

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 9th January 2025 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

Members of the public and press are welcome to attend. At item 6 the public will be invited to give their views/question the Parish Council on issues on the agenda or local matters. This item will generally be limited to 10 mins. duration.

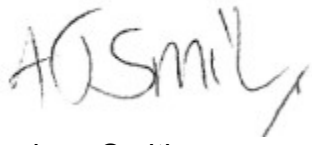
AGENDA

- 1. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. To approve as accurate minutes of the 5th December 2024 of the Council**
- 5. To approve as accurate minutes of the 18th December 2024 of the Council**
- 6. Public participation session (10 minutes)**
- 7. Chairman's Announcements**
- 8. Local Authority Councillors' Reports**
- 9. Planning**
 - 9.a Planning Register: Report**
 - 9.b Planning Group: To receive reports and recommendations.**
- 10. Clerk/RFO report**
 - 10.a Motion to approve Accounts for month ending 30 November 2024.**
 - 10.b Motion to approve Receipts and Payments for month ending 30 November 2024.**
- 11. Report following receipt of quotation from Suffolk Highways for construction of 20mph limit signage.**

12. Motion to obtain legal advice.

13. Motion to dissolve the Neighbourhood Plan Working Group.

14. Date of next meeting – Thursday 6th February 2025

A handwritten signature in black ink, appearing to read 'A Smith', with a stylized flourish at the end.

Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 3rd January 2025

PARISH COUNCIL MEETING

Held on Thursday 5th December 2024, commencing at 7.30 pm. in the Village Hall.

Full reports and supporting documents can be found on the Parish Council website under Meetings, December 2024 Meeting Pack.

Present:

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Frank Domoney, Iain Lamont, Roy Mawford, Irene Mitchell, Mary Morrey, Jane Ranzetta, Chris Robinson and Michael Sherman. Eleven members of the public.

Opening Statement by the Chair:

The Chair began by welcoming everyone and introduced herself explaining to all present that this meeting is being recorded for the purpose of minute taking only and that after the minutes have been approved this recording will be destroyed. The Chair reminded all that this is not a public meeting, but a meeting of the Council held in public. Members of the Public were respectfully asked to maintain silence during the Council's deliberations and not to approach the Councillors. Councillors were requested not to engage with Members of the Public when Council is in session. All were asked to ensure that their mobile phone was on silent and were reminded to treat all present with respect. The Clerk added that he would not delete the tape of the meeting of 7th November 2024 until all the matters arising from that meeting had been fully resolved.

1. Apologies and approval of Absences

The Clerk reported that Cllr Falconer was not present and had reported that she may not be able to attend.

2. Declarations of Interest

The Clerk reported that no Declarations of Interest had been made with respect to matters on the Agenda for the Meeting.

3. Requests for Dispensations

The Clerk reported that he had received no further requests for dispensations.

4. To approve as accurate minutes of the 7th November 2024 meeting of the Council

The Clerk read to the meeting a small change to the minutes requested by Cllr Mawford. The change agreed to the recording but explained matters in a little more detail.

Proposed: Cllr Mawford

Seconded: Cllr Mitchell

Decision: The minutes of the 7th November meeting of Council were approved as accurate. Cllr Robinson abstained.

5. Public Participation Session

The Chair reminded Members of the Public of the protocol for this session. Those who wish to ask a question or make a statement have three minutes. Matters raised must concern business on the agenda or local matters. If a question cannot be answered tonight Members of the Public should contact the Clerk with their name and contact details and will receive a written response within 28 days. She explained that the Standing Orders of the Council are clear that this public participation session is for ten minutes and that it is at the discretion of the Chair whether further time is allowed.

A Member of the Public asked if the signs at the edge of the village will be changed to reflect that Babergh Council has removed free off-street parking. The Clerk replied that Babergh had committed to correcting any misleading signage but not to replacing the whole, rather dilapidated, signs.

The same member of the Public asked if Pump Court Alley could be added to the street cleaning schedule. The Chair said this request was noted.

He finished by saying that Council needed to look at itself consequent of the LNP vote. A portion of the vote was, he said, a vote of no confidence in the PC and frustration with PC decisions to oppose solar panels in Pegtile Court, to not subsidise Babergh to continue to provide free car parking and to continue to leave open the option of a 20mph zone despite the views expressed at those public meetings.

The Chair replied that the referendum vote was a vote against the updated Plan and not a vote against the PC or the 20mph scheme. The 20mph scheme will be debated by Council when the cost estimate is received from Suffolk CC. She commented that Lavenham still has a Neighbourhood Plan, the 2016 Plan which permits developments of market housing of up to 24 units (not just social housing) adjacent to the settlement boundary saying that it remains to be seen what developments will now be proposed.

Cllr Mitchell explained that the 20mph scheme had been proposed even before the LNP2 Consultation Process had started. She said that whilst the 20mph scheme had been referred to in LNP2 it was a separate question to LNP2.

A Member of the Public said that he had not found the LNP drop-ins helpful, deplored the growth in the number of second homes and asked how the Parish Council is going to represent the views of the village in the future subsequent to the rejection of LNP2. Another Member of the Public said that he was astonished that LNP2 was not on the Agenda for this Meeting and asked what happens next. He reminded Councillors that the 20mph was part of the LNP questionnaire and that consequent of that vote the 20mph scheme should be dropped.

The Chair invited Councillors to comment about what they wanted to do next regarding revising the Neighbourhood Plan. She explained that if, in future, a group of volunteers emerged, who wanted to write a revision that group could only do so, according to the law, with the support of the Parish Council as the 'Qualifying Body'. She wondered whether, considering the emotional nature of the referendum campaign, whether Councillors would wish to try and write another plan expressing doubt that any central government funding would be available.

Councillor Bourne said that the Parish Council needed to talk more with residents and suggested the restart of Councillor surgeries. Councillor Sherman expressed concern about the cost of a revision. Councillor Robinson said that the engagement with the public would have to be better. The Chair commented that the Examiner had commented favourably on the public engagement. Cllr Domoney said that the rejected Plan offered nothing for the development of the village in the 21st Century with respect to autonomous vehicles or industrial and economic development leaving Lavenham just an expensive place for wealthy people to retire to.

Cllr Mawford expressed disappointment with the result and suggested that some aspects of the Neighbourhood Plan might have been acceptable to the village others not but nevertheless any new Plan would have to be a complete restart of the process. He said that a revised National Policy Planning Framework and Part 2 of the Babergh Local Plan were in the pipeline, Part 2 would include housing requirements for Neighbourhood Plans. It might therefore, he suggested, be sensible to wait until 2027 when these documents are likely both to be finalised noting that 2027 is also when the next elections to the Parish Council will be held.

A Member of the Public requested that 'Correspondence' be put back on the Agenda. The Chair explained that 'Correspondence' was removed following SALC guidance received in 2022 and that Councillors email addresses were now public to make it easier to explain their issues to Councillors. The Clerk explained that he considered the idea of the Clerk selecting which correspondence to share with Councillors at a Council Meeting to be undemocratic. The Member of the Public explained that many read the Minutes of Parish Council Meetings and that the inclusion of such an Agenda Item would allow them to see their concerns being considered.

The same Member of the Public asked why the Water St Build Outs were poorly maintained, leaning over and dirty and suggested that those whose properties were protected by them should have the decency to maintain them.

6. Chairman's Announcements

The Chair thanked all the volunteers who spent four years working on the Plan's revision. She informed Councillors that a Supplementary Planning Document concerning Housing has been adopted by Babergh and this will need to be taken into consideration when assessing future planning applications.

The Chair reported that it had been her honour on Remembrance Sunday to lay wreaths on behalf of the Parish Council and attend the Remembrance Service. She thanked the Lavenham branch of the Royal British Legion for the organisation of this important event and the hospitality they extended to all.

The Chair thanked the volunteers who distributed the Christmas Lavenham Life and Christmas newsletter and Bryan Panton who did the layout for printing.

The Chair reminded all that despite what has been posted on a local Facebook page no decision has been made regarding the 20mph scheme. She said that the decision whether or not to proceed will only be made by this Council once the costs are known.

The Chair informed Councillors that the Repair works to the play equipment had been completed and the surfacing works will be done in the spring as discussed in last month's meeting.

The Chair thanked County Cllr Lindsay for financing the initial BT survey required for the Green Willows footpath at a cost of £1,000 from his locality budget. She also thanked Babergh officers for allowing the subsequent Suffolk County Council design costs to be funded, by exception, by the District CIL.

The Chair proposed a motion to defer agenda item number 12 regarding this Council's assessment of planning applications stating that she considers that Councillors have not had sufficient opportunity to familiarise themselves with recent amendments to this document.

Motion: that Agenda Item 12 be deferred.

Proposed: Cllr Muckian **Seconded:** Cllr Mawford

Decision: Approved. Cllr Lamont abstained

7. Local Authority Councillors' Reports

The Clerk explained that County Cllr Lindsay was unable to be present. He referred Councillors to his report thanking Cllr Lindsay for his contribution towards the Green Willows project.

District Cllr Maybury referred to her report adding that 8 units of the Paddocks development had, as required by the Planning Permission, been handed to Babergh, 2 units are shared ownership, 6 are affordable. These homes, she said, are for people who have a connection to Lavenham or as a second priority people who have a connection to local villages. She informed Councillors that next year the Babergh charge for the weekly emptying of street litter bins will rise from £69 to £83 per annum.

8. Planning Applications for Consideration

The Clerk reported that no decisions had been received contrary to Parish Council recommendations.

The Chair reminded Councillors that any decision they make must be based upon their evaluation of all the documents available to them, including all other Material Considerations including public comments and economic and social consequences. Documents prepared by the planning group, she said, summarise that groups deliberations but do not replace Councillors own due diligence. She reminded Councillors that Council recommendations to Babergh only express the opinion of this Council in the same way others are able to express their opinions; the granting of any planning permission is made by the professional planners employed by Babergh District Council.

DC/24/04787 Westlands, 22 The Glebe

Prune a Maple covered by a Tree Preservation Order to the previous points.

DC/24/04939 The Old Manse, Barn St

Reduce a Horn Oak by 40% and pollard a Hazel Tree to approximately 1.5m above ground level. These trees are not covered by a Tree Preservation Order but are in a conservation area.

Motion: that Applications DC/24/04787 and 04939 be approved.

Proposed: Cllr Robinson

Seconded: Cllr Bourne

Decision: Approved unanimously.

9. Clerk/RFO Report

Current Month Accounts:

The Clerk explained that the Accounts for the seven months to end October showed no significant adverse variances to the previously published forecast. There were, he said, more significant positive variances to the forecast being a £1,200 underspend on publicity by the Neighbourhood Planning Group for the LNP and £1,600 for Street Cleaning and Green Maintenance. £1,000 of this second variance was because £1,000 had been forecast for regular playground equipment repair which had turned into a much more expensive project funded by Neighbourhood CIL.

The Clerk added that whilst this meeting had come too early to include the November Accounts for discussion at this meeting that these Accounts has now been prepared. The draft Accounts for the eight months ended November show the unanticipated income compared to the forecast rising from £800 in October to £1,000 in November and the savings in costs compared to the forecast rising from £3,400 in October to about £4,000 in November.

He repeated his key message that there was little of concern or interest in the October Accounts. He explained the significant movements in and out of the Bank Accounts.

Motion: to approve the accounts for the month ended 31 October 2024.

Proposed: Cllr Mawford **Seconded:** Cllr Bourne

Decision: Approved unanimously.

Motion: to approve the Receipts and Payments for the month ended 31 October 2024.

Proposed: Cllr Robinson **Seconded:** Cllr Sherman

Decision: Approved unanimously.

Remainder of Year and 2025/26:

The Clerk explained that Council is required to effectively manage its financial responsibilities which means preparing a budget based on need, setting a precept at an appropriate level to ensure that known obligations are met and ensuring that Council retains sufficient reserves.

Referring to the NALC Good Councillors Guide on Finance he began by outlining how the Reforecast for the year, based on August Actuals, passed at the October meeting differed to the Budget and then explained that consequent of the October Accounts he had prepared a revised reforecast for the year.

From the October Accounts, he said, we know that Income is running ahead but very close to forecast and so only a small change needs to be incorporated into the revised reforecast whilst costs are running some £4,000 less than anticipated. The saving in expenditures have been flowed through mitigated by estimates of the cost to repair a leak under the floor of the Church St toilets and the possible replacement of some Christmas lights. The revised expected surplus for the year is now £14,502.

Cllr Robinson offered to help assess the required toilet repairs, the Clerk welcomed this offer.

Motion: to approve the Reforecast 2 of Income and Expenditure for the year ended 31 March 2025.

Proposed: Cllr Lamont

Seconded: Cllr Mawford

Decision: Approved unanimously.

Councillor Ranzetta left the room and did not return.

The Clerk explained that the next stage is to consider our Contingencies and need for Reserves: The General Cash Reserve, the Sinking Fund and the NCIL Fund.

General Cash Reserve: This he explained is satisfactory for a council of this size and fixed income. He said that there is little definitive guidance but 6 to 9 months reserves are considered a norm for a Council such as Lavenham and the Parish Council has long aimed for 8 months. At the end of the year these are estimated to be 10.4 months. A couple of months up. The purpose of this reserve is to meet sudden increases in cost or loss of income.

Sinking Fund: The purpose of the Sinking Fund is to have funds immediately available to repair or to replace Council Assets. He explained that Council does purchase insurance where possible but that Insurance will of course not pay out for Assets that have got old and simply deteriorated. He listed the Council's Assets telling Councillors these have an historic cost of £665,000. The replacement cost is higher. The Sinking Fund is scheduled to be £47,000 at 31 March 2025 adding that Council has previously expressed a desire to increase this to £70,000.

Neighbourhood Community Infrastructure Levy Fund (NCIL): Council and residents have he said been fortunate to receive these funds arising from developments in the village. Notwithstanding the recent referendum vote there are, he said, no developments in the pipeline likely to increase these funds. NCIL is not due should the application for the Wellness Centre be approved. This fund is likely to be some £63,000 at March 2025 of which some £10,000 is required for the Green Willows streetlight which, unlike the actual path, will not be funded by Babergh.

He then explained this then led to the nub of setting the Precept and Budget for 2025/26. This setting is dominated by two issues:

Toilet Donations: These are completely uncertain. The Clerk has estimated 10 donations of £1 or so for the 200 or so days of the visitor season i.e. £2,250. A reduction of some £8,000 on the toilet and car parking donations received in 2024/25.

Uncertainty concerning the costs of Green Maintenance and Street Cleaning: He explained that the current 3 year contract expires March 31 2025 and that it might have until recently been expected that a new contract would be possibly 10% more expensive reflecting 3 years inflation. However, since the last renewal there has been one year of 10% inflation and the minimum wage has increased by 28% from £8.91 per hour in 2021/22 to £11.44 per hour in 2025/26. Considering also the recent increases in Employers National Insurance it is highly likely that an increase of 25% to 30% will be requested. An increase of £8,000 in the annual cost has been budgeted, costing £8,000. Should the increase be 30% the total extra cost will be £10,000.

The Parish Council, he said, is not immune to the rise in Employer National Insurance contributions in two other areas: the salary of the Clerk and toilet cleaning costs. Increases of 7% have been forecast in each of these areas. The toilet cleaning costs will inevitably also be increased due to the increase in minimum wage.

Other costs have been held in line with inflation.

He then displayed a reconciliation between this years estimated surplus of £14,502 and an estimated deficit next year, assuming that the precept is £122,332.

Surplus 2024/25		14,502
Reduced Donations	Reduced Income by	(8,000)
Increased Street Cleaning and Green Maintenance	Increased Costs by	(8,000)
Whole year sinking fund	Increased Costs by	(5,000)
Reduced Interest Rates	Reduced Income by	(3,000)
Clerks Wage Increase Including NI Increase	Increased Costs by	(3,000)
Water St Business Rates, over-accrual one-off	Increased Costs by	(2,000)
Toilet Costs	Increased Costs by	(1,000)
Whole Yr Contingency	Increased Costs by	(1,000)
LNP: No new expenditure in 2025/26	Reduced Costs by	3,000
Precept Increase	Increased Income by	3,332
Misc		100
Deficit 2025/26		(10,066)

He then explained that should a precept of £122,322 (Option 1) be agreed then Council reserves are estimated to drop from 10.4 months to 8.6 months. This, he said, is a higher fall, an unwelcome but not significantly different fall, than the previously stated *aim to reduce reserves to 8 months over the next two years* whilst the Sinking Fund is built up to £70,000. The Sinking Fund at March 2026 is proposed to be £59,000.

He then spoke of the provisional estimate provided by Babergh of the tax base (i.e. the number of households paying Council Tax) for 2025-26 of 980.27 households. This is 27 households (2.8%) higher than 2024/25 primarily driven by the Babergh Council decision to charge double Council Tax on second homes. This increased the tax base by 36 households.

Option 1: Is to freeze the charge per Household at 2024/25 amounts. The Precept received by the Council would rise in line with the 2.8% increase in the tax base. The Precept would increase by £3,332 to £122,332. This decision would reflect the unknown costs of the new Green maintenance and street cleaning contract and a desire not to unwittingly overcharge households should the cost increases end up being less than feared. The increase that would appear on Council Tax Bills is 0.0%.

Option 2: Is to increase the Council Tax per household in line with inflation and increases at District and County level by 3% which would keep the Councils General Cash Reserve at much closer to 9% and lead to a precept of £125,902. The increase that would appear on Council Tax Bills is 3.0%

Option 3: Is freeze the precept at £119,000 reflecting the Council's relatively secure financial position. This would however, he said, probably lead to an above inflation rise in 2025/26. More significantly should the new government introduce Council Tax capping (at Parish Level as is currently in place at District and County level where any increase above the government-imposed limit requires a referendum) this would trap the Council at a lower base point which would in the long term mean that services would need to be cut. The decrease that would appear on Council Tax Bills is 2.8%.

Cllr Sherman said that he was in favour of Option 1, delivering a year of no increase to householders, would reflect the hard times faced by householders and help rebuild the reputation of the Parish Council.

Cllr Mitchell noted 122 properties are registered for Business Rates with 109 having a rateable value of below £15,000, the level at which Rates become payable for a single premises business. Included are 22 holiday letting businesses. This has an effect on the tax base. She also expressed concerns that some of the dwellings attracting the Second Home Levy may change ownership and lead to a reduction of the tax base in 2026-27, but considering the strength of the Parish Council finances, expressed cautious support for Option 1.

Cllr Lamont highlighted the fall in reserves and the deficit. The Clerk responded that this was part of the intention to make deficits in both 2025/26 and 2026/27 after charging sinking fund increases of £12,000 in each year and then cease building up the sinking fund in 2027/28 which would bring the Income and Expenditure Account to being a small surplus or deficit without a substantial increase in Council Tax.

Cllr Lamont suggested that it would be prudent not to reduce Council reserves noting that Option 2 would only cost the average household some £4 per year. Cllr Robinson said that Council was good at keeping costs down and purchased items carefully and said that he supported Option 1.

Cllr Mawford proposed an amendment to the Motion, so that it adopted Option 2. He said that the increase to Council Tax payers would be modest and that the Second Home Levy might be a one year only benefit, not a long lasting one, as such households find ways of avoiding this levy. It would, he said, be better to wait a year, and see if the benefit was permanent, before using that money.

Amendment to Motion (so that it recommends Option 2 not Option 1)

Proposed: Cllr Mawford

Seconded: Cllr Lamont

Decision: All Councillors except Cllrs Lamont and Mawford voted against. Amendment rejected.

Motion: Council approves the Budget for 2025/26 and sets the Precept for 2025/26 at £122,332.

Proposed: Cllr Sherman

Seconded: Cllr Robinson

Decision: All Councillors voted for except Cllr Mawford who voted against. Motion passed.

10. Second weekly emptying of bins

The Chair explained that the street litter bins frequently overflow during the summer months. An option was to purchase extra or larger bins but an alternative option, less detrimental to the streetscape, was to purchase additional emptying. The Clerk had received a response from Babergh explaining that an extra empty of some of the bins in Lavenham between Easter and October would be possible.

The bins are currently emptied on a Tuesday therefore the second empty would be each Friday. The rate would be £69.00 per bin per annum increasing annually. In light of the information provided by Cllr Maybury the charge in 2025/26 will be £83 per bin per year.

She concluded by saying that a small number of the bins are in poor condition and will be replaced in due course.

Cllr Mitchell asked if this had been budgeted in 2025/26. The Clerk confirmed that it had and that should the 2025/26 increase been known a slightly higher amount would have been proposed.

Cllr Lamont suggested that a small number of dog bins be included, Cllr Sherman said that none of these overflow.

Amendment to Motion so that it reads 'To purchase a second weekly emptying of street litter bins, by Babergh Council, during the summer months at a cost not exceeding £1,000 per annum. The Clerk to provide Babergh Council a list of the bins selected for extra emptying.

Proposed: Cllr Mawford

Seconded: Cllr Morrey

Decision: Approved. Cllrs Robinson and Sherman voted against.

11. Green Maintenance and Street Cleaning

The Clerk explained that the contract for these items expires on 31 March 2025 and that Council currently pays £9,050 per annum for Green Maintenance, £15,341 per annum for Street Cleaning and £775 per annum for Water St Car Park Maintenance. The total cost is therefore £25,166 per annum.

The Clerk referred Councillors to the Green Maintenance schedule commenting that, in general, the Clerk receives few complaints about the quality of the work done, the complaints that are received tend to be about the length of the first cuts of the First Meadow grass in Spring.

The Clerk explained that Street Maintenance is complained about much more. The contract says that:

- a) the Contractor will provide suitably qualified operative(s) and hand tools, or modern machinery where appropriate, in order to carry out street sweeping/cleaning for a minimum of 60 hours per month all year round and that
- b) the tasks to achieve the necessary level of cleanliness will include sweeping gutters and pavements up to buildings and frontages to remove loose dirt and weeds, picking up litter and removing dog excrement from pavements and twice-yearly spray weed killer on pavement edges followed, after appropriate period, by removal of dead plant material

The complaints received are varied and to some extent contradictory but themes are:

- a) High St is not sufficiently swept around the benches, litter bins and bus stops
- b) The litter picking crews are teams of two who, in many places, finding very little litter to pick up in the end just walk along doing very little.
- c) Sudbury Rd verges are full of litter and detritus from traffic e.g. bits of tyre and wheel trims.
- d) The cleaning is biased towards the centre of the village.

The Clerks observations are:

- a) Litter is picked up from the main streets each week, the bus stops are not full of discarded items which have been there for weeks.
- b) The quality of sweeping is poor.

- c) The amount of litter on the residential streets is minimal and is very often picked up by local residents. A random inspection on 23rd October found four items of litter on Spring St, two items of litter on Lower Rd, two items on Hall Rd, one item in Weavers Close and an insignificant number of items on Meadow Close. Verges on Sudbury Rd and Bury Rd and to a lesser extent Melford Rd contain litter.
- d) It is not reasonable to suggest the contractor manually sweep all streets in Lavenham and the costs of mechanised sweeping cannot be justified.
- e) Weeds and moss are more of an issue.

He then spoke concerning weeds and moss explaining that Suffolk say that they do twice yearly spraying from a quad bike of the kerbs (the road and the pavement sides) and the back of a footpath where a building or wall is present. They do not treat the weeds if the back of the footway is a verge. The sweeping of the gutters of the roads is, he said, a Babergh responsibility.

He explained that all of these tasks come in for regular complaint with allegations that Suffolk do not do the work they say they have done. It is acknowledged that the Suffolk weed removal collapsed in 2023 partly due to a change in the weed spray used which has now been reversed.

The 23rd October random inspection showed weeds and moss on Spring St, High St, Bury Rd by the railway bridge and Meadow Close among other locations.

He suggested that residents are much more likely to pick up a crisp packet etc than find their weed spray, shovel etc to remove weeds.

Suggestion:

- a) No changes to the weekly schedule. All monthly and quarterly litter picking is cancelled.
- b) Sudbury Rd, Bury Rd, Melford Rd as far as the National Speed Limit signs are picked every other week.
- c) Weed spraying and removal is done four times a year (between April 1 and September 30) on all roads on the list with the Contractor submitting a revised list each week to the Clerk detailing which roads have been done in which weeks.

He suggested that the interested Contractors must set out their pricing for each item on the Green Maintenance schedule, each item a) to c) on the street cleaning schedule above and for the Water St maintenance to give Council a full understanding of the costs of each item.

He concluded by explaining that the purpose of this discussion at this meeting was to ascertain what tasks Council should like the contractor to quote for. The outcome of this meeting was not a commitment to doing all those tasks but equally there was no point in asking Contractors to quote for tasks the Council had no intention of purchasing. When the tenders are received for the individual tasks Councillors will decide which parts of the tenders they wish to purchase.

Cllr Robinson asked if the detailed tenders will be made public, the Clerk confirmed that they will but anonymised.

Cllr Lamont asked if the litter picking on Sudbury Rd, Bury Rd, Melford Rd as far as the National Speed Limit signs would include picking items out of the long grass particularly after the end of the pavements. The Clerk replied that was the intention but agreed that this might be prohibitively expensive due to the Health and Safety requirements.

Cllr Sherman said that he supported the idea of obtaining a list of prices for each item. The Chair agreed saying that when the tenders arrive, should they be expensive, Council will need to consider how to proceed.

The Clerk asked if Councillors wanted any of the Green Maintenance specification changing, no Councillors suggested changes.

The Clerk then asked if Councillors wanted to changes to the Street Cleaning schedule. Cllr Morrey expressed concerns about removing quarterly cleaning as it would mean that some streets would consider themselves neglected as then no one would ever go in with a brush and clean. Cllr Lamont agreed. The Clerk responded that in reality currently little sweeping is done in these streets only litter picking. It was agreed that the Clerk will ask Contractors for detailed quotations and then refer to Council. Cllr Mitchell said that she feared that Contractors would be unwilling to provide detailed quotes for such a small contract.

Motion: that the Parish Council requests tenders for the Green Maintenance and Street Cleaning contract.

Proposed: Cllr Robinson. **Seconded:** Cllr Sherman

Decision: Approved. Cllrs Mawford and Lamont abstained

13. Create a Working Group to improve the network of footpaths and bridleways around Lavenham

Cllr Robinson explained that he considered that a Working Group could work to improve the tidiness and maintenance of these.

The Chair reminded Councillors that there is currently a complaint against Council by a Member of the Public much of which concerns the governance of the Council and the governance of its main active Working Group, the Planning Group. She suggested that it might be sensible to wait for that matter to be fully resolved before setting up an additional Working Group.

Cllr Mitchell suggested that this suggested Group was slightly similar to the dormant Open Spaces Working Group noting that such a Group would require detailed Terms of Reference.

Cllr Lamont suggested an amendment to defer any consideration of setting up such a Group until the Complaint has been completely resolved.

Proposed: Cllr Lamont

Seconded: Cllr Domoney

Decision: Approved unanimously, Cllr Robinson abstained.

Date of next meeting

Wednesday 18th December 2024 7.30 pm in the Village Hall. The Meeting closed at 10.06pm.

PARISH COUNCIL MEETING

Held on Wednesday 18th December 2024, commencing at 7.30 pm. in the Village Hall.
The supporting document is on the PC website under Meetings, December 2024 Meeting Pack.

Present:

Chair: Cllr Janice Muckian. Cllrs: Frank Domoney, Lizzie Falconer, Iain Lamont, Roy Mawford, Irene Mitchell, Mary Morrey, Jane Ranzetta, Chris Robinson and Michael Sherman. Twenty three members of the public.

Opening Statement by the Chair:

The Chair began by welcoming everyone and introduced herself explaining to all present that this meeting is being recorded for the purpose of minute taking only and that after the minutes have been approved this recording will be destroyed. She explained that this recording will cease at the start of stage vii of the Complaints hearing and recommence at the start of stage viii. The Chair reminded all that this is not a public meeting, but a meeting of the Council held in public. Members of the Public were respectfully asked to maintain silence during the Council's deliberations and not to approach the Councillors. Councillors were requested not to engage with Members of the Public when Council is in session. All were asked to ensure that their mobile phone was on silent and were reminded to treat all present with respect.

1. Apologies and approval of Absences

The Clerk reported that Cllr Bourne was not present and had advised that she was not able to attend.

2. Declarations of Interest

The Clerk reported that Cllr Robinson had declared an interest with respect to Items 6 and 7.

3. Requests for Dispensations

The Clerk reported that he had received no further requests for dispensations.

4. Public Participation Session

The Chair reminded Members of the Public of the protocol for this session. Those who wish to ask a question or make a statement have three minutes. Matters raised must concern business on the agenda or local matters. If a question cannot be answered tonight Members of the Public should contact the Clerk with their name and contact details and will receive a written response within 28 days. She explained that the Standing Orders of the Council are clear that this public participation session is for ten minutes and that it is at the discretion of the Chair whether further time is allowed.

A Member of the Public thanked the volunteers for their work cleaning and sweeping Water St. She added that Lower Rd hasn't been swept following recent floods with a build-up of mud and silt.

5. Chairman's Announcements

The Chair thanked the volunteers who cleaned Water St and told Councillors that the PCs Contractors had been asked to clear leaves in streets where the public had reported concerns of slippery conditions.

6. To consider excluding the public and press from item 7

Cllr Sherman said that he would prefer the session to remain public saying that Council must be seen to be open to change. Cllr Domoney expressed concerns that a complaint against such a significant number of Councillors would not be given a fair hearing by Councillors. The Clerk explained that the complaint was about the governance of the Council and not about the behaviour of Councillors and therefore it was appropriate for it to be heard by Council. The Chair made it clear that the Public will be excluded from section 4f vii of the Complaint hearing, as required by the Complaints Policy, even if Councillors decided not to exclude the public and press. All Councillors voted to not exclude the public and press from all other parts of the meeting.

7. Complaint against the Council concerning Planning Matters

The Chair distributed the Complaints Policy and the Complaint to all Councillors and the Complainant.

The Chair introduced everyone and outlined that the process will be:

- a) Ms Mullan will outline her Complaint
- b) If relevant the Clerk will explain the Parish Council's position
- c) Councillors will have the opportunity to question the Complainant and the Clerk
- d) The Clerk and the Complainant will be offered the opportunity of any last words
- e) The Complainant, the Clerk and the Public will leave the room whilst Councillors decide whether grounds for the Complaint have been made
- f) The Complainant and Clerk will return to hear the decision or be advised when it will be made
- g) The decision will be confirmed in writing within seven working days together with the details of any action to be taken-

Ms Mullan explained that her Complaint concerned the lack of governance or breaches within the governance standards of the Council that had led to misfeasance, bias and personal defamation.

She said that she had submitted a detailed complaint which she considered not to be personal. She had anonymised comments made by Councillors. She said that she had not provided an exhaustive list of examples of misfeasance, bias and defamation but had provided examples across all three stages of the process, stage 1 being the Planning Group report, stage 2 the debate in Council on 7th November and stage 3 the Parish Councils submission to Babergh Council.

She explained that she was not going to go through each example and considered that should any one example be agreed to be a breach then the complaint must be considered substantiated. She said that if Council had engaged with her, that if the Council's planning process was more interactive then she would not have needed to make the complaint. She said that she had found the PC Meeting of 7th November extremely difficult, the PC she said, had 'forgotten that she was human' and torn apart a good submission. She had found this a heart breaking experience. She concluded by urging Councillors to listen to her and Members of the Public and support the community.

The Chair thanked Ms Mullan and made introductory remarks beginning by reminding all that the Complainant alleges that there has been a lack of Governance within Lavenham Parish Council resulting in Misfeasance, Bias, and Defamation.

The Complainant considers that:

- a) The draft Planning document contains subjective, misleading and biased information
- b) The Parish Council Meeting on 7th November 2024 was poorly managed and so allowed misfeasant, biased and defamatory statements to be made.
- c) The document submitted to the Babergh Planning Portal had insufficient review leading to it not aligning with the legal framework
- d) Petitions had been disregarded and so the community voice was not listened to and a biased agenda followed.

The Chair said that regarding defamation, Councillors should consider the Local Government Association Guidance which is that in council meetings, Councillors have a qualified privilege allowing freedom of speech providing that they can show that they honestly believed what they said and were not motivated by malice.

She read to Councillors the Judgement by Lord Diplock in the Horrocks v Lowe case where the alleged offence was defamation. The Chair also confirmed, commenting that advice from NALC is clear, that the judgment can also be applied to written communications sent by a local council in the course of official business. The Diplock Judgement states:

'My Lords, what is said by members of a local council at meetings of the council or of any of its committees is spoken on a privileged occasion. The reason for the privilege is that those who represent the local government electors should be able to speak freely and frankly, boldly and bluntly, on any matter which they believe affects the interests or welfare of the inhabitants. They may be swayed by strong political prejudice, they may be obstinate and pig-headed, stupid and obtuse; but they were chosen by the electors to speak their minds on matters of local concern and so long as they do so honestly they run no risk of liability for defamation of those who are the subjects of their criticism.'

The Chai noted that control by either the Clerk or Chair concerning either the discussion or output of the Planning Group and the subsequent wider discussion of the application and submission to Babergh would be contrary to these words.

Misfeasance, she said, is a form of misconduct, occurring when a public official, public servant or public body knowingly and willingly acts to cause loss or harm to a third party.

Councillors, she said, must consider whether the relevant tests have been met:

- a) For defamation a lack of honest belief and the presence of malice and
- b) For misfeasance that there is a greater degree of culpability beyond carelessness or lack of judgment.

She reminded Councillors that this complaint is not against named Councillors, that it concerns Governance. If the complaint has been about the actions of a named Councillor(s) then it would have gone straight to Babergh. Councillors must consider whether Governance had been inadequate.

Lastly she spoke concerning bias and noting that Section 25 of the Localism Act 2011 makes it clear that if a councillor has given a view on an issue, this does not show that the councillor has a closed mind on that issue, so that that if a councillor has campaigned on an issue or made public statements about their approach to an item of council business, he or she will be able to participate in discussion of that issue in the council and to vote on it if it arises in an item of council business requiring a decision.

1 The Chair asked Ms Mullan, in the context that NALC has considered making training compulsory for Parish Councillors but has not done so, beyond encouraging Councillors to undergo training and making funds available, what else could or should Council do?

Ms Mullan said that everyone should be aware of the limitations of their knowledge and not comment beyond the extent of their knowledge.

2 Cllr Ranzetta reminded Ms Mullan that a professional report had been commissioned which informed the Planning Group's recommendations and the debate at Council asking what more could therefore have been done?

Ms Mullan replied that everyone should be aware of the limitations of their knowledge and not comment beyond the extent of their knowledge. Councillors she said should not have referred to non-material Planning Considerations, the comments about the popularity of gym memberships, these comments were she said examples of bias.

3 Cllr Morrey recalled the recent words of Cllr Robinson, at a Council Meeting concerning Planning, that Councillors are not experts. She said that all Councillors can do is offer opinions based on their life experience and asked Ms Mullan whether she agreed that there was no expectation that Councillors are experts.

Ms Mullan agreed adding that Councillors need to recognise their limitations and not speak when they do not have full understanding of a particular point.

4 Cllr Lamont asked if Ms Mullan was aware that Babergh makes the decision and that this Council is citizens making comments on an application.

Ms Mullan replied that she was so aware saying that Councillors need to recognise their limitations and not speak beyond those.

5 Cllr Mitchell asked Ms Mullan whether what she was saying is that any Member of the Public who doesn't understand the full intricacies of Planning Law should not be allowed to comment on Planning Applications.

Ms Mullan replied that the Parish Council needs to take more responsibility for what it says.

6 Cllr Mitchell asked the Clerk if the Council has a policy concerning the receipt of petitions. The Clerk replied that it does not.

7 Cllr Mitchell asked Ms Mullan if the petitions had a sponsor, she replied that a sponsor was not required.

8 Cllr Mitchell asked Ms Mullan if she had obtained Babergh advice concerning the required format of the petition. Ms Mullan replied that Babergh had accepted the petition.

9 Cllr Mitchell asked whether this meant that Babergh had accepted it into the paperwork or whether the District Council had responded positively to it and said they would take into consideration. Ms Mullan said Babergh had not responded in any way.

Cllr Domoney suggested that too many Councillors represented the Water St area. The Chair said that this issue was not relevant to the complaint and was not a question for the Complainant or the Clerk.

The Clerk reminded all that it is really important to properly follow the Complaints procedure and that there is no deviation from that procedure. This part of the hearing is, he said, asking questions of either the Complainant or the Clerk.

10 Cllr Sherman asked Ms Mullan if any of the 'flippant remarks' such as 'if we knew the height of the buildings it would be easier to make a judgement' were the sort of comments she was referring to as being biased. Ms Mullan agreed saying that she considered this as an example of bias as the comment was irrelevant to an application for outline planning permission.

11 Cllr Mitchell asked, since this was only an application for Outline Planning Permission, why such a large Planning Statement had been submitted discussing matters such as 'need'. Ms Mullan said that this was because of the need to consider policies SP03 and LP12 and Tom Barker from Babergh Council had recommended this approach.

12 The Chair reminded Ms Mullan that five pages of the complaint are quotes from Councillors and concerns about what they said. She asked if the Complaint was actually a complaint about the words and actions of Councillors dressed up as a complaint about governance, in full knowledge that only the Monitoring Officer can, with any authority, suggest to Councillors improvements in their behaviour?

Ms Mullan said that she was very aware of the role of the Monitoring Officer through her complaints about District Councillors and others. The issue, she said, was those comments had been allowed to have been made and should have been stopped. The Chair asked if any of Ms Mullan's complaints against Parish Councillors had been upheld. Ms Mullan replied that question was not part of this complaint.

13 The Chair asked if this Complaint was a criticism of the Clerk. Ms Mullan replied that it was not saying that he was one of the few she trusts. She said that she had not complained about the Clerk.

14 Cllr Mawford asked if the application was a resubmission or a new application. Ms Mullan said it was a resubmission, no fee had been paid to Babergh.

15 Cllr Falconer asked if she considered all Councillors are biased. Ms Mullan said the complaint was about the Council not individuals. Cllr Falconer asked Ms Mullan if she considered the Council biased. Ms Mullan said that she considered that some of the behaviours showed bias.

16 The Chair asked why the names of the Councillors had been anonymised when the identity of every single speaker was well known. Ms Mullan replied that it was not about the individuals and instead was about the Council allowing Councillors to behave as they did.

17 The Chair asked Ms Mullan whether she meant that the Chair or Clerk should have stopped Councillors from speaking referring Ms Mullan to the Horrocks judgement. Ms Mullan replied that she was not saying that at all.

18 Cllr Mawford asked about the Sequential Test, the Chair said this question was not relevant.

19 Cllr Morrey asked Ms Mullan if she considered Councillors had transgressed by not being more knowledgeable than the 'man on the Clapham omnibus'. Ms Mullan said that Councillors can comment but need to be aware of their limitations. The conversations had, she said, gone too far.

20 The Chair reminded Ms Mullan that the Clerk with the agreement of the Chair, had commissioned a report to help the Planning Group asking whether she considered that the Clerk and the Chair should have controlled the output of the Planning Group. Ms Mullan said that there should have been a review process of the Planning Group output to ensure that the report contains no inaccuracies.

21 Cllr Ranzetta asked if Ms Mullan recognised that there was considerable guidance to the Parish Council concerning what should be considered when discussing a Planning Application. Ms Mullan said that she did, saying that she considered that the Council does not properly follow this guidance and fails to recognise its limitations.

22 Cllr Sherman asked the Clerk why the Planning Group had considered more than the three previous reasons for refusal despite him (Cllr Sherman) having told the Planning Group that Babergh Legal department had advised him that the Planning Group should not discuss more than those three reasons.

The Clerk responded that he commissioned the professional report and that the vast majority of that report concerned the three previous reasons for refusal. Indeed, the brief he gave the Planning Consultant was to focus on the three reasons. He reminded Cllr Sherman that he had no responsibility over Councillors thoughts and behaviour saying that what he could do was present Councillors with something sensible and that he had tried very hard to do that. He said that where (the direction that) Councillors, the elected representatives, take that professionally prepared document is not something the Clerk has control of. He said that, in his opinion, the comments made by the Professional Advisor can clearly be seen in the Planning Group Report.

23 Cllr Mitchell asked why such a lengthy Planning Statement was submitted which covered many matters, such as 'Need' not relevant to the three reasons for previous refusal. Ms Mullan responded that this was included on the advice from Tom Barker, Babergh Monitoring Officer. Cllr Mitchell, explaining that Councillors were not aware of that advice, asked the Clerk if he was so aware. The Clerk replied that he was not so aware adding that the Council had had no interactions with Babergh Planning concerning this application for many months.

24 Cllr Lamont asked Ms Mullan if she considered Council as a whole had exhibited misfeasance and defamation. Ms Mullan replied this was because the Governance allowed this to happen. The comments she said were way beyond the remit and should not have been made. The Governance had been inadequate. The Chair asked if Ms Mullan meant that the Chair should have stopped certain comments. Ms Mullan responded that was not what she was saying.

25 Cllr Mitchell asked Ms Mullan if she was challenging Diplock. Ms Mullan responded that she had never heard of Diplock.

26 Cllr Mawford asked again about the Sequential Test and then asked Ms Mullan why she had not followed Mr Russell's advice. Ms Mullan responded that neither question was relevant.

27 Cllr Falconer explaining that her question about possible adverse consequences to the Village Hall had been brought about through contacts to her from the Village Hall asked Ms Mullan whether she thought that she (Cllr Falconer) had erred by bringing up these concerns. Ms Mullan replied that the Wellness Centre has removed the competition from the Village Hall.

28 Cllr Mitchell asked Ms Mullan to explain the material difference between people travelling out of Lavenham to access a service and people travelling in or through. Ms Mullan replied that this was not part of the Complaint saying that her Complaint is about comments that are not material considerations. Cllr Mitchell said that Access was a material consideration. Cllr Mitchell said that she was now confused and did not wish to pursue this question any further.

29 The Chair asked the Clerk and the Complainant if they had any last comments, neither had.

The Clerk, the Complainant and the Public left the room at 8.45pm. The Complainant and the Clerk re-entered the room at 11.15pm. All Members of the Public had by that time left the Building. The Chair announced that the complaint had not been upheld and that full reasons would be provided in writing within seven working days. The Meeting closed at 11.16pm.

9a			BDC	LPC
October:				
03988	The Grove, 5 Lady St	Reduce Oak Tree protected by TPO	Approval	Approval
04270	19D Shilling St	Fell Tree	Approval	No decision
03400	The Guildhall	Fire Protection	Approval	Approval
01661	Mole Cottage 32 Prentice St	Part demolition wall and provision of off-street parking	Refusal	Approval
01662	Mole Cottage 32 Prentice St	Part demolition wall and provision of off-street parking	Refusal	Approval
03337	Mill Cottage, Bears Lane	Erection of timber fence following removal of hedge	Withdrawn	Approval
November:				
03268	Coppers, Sudbury Rd	Side and Rear extensions and demolition of garage	Approval	Approval
04672	Mole Cottage, 32 Prentice St	Reduce Tree	Approval	Approval
04664	5 White Gates	Fell 3 Silver Birch	Approval	Approval
04037	Balsdon Hall, Bridge St Rd	Listed Building Consent: Repairs and replacements	Approval	Approval
December:				
04658	Crooked House, 7 High St	Planning Permission: Rear extension	Approval	Approval
04659	Crooked House, 7 High St	Listed Building Consent: Rear extension	Approval	Approval
04939	The Old Manse, Barn St	Reduce Oak, pollard Hazel	Approval	Approval
04787	22 The Glebe	Prune Maple	Approval	Approval
Open items:				
04224	Second Meadow	Wellness Centre	Ongoing	Refusal
05480	Lavenham Press, 47 Water St	Solar Panels	Ongoing	Ongoing
05523	24 Ropers Court	Conservatory Roof, solid replacing translucent	Ongoing	Ongoing

Lavenham Parish Council Planning Group.

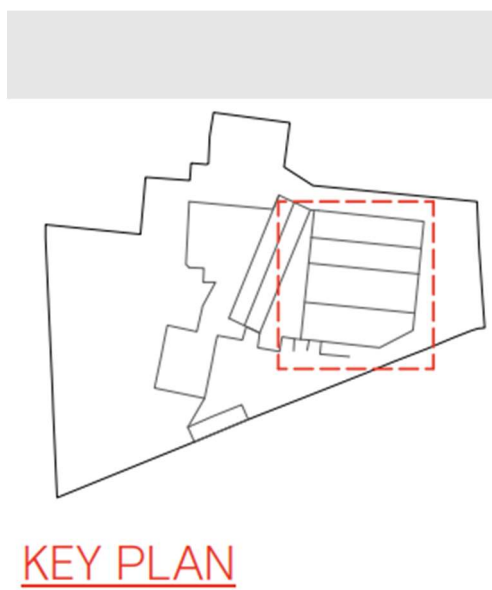
Planning Applications for consideration at LPC meeting on 9th January 2025 – Planning Group Recommendations

Full Planning Application - Erection of roof mounted photovoltaic solar panels to power the existing printing press operations.

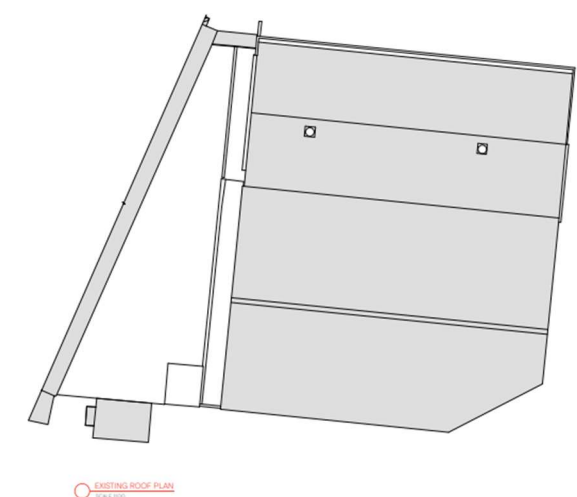
Lavenham Press 47 Water Street Lavenham Sudbury Suffolk CO10 9RN

Application. No: DC/24/05480 | Received: Wed 18 Dec 2024 | Validated: Thu 19 Dec 2024 | Status:
Awaiting decision

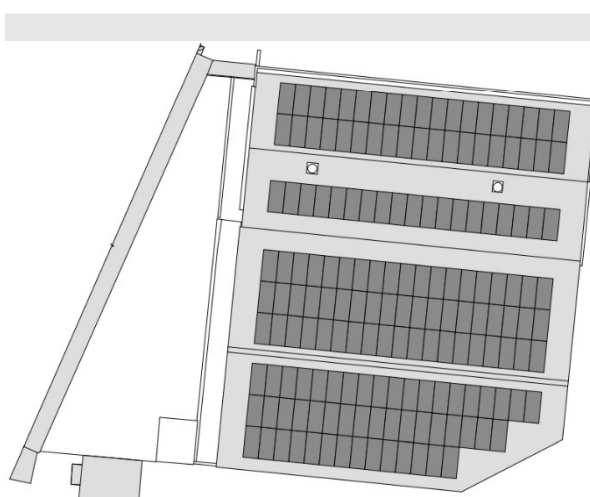
Proposal is to Add Solar Panels to the roof of the modern industrial building. See plans below:



Existing roof plan



Proposed roof plan



All of the proposed solar panels are to be fitted to the main modern industrial building in 4 separate arrays. The roof of this is sloping but at quite a shallow angle. The older building in the middle and the listed building do not have any panels as part of this application.

The modern Industrial building proposed for the solar panel installation has low architectural merit and is not listed, so putting solar panels on it, even though the site is in the Conservation Area, should not be a concern as they will not affect the overall appearance of the site or its surroundings.

The site has been viewed from Water Street, the Water Street car park and the public footpath running behind the site. It is very difficult from these viewpoints to see any of the roof.



Photographs from planning statement

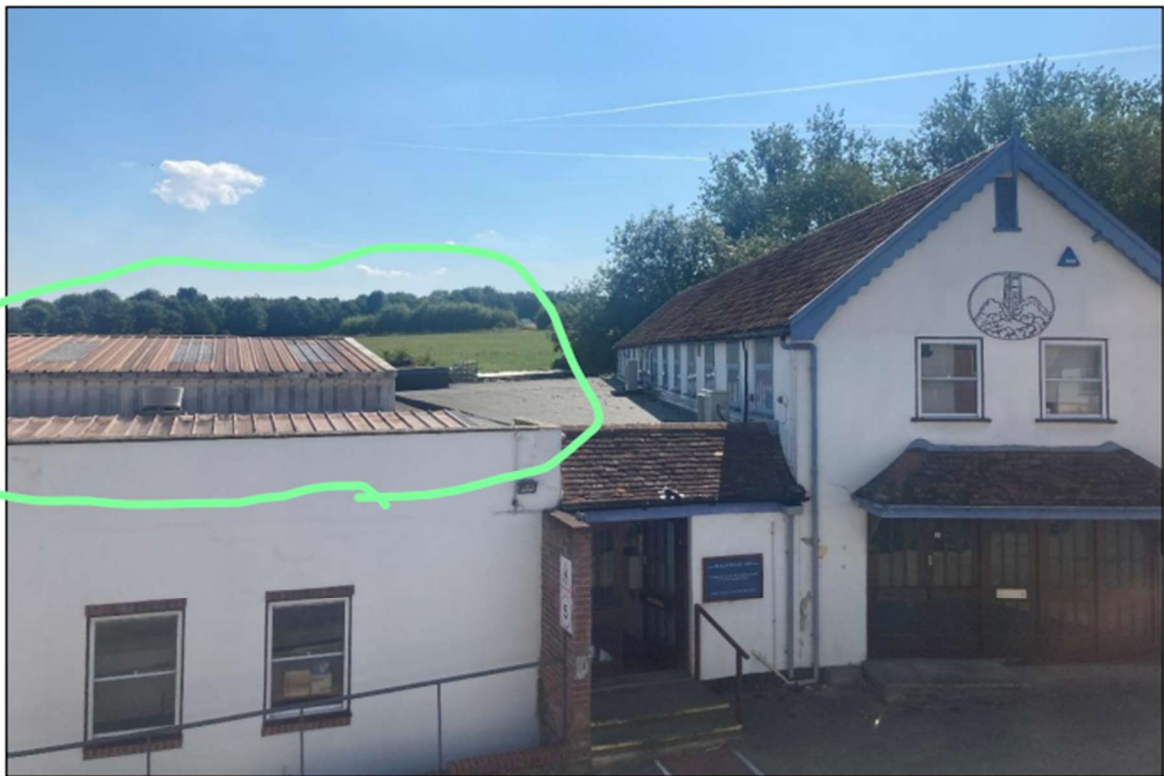


Figure 2: Northern elevation - taken from the first floor of No.47.



Figure 3: Northern elevation - taken from the first floor of No.47.



The industrial building is in the curtilage of a listed building but given the location of the proposed panels, and the difficulty in seeing the roofs where the panels would be located from the street, the impact is minimal.

As part of the consideration of this application the Lavenham Neighbourhood Plan 2016 has been considered.

Policy D1 (Design & Character)

Some of the panels will be fully visible from the **upper** floor of 47 Water Street, a Grade II listed building in the ownership of the applicant and used as business premises only. From the ground floor, it may be possible to view the first row of panels but this would be extremely limited to no more than 2 inches above the parapet on the roof of the factory building.

The entry on Historic England's website notes:

"1. LAVENHAM WATER STREET 5377 (south side) No 47 and premises owned by Terence Dalton Ltd Publishers adjoining No 47 on the east TL 9149 50/677 23.1.58 II GV 2. This building was once a fine C15 timber-framed and plastered house but was converted into a factory in the C20. It was probably originally a weaving house and weaving was being carried on here into the present century. Of the original building all that remains is the ground storey on the front and the bressumers to the jettied upper storey which are at 2 levels and carved with different patterns. The ground storey has 3 C18 splayed bays with double-hung sashes with glazing bars and a 6-panel door with a semi-circular fanlight and an architrave. The roof is of modern composition tiling and the upper storey has C20 factory fenestration. The interior has exposed timbers.

Listing NGR: TL9178649099"

Policy ENV1 (Defined Views and Special Landscape Areas),

This policy identifies two groups of defined views; Key Views In and Out of the Historic Core and Additional Valued Views. The only defined view where there is sight of the roof is defined view 2 which is classified as an Additional Valued View. Changing the appearance of this roof will have little impact as it will not change the size of the roof. From a distance the change in roof colour will have little if any impact.

ENV2 (Protection of Roof-scape)

This policy allows for the installation of solar panels providing there is no adverse impact on the historic setting of Lavenham or the character and appearance of the Conservation Area including the setting of nearby listed buildings.

The location is at the edge of the Conservation Area with six listed residential buildings in its immediate or nearby vicinity. The Planning Statement notes at para 6.8 that the panels will not protrude more than 2 inches above the existing roofscape and are located some distance from the footway on Water Street. The side view of some panels will also be visible from the Car Park which is not in the public domain for this purpose.

Policy ENV4 (Renewable Energy Projects)

This policy seeks to minimise any environmental adverse impact through location, scale and design.

It is considered that the intention of ENV4 has been delivered through this proposal. These Solar Panels will generate substantial renewal energy due to the mass area of panels proposed (most of the site usage plus some excess).

Other Considerations of Importance

This proposal will reduce the CO2 footprint of this site considerably and contribute significantly to the economic viability of this business at the heart of Lavenham.

In summary, there is no adverse impact on the historic setting of Lavenham or the Conservation Area.

Recommend Approval

Discharge of Conditions Application for DC/24/02747 - Conditions 3 (Materials) and 4 (Brick and Flintwork)

The Grove 5 Lady Street Lavenham Sudbury Suffolk CO10 9RA

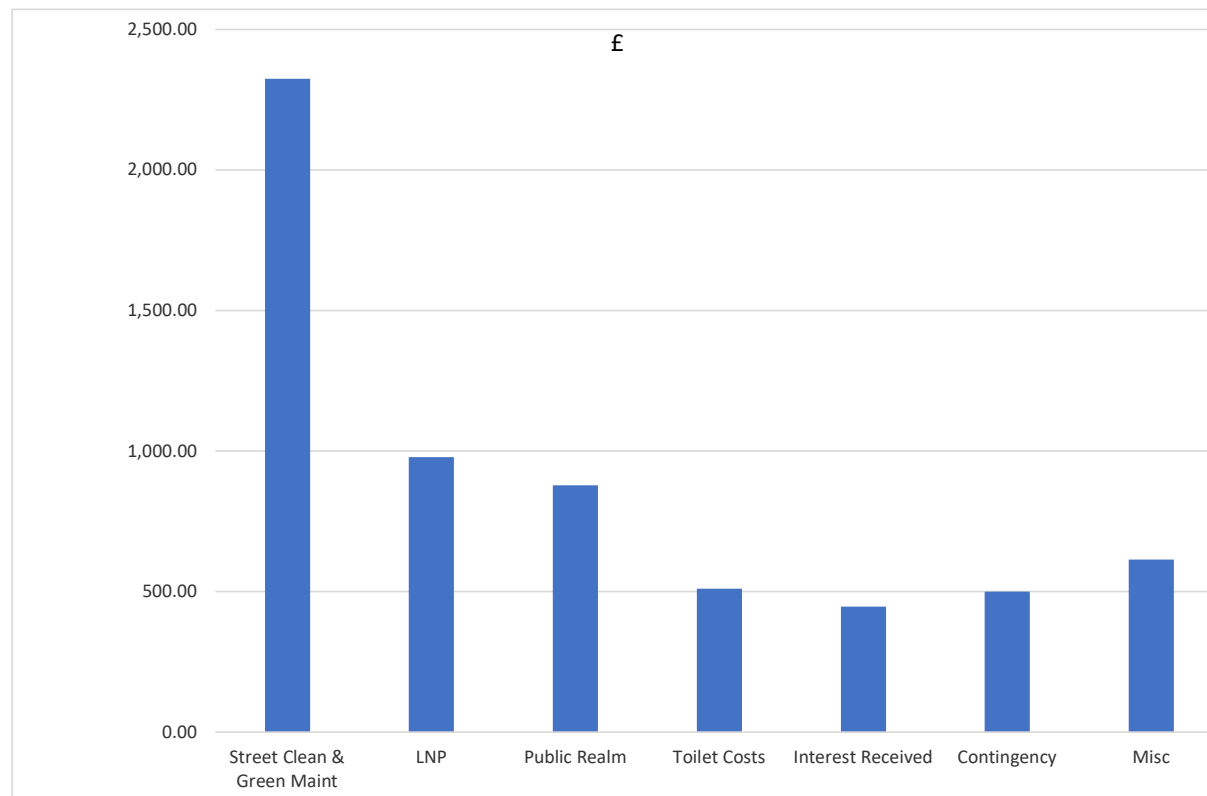
Application. No: DC/24/05382 | Received: Wed 11 Dec 2024 | Validated: Wed 11 Dec 2024 | Status: Granted

The Parish Council do not normally comment on Discharge of conditions. The details submitted are in keeping with the location.

The status as of 30/12/24 is Granted.

Type	£
Street Clean & Green Maint	2,324.63
LNP	978.49
Public Realm	877.88
Toilet Costs	510.45
Interest Received	446.13
Contingency	500.01
Misc	614.99

6,252.58



	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Nov Actual Mth	Actual YTD	Forecast YTD	Favourable /(Adverse)	Notes
Precept	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	79,333.33	79,333.33	0.00	No variance
Babergh Cleansing Grant	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	8,328.32	8,328.32	0.00	No variance
Fixed Income	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	87,661.65	87,661.65	0.00	
Burial Fees	753.00	400.00	778.00	0.00	0.00	500.00	914.00	0.00	3,345.00	3,431.00	-86.00	Variable depending on number of deaths, £1,460 income received Dec.
Car Park and Toilet Donations	1,311.25	1,323.96	1,225.30	1,528.07	1,767.75	1,255.76	907.10	641.85	9,961.04	10,099.29	-138.25	Running below even reduced expectations but income continued into Dec.
Other Donations	40.00	10.00	30.00	0.00	0.00	300.00	90.00	0.00	470.00	80.00	390.00	Hire of Lights and Sudbury Cycle Club
EV Charging Income	72.91	81.82	74.48	27.70	23.21	67.96	283.08	109.24	740.40	400.12	340.28	Very overdue revenue from 2023 received from Anglia Charging
Interest Received	400.00	726.04	400.00	400.00	760.87	400.00	400.00	846.13	4,333.04	3,886.91	446.13	Higher Interest rates continue
Variable Income	2,577.16	2,541.82	2,507.78	1,955.77	2,551.83	2,523.72	2,594.18	1,597.22	18,849.48	17,897.32	952.16	
Total Income	13,534.87	13,499.53	13,465.49	12,913.48	13,509.54	13,481.43	13,551.89	12,554.93	106,511.13	105,558.98	952.16	No significant variances
Management Costs	3,459.00	3,539.00	3,576.33	3,473.44	3,554.44	3,554.44	4,567.37	3,534.86	29,258.87	29,397.34	138.47	£1,150 spent on specialist Planning advice.
Office costs	814.98	708.99	613.48	608.93	831.99	657.60	884.37	653.56	5,773.90	6,052.90	279.00	Negligible Cllr Training Costs incurred
LNP including Costs of Democracy	55.00	55.00	55.00	55.00	505.00	56.25	1,042.26	198.00	2,021.51	3,000.00	978.49	LNP Publicity Budget underspent
Street Cleaning and Green Maint	3,051.04	2,880.51	2,907.30	2,577.30	3,357.75	5,193.38	2,487.30	2,274.19	24,728.74	27,053.37	2,324.63	£1,000 budgeted as routine repairs, replaced by the NCIL major repairs.
Public Realm	686.00	794.00	596.00	591.78	1,343.36	934.32	731.78	591.78	6,269.03	7,146.91	877.88	Some progress made but forecast assumed faster progress eg pump repainting
Toilet Costs	1,193.69	1,407.15	1,742.79	918.34	1,474.82	1,137.40	1,126.68	1,449.70	10,450.53	10,960.98	510.45	Accrual for leak repair not required
Water St	351.02	351.02	351.02	-1,755.92	313.08	313.08	313.08	313.08	549.47	452.62	-96.85	Insignificant
Community Events including Grants	0.00	1,128.86	0.00	2,530.80	118.80	260.80	0.00	3,600.00	7,639.26	7,849.60	210.34	Insignificant
EV Costs	65.99	23.85	63.83	37.70	41.76	49.55	436.71	61.02	780.41	358.41	-422.00	Very overdue costs from 2023 received from Anglia Charging
Sinking Fund	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	3,000.00	3,000.00	0.00	No variance
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.01	500.01	Contingency
Total Costs	9,676.70	10,888.36	9,905.73	9,037.37	11,541.00	13,156.82	12,589.54	13,676.18	90,471.71	95,772.13	5,300.42	
Surplus/(Deficit)	3,858.16	2,611.16	3,559.75	3,876.11	1,968.54	324.61	962.34	-1,121.26	16,039.43	9,786.85	6,252.58	

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Nov Actual Mth	Actual YTD	Forecast YTD	Favourable /(Adverse)
Staff salaries and Other Consultancy Costs	3,403.00	3,403.00	3,440.33	3,415.44	3,415.44	3,415.44	4,428.37	3,395.86	28,316.87	28,455.34	138.47
Audit and Payroll bureau costs	56.00	136.00	136.00	58.00	139.00	139.00	139.00	139.00	942.00	942.00	0.00
Management Costs	3,459.00	3,539.00	3,576.33	3,473.44	3,554.44	3,554.44	4,567.37	3,534.86	29,258.87	29,397.34	138.47
Telephone & broadband	95.05	82.06	82.06	82.06	82.06	82.06	90.43	76.62	672.40	669.47	-2.93
Website Dev and .gov	59.40	59.40	59.40	59.40	149.40	59.40	114.80	64.80	626.00	565.20	-60.80
Accounting software & computer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Materials	9.99	9.99	9.99	27.93	204.99	9.99	9.99	9.99	292.86	382.89	90.03
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00	35.00	0.00	35.00	0.00	-35.00
Subscriptions & Insurance	211.16	211.16	211.16	211.16	211.16	277.77	277.77	277.77	1,889.10	1,880.80	-8.30
All Training/Clr expenses	0.00	140.00	0.00	0.00	0.00	0.00	150.00	0.00	290.00	440.00	150.00
Room hire PC meetings	105.00	22.00	44.00	44.00	0.00	44.00	22.00	0.00	281.00	347.00	66.00
Office Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Digital mapping	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00	0.00
Parish Office business rates	101.05	101.05	101.05	101.05	101.05	101.05	101.05	101.05	808.38	808.38	0.00
Parish Office rent	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	666.67	666.67	0.00
Office Miscellaneous	0.00	0.00	22.49	0.00	0.00	0.00	0.00	40.00	62.49	142.49	80.00
Office costs	814.98	708.99	613.48	608.93	831.99	657.60	884.37	653.56	5,773.90	6,052.90	279.00
LNP Costs incl Cost of Democracy	55.00	55.00	55.00	55.00	505.00	56.25	1,042.26	198.00	2,021.51	3,000.00	978.49
Green Maintenance	958.75	1,183.75	958.75	958.75	958.75	958.75	958.75	479.38	7,415.63	7,781.25	365.62
Tree Maintenance and Care	380.00	0.00	420.00	0.00	760.00	2,300.00	0.00	0.00	3,860.00	3,860.00	0.00
Street cleansing	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,378.40	10,327.20	11,227.20	900.00
Refuse collection bins & dog bins	298.74	115.00	115.00	115.00	115.00	115.00	253.08	115.00	1,379.90	1,103.74	-276.16
Chapel Business Rates	135.15	135.15	135.15	135.15	135.15	135.15	135.15	135.15	1,081.17	1,081.17	0.00
All cemetery management	0.00	168.21	0.00	90.00	110.45	0.00	0.00	28.18	396.84	700.01	303.17
Play equipment	0.00	0.00	0.00	0.00	0.00	268.00	0.00	0.00	268.00	1,300.00	1,032.00
Street Cleaning and Green Maint	3,051.04	2,880.51	2,907.30	2,577.30	3,357.75	5,193.38	2,487.30	2,274.19	24,728.74	27,053.37	2,324.63
Street furniture	90.00	198.00	0.00	0.00	751.58	342.54	140.00	0.00	1,522.12	2,400.00	877.88
Street Lighting energy	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	4,000.00	4,000.00	0.00
PWLB interest	96.00	96.00	96.00	91.78	91.78	91.78	91.78	91.78	746.91	746.91	0.00
Public Realm	686.00	794.00	596.00	591.78	1,343.36	934.32	731.78	591.78	6,269.03	7,146.91	877.88
Church Street energy	116.23	82.97	73.53	66.05	66.21	65.05	85.96	91.53	647.53	704.99	57.46
Church Street water	0.00	279.82	0.00	0.00	370.73	0.00	0.00	315.57	966.12	1,021.28	55.16
Church St Toilets Business Rates	67.37	67.36	67.37	67.37	67.36	67.37	67.37	67.37	538.92	538.92	0.00
Prentice St Water	0.00	98.55	0.00	0.00	173.69	0.00	0.00	157.96	430.20	445.93	15.73
Prentice St non EV energy	38.34	36.69	40.22	37.05	37.00	36.93	35.48	35.32	297.03	309.30	12.27
Donation Points	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	287.20	287.20	0.00
Washroom Cleaning & Consumables	660.85	660.85	1,200.77	711.97	723.92	932.15	711.97	746.05	6,348.53	6,358.36	9.83
Washroom Minor Maintenance	275.00	145.00	325.00	0.00	0.00	0.00	190.00	0.00	935.00	1,295.00	360.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Toilet Costs	1,193.69	1,407.15	1,742.79	918.34	1,474.82	1,137.40	1,126.68	1,449.70	10,450.53	10,960.98	510.45
Water Street green maintenance	96.85	96.85	96.85	96.85	96.85	96.85	96.85	96.85	774.80	677.95	-96.85
Water Street Business Rates	254.17	254.17	254.17	-1,852.77	216.23	216.23	216.23	216.23	-225.33	-225.33	0.00
Water St	351.02	351.02	351.02	-1,755.92	313.08	313.08	313.08	313.08	549.47	452.62	-96.85
Small Grants (combined)	0.00	500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00	0.00
Christmas trees/lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,600.00	3,600.00	3,600.00	0.00
Xmas Eve Community Carols	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1st Meadow summer facilities	0.00	0.00	0.00	30.80	118.80	30.80	0.00	0.00	180.40	249.60	69.20
Misc	0.00	628.86	0.00	0.00	0.00	230.00	0.00	0.00	858.86	1,000.00	141.14
Bellward Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Events including Grants	0.00	1,128.86	0.00	2,530.80	118.80	260.80	0.00	3,600.00	7,639.26	7,849.60	210.34
EV Costs	65.99	23.85	63.83	37.70	41.76	49.55	436.71	61.02	780.41	358.41	-422.00
Sinking Fund	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	3,000.00	3,000.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.01	500.01
Total Expenses	9,676.70	10,888.36	9,905.73	9,037.37	11,541.00	13,156.82	12,589.54	13,676.18	90,471.71	95,772.13	5,300.42
Surplus/(deficit)	3,858.16	2,611.16	3,559.75	3,876.11	1,968.54	324.61	962.34	-1,121.26	16,039.43	9,786.85	6,252.58

	Mar 24	Nov 24	Increase/(decrease)	Notes
Fixed Assets	150,968.05	146,934.44	-4,033.61	Pump Ct Cancellation
Debtors	0.00	0.00	0.00	None
Accrued Income	3,732.86	2,105.73	-1,627.13	Interest and car park donation. March included 3 mth Cleaning Grant
Prepayments	762.95	4,746.21	3,983.27	Mainly Business Rates and Insurance
VAT Refunds	2,091.70	2,440.57	348.87	Purchase dependent
	6,587.50	9,292.51	2,705.01	
Cash at Bank	377,684.76	436,237.28		
Bus Prem	7,223.42	5,470.96		
Current Acc	0.00	0.00		
Petty Cash	384,908.18	441,708.24	56,800.06	Precept and Cleaning Grant for whole year received
Trade Creditors	-13,083.74	-14,335.73	1,251.99	Playground Repairs and Sid Purchase in Creds at end Nov
Accruals	-15,071.07	-19,824.49	4,753.42	Suffolk Street Lighting now 8 mths accrued
Deferred Income	0.00	-43,830.83	43,830.83	Precept and Cleaning Grant for whole year received
Lights Creditor	-133,633.91	-129,600.30	-4,033.61	Pump Ct Cancellation
	-161,788.72	-207,591.34	45,802.62	
Loans	-72,452.44	-69,268.65	-3,183.79	Capital Repayments made
Net Assets	308,222.57	321,075.20	12,852.63	
General Funds	159,753.32	184,539.00	24,785.68	
Ballot Fund	4,800.00	4,800.00	0.00	No change
Public Realm	869.09	0.00	-869.09	Released earmark as now spent
Cemetery Clean Up	5,000.00	0.00	-5,000.00	Released Aug 2024
Telephone Box Maintenance	6,000.00	0.00	-6,000.00	Telephone Boxes Paid For
Lavenham Funds in Trust	1,500.00	1,500.00	0.00	No change
Street Fair Fund	6,265.37	6,265.37	0.00	No change
Sinking Fund	36,872.80	42,995.64	6,122.84	Being increased by £1,000 per month
NCIL	87,161.99	80,975.19	-6,186.80	£21k received, £27k spent (£8k SID, £9k Bridge. £6k phone boxes, £3k playground)
Total Reserves	308,222.57	321,075.20	12,852.63	
Imbalance	0.00	0.00	0.00	

	B/F	Per I and E contains no earmarks	In lieu dep'n lighting earmark	NCIL Cash received	NCIL Cash Spent	Cemetery Release	Public Realm items Capitalised	C/F	
General Funds	159,753.32	16,039.43	-3,122.84	0.00	6,000.00	5,000.00	869.09	184,539.00	0.00
Ballot Fund	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00	0.00
Public Realm	869.09	0.00	0.00	0.00	0.00	0.00	-869.09	0.00	0.00
NCIL	87,161.99	0.00	0.00	20,967.20	-27,154.00	0.00	0.00	80,975.19	0.00
Lavenham Funds in Trust	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
Cemetery Clean Up	5,000.00	0.00	0.00	0.00	0.00	-5,000.00	0.00	0.00	0.00
Telephone Box Maintenance	6,000.00	0.00	0.00	0.00	-6,000.00	0.00	0.00	0.00	0.00
Sinking Fund	36,872.80	3,000.00	3,122.84	0.00	0.00	0.00	0.00	42,995.64	0.00
Street Fair Fund	6,265.37	0.00	0.00	0.00	0.00	0.00	0.00	6,265.37	0.00
Total Reserves	308,222.57	19,039.43	0.00	20,967.20	-27,154.00	0.00	0.00	321,075.20	0.00

Stocksigns	-7,000.00	-601.58 Glasdon
Playquip	-12,518.43	-77.54 Glasdon
L Carr Phone Box	-6,200.00	-265.00 Paul Holland
1st Meadow Bridge Rd	-235.57	-944.12
SID Posts Accrual	-1,200.00	
	-27,154.00	

Check 0.00

Current

31/10/2024	Balance Brought Forward	3,535.75
04/11/2024	Pension Contributions: NEST	-166.79
04/11/2024	Car Parking and Toilet Donations: Card	95.00
05/11/2024	Car Parking and Toilet Donations: Cash	145.00
06/11/2024	Supplier Payment: British Gas	-65.48
08/11/2024	EV Revenue	109.24
11/11/2024	Car Parking and Toilet Donations: Card	61.75
12/11/2024	Supplier Payment: British Gas	-90.25
12/11/2024	Car Parking and Toilet Donations: Cash	90.00
14/11/2024	Supplier Payment: British Gas	-37.25
18/11/2024	Supplier Payment: Keith Avis Printers	-90.00
18/11/2024	Supplier Payment: British Legion	-40.00
18/11/2024	Supplier Payment: Nupremis Planning	-1,150.00
18/11/2024	Supplier Payment: Onsite IT	-77.76
18/11/2024	Supplier Payment: Village Hall	-121.00
18/11/2024	Supplier Payment: JPB Landscapes	-2,800.80
18/11/2024	October Net Wages: Andrew Smith	-2,799.92
18/11/2024	Supplier Payment: Infinity Cleaning	-854.36
18/11/2024	Supplier Payment: Paul Holland	-190.00
18/11/2024	Car Parking and Toilet Donations: Card	152.00
18/11/2024	Transfer from Deposit Account	10,000.00
19/11/2024	Supplier Payment: EE	-9.71
20/11/2024	Supplier Payment: BT	-82.24
25/11/2024	Car Parking and Toilet Donations: Card	63.65
27/11/2024	Supplier Payment: Anglia Water	-28.18
28/11/2024	Supplier Payment: Mutts Butts	-165.70
29/11/2024	Supplier Payment: HP Inks	-11.99
30/11/2024	Balance Carried Forward	5,470.96
30/11/2024	Per Bank Statement	5,470.96
		0.00

Premium

31/10/2024	Balance Brought Forward	444,214.74
12/11/2024	HMRC: VAT Refund	2,022.54
18/11/2024	Transfer to Deposit Account	-10,000.00
30/11/2024	Balance Carried Forward	436,237.28
30/11/2024	Per Bank Statement	436,237.28
		0.00

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 29 November 2024


Business Current Accounts	
Community Account Statement	£5,470.96
Sort Code 20-83-50 • Account No 00567094	

20-83-50 00567094

Last night's balance £5,470.96

Date	Description	Money in	Money out	Balance
Mon, 02 Dec 24	POST OFFICE	+ £190.00		£5,206.10
Mon, 02 Dec 24	GOCARDLESS		-£43.08	£5,016.10
Mon, 02 Dec 24	ANGLIAN WATER BUSI		-£315.57	£5,059.18
Mon, 02 Dec 24	ANGLIAN WATER BUSI		-£157.96	£5,374.75
Mon, 02 Dec 24	CHARITIES TRUST	+ £61.75		£5,532.71
		5,532.71	-61.75	5,470.96

Recent transactions



Business Premium ME

20-83-50 20567116

£437,883.41

Last night's balance £436,237.28

Date	Description	Money in	Money out	Balance
Mon, 02 Dec 24	INTEREST PAID GROSS	+ £1,646.13		£437,883.41
Mon, 18 Nov 24	208350 00567094 FT		-£10,000.00	£436,237.28
Tue, 12 Nov 24	HMRC VTR	+ £2,022.54		£446,237.28

[View all transactions](#)

436,237.28

Report concerning proposed 20mph scheme

Background:

On August 6th 2024 the Traffic Regulation Order for the proposed Lavenham Speed Reduction Scheme was approved by Suffolk County Council. The detailed design and the TRO are attached as Appendices.

Cost Quotation:

On 23rd December 2024 the email below was received:

‘Dear Lavenham Parish Council

Please find attached construction estimate for the 20mph Scheme.

The work is estimated to cost in the region of £24,065.46 + VAT, so **£28,878.55**.

Please be advised that if you wish to proceed, there will be an additional cost added for the Designer’s time, to prepare the works pack and place the order.

It is anticipated that the works will be delivered within 14-weeks from the date of ordering.

Please note that this is only an estimate and as a result actual costs may go up or down. We will however keep in touch with you in relation to this.

Please can you advise if you would like us to proceed with progressing this work by replying to this email address at your earliest convenience. We will then send you an invoice for the full amount, and once paid we will raise the works order.

Kind regards

Comments:

The PC can claim back VAT so the relevant amount is £24,065.46

Neighbourhood CIL can be used to fund this.

No response has been received asking for a reasonable estimate for the ‘additional cost added for the Designer’s time, to prepare the works pack and place the order’

The PC has asked again whether all signs are required.

Cost Summary:

	£	Sign Count
Traffic Management	5,499.00	
Sign Removal	520.78	28
New Signs	6,368.79	71
Road Markings	1,436.83	
Hedge Removal and Trimming	282.02	
Illuminated Signs	9,958.04	
	<u>24,065.46</u>	

Suffolk Highways
LA No. 284611
Location Lavenham
Value £24,065.46



Item No.	Description	Quantity	Banding	Unit	Rate	Total
	SERIES 100					
	PRELIMINARIES					
	TRAFFIC MANAGEMENT- TEMPORARY TRAFFIC CONTROL					
	Establish and remove on completion temporary traffic signals on 2 lane single carriageway					
0100-52-001	2-way signals	6	0 no		£243.65	£1,461.90
0100-52-002	3-way signals	1	0 no		£314.86	£314.86
0100-52-003	4-way signals	1	0 no		£348.88	£348.88
	Maintain temporary traffic signals					
0100-52-004	2-way signals	32	0 hr		£12.89	£412.48
0100-52-005	3-way signals	2	0 hr		£21.46	£42.92
0100-52-006	4-way signals	4	0 hr		£31.49	£125.96
	Establish and remove on completion, Stop / Go board on 2 lane single carriageway					
0100-52-007	Single operative control	3	0 no		£34.89	£104.67
0100-52-008	Double operative control	11	0 no		£62.81	£690.91
	Maintain Stop / Go board on 2 lane single carriageway					
0100-52-009	Single operative control	6	0 hr		£34.89	£209.34
0100-52-010	Double operative control	20	0 hr		£62.81	£1,256.20
	TRAFFIC MANAGEMENT- MOBILE CLOSURES					
0100-53-003	Provision of Temporary Obstruction (TO15) as per appendix 15/1	16	0 hr		£33.18	£530.88
	SERIES 200					
	GENERAL SITE CLEARANCE					
	Removal of Hedges					
0200-01-005	Remove hedge	3	Height 1 - 2 m	m	£21.76	£65.28
	TAKE UP OR DOWN AND SET ASIDE FOR RE-USE					
	Sign Post from Verge					
0200-02-047	Sign post not exceeding 89mm overall diameter	1	n/a	no.	£23.68	£23.68
	Existing Sign Plate					
0200-02-051	Sign plate area up to 0.1m2	3	n/a	no.	£15.21	£45.63
0200-02-052	Sign plate area 0.1 to 0.25 m2	2	n/a	no.	£15.21	£30.42
0200-02-053	Sign plate area 0.25 - 1 m2	3	n/a	no.	£15.21	£45.63
	TAKE UP & REMOVE TO TIP OFF SITE					
	Sign Post from Pavement					
0200-03-049	Sign post not exceeding 89mm overall diameter	1	n/a	no.	£28.36	£28.36
	Sign Post from Verge					
0200-03-053	Sign post not exceeding 89mm overall diameter	4	n/a	no.	£25.97	£103.88
	Existing Sign Plate					
0200-03-057	Sign plate area up to 0.1m2	8	n/a	no.	£17.37	£138.96
0200-03-059	Sign plate area 0.25 - 1 m2	6	n/a	no.	£17.37	£104.22
	SERIES 1200					
	TRAFFIC SIGNS AND LINES					
	As Drawing SCD 1200-01					
	Items below include for Class RA2 sign plate(s) (any face sign, post measured separately)					
	Circular Sign Plates - Aluminium					
1200-01-001	300mm diameter circular sign plate erected on post complete with strengthening	27	n/a	no.	£46.01	£1,242.27
1200-01-002	300mm diameter circular sign plate erected on lighting column complete with strengthening	17	n/a	no.	£47.59	£809.03
1200-01-005	600mm diameter circular sign plate erected on post complete with strengthening	23	n/a	no.	£71.74	£1,650.02
1200-01-007	750mm diameter circular sign plate erected on post complete with strengthening	4	n/a	no.	£100.43	£401.72
	Rectangular Sign Plate - White Letters on Blue / Green / Red Background (Completely Reflective)					
	Items below include for Class RA2 sign plate with or without yellow boards, unless otherwise specified					
	Sign Area not Exceeding 1 Square Metre -Aluminium					
1200-01-082	Rectangular sign plate erected on 1 post	0.06	n/a	m2	£185.01	£11.10
	Extra Over Items - All Signs					
1200-01-163	Extra over for black sign backs	6.5	n/a	m2	£16.86	£109.59
	Traffic Sign Posts					
	Traffic Sign Posts erected with Concrete foundation as per SCD1200-01 - foundation up to 114.3mm overall diameter specified					
	Black PVC - Permanent Traffic Sign Post					
1200-01-166	76mm overall diameter sign post 3.2mm thick ne 3.5 metres in length foundation 600Lx600Wx600D ST2 Concrete	7	n/a	no.	£160.75	£1,125.25
1200-01-168	76mm dia Post extension in length per 500mm	1	n/a	no.	£59.02	£59.02
	Grey PVC - Permanent Traffic Sign Post					
1200-01-187	76mm overall diameter sign post 3.2mm thick ne 3.5 metres in length foundation 600Lx600Wx600D ST2 Concrete	4	n/a	no.	£160.75	£643.00
1200-01-188	76mm dia post Extra Over 3.5m long for increase in length per 500mm	1	n/a	no.	£14.41	£14.41
	Remove from Store and Erect Traffic Sign Plate to Posts					
	Items below include for fixings, including 1 vandal resistant nut per plate					
1200-02-001	Sign plate to 1 number post up to 0.5m2	8	n/a	no.	£26.57	£212.56
	Erect Previously Set Aside Post including Foundation					
1200-02-012	76mm overall diameter foundation 600Lx600Wx600D ST2 Concrete	1	n/a	no.	£90.82	£90.82
	ROAD MARKINGS					
	All road marking items to have a minimum skidding resistance value of 55 PSV					
	Road Markings - General					

3 way x3,
2 way x6, 3 way x3, 4 way x1
6Hrs 3way
10Hrs 2way, 6Hrs 3 way, 2Hrs 4 way

Remove bushes (Drg. 268411/LAV20/1204)

Extension required 300mm long

	Drying and Mechanical Sweeping					
1200-03-001	Drying of road surface where directed by the Employer	48.11	n/a	m2	£0.67	£32.23
	Road Markings - White Reflectorised					
	Continuous Lines - Screed					
1200-03-011	White continuous line 100mm wide	40	n/a	m	£1.09	£43.60
	Triangles - Screed					
1200-03-066	White triangle 1.850 metres long to diagram 1060,1060.1, 1061 or 1061.1	20	n/a	no.	£18.44	£368.80
	Symbols - Screed					
1200-03-102	White speed roundels 4.5 metres high x 1.5 metres wide (containing numerals 1.6 metres high)	3	n/a	no.	£137.38	£412.14
1200-03-103	White speed roundels 7.5 metres high x 1.5 metres wide (containing numerals 2.8 metres high)	1	n/a	no.	£149.26	£149.26
	Removal of Road Markings					
1200-03-140	Removal of road markings by mechanical means	14.5	n/a	m2	£29.71	£430.80
	SERIES 3000					
	LANDSCAPE AND ECOLOGY					
	HEDGES					
	Items below are to be by hand using hand tools					
	Trim Hedge (Stems Up to 50 mm in Diameter)					
	With the item below the area is measured in elevation					
3000-04-001	Trim hedge by hand	20	n/a	m2	£7.46	£149.20
3000-04-002	Trim hedge / vegetation from in front of sign face and post up to 2 metres away from sign and post	1	Height up to 2.5m	no.	£27.02	£27.02
3000-04-003	Trim hedge / vegetation from in front of sign face and post up to 2 metres away from sign and post	1	Height over 2.5m	no.	£40.52	£40.52
	SERIES 9900					
	ROGUES					
9900-01-001	Install and supply new black illuminated post as Drg. 268411/LAV20/1201	4	n/a	n/a	£2,489.51	£9,958.04
Total					£24,065.46	

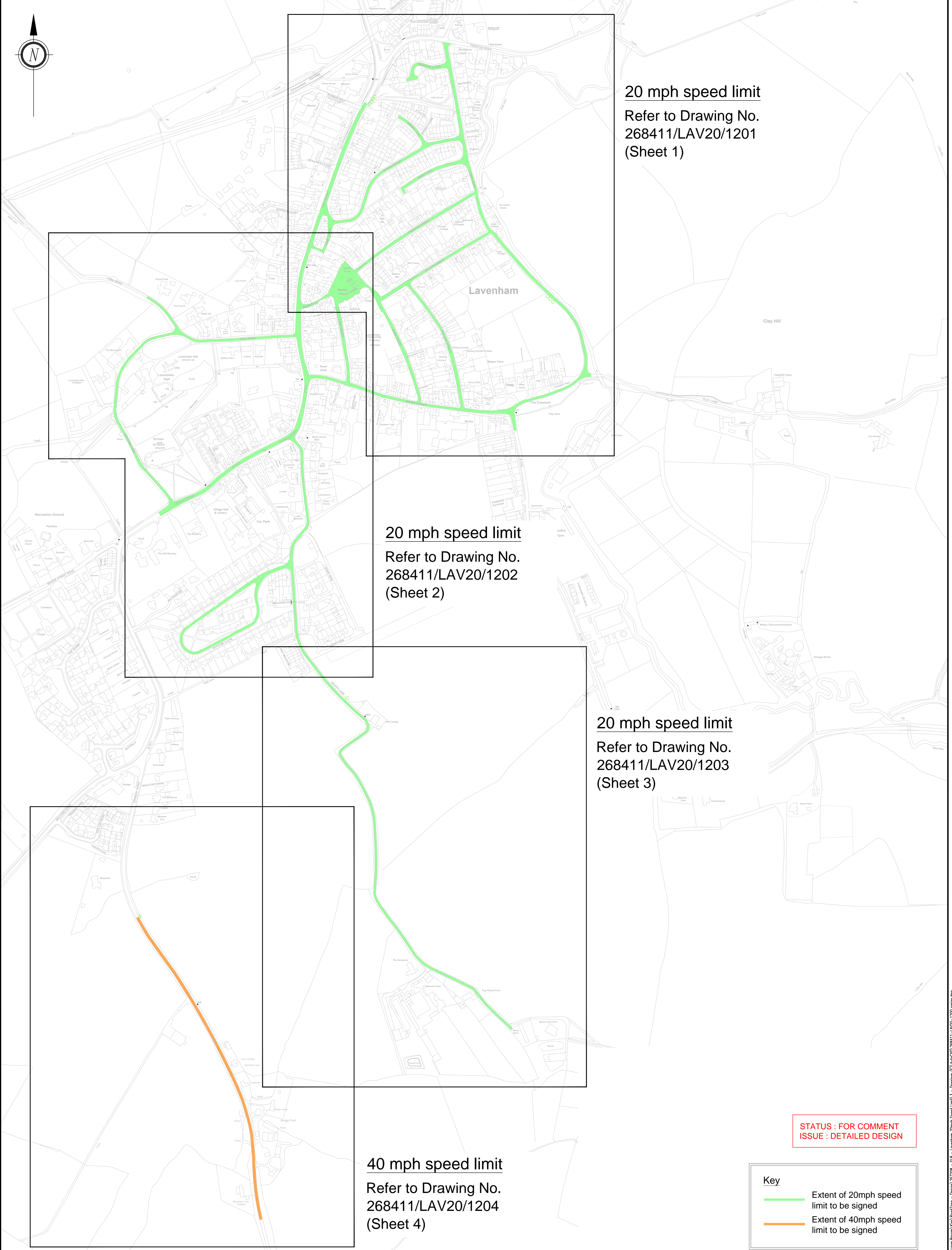
Lines 12, Triangles 11.66, Roundels 20.25, Roundel 4.2

For dragons teeth - Assumed Diag. No. 1062
(requiring triangle lengths increasing from 0.6m to 1m)

Drg. 268411/LAV20/1201

Drg. 268411/LAV20/1203

Drg. 268411/LAV20/1201



Refer to Drawing No.
268411/LAV20/1201
(Sheet 1)

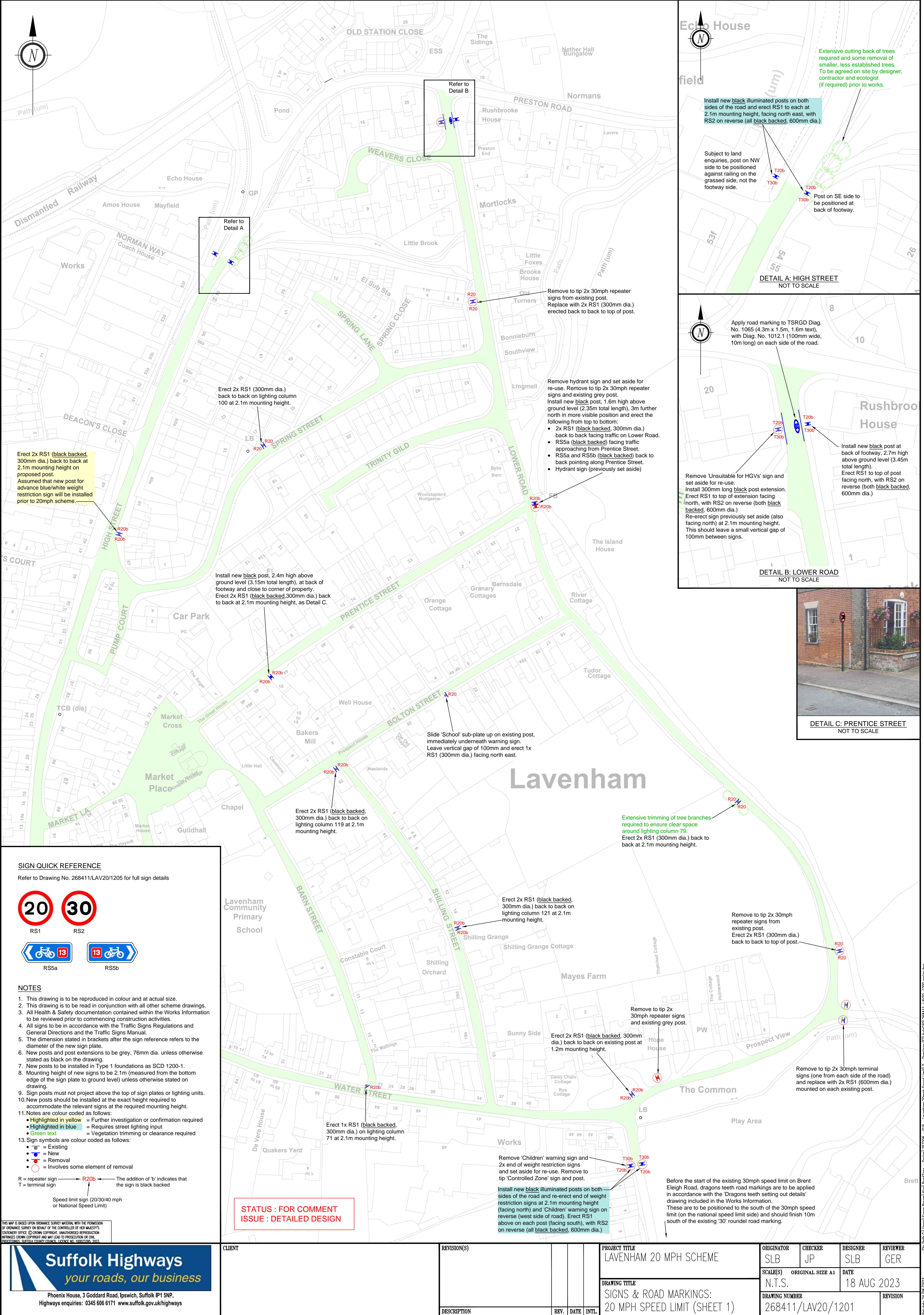
Refer to Drawing No.
268411/LAV20/1202
(Sheet 2)

Refer to Drawing No.
268411/LAV20/1203
(Sheet 3)

Refer to Drawing No.
268411/LAV20/1204
(Sheet 4)

Extent of 20mph speed limit to be signed

Extent of 40mph speed limit to be signed



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The Path C:\Users\Susan Brown\My RoadZone - Design\257206 - SLB - Lavenham 20mph Speed Limit 3 - Drawings\257206 - 1201 series.dwg P01 date: 24/08/2023



DETAIL D: HALL ROAD
NOT TO SCALE

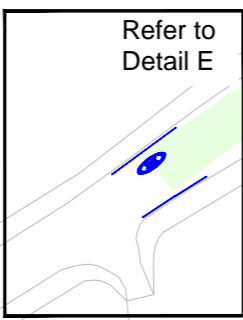
Install new post in verge, 2.1m high above ground level (2.85m total length). Erect RS1 to top of post facing north west, with RS4 on reverse (both 600mm dia.).

Install new black post, 2.4m high above ground level (3.15m total length), at back of footway and to the east side of green cabinets. Erect 2x RS1 (black backed, 300mm dia.) back to back at 2.1m mounting height, as Detail D.

Erect 1x RS1
(300mm dia.) on
existing post under
brown tourist sign.

Erect 2x RS1 (black backed, 300mm dia.) back to back on existing post at 2.3m mounting height, below existing weight restriction signs.

Install new black post, 1.5m high above—
ground level (2.25m total length), in verge.
Erect 2x RS1 (black backed, 300mm dia.)
back to back at 1.2m mounting height.
Confirm highway boundary.



Refer to

Apply road marking to TSRGD Diag. No. 1065 (4.3m x 1.5m, 1.6m text), with Diag. No. 1012.1 (100mm wide, 10m long) on each side of the road.

Install 2x new black posts - on north side (at back of footway) and south side (at road side of footway), 2.7m high above ground level (3.45m total length).
Erect RS1 to top of each post facing south west, with RS2 on reverse (all black backed, 600mm dia.)





DETAIL E: CHURCH STREET
NOT TO SCALE

SIGN QUICK REFERENCE

Refer to Drawing No. 268411/LAV20/1205 for full sign details



NOTES

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2. This drawing is to be read in conjunction with all other scheme drawings.
3. All Health & Safety documentation contained within the Works Information to be reviewed prior to commencing construction activities.
4. All signs to be in accordance with the Traffic Signs Regulations and General Directions and the Traffic Signs Manual.
5. The dimension stated in brackets after the sign reference refers to the diameter of the new sign plate.
6. New posts and post extensions to be grey, 76mm dia. unless otherwise stated as black on the drawing.
7. New posts to be installed in Type 1 foundations as SCD 1200-1.
8. Mounting height of new signs to be 2.1m (measured from the bottom edge of the sign plate to ground level) unless otherwise stated on drawing.
9. Sign posts must not project above the top of sign plates or lighting units.
10. New posts should be installed at the exact height required to accommodate the relevant signs at the required mounting height.
11. Notes are colour coded as follows:
 - * **Highlighted in yellow** = Further investigation or confirmation required
 - * **Highlighted in blue** = Requires street lighting input
 - * **Green text** = Vegetation trimming or clearance required
12. Sign symbols are colour coded as follows:
 -  = Existing
 -  = New
 -  = Removal
 -  = Involves some element of removal

R = repeater sign → **R20b** ← The addition of 'b' indicates that the sign is black backed
T = terminal sign

Speed limit sign (20/30/40 mph or National Speed Limit)

STATUS : FOR COMMENT
ISSUE : DETAILED DESIGN

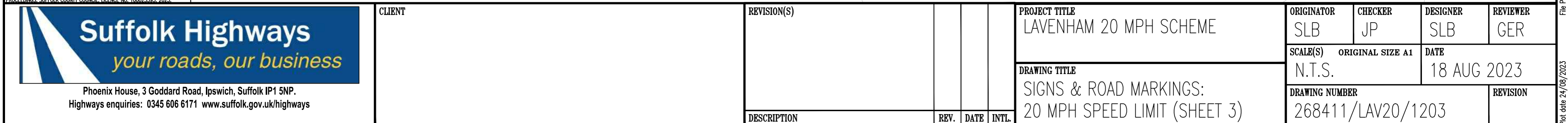
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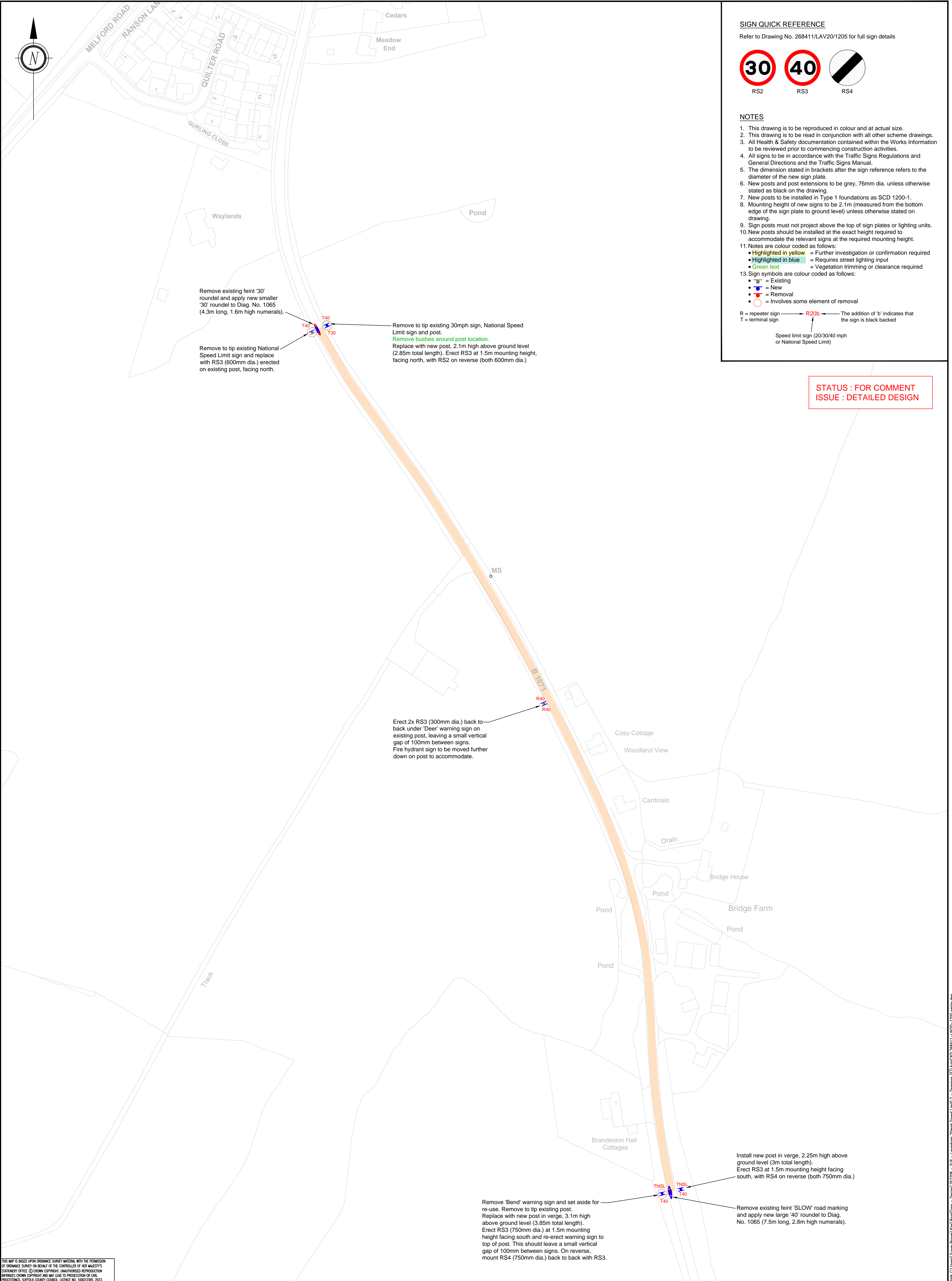


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CLIENT	REVISION(S)				PROJECT TITLE	ORIGINATOR	CHECKER	DESIGNER	REVIEWER
					LAVENHAM 20 MPH SCHEME	SLB	JP	SLB	GER
					DRAWING TITLE	SCALE(S)	ORIGINAL SIZE A1	DATE	
						SIGNS & ROAD MARKINGS:	N.T.S.	18 AUG 2023	
						20 MPH SPEED LIMIT (SHEET 2)	DRAWING NUMBER	REVISION	
DESCRIPTION	REV.	DATE	INTL.	268411/LAV20/1202					

Plot date 24/08/2023
File Path C:\Users\Susan.Broom\Kier\RoadZone - Design\257208 - SLB - Lovenham 20mph Speed Limit\3 - Drawings (E)\AutoCAD\268411-LAV20-1200 series.dwg





SIGN QUICK REFERENCE

Refer to Drawing No. 268411/LAV20/1205 for full sign details



NOTES

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- New posts should be installed at the exact height required to accommodate the relevant signs at the required mounting height.
- Notes are colour coded as follows:
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 - Highlighted in blue = Requires street lighting input
 - Green text = Vegetation trimming or clearance required
- Sign symbols are colour coded as follows:
 - Existing
 - New
 - Removal
 - Involves some element of removal

R = repeater sign
T = terminal sign

R20b → The addition of 'b' indicates that the sign is black backed

Speed limit sign (20/30/40 mph or National Speed Limit)

STATUS : FOR COMMENT
ISSUE : DETAILED DESIGN

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CLIENT	REVISION(S)				PROJECT TITLE	ORIGINATOR	CHECKER	DESIGNER	REVIEWER
					LAVENHAM 20 MPH SCHEME	SLB	JP	SLB	GER
					DRAWING TITLE	SCALE(S)		ORIGINAL SIZE A1	DATE
					SIGNS & ROAD MARKINGS:	N.T.S.		18 AUG 2023	
					40 MPH SPEED LIMIT (SHEET 4)	DRAWING NUMBER		REVISION	
	DESCRIPTION	REV.	DATE	INTL.		268411/LAV20/1204			

NEW SIGNS TO BE ERECTED

RS1



R20 (repeater sign)

Sign Reference	RS1 (Diag. No. 670)
Height	300mm
Width	300mm
Area	0.07 sq.m
Material	Class RA2 (12899–1:2007)
Mount Height	As stated

T20 (terminal sign)

Sign Reference	RS1 (Diag. No. 670)
Height	600mm
Width	600mm
Area	0.28 sq.m
Material	Class RA2 (12899–1:2007)
Mount Height	As stated

300mm dia. - x44 required (new)
16 signs to be grey backed
28 signs to be black backed

600mm dia. - x11 required (new)
3 signs to be grey backed
8 signs to be black backed

RS2



T30 (terminal sign)

Sign Reference	RS2 (Diag. No. 670)
Height	600mm
Width	600mm
Area	0.28 sq.m
Material	Class RA2 (12899–1:2007)
Mount Height	As stated

600mm dia. - x9 required (new)
1 new sign to be grey backed
8 new signs to be black backed

750mm dia. - x? required (new)

RS3



R40 (repeater sign)

Sign Reference	RS3 (Diag. No. 670)
Height	300mm
Width	300mm
Area	0.07 sq.m
Material	Class RA2 (12899–1:2007)
Mount Height	As stated

T40 (terminal sign)

Sign Reference	RS3 (Diag. No. 670)
Height	600mm
Width	600mm
Area	0.28 sq.m
Material	Class RA2 (12899–1:2007)
Mount Height	As stated

T40 (terminal sign)

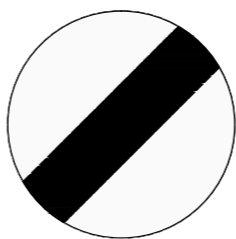
Sign Reference	RS3 (Diag. No. 670)
Height	750mm
Width	750mm
Area	0.44 sq.m
Material	Class RA2 (12899–1:2007)
Mount Height	As stated

300mm dia. - x2 required (new)
All signs to be grey backed

600mm dia. - x2 required (new)
All signs to be grey backed

750mm dia. - x2 required (new)
All signs to be grey backed

RS4



TNSL (terminal sign)

Sign Reference	RS4 (Diag. No. 671)
Height	600mm
Width	600mm
Area	0.28 sq.m
Material	Class RA2 (12899–1:2007)
Mount Height	As stated

TNSL (terminal sign)

Sign Reference	RS4 (Diag. No. 671)
Height	750mm
Width	750mm
Area	0.44 sq.m
Material	Class RA2 (12899–1:2007)
Mount Height	As stated

600mm dia. - x1 required (new)
Sign to be grey backed

750mm dia. - x2 required (new)
All signs to be grey backed

RS5a - x2 required (both black backed)



Scheme Ref.	Lavenham 20mph
Sign Ref.	RS5a
x-height	25.0
Letter colour	WHITE
SIGN FACE	
Background	BLUE
Width	280mm
Border	WHITE
Height	115mm
Material	Class RA2 (12899–1:2007)
Area	0.03sq.m

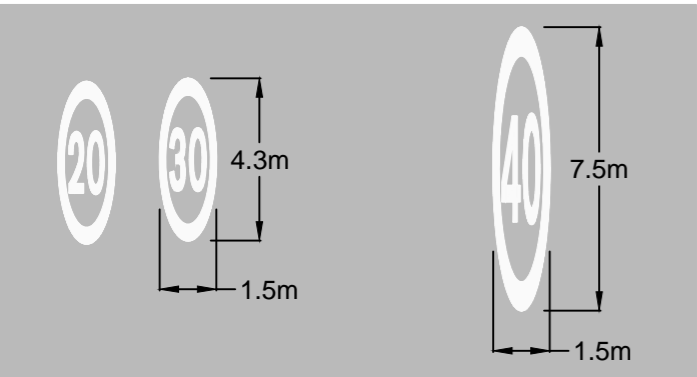
RS5b - x1 required (black backed)



Scheme Ref.	Lavenham 20mph
Sign Ref.	RS5b
x-height	25.0
Letter colour	WHITE
SIGN FACE	
Background	BLUE
Width	280mm
Border	WHITE
Height	115mm
Material	Class RA2 (12899–1:2007)
Area	0.03sq.m

NEW ROAD MARKINGS TO BE INSTALLED

TSRGD Diag. No. 1065



Small roundel
road marking

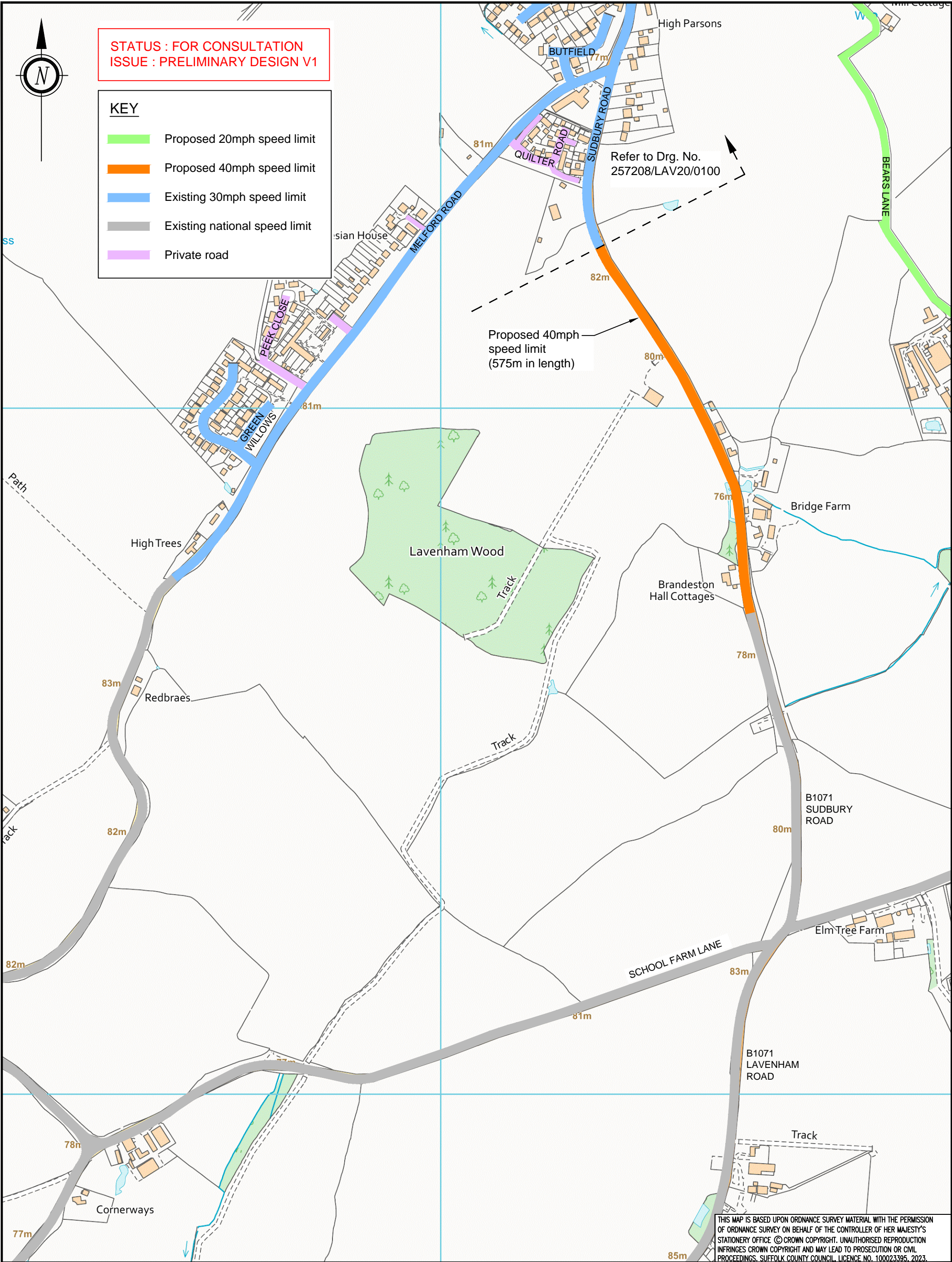
Large roundel
road marking

NOTES

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STATUS : FOR COMMENT
ISSUE : DETAILED DESIGN

REVISION(S)			
DESCRIPTION			
REV. DATE INTL.			
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CLIENT			
PROJECT TITLE LAVENHAM 20 MPH SCHEME			
DRAWING TITLE SIGN FACE DETAILS			
ORIGINATOR SLB	CHECKER JP	DESIGNER SLB	REVIEWER GER
SCALE(S) N.T.S.	ORIGINAL SIZE A2	DATE 18 AUG 2023	
DRAWING NUMBER 268411/LAV20/1205			REVISION

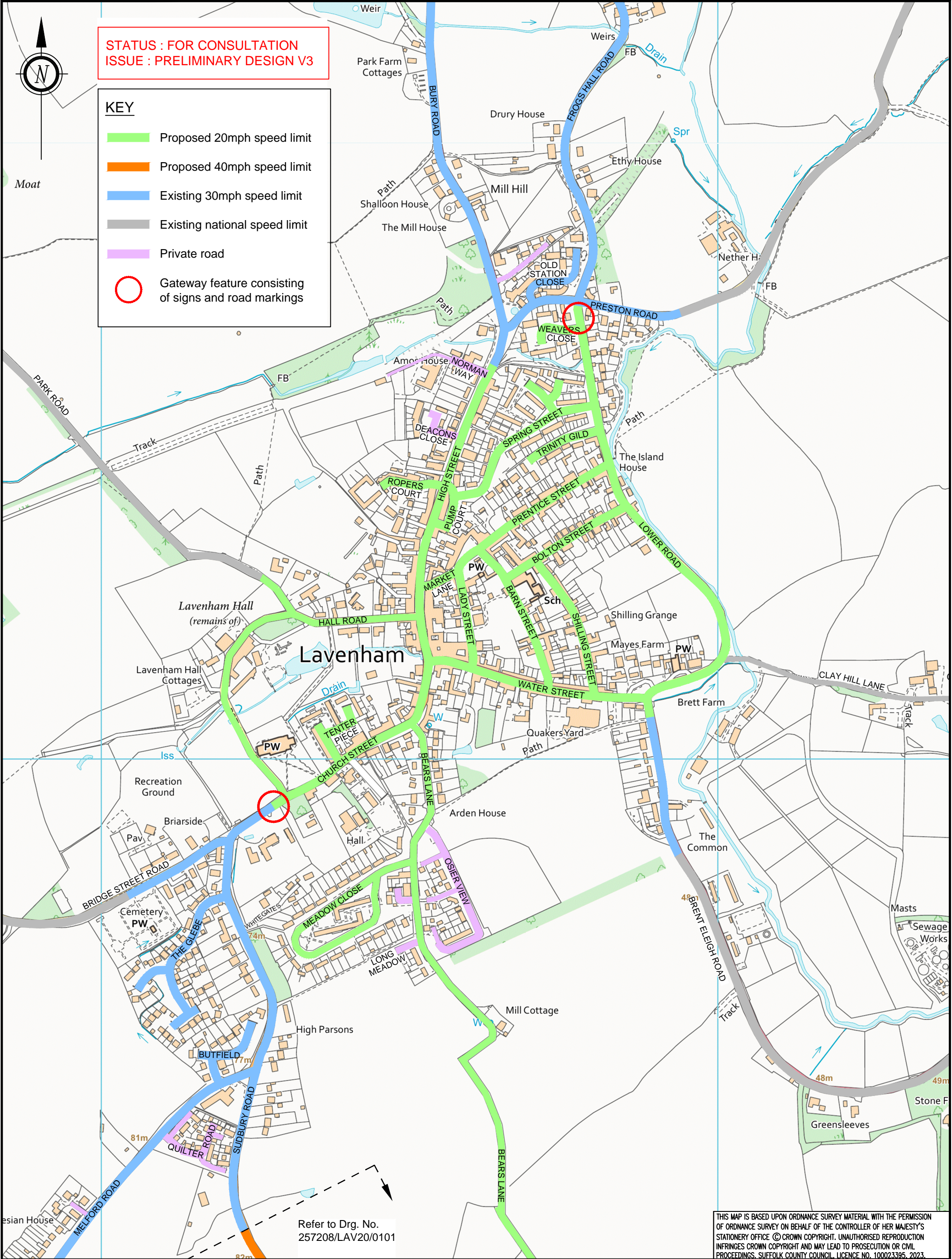




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REVISION(S)				PROJECT TITLE		ORIGINATOR	CHECKER	DESIGNER	REVIEWER
				LAVENHAM PROPOSED 20 MPH SPEED LIMIT		SLB	JP	SLB	GER
						SCALE(S) ORIGINAL SIZE A3 NTS		DATE 12 APR 2023	
				DRAWING TITLE		DRAWING NUMBER			REVISION
DESCRIPTION				CONSULTATION PLAN (2 OF 2)		257208/LAV20/0101			
REV.	DATE	INTL.							





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REVISION(S)				PROJECT TITLE				ORIGINATOR	CHECKER	DESIGNER	REVIEWER
PROPOSED 30 MPH SPEED LIMIT EXTENSION ON BRENT ELEIGH ROAD OMITTED				B	8/23	SLB	LAVENHAM PROPOSED 20 MPH SPEED LIMIT & ASSOCIATED MEASURES	SLB	JP	SLB	GER
VARIOUS AMENDMENTS				A	4/23	SLB		SCALE(S) ORIGINAL SIZE A3		DATE	
DESCRIPTION				REV.	DATE	INTL.	DRAWING TITLE	DRAWING NUMBER		REVISION	
							CONSULTATION PLAN (1 OF 2)	257208/LAV20/0100		B	

TRAFFIC REGULATION ORDER DECISION REPORT

Report Title:	Lavenham, Various Roads – 20 mph & 40 mph Speed Limits
Report Date:	23 rd July 2024
Lead Councillor(s):	Cllr Chris Chambers
Local Councillor(s):	Cllr Robert Lindsay
Report Author:	Susan Broom – Design Engineer

Brief summary of report

1. To consider the proposed traffic regulation order (TRO) to introduce a new 20 mph speed limit through the village centre and to introduce a new 40 mph speed limit on part of the B1071 Sudbury Road, as detailed in Appendix A and as shown on the consultation plans included at Appendix C.
2. During the advertising period, a total of 15 formal representations were received, including 13 objections, one response in support and one query in relation to the proposals.

Action recommended

- | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. That the Cabinet Member for Transport Strategy, Planning and Waste and the Head of Transport Strategy approve the making of the Suffolk County Council (Parish of Lavenham) (Various Roads) (20 mph and 40 mph Speed Limit and Revocation) Order 202- as advertised. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Reason for recommendation

4. The proposal to introduce new 20 mph and 40 mph speed limits is intended to improve the amenities of the area and provide important benefits in terms of community and quality of life. Reduced traffic speeds will encourage healthier and more sustainable transport modes such as walking and cycling.
5. The proposed speed limits are intended to avoid danger to persons or other traffic using the road. The 20 mph speed limit will encompass those roads where there is high pedestrian activity and generally where roads and footways may be narrow (or without footways entirely), or where there is a record of collisions. The proposed 40 mph speed limit on Sudbury Road will improve road safety conditions for those residents living in the outlying properties and will further benefit those who wish to walk or cycle into the village centre.

Alternative options

6. Do not make the TRO and retain the existing speed limits of 30 mph through the village centre and 60 mph on the affected section of the B1071 Sudbury Road. The decision not to make the TRO could mean that an important opportunity is missed to enhance road safety and sustainable travel in Lavenham.

Who will be affected by this decision?

7. All road users should benefit from the TRO in terms of road safety, as its provisions are intended to limit the speed of motorised traffic to a level considered appropriate for the use of the site and its physical constraints. Most of all, the proposal will benefit sustainable modes of travel by providing a safer environment for cyclists to share with motorised traffic, and for pedestrians to cross the road or to walk alongside traffic where footways may be narrow, crowded or non-existent.

Background

8. Lavenham is one of the most well-preserved medieval villages in England and attracts large numbers of visitors. Lavenham often appears in lists of medieval towns/villages in England to visit, which distinguishes it from other villages in Suffolk.
9. In addition to its national historical importance, Lavenham has sensitive conservation requirements, and its conservation area encompasses most of the village, almost replicating the extent of the proposed 20 mph speed limit. Many of its visitors will walk around the village to see the listed medieval buildings and other attractions that Lavenham has to offer. The population of Lavenham and many of its visitors lean towards a more elderly demographic.
10. National Cycle Network Route 13 passes through the village and follows various routes within the proposed 20 mph speed limit and beyond.
11. The proposal to introduce new 20 mph and 40 mph speed limits is being promoted by Safety and Speed Management and originates from a request made by County Councillor Robert Lindsay, on behalf of Lavenham Parish Council, to pursue a 20 mph speed limit in the village.
12. The original request suggested that the proposed 20 mph speed limit should completely replace the existing 30 mph extents and that new 30 mph speed limits be proposed on those roads leading into the village. However, once assessed in detail against the speed limit policy, it was determined that the desired proposal would not meet the relevant criteria and instead, the proposal at Appendix B was developed and taken forward for consultation.

Consultation

13. Consultation was undertaken from 16th May to 7th June 2023, during which time details of the proposed TRO (including the consultation plans at Appendix B) were provided to statutory bodies/individuals, including for example, the emergency services, local councillors and Lavenham Parish Council.
14. Two responses were received in relation to the above consultation.
15. Babergh District Councillor Margaret Maybury responded to express her support for the proposals.

16. Kevin Stark, Traffic Management Officer for Suffolk Police, responded with some concerns and questions in relation to the proposals. Mr Stark queried how speed limit policy was being applied across the county. In reference to the proposed extension of the 30 mph speed limit on the A1141 Brent Eleigh Road, he cited a similar request for a 30 mph speed limit on another part of the A1141, which had at that time been rejected: *“There is a danger here of highlighting a significant contradiction, and therefore confusion for the motorist and residents, with SCC’s speed limit policy. Specifically with the extension of the 30 along the A1141”*. Mr Stark also queried whether the decision to include ‘A’ and ‘B’ roads within the extent of the proposed 20 mph speed limit was appropriate, given that the relevant speed limit policy criteria states that such roads should only be included in exceptional circumstances. Other issues raised included questions over the existing mean traffic speeds and measures to ensure the proposed 20 mph speed limit is self-enforcing.
17. In response to the comments made by Suffolk Police, the decision was made to omit the proposed extension of the 30 mph speed limit on the A1141 Brent Eleigh Road. To mitigate this amendment, it was decided that ‘dragons teeth’ road markings would be installed prior to the existing 30 mph terminal signs on Brent Eleigh Road as a visual warning to motorists to decelerate in advance of the speed limit drop and built up area. The revised (and final) consultation plans are included at Appendix C.
18. No consultation was undertaken with the public at this stage.

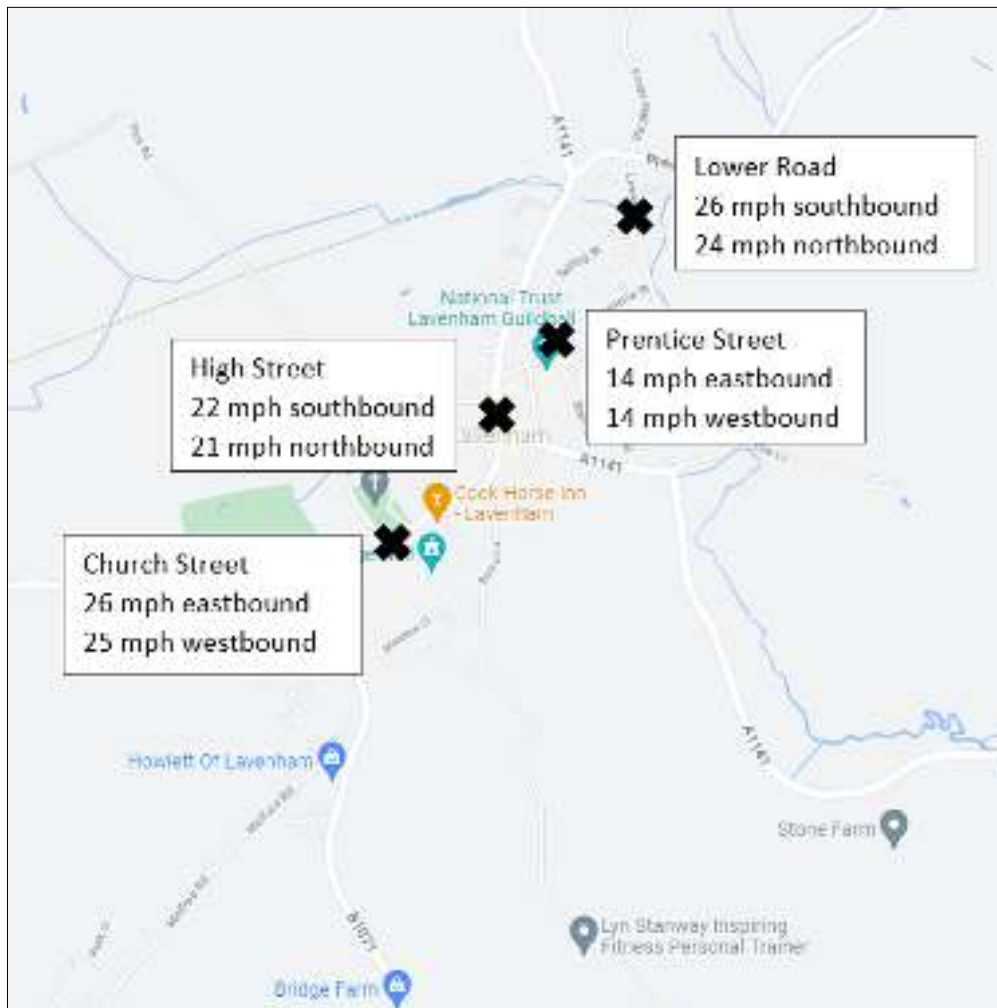
Advertising

19. The TRO was advertised from 28th March to 19th April 2024, during which time copies of the public notice were erected at various points on site, to notify members of the public of the proposals, in addition to advertisement in the local press. The proposals were also included on the ‘Consultations and Engagement’ page of the Suffolk County Council website. A copy of the advertised TRO is included at Appendix A and the corresponding consultation plans are included at Appendix C.
20. A total of 15 formal representations were received, including 13 objections, one response in support and one query in relation to the proposals. Copies of the formal representations are included at Appendix D.

Officer Comments

21. The provisions of the TRO are intended to benefit road safety conditions. By lowering the permanent speed limit to 20 mph through the village centre and to 40 mph on part of the B1071 Sudbury Road, road users will have greater time to react to one another. Pedestrians and cyclists may feel less intimidated by motorised traffic. Increased road safety conditions contribute to the perception of safety, which is an important factor in shifting towards sustainable travel.
22. Many of the roads situated within the extents of the proposed 20 mph speed limit are narrow streets with on-road parking and narrow footways. For instance, Barn Street, Shilling Street, Prentice Street, Bolton Street and even the A1141 Water Street. Other roads, such as Tenter Piece and Spring Lane, are smaller ‘no through’ roads. In many of these roads the physical constraints are such that it would be difficult for vehicles to achieve speeds much more than 20 mph.
23. When the original request for the 20 mph speed limit was assessed by Safety and Speed Management, traffic surveys were arranged to capture existing mean traffic

speeds. It would have been a costly exercise to survey speeds on all roads in Lavenham and therefore it was agreed that two major roads and two minor roads would be surveyed. The existing mean traffic speeds are summarised below.



24. Most of the roads within the extents of the proposed 20 mph speed limit already experience mean speeds which are currently below 24 mph, whilst others are expected to be below 24 mph. In their original report, the Safety and Speed Management team demonstrated that this was the case for the High Street and Prentice Street. Bolton Street, Shilling Street and Barn Street for example, all share similar characteristics to Prentice Street and therefore similar traffic speeds would be expected. Other roads included are narrow in places or have restrictive pinch points which will serve as ready-made traffic calming features – e.g. Bears Lane and Lower Road, both of which also warn of pedestrians in the road. More recent speed data collected for the A1141 Water Street (during January 2023) has demonstrated that there would be compliance with the proposed 20 mph speed limit on that road also, with mean traffic speeds averaging 20 mph. The lower traffic speeds recorded on Water Street can be attributed to a combination of on-road parking and existing traffic calming features in the form of two build-outs.
25. It is considered that Lavenham exhibits exceptional circumstances, hence the reason why some 'A' and 'B' roads are included within the extents of the proposed 20 mph speed limit. The village has national historical importance and attracts large numbers of visitors. An older population is prevalent and there are high pedestrian movements in

the village centre, with many pedestrians crossing the busy roads. Footways are typically narrow. In some places, there are no footways and where footways are of a suitable width, these can soon become overcrowded. The A1141 Water Street already demonstrates mean speeds averaging 20 mph, which is not typically expected for an 'A' road.

26. It is accepted that entry speeds into the proposed 20mph speed limit on Church Street and Lower Road may currently be higher than desired. This matter was previously discussed with Lavenham Parish Council, who had explained their need to minimise any scheme construction costs at that time. The potential to install a gateway / traffic calming type feature at the start of the proposed 20 mph speed limit in Church Street was also discussed. Church Street (B1071) is one of the wider roads leading into the village centre and would ideally benefit from engineering measures. However, there are a number of practical considerations – significant increase to design and construction costs, approval for such works on a 'B' road from Asset Management, constraints working in a conservation area, on-road parking. As such, it was decided that the entry points into the proposed 20 mph speed limit on Church Street and Lower Road would be emphasised through the careful use of signing and road markings to provide a gateway effect.
27. If the TRO is made, it will be necessary to install new signing, including new 20 mph repeater signs at regular intervals over the extent of the 20 mph speed limit. An assessment of potential sign locations has been undertaken and it is determined that 44 new 20 mph repeater signs (300mm dia.) would be required throughout the entire area. In most locations, these repeater signs will be erected back to back. These have been placed as close as possible to the maximum spacing of 300 metres and mounted on existing street furniture where convenient mounting points are available. A small number of new posts will be required. Within the conservation area, any new posts will be black and new signs will be black backed.
28. Although it would be more common to introduce a 20 mph speed limit zone in a conservation area (rather than a speed limit), there are specific reasons as to why a zone was not pursued in the case of Lavenham. Within a 20 mph zone there must be traffic calming features no further than 100 metres apart. These can be more typical forms of traffic calming which offer vertical or horizontal deflection but can also simply be a repeater sign or a road marking roundel. It is considered that road markings applied on the road at frequent intervals would be too visually intrusive within the conservation area. For the reasons discussed regarding potential engineering measures on Church Street, physical traffic calming features may not be feasible. Therefore, the remaining option to provide a repeater sign as a 'traffic calming feature' could in fact lead to more signs being placed throughout the extent of the proposed 20 mph. On balance, it was determined that a 20 mph speed limit would be more suitable in Lavenham.
29. Regarding the B1071 Sudbury Road, both Councillor Lindsay and Lavenham Parish Council had originally requested that the existing 30 mph speed limit be extended southwards, away from the village centre. However, when the location was assessed against the relevant criteria, it was considered that an extension to the existing 30 mph speed limit would not be appropriate. Instead, the 40 mph speed limit was proposed (as included in the advertised TRO).

"In respect of village 30 mph limits in some circumstances it might be appropriate to consider an intermediate speed limit of 40 mph prior to the 30 mph terminal speed limit

signs at the entrance, in particular where there are outlying houses beyond the village boundary or roads with high approach speeds.” - Suffolk speed limit policy

Historical speed data recorded on the affected section of Sudbury Road has previously demonstrated mean traffic speeds of 41/42 mph, which suggests that there should be compliance with the proposed lower speed limit.

30. Although the 15 formal representations received have been summarised as 13 objections, one response in support and one query, some are ambiguous and in practice, it is difficult to categorise these. For instance, some responses which are considered objections are not technically objecting to the advertised TRO but are objecting to the fact that the proposals do not go far enough. For instance, where there are requests for 30 mph ‘buffer’ speed limits or extensions, the locations would need to be assessed against speed limit policy. On Bridge Street Road, for example, it is very doubtful that the section currently subject to the national speed limit would meet the criteria for a 30 mph limit. As such, any proposal is unlikely to attract the support of Suffolk Police, as has been the case with the A1141 Brent Eleigh Road.
31. Some of the formal representations received highlight that there is potentially a need to enforce the existing 30 mph speed limits in the area, particularly in the case of Melford Road. It is recommended that these matters are investigated further, liaising with Suffolk Police where necessary.

Councillor Statement

32. *“As detailed in the report I and the parish council wanted the whole existing 30mph area of the village covered by a 20mph limit. This would have answered the objections from many correspondents who wanted roads like Bridge Street Road and Sudbury Road included. It would have been more equitable for residents; and simpler and more likely to achieve compliance since drivers would find it easy to understand that the whole built up area of the village is 20mph and drive accordingly. Suitable gateways at the entrances already existed where the 30mph signs are currently, so there would have been no need for new ones. The need for masses of repeater signs would not be there. I and the parish council put forward these arguments many times but we were told the wider area scheme would not be approved. NB The insistence on masses of repeater signs is not because of Government guidance, it is due to a decision by the county council’s administration. In 2016 the DfT scrapped the requirement for lots of repeater signs and left it up to local highways authorities how they would use repeater signs. When this happened, Suffolk’s administration could have decided to support a policy of area wide 20mph with signs just at the entrances. But instead they came to a local agreement with Suffolk police to have repeaters every 300m, making it more expensive and difficult to get area wide 20mph limits for communities.*

Regarding the refusal to agree a 30mph limit on Brent Eleigh Road due to police objections. Kevin Stark, Traffic Management Officer for Suffolk Police apparently said that he couldn’t support reducing the limit there because a request for a reduction in speed limit to 30mph elsewhere on the A1141 had “at the time” been rejected. He was misinformed. The request had not been rejected, in fact it was formally approved very shortly after he made this statement. The police objection to the 30mph limit on Brent Eleigh Road on incorrect facts should have been ignored.

That all leaves the question, is this proposal then better than doing nothing? My view is, very definitely yes. The average age of visitors and residents of Lavenham is quite high yet most, understandably, want to be able to move about the village safely on foot, or on mobility scooters, or even on bicycle. Water Street, Church Street, High Street, Lower Road and even Bears Lane are very difficult to negotiate on foot because of the unpredictability of drivers, many of whom try to accelerate way beyond 30mph on the very short clear stretches of road. Area wide 20mph limits are known to reduce accelerating and braking (and therefore engine and tire emissions) making conditions safer for themselves and other road users. If the limit on these major roads is to be reduced to 20mph, it makes no sense to leave the smaller side roads at 30mph.

In summary, this proposal is not as good as I would have wanted, but it is much better than nothing. I do not believe in letting perfect be the enemy of good."

County Councillor Robert Lindsay

Cosford division

Public Sector Equality Duty

33. The provisions of this TRO have been considered in the context of the Equality Act 2010, having due regard to the need to -
- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
34. It is considered that the TRO will only impact those people sharing a protected characteristic which may limit their mobility, response times or decision making ability. For instance, the TRO will limit the speed of motorised traffic to an appropriate level, thus providing greater opportunity for road users to react to situations. Road safety conditions should be improved, particularly where there may be pedestrians in the road or walking along the narrow footways.

Human Rights Act 1998

35. The objections need to be considered in the context of the Human Rights Act 1998 which prohibits public authorities from acting in a way which is incompatible with the European Convention on Human Rights. Some specific convention rights have relevance:
- a) Article 8 identifies that 'everyone has the right to respect for his private and family life, his home and his correspondence.' However, through the process of consultation, individuals affected by any proposed change can express their opinions and thereby ensure appropriate participation 'in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others'; and
 - b) Peaceful enjoyment of possessions (including property), subject to the State's right to enforce such laws as it deems necessary to control the use of property in the public's wider interest (First Protocol Article 1).
36. Other rights may also be affected including individuals' rights to respect for private and family life and home.
37. Regard must be had to the fair balance that has to be struck between the competing interests of the individual and of the community as a whole. Both public and private interests are to be taken into account in the exercise of the Council's powers and duties as a traffic authority. Any interference with a Convention Right must be necessary and proportionate.
38. In this case, officers consider that any interference with an individual's Convention Rights is justified in order to secure the significant benefits in improving access and road safety.

Sources of further information

Appendix A – Copy of the TRO as advertised

Appendix B – Copies of the original consultation plans (for consultation)

Appendix C – Copies of the final consultation plans (for advertisement)

Appendix D – Copies of formal representation received

FORMAL DECISION OF THE CABINET MEMBER FOR TRANSPORT STRATEGY, PLANNING AND WASTE AND THE HEAD OF TRANSPORT STRATEGY

Councillor Chris Chambers and Graeme Mateer reviewed the report and made the decision set out below:

Decision made:

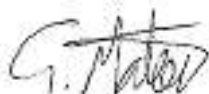
That the Suffolk County Council (Parish of Lavenham) (Various Roads) (20 mph and 40 mph Speed Limit and Revocation) Order be duly made.

Signature of the Cabinet Member for Transport Strategy, Planning and Waste:



Date:....29 July 2024.....

Signature of the Head of Transport Strategy:



.....

.....

Date:....29 July 2024.....

Appendix A - Draft Order

SUFFOLK COUNTY COUNCIL (PARISH OF LAVENHAM) (VARIOUS ROADS) (20 MPH AND 40 MPH SPEED LIMIT AND REVOCATION) ORDER 202-

Suffolk County Council in exercise of its powers under Section 84(1)(a) and (2) of the Road Traffic Regulation Act 1984, as amended, (hereinafter referred to as "the Act of 1984") and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act of 1984, hereby makes the following Order:

1. No person shall drive any motor vehicle at a speed exceeding 20 mph in any direction on the lengths of road specified in Schedule 1 to this Order.
2. No person shall drive any motor vehicle at a speed exceeding 40 mph in any direction on the length of road specified in Schedule 2 of this Order.
3. No speed limit imposed by this notice applies to vehicles falling within regulation 3(4) of the Road Traffic Exemptions (Special Forces) (Variation and Amendment) Regulations 2011 when used in accordance with regulation 3(5) of those Regulations.
4. The provisions of The County Council of West Suffolk (Restricted Roads) (No. 3) Order 1967 dated 27 November 1967, are hereby revoked.
5. This Order may be cited as the Suffolk County Council (Parish of Lavenham) (Various Roads) (20 mph and 40 mph Speed Limit and Revocation) Order 202- and shall come into operation on[] 202-

Date: [] 202-

The COMMON SEAL OF SUFFOLK)
COUNTY COUNCIL was affixed)
in the presence of:)

(A duly authorised Officer of the Council)

Schedule 1

20 mph speed limit

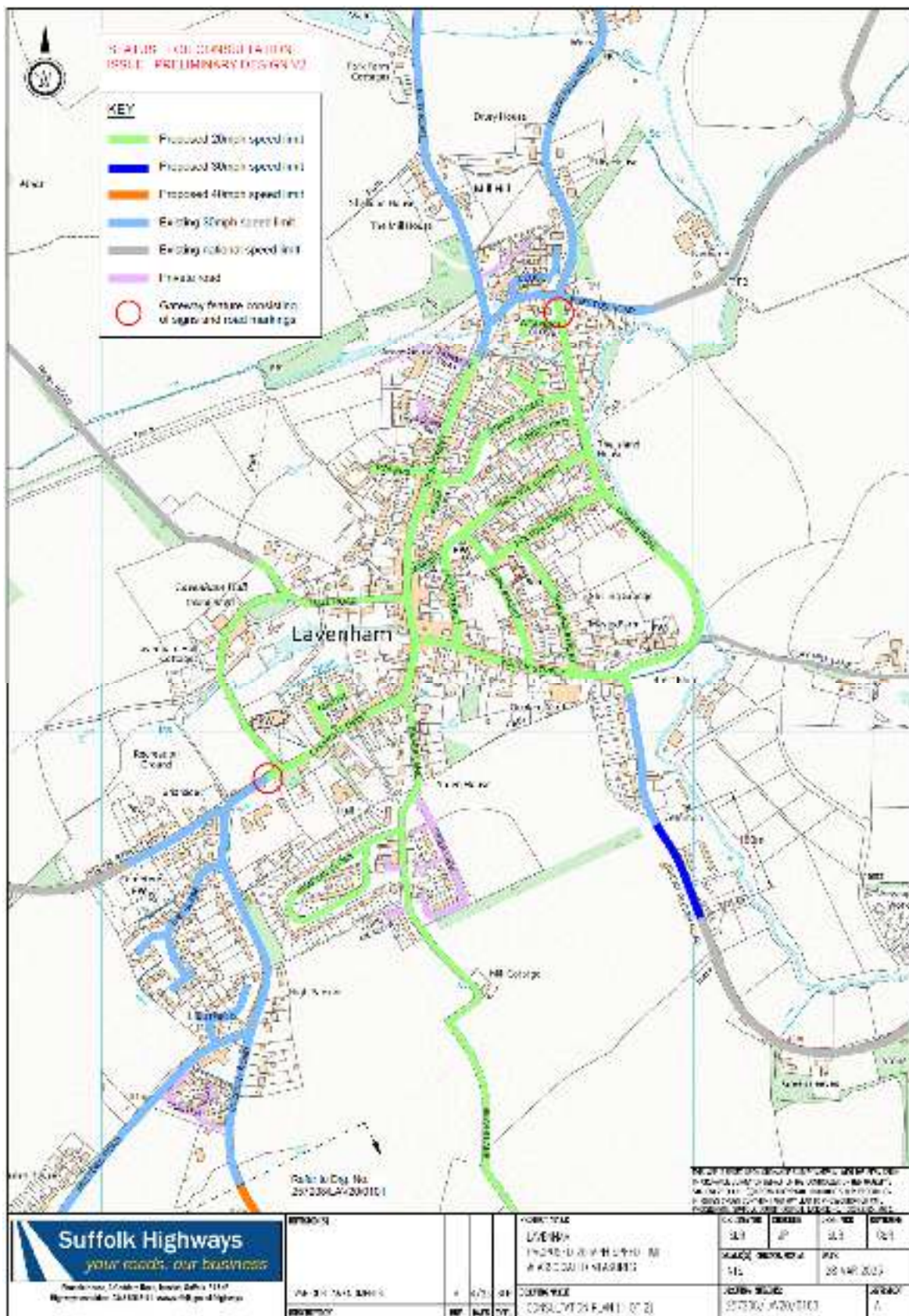
ROAD NO.	ROAD NAME	DESCRIPTION
U8146	Barn Street	Its entire length
U8139	Bears Lane	Its entire length
U8148	Bolton Street	Its entire length
A1141	Brent Eleigh Road	From its junction with Water Street and Lower Road to a point 35 metres south of that junction
B1071	Church Street	From a point 90 metres northeast of its junction with Bridge Street Road and Sudbury Road to its junction with High Street and Water Street
U8142/ U8143	Hall Road	Its entire length
A1141	High Street	From a point 70 metres south of its junction with Bury Road and Preston Road to its junction with Church Street and Water Street
U8147	Lady Street	Its entire length
C702	Lower Road	Its entire length
U8154	Market Lane	Its entire length
U8154	Market Place	Its entire length
U8140	Meadow Close	Its entire length
U8143	Park Road	From its junction with Hall Road to a point 82 metres north west of that junction
U8149	Prentice Street	Its entire length
U8153	Pump Court	Its entire length
U8143	Ropers Court	Its entire length
U8145	Shilling Street	Its entire length
U8153	Spring Lane	Its entire length
U8153	Spring Street	Its entire length
U8143	Tenter Piece	Its entire length
U8150	Trinity Gild	Its entire length
A1141	Water Street	Its entire length
U8153	Weavers Close	Its entire length

Schedule 2

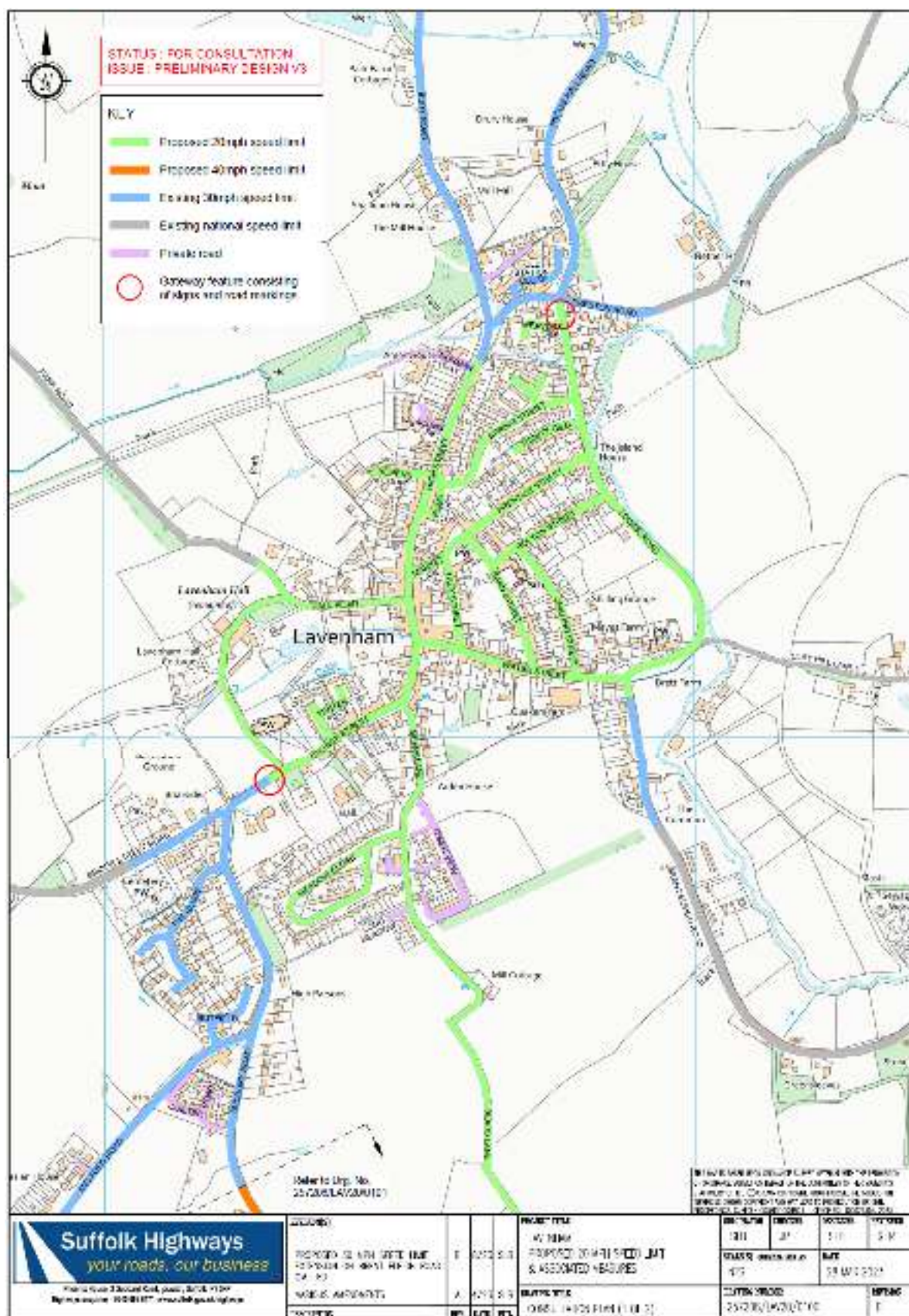
40 mph speed limit

ROAD NO.	ROAD NAME	DESCRIPTION
B1071	Sudbury Road	From a point 279 metres south of its junction with Melford Road to a point 854 metres south of that same junction

Appendix B - Original consultation plans (for consultation)



Appendix C - Final consultation plans (for advertisement)



Appendix D - Formal Representations

Response 1

(Two emails received)

Dear Sirs,

We must object to the decision to exclude the residential section of Bridge Street Road from the proposed 20 mph Zone. This road is devoid of a pavement on our side of the road for its entire length and for a large part of the length of the road on the south side.

We regularly experience, large vehicles which all the signs say are not permitted and also most car drivers speed up from the moment that they enter Bridge Street Road to the detriment of residents.

If ever there was case for inclusion in the 20mph zone as originally envisaged Bridge Street Road would assuredly qualify.

Whilst there is mention in the document item 2.2 of mitigation measures, currently the signs are totally ignored. What additional mitigating measures will be enforced?

With the adjoining Tennis courts and sports fields Bridge Street Road sees many pedestrians accessing these. There are also regular pedestrians from the residential area and from farms further west.

Bridge Street Road with its current traffic issues is a dangerous road for all pedestrians of which there are many, and inclusion of the area in the 20mph zone would be beneficial to all.

Dear Madam,

Whilst I referred to pedestrians having to walk in Bridge Street Road owing to a lack of pedestrian pavements I feel that I should also make the councillors aware of the fact that a large number of these pedestrians are in fact, children.

There have been football training programmes for a couple of years at weekends with many of the participants using this road which is devoid of pavements for much of its length.

There are also a number of activity clubs run for children during the Summer school holidays again involving many children from around age 4 upwards.

It is important that these children be protected from dangerous road users, of which there are many, whilst using this road for the stretch from Church Street to just beyond Pippins at the Playing Fields' & Tennis Courts' Car Park.

If SCC wish to continue with the current inadequate proposal, they could build a suitable pavement for pedestrian use along the stretch of Bridge Street Road detailed above. That would certainly add to the safety of children and other pedestrians.

In essence I would not wish to see this proposal fall by the wayside, and will happily support it but only subject to a suitable pavement in Bridge Street Road.

Yours faithfully

Response 2

Dear Aishah,

I have read the documents about the proposed speed restriction changes in and around Lavenham and have a number of comments as below.

- It is clear that the primary purpose of the 20 mph zone is to force users of the roads out of their cars and onto other forms of transport; quote *"The proposal to introduce new 20 mph and 40 mph speed limits is intended to improve the amenities of the area and provide important benefits in terms of community and quality of life. Reduced traffic speeds will encourage healthier and more sustainable transport modes such as walking and cycling."* This is just another extension of an "anti-car" policy, as followed by many councils throughout the country.
- Having said that, if the proposals are to go ahead, I have a number of comments and suggestions on the details:
 - The 20 mph zone covers, as others on the Lavenham Suffolk Facebook page have commented, the roads in Lavenham where it is almost impossible to travel at more than about 15 - 20 mph. These are the congested, narrow or winding streets. In particular, the section of Long Melford Road which is currently at 30mph (past Green Willows, etc.) and does appear to be used by drivers at speeds above this, is to remain at 30 mph. If, as stated, one of the aims of the changes is to *"... to avoid danger to persons or other traffic using the road. The 20 mph speed limit will encompass those roads where there is high pedestrian activity and generally where roads and footways may be narrow ..."*, then I would suggest that the 20 mph zone is extended along Long Melford Road to encompass the whole of its length to the "speed unrestricted" sign.
 - Similarly, drivers coming south on the Bury Road (i.e. from the Bury direction) regularly speed over the old railway bridge and around the downward sweeping right hand bend. This section should be restricted to 20 mph.
 - Also, whilst on this side of the village, Frogs Hall Road seems to be being left at 30 mph, where there is no footpath at all along its length and it is frequently used as a cut-through by drivers. This road should be set to 20 mph.
 - Overall, if this proposal is going to go ahead, I would suggest that the whole village should be set to 20 mph, from the the start of all the 30 mph restrictions.
- Some more pragmatic questions:
 - I have seen that the changes as proposed may result in some 80-100 new speed restriction signs throughout our lovely village. To quote your document,

"Lavenham has national historical importance and sensitive conservation requirements and attracts large numbers of visitors." So what will our village look like with all these signs over it?

- Who is paying for the signage?
- Who is paying for enforcement of the speed limits? Will this take the form of the non-existent enforcement of the current 30 mph speed restrictions? Why not put in "sleeping policemen" to ensure drivers slow down. This is the only way to be sure that speed limits will be observed.

I am sure that other residents of Lavenham will make their opinions known, so I will leave it there. I have copied the Parish Council Clerk with this email.

Yours sincerely,

Response 3

Hi,

I am a local resident. I totally agree with the 40mph zone coming into force. I can though guarantee that 21 of the 22 roads in Lavenham where you are wanting to put the 20mph zone, there is little likelihood that anyone can go more than 20mph up those very small, narrow roads. The church street 20mph I totally agree with.

Living in the village all my life I will be very saddened to see 20mph signs up everywhere. I think the signs input at water street were terrible and these will be on par with that. Am not sure who has put this forward as a good idea but I truly think it's not!

Thanks

Good Afternoon,

Thank you for your email below. I shall ensure your comments are sent to the highways team for consideration.

For the avoidance of any doubt please can you confirm if you are objecting to the proposals?

Kind regards

Aishah Siddika

Yes objection to the 20mph zones and their signs.

Thanks

Response 4

Hello

i am against the 20mph speed Limit in Lavenham suffolk

i have a shop in church street [REDACTED]

the Air Quality is poor here due to traffic stopping at the Juction and the traffic building up as there is only 1 traffic route up and down the High street

the house are 14th century and not air tight so my shop fills with lorry and car and bus fumes air Qulity will get worse with slower moving traffic and will backlog as cars will come upon the village fast and slow to 20mph causing tailbacks plus also road rage as has happened in places were the 20mph is in place

a full air quality survey would need to be carried out prior to implementation and after as this would have a great risk to health than people doing 30mph on a road that in living memory not one person has been injured

and that is some doing with the elderly that are here and visit

we do not wanta repeat of cross street in sudbury suffolk

Response 5

Dear Mr Ryder,

I refer to the above proposal.

I believe the proposals put forward by the County Council were conceived from data taken in 2019 and has not been updated to recognise the growth and changes of the villages since that date. They certainly do not take sufficient account of the growth and pedestrian movements and their safety, if safety is a key factor to the proposals.

In particular: - more recent development along the Melford Road has given rise to greater numbers of children and young people movement towards and from the Sudbury Road and beyond for school and college transport. Melford Road has regular speeds in excess of 40 mph - the whole of this road should be included in the 20 m.p.h. zone leading into the village and connecting to Sudbury Road. Many children live in the developments along Melford Road, with younger children walking to the Lavenham primary school situated at the top of Barn Street and Bolton Street. Secondary age children walk along Melford Road to catch school buses that stop along the Sudbury Road on the village side of the road, opposite the footpath leading to Meadow Close. In addition, commuters, buggy walkers and mobility scooters use this route into the village. I understand that the SID, owned by the Lavenham Parish Council recorded speeds in excess of 80 m.p.h. when it was in place along the Melford Road.

Sudbury Road - this requires a 30 m.p.h buffer from the 40 m.p.h. zone and then the 20 m.p.h. zone should commence where the 30 m.p.h. is proposed and continue to Church Street. If safety is a concern why hasn't a pelican crossing been considered for pedestrians to cross the Sudbury Road outside the church - an active place of workshop and centre of the village. This area regularly has parking on both sides of the road, leaving pedestrians with no option but to cross between parked vehicles and gives drivers reduced pedestrian visibility.

Butfield and The Glebe - should be included within the 20 m.p.h zone which would be if Melford Road was included.

Bridge Street Road - should be included in the 20 m.p.h zone beyond the perimeter of the cemetery and then a 30 m.p.h buffer beyond to the National speed limit sign. There is not a continuous footpath along this stretch of road and off of it is the village recreation ground and access to the village cemetery. Again a high young pedestrian route for regular weekly sports clubs and activities, plus summertime concerts.

Brent Eleigh Road - your map fails to identify the village play grounds on the corner of the Brent Eleigh Road and Lower Road (not identified), thus the 20 m.p.h zone needs to be extended to beyond the proposed 30 m.p.h. area to include the access point to the commercial site adjacent to the river. Again, if safety is key, why has this area not been excluded from the 20 m.p.h. plan? Has a pedestrian crossing not been proposed for safety here. In addition the pathway ceases prior to a multi commercial centre with pedestrians walking along the road for access.

Park Road - with Hall Road included in the 20 m.p.h. zone, it makes no sense for Park Road not to be included, especially as it is used extensively by local walkers all year around and a bridle path access to the church.

High Street north and adjoining - all these roads need to be included in the 20 m.p.h. zone to beyond and require a 30 m.p.h. buffer from the direction of the Bury St Edmunds Road. Speed needs to be restricted before drivers hit a 20mph zone for everyone's safety.

Many near misses are reported within the village due to speed, volume of traffic, the age of the population and their speed of movement, plus the daily visitors who at times fail to grasp that the High Street is a through road. Have we not considered a pedestrian crossing to support safe crossing towards the Market Place from the High Street?

For the environment and the overall historical significance of Lavenham I can understand the proposal for a 20 m.p.h. although in many of the roads proposed speeds anywhere near 20m.p.h are challenging with parking, road width and road condition. This proposal has in my opinion omitted the main entry points of traffic and the actual movement of resident pedestrians and safety should be paramount. Please reconsider this proposal which residents voiced their concerns about at a Parish Council open meeting at the end of 2023.

Best regards

Good Afternoon

Thank you for your email below the content of which is noted, I shall ensure your concerns are passed on to the highways department. For the avoidance of any doubt please confirm if you are formally objecting to the current proposal?

Kind regards

Aishah Siddika

Objecting-: the proposal doesn't go far enough to cover the whole village under safety and is conceived on old data.

Kind regards

Response 6

12th April 2024

Dear Sirs,

Re: Traffic order 202 – proposal to introduce new speed limits in Lavenham

I am writing to express my **opposition** to the proposal to introduce 20 20 mph speed limits in Lavenham.

My credentials for expressing this view are as follows:

My wife and I have been residents of Lavenham for over 40 years.

I regularly walk in the village, cycle in the village and drive in the village.

I am a regular user of the shops, the Village Hall, the church and the playing fields.

I have been involved in traffic studies in the village for over 2 years.

The reasons for my opposition to the proposal are multiple:

1. The supposed benefits of the scheme are not justified by the cost.
2. It is bad law if it can't be enforced. There is no evidence that average speed will be reduced or there will be any tangible benefits.
3. There is scant evidence of any injury to persons or vehicles attributable to excess speed in Lavenham. Safety can't be advanced as a benefit.
4. Any suggestion that the scheme will be a major contributor to reduction in emissions is fanciful
5. Aesthetically, the introduction of all the 20 repeater signs is completely contrary to the policy of maintaining the heritage aspect of Historic Lavenham. It is completely inconsistent with planning policy and will be a serious detriment to the appearance of the village. **This is a major consideration.**

I attach 3 pictures which are relevant. These are recent pictures and show the present disregard for the status of the relevant speed limit signs. You are proposing adding 60 more of the same, I believe.

The adult and child sign is in Bears Lane, and has been bent and angled for OVER 25 years, signs of maintenance have been none. I consider it a disgrace.

It is my candid opinion that this scheme is ill thought out and unjustified.

With regard to the proposal for a 40mph speed limit on the Sudbury Road I think the initial sign should be a further 50ms. towards Sudbury than presently suggested. This would give a larger buffer to the cottages on the West and the farm shop on the East, and further away from the bend.

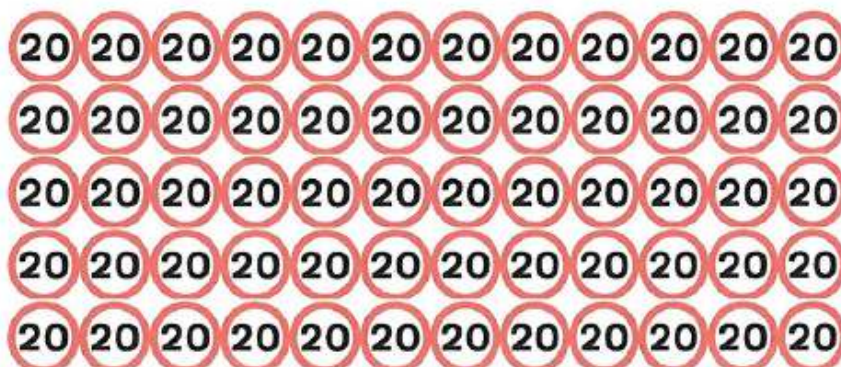
Yours faithfully,



Bury Road



Bears Lane



Proposed repeater signage

Response 7

14 April 2024

Dear Aishah and the wider Suffolk County Council Legal Services,

I am writing to express my strong objection to Proposal Order 202 dated 28th March 2024, which suggests implementing 20mph and 40mph speed limits and revocations in Lavenham Parish. Having been a resident of the area since childhood, I find the proposed changes unnecessary and potentially detrimental to the community.

The proposal aims to enhance local amenities and improve quality of life for residents, but I do not believe the proposal would achieve the desired effect. Instead of benefiting the community, these changes would result in daily travel delays and the wasteful expenditure of taxpayers' money to implement these changes. Currently, road users are already impeded by factors such as road conditions and parking issues, making it rare to reach the existing 30mph limit at peak travel times. Therefore, allocating funds towards mitigating the deplorable parking situation and repairing the state of the roads would be a more prudent use of resources.

The proposed changes disproportionately affect residents living outside the inner village boundaries. Prioritising basic road maintenance over speed limit alterations is crucial, considering the significant risks posed by potholes. Additionally, it is important to acknowledge the presence of irresponsible drivers who are unlikely to adhere to any speed restrictions, rendering the proposed limits ineffective in promoting safety.

While the proposal may tout benefits such as improved cycle and walking access to the village from a handful of outlying properties, it fails to acknowledge the existing infrastructure and usage patterns. Lavenham Parish already boasts adequate pathways and routes for pedestrians and cyclists, and any marginal improvements from the proposed speed limit changes would not justify the significant costs and disruptions to motorists. Moreover, prioritizing these changes over addressing fundamental road maintenance issues undermines the safety and convenience of all road users, including pedestrians and cyclists.

Enforcing existing speed limits should be prioritized over lowering the current speed restrictions. Effective enforcement of the current limits not only promotes safer driving habits but also ensures compliance with established regulations. Rather than introducing new speed limits that may not address underlying safety concerns, resources should be allocated towards measures such as increased police presence, speed cameras, and community education campaigns. By focusing on enforcing existing speed limits, authorities can more effectively deter speeding behaviour, reduce the risk of accidents, and ultimately enhance road safety for all users.

In summary, I firmly believe that Proposal Order 202 represents a wasteful allocation of taxpayers' money. Rather than focusing on this proposal, resources should be directed

towards more pressing road improvement projects. The proposed changes fail to align with the needs and concerns of the local community and should be reconsidered.

I urge the council to review and dismiss this ill-conceived proposal promptly.

Sincerely,

Response 8

I wish to OBJECT to the above mentioned order insofar as it relates to the classification of the greater part of Park Road, Lavenham (U8143) as within the national speed limit. I have used the road for 45 years to access my property at Bright's Farm in Bright's Lane (CO10 9PH) and have always understood the speed limit to be 30 mph as the Lane is accessed via, and is contiguous with, both Hall Road and Potlands which are in the 30 mph zone. I have no recollection whatsoever of it ever having been signed at either end as the national speed limit.

Moreover this narrow lane which is a no-through-road and has no pavements is predominantly and daily used by pedestrians* (many for access to/from adjacent footpaths Nos. 12, 13, 14, 15 and 26). It is included and signed as part of the 'Lavenham Circular Walk' and a section is within the St Edmund Way long distance path. In short, it's usage is NOT appropriate to designation as the national speed limit.

It is illogical to introduce a higher speed limit on a lane in an 'order' which it is claimed is "intended to improve the amenities of the area and provide important benefits in terms of community and quality of life. Reduced traffic speeds (sic) will encourage healthier and more sustainable transport modes such as walking and cycling." Actually increasing the speed limit, as proposed, will have precisely the opposite effect.

I also wish to comment that Potlands (signed as Potland Lane) between Church Road and Park Road/Hall Road is not named in the 'order' although it is coloured green on the map attached to the order.

I trust that my objection and comment will be taken into account in progressing the matter.

Response 9

Dear Aishah Siddika

The following comments on 20mph speed limits refer only to Lavenham's inner core bounded by Church Street, High Street, Lower Road and Brent Eleigh Road.

I am opposed to the Lavenham 20mph plans for several reasons:

1. The Transport Secretary, on 17 March 2024, provided new guidance on proposals for 20mph speed restrictions:

'We will make it clear that 20mph speed limits in England must be used appropriately **where people want them** – not as unwarranted blanket measures. We will take steps to stop councils profiting from moving traffic enforcement.

Cars' environmental impacts are often held up as a reason for anti-driver measures, but the shift to cleaner vehicles makes this increasingly unjustified. We can decarbonise and maintain our freedoms.

Separately, councils have received strengthened guidance on setting 20mph speed limits, reminding them to **reserve them for sensible and appropriate areas only – such as outside schools** – and with safety and local support at the heart of the decision. **Local authorities are expected to consider this guidance, and as with the LTN guidance, this could have implications for the awarding of funding in the future.**

The introduction of 20mph speed limits in all residential areas in Wales and the expansion of the Ultra Low Emission Zone in London has shone a spotlight on the issues drivers are facing. All this means now is the right time to make a step change in how we help drivers. The measures in this plan will make driving as straightforward, smooth, fair, environmentally responsible and safe as possible.'

The spirit of this guidance is clearly opposed to the blanket proposals by Highways of 20mph speed limits in Lavenham.

2. Medieval Lavenham attracts many thousands of tourists every year. Installing over 70 speed limit signs within the core area will urbanise and detract from the medieval character of its conservation centre and jeopardise its business interests.
3. Enforcing speed limits is unrealistic. The Transport Secretary's comments rule out the installation of ANPR and police resources are woefully inadequate. Their time should be spent catching criminals, not drivers exceeding 20mph speed limits. Parish Councillors have also voiced doubts about how 20mph speed limits would be enforced.
4. Every Government Ministry is short of funds as are County and District Councils - witness Babergh's recent attempts to finance support services. This is not the time to waste taxpayers' money on unenforceable 20mph speed limits.
5. Some councillors believe that the two village surveys of 2016 and 2021, which **in principle** supported 20mph speed limits, justify their implementation. However, the

Highways' plan is flawed in many areas (eg.60 mph permitted down Park Road 30m from the junction with Hall Road), and most people are no longer supportive.

6. Silent electric vehicles are a greater danger to pedestrians than noisy petrol/diesel cars. It is essential therefore to remind villagers the safest way to cross a road is to follow the Green Cross Code, a copy of which should be sent to every household. This would save lives and be more effective and cheaper than 20mph speed limits.

Yours sincerely

Response 10

We wish to object to the proposed implementation of a 20 mph speed limit in Lavenham.

We do not believe that allowing a 20 mph speed limit, which covers a very large area, is consistent with the criteria you use when deciding that a scheme like this is to be proposed.

The CrashMap website shows that from 2018, in the time period shown on the site, there have been four minor traffic incidents in the area covered by the proposed 20 mph speed limit. Three of these were at different locations in the High Street over a four year period and one in the Church Street car park. This doesn't appear to constitute a history of road traffic incidents.

In the 2013 Lavenham Neighbourhood Plan (LNP) questionnaire the numbers responding positively to the 20 mph question represented approximately 20% of the total population of the village at the time (2011 census data). The 2021 LNP questionnaire was more specific in that it asked about 20 mph in the village core. The number responding positively to this represented approximately 10% of the total population of the village at that time (2021 census data).

These figures do not suggest that there is widespread support for such a scheme. At no time prior to this has a proper survey/consultation, with clearly stated objectives and relevant information, been conducted to gather village opinion on this matter.

At the present time it is difficult to exceed a speed of 20 mph on many roads within the village. The few that do drive fast on these roads are unlikely to be deterred by a 20 mph scheme. More active enforcement is much more likely to be a better deterrent rather than a costly scheme.

A public consultation of the proposed scheme should have given an indication of the potential costs that will be involved and how such a scheme is to be funded.

The 20 mph scheme in Bildeston cost approximately £28 000 and the scheme in Assington cost approximately £25 000. Given the limited scope of these two schemes it is not difficult to conclude that the proposed scheme for Lavenham will far exceed these costs, maybe even into a six figure sum (?). It is not right to burden the tax payers of the village with such excessive sums given the current financial circumstances we all find ourselves in.

We urge you to withdraw the proposal for the 20 mph scheme in Lavenham.

Response 11

I am writing to you with my objection concerning the introduction of the proposed 20mph speed limit for Lavenham.

I don't feel the proposed scheme meets the criteria that Suffolk County Council set out when deciding to design and adopt a 20mph zone or for a change in speed limit. There is not a majority within Lavenham that are in support of a 20mph limit being introduced and this view that there is only comes from a singular question within the Neighbourhood Plan questionnaire that had a turn out recently of less than 12% of the community. I have been a resident of Lavenham for 35 years and during that time I can't recall any incidents of any car crashes in the village relating to speed. As your data suggests speeds are already lower in the centre of the village and therefore a lower speed limit is not needed. The scheme has only got this far as it has been pushed by the Green Party Suffolk County Councillor Robert Lindsay backed by the Green Party's desire, as they have previously stated, to change all 30mph speed limits to 20mph in Suffolk.

I understand the implementation of small 20mph zones in areas around schools or hospitals but I object to implementing larger 20mph zones like the proposed one for Lavenham.

The introduction of 20mph repeater signs that will be needed throughout the streets of Lavenham will have a detrimental effect on the appearance of the village.

The streets that have been proposed to be changed you can barely get above 20mph as it is now. I see the introduction of the 20mph scheme will make little to no difference to the average motorist driving through Lavenham. Yes there are people who speed above the 30mph now as there is across the whole country, efforts should be made on trying to reinforce the current speed limit of 30mph with speed indicator devices and Police mobile camera enforcement. I understand Suffolk police would not enforce any 20mph.

I think it's ridiculous that this consultation is taking place without any potential costs being disclosed to the Lavenham community. Based on other 20mph limits the likelihood is this will cost a substantial amount of money to implement to go with the large amount already spent on very basic designs.

Cost will have a big impact as to whether people think the scheme will be value for money or not and Lavenham parishioners should have been given cost information for them to be able to make an informed decision. Ultimately the cost of the scheme being put into place will fall on Lavenham Parish Council and therefore the parishioners likely via an increase in their precept. I don't think this is fair and strongly object to this financial burden being passed onto our community for a scheme that is generally not wanted.

Many Thanks

Response 12

Dear Aishah Siddika

As a resident of Lavenham for 12+ years, I write to object to this unrealistic scheme.

Lavenham is reportedly one of the best preserved medieval villages in the UK with over 300 listed buildings. It also has narrow, crumbling, potholed streets and major parking deficiencies. The magnificent Market Place, dominated by the Guildhall, cannot be enjoyed as it has been allowed to become a car storage facility.

Church Street and the main High Street are tightly lined with parked cars on both roads and pavements, without any hindrance by authorities.

The likelihood of being able to travel on this through route at much more than 20mph, apart from in the dead of night, is highly improbable. Personal experience during the day suggests a much lower speed and regular stopping to give way because parked cars have reduced usage to single lane traffic. There may be a case for speed awareness on roads further away from the core (Sudbury Road /Melford Road) but this could be more appropriately tackled by SID displays.

There are many anomalies within the proposed plan. One such is Park Road - a cul-de-sac close to the centre used by walkers, riders etc and only wide enough for single lane traffic. The proposal is for 20mph for a short distance. Then what? 60mph on a country track?

It seems that whoever was responsible for finalising these proposals had no knowledge of Lavenham's roads and streets and devised a generic desk-based plan that ticked similar boxes to unsatisfactory schemes elsewhere. Your representatives attending Lavenham's village Hall meeting did not appear to be on top of their brief nor familiar with Lavenham's traffic movements.

How many aesthetically displeasing and inappropriate extra signs will be added and at what cost to the Parish?

How will this proposed scheme be monitored and enforced?

I have not spoken to one resident who is in favour of your proposals and Lavenham Facebook pages confirm there is very little support, so at whose behest is it being proposed? Was it first mooted by volunteers on our Parish Council years ago and further pursued as a consequence of consensus by the most vocal residents at the time? When will current residents be consulted and allowed to vote on this controversial and presumably irrevocable SCC scheme?

Far more benefit would be gained if public funds were not squandered in this way but spent on repairing multitudinous potholes in our streets and roads, solving the annual flooding of Lower Road, replacing trip-hazard paving/tarmac, cleaning streets to inspire civic pride within residents and upgrading our dire public transport system.

20mph limits within Lavenham is just 'pie in the sky', it has not been welcomed nor successful in other villages and is no longer being supported by Government.

One can only hope that SCC will have the foresight to realise that this scheme is just a waste of time, money and effort and Lavenham's many deficiencies attributable to SCC neglect should be tackled rather than creating more.

Regards

Response 13

I write to SUPPORT the above proposed TRO, but also to urge that it is modestly extended in two ways as follows:

1. Gateway Features, as proposed for Church Road (southwest of its junction with Potland Lane) and for Lower Road (south of its junction with Preston Road), are welcomed. But they should also be installed in:

(a) High Street (north of its junction with Norman Way)

(b) Brent Eleigh Road (south of its junction with Water Street) These are the main road A1141 Gateways to the proposed 20mph speed limit zone. In my opinion, they are as important as the Church Road B1071 Gateway, and more important than the Lower Road Gateway.

2. The proposed 40mph speed limit zone on B1071 Sudbury Road is welcomed. But a similar 40mph speed limit zone should be installed on A1141 Brent Eleigh Road, from the south end of the current 30mph speed limit to the Lavenham Parish Boundary. In my opinion, this piece of the A1141 has similar characteristics to the proposed B1071 40mph zone, including scattered development and moderate traffic flows. It also has relatively worse bends and sight lines than the proposed B1071 40mph zone.

Enforcement of existing 30mph speed limits on Melford Road, Bury Road, Bridge Street Road and Preston Road is badly needed, in my opinion, but this does not mean that these roads should be included in the 20mph speed limit zone.

Response 14

To whom it may concern.

Reference proposed 20mph speed restriction in Lavenham.

As required by Suffolk County Council I wish to register my opposition to the introduction of the 20mph zone in Lavenham.

There are many reasons for my objection which I will list in no particular order.

1. The reason for this proposed scheme comes from a question in the 2016 LNP1 questionnaire which asked do you support a 20mph speed limit in the core of the village. The proposals now cover considerably more than the core of the village, does this give them a conclusive mandate to proceed? The questionnaire had a low proportion of the village respond.
2. For many years the village has prided itself and objected to any unnecessary signage and clutter. Will adding lots of 20mph signs improve the aesthetics of our village? NO IT WILL NOT.
With the proposed changes to car park charging this will lead to more cars parking on the roadside which in turn brings in the possibility of further parking restrictions necessitating extra signage. Lavenham will start to look like another urban street scene.
3. Is there any evidence of serious accidents that have been caused by excessive speed? As a resident of 60 years I am not aware of any.
4. The changes to many streets are unnecessary. In many of these streets it is near on impossible to achieve over 20mph due to the narrow nature of the roads, bad road surfaces and parked cars. As for 20mph in Pump Court that is simply crazy.
5. At present I admit some drivers do speed up the high street and church street this is either mainly early or late in the day when there not a lot of traffic. During the day traffic and parked cars regulate the traffic speeds and slow down the traffic flow. I am sure the drivers who do not observe the speed limits now will take no more notice of the 20mph limit either.
6. The local police have gone on record and stated they do not enforce 20mph zones which means there is no deterrent to law breaking drivers.
7. The scheme has been pushed along and driven by the Green Party Councillor Robert Lindsay as he is determined to push this through as he has done in Bildeston. Speaking to several Bildeston residents they say it has made little difference in their village. Lavenham is a very different village to Bildeston.
8. How are people supposed to comment on a scheme when we have never been given any ideas of it's proposed cost. I am sure Lavenham residents will think very differently once they know the cost when their council tax will increase to fund the scheme.
9. Slow moving vehicles trying to keep to the 20mph limit will slow down the traffic flow thus creating more traffic congestion. More stationary vehicles will cause more air pollution in

the streets. Also modern cars do not run efficiently at 20mph, they are difficult to drive at these low speeds.

10. Schemes such as this have proved to have been very unpopular in the areas that they have been pushed through. With the Welsh government looking at the possibility of reversing their nationwide scheme. And the current government is not convinced this is the right way forward.

What a waste of money! At present the village works, it may not conform to the way people expect today but it works. The parking problems may restrict traffic flow but it works to control the speed of through traffic. Yes we do get traffic jams but they usually resolve themselves quickly. Alter the speed limits and the balance will change, things will get worse not better.

Many Thanks

Response 15

I refer to the above matter.

As a long time resident of Lavenham who lives at the Bury end of the village.

The proposals put forward by the County council only go so far. They do not take sufficient account of the speed of vehicles before they "hit" the more populated parts of the village, pedestrian movements, and the safety of pedestrians.

The 20mph limit needs to be extended further out of the village so that the traffic has already been slowed down before it "hits" the more populated areas of the village .

Sudbury Road - this requires a 30 mph buffer from the 40 m.p.h. zone and then the 20 mph, before Howletts Garage zone and continue to Church Street.

High Street north and adjoining - all these roads need to be included in the 20-m.p.h. zone to beyond and require a 30-m.p.h. buffer. From the direction of Bury St Edmunds and moreover, along the Preston Road and Frogs Hall Road there is limited to no footpath provision. The 20mph should start from Bury at the bottom of the hill just before Park Farm entrance and similarly down the Preston Road to just before Mortlocks.

Bridge Street Road - should be included in the 20 mph zone beyond the perimeter of the cemetery and then a 30 mph buffer beyond to the National speed limit sign. There is not a continuous footpath along this stretch of road and off it is the village recreation ground and access to the village cemetery.

Brent Eleigh Road - your map fails to identify the village playgrounds on the corner of the Brent Eleigh Road and Lower Road (not identified), thus the 20 mph zone needs to be extended to beyond the proposed 30 m.p.h. area to include the access point to the commercial site adjacent to the river.

Melford Road - the whole of this road should be included in the 20 mph zone. Many children live in Green Willows, Peek Close and Harwood Place. Younger children walk to the Lavenham primary school situated at the top of Barn Street and Bolton Street. Secondary age children walk along Melford Road to catch school buses that stop along the Sudbury Road on the village side of the road, opposite the footpath leading to Meadow Close. The SID owned by the Lavenham Parish Council recorded speeds in excess of 86 m.p.h. when it was in place along the Melford Road.

Butfield and The Glebe - should be included within the 20 mph zone.

Park Road - with Hall Road included in the 20-mph. zone it makes no sense for Park Road not to be included therein, especially as it is used extensively by local walkers all year around.

Kind regards

Motion to obtain legal advice

Legal Background:

As an Employer the Parish Council has a Duty of Care to ensure that employees work in a safe environment, are treated with respect and enjoy quality of working life. Failure of an Employer to address bullying of an employee, from any source, could give rise to that employee having a claim against the Employer for Constructive Dismissal.

Factual Background:

On December 19th 2024 the Administrator of the Lavenham Business Group Facebook page posted:

Lavenham Businesses Group Admin
Chris John Robinson We didn't expect any less...the Clerk has to be held responsible for the actions of the councillors and how this meeting was conducted:
Local Government Association workbook for distance learning to aid councillors states:
"Alongside the chairman, most local councils have a paid clerk, who provides advice and administrative support to councillors and takes action to implement council decisions. The clerk may also operate as a project manager, personnel director, public relations officer or finance administrator. But the role is not just secretarial – a parish clerk is answerable to the council as a whole and is the authorised officer of the council in law.". Andrew Smith has a responsibility to the councillors as they look to him for guidance on these matters.
If you would like any informal advice before you submit a complaint to Babergh District Council, please contact our Monitoring Officer, Tom Barker, on 01449 724647 or our Deputy Monitoring Officer (Code of Conduct), Alicia Norman, on 01473 296384.
Pippa Mullan maybe worth a call..

The Administrator asserted that the:

'Clerk has to be held responsible for the actions of the Councillors and how the meeting was conducted; and 'Andrew Smith has a responsibility to the Councillors as they look to him for guidance on these matters' and suggested that Members of the Public complain to Babergh Council concerning his performance'

Factual inaccuracies:

Council approached SALC who advised that:

"We do not agree that the Clerk is responsible for the actions of the Councillors."

Additionally, the Babergh Deputy Monitoring Officer, Alicia Norman, advised on 23rd December 2024:

*"Whilst the role of the Clerk, as captured by the LGA, is correct, the assertion that the Clerk must be held responsible for the actions of Councillors and the conduct of meetings is not accurate. The Clerk is responsible for the governance and democratic processes of the meeting, and ensuring that decisions are carried out lawfully and in compliance with Council procedures. The Clerk does not control the behaviour or 'actions' of a Councillor – the responsibility is on the Councillor alone to comply with the Code of Conduct. The Clerk may provide advice to the Chair of the meeting to assist with bringing order back to proceedings. I believe this comment can be easily interpreted as a) stating that the Clerk is responsible for this grievance; and b) that either myself or Tom [Barker, Monitoring Officer,] should be contacted for informal advice on complaining about the Clerk. **The Monitoring Officer has no jurisdiction over the Clerk** and as such we can neither advise nor consider complaints about the Clerk."*

Subsequent Actions:

On 24th December 2024 the Chair wrote to the Administrator of the Facebook page saying:

'Our Concerns:

Your statement *"the Clerk has to be held responsible for the actions of the councillors and how this meeting was conducted:"* **is not true.**

Additionally, your post seems to aim to influence others to wrongly believe Mr Smith has acted incorrectly, and to incite them to submit complaints about him. Your actions have caused considerable distress to our Clerk and this must be addressed.

Your post could be interpreted as a deliberate attempt to besmirch his reputation and undermine his professional standing as the Parish Clerk.

Our Request:

I request that you publish a **retraction** of your comments explaining that you were:

- a) **incorrect to assert** that: *'the Clerk has to be held responsible for the actions of the councillors and how this meeting was conducted'*: as this is not part of the role and responsibilities of the Clerk and
- b) **incorrect to suggest** that: *"If you would like any informal advice before you submit a complaint to Babergh District Council, please contact our Monitoring Officer, Tom Barker, on 01449 724647 or our Deputy Monitoring Officer (Code of Conduct), Alicia Norman, on 01473 296384."* as this statement could be perceived as encouraging others to make unjustified complaints against the Clerk to the Monitoring officer who additionally has no jurisdiction over the Clerk.

Finally, I ask that you issue an **apology** to Mr Smith, recognising the distress to him and the reputational harm that your post has caused.

Should such action not be taken by midday of the 3rd January 2025, we will seek legal advice and further communication with you will be via our solicitor. I do hope that such actions are unnecessary and that we can resolve these errors with the retraction and apology as detailed above.

The Administrator's Response:



 Lavenham Businesses Group [Author](#) [Admin](#)

Tina Newell The matter is far more complicated than the Chairperson has implied and should not be taking comments made to another Councillor out of context to cause trouble. As a Clerk you are aware of the great responsibilities that come with that role - a parish clerk is answerable to the council as a whole and is the authorised officer of the council in law.

It has become apparent that either the Clerk has not fulfilled his duties to Lavenham Parish Council or Councillors (including the Chair) have not heeded his advice.

In fact it has been suggested by Babergh District Council that the Police should be contacted, contradictory to what has been relayed by the Chairperson and Alicia Norman of BDC.

Lavenham Parish Council's solicitor has all of my contact details and also that of my own solicitors. My solicitors will happily open dialogue with their solicitor for a way forward.

Motion:

The Parish Council recognises its legal responsibilities towards its Employees and is appalled by the posts which incorrectly assert that the Clerk is responsible for the actions of Councillors.

The Parish Council is horrified:

- a) that the posts suggest that the Clerk has behaved incorrectly and that Complaints should be made to the Monitoring Officer and
- b) by the dismissive response by the Administrator

With great regret, but with no alternative, the Parish Council authorises the expenditure of up to an initial £3,000 to obtain legal advice regarding the actions available to it to fulfil its legal obligations as an Employer and to protect the Council from a Constructive Dismissal or other legal claim.

Janice Muckian

Chair

Motion to Dissolve the Neighbourhood Plan Review Group

Background:

The Terms of Reference for this Working Group were approved at the Aug 12th 2021 Meeting of Council.

These are attached as an Appendix.

An important paragraph reads:

‘The Group will be dissolved once its purpose has been completed. The Parish Council will then dispose of any remaining Neighbourhood Planning budgetary monies, in accordance with any conditions imposed by grant funders, and in the best interests of Lavenham’.

The draft motion fulfils this stipulation.

With respect to the disposition of remaining budgetary monies the Parish Council included in its second reforecast for the year ended 2024/25 £3,000 for LNP Costs, split £2,000 for Publicity and £1,000 for other costs.

Total Costs incurred were £2,021 consisting of Publicity Costs £679, Professional Costs £950 and IT Costs of £392 leading to an underspend of £979 which will be released back to General Reserves. No amounts are due back to HMG Department for Levelling Up, Housing and Communities who provided a Grant of £17,999.

Note: The Neighbourhood Plan Working Group is in the process of declaring £679 on the required Referendum Spending Plan return to Babergh District Council.

Motion:

That the Neighbourhood Plan Working Group is dissolved and that the underspend of this Group compared to the second reforecast is released to General Reserves.

Lavenham Parish Council

NEIGHBOURHOOD PLAN REVIEW GROUP TERMS OF REFERENCE

1. Background

Lavenham Parish Council has established a Neighbourhood Planning Review Group to oversee the process of reviewing the 2016 Neighbourhood Plan for the Parish of Lavenham.

2. Purpose

The Group's purpose is to design and oversee a process that will result in the preparation of a revised Plan to cover the next 10 to 15 years.

This process will be:

- *inclusive* – offering the opportunity to participate for everyone who lives or works in Lavenham
- *comprehensive* – identifying all the important aspects of life for which we in Lavenham need to plan for the future
- *positive* – bringing forward proposals which will improve the quality of life in Lavenham

3. Tasks

The Group will:

- a) Prepare a process and project timetable for reviewing the 2016 Plan
- b) Ensure the process encourages participation and the submission of views and ideas
- c) Organise a survey and meetings to gather views and consult on ideas
- d) Assess existing evidence about the needs and aspirations of the Parish
- e) Liaise with relevant businesses and community organisations to secure their input in the process,
- f) Analyse the views, ideas and proposals received during the process, and use them to draft a revised Plan
- g) Monitor and update the project timetable
- h) Report progress to the Parish Council through a regular agenda item at Council meetings

4. Membership and Quorum

The Group will:

- a) Be made up of a cross-section of volunteers from the community, including Parish Councillors, up to a maximum of 10 members
- b) Include at least 2 Parish Councillors
- c) Elect a Chair, Treasurer and Secretary from its membership to remain in these positions until the project is completed – should any of these positions become temporarily or permanently vacant, the Group will elect replacements
- d) Be quorate when 4 members are present, of whom one must be a Parish Councillor

5. Secretary

The Secretary will:

- a) Keep a record of formal and informal meetings
- b) Circulate notes of informal meetings and minutes of formal meetings to Group members in a timely fashion – minutes of formal meetings will be made publicly available on the Council's website

6. Finance

Grants and funding for this project may be allocated directly by the Parish Council, and/or may be applied for by the Council. All budgeted monies will be held by the Council. The budget holder will be the Parish Clerk.

The Group will, through its Treasurer and the Parish Clerk, be responsible for – and accountable to – the Parish Council for the proper use of these monies, and for keeping expenditure within the available budget.

7. Community Participation and Working Parties

Members of the community will be encouraged to participate in the Plan revision process at all stages of the Plan review process. In particular, the Group may establish working parties, made up of volunteers from the community, to aid it in any Neighbourhood Plan related work. Each working party will have a lead person from the Group.

8. Conduct

The Group will abide by the principles and practice of the Parish Council Code of Conduct, including declarations of interest. While some Group members as individuals may be accountable to organisations with which they are associated, the Group as a whole will be accountable to the wider community for ensuring that the revised Plan reflects their collective expectations.

This will be achieved by applying the following principles:

- a) Be clear and open when their individual roles or interests are in conflict
- b) Treat everyone with dignity, courtesy and respect – regardless of their age, gender, sexual orientation, ethnicity, or religion or belief
- c) Actively promote equality of access and opportunity

9. Changes to these Terms of Reference and Dissolution

Proposals to amend these Terms of Reference may be agreed at a formal Group meeting, if supported by at least two-thirds of its members, for approval or rejection at a formal meeting of the Parish Council.

The Group will be dissolved once its purpose has been completed. The Parish Council will then dispose of any remaining Neighbourhood Planning budgetary monies, in accordance with any conditions imposed by grant funders, and in the best interests of Lavenham.

APPROVED [date]

SIGNED _____

Chair, Lavenham Parish Council.