

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 27th April 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 last meeting of the Council
5. Public participation session (15 minutes)
6. Local Authority Councillors' Reports
7. Chairman's Announcements
8. Lavenham Neighbourhood Plan 2

Motion: The Council approves 'Regulation 15' Submission of the above Plan, and its accompanying submission documents, to the local planning authority (Babergh District Council).

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

10. Clerk/RFO Report

10.a Motion: to approve Draft Accounts for the year ended 31 March 2023

10.b Motion to approve Appointment of Heelis and Lodge as Internal Auditors for the year ended 31 March 2023 at a cost of £400 plus VAT

10.c Motion to approve Financial Reporting Format for year ended 31 March 2024

10.d Motion to approve the Risk Register

11. Finance

11.a Parish Office & Church Street Lease and All Business Rates
Update from Cllr Mitchell

11.b Replacement of the Kissing Gate Between the Church and Hall Road
Update from Cllr Morrey

11.c Proposal for Funding small Heritage Projects
Update from Clerk

12. Proposal to establish a 20mph and a 40mph zone

Motion: To approve the draft Speed Limit Zone design drawing dated March 2023 provided by Suffolk Highways to allow for design consultation with Statutory Consultees to proceed. This drawing may change further during the consultation process, so this should not be seen as the final approval of the design.

13. Proposal to establish a .gov.uk domain

Receive update from Clerk.

14. Report to Council Lavenham Walk and Allotments

Receive and note report from Councillor Mitchell.

15. Report to Council Community Energy

Receive and note report from Councillor Mitchell.

16. Report to Council Telephone Boxes

Receive and note report from Councillor Mitchell.

17. Date of next meeting – Thursday 18th May 2023



Jane Bellward
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 21st April 2023

Lavenham Neighbourhood Plan 2

Modification Proposal

Regulation 15 Statement

1. This statement is made by Lavenham Parish Council (“the qualifying body”) in accordance with Regulation 15 (f) of the Neighbourhood Planning (General) Regulations 2012, as amended.
2. Regulation 15 (f) applies when a qualifying body proposes to modify an existing neighbourhood plan. It requires the publication of a “*statement setting out whether or not the qualifying body consider that the modifications contained in the modification proposal are so significant or substantial as to change the nature of the neighbourhood development plan which the modification proposal would modify, giving reasons for why the qualifying body is of this opinion*”.
3. National planning practice guidance states:

“There are 3 types of modification which can be made to a neighbourhood plan or order. The process will depend on the degree of change which the modification involves:

- *Minor (non-material) modifications to a neighbourhood plan or order are those which would not materially affect the policies in the plan or permission granted by the order. These may include correcting errors, such as a reference to a supporting document, and would not require examination or a referendum.*
- *Material modifications which do not change the nature of the plan or order would require examination but not a referendum. This might, for example, entail the addition of a design code that builds on a pre-existing design policy, or the addition of a site or sites which, subject to the decision of the independent examiner, are not so significant or substantial as to change the nature of the plan.*
- *Material modifications which do change the nature of the plan or order would require examination and a referendum. This might, for example, involve allocating significant new sites for development.”*

National planning practice guidance

www.gov.uk/guidance/neighbourhood-planning--2#updating-neighbourhood-plan

Paragraph: 106 Reference ID: 41-106-20190509 Revision date: 09 05 2019

4. The existing Lavenham Neighbourhood Plan, referred to in this statement as Lavenham Neighbourhood Plan 1 (and abbreviated as LNP1), was adopted by Babergh District Council in September 2016.
5. LNP1 seeks to address two key issues in the plan area:

- a) Achieving sustainable development in Lavenham – through policies that will enable a better balance between the age groups of residents, and that will allow more young people to live in the village.
 - b) Preserving Lavenham’s unique qualities, including the historic core and surrounding countryside, to maintain Lavenham’s position as an important tourism destination.
6. LNP1 includes policies in relation to the location of development. Policy H1 provides detail and guidance to applicants as to what development will be permitted both within Built Up Area Boundaries (BUAB) as well as beyond the BUAB. The BUAB was defined in the Local Plan via Saved Policies from Babergh District Council’s 2006 Local Plan but brought forward through LNP1.
7. LNP1 also includes policies in relation to housing mix (H2), affordable housing (H3, H4 and H5), homes to meet the needs of the older generation (H6), design (D1, D2 and D3), community facilities (C1), open spaces (C2), the footpath network (C3), allotments (C4), health facilities (C5), Lavenham Community Primary School (C6), communications infrastructure (C7) connectivity (C8), retail (C9), landscape and defined views (ENV1 and ENV2), Market Place (ENV 3), renewable energy (ENV 4), tourism (E1) and employment (E2).
8. LNP1 does not allocate sites for development but it does assume the delivery of additional homes as a contribution towards the 1050 housing target set in the 2014 Babergh Core Strategy, to be met in ten core and 43 hinterland villages.
9. The qualifying body proposes to modify LNP1 through the following changes:
- a) A revised vision built around the four themes of i) responding to the climate change emergency ii) a flourishing community, sustainable and resilient iii) protecting our heritage and landscape iv) movement of people and vehicles. The vision proposed in the modification proposal is a different approach to that contained in LNP1. However, the two key issues that NP1 seeks to address continue to feature in LNP2 through theme two (a flourishing community, sustainable and resilient) and theme three (protecting our heritage and landscape).
 - b) A new plan period from 2023 to 2037
 - c) Assuming a minimum housing target of 118 to be delivered during the period 2018 to 2037. It is a target specific to Lavenham parish and is consistent with indicative figures provided by the Local Planning Authority under paragraph 67 of the NPPF 2021.
 - d) LNP2 proposes to designate an up-to-date settlement boundary (See Policy LAV 13), reflecting an up-to-date picture of the settlement’s main built form pattern. This allows LNP2 to provide greater clarity (than in LNP1) as to where the principle of development is established (inside the settlement boundary) and where it is not (outside the settlement boundary).

- e) Responding proactively to the climate change emergency through the inclusion of one policy chapter covering 12 planning policies, ten of which are new. These policies deal with new build energy standards, the upgrading of existing buildings, renewable energy infrastructure, flood events, extreme weather events, biodiversity networks and carbon footprints.
 - f) Designating the majority of spaces safeguarded under Policy C2 of the LNP1 as Local Green Spaces (LGS) (see LAV 19) in line with the NPPF 2021 as well as identifying new spaces where they meet the criteria. As part of this, LNP2 includes a policy which identifies other spaces of value but which do not meet the criteria for LGS designation.
 - g) No longer including an explicit aspiration to relocate Lavenham Community Primary School to a different site and instead continuing to support proposals affecting the school where such proposals meet the education needs of the parish.
 - h) The inclusion of a policy that safeguards land at 47 – 48 Water Street for employment use and that sets out criteria for new development proposals on the site.
 - i) Including two new policies that focus on the conservation and enhancement of heritage assets in the parish.
 - j) Updating the approach taken in LNP1 on landscape character, reflecting up to date evidence provided in the Lavenham Landscape Character and Sensitivity Assessment 2023.
 - k) Including a new policy focusing on Lavenham's village gateways.
 - l) Updating the approach taken in LNP1 on design, reflecting guidance and advice in the Lavenham Design Guide 2023 as well as national policy relating to design, including the National Design Code.
 - m) Including two new policies focusing on the movement of people and vehicles in the village.
10. Appendix 4 to the Regulation 14 Neighbourhood Plan 2 provides a schedule of LNP1 policies proposed to be superseded by NP2.
11. In summary, the changes proposed to LNP1 through this modification proposal are to reflect:
- a) The climate change emergency.
 - b) Changes in Lavenham's built environment that have occurred since the adoption of LNP1.
 - c) Changes in the strategic policy context, including the provision of greater clarity on required housing numbers for the parish.
 - d) Changes in the national policy context, including the NPPF 2021 and the publication of the National Design Guide.

12. The qualifying body considers the changes to be material modifications which would require examination.
13. The qualifying body also considers the material modifications to change the nature of the plan, therefore requiring a referendum to take place in addition to the examination. Whilst the two key issues at the heart of LNP1 remain in LNP2 through theme two “a flourishing community, sustainable and resilient” and theme three “protecting our heritage and landscape”, key aspects of the plan have evolved. The inclusion of the themes “responding to the climate change emergency” and theme 4 “movement of people and vehicles” has resulted in a number of additional new policies that did not feature in LNP1.

Lavenham Parish Council

April 2023

LAVENHAM PARISH COUNCIL – 27th April 2023 Full Council Meeting

Agenda Item: 8

SUBMISSION DRAFT REVISION OF THE LAVENHAM NEIGHBOURHOOD PLAN

Motion for Council

The Council approves 'Regulation 15' Submission of the above Plan, and its accompanying submission documents, to the local planning authority (Babergh District Council).

Background

Lavenham's first (and current) Neighbourhood Plan was adopted in 2016. It is sometimes referred to a LNP1.

In summer 2020, the Council set up a Lavenham Neighbourhood Plan Revision Group, to review and as appropriate propose amendments to the current Plan. The Group has been advised throughout its work by an expert planning consultant.

The Group has considered the changes that have taken place since 2016, and how the Plan has been made use of over that period. It has also consulted Lavenham residents and businesses about the Plan by means of a questionnaire in summer 2021, followed by public events to feedback and discuss findings from the questionnaire.

Based on the above knowledge gathering exercises, the Group drafted a revised Plan. At its 1st December 2022 meeting, the Council approved public consultation on this (pre-submission) version of the revised Plan under Regulation 14 of the relevant legislation.

The consultation period ran from 8th December 2022 to 1st February 2023. Comments were received from residents, one non-resident, statutory consultees and other interested bodies. These comments have been all been considered by the Group, and a schedule of responses to them has been prepared.

Based on these responses, and taking account information that was not available before November 2022 (when the pre-submission version of the Plan was drafted), the Group has made amendments and prepared the next draft of the revised Plan. This is the submission version (see below) which, if approved by the Parish Council, will be submitted to Babergh District Council (BDC) under Regulation 15 of the relevant legislation.

The Submission Draft Revised Lavenham Neighbourhood Plan

The above document is sometimes referred to as LNP2. It is accompanied by the following submission documents:

- Modifications Proposal Regulation 15 Statement (attached to this report)
- Basic Conditions Statement
- Consultation Statement (main text and appendices)
- SEA/HRA Screening Determinations (on the BDC website:
<https://www.babergh.gov.uk/planning/neighbourhood-planning/neighbourhood-planning-in-babergh/lavenham-neighbourhood-plan/>)

LNP2 is also accompanied by these supporting documents:

- Lavenham Design Guide 2023
- Lavenham Landscape and Sensitivity Assessment 2023
- LNP2 Open Spaces Assessment
- House Prices in Lavenham report
- Lavenham Census 2021 Data File
- LNP2 Estate Agent Survey report
- Maximum Size of Residential Schemes (Note to Parish Councillors)

These documents are available to view or download from just before midnight on Sunday 23rd April at: bit.ly/LNPsubmission (some documents are still subject to proof reading, which will be completed before submission).

After Submission

BDC will organise a further six-week period of consultation on the submission draft revised Plan. During this six-week consultation, any stakeholders can respond including Lavenham residents. All responses will be published on the BDC website at the end of the consultation period.

BDC will look to appoint an examiner and liaise with the Parish Council over choice. Best practice is to offer a choice of three examiners. Once appointed, BDC will send to the examiner the submission and supporting documents, and all the consultation responses received.

Examination once started could take two to three months. It will be conducted in public, which means all communications will be published on a dedicated web page on the BDC website. And the examiner is likely to run it through written representations only – but, in the unlikely event that issues crop up which the examiner does not quite understand, hearings may be called.

The examiner is likely to ask a series of questions to BDC and the Parish Council at the start of the examination, and then a second lot towards the end. The purpose of these will be to help the examiner clear up queries, when working through all the documentation and the representations.

If minded to make a significant change, the examiner will normally run a scenario with the Parish Council as to how this can best be done.

Before the end of examination, there will be a FACT Check report. This is a draft report issued by the examiner inviting BDC and the Parish Council to correct FACTUAL errors only. This will be followed by the actual FINAL report.

The FINAL report will include a set of REQUIRED modifications, which the examiner considers will need to be made to ensure the LNP2 meets the basic conditions. The examiner is only allowed to require modifications if these are necessary to ensure a neighbourhood plan meets the basic conditions.

Following the close of the examination, the Parish Council and BDC are expected to work together to prepare a Neighbourhood Plan Referendum. This is for local voters to decide whether LNP2 should be adopted in place of the (current) 2016 Plan.

Although, if the Parish Council does not wish to accept the REQUIRED modifications, but BDC consider they are required for LNP2 to meet the basic conditions, then the Parish Council has the option of withdrawing LNP2, and not proceeding to a referendum.

Roy Mawford

LNP Revision Group Leader

21 April 2023

Attachment: LNP2 Modification Proposal Regulation 15 Statement

Motion for Council

The Council approves Regulation 15' Submission of the above Plan, and its accompanying submission documents, to the local planning authority (Babergh District Council).

Proposer:

Seconder:

Agenda item 9

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 27th April 2023

APPLICATION FOR OUTLINE PLANNING PERMISSION - DC/23/01344

Land West Of, Bury Road, Lavenham, Suffolk

Application for Outline Planning Permission (Access points to be considered, Appearance, Layout, Landscaping and Scale) Town and Country Planning Act 1990 (as amended) - Erection of 6 no. dwellings and creation of new vehicular access.

Comments by 11th April 2023 – extension agreed with planning office to allow LPC to review at meeting on 27th April 2023

Application for Listed Building Consent. DC/23/01688

Church Cottage, 45 - 46 Church Street, Lavenham, CO10 9SA

To replace failing cracked sand and cement-based render with new hair lime render, front and side (gable) elevations.

Comments by 27th April 2023

Application for Works to Trees subject to Tree Preservation Order WS41 DC/23/01753

Little Beeches Bears Lane Lavenham Sudbury Suffolk CO10 9RT

Reduce 3 No. Ash (T1, T2 and T4) to previous points, Fell 1No. Ash (T3) to ground level, Raise crown of 1No. Ash (T5) to where the trunk forks, to then reduce the crown back to the previous points

Comments by 3rd May 2023

APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/23/01821

Caustons, Bolton Street, Lavenham, Sudbury Suffolk CO10 9RG

Notification of Works to Trees in a Conservation Area - Reduce crown of 1No.

Pittosporum by 2m (T1), Reduce crown/height of 1No. Bay by 2m

Comments by 8th May 2023

| | | | | |
|-------|------------------------------|--------------|------------|--------------------------------|
| Jan | | | Babergh DC | LPC |
| 00458 | Pegtile Ct | Trees | Granted | Refusal |
| 00426 | 8 The Paddocks | Trees | Granted | Conditional: replacement trees |
| 00424 | 1 Green Willows | Garage | Refused | Refusal |
| 00441 | 4 Parmenter Walk | Extension | Granted | Approval |
| Feb | | | | |
| 00774 | Island House | Trees | Granted | Conditional: replacement trees |
| 00545 | 8 Ropers Court | French Doors | Granted | Refusal |
| 00529 | 16 Prentice St | Trees | Granted | Conditional: replacement trees |
| Mar | | | | |
| 01344 | Land West of Bury Rc6 Houses | | Ongoing | 0 |
| 01094 | 32 Spring St | Extension | Granted | Approval |
| 01036 | 2 Granary Cottages | Extension | Ongoing | Approval |
| 01044 | Pegtile Court | Solar Panels | Ongoing | Refusal |
| Apr | | | | |
| 01821 | Bolton St | Trees | Ongoing | 0 |
| 01688 | 46 Church St | Repairs | Ongoing | 0 |
| 01753 | Little Beeches | Trees | Ongoing | 0 |

10. Clerk/RFO Report

10a. Motion to approve Draft Accounts for year ended 31 March 2023

Final Income and expenditure Account: minor differences only to estimate brought to Council January 5 2023

| | |
|----------------------|------------|
| Total Income | 119,995.79 |
| PwLB: street lights | 10,353.19 |
| Wages and Audit | 22,273.85 |
| Office costs | 7,652.05 |
| Public Realm Costs | 36,333.03 |
| Toilet Costs | 17,604.85 |
| Misc | 2,626.17 |
| Community Events | 3,450.00 |
| Other | 2,158.23 |
| Total Expenses | 102,451.37 |
| Surplus | 17,544.42 |
| Previously estimated | 14,549.64 |

Balance Sheet as at 31 March 2023: earmarks as previously passed by Council

| | | |
|-------------------------|--------------------------|-------------|
| Fixed Assets | Cost | 135,407.90 |
| | Accumulated Depreciation | -27,081.58 |
| | Net Book Value | 108,326.32 |
| Debtors | | 0.00 |
| Accrued Income | | 404.27 |
| VAT Refunds | | 1,585.76 |
| | | 1,990.03 |
| Cash at Bank | Bus Prem | 325,883.44 |
| | Current Acc | 1,971.91 |
| | Petty Cash | 110.00 |
| | | 327,965.35 |
| Trade Creditors | | 0.00 |
| Accruals | | -9,726.01 |
| Lights Creditor | | -135,407.90 |
| | | -145,133.91 |
| Loans | | -78,744.89 |
| Net Assets | | 214,402.90 |
| General Funds | | 143,776.98 |
| Ballot Fund | | 4,800.00 |
| Public Realm | | 5,000.00 |
| Number 2 Lady St | | 3,000.00 |
| NCIL | | 47,387.04 |
| Lavenham Funds in Trust | | 1,500.00 |
| Neighbourhood Plan Fund | | 4,173.51 |
| Lighting Fund | | 0.00 |
| Street Fair Fund | | 4,765.37 |
| Total Reserves | | 214,402.90 |

Solvency position as at 31 March 2023:

| | |
|---------------------------|-------------|
| Cash Today | 327,965.35 |
| Lights Creditor | -135,407.90 |
| Other Debtors and Credito | -7,735.98 |
| NCIL | -47,387.04 |
| Misc Other Funds | -10,438.88 |
| Loan | -78,744.89 |
| | 48,250.66 |
| | |
| Budgeted spend for 23/24 | 128,120.00 |
| Coverage Months | 4.52 |

Draft Annual Governance and Accountability Return (AGAR): 2022 Numbers as previously reported, Value of Fixed Assets currently being reworked, to include recent additions, for insurance purposes.

| | 2023 | 2022 |
|---------------------------|---------|---------|
| Reserves at start of year | 228,142 | 141,164 |
| Precept | 87,433 | 78,967 |
| Cash Receipts excl precep | 168,044 | 591,701 |
| Staff Costs | 21,323 | 11,150 |
| Loan Repayments | 7,520 | 7,519 |
| Other Payments | 126,811 | 565,021 |
| Cash carried forward | 327,965 | 228,142 |
| | | |
| Total Cash | 327,965 | 228,142 |
| Total Fixed Assets | TBA | 293,575 |
| Borrowings | 78,745 | 84,938 |
| | | |

10.b Motion to approve Appointment of Heelis and Lodge as Internal Auditors for the year ended 31 March 2023 at a cost of £400 plus VAT

10.c Motion to approve Financial Reporting Format for year ended 31 March 2024

The monthly Financial Reporting Format for the year ended 31 March 2024 to consist of:

- 1) Detailed Income and Expenditure Report comparing to Budget with Explanations as to variances.
- 2) Balance Sheet
- 3) Analysis of Movements on all Reserves
- 4) List of monies received and monies paid out.
- 5) Statement of Cash Flows and reconciliation to Bank Statement in format below:

| | |
|--------------------------------|-------------|
| Cash b/f | 228,142.53 |
| General Fund Income | 119,591.52 |
| Step free access Toilet Refund | 4,475.00 |
| NCIL Income | 104,832.19 |
| Other Funds Income | 779.46 |
| VAT Refunds | 25,798.52 |
| Cash Expenses | -109,705.30 |
| NCIL Expenses | -33,470.26 |
| Other Funds Expenses | -12,478.31 |
| Cash c/f | 327,965.35 |
| | |
| Balance per Bank Statements | 327,965.35 |
| | 0.00 |

10.d Motion to approve Risk Register

Motion: Council is asked to approve the Risk Register.

LAVENHAM PARISH COUNCIL – RISK ASSESSMENT

Risk assessment is a general examination of working conditions, workplace activities and environmental factors that enable the identification of potential risks inherent in the place or practices. The Parish Council should then take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

| Subject | Risk(s) identified | Level | Management/Control of Risk | Review/Assess/Revise |
|------------------------------|---|-------|--|--|
| Business continuity | Risk of Council not being able to continue its business due to an unexpected or tragic circumstance | L | Loss or long-term incapacity of a Clerk, loss or theft of records, full or majority replacement of the Council at an election or other such instances | New Clerk appointed and former clerk remains on hand. Chair is very informed about routine work of Clerk. Thorough review of documentation held and storage of documents is underway with additional documents being written where required to formalise procedures. |
| Council records – paper | Loss through theft/fire/damage | L | Records stored at home of Clerk and will shortly be moved to Parish Office. Arrangements to protect these from Fire and Theft will be reconsidered. Minute Books pre-1980 stored at Records Office (lodged 30/10/2009). Deeds etc. securely lodged at Solicitor's office (copies kept) | Existing storage adequate |
| Council records – electronic | Loss through theft/fire/damage/ | L | Stored on Clerk's computer, back-up files kept. Cloud based storage being investigated. | Adequate |
| Precept | Adequacy of Precept. Failure to submit precept request. | L | Parish Council receives budget update information monthly, report is on the agenda and circulated when Precept requirement is calculated. | Existing procedure adequate |

| | | | | |
|-------------------|--|-----------------------|---|--|
| | Precept money not received. | L | Clerk submits Precept requirement according to District Council timetable and cc's Chair when submitting. | |
| Financial records | Inaccurate records Inadequate records Financial Irregularities | L L | Full Accounts covering Income and Expenditure, Balance Sheet, Earmarks and Reserves and Cashflow are tabled at monthly Council meetings. The Council has Financial Regulations and Standing Orders which set out the requirements. Segregation of duties is high. Internal Audit each year. | Existing procedure adequate, Regulations reviewed and re-adopted bi-annually |
| Bank and banking | Inadequate checks Bank mistakes Loss Charges Payment of invoices | L L L L L | The Parish Council has two bank accounts (current & reserve), all payments have a separate inputter and authoriser and movements on bank accounts are reported in summary and detail each month. | Existing procedures adequate, bank signatory list is reviewed after election and/or resignation of Councillor/Clerk. |
| Cash | Loss through theft or dishonesty | L | Maximum petty cash held, £100 drawn on signed cheque. Minimal petty cash transactions. Cash is collected from car parks by Clerk and collection amounts are monitored. | Existing procedure adequate. |

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|------------------------------|---|------------|---|--|
| Grants and support – payable | Power to pay Authorisation of Council to pay | L | Such expenditure goes through the required Council process of approval and minuted. | Existing procedure adequate |
| Grants – receivable | Receipt of grants | L | Income is budgeted and the monthly reporting process includes variance analysis and reporting of all monies received. | Existing procedure adequate |
| Best Value / accountability | Work awarded incorrectly Overspend on services | L M | Normal practice is to seek at least 3 tenders/quotations for contracts above £500 Clerk checks invoices against quotation accepted | Scheme of Delegations and Financial Regulations in place which detail purchasing procedures and these are reviewed bi-annually |
| Salaries Inland | Incorrect salary paid | L | Seago & Stopps Payroll Services process wages and PAYE. Payslips emailed to Clerk and are paid via the controls | Existing procedure adequate |

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|-----------------------|--------------------------------------|---|---|-----------------------------|
| Revenue | | | over internet banking. | |
| Councillor allowances | Inaccurate and/or excessive payments | | No allowances paid to Parish Councillors | N/A |
| VAT | Claiming refund | L | Clerk makes claim at least twice yearly as per Financial Standing Orders, BACS payment of refund notified, bank statement checked, VAT Account is reconciled. | Existing procedure adequate |

PHYSICAL EQUIPMENT OR AREAS

| Subject | Risk(s) identified | Level | Management/Control of Risk | Review/Assess/Revise |
|------------------|--|-------|--|---|
| Assets | Loss or damage | L | Assets Register to be reviewed and updated annually prior to renewal of Annual Insurance policy. | Existing procedure adequate |
| Maintenance | Risk/damage/injury to third parties | L | All assets owned by the Parish Council are insured and maintained. All repairs and expenditure are actioned/authorised at Parish Council meetings | Existing procedure adequate |
| Toilets | Electrical and Plumbing failures Inadequate cleaning Inappropriate behaviour | L | Examined daily by cleaners. | Existing procedure adequate |
| Toilets | Claims against Council Fire and vandalism | L | Modern design, insurance. | Existing procedure adequate |
| Street Furniture | Risk/damage/injury to third parties | L | Wooden benches owned by the Parish Council in various locations. No formalised programme of inspections, faults reported to the Council by the public or Councillors are dealt with. Insurance cover for damage or injury to third parties | Existing procedure adequate, proposed annual review and maintenance programme |
| Defibrillator | Expiry of pads, falling into disrepair etc | L | Checked every two months by First Responder | Existing procedure adequate |

| | | | | |
|--|-------------------------------------|------------|---|------------------------------|
| Cemetery & Chapel of Rest | Risk/damage/injury to third parties | L | Ground maintenance contractor reports back to Parish Council if any faults noticed (contracted to visit at least monthly). Other faults reported by Councillors or the public and are dealt with. Insurance cover held. Area visited regularly by members of the Council, report back | Existing procedure adequate |
| Play equipment and recreation ground, First Meadow, Brent Eleigh Road Wooden footbridge | Risk/damage/injury to third parties | L | Play equipment supplier carries out twice-yearly RoSPA checks, reports back to Council with recommended actions. Notices posted to alert public to report defects to Clerk. Ground maintenance contractor reports back to Parish Council if any faults noticed (contracted to visit at least monthly). Roadside boundaries fenced, self-closing pedestrian gates, road warning signs at exits. Natural boundary, ie. long grass/nettles, deter access to riverbank. Insurance cover held. | Existing procedures adequate |
| Churchyard wall & gates | Risk/damage/injury to third parties | L | No formalised programme of inspections, faults/damage reported to the Council by Churchwardens, public or Councillors. | Existing procedure adequate |
| Bus Shelter | Risk/damage/injury to third parties | L | No formalised programme of inspections, faults/damage reported to the Council by public or Councillors | Existing procedure adequate |
| Meeting locations | Adequacy Health & Safety | L L | Council meets in the Village Hall. Clerk has a modern Parish Office. Premises adequate for comfort of Clerk, Council and public attending | Location adequate |

LIABILITIES

| | | | | |
|---------------------------------|------------------------------|---|--|-----------------------------|
| Legal powers | Illegal activity or payments | L | All activity and payments within the power of the Parish Council resolved and minuted at full Parish Council meetings. intended that Clerk obtain the CILCA qualification. | Existing procedure adequate |
| Minutes/ Agendas/ Notices | Accuracy & legality | L | Minutes and agenda produced in prescribed method by Clerk and follow legal requirements. Minutes circulated, approved and signed at the next full Council meeting. Minutes are published as per legal requirements and the public is invited to attend Council meetings. | Existing procedure adequate |

| | | | | |
|----------------------------|---|---|---|---------------------------------------|
| Members Interests | Conflict of Interest | L | Declaration of Interests is early agenda item, Interests book signed & countersigned. | Existing procedure adequate |
| | Register of Members Interests not being up-to-date | M | Register of Members Interests forms are reviewed annually | Members check & update their Register |
| Insurance | Adequacy Cost | L | Cover reviewed as necessary. Public Liability, Employers and Employee liability cover is a necessity and is purchased. | Review annually |
| Data Protection | a) Inadequate policy and process for handling any requests received. b) Entry on the national Register of Data Controllers becomes out-of-date. | L | The Council is bound by and adheres to the legal requirements of both the Data Protection Act 2018 and General Data Protection Regulation (GDPR). To date, no requests for access to personal data. If a request was received then implications in terms of hours required to process and satisfy request unlikely to be significant as little personal data is retained by the Council. The Council is registered with the Information Commissioner's Office (ICO) as a Data Controller. | Ongoing monitoring. |
| Freedom of Information Act | Policy | L | Model publication scheme in place. Very low volume of requests for information to date. | Ongoing monitoring. |

March 2023

Review of 20mph Zone draft Design drawing

At the October meeting we approved expenditure for the design phase of the 20mph Zone to be completed – see notes from minutes item 8h

8h 20mph Speed Limit

The Parish Council's application for a 20 mph limit had been supported by Robert Lindsay and a traffic survey carried out on all roads following which a report had been submitted to Babergh DC, SCC Highways and the Police. The core area met the criteria and the next stage is to design the signage locations. It was confirmed that this project should proceed to completion of the design, Parish Council contribution to the signage design costs of £4,197.50 to be paid out of the Neighbourhood CIL fund. Cllr Lindsay has agreed to cover the other 50% of the cost from his Highways Locality Budget.

The Council resolved to approve an LPC contribution to the 20mph signage design costs of £4197.50, to be paid out of the Neighbour CIL fund, in order to allow the design phase of the project to proceed.

We are part way through the design phase of the project and now have a draft drawing of the 20mph Zone from Susan Broom, the Design Engineer for Suffolk Highways.

The drawings have been sent to LPC to review prior to submission of the drawing for consultation.

Once the Parish Council has approved the proposed scheme, the process will be as follows:

- Suffolk Highways (Susan Broom) will undertake informal consultation with statutory consultees including the emergency services (3 week duration). The Parish Council will be copied into this.
- Suffolk Highways (Susan Broom) will review any feedback and confirm the final scheme.
- Suffolk Highways (Susan Broom) will arrange advertisement of the TRO (sometimes referred to as the formal consultation – 3 week duration). During this time the TRO is advertised in the local newspaper and copies of the public notice are displayed on site. Suffolk Highways (Susan Broom) will also arrange for the information to be displayed on the 'Consultations' page of the SCC website.
- LPC will need to advise if this is considered a sufficient level of public engagement? Additional methods might include newsletter drops or inclusion in Lavenham Life. If Suffolk Highways has to undertake this, there will be time/cost implications in arranging any additional methods to engage the public.

The motion: To approve the draft Speed Limit Zone design drawing dated March 2023 provided by Suffolk Highways to allow for design consultation with Statutory Consultees to proceed. This drawing may change further during the consultation process, so this should not be seen as the final approval of the design.

Further drawings will be provided for review as we progress through the design phase. This will include when we have draft drawings ready for obtaining budgetary quotations.

The next phase review for the project will be post TRO when design will have been finalised and we agree if we proceed to implementation, we will need quotations in place for this.

Iain Lamont

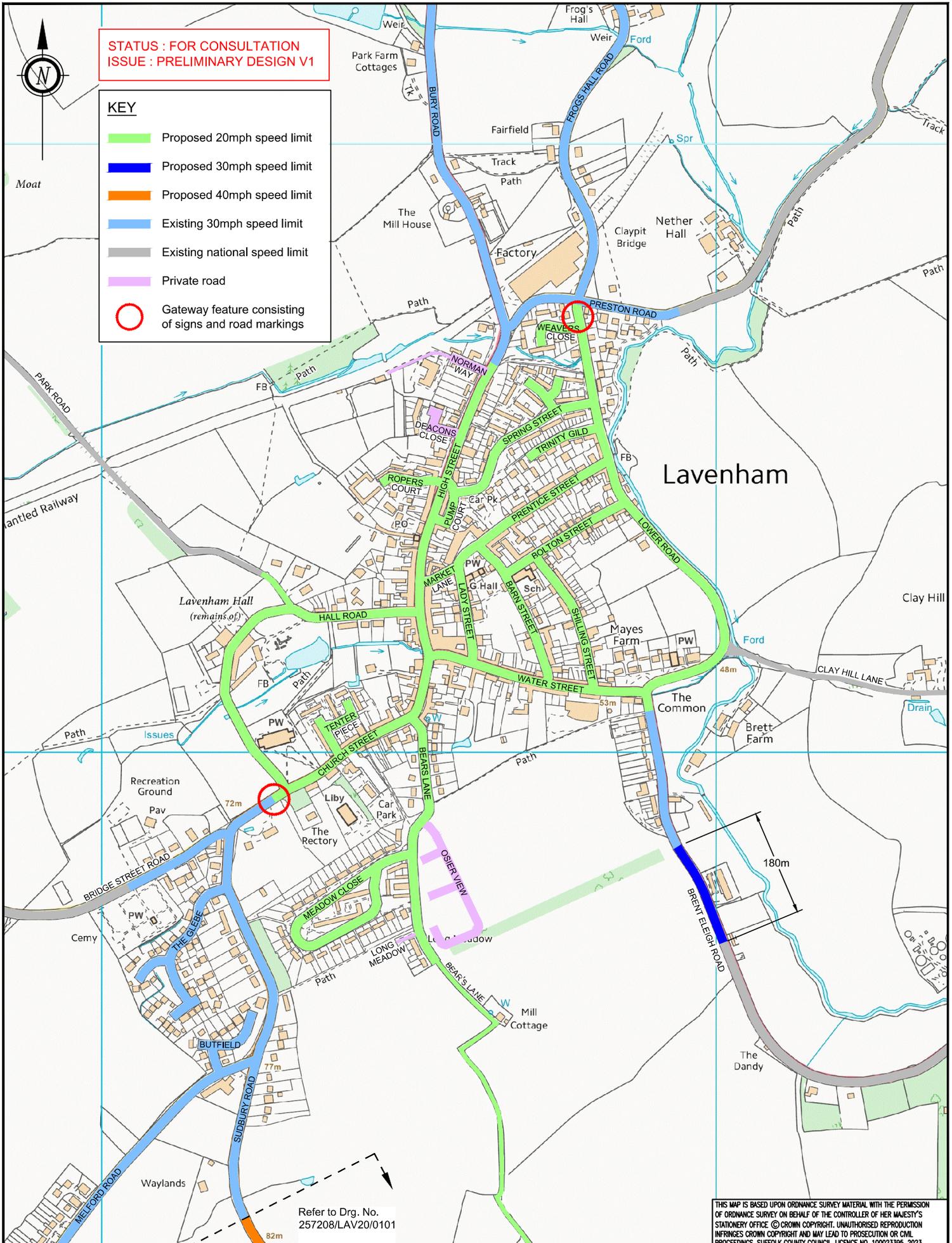
Councillor

21/4/23

STATUS : FOR CONSULTATION
ISSUE : PRELIMINARY DESIGN V1

KEY

- Proposed 20mph speed limit
- Proposed 30mph speed limit
- Proposed 40mph speed limit
- Existing 30mph speed limit
- Existing national speed limit
- Private road
- Gateway feature consisting of signs and road markings



Refer to Drg. No.
257208/LAV20/0101

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Suffolk Highways
your roads, our business

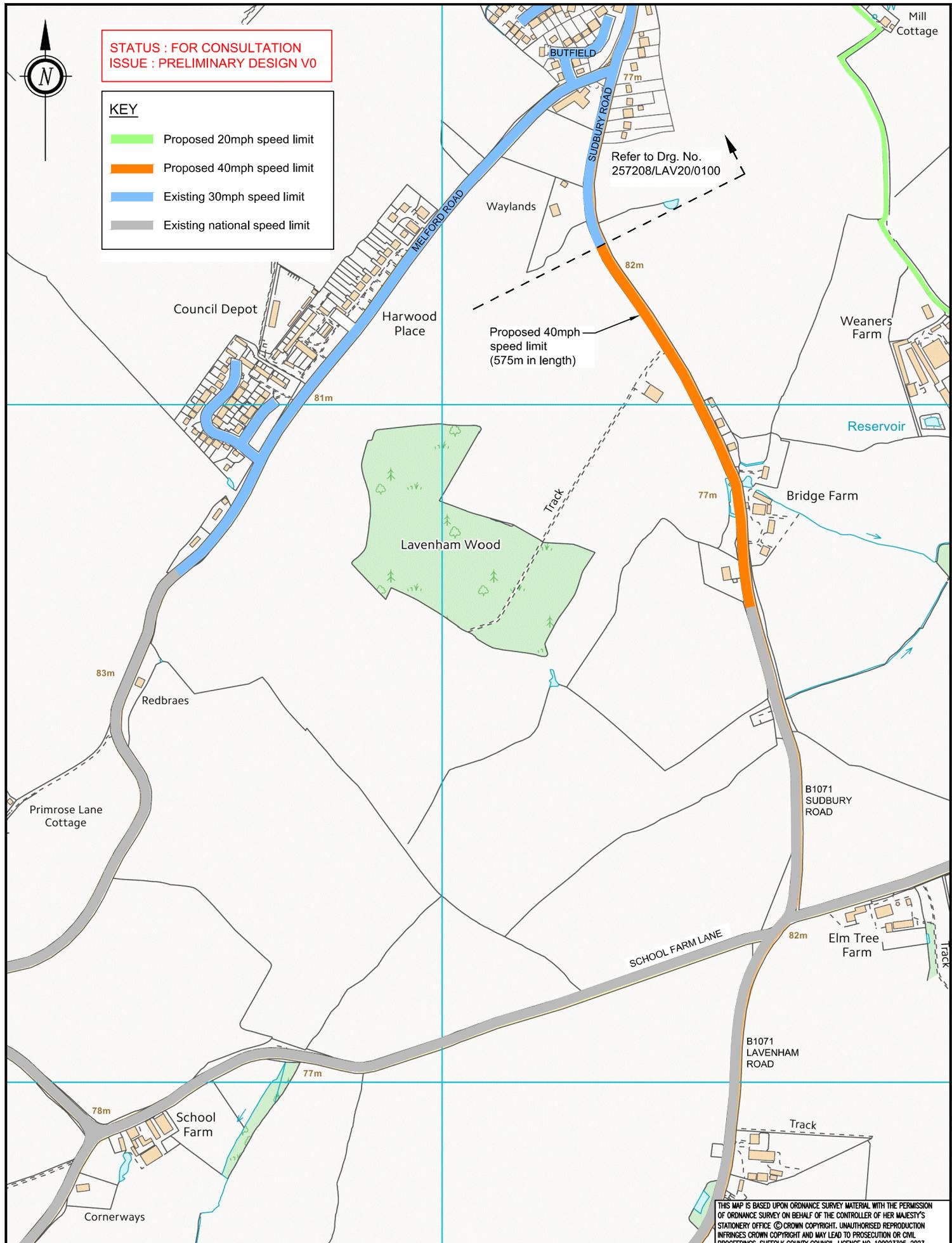
Phoenix House, 3 Goddard Road, Ipswich, Suffolk IP1 5NP.
 Highways enquiries: 0345 606 6171 www.suffolk.gov.uk/highways

| | | | | | | | | | |
|--------------------|-------------|------|------|-------|---------------|------------|---------|----------------------------|----------|
| REVISION(S) | DESCRIPTION | REV. | DATE | INTL. | PROJECT TITLE | ORIGINATOR | CHECKER | DESIGNER | REVIEWER |
| | | | | | | SLB | JP | SLB | GER |
| VARIOUS AMENDMENTS | | | | | A | 4/23 | SLB | DRAWING TITLE | |
| | | | | | | | | CONSULTATION PLAN (1 OF 2) | |
| | | | | | | | | DRAWING NUMBER | |
| | | | | | | | | 257208/LAV20/0100 | |
| | | | | | | | | REVISION | |
| | | | | | | | | A | |



STATUS : FOR CONSULTATION
ISSUE : PRELIMINARY DESIGN V0

| KEY | |
|-----|-------------------------------|
| | Proposed 20mph speed limit |
| | Proposed 40mph speed limit |
| | Existing 30mph speed limit |
| | Existing national speed limit |



Refer to Drg. No.
257208/LAV20/0100

Proposed 40mph
speed limit
(575m in length)

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Phoenix House, 3 Goddard Road, Ipswich, Suffolk IP1 5NP.
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| | | | | | |
|-------------|---|------------|------------------|-------------------|----------|
| REVISION(S) | PROJECT TITLE | ORIGINATOR | CHECKER | DESIGNER | REVIEWER |
| | LAVENHAM PROPOSED 20 MPH SPEED LIMIT | SLB | JP | SLB | GER |
| | DRAWING TITLE | SCALE(S) | ORIGINAL SIZE AS | DATE | |
| | CONSULTATION PLAN (2 OF 2) | NTS | | 12 APR 2023 | |
| DESCRIPTION | REV. | DATE | INTL. | DRAWING NUMBER | REVISION |
| | | | | 257208/LAV20/0101 | |

LAVENHAM PARISH COUNCIL:

Report to Council 27th April 2023 – For noting

Hartog Hutton Allotments

The Clerk Designate and I have met with the Director of Hartog Hutton for an update on progress with this site.

Background

Key points are:

- land is leased to the developer for 999 years
- 8 allotments
- 3 car parking spaces
- gate entry leading from The Paddocks across Lavenham Walk to a further entry gate to the allotment site
- The Parish Council noted in its response to the planning application for this site in 2016, that it preferred vehicular access and parking to be provided at the main development site, to allow the Railway Walk to remain vehicle free (LPC minutes May 2016)
- The developer advises that SCC have granted vehicular access to the allotments site across Railway Walk
- water will be provided to the site
- grassed verges surrounding the allotment site will be maintained by the management company for The Paddocks
- on completion the allotment site will be the subject of a sub-lease at a peppercorn rent to the Parish Council. We are informed this arrangement was agreed by a previous Council.
- the developer's management company will require access to the site intermittently for management of an attenuation pond
- completion of the site anticipated Spring 2024

Further Action

Now that a provisional timescale is known, Council will need to rapidly consider the implications of a sub-lease. There will also be a need to factor in legal costs for securing the sub-lease during 2023-24.

Irene Mitchell
Chair
19th April 2023

Report to Council 27th April 2023

Community Energy Schemes

Background

There is public interest in the village of taking action to address the effects of climate change. This is evidenced by:

- the high volume of comments received in community engagement to inform LNP2 and in turn, one of the *key themes* in the emerging Neighbourhood Plan revision
- recent planning applications for solar panels
- comments from the public at Parish Council meetings about the restrictions on individual property owners in conservation areas and the high cost of energy
- the Council declaring a Climate Emergency in 2022
- the perceptible increase in the volume of electric vehicles in the village

Current Situation

Council has made some progress in addressing environmental and climate change challenges. EV chargers for public use are in place but mothballed due to the extraordinary circumstances of high energy prices. In the coming period, we should expect to see an acceleration in the use of electric vehicles and accordingly, an increased presence of home charging capacity. There is already a visible presence in the village beyond the conservation area, of homeowner installations for renewable energy. In future, planning regulations may be relaxed for conservation areas and together with the emergence onto the market, of appropriate energy creation systems, there may be scope for some property owners in conservation areas to make their own arrangements. But even with both of those developments, there will be a need for larger scale renewable energy projects to support rural communities. Reaching net zero by 2050 will only be achieved by concerted action. Preliminary work to identify land for various purposes is already underway, led by Councillor Morrey.

Recent Developments

Suffolk Climate Change Partnership (SCCP) invited the Parish Council to participate in an on-line seminar convened by Community Energy South (CES), an organisation engaged by SCCP to support local communities in Suffolk where there is interest in developing community led and managed renewable energy projects. I attended along with some members of LNP2. Following this 10 local 'groups' including Lavenham were selected to go forward for further assessment. The original attendees including myself have had a further session with CES. Following this assessment, the group of 10 will reduce to 5. CES have indicated that Lavenham may benefit from teaming in partnership with some hinterland villages. The support being offered by CES includes:

- advice on setting up a group (ie identifying optimum skill mix and legal mechanisms)
- establishing a Business Plan with direction/support
- support in bid writing for grants

Opportunity

The offer of support from CES is not yet secured and would be subject to sufficient evidence of local community volunteer involvement. Offers of free external support do not come along every day and the Parish Council is advised to take full advantage of this opportunity by exploring the extent and level of commitment within the village.

MOTION

The Parish Council agrees to seek expressions of interest from the community in forming a Lavenham Community Energy Scheme (LACE)

Proposer: Cllr Irene Mitchell

Report to Council 27th April 2023 – For noting

Red Telephone Boxes

1. Council discussed and agreed in February 2023, to explore costs of renovation of the two K6 Grade 2 listed telephone boxes in Church Street and High Street. The High Street box is older with a Georgian Crown but appears to be in much better condition than the Church Street item with the Elizabeth Crown, placing its installation beyond 1952.

2. Both require all paint to be removed to ensure a quality finish that will stand the test of time. Both also require re-glazing and this element of the overall task is extremely challenging for a non-specialist. It is now becoming clear that the task of renovation is substantial for various reasons including:
 - The position of the box on Church Street is such that it would not be possible to access the rear to carry out any work which means renovations will likely need to be conducted off-site
 - The boxes were erected between 1935 and 1965 and will therefore have been covered with lead paint. The DEFRA protocol for removal of lead paint is attached for reference. Undertaking paint removal in situ (if even possible) would potentially cause concern to the public
 - The time required for an in-situ renovation (if technically possible) is likely to be lengthy
 - The phone boxes are heritage fixtures and as such, should be given the necessary attention to renovate and protect them accordingly. The appropriate materials can be sourced.

3. There are very few specialist companies devoted to this type of renovation. Three have been contacted. One declined to take on any more commissions, another has a wait list with the next slot in August 2024.

4. A specification has been prepared to invite tenders from specialist companies and a search is underway for a 3rd company. An approach has also been made to a local painter who has declined because of the health and safety issues but has kindly offered to make enquiries within the trade on our behalf.

5. Council is advised that the cost of renovation is likely to be of a magnitude that would place this work as a specific named project rather than a general public realm refurbishment and would this therefore means raising a capital sum.

6. Council is advised to specifically inform the public about this probable change in direction.

Irene Mitchell
Chair
17th April 2023