, what permissions are possible in a Conservation Area, secondly whether the project met Planning Standards and thirdly did the decision meet current planning law concluding that in his opinion a design such as this sensitive to its situation deserved support.

A Member of the Public commented that her next-door neighbours within the Conservation Area had put up solar panels without seeking Planning Permission. The Chair responded that she would not answer that question now but would later.

A Member of the Public said that in his opinion it was difficult to support the idea of a climate emergency without supporting these.

A Member of the Public spoke of the 'visible from the road test' saying that these panels are only slightly visible.

A Member of the Public asked whether advice with respect to Public Relations had been obtained and costed explaining that there would be a need to carefully manage Social Media and safeguard Councillors. The Chair answered that such matters would be considered in due course.

## **5. Receive Report from the Chair and the Clerk concerning Planning Application DC/23/01044**

### **Received:**

The Clerk displayed the Report.

### **Parish Councillors Discussion:**

Cllr Ranzetta explained that the Council was not against solar panels expressing her frustration that on too many occasions the Neighbourhood Plan, the wishes of the village community and the Planning recommendations made by the Parish Council had been ignored by Babergh DC.

This application she said needs to be considered in the context of those frustrations and so she had discussed this particular application with the former Babergh DC Conservation Officer, who had explained that this particular issue was a common one in communities such as Lavenham and had referred her to the KC whose advice in respect of the legal position has been tabled. The big question she said was how do we as a village move forward.

Cllr Morrey agreed with Cllr Ranzetta commenting that she had researched how places such as Venice are dealing with this issue and the new, less visually intrusive, solar panels becoming available. In her opinion bodies such as Heritage England had been slow in coming forward with guidance and policies and so unhelpful adding that notwithstanding that difficulty this Council needs a new policy.

Cllr Chick agreed that this Council had been let down by the authorities and expressed his concern in respect of the amount of money that might be involved in pursuing legal action. He said that he feared the Council was in danger of conflating broader frustrations about Babergh DC planning decisions with this decision and that perhaps the money could be better spent on other things.

Cllr Domoney reported that he was fortunate to live in a Council House with Council installed solar panels which saved him a lot of money. He detailed the proposed changes to legislation being considered by the Royal Borough of Kensington and Chelsea, the various new types of solar panels being developed and the construction of solar farms such as one by Cambridgeshire County Council at the Babraham Rd Park and Ride. He concluded by saying that in his opinion there are other things the Council should be doing before taking legal action such as this.

Cllr Bourne said that she represented the people here and that it was clear that the people here do not want to take legal action in this matter.

Cllr Falconer commented that solar panels are not as 'Green' as people sometimes think and the reason these panels should have been turned down is that they can be seen from the road. She concluded by acknowledging the views expressed in Public Participation concerning proposals for obliquely visible solar panels.

Cllr Lamont explained that he was very conscious of the appearance of the village reporting his anxiety in respect of the loss of long-term heritage views (from within and from outside the village) should solar panels become more common on the roofscape. Cllr Lamont added that in his opinion solar panels are the right thing to do acknowledging the benefits they bring to householders.

The Chair said that whilst it was her custom, as Chair, not to vote or express opinions that she was permitted to do both. She felt that this was such an occasion to give her view. She shared that that in a previous residence she had enjoyed solar panels. She explained that in her opinion the community had to consider the desire to leave a better planet for those to come whilst considering the interests of those who are here now and that the driver of this village's prosperity is tourism and as solar panels increase in number they have a deleterious effect.

The Chair invited the applicant to speak. He showed a photograph of the building concerned explaining that the application had been turned down in 2014 and that he had been advised that an application for solar panels within the curtilage of a listed building was unlikely to succeed. He had been surprised when permission was given. He concluded by saying that each application should be assessed on its merits, suggesting that the grant was possibly a sign of changing times and highlighting the number of Velux windows which had been allowed within the Conservation Area.

Following the Applicants explanation, the Chair allowed a further question asking if the Village Hall was within the conservation area and received the reply from the Chair that it was not

In drawing the discussion to a close the Chair emphasised that she was not suggesting that there would be a 'flood' of applications for the siting of these on or near listed buildings but that the precedent would be set for similar sites. Inviting all other Councillors to speak again, Cllr Domoney commented that he was concerned by the potential costs of legal action.

**Motion:** Lavenham Parish Council notes with regret the decision of the local Planning Authority to approve application DC/23/01044 and after careful consideration resolves to take no further action.

**Proposed:** Cllr Bourne

**Seconded:** Cllr Falconer

**Decision:** Approved with six votes, no votes against and one (Cllr Lamont) abstention.

The meeting closed at 8.45pm.

## 15. Date of next meeting

Thursday 7<sup>th</sup> September, 7.30 pm in the Village Hall.

## **PARISH COUNCIL MEETING**

Held on Thursday 7<sup>th</sup> September 2023, commencing 7.30 pm. in the Village Hall.

*Full reports and supporting documents can be found on the Parish Council website under Meetings, September 2023 Meeting Pack. Paper copies are also available.*

### **Present:**

Chair: Cllr Irene Mitchell.

Cllrs: Alison Bourne, Matt Chick, Frank Domoney, Iain Lamont, Janice Muckian, Mary Morrey and Jane Ranzetta.

County Councillor: Robert Lindsay

Babergh District Cllr: Paul Clover.

Eleven members of the public.

### **1. Apologies and approval of absences**

Apologies received from Cllr Falconer.

The Clerk reported that the absence had been explained.

### **2. Declarations of Interest**

No declarations of interest had been received.

### **3. Requests for Dispensation**

The Clerk reported that no further dispensation requests had been received and that all dispensation grants, as reported in the minutes of the Council meeting on 6<sup>th</sup> July 2023, remained valid.

### **4. a) To approve as accurate minutes of the 3<sup>rd</sup> August 2023 meeting of the Council**

**Motion:** to approve as accurate the minutes of 3<sup>rd</sup> August 2023 meeting of Council.

**Proposed:** Cllr Bourne

**Seconded:** Cllr Morrey

**Decision:** Cllr Muckian abstained reporting that she had not been present at the meeting. The minutes of the 3<sup>rd</sup> August 2023 meeting of the Council were approved as accurate with no votes against.

### **b) To approve as accurate minutes of the 8<sup>rd</sup> August 2023 meeting of the Council**

The Chair informed Councillors that a report had been received, from a Member of the Public who was present at the meeting, concerning the accuracy of the draft minutes, consequentially those minutes were being re-checked.

### **5. Public participation session**

The Chair opened the Public Participation session reminding Members of the Public present that they could ask one question, or make a statement, for maximum of three minutes and that only matters relevant to the business of the Council could be raised.

The Chair asked who would like to speak and two Members of the Public raised their hands.

The first Member of the Public began by expressing his opposition to the Planning Application for a Wellness Centre at 2<sup>nd</sup> Meadow explaining that, in his opinion, this is a development in a flood zone which, as designed, will lead to increased flooding elsewhere.

He added that, in his opinion, the proposed development will exceed the capacity of the electricity transformer, duplicate business services already provided in this location and does not contain sufficient parking provision and so will lead to parking on Brent Eleigh Rd.

The Member of the Public highlighted that there is no pavement between the site and Lavenham and is outside the 30mph zone and expressed his concerns that there had not been an ecological survey saying that, contrary to the application, there are water voles present.

The second Member of the Public detailed that the application is for a swimming pool, gym, café and community space and the aim has been to develop a scheme which will be community focussed and sympathetic to the environment.

She reported that a plan to resolve the access issues is being developed working with Suffolk CC Highways and will be presented in due course adding that there are discussions taking place to reduce the flooding issues emphasising that she recognised that these issues needed resolving.

The Member of the Public reported that she had received a very positive email from the local MP, had welcomed the site visit by Babergh DC and has, contrary to suggestions from objectors to the proposal, no intention to convert this development into anything else.

The Member of the Public began to conclude by thanking all those who had commented on the application whether supporting it or opposing it. The three minutes had elapsed, the Chair asked the Member of the Public to return to her seat.

## **6. Local Authority Councillors' Reports**

### **Received:**

An oral report from District Councillor Clover following up on the written report which had been received too late to be included in the Briefing Papers but had been put up on the Parish website.

The significant matters Cllr Clover reported include:

- a) He will respond further when he has more news on a schedule to remove the Meadow Close Electrical Transformer.
- b) Capital Grant Applications of up to £10k are being accepted from constituted community groups, facilities and sports clubs for improvements or repairs to such infrastructures as village halls, play areas, sports facilities or open spaces. Deadline is 1st October 2023.
- c) Work to transform Babergh building services continues to progress with the early ending of the contract delivered by Aaron Services following review. The existing contract will be separated into two: one for heating and one for electrical. These will be handled by Baileys Heating Company and Signix respectively, both of whom have significant experience in this sector. The new procurement process is anticipated to take 12 months.
- d) The way local policing is delivered in Suffolk is changing, a new county policing model goes live in December 2023. As detailed in his report, in advance of the changes, the Police and Crime Commissioner Tim Passmore and Chief Constable Rachel Kearton are hosting a series of meetings to discuss the plans with local communities & answer any questions they may have.

Cllr Clover concluded with an update, very recently received, from the Babergh Officer responsible for HRA (Housing Revenue Account) play areas:

'The Meadow Close play area is a HRA site therefore the funding for improvement will come from their budget. We are currently working on a huge project to improve the HRA play areas in Sudbury as Nick mentioned. This will take approx. 2 years to complete. We will look at improving Meadow Close after that depending where it falls as a priority with the other HRA play area sites and the funding available. You will be aware that there has been very little funding for many years for BDC HRA play areas, as a result they are nearly all in need of updating.

In the meantime, I will arrange for the play equipment to be cleaned with our new pressure wash/ steam cleaning equipment which will improve its appearance a great deal.

To reassure you and those that use this play area we do carry out weekly safety inspections, with very detailed quarterly and annual inspections carried out by an independent inspection company. Any safety issues are dealt with urgently'.



The Chair asked Cllr Clover to request copies of the weekly inspections. Cllr Clover agreed to request these.

**Received:**

An oral report from County Councillor Lindsay following up on the written report which had been received too late to be included in the Briefing Papers but had been put up on the Parish website.

- a) Footpath Green Willows: Cllr Lindsay looks forward to meeting with the Chair and others next week to discuss the potential creation of a much-needed footway connecting Green Willows with the rest of Lavenham. In advance of this he has asked Suffolk CC if a footway on the verge would be supported and they have said yes, subject to a few provisos. Suffolk CC will not provide the costs for construction or design and their contractor must be used. The permission of Babergh Council is required because it will have to go over a strip of their land.
- b) Suffolk CC predicts a £30 million deficit for the current financial year. The latest prediction, based on the first quarter of the year is for a 4% deficit on the £688m budget the council set itself in February. This is not unexpected but the council has chosen to press release this now and state that their current answer of seeking more cuts and dipping into reserves to finance shortfalls is not sustainable. All the cost pressures, inflation and interest rates were known about when the council set its budget in February and raised council tax by 4% rather than the full 5% allowed, as the Green and LibDem opposition had proposed. Their amendment was voted down by the Conservatives. The overspend comes largely in costs for children in care with complex needs and for taxi transport to special needs schools, also growing costs of elderly care.
- c) Hadleigh High School, East Bergholt High School, Hadleigh High School, Claydon High School and Farlingaye High School in Woodbridge have been identified as containing RAAC.

The Chair asked how much the further 1% increase in Council Tax would have generated. Cllr Lindsay replied approximately £3million.

Cllr Ranzetta commented that yet again Special Needs children are being blamed for budget over-spends and that if so many special needs schools had not been closed then the taxi costs would not be incurred.

Cllr Lindsay concluded with reporting that Suffolk Police have objected to the scope of the proposed 20 mph zone, this will be followed up.

**7. Chairman's Announcements**

The Chair reported:

- a) She had responded, in writing, to a Member of the Public's question at the Council Meeting of August 3 2023 on what action the Council is going to take to provide Allotments.
- b) Councillors have now had their first meeting with Mark Russell Senior Planner Babergh District Council. It is intended that such meetings will be held quarterly going forward. The purpose of these meetings is not to discuss individual planning applications but to be an on-going learning exercise for both parties to be aware of each other's emerging challenges
- c) As most will be aware the Council decided in June 2022 to withdraw from Grant giving due to an in-year review of the budget which was aligned to the precept set in January 2022. The Council may be in a position to re-instate grant giving later this year. On the advice of the Responsible Financial Officer, any future grants will be subject to a fair and transparent process which he will bring forward for the October meeting. This will also include criteria for the Council to consider in respect of spending Neighbourhood CIL.
- d) She had attended the Local Committee of the Guildhall this week and was pleased to report that visitor numbers to the Guildhall are improving.
- e) The Clerk and Chair had met with a representative of the Environment Agency to explore the possibility re-opening the east bank of the River Brett for a bench. This was closed some time ago to enable water voles, a highly endangered species to re-populate. She was now pleased to report that the Environment Agency have agreed that a 3-metre area adjacent to the public footpath can now be cut-back and a seat re-installed.

- f) The Council has two vacancies and advertisements have been posted this week.
- g) Gigaclear, the organisation which has approval to provide Fibre to the Premises has reached out to the Council. The Clerk and Chair have had telephone conversation this week with their Public Engagement Officer, and James Anslow, a resident of Lavenham has been invited to join in that conversation. My thanks go to James for stepping forward and agreeing to support the Council with future discussions. The outline plan is for work to start during 2024. This is good news for Lavenham.
- h) She had met a resident today who was litter-picking in Church Street. On behalf of the Council she had extended our thanks to Gary Sullivan from Green Willows for his un-invited and thoughtful voluntary service to his community. She was aware of other volunteers who also undertake similar effort and our thanks also go to them.

## **8. Clerk RFO Report**

### **a) Public Realm improvements**

#### **Received:**

The report prepared by the Clerk detailing the issues with respect to the Public Realm in Lavenham, what had been done to improve this and what was planned.

#### **Noted from the Report:**

- a) Church St Toilets: Some ongoing maintenance issues, many visitors to Lavenham comment that these are the cleanest public toilets that they have ever seen.
- b) First Meadow Play Equipment: The regular external report commissioned by PC identified minor but not insignificant repair needs of about £3,000, these will be actioned in the next few weeks.
- c) Roadway: The condition of part of the Bury Rd and in particular the exposed water pipe have been added, at PC urging, to the Suffolk CC repair programme.
- d) Litter and Grounds maintenance: We are introducing regular monitoring of the Contractor; the Water St Car Park weeds have been cleared by the Contractor.
- e) Yellow Lines: We are exploring with Suffolk Highways how to have these repainted so that better parking enforcement can take place.
- f) Road Gutter Weeds: Letters have been received suggesting that the Parish Council has not done enough to control these. Gutter weeds are the responsibility of Suffolk CC and are treated only twice per year. We will be monitoring the work they are scheduled to do in September.
- g) Verge cutting: We have received complaints about the verge on Melford Road and this has been reported to Suffolk CC. Suffolk CC only cut verges on roads graded below B once a year.
- h) Car Park Maintenance: A number of letters have been received complaining about weeds and dislodged brickwork in the car parks. This is the responsibility of Babergh DC. Weed clearance and brickwork repair were done by Babergh DC at PCC prompting in early summer and we have now asked for this to be repeated.
- i) Potholes: We receive a steady flow of letters on this subject. The PC reports the worst ones it comes across and helps all to log their complaints.
- j) Overflowing recycling bins: We have reported these to Babergh DC a number of times and further bins will now be installed as the emptying frequency cannot be improved.
- k) Cemetery Maintenance: Two letters have been received concerning the state of the Chapel and the Cemetery, We will be seeking replacement volunteers for Chapel cleaning and will purchase extra time from the Contractor for weeding and other tidying up.
- l) Churchyard Bushes: We have received a number of letters concerning the moth infestation in the Box Bushes. Two quotes have been obtained and we shall purchase a programme of action very shortly.
- m) Street Litter and Pavement weeds: A number of letters have been received complaining about the state of the pavements. Many of these letters were in fact mainly or partly about street gutter weeds. We are introducing regular monitoring of the contractor and are considering buying extra cleaning in the autumn leaf season.
- n) Rewilding: We received a number of letters protesting about areas being left and then about areas being cut. A rewilding policy will be developed for the next growing season.

**Discussion:**

Cllr Lamont asked whether now was a sensible time, from an arboreal point of view, to prune the box bushes in the churchyard. The Clerk responded that the advice of the skilled maintenance contractors would be followed. The Chair explained that the Council is responsible for the churchyard it having been handed over by the Church, as the law empowers the Church to do, many years ago.

Cllr Ranzetta deplored the number and size of potholes. Cllr Lamont explained that he measures the potholes he reports enabling him to assert that they meet the Suffolk Highways criteria for urgent repair.

The Chair expressed her opinion that the Council needs to improve its communications to encourage prompt and full reporting of issues to the PC and the other relevant bodies on defects including the provision of easy to access materials and the area of responsibility for each Council.

**b) Accounts for the month ended 31 July 2023****Received:**

The report prepared by the Clerk containing and explaining the July 2023 financial position.

**Noted from the Report:**

The Clerk emphasised that the themes concerning the Council's financial position remain unchanged from previous months. Income continues to exceed budget with the key source being un-budgeted Car Parking and Toilet donations. The Income surplus is £12k July YTD of which Car Parking Revenue is nearly £8k, Burial Revenue nearly £3k and Interest received is £1k. July expenses were below the levels of previous months as no one-off or irregular costs were incurred. Saving £2k July YTD.

The Clerk presented the July Income and Expenditure Statement highlighting the key variances.

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Jul Actual YTD	Jul Budget YTD	Favourable /(Adverse)
Precept	9,175.00	9,175.00	9,175.00	9,175.00	36,700.00	36,700.00	0.00
Babergh Cleansing Grant	891.67	891.66	1,061.33	948.22	3,792.88	3,566.67	226.21
Fixed Income	10,066.67	10,066.66	10,236.33	10,123.22	40,492.88	40,266.67	226.21
Burial Fees	70.00	3,300.00	870.00	682.00	4,922.00	2,000.00	2,922.00
Car Park and Toilet Donations	1,974.15	1,734.85	1,824.10	1,880.05	7,413.15	0.00	7,413.15
Other Donations	0.00	407.63	0.00	0.00	407.63	0.00	407.63
EV Charging Income	100.00	100.00	50.00	49.54	299.54	400.00	-100.46
Interest Received	0.00	748.23	250.00	250.00	1,248.23	0.00	1,248.23
Variable Income	2,144.15	6,290.71	2,994.10	2,861.59	14,290.55	2,400.00	11,890.55
<b>Total Income</b>	<b>12,210.82</b>	<b>16,357.37</b>	<b>13,230.43</b>	<b>12,984.81</b>	<b>54,783.43</b>	<b>42,666.67</b>	<b>12,116.76</b>
Management Costs	5,186.03	4,375.79	3,751.40	3,154.40	16,467.62	17,133.33	665.71
Office costs	1,371.74	542.68	1,210.24	411.69	3,536.34	3,700.00	163.66
Costs of Democracy	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street Cleaning and Green Maintenance	2,311.87	2,493.79	2,601.87	2,579.62	9,987.14	10,585.00	597.86
Public Realm	878.67	853.67	1,573.67	700.37	4,006.39	5,173.33	1,166.94
Toilet Costs	702.94	1,606.19	1,324.35	1,061.63	4,695.11	5,716.67	1,021.56
Misc	389.17	1,437.95	517.05	389.17	2,733.33	333.33	-2,399.99
Community Events	0.00	0.00	0.00	0.00	0.00	500.00	500.00
EV Costs	310.03	77.51	78.08	46.03	511.65	400.00	-111.65
Contingency	0.00	0.00	0.00	0.00	0.00	833.33	833.33
<b>Total Costs</b>	<b>11,150.44</b>	<b>11,387.57</b>	<b>11,056.65</b>	<b>8,342.90</b>	<b>41,937.57</b>	<b>44,375.00</b>	<b>2,437.43</b>
<b>Surplus/(Deficit)</b>	<b>1,060.38</b>	<b>4,969.80</b>	<b>2,173.77</b>	<b>4,641.91</b>	<b>12,845.86</b>	<b>-1,708.33</b>	<b>14,554.19</b>

**Motion:** to approve the Accounts for the month ended 31 July 2023

**Proposed:** Cllr Ranzetta

**Seconded:** Cllr Chick

**Decision:** Approved with no votes against and no abstentions.

### c) Reforecast for the year ended 31 March 2024

#### Received:

The report prepared by the Clerk of the likely financial result for the year and proposed changes to the expenditure plan.

#### Noted from the Report:

Income: Has been reforecast considering the actual income of April to August leading to a £25k increase in expected income for the whole year. £12k of this has been achieved and £13k is expected to be achieved. The main reason for the change is the unbudgeted Car Parking and Toilet donations which have been carefully re-forecast for the remainder of the year considering the coming Winter season.

Expenses: Have been re-budgeted considering the actual numbers for the first four months and the public realm issues identified. Extra costs of £19k have been forecast.

	Fav/(Adverse)	
Budget		-120.00
Car Parking Donations	18,313.15	Gradual tail off assumed during winter months
Interest	3,248.23	£750 received Q1
Burials	2,922.00	£500 per month assumed in out months
Other Income Items	585.81	Donations for Parish Clerk leaving do
Income variances	25,069.19	25,069.19
Management Cost	-1,000.00	-1,000.00 Cover for Clerk
LNP Costs	-1,500.00	-1,500.00 Printing and Expert Advice
All Training/Cllr expenses	-1,000.00	-1,000.00 Planning Training
Green Maintenance	-1,000.00	Cemetery Maint £1,000
Tree Maintenance and Care	-2,000.00	Care of Bux Bushes
Street cleansing	-1,300.00	Autumn leaf sweeping
Refuse collection bins & dog bins	-1,100.00	Resiting and maint of bins including £700 in out months forecast
Play equipment	-3,200.00	Play Equipment repairs and 1st Meadow Bridge repairs per quote
Street Cleaning and Green Maint	-8,600.00	-8,599.99
Street furniture	-2,000.00	Bench clean and other minor repairs, £820 in out months forecast
Street Lighting energy	2,000.00	Assume £6000 for year for Street Light Energy and Maint
PWLB interest	5,000.00	Interest is £200 per mth, now excludes capital repayments
Public Realm	5,000.00	5,000.00
Office Business Rates	-1,000.00	Budget contained estimate, revised considering similar buildings
Chapel Business Rates	-1,620.00	Accrual Chapel St Business Rates due to having multiple properties.
Water Street Business Rates	-2,550.00	Accrual Water St Business Rates due to having multiple properties.
Misc	-1,048.78	Cost of leaving do for Parish Clerk offset by Donations
	-6,218.78	-6,218.78
Grants		-6,000.00
Total Cost Variances		-19,318.77
		5,630.42

The key changes recommended by the Clerk are:

£9k extra for Street Cleaning, Arboreal management and Play Equipment maintenance  
£2k extra for street furniture maintenance  
£5k extra for unbudgeted or underbudgeted business rates  
£1k extra for Clerk Cover and £1k extra for LNP Printing and Expert Advice  
£5k saving for PWLB interest, only the interest is an expense not the total repayment.  
£6k extra for Grants.  
Remaining surplus £6k to fund Kissing Gate (which is a Capital item) should the council decide.

**Discussion:**

Cllr Ranzetta asked whether funds could be made available for replacement street signs, Cllr Lamont responded that these are a Suffolk Highways responsibility.

Cllr Lamont asked whether the repainting of plant troughs had been included within the re-forecast. The Clerk replied that it has.

**Motion:** to approve the re-forecast for the year ended 31 March 2024.

**Proposed:** Cllr Chick

**Seconded:** Cllr Muckian

**Decision:** Approved with no votes against and no abstentions

**d) Receipts and Payments for the month ended 31 July 2023**

**Received:**

The report prepared by the Clerk listing the Receipts and Payments for the month ended 31 July 2023.

**Noted from the Report:**

There had been no substantial receipts in the month, the next substantial receipt, the Babergh DC second and final instalment of the annual precept, is due in September.

There were no payments which required explanation.

**Motion:** to approve the Receipts and Payments for the month ended 31 July 2023.

**Proposed:** Cllr Bourne

**Seconded:** Cllr Morrey

**Decision:** Approved with no votes against and no abstentions

**e) External Auditors report for the year ended 31 March 2023**

**Received:**

The External Auditors report for the year ended 31 March 2023.

**Noted from the Report:**

The auditor had qualified their opinion on the basis of the previously disclosed failure in 22/23 to appoint an internal auditor for the year ended 21/22, that failure had not been repeated.

The auditor had drawn attention to the previously disclosed failure to review the Risk Register in 22/23. It had been reviewed in April 2023.

**Motion:** to acknowledge and publish the External Auditors Report for the year ended 31 March 2023.

**Proposed:** Cllr Ranzetta

**Seconded:** Cllr Morrey

**Decision:** Approved with no votes against and no abstentions

## f) Other Matters

The Clerk reported that the Lavenham Allotments Association has notified the PC that they: 'have carried out a thorough evaluation of the proposed allotment site at Lavenham Walk/Norman Way.... arrived at the conclusion that that site is unsuitable on Health and Safety and Environmental Health grounds'.

### Discussion:

In response to a question from Councillor Ranzetta the Chair commented that the Developer could try and identify another Allotments Association as the Local Planning Authority had put this condition on the Planning Permission. She further noted that Babergh DC would now likely decline any bid from the Council for Community Infrastructure (CIL) funds to purchase land for allotments. No correspondence had been received from the developers of the site, Hartog Hutton, concerning progress with respect to the allotments or any hand over of the site.

## 9 Planning

**Received:** A report from the Clerk detailing that no Planning Decisions made in August by Babergh DC were contrary to the recommendations of the Parish Council

**Received:** A report and recommendations from the Planning Group.

### Item DC/23/03523 APPLICATION FOR LISTED BUILDING CONSENT

The Studio Apartment Annexe, Pegtile Court, 3 Church Street, Lavenham  
Installation of 12 Solar Panels to the roof pitch of existing detached annexe  
Comments by 17th August – Extension granted.

The Chair of the Planning Group explained at length the views of the Planning Group and the detailed proposed response to the Application. That proposed response is included, in full, in the Briefing papers and was sent to Councillors in advance of the Meeting.

Key points in the response include:

- a) The Parish Council has taken advice and this comment in the Officer Report on the related case DC/23/01044 "there is a slight departure from policy D1" does not align with the argument in the decision that there is No Harm. Any departure from policy D1 is not acceptable. The settings of Pegtile Court & 4 Church street are definitely affected. The Solar panels will be visible from the street, even if it is an oblique angle.
- b) This objection to this application is not against solar panels as such. Nor is it in conflict with the need to take proactive steps towards eliminating the production of electricity from non-renewable sources, which the Climate Emergency requires us to do. But the planet we are trying to protect includes historic cultural features which are worthy of preservation. And we must find ways of mitigating climate change without degrading the things we wish to protect.
- c) The Officers Report re application DC/23/01044 says:
  - 1) 'The application demonstrates that the proposed solar panels would not be easily visible from the Listed Buildings, nor from the street.'. WE DISAGREE – The application included photographs showing that the panels would be easily visible from the street, albeit at an oblique angle. The panels would also be clearly visible from two listed buildings: numbers 4 and 91 Church Street.
  - 2) 'No harm to the significance and setting of a designated heritage asset or to the character and appearance of a conservation area'. WE DISAGREE– The visible panels would have an adverse impact on the appearance of the conservation area, including the setting of nearby listed buildings.

- 3) 'There is a slight departure from policy D1, the solar panels are not considered to result in any adverse impact to the historic setting of Lavenham, character or appearance of the conservation area or setting of listed buildings.' WE DISAGREE. There would be a full departure from Policy D1, and the solar panels would adversely impact on the historic setting of Lavenham, including the character and appearance of the conservation area, and the setting of some listed buildings. This adverse impact would also result in a full departure from policy ENV2, which states that proposals would be supported providing they do not have an adverse impact.
- 4) Given the site's location within the prominent historic core of Lavenham Village, it is imperative that the proposal does not adversely impact the character and appearance of the conservation area'. WE AGREE– The adverse impact might not be considered to constitute substantial harm. However, the site's central location within the conservation area should be recognized.
- 5) Historic England advises as well that, where works are proposed which would lead to harm, local planning authorities should follow the NPPF; any harm or loss of significance would require clear and convincing justification. The NPPF points out that 'Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset (in this case a listed building in a conservation area), this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use'. These benefits are defined in the Planning Policy Guidance (PPG) as 'anything that delivers economic, social or environmental objectives as described in the NPPF', and which are 'of a nature or scale to benefit the public at large and not just be a private benefit' (see PPG, paragraph 020). Solar panels applied to this property will principally be of benefit to an individual property owner only. The public benefit of this application would be the increase (albeit marginal) in the proportion of electricity generated by renewable energy. Although it must be recognised that energy (which may have been generated from non-renewable sources) is consumed in the manufacture of solar panels, and that further energy would be consumed in their delivery and installation. The public disbenefit would be the significant harm described above.
- 6) Babergh District Council's, Heritage Team Standing Advice for minor development in Conservation Areas and within the grounds of Listed Buildings 2021 states on page 8: 'Alternative schemes – perhaps involving outbuildings positioned further forward in the plot or along frontages – would need to be carefully scrutinised to ensure that the development does not compromise the character of the area or the setting of listed buildings.' The above advice from the Heritage Team does not appear to have been taken on board. Within a short distance of 3 Pegtile Court, which can be viewed from the street, there are at least 18 listed buildings comprising multiple addresses and only 2 appear not to be listed. Those numbers include 3 properties on the south side of Water Street and 15 in Church Street.
- 7) The decided upon application DC/23/01044 does not appear to have taken into account the Heritage Team's own standing advice. This is deeply regrettable. The decision does not demonstrate alternative, less harmful solar options were explored, meaning conflict between the conservation of heritage assets and the proposal has neither been minimised nor avoided. These options could have included siting solar panels where they would genuinely not be visible to the road or to nearby listed buildings, in particular 4 Church Street, solar devices that are not 'traditional' panels but are disguised to blend into their setting. And if, in the applicant's opinion, these options are not available or not acceptable, the reasons why have also not been explained. Hence, the identified harm that the proposal would cause has not been properly justified.

The Chair thanked Cllr Lamont for his detailed explanations and commented that the map of listed buildings sent to her by Babergh DC had omitted all Grade 2\* Listed buildings. This has now been corrected by Babergh DC. The Senior Planner has been advised of the correct number of Grade 2\* buildings in the vicinity of this application.

**Motion:** to recommend refusal as the proposal is not compliant with D1, as commented by the officer in the previous application DC-23-0144.

**Proposed:** Cllr Ranzetta

**Seconded:** Cllr Morrey

**Decision:** Motion agreed with no votes against and no abstentions

**Item DC/23/03637 APPLICATION FOR PLANNING PERMISSION**

21 Shilling Street, Lavenham.

Erection single storey rear extension and relocation of side entrance garden gate.

Comments by 24<sup>th</sup> August – Extension granted

This application is for a modest extension to an existing kitchen extension, utilising the existing windows and doors on the current kitchen extension. Visually it makes the existing extension longer. It is entirely behind the property and considered a sympathetic addition to the historic parts of the building.

**Recommend approval**

**Item DC/23/03638 APPLICATION FOR LISTED BUILDING CONSENT**

21 Shilling Street, Lavenham.

Erection of single storey rear extension and relocation of side entrance garden gate.

Comments by 24<sup>th</sup> August – Extension granted

This application is for a modest extension to an existing kitchen extension, utilising the existing windows and doors on the current kitchen extension. Visually it makes the existing extension longer. It is entirely behind the property and considered a sympathetic addition to the historic parts of the building.

**Recommend approval**

**Item DC/23/03713 APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA**

The Old Saddlery, 93 High Street, Lavenham.

Notification of Works to Trees in a Conservation Area -Fell 1 No. Cherry (T1), Raise crown of 1 No.

Cherry (T2) by 1-1.5m and reduce x1 branch by 1.5m

Comments by 28<sup>th</sup> August – Extension granted

The application involves regular maintenance of Cherry Tree T2 which is acceptable. The felling of a self-set dying Cherry Tree very close to an old wall is acceptable as there is no space for it to grow and it will damage the listed boundary wall.

**Recommend approval**

**Item DC/23/03819 APPLICATION FOR PLANNING PERMISSION**

The Pound, 2 Park Road, Lavenham.

Erection of single storey rear linked extension.

Comments by 8<sup>th</sup> September

This extension is at the rear of this modern property, linking the existing house to the garage providing a garden room, study & utility room. It cannot be viewed from the road and does not affect adjacent properties. It is not in the conservation area.

**Recommend approval**

**Motion:** to recommend approval of applications 03637, 03638, 03713 and 03819

**Proposed:** Cllr Ranzetta

**Seconded:** Cllr Bourne

**Decision:** Motion agreed with no votes against and no abstentions

**Item DC/23/03803 APPLICATION FOR WORKS TO A TREE IN A CONSERVATION AREA**

Garden Cottage, 16 High Street, Lavenham.

Reduce 1No Silver Birch (Betula Pendula) on north side by up to 2m to maintain clearance over parking bays.

Comments by 8<sup>th</sup> September

The location of the property or tree is not clear from the documents submitted. A poor-quality photograph of a computer screen is not acceptable.

**Recommend refusal pending a site plan/sketch of the tree and the precise location**

**Motion:** to recommend refusal of application 03803.

**Proposed:** Cllr Chick

**Seconded:** Cllr Ranzetta

**Decision:** Motion agreed with no votes against and no abstentions



**Item DC/23/02659 APPLICATION FOR OUTLINE PLANNING PERMISSION**

Second Meadow Stables, Brent Eleigh Road, Lavenham.

(Access to be considered) Erection of wellness centre (Sui Generis Use). Removal of existing structures.

Comment by 8th September

There has not been any pre-application consultation with either the Parish Council or Lavenham Community Council which provide from its facilities at the Village Hall and Lavenham Sports Fields, a range of sports, exercise and well-being services, offered by both local and visiting practitioners. There may be a need for a wider range of complementary quality leisure opportunities to serve Lavenham Ward and availability of such, would be welcomed, provided it would not conflict with well-established community provided services and place them in jeopardy.

The location of the proposal presents significant challenges that would need to be overcome before any serious consideration is given to this application.

**Issues of concern:**

1. In relation to policy CS11 - Pedestrian access is not available. The current public footpath by the River Brett is prone to flooding, is overgrown and not maintained. This issue was also cited as a reason for refusal of Application DC-21-00961. The applicant is citing this as easy pedestrian access. It is not.
2. The roadway (the A1141) is narrow and there is no footway for approx. 0.25 miles in the area of the national speed limit. The only practical pedestrian arrangement acceptable is a new footway on the east side of the A1141 to meet with the existing footway on the west side of Brent Eleigh Road.
3. The public transport links cited in the report are inaccurate, there is no public bus travelling Brent Eleigh Road. The nearest regular bus stop is approximately 0.6 miles away on the High street.
4. The proposal will attract significant additional traffic in Water Street which is already a significant pressure point. The other access route through the village from the north on Lower Road is narrow and further traffic movements are considered not advisable. Traffic from the south using the A1141 would have no impact. Additional vehicles using the B1071 from the south would adversely impact on Water Street.
5. The second meadow is in the Zone 3 flood plain – a high risk of flooding, Pluvial or Fluvial as detailed in the Flood Risk Assessment. Parts of the site such as the swimming pool and common room/café would flood.
6. This does not meet with policy CS1 & CS22. The development is located outside the Built-Up Area boundary and inside the Special Landscape area. As described in the 2016 Neighbourhood plan and on the Mid Suffolk interactive map. It needs to be noted that it is not a residential application but a large business development which will have a great visual impact. Smaller developments on this site have been previously rejected on this site for this reason such as DC-21-00961
7. Copied from the previous application decision DC-21-00961 the officer's report makes the following comment:  
*"Policy CS15 is a long, wide-ranging, criteria-based policy, setting out how the Council will seek to implement sustainable development, including to minimise the need to travel by car using alternative means and improving air quality. Whilst the main settlement of Lavenham is well connected with the surrounding settlements via the local highway and bus network. The site itself, as outlined above, has poor links to the services within the village itself. Although a footpath is located adjacent to the north of the site, the footpath is not well lit, and is not considered a viable or practical linkage to the services of Lavenham. Therefore, residents will be reliant on the private motor vehicle, in order to access opportunities for employment, recreation and leisure."*

This application will create additional vehicular traffic from those living within the village for reasons stated in 1 and 2 above. The developments would also create additional vehicular movements originating from further afield.

8. This application does not provide a landscape and visual impact assessment as required by the Lavenham Neighbourhood Plan 2016 Policy H1. Copied from the previous application decision DC-21-00961 the officer's report notes. *'Policy H1 of the Lavenham Neighbourhood Plan expressly states; "A landscape and visual impact appraisal will be required for all development proposals outside the existing settlement unless they are located in an area of low landscape and visual sensitivity as shown in the Landscape Character Assessment. In all areas outside the settlement, development proposals would have to demonstrate due regard to the particular sensitivities identified in the Landscape Character Assessment and seek ways to effectively mitigate against potential harm. In areas with higher sensitivity, where there is low capacity for development, this is particularly critical". The site sits within LAV7 and therefore requires a Landscape Visual Impact Assessment / Appraisal, however the application fails to include such documentation, thus landscape harm (through the tests of the NP) cannot be ruled out. In the absence of such assessment / appraisal, harm cannot be materially discounted, therefore the scheme fails the test of H1'.*
9. The application does not take into account that the emerging revision of the Lavenham Neighbourhood Plan 2016 places this site in the ALLS (Areas of Local Landscape Sensitivity). This means that any building on the site would have to be creatively and sensitively constructed to minimise or negate harms to the ALLS.
10. The aspiration referred to by the applicant as a social enterprise is viewed as positive. However, there is no detail from the applicant to demonstrate this intention or support this assertion.
11. Lavenham Parish Council appreciates that some 12 residents of Lavenham have provided written support for the application but the majority of those in favour of it, are from other communities and may not have an appreciation of the site.

**Recommend Refusal as the site is not suitable for the reasons stated in 1-10 above.**

**Discussion:**

The Chair commented that the number of comments had increased a little since the Planning Group report was written and noted the large number of favourable comments. The Chair added that guidance from the Local Planning Authority is that local comments are given more weight.

The Chair noted the applicant's acknowledgement that the site does flood. She further noted that others had made the same observation. She also emphasised that the land is within the ALLS (Areas of Local Landscape Sensitivity). She drew attention to the fact that the applicant has been clear that she is working with the Planners to resolve issues and that this is only an Outline Plan and that many changes may be made along the way.

Cllr Domoney questioned whether the proposal is consistent with net zero and whether the site is connected to mains Gas.

Cllr Ranzetta raised her concerns that an archaeological survey did not appear to have been completed and that Roman remains had been found near Osier View. Specialist archaeologists should be consulted.

**Motion:** to recommend refusal of application 02659.

**Proposed:** Cllr Bourne

**Seconded:** Cllr Lamont

**Decision:** Motion agreed with no votes against and no abstentions

**10a. Kissing Gate Quotation**

**Received:**

A report from Mary Morrey explaining that a) VAT exclusive prices had been incorrectly considered VAT inclusive and that the price of raw materials has increased.

**Discussion:**

Cllr Lamont asked if all quotes had the same issues. The Clerk replied that one of the quotes had been ruled out for technical reasons and the other quote had the same issue and so the errors did not affect the rankings of the quotes.

Cllr Domoney asked about the Project Management resource which would be required and whether this had been considered.

The Chair replied that this is only a gate and no critical project path is indicated. A purchase order will be placed by the Clerk. The Chair incited Cllr Morrey to confirm that she would be taking a keen interest. Cllr Morrey so confirmed.

Cllr Muckian moved an amendment to the motion so that it would read 'That the Parish Council is asked to accept the preferred revised quotation B and proceeds to order this work utilising reserves or NCIL at the discretion of the Responsible Financial Officer and that any donated funds raised through Small Fundraising re-imburses the original source of funds'

**Decision 1:** The amendment was seconded by Cllr Chick and approved with no votes against and no abstentions

**Decision 2:** Motion as amended was agreed with no votes against and no abstentions

**10b. Green Willows Footpath and Additional Lighting**

**Received:**

A report from the Clerk detailing the issue, the proposed solutions, why Option B is recommended and highlighted that the Parish Council placed a footpath at Green Willows at the top of its preferences for infrastructure development as its meeting on August 3 2023.

**Discussion:**

The Chair explained that she would be seeking, in due course, a volunteer to project manage this scheme.

**10c. Telephone Box Quotations**

**Received:**

A report from Mary Morrey. The Clerk detailed the costs contained in each of the three tenders and explained that only Tender B is prepared to offer a full turnkey service including removal and installation. Accepting either Tender A or Tender C would lead to a project management need which the Parish Council cannot, at this time, supply.

**Discussion:**

Cllr Lamont asked whether electricity disconnection and reconnection had been considered, The Clerk responded that BT were prepared to disconnect for free but that UKPN had quoted approaching £2,000 per box for reconnection and so the boxes will not be reconnected which would also, at night, not lead to the boxes being lighted and mistaken for working boxes.

Cllr Domoney add that the boxes were in a very poor state.

The Chair explained that she was working with local historians to develop a display for inside the box about the less well-known history of the village such as rope making and a cosmetic factory.

Cllr Muckian moved an amendment so that it reads 'The Parish Council is asked to accept the preferred quotation B with a contingency added of £1,600, total cost £14,000 to cover minor variations consequent of the final detailed discussions with the supplier and any costs of making good nearby private property and proceeds to order this work utilising reserves or NCIL at the discretion of the Responsible Financial Officer'.

**Decision 1:** The motion was seconded by Cllr Bourne and approved with no votes against and no abstentions.

**Decision 2:** Motion as amended was agreed with no votes against and no abstentions

#### **10d. Response to Invitations for a Quotation for Traffic Study**

##### **Received:**

The Clerk reported that three members of the Lavenham TWP plus one Councillor and the Clerk attended the opening of the Tenders on Sep 6 at 5pm. Margaret Maybury (Chair of the TWP), John Hooper and Linda Farmer (members of the TWP) and Cllr Mary Morrey.

All three tenders were examined and the following comments are made:

1. Two tenders are very significantly over-budget. The third tender is recommended by majority of the TWP members.
2. The rationale for the recommendation of Tender A is:
  - a. The cost variance on the number of days is because pro bono work has already been undertaken and that works forms a basis for further study.
  - b. The cost variance on the daily rate is because Tender A is from a smaller business rather than a larger, corporate, entity.
  - c. Tender A whilst cheaper is professionally written and addresses the tender specification including using a third-party specialist.
  - d. Tender A during his pro bono work showed considerable knowledge and gave practical examples of similar studies and solutions.
  - e. Tenders B and C did not widen the scope of work.
  - f. There is a point of clarification on the proposed Tender A as to the final outputs of the study.

The Clerk explained that essentially two quotes were for five days work at £2,000 per day whereas Tender A is for three days work at £1,000 per day.

The TWP recommends that Tender A at a cost of £2,700 plus expenses is accepted with final negotiations not to increase the cost above £3,500.

##### **Discussion:**

The Chair reported that she had to search quite hard to get two additional quotes.

**Motion:** to recommend the acceptance of Tender A

**Proposed:** Cllr Morrey

**Seconded:** Cllr Ranzetta

**Decision:** Approved with no votes against and no abstentions.

## **11. Lavenham Neighbourhood Plan (LNP2)**

### **Received:**

A report from the Chair as to the next steps in the progress of the Lavenham Neighbourhood Plan review with the key points being:

- a) The Regulation 16 consultation on LNP2 has now closed. Babergh received some 30 representations. Those can be seen by the public on the Babergh District Council website.
- b) The Council, as the Qualifying Body (QB), will examine the representations made by the public to Babergh **and respond to those representations only**. The QB will continue to be supported by the LNP Review Group and external planning experts as required.
- c) An Extraordinary meeting of the Council will be called for 28<sup>th</sup> September 2023 to consider the representations and the QB response.
- d) Following submission of responses to representations, Regulation 17 will commence which is an examination of the draft plan by an external Independent Examiner.
- e) At the conclusion of Regulation 17, the Independent Examiner may put forward amendments to the draft plan in the form of a Regulation 18 Decision Statement. Both the QB and Babergh District Council will have to accept Examiner modifications or the draft plan will not proceed.
- f) If Regulation 18 concludes with a final draft plan, this will be put to a public referendum of the Lavenham electorate at a date to be announced and if supported in the referendum, by more than 50% of those voting, the final draft plan will be adopted and will replace the Neighbourhood Plan 2016.

### **Discussion:**

Cllr Domoney commented that he considered there to be three major submissions in the TWP document and that he would be detailing these at some point in the future.

The meeting closed at 9.50pm.

## **15. Date of next meeting**

Thursday 5<sup>th</sup> October 7.30 pm in the Village Hall.

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Aug Actual YTD	Aug Budget YTD	Favourable /(Adverse)
Precept	9,175.00	9,175.00	9,175.00	9,175.00	9,175.00	45,875.00	45,875.00	0.00
Babergh Cleansing Grant	891.67	891.66	1,061.33	948.22	948.22	4,741.10	4,458.33	282.77
Fixed Income	10,066.67	10,066.66	10,236.33	10,123.22	10,123.22	50,616.10	50,333.33	282.77
Burial Fees	70.00	3,300.00	870.00	682.00	242.00	5,164.00	2,500.00	2,664.00
Car Park and Toilet Donations	1,974.15	1,734.85	1,824.10	1,880.05	2,359.40	9,772.55	0.00	9,772.55
Other Donations	0.00	407.63	0.00	0.00	250.00	657.63	0.00	657.63
EV Charging Income	100.00	100.00	50.00	49.54	20.00	319.54	500.00	-180.46
Interest Received	0.00	748.23	250.00	250.00	450.00	1,698.23	0.00	1,698.23
Variable Income	2,144.15	6,290.71	2,994.10	2,861.59	3,321.40	17,611.95	3,000.00	14,611.95
<b>Total Income</b>	<b>12,210.82</b>	<b>16,357.37</b>	<b>13,230.43</b>	<b>12,984.81</b>	<b>13,444.62</b>	<b>68,228.05</b>	<b>53,333.33</b>	<b>14,894.72</b>
Management Costs	5,186.03	4,375.79	3,751.40	3,154.40	2,888.48	19,356.10	20,641.67	1,285.56
Office costs	1,371.74	542.68	1,210.24	411.69	490.35	4,026.68	4,412.50	385.82
Costs of Democracy	0.00	0.00	0.00	0.00	186.73	186.73	0.00	-186.73
Street Cleaning and Green Maintenance	2,311.87	2,493.79	2,601.87	2,579.62	2,331.16	12,318.29	13,231.25	912.96
Public Realm	878.67	853.67	1,573.67	700.37	500.00	4,506.39	6,466.67	1,960.28
Toilet Costs	702.94	1,606.19	1,324.35	1,061.63	1,138.86	5,833.97	7,408.33	1,574.36
Misc	389.17	1,437.95	517.05	389.17	524.17	3,257.49	416.67	-2,840.83
Community Events	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
EV Costs	310.03	77.51	78.08	46.03	48.19	559.84	500.00	-59.84
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	1,041.67	1,041.67
Total Costs	11,150.44	11,387.57	11,056.65	8,342.90	8,107.93	50,045.50	54,618.75	4,573.25
<b>Surplus/(Deficit)</b>	<b>1,060.38</b>	<b>4,969.80</b>	<b>2,173.77</b>	<b>4,641.91</b>	<b>5,336.69</b>	<b>18,182.55</b>	<b>-1,285.42</b>	<b>19,467.96</b>

	Mar 23	Aug 23	Increase/(decrease)	Notes
Fixed Assets				
Cost	135,407.90	141,002.04	5,594.14	Meadow Close Footpath Light £2k and New bins, £4k.
Accumulated Depreciation	0.00	0.00	0.00	No depreciation per Parish Accounting rules.
Net Book Value	135,407.90	141,002.04	5,594.14	
Debtors				
Accrued Income	0.00	0.00	0.00	None
VAT Refunds	404.27	3,588.94	3,184.67	Babergh Cleaning Grant 2 months, interest and car park donation
	1,585.76	1,247.93	-337.83	Purchase dependent
	1,990.03	4,836.87	2,846.84	
Cash at Bank				
Bus Prem	325,883.44	344,729.74		Key driver is £15k NCL and Precept Sep £9k already received. Petty Cash
Current Acc	1,971.91	8,759.86		money has been banked and Petty Cash tin closed.
Petty Cash	110.00	0.00		
	327,965.35	353,489.60	25,524.25	
Trade Creditors	0.00	-6,406.29	6,406.29	Minor trading items
Accruals	-9,726.01	-11,760.55	2,034.54	Business Rates accrual is a key driver
Deferred Income	0.00	-9,175.00	9,175.00	Precept for mth of Sep already received
Lights Creditor	-135,407.90	-135,407.90	0.00	
	-145,133.91	-162,749.74	17,615.83	
Loans				
	-78,744.89	-75,611.12	-3,133.77	Capital Repayments made
Net Assets	241,484.48	260,967.65	19,483.17	
General Funds	143,776.98	161,433.61	17,656.63	
Ballot Fund	4,800.00	4,800.00	0.00	No change
Public Realm	5,000.00	1,179.85	-3,820.15	Spending on Bins and Notice Board
Number 2 Lady St	3,000.00	0.00	-3,000.00	Drawn down in July
NCL	47,387.04	54,557.26	7,170.22	
Lavenham Funds in Trust	1,500.00	1,500.00	0.00	No change
Neighbourhood Plan Fund	4,173.51	-196.09	-4,369.60	Spend on final items as estimated hence small balance.
Lighting Sinking Fund	27,081.58	31,427.64	4,346.06	In lieu of depreciation and to avoid overstating General Funds
Street Fair Fund	4,765.37	6,265.37	1,500.00	Loan/Grant repaid in full.
Total Reserves	241,484.48	260,967.65	19,483.17	
Imbalance	0.00	0.00	0.00	





## Premium Account

Balance Brought Forward	351,415.65
HMRC VAT Refund	2,098.82
Transfer to Current Account	-10,000.00
HMRC VAT Refund	1,215.27
Balance Carried Forward	<u>344,729.74</u>
Per Bank Statement	344,729.74
	0.00

## Current Account

Balance Brought Forward	4,448.47
Burial Income	220.00
Power Cable Hire Deposit	100.00
Supplier Payment: British Gas	-21.24
Supplier Payment: British Gas	-23.13
Car Parking Income Card Payments	209.95
Supplier Payment: BT	-83.23
Supplier Payment: Village Hall Hire	-40.00
Supplier Payment: Infinity Cleaning	-800.17
Supplier Payment: JPB Landscapes	-2,684.58
Supplier Payment: Zoom	-15.59
Andrew Smith June Net Wages	-2,063.95
Transfer from Deposit Account	10,000.00
Car Parking Income Cash Donations	297.00
Supplier Payment: British Gas	-40.63
Employer and Employee NEST Pension Contributions	-150.39
Power Cable Hire Donation	250.00
Car Parking Income Card Payments	212.80
Car Parking Income Cash Donations	336.00
Burial Income	242.00
Supplier Payment PKF Littlejohn LLP External Auditors	-756.00
Supplier Payment: Green Barnes Ltd: Replacement Parish Notice Board	-1,789.83
Supplier Payment: Babergh DC Bin resiting	-160.76
Supplier Payment: Glasscubes	-60.00
Car Parking Income Card Payments	215.65
Supplier Payment: BT	-7.73
Car Parking Income Card Payments	317.30
Supplier Payment: Go Cardless	-43.08
Car Parking Income Cash Donations	651.00
Balance Carried Forward	<u>8,759.86</u>
Per Bank Statement	8,759.86
	0.00

## **Agenda Item 8d**

**Report to Council 5<sup>th</sup> October 2023**

### **Grants Policy**

1 Grant Applications need to be assessed against a range of criteria agreed by the Council.

2 The attached draft policy details:

- a) What can be funded and priority areas for funding
- b) The essential elements which schemes must address
- c) Other ranking criteria
- d) What cannot be funded
- e) The Conditions recipients of funds will be required to accept

### **3. Proposal**

**That the Parish Council adopt the Grants Policy**

The Coat of Arms  
of Lavenham



## LAVENHAM PARISH COUNCIL

### Grants Policy

#### Power to give Grants:

Parish Councils may award financial support to local groups and organisations within the scope of the Local Government Act 1972 Section 137. Each year the Council will be informed how much we can spend per elector on grant giving. For 2023/24 this is £9.93 per head. The 2021 census population of Lavenham was 1,922 so £19,085.

#### What can be funded:

- There must be a clear benefit to a significant part of the people of Lavenham.
- There must be clearly presented evidence that local people support the project and are involved in carrying it out.
- Applications above £500 must come from groups which have Officers, a bank account and accounts. The amount of grant will be at the discretion of the Parish Council but organisations and groups will be expected to provide 50% of their own funds or grants from elsewhere to the project. Exceptions to this will only be considered where organisations provide a vital service to the whole community.
- Applications from new groups, established charities or Trusts will be considered on a case-by-case basis up to £500.
- Each group may only make one application per financial year (1 April to 31 March).
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- Grants will be invited for consideration in May and November each year.
- The Council will determine, at its sole discretion, the Grants Budget each year and reforecast.

**Priority areas for funding: whilst all applications will be considered on their merits, key target areas are:**

- Children and young people
- People with special needs
- Older people
- Extra-curricular activities for schoolchildren

**Schemes must address at least one of the following:**

- Promote social inclusiveness
- Enhance community wellbeing.
- Promote measures to mitigate climate change.
- Promote awareness and attractiveness of the village
- Vital services
- Improving facilities in the village

**Not eligible:**

- Support for individuals or private business projects.
- Projects that are the prime responsibility of other statutory authorities
- Projects that improve or benefit privately owned land or property
- Projects that have already been completed or will have been by the time the grant is made
- Educational activities which take place as part of the curriculum.

**Other ranking criteria:**

- There is a demonstrated need for the activity or project to be funded.
- The benefit to the area or organisation must be commensurate with the expenditure.
- The Costs must be appropriate and realistic.
- The project and the applicant have long-term viability.
- How the group is managed, the extent to which it is community-based.
- Alternative funding available: whether the organisation or could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate, source.
- Alternative funding available: Preference will be given to schemes which have raised contributions locally.
- Groups within the Parish Council's area may apply. By exception, applications from Groups outside the Parish who can demonstrate direct and substantial benefit to the people of Lavenham may be considered on a case-by-case basis.
- Council will take into account any previous grant made to an organisation or group when considering a new application.

**Conditions:**

- Recipients of grants from the Parish Council may be required to submit documentary evidence to demonstrate how the grant has been spent, the Parish Council should have access to your financial records, on request, where appropriate.
- Funding must only be used for the purpose agreed with the parish council and if all the monies are not spent on the items agreed, the balance must be returned.
- All grant recipients are required to provide the Parish Council with a brief report of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved; and such report may be published in the Parish Council's newsletter and on the Parish Council's website; this must be submitted within two months of purchase of the capital equipment, or completion of the project or event for which the funding was awarded.
- Recipients of grants from the Parish Council may be required to attend a meeting of the Parish Council to inform Members how the grant has been expended.
- If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
- Application must be made using the official application form.

## **Agenda Item 8e**

**Report to Council 5<sup>th</sup> October 2023**

### **NCIL Policy**

- 1 Neighbourhood CIL can only be spent according to the Rules of the Scheme
- 2 Neighbourhood CIL monies can be reclaimed by Babergh DC
- 3 The Council needs to balance the possibility of failing to spend NCIL funds and thus having them reclaimed, with the need to retain NCIL funds for major projects and not having NCIL funds depleted by their use on minor projects which can be funded by the Precept and Donations.
- 4 It is proposed that, each year, a three-year rolling forecast be drawn up and a threshold for the use of NCIL, during the next year, be established.

### **5. Proposal**

**That the Parish Council adopt the use of Neighbourhood CIL Policy**

The Coat of Arms  
of Lavenham



## LAVENHAM PARISH COUNCIL

### **Legal Background:**

#### Neighbourhood CIL (NCIL) income can be spent on:

- a) providing, improving, replacing, operating or maintaining infrastructure
- b) anything else concerned with addressing the demands that development places on the area.

#### The General Power of Competence (GPC) restriction:

A PC, such as Lavenham which does not have a GPC can only spend NCIL funds on infrastructure or other matters which it has a statutory power to provide, maintain or improve, as set out in Appendix A. Appendix A is the schedule published by Babergh DC as at September 21 2023.

#### Strategic Infrastructure:

The only way that a PC without GPC can use NCIL to fund strategic infrastructure eg providing new roads, an extended school, libraries or doctors surgeries or affordable housing is for the PC to work closely with the District to agree infrastructure priorities (i.e. as set out in a Local Investment Plan and Programme). The District could then retain NCIL receipts to spend on specific agreed infrastructure item/s.

#### Reclaim by the DC of NCIL:

If a PC does not spend / allocate NCIL income within 5 years of receipt the CIL team may issue a repayment notice, exceptions may be made if the PC can show they have allocated their NCIL income to a particular project for which they are accumulating funds before spending.

### **Practical Considerations:**

The PC needs to balance:

- a) the possibility of failing to spend NCIL funds and thus having them reclaimed, with
- b) the need to retain NCIL funds for major projects and not having NCIL funds depleted by their use on minor projects which can be funded by the Precept and Donations.

### **Suggested Policy for the use of NCIL funds:**

The RFO will, as part of the Budgetary process each year, draw up a schedule of the NCIL funds received and receivable and assess these funds against Capital items contained in the 3 year Development Plan.

The RFO will each year recommend a threshold. Capital Costs less than this threshold will be met from the Council's own resources and Capital Costs greater than this amount, which are eligible for NCIL funding, will be charged to the Council's NCIL funds.

Council will consider the suggested threshold and determine what the threshold will be for the next twelve months.

### **Appendix A:**

Provision of allotments

Burial Grounds, cemeteries and crematoria: Power to acquire and maintain including maintaining monuments and memorials

Provision of litter bins

Bus Shelters

Public clocks

Power to maintain Closed Church Yards

Commons and common pastures

Power to provide Conference facilities

Community Centres: Power to provide and equip building for use of clubs (sport/social/educational); Power to acquire, provide and furnish community building

Crime Prevention: Power to spend money on Crime Prevention.

Drainage: Power to deal with ponds and ditches

Highways: Power to repair and maintain public footpaths and bridleways, to light roads and public places, to provide parking places for vehicles, bikes, and motor bikes, to provide roadside seats and shelters, certain traffic signs and other notices, plant trees and maintain roadside verges. Traffic calming (power to contribute financially to such schemes), power to spend money on community transport schemes

Land: Power to acquire and dispose of land. Power to acquire land for public recreation, to acquire and maintain land for open spaces

Power to acquire and provide buildings for public meetings and assemblies

Toilets

Recreation: Power to acquire land for recreation grounds; public walks; pleasure grounds and open space; and to manage and control them. Power to provide a wide range of recreational facilities. Provision of boating pools

War Memorials: Power to maintain, repair, protect and adopt.

Water Supply: Power to utilise well or spring and to provide facilities for obtaining water from them

## Agenda Item 8e

### Report to Council 5<sup>th</sup> October 2023

#### Reimbursement to the Clerk of £165.70

- 1 Nearly all invoices addressed to the Council are paid via Internet Banking.
- 2 The Council is waiting for Barclays Bank to process the application for a new Debit Card.
3. In the absence of the new Debit Card the Clerk, with the prior agreement of the Chair, privately paid for Dog Bin bags.
4. In accordance with Standing Financial Order 5.10 the Clerk seeks reimbursement of £165.70.

5.10 Members or RFO may claim for reimbursement of costs incurred on behalf of the Council, these will be approved or rejected by resolution of the Council. Approved Expense claims will be put on the website. Councillors or the RFO should seek pre-approval of amounts above £50.

		<b>Mutts Butts</b> Mutts Butts Unit 27, Old Wool Lane Cheadle Cheshire SK8 2PE United Kingdom 0161 491 5001					
Hello Mr Andrew Smith							
Your order number: <b>PQBN064703</b>		Your order password: <b>p_6qV2UEpz</b>			5 September 2023		
<b>Billing details</b>				<b>Shipping details</b>			
<a href="mailto:lavenhampc@yahoo.co.uk">lavenhampc@yahoo.co.uk</a> Lavenham Parish Council Mr Andrew Smith				Lavenham Parish Council Andrew Smith			
SKU	Product Name	Product status	Price	Qty	Tax 20%	Discount	Total
REFILL	<a href="#">Dispenser Refill Bags</a>	Shipped	£138.08	1	£27.62	£0.00	£165.70

## 5. Proposal

**That the Parish Council reimburse the Clerk £165.70 for Dog Bin bags.**



			BDC	LPC
August				
03085	68 Church St	Garden Room and Shed	Approved	Approval
03091	River Cottage, Lower Rd	Trees	Approved	Approval
03467	The Guildhall	Pine 1 Hazel Tree	Approved	Approval
03012	1 Green Willows	Garage, revision of 00424	Approved	Approval
01344	Land West of Bury Rd	6 Houses	Refusal	Refusal
02224	Briarside, Bridge St Rd	New House	Approved	Approval
September				
03637	21 Shilling St	Extension: Planning Permission	Approved	Approval
03638	21 Shilling St	Extension: Listed Building Consent	Approved	Approval
03840	Rear of 45 High St	Changes to roof and windows	Approved	Not Consulted, non material amendment
03803	Garden Cottage, 16 High St	Trees	Approved	Refusal
03713	Old Saddlery 93 High St	Trees	Approved	Approval

9A Planning Register

Jan	00458	Peggie Ct	Trees	BDC	LPC
	00426	8 The Paddock	Trees	Approved	Recommend refusal, there does not appear to be any justification for the need to fell this tree. No comment re Neighbourhood Plan.
	00424	1 Green Willows	Garage	Approved	Conditional: replacement trees. Trees all poor quality Hawthorn with many small trunks. No reference to Neighbourhood Plan.
	00441	4 Parmenter Walk	Extension	Refused	Refusal, Building footprint out of proportion compared to other garages and properties. Contrary to Neighbourhood Plan Policy D1.
				Approved	Approval. No reference to Neighbourhood Plan.
Feb	00774	Island House	Trees	Approved	Conditional: replacement Oak. No reference to Neighbourhood Plan.
	00545	8 Rogers Court	French Doors	Approved	Refusal, modern plastic/metal type windows and doors. No reference to Neighbourhood Plan.
	00529	16 Prentice St	Trees	Approved	Conditional: replacement trees. No reference to Neighbourhood Plan.
Mar	01344	Land West of Bury Rd	6 Houses	Refusal	Refusal. Contrary to D1 and CS14 of LNP, and contrary to CR08 Babergh Local Plan, CS15 Babergh Core Strategy and LP01 and SP03 of the emerging Babergh and Mid Suffolk Local Plan.
	01094	32 Spring St	Extension	Approved	Approval, extension is outside Conservation area. No reference to Neighbourhood Plan.
	01036	2 Granary Cottages	Extension	Approved	Approval, extension modest and not visible from the street. No reference to Neighbourhood Plan.
	01044	Peggie Court	Solar Panels	Approved	Refusal, Conservation area D1 and Solar Panels etc Policy ENV1.
Apr	01821	Caustons, Bolton St	Trees	Approved	Approval
	01688	46 Church St	Repairs	Approved	Approval
	01753	Little Beeches	Trees	Approved	Approval
May	02208	Tudor Cottage, 92 Church St	Trees	Approved	Approval
	02214	The Old Rectory, Church St	Trees	Approved	Arboreal Inspection by Babergh DC
	22/06/652	25 Prentice St	Carriage Discharge of Conditions	Approved	Approval
	22/06/653	25 Prentice St	Conservatory/Discharge of Conditions	Approved	Approval
	02258	72 High St	Secondary glazing to 3 first floor windows	No consent required	Approval with Condition not visible from street
	02259	Lower Rd	Removal of 2 conifers	Approved	Determine if designated parking, replacement indigenous trees.
	02363	5 Lady St	Tree: 1 Hornbeam	Approved	Approval
	02493	The Bays, Bears Lane	Remodel Bungalow	Approved	Approval
	02450	Carronore, Sudbury Rd	First Floor Side Extension	Approved	Refusal
	02303	45 and 46 High St	Trees	Approved	Approval subject to planting, nearby, of two indigenous trees
June	02594	The Old Rectory, Church St	Trees	Approved Subject to replanting	Refusal, falling a last resort, only after a period of observation
	02828	Little House, Lady St	Trees	Approved	Approval
	02224	Briarside, Bridge St Rd	New House	Approved	Approval
	03012	1 Green Willows	Garage, revision of 00424	Approved	Approval
July	03085	68 Church St	Garden Room and Shed	Approved	Approval
	03091	River Cottage, Lower Rd	Trees	Approved	Approval
	03330	Arundell Hoag, Shilling St	Fell and prune trees	Approved	Partial Approval
	03467	The Gulthill	Pure 1 Hazel Tree	Approved	Approval
	03074	Pie Cottage, 9 High St	Window Replacement	Approved	Approval
	03523	3 Peggie Ct	Listed Building Consent	Ongoing	Refusal
August	03637	21 Shilling St	Extension: Planning Permission	Approved	Approval
	03638	21 Shilling St	Extension: Listed Building Consent	Approved	Approval
	03713	Old Saddlery, 93 High St	Trees	Approved	Approval
	03803	Garden Cottage, 16 High St	Trees	Approved	Refusal
	03819	The Pound, 2 Park Rd	Extension	Ongoing	Approval
	02659	Second Meadow Stables	Erection of new buildings, demolition of old	Ongoing	Refusal
	04089	Little Hall, The Market Place	Fell two trees	Ongoing	Comments deadline Sep 21, extension declined
September	03806	Dean House, Church St	Extension and roof over inner courtyard	Ongoing	Comments deadline Oct 6
	04420	51 High St	Change of Use from Dental Practice to residential	Ongoing	Comments deadline Oct 13
	04503	42 High St	Hand rails by front door	Ongoing	Comments deadline Oct 17
Enforcement	EN/23/00265	4 Rogers Court	UPVC windows & UPVC Patio Doors Front Balcony	Further investigation has shown these to be wooden.	
	EN/23/00219	8 Rogers Court	UPVC Front Door	Now more than 10 years old. No enforcement action possible.	
	EN/23/00212	25 Church St	Solar Panels	Babergh says not on wall fronting a highway so is permitted.	

## **Lavenham Parish Council Planning Group.**

### **Planning Applications for consideration at LPC meeting on 5th October 2023**

#### **DC/23/03806 APPLICATION FOR PLANNING PERMISSION**

Dean House Church Street Lavenham Sudbury Suffolk CO10 9SA

Householder Application - Erection of single storey side extension and construction of roof over inner courtyard.

Comments by 27<sup>th</sup> September – Extension granted

The application is modest. The extension to the side is small for a Laundry room, single story. It is not visible from the Rectory – there is a building adjacent to the boundary where the extension is planned that is not shown on the block plan which screens it – see exert from Google Maps . It is also not visible for the front of the property. No reason for objection

#### **Recommend approval**



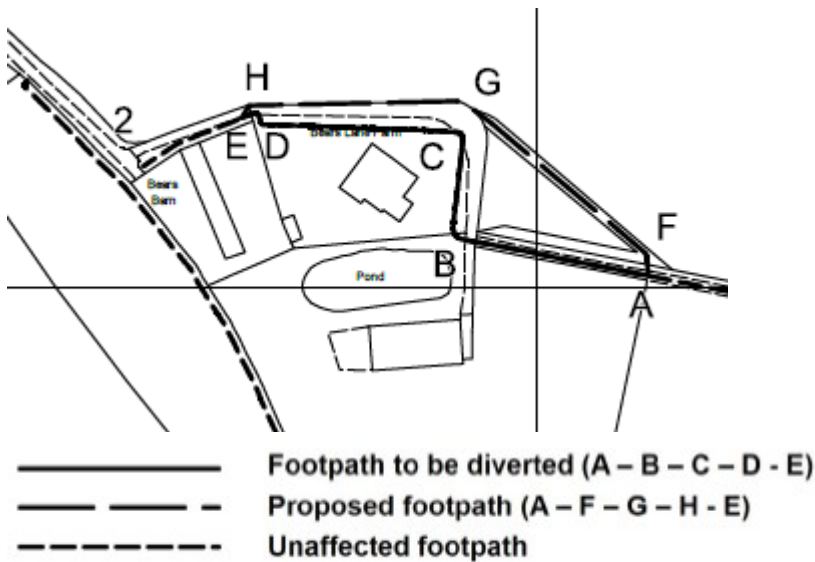
#### **T215 Informal Consultation**

Proposed Diversion of Part of Lavenham Public Footpath No 2 –  
Highways Act 1980 Section 119

This is a small diversion around the edge of the applicant's property.  
The requested footpath is already in place & is a sensible diversion away from the private road.

**Recommend we do not object to this change.**





**DC/23/04420 APPLICATION FOR PRIOR APPROVAL - CHANGE OF USE FROM COMMERCIAL BUSINESS SERVICE TO DWELLINGHOUSE**

51 High Street Lavenham Sudbury Suffolk CO10 9PY

Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3) Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class MA - Change of use of Dental Practice to 1no. dwellinghouse

This property has previously been a residential property and from the external view still looks like a residential property. It is Semi-Detached attached to a residential property. The only changes proposed are restoring the internal layout.

**Recommend Approval**



APPLICATION FOR PLANNING PERMISSION

DC/23/04503

Householder Application - Installation of 2no. wrought iron black handrails each side of front door.

Location: 42 High Street, Lavenham, Sudbury, Suffolk CO10 9PY

**To be decided at the meeting**

**Item No: 10**

**Update Report to Council 5<sup>th</sup> October**

**Footway linking Green Willows to Harwood Place**

1. Following the brief reports from Councillor Lindsay and the Clerk in September, this update sets out progress.
2. A Project Team has been established comprising:
  - The Clerk
  - The Chair
  - Councillor Lindsay
  - Councillor Clover
  - Mr Richard Howe
  - Mr Ed Theobald

Councillor Bourne will join this group as Parish Council coordinator for this scheme once funding is secured and a contract placed with Highways.

**3. Public Engagement**

Two residents have volunteered to conduct public engagement in Green Willows by door knocking with a questionnaire. This is attachment 1.

**4. Outline Proposal**

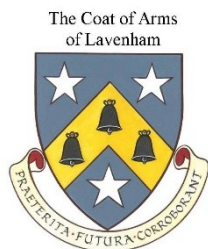
Highways have produced the output shown in Attachment 2.

**5. Funding**

On advice from local authority Councillors, a District CIL enquiry has been submitted and accepted for development of a footway under Babergh's Local Cycling and Walking Infrastructure Plan. This is on the basis of a partnership with Highways. This has been accepted and will be allocated a CIL lead officer in due course. This enquiry bid included provision for street-lighting. The PC have been advised that District CIL funds will not be granted for street-lighting but NCIL may be used for that purpose. It is not yet clear what proportion of funding if any, would be provided by Highways for the footway element of the scheme and whether the PC can use NCIL for this purpose as the Council does not have the General Power of Competence. As such our powers are limited and this may preclude the PC providing any funds to develop a footway either from general funds or NCIL.

Before any commitment is given, the legal position of all Councils will need to be clarified.

Irene Mitchell  
Chair  
Lavenham Parish Council



**Questionnaire for all Households in Green Willows**

**Item 10 Attachment 1**

Dear Resident,

The Parish Council will be considering a proposal to create from the existing path in Green Willows, a new footway link with street-lighting on the verge alongside Melford Road, turning into Peek Close and ending to face the existing footway at Harwood. Before the Council commits to this plan and asks the local authorities, Suffolk County Council and Babergh District Council for the necessary permissions and support with paying for this, we must establish whether the local community want this development. We are grateful for your help in this matter. Can you please provide the following information about your household. **If you are not at home when this is delivered, we will call back to collect in a few days.**

Thank you,

The Parish Council September 2023

<b>Note: only to make sure every household receives a questionnaire</b>	<b>House No:</b>	<b>Comments from householders</b>
Would car usage from your household into other areas of Lavenham reduce if a safe footway were available?	Please delete Yes/No	
Would you or others in your household walk or use wheel mobility aids to other areas of Lavenham more if a footway is provided?	Please delete Yes/No	
How many times per week do you or others in your household drive into the centre of the village?		
How many people living in your household use wheeled mobility aids?		
How many times per week do you or others in your household walk or use wheeled mobility aids to get to other areas of Lavenham?		
Number of Adults in your household		
No. of children 0-11 years		
No. of young people aged 12-18		
No. of vehicles for the property		

**Item 10 Attachment 2**

**From:** Councillor Highways Support  
<[CouncillorHighwaysSupport@suffolkhighways.org](mailto:CouncillorHighwaysSupport@suffolkhighways.org)>  
**Sent:** 30 August 2023 10:17  
**To:** Robert Lindsay (SCC Councillor) <[Robert.Lindsay@suffolk.gov.uk](mailto:Robert.Lindsay@suffolk.gov.uk)>  
**Subject:** RE: Footpath Green Willows CR 417549

Dear Robert

Just to update you. I have been able to gain approval in principle from the Asset Team for option B footpath, subject to the following approval from Babergh District council and fulfilling the construction criteria, which I will update you on further as we move forwards:

1. I have asked Babergh District council to consider providing approval for SCC to construct a portion of footway over the green verge that is owned by the District. An aligned dropped crossing point with tactiles to be constructed the highway side of the highway boundary (blocks) on the carriageway at Peek Close, which is a private road. (SCC Land shaded green) We do need this to proceed.
2. That the footway is designed and commissioned via the SCC Local Highways Budget Team to consider drainage and underground utilities which could impact achieving desired construction depths. The new footway to be constructed to specification with SCD 1100-5 type LA.
3. A full height kerb to be installed from the existing kerbs at the junction Peek Close to the existing link footway from Green Willows, we would not want there to be any kind of pedestrian rail along this section as not enough clearance from edge of carriageway.
4. Provided that above criteria is met, once installed we would be happy for the footpath to become part of the highway infrastructure and maintained in accordance with HMOP.

I will come back to you with update on progress as soon as I hear back on approval from the District.

Best Regards

**Melanie Hall**  
**Community Liaison Engineer**  
**0345 606 6171**  
**Suffolk Highways** | 3 Goddard Road, Ipswich, IP1 5NP  
[www.suffolk.gov.uk/highways](http://www.suffolk.gov.uk/highways)



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**Item No: 11**

**Update Report to Council 5<sup>th</sup> October**

**The Jane Bellward Award**

This award was created by Lavenham Parish Council in recognition of the many years' service as Parish Clerk by Jane Bellward who retired from the role in 2023.

The aim of the award is to give recognition to the younger members of this Parish who voluntarily provide a service to our community.

There is a sum of money available which could be awarded to one or more individual young persons, or to a group or a club - as the awarding panel decides

This could be as part of an organised scheme or simply being a good neighbour- for example walking a dog on a regular basis for someone who has mobility problems.

This sum could be divided into 2 or 3 smaller awards

A small group with representation from the Parish Council (Cllrs Muckian and Morrey) the School (Rachel Chick) and the Community Council (Phil Smith) has been formed.

The Church is being asked if they would like additional representation in the group.

This group will develop the criteria for the award including eligibility, age ranges, who can nominate, time frames etc.

It is envisaged that prizes would be announced at the Annual Parish Meeting in March.

It is envisaged that the first meeting will be early October after Phil Smith's return from holiday.

Janice Muckian  
Councillor  
Lavenham Parish Council