

## **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 7pm on Thursday 1<sup>st</sup> October 2026 at Lavenham Village Hall, Church Street, Lavenham.**

### **Chairs Welcome**

As ever, we welcome observers to the meeting of Council. This meeting is being recorded and the recording will be published. This is not a public meeting, but a meeting of the Council held in public. Members of the Public please do not approach the Councillors, and Councillors, please do not engage with observers during the meeting. I remind Councillors of the need to treat all present with respect and ask Members of the Public to do the same.

I respectfully ask Members of the Public to maintain silence during the Council's deliberations. And all, please make sure your mobile phone is on silent.

At item 6 the public will be invited to give their views/question the Parish Council on issues on the agenda or local matters. Anyone wishing to ask a question or make a statement has 3 minutes each. Matters raised must be in respect of the business on the agenda or local matters only. 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. It may not be possible to give everyone the opportunity to speak but I will try to accommodate as many as I can. If your question cannot be answered tonight please contact the clerk with your name and contact details and you will receive a written response within 28 days.

### **AGENDA**

- 1. Apologies and, if applicable, approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. Minutes: To approve as accurate minutes of the Council meeting held on 3<sup>rd</sup> September 2026**
- 5. Chair's Announcements**
- 6. Public participation session (10 minutes)**
- 7. Local Authority Councillors' Reports**
- 8. Clerk/RFO report**
  - 8.a Motion to approve Accounts for month ending 31<sup>st</sup> Aug 2026**
  - 8.b Motion to approve Receipts and Payments for month ending 31<sup>st</sup> Aug 2026**

## **9. Planning**

### **9a Planning Register: Report**

#### **9b Planning Group: To receive reports and recommendations**

- a) The Lavenhams, Bridge Street Road. Lavenham, CO10 9SJ

DC/26/03737 and 03738

Householder Application - Replacement of 5no. external timber doors and bricking in of the utility window opening (north end of the east elevation)

Application for Listed Building Consent - Replacement of 5no. external timber doors and bricking in of the utility window opening (north end of the east elevation)

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TKFTZ7SHKTM00>

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TKFTZ7SHKTN00>

- b) Greenleigh, Sudbury Road, Lavenham, CO10 9SB

DC/26/03509

Application for Outline Planning Permission (Access to be considered, all other matters reserved) Town and Country Planning Act 1990 (as amended) - Erection of 1No. Dwelling with Access

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TJQZHOSHHP00>

- c) The Grove, 5 Lady St, Lavenham CO10 9RA

DC/26/03671 and 03672

Householder Application - Replacement of existing modern garage with new residential annexe, formation of parking area and minor internal alterations to create better bathroom provision.

Application for Listed Building Consent - Replacement of existing modern garage with new residential annexe, formation of parking area and minor internal alterations to create better bathroom provision.

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TK9W6LSHJZD00>

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TK9W6PSHJZF00>

**10. Report concerning Bus Services**

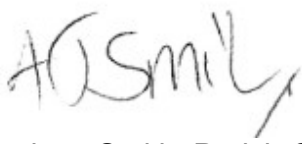
**11. Report concerning Norman Way Bus stops**

**12. Lavenham Neighbourhood Plan 3: Minutes and Reports**

**13. Motion to consider excluding the public and press for item 14 because of the confidential nature of the material to be discussed. Part 2 Closed Session of the Council – Public will be asked to leave the meeting**

**14. Report and Motions concerning boundary to Parish Council land and also correspondence received.**

**Date of next meeting – Thursday 5<sup>th</sup> November 2026**

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

Andrew Smith. Parish Clerk

Date: 25<sup>th</sup> September 2026

**PARISH COUNCIL MEETING**

Held on Thursday 3<sup>rd</sup> September 2026, commencing at 7.05pm in the Village Hall.

*All supporting documents can be found on the Parish Council website under Meetings, September 2026.*

**Present:**

Cllrs: Jack Norman, Alison Bourne, Frank Domoney, Jane Ranzetta, Chris Robinson and Michael Sherman. Seven members of the public.

**Opening Statement by the Chair:**

The Chair (Cllr Norman) welcomed everyone highlighting that the formal introduction to the meeting had been included in the published agenda.

**1. Apologies and approval of Absences**

Cllrs Falconer, Lamont, Mawford, Mitchell and Muckian had sent their apologies, no absences required approval.

**2. Declarations of Interest and item 3 Requests for Dispensations**

The Clerk said that he had received no updates from Cllrs concerning their Interests and reminded Cllrs that they have 28 days to lodge any changes. He had received no requests for dispensations. He explained that in connection to tonight's agenda Cllr Robinson had informed him that concerning the application regarding Land West Of Bury Road Lavenham DC/26/03298 he will be discussing this application but not voting because he used Jack Wilkinson as an expert planner on the first application for the Wellness Centre which was subsequently refused in 2024.

He asked Cllrs whether they wished to declare any interests concerning tonight's agenda of which he was not aware and secondly, in general, whether Cllrs had any updates to their previously declared interests. None said that they did.

**4. Approval of Minutes**

**Motion:** To approve as accurate minutes of the 6<sup>th</sup> August 2026 meeting of the Council.

**Proposed:** Cllr Sherman **Seconded:** Cllr Ranzetta **Decision:** Approved unanimously. Cllr Domoney abstained.

**5. Chair's Announcements**

The Chair (Cllr Norman) told Cllrs that was aware that concerns have been expressed about the parking situation over the Bank Holiday weekend. She will try to organise a meeting with other village organisations to discuss how we can all work, in collaboration, to improve the situation in the future. Four events had taken place at the church end of the village.

She was not aware of any more incidents or near accidents in the Cock Inn car park. The Clerk has written to Babergh Council to find out if they are aware of any further incidents and what the Babergh Officer who was scheduled to visit the August Farmers Market had seen and his conclusions.

She has spoken with very nearly all of the residents who live near the proposed Speed Indicator Post on the First Meadows side of Brent Eleigh Rd. Each needs to agree to the post and therefore the device before the post can be applied for. She aims to complete this exercise very shortly and will report the outcome of those discussions to Council. So far all residents have expressed their approval.

The Clerk has made her aware that donations for the toilets which were better than expected in the early part of summer have been disappointing in July and August.

She is also aware that there have been several reports that trade in the Village Shops has not been of the level hoped for. She thanked District Cllr Clover for the work he has done to obtain information concerning the number of visits by coaches saying that she is aware that he will cover this in his report and that Babergh is open to the idea of a banner advertising local businesses.

She told Cllrs that recent changes to the bus service have not been entirely welcomed. The Clerk has written to the Bus Company who have responded as follows:

'The last journey on the Sudbury to Bury St Edmunds route was very lightly used. As part of our timetable redesign, we have brought the final departure forward to offer a more even headway and determine if this better meets passenger demand'.

The PC has taken up these concerns with County Cllr Lindsay who will report tonight. We have also received correspondence from a Member of the Public about the lack of Suffolk County Council school bus provision to Thomas Gainsborough School (TGS). We have put that Member in touch with County Cllr Lindsay to update them on SCC school transport provision.

The Planning Group met this month she reiterated that any Councillor who wishes to join would be most welcome.

She continued to speak about Planning Issues saying:

Firstly, Babergh Council has made us aware that from 1<sup>st</sup> July 2026 Government Policy has meant that Babergh must have a 20% buffer when calculating its five-year Housing Land Supply. As a result, Babergh's current housing land supply is 4.68 years and so 'tilted balance' applies. Babergh describe 'tilted balance' as 'a national planning rule that promotes housing delivery above other matters and comment that 'The Tilted Balance gives greater weight to the benefits of new housing, but it does not override good planning. Well-planned schemes are more likely to succeed, while poor proposals can still be refused'.

And secondly the New National Planning Policy Framework effective 14<sup>th</sup> August 2026 has been described as pro development.

A draft lease for the allotments site was received in the middle of August from the developer of The Paddocks, regrettably the lawyers have not yet reviewed this lease and their work on the possible Boundary Dispute remains incomplete. The Clerk has chased both these matters and awaits a response.

She thanked Sudbury Cycle Club for their kind donation of £30 towards the cost of running the Public toilets.

Cllr Ranzetta asked if First Meadow Car Park had been made available for cars to park in. The Chair replied that it could be made available but marshals would be required and that this is one of the topics she wished to discuss with village organisations.

## **6. Public Participation Session**

A Member of the Public expressed her concerns about the car parking on busy weekends. The Chair said that she wished to work with village organisations and explore all the possible places that could be made available as extra car parks.

A Member of the Public expressed her concern about the new increased prices charged by the bus company for children to get to Thomas Gainsborough School and described to Cllrs the close connections between Lavenham Primary and TGS.

Note: there is now a petition concerning this: <https://c.org/YG9pTTMpGc>

A Member of the Public spoke of the development and funding needs of the Lavenham Football Club. He told Cllrs of the Clubs fundraising efforts and desire to purchase portable floodlighting. He asked if the Parish Council could help with funds. The Chair and the Clerk explained that the PC had advertised in May on Facebook etc for Grant applications and had awarded £2,500 and that it was the intention to advertise again in November.

A Member of the Public spoke of the upcoming blessing of the Lavenham Riverside Allotments by Rev Simon on 22<sup>nd</sup> September at 2pm. All are welcome. He spoke of his concerns about the upcoming super El Nino year explaining that the Association will share any surplus food with the Community. Note: Cllr Robinson left the room for this item.

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

County Cllr Lindsay explained that in 2019 the County Council had changed its school travel scheme to funding travel only to the nearest school and not to the catchment school. He detailed the efforts that he had made in 2019 to oppose this policy change. He has contacted the Suffolk CC Bus Officer expressing his concerns about the fare increases but the Bus Company is a private company and Suffolk CC has little influence. He will inform Council and the Member of the Public of any reply he gets from the Suffolk CC Bus Officer.

He has contacted the Suffolk CC Bus Officer concerning the change of the time of the last bus from Sudbury. This service is subsidised by Suffolk CC and so Suffolk CC may have more influence. He will inform Council of any reply he gets from the Suffolk CC Bus Officer.

He spoke of the Grants now available to make it easier for Suffolk residents to replace ageing gas, oil or LPG boilers with heat pumps. The Clerk said that he had put this information on the PC website.

Cllr Sherman asked about the recycling of the plastics and whether plastics were recycled as advertised. The Chair suggested a visit to the Great Blakenham Waste Incinerator. District Cllr Clover said that he would try and organise this.

District Cllr Clover reported that following last month's meeting, at which the downturn in coaches visiting Lavenham was raised, Babergh has responded that coach visits are marginally up by 12 coaches to 83 visits Mar-Aug 2026 v 2025. It appears that Babergh is prepared to consider free coach parking for limited hours. This would have the benefit of acting as a 'control' for comparison and open the door to contacting the coach companies identified as no longer visiting Lavenham. The same Babergh Officer would deal with siting of the banner at the entrance of the Church St car park.

District Cllr Clover reported that he is working to ensure adequate rehousing for the lady who lost her home in the Spring St fire. The house needs more work than previously anticipated. Cllr Bourne reported that an elderly gentleman unable to live in his house because of smoke damage was living in a Travelodge in Haverhill. District Cllr Clover said that he would be happy to help this gentleman.

He reminded Cllrs that all areas offered for car parking need appropriate public liability insurance.

District Cllr Clover spoke of the recent changes to the NPPF saying that he had not yet been fully briefed. Cllr Robinson expressed concern about the slow progress by Babergh of assessing a higher proportion of Planning Applications at Officer rather than Councillor level. District Cllr Clover said that he was not aware of any delay and would enquire.

## **8. Clerks Report**

### **Accounts:**

The July Accounts contain no substantial variances except the £10,000 saving because no tree work has been done and a timing difference of £3,000 concerning Grants spend. The spend on the LNP which is being paid for from CIL funds not Council funds is running substantially below budget, this appears to be timing. The draft August Accounts do not contain any additional significant issues.

The Clerk has informed the Grant Applicants of Council's decisions. Good Neighbours will receive their money in a week or so when we do the August payments. The Grant to the Paddocks Allotments Association will be paid when there is a lease and the Grant to the Hub to assist with their conversion to Charitable Status will be paid when their application is approved and the costs of conversion are a little clearer. This has been agreed with the recipients.

### **Public Realm:**

The repair to the flushing mechanism of the toilet at Church St had resolved the leak. Another lock has failed and will shortly be fixed, a small leak developed in a Prentice St toilet which has been fixed. Donations have been disappointing these last few months with May being our best month. Repairs have been done, as we are obliged to under the lease, to the fan, sink and toilet at the Hub.

Concern has been raised by residents about vegetation on Lower Rd which is the responsibility of Suffolk CC. Suffolk CC has accepted that the work is required. The vegetation around the streetlights has been cut back and works to remove further vegetation and repair potholes have been ordered.

We still await a proposal from Suffolk streetlighting, including a quotation, for a bollard type light.

Three replacement litter bins (two for the High St by the Green Co-Op and one for near Howletts) were delivered this morning and we will try and instal these without delay. The cost of these was nearly £1,200. Cllrs indicated that the Clerk should claim this from Neighbourhood Cil.

**Motions:** to approve Accounts and Receipts and Payments for the month ending 31<sup>st</sup> July 2026

**Proposed:** Cllr Robinson **Seconded:** Cllr Sherman **Decisions:** Approved unanimously.

#### **9a. Planning Register**

Applications 2953/4 (De Vere House for a single storey rear extension) have today been approved. No differences of opinion between the PC and Babergh on the applications determined this month.

#### **9b. Elect a leader of the Planning Group**

**Motion:** to elect Cllr Norman to be leader of the Planning Group

**Proposed:** Cllr Ranzetta **Seconded:** Cllr Sherman **Decision:** Approved unanimously

Cllrs Bourne and Domoney expressed interest in joining the Planning Group when they have done the SALC course.

#### **9c. Planning Applications**

**Application DC/26/03298:** Land West of Bury Rd.

Application for Outline Planning Permission (Access to be considered all other matters reserved) - Erection of 6 no. self-build dwellings.

The Chair reported that the opinion of the Planning Group was 'We OBJECT to this application. There is no material change to the previous application that was refused by Babergh District Council and not supported by Lavenham Parish Council. We can see no reason to change the view of the Parish Council at this time.

**Motion:** That the PC supports the recommendation of the Planning Group

**Proposed:** Cllr Ranzetta **Seconded:** Cllr Domoney

**Decision:** Approved unanimously. Cllr Robinson abstained.

**Applications DC/26/3394 and DC/26/3395:** Box Cottage, 21 Prentice St.

Householder Application and Application for Listed Building Consent for replacement of existing rear extensions with new single storey extension and minor internal alterations

The Clerk reported that this application had been subject to considerable pre-application engagement.

The Chair reported that the opinion of the Planning Group was 'We SUPPORT this application with the necessary recommendations of the installation of bat boxes species specific bird boxes, hedgehog friendly fencing and bee bricks'.

**Motion:** That the PC supports the recommendation of the Planning Group

**Proposed:** Cllr Sherman **Seconded:** Cllr Ranzetta

**Decision:** Approved unanimously.

**Application DC/26/03515:** Jane Taylors Cottage, Shilling St

Application for Listed Building Consent – Replace single glazed window and door units with timbalite 12mm softcoat slimline double glazed units

The Chair reported that the opinion of the Planning Group was 'We SUPPORT this application'

**Motion:** That the PC supports the recommendation of the Planning Group

**Proposed:** Cllr Ranzetta **Seconded:** Cllr Bourne

**Decision:** Approved unanimously.

Council discussed the application to reduce the height of two black poplars at The Hall concerning which an extension of time is not available to permit discussion at the next meeting and asked the Clerk to write and inform Babergh Council that the PC recommends that it follow the advice of its Tree Officer.

## 10. Motions concerning Tree Maintenance

### Pine Tree T18 in the Cemetery

The Chair explained that the Clerk has received correspondence from a resident near the Cemetery expressing concerns about the Pine Trees adjacent their property. The Pine Trees are Parish Council responsibility. All are covered by Tree Protection Orders.

The concerns are about the safety of the trees and the pine cones, needles and twigs etc falling into his garden.

The Councils Contractor recently visited and removed the ivy from seven trees at £50 per tree so that the Contractor could properly inspect the trees and has reported:

- 
- a) One tree has recently died and needs to be removed.
  - b) One tree has a vertical fissure – This was sounded with a rubber-faced mallet and the timber is solid. There is no weeping or progressive splitting. The fissure appears to be an old, superficial historical wound that does not compromise the structural integrity of the tree. Monitoring will continue.
  - c) One tree is slightly leaning – Its crown is shedding needles slightly more heavily than the others, but the tree is not considered unsafe and cannot be felled under the TPO without further sound reasons to do so. There are no signs that the lean is progressive and it has likely been like this for some years. Monitoring is the appropriate course of action.
- 

Additionally, the Contractor has advised the PC that in general many local trees are going to struggle and possibly die in the next twelve months and the PC needs to be aware that further tree maintenance costs are likely to be required in addition to the current issues.

**Motion:** The quotation of not more than £850 to remove the dead tree and plant a replacement is accepted. No work to be done before permission has been obtained from the Tree Officer at Babergh District Council.

**Proposed:** Cllr Sherman **Seconded:** Cllr Ranzetta

**Decision:** Approved unanimously.

Cllr Domoney asked if there was a plan to address the likely further work replied. The Chair replied that it was intended to survey all the trees in November.

### General Tree Works

The Clerk explained that in 2025 Council had obtained a quote of £19,130 for the work required to trees from its retained contractor. This included £2,850 for works required to trees in the Recreation Ground which are the responsibility of the Community Council. Proposed cost to Council was therefore £16,280.

£4,000 of this work urgently required for safety reasons was completed in early 2026 leaving £12,280 of work incomplete. A full tree survey by a professional firm was then carried out as recommended by the retained contractor and the retained contractor had then submitted a revised quote.

Following a Meeting with the Contractor the Clerk and the Chair have:

- 
- a) Determined that the Desired Spend is £15,300 because the Tree Survey has identified £3,020 of additional work largely in First Meadow though there is a possibility that £1,425 of work relating to a Crack Willow in First meadow can be deferred.
  - b) Determined that the apparent saving of £8,030 between the Original Quote and the Revised Quote following the Tree Survey can be categorised as below:
    - a) Additional work as described above (£3,020)
    - b) Scope Difference Remit i.e. Works which are sensible to do, such as tidying up trees, which are not required for Safety Reasons £5,450.
-

- c) The Survey did not recommend works to the large Cedar Tree in the Churchyard. The Contractor profoundly disagrees with the Surveyor citing the danger of snowfall on the branches and the risk of damage should branches break off above gravestones. £3,700.
- d) The Survey did not recommend works to the Lime Trees fronting Church St as these works are not required for safety reasons but are required to make the pavement easier to walk along and to protect the Christmas Lights from damage. £800.
- e) The Survey did not include pictus tests on two trees and grinding out the stumps of two felled pine trees. £1,100.

The Clerk will return to Council with cost estimates for the Recreation Ground when further research has been completed. These costs are the responsibility of the Community Council. Council could choose to assist with this cost by making a Grant available to the Community Council.

Cllr Robinson asked if more quotes could be obtained, the Chair replied she would like to give this local contractor 'a go' and that we did not have time to obtain further quotes particularly for work on the Large Cedar. The Clerk agreed to amend the motion to include the suspension of Standing Orders concerning the number of quotes.

### **Motion concerning Tree Maintenance**

The Clerk is instructed to enter into negotiations with the Contractor to complete the desired tree work aiming to achieve a discount for the large size of the order. Standing Orders concerning the number of quotes suspended for this work. Should items need removing to achieve the budgeted spend of £11,800 (minor immaterial difference excepted) the work on the Crack Willow and/or one or more of the boundaries of the Churchyard could be deleted. No work to be done before permission has been obtained from the Tree Officer at Babergh District Council including applying formally where required.

Motion to amend Draft Motion and pass amended motion.

**Proposed:** Cllr Ranzetta **Seconded:** Cllr Bourne

**Decision:** Approved. Cllr Sherman voted against.

### **11. Motion concerning purchase of SID Solar Panel**

The Clerk explained that the Sid equipment is difficult to move especially at the Bury Rd site. Having an additional Solar Panel would alleviate these difficulties.

**Motion:** Council instructs the Clerk to purchase an additional Solar Panel with fixings for the SID post on the Bury Rd at a cost of £570 excluding VAT.

**Proposed:** Cllr Ranzetta **Seconded:** Cllr Sherman

**Decision:** Approved unanimously.

### **12. Local Government Annual Payrise**

The Chair told Cllrs that the Annual Cost of Living payrise had been agreed between the Employers and the relevant Trades Unions. This payrise is 3.3% and is a contractual obligation.

**Motion:** That Council acknowledges and fulfils its legal obligations to increase the Clerk's salary to £39,481 with effect from April 1<sup>st</sup> 2026 and the Chair is instructed to inform the payroll bureau.

**Proposed:** Cllr Ranzetta **Seconded:** Cllr Domoney

**Decision:** Approved unanimously.

### **13. Lavenham Neighbourhood Plan 3: Minutes and Report**

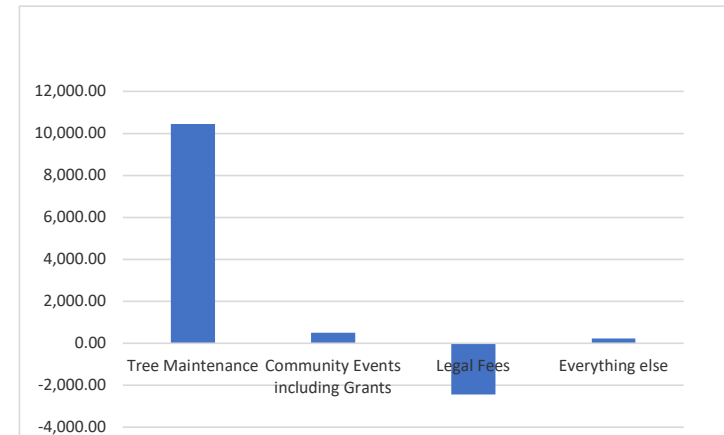
The Clerk commented that changes to the NPPF had been covered elsewhere in the Meeting.

Cllr Sherman apologised for ordering a small amount of expenditure without reference to the Clerk. He had reported himself to the Monitoring Officer who had not expressed any serious concerns.

Cllr Sherman said that the Neighbourhood Plan Group would in future not respond to rude or threatening letters from Cllrs.

Meeting ended 9.03pm. Date of next meeting –Thursday 1<sup>st</sup> October 2026 7pm.

|                                   |                 | Type                              | £         |
|-----------------------------------|-----------------|-----------------------------------|-----------|
| Precept                           | -0.08           |                                   |           |
| Babergh Cleansing Grant           | 113.75          | Tree Maintenance                  | 10,450.00 |
| Burial Fees                       | -930.00         | Community Events including Grants | 500.00    |
| Car Park and Toilet Donations     | -75.28          | Legal Fees                        | -2,437.00 |
| Other Donations                   | 23.65           | Everything else                   | 229.45    |
| EV Charging Income                | 166.67          |                                   |           |
| Interest Received                 | 259.82          |                                   | 8,742.45  |
| Management Costs                  | -1,727.41       |                                   |           |
| Office costs                      | -566.87         |                                   |           |
| Costs of Democracy                | 0.00            |                                   |           |
| Street Cleaning and Green Maint   | 9,644.28        |                                   |           |
| Public Realm                      | -489.99         |                                   |           |
| Toilet Costs                      | 729.91          |                                   |           |
| Water St                          | 122.86          |                                   |           |
| Community Events including Grants | 500.00          |                                   |           |
| EV Costs                          | 137.81          |                                   |           |
| Contingency                       | 833.33          |                                   |           |
|                                   | <u>8,742.45</u> |                                   |           |
| Per Accounts                      | 8,742.45        |                                   |           |
| Check                             | 0.00            |                                   |           |



|                                   | April Actual<br>Mth | May Actual<br>Mth | Jun Actual<br>Mth | Jul Actual<br>Mth | Aug Actual<br>Mth | Actual YTD | Budget YTD | Favourable<br>/(Adverse) | Notes                                          |
|-----------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|------------|------------|--------------------------|------------------------------------------------|
| Precept                           | 11,213.75           | 11,213.75         | 11,213.75         | 11,213.75         | 11,213.75         | 56,068.75  | 56,068.83  | -0.08                    | No variance                                    |
| Babergh Cleansing Grant           | 555.56              | 555.56            | 623.80            | 578.31            | 578.31            | 2,891.53   | 2,777.78   | 113.75                   | Received July 2026                             |
| Fixed Income                      | 11,769.31           | 11,769.31         | 11,837.55         | 11,792.06         | 11,792.06         | 58,960.28  | 58,846.61  | 113.67                   |                                                |
| Burial Fees                       | 285.00              | 345.00            | 0.00              | 1,440.00          | 0.00              | 2,070.00   | 3,000.00   | -930.00                  | Timing                                         |
| Car Park and Toilet Donations     | 239.35              | 269.35            | 222.74            | 236.10            | 218.25            | 1,185.79   | 1,261.07   | -75.28                   | Insignificant. Deficit is all July and August. |
| Other Donations                   | 50.00               | 0.00              | 68.60             | 0.00              | 0.00              | 118.60     | 94.95      | 23.65                    | Insignificant                                  |
| EV Charging Income                | 0.00                | 0.00              | 0.00              | 333.33            | 83.33             | 416.67     | 250.00     | 166.67                   | Now being received                             |
| Interest Received                 | 200.00              | 359.53            | 200.00            | 200.00            | 300.29            | 1,259.82   | 1,000.00   | 259.82                   | Insignificant                                  |
| Variable Income                   | 774.35              | 973.88            | 491.34            | 2,209.43          | 601.87            | 5,050.88   | 5,606.02   | -555.14                  | Timing Burial Income                           |
| Total Income                      | 12,543.66           | 12,743.19         | 12,328.89         | 14,001.49         | 12,393.93         | 64,011.15  | 64,452.63  | -441.48                  | Timing Burial Income                           |
| Management Costs                  | 5,517.65            | 3,642.32          | 4,035.15          | 4,668.15          | 5,074.15          | 22,937.42  | 21,210.01  | -1,727.41                | Legal Fees incurred re Boundary now £2,437     |
| Office costs                      | 1,139.61            | 697.81            | 942.45            | 793.96            | 1,064.93          | 4,638.77   | 4,071.90   | -566.87                  | Hub Repairs                                    |
| Costs of Democracy                | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              | 0.00       | 0.00       | 0.00                     | No variance                                    |
| Street Cleaning and Green Maint   | 4,331.12            | 3,202.46          | 3,209.54          | 3,578.04          | 3,338.03          | 17,659.19  | 27,303.47  | 9,644.28                 | Trees                                          |
| Public Realm                      | 578.92              | 900.91            | 578.92            | 692.57            | 1,124.57          | 3,875.90   | 3,385.91   | -489.99                  | Defibrillator batteries                        |
| Toilet Costs                      | 1,050.71            | 1,791.15          | 1,218.20          | 1,059.17          | 1,936.40          | 7,055.61   | 7,785.52   | 729.91                   | Misc items, repairs, energy costs etc          |
| Water St                          | 242.37              | 242.37            | 242.37            | 242.37            | 242.37            | 1,211.83   | 1,334.70   | 122.86                   | Insignificant                                  |
| Community Events including Grants | 0.00                | 0.00              | 0.00              | 0.00              | 2,500.00          | 2,500.00   | 3,000.00   | 500.00                   | Timing. Budget for whole yr unchanged          |
| EV Costs                          | 12.40               | -67.20            | 16.99             | 0.00              | 0.00              | -37.81     | 100.00     | 137.81                   | Insignificant                                  |
| Sinking Fund                      | 1,000.00            | 1,000.00          | 1,000.00          | 1,000.00          | 1,000.00          | 5,000.00   | 5,000.00   | 0.00                     | No variance                                    |
| Contingency                       | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              | 0.00       | 833.33     | 833.33                   | Contingency                                    |
| Total Costs                       | 13,872.78           | 11,409.82         | 11,243.62         | 12,034.25         | 16,280.44         | 64,840.92  | 74,024.84  | 9,183.93                 |                                                |
| Surplus/(Deficit)                 | -1,329.12           | 1,333.37          | 1,085.27          | 1,967.23          | -3,886.52         | -829.76    | -9,572.22  | 8,742.45                 |                                                |
| LNP                               | 790.00              | 750.00            | 169.00            | 0.00              | 0.00              | 1,709.00   | 6,250.00   | 4,541.00                 |                                                |

|                                            | April Actual<br>Mth | May Actual<br>Mth | Jun Actual<br>Mth | Jul Actual<br>Mth | Aug Actual<br>Mth | Actual YTD | Budget YTD | Favourable<br>/(Adverse) |
|--------------------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|------------|------------|--------------------------|
| Staff salaries and Other Consultancy Costs | 5,417.65            | 3,502.32          | 3,880.15          | 5,023.15          | 4,974.15          | 22,797.42  | 20,422.51  | -2,374.91                |
| Audit and Payroll bureau costs             | 100.00              | 140.00            | 155.00            | -355.00           | 100.00            | 140.00     | 787.50     | 647.50                   |
| Management Costs                           | 5,517.65            | 3,642.32          | 4,035.15          | 4,668.15          | 5,074.15          | 22,937.42  | 21,210.01  | -1,727.41                |
| Telephone & broadband                      | 86.91               | 85.95             | 85.95             | 85.95             | 85.95             | 430.71     | 425.00     | -5.71                    |
| Website Dev and .gov                       | 64.80               | 102.30            | 64.80             | 68.04             | 68.04             | 367.98     | 475.00     | 107.02                   |
| Accounting software & computer             | 190.00              | 0.00              | 0.00              | 0.00              | 0.00              | 190.00     | 0.00       | -190.00                  |
| Office Materials                           | 11.24               | 47.90             | 11.24             | 35.51             | 0.00              | 105.89     | 100.00     | -5.89                    |
| Data Protection                            | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              | 0.00       | 0.00       | 0.00                     |
| Subscriptions & Insurance                  | 284.40              | 284.40            | 284.40            | 284.40            | 284.40            | 1,422.02   | 1,500.00   | 77.98                    |
| All Training/Clr expenses                  | 325.00              | 0.00              | 0.00              | 0.00              | 0.00              | 325.00     | 300.00     | -25.00                   |
| Room hire PC meetings                      | 0.00                | 0.00              | 118.80            | 142.80            | 0.00              | 261.60     | 350.00     | 88.40                    |
| Office Maintenance                         | 0.00                | 0.00              | 0.00              | 0.00              | 449.28            | 449.28     | 0.00       | -449.28                  |
| Digital mapping                            | 0.00                | 0.00              | 200.00            | 0.00              | 0.00              | 200.00     | 0.00       | -200.00                  |
| Parish Office Business Rates               | 93.93               | 93.93             | 93.93             | 93.93             | 93.93             | 469.63     | 505.24     | 35.61                    |
| Parish Office rent                         | 83.33               | 83.33             | 83.33             | 83.33             | 83.33             | 416.67     | 416.67     | 0.00                     |
| Office Miscellaneous                       | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              | 0.00       | 0.00       | 0.00                     |
| Office costs                               | 1,139.61            | 697.81            | 942.45            | 793.96            | 1,064.93          | 4,638.77   | 4,071.90   | -566.87                  |
| Cost of Democracy                          | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              | 0.00       | 0.00       | 0.00                     |
| Green Maintenance                          | 1,517.08            | 1,197.08          | 1,228.58          | 1,197.08          | 1,197.08          | 6,336.92   | 5,970.46   | -366.46                  |
| Tree Maintenance and Care                  | 400.00              | 0.00              | 0.00              | 400.00            | 350.00            | 1,150.00   | 11,600.00  | 10,450.00                |
| Street cleansing                           | 1,556.67            | 1,556.67          | 1,556.67          | 1,556.67          | 1,556.67          | 7,783.36   | 7,763.90   | -19.46                   |
| Refuse collection bins & dog bins          | 426.08              | 288.00            | 288.00            | 288.00            | 72.00             | 1,362.08   | 1,250.00   | -112.08                  |
| Chapel Business Rates                      | 136.28              | 136.28            | 136.28            | 136.28            | 136.28            | 681.42     | 675.73     | -5.69                    |
| All cemetery management                    | 0.00                | 24.42             | 0.00              | 0.00              | 25.99             | 50.41      | 43.38      | -7.03                    |
| Play equipment                             | 295.00              | 0.00              | 0.00              | 0.00              | 0.00              | 295.00     | 0.00       | -295.00                  |
| Street Cleaning and Green Maint            | 4,331.12            | 3,202.46          | 3,209.54          | 3,578.04          | 3,338.03          | 17,659.19  | 27,303.47  | 9,644.28                 |
| Street furniture                           | 0.00                | 321.99            | 0.00              | 118.00            | 550.00            | 989.99     | 500.00     | -489.99                  |
| Street Lighting energy                     | 500.00              | 500.00            | 500.00            | 500.00            | 500.00            | 2,500.00   | 2,500.00   | 0.00                     |
| PWLB interest                              | 78.92               | 78.92             | 78.92             | 74.57             | 74.57             | 385.91     | 385.91     | 0.00                     |
| Public Realm                               | 578.92              | 900.91            | 578.92            | 692.57            | 1,124.57          | 3,875.90   | 3,385.91   | -489.99                  |
| Church Street energy                       | 154.33              | -57.87            | 64.30             | 71.28             | 0.00              | 232.04     | 442.35     | 210.31                   |
| Church Street water                        | 0.00                | 540.16            | 0.00              | 0.00              | 406.19            | 946.35     | 843.74     | -102.61                  |
| Church St Toilets Business Rates           | 62.62               | 62.62             | 62.62             | 62.62             | 62.62             | 313.08     | 336.83     | 23.74                    |
| Prentice St Water                          | 0.00                | 172.35            | 0.00              | 0.00              | 254.85            | 427.20     | 398.79     | -28.41                   |
| Prentice St non EV energy                  | 30.70               | 28.91             | 31.12             | -21.77            | 0.00              | 68.96      | 176.72     | 107.76                   |
| Donation Points                            | 35.90               | 35.90             | 35.90             | 35.90             | 35.90             | 179.50     | 337.65     | 158.15                   |
| Washroom Cleaning & Consumables            | 767.16              | 879.08            | 984.26            | 911.14            | 1,009.82          | 4,551.46   | 4,249.44   | -302.02                  |
| Washroom Minor Maintenance                 | 0.00                | 130.00            | 40.00             | 0.00              | 167.02            | 337.02     | 1,000.00   | 662.98                   |
| Miscellaneous                              | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              | 0.00       | 0.00       | 0.00                     |
| Toilet Costs                               | 1,050.71            | 1,791.15          | 1,218.20          | 1,059.17          | 1,936.40          | 7,055.61   | 7,785.52   | 729.91                   |
| Water Street green maintenance             | 50.83               | 50.83             | 50.83             | 50.83             | 50.83             | 254.17     | 253.53     | -0.64                    |
| Water Street Business Rates                | 191.53              | 191.53            | 191.53            | 191.53            | 191.53            | 957.67     | 1,081.17   | 123.50                   |
| Water St                                   | 242.37              | 242.37            | 242.37            | 242.37            | 242.37            | 1,211.83   | 1,334.70   | 122.86                   |
| Small Grants (combined)                    | 0.00                | 0.00              | 0.00              | 0.00              | 2,500.00          | 2,500.00   | 3,000.00   | 500.00                   |
| Christmas trees/lighting                   | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              | 0.00       | 0.00       | 0.00                     |
| Xmas Eve Community Carols                  | 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              | 0.00              | 0.00              | 0.00       | 0.00       | 0.00                     |
| Misc                                       | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              | 0.00       | 0.00       | 0.00                     |
| Bellward Award                             | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              | 0.00       | 0.00       | 0.00                     |
| Community Events including Grants          | 0.00                | 0.00              | 0.00              | 0.00              | 2,500.00          | 2,500.00   | 3,000.00   | 500.00                   |
| EV Costs                                   | 12.40               | -67.20            | 16.99             | 0.00              | 0.00              | -37.81     | 100.00     | 137.81                   |
| Sinking Fund                               | 1,000.00            | 1,000.00          | 1,000.00          | 1,000.00          | 1,000.00          | 5,000.00   | 5,000.00   | 0.00                     |
| Contingency                                | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              | 0.00       | 833.33     | 833.33                   |
| Total Expenses                             | 13,872.78           | 11,409.82         | 11,243.62         | 12,034.25         | 16,280.44         | 64,840.92  | 74,024.84  | 9,183.93                 |
| Surplus/(deficit)                          | -1,329.12           | 1,333.37          | 1,085.27          | 1,967.23          | -3,886.52         | -829.76    | -9,572.22  | 8,742.45                 |
| Check                                      | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              | 0.00       | 0.00       | 0.00                     |
| LNP Costs                                  | 790.00              | 750.00            | 169.00            | 0.00              | 0.00              | 1,709.00   | 6,250.00   | 4,541.00                 |

|                         |             | Mar 26            | Aug 26            | Increase/(decrease) | Notes                                                      |
|-------------------------|-------------|-------------------|-------------------|---------------------|------------------------------------------------------------|
| Fixed Assets            |             | 145,797.03        | 145,797.03        | 0.00                | No change                                                  |
| Debtors                 |             | 0.00              | 0.00              | 0.00                | No change                                                  |
| Accrued Income          |             | 234.25            | 808.34            | 574.09              | Bank Interest                                              |
| Prepayments             |             | 6,931.20          | 5,074.88          | -1,856.31           | Business Rates repayments gradually unwinding              |
| VAT Refunds             |             | 4,785.94          | 2,543.64          | -2,242.29           | Birketts and Annual Street Lighting VAT claimed March 2026 |
|                         |             | <u>11,951.38</u>  | <u>8,426.87</u>   | <u>-3,524.52</u>    |                                                            |
| Cash at Bank            | Bus Prem    | 231,455.49        | 259,786.64        |                     |                                                            |
|                         | Current Acc | 7,367.83          | 3,408.98          |                     |                                                            |
|                         |             | <u>238,823.32</u> | <u>263,195.62</u> | 24,372.30           | Precept for half year received and whole yr Cleaning Grant |
| Trade Creditors         |             | -5,938.03         | -9,048.99         | 3,110.96            | Birketts and Broxap                                        |
| Accruals                |             | -15,493.41        | -19,378.88        | 3,885.47            | Accrued Grants Payable                                     |
| Deferred Income         |             | 0.00              | -15,845.22        | 15,845.22           | Precept for half year received and whole yr Cleaning Grant |
| Lights Creditor         |             | 0.00              | 0.00              | 0.00                | No change                                                  |
|                         |             | <u>-21,431.44</u> | <u>-44,273.09</u> | <u>22,841.65</u>    |                                                            |
| Loans                   |             | -59,564.60        | -56,278.35        | -3,286.25           | No change                                                  |
| Net Assets              |             | <u>315,575.69</u> | <u>316,868.08</u> | <u>1,292.39</u>     |                                                            |
| General Funds           |             | 193,631.40        | 192,801.64        | -829.76             | The deficit YTD                                            |
| Ballot Fund             |             | 3,527.70          | 3,527.70          | 0.00                | No change                                                  |
| Lavenham Funds in Trust |             | 1,500.00          | 1,500.00          | 0.00                | No change                                                  |
| Street Fair Fund        |             | 5,565.37          | 5,565.37          | 0.00                | No change                                                  |
| Sinking Fund            |             | 58,995.64         | 63,995.64         | 5,000.00            | Being increased by £1,000 per month                        |
| NCIL                    |             | 52,355.58         | 49,477.73         | -2,877.85           | LNP and Bins                                               |
| Total Reserves          |             | <u>315,575.69</u> | <u>316,868.08</u> | <u>1,292.39</u>     |                                                            |
| Imbalance               |             | 0.00              | 0.00              | 0.00                |                                                            |

|                         | B/F        | Per I and E | Misc | Misc | Misc | LNP NCIL  | Bins NCIL | C/F        |      |
|-------------------------|------------|-------------|------|------|------|-----------|-----------|------------|------|
| General Funds           | 193,631.40 | -829.76     | 0.00 | 0.00 | 0.00 | 0.00      | 0.00      | 192,801.64 | 0.00 |
| Ballot Fund             | 3,527.70   | 0.00        | 0.00 | 0.00 | 0.00 | 0.00      | 0.00      | 3,527.70   | 0.00 |
| NCIL                    | 52,355.58  | 0.00        | 0.00 | 0.00 | 0.00 | -1,709.00 | -1,168.85 | 49,477.73  | 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 |
| Sinking Fund            | 58,995.64  | 5,000.00    | 0.00 | 0.00 | 0.00 | 0.00      | 0.00      | 63,995.64  | 0.00 |
| Street Fair Fund        | 5,565.37   | 0.00        | 0.00 | 0.00 | 0.00 | 0.00      | 0.00      | 5,565.37   | 0.00 |
| Total Reserves          | 315,575.69 | 4,170.24    | 0.00 | 0.00 | 0.00 | -1,709.00 | -1,168.85 | 316,868.08 | 0.00 |

|                 |          |                 |
|-----------------|----------|-----------------|
| Wendy Bowman    | 280.00   | 1,168.85 Broxap |
| Wendy Bowman    | 280.00   |                 |
| Wendy Bowman    | 230.00   |                 |
| Places 4 People | 750.00   |                 |
| Lavenham Press  | 169.00   |                 |
|                 | 1,709.00 | 1,168.85        |
|                 | 0.00     | 0.00            |

## Current

|            |                                                           |           |
|------------|-----------------------------------------------------------|-----------|
| 31/07/2026 | Balance Brought Forward                                   | 6,091.37  |
| 07/08/2026 | Toilet Donations: Cash                                    | 145.00    |
| 10/08/2026 | Toilet Donations: Card                                    | 18.05     |
| 11/08/2026 | Transfer from Deposit Account                             | 10,000.00 |
| 12/08/2026 | Supplier Payment: Cubitt Theobald                         | -200.42   |
| 12/08/2026 | Supplier Payment: Command Pest Control                    | -87.00    |
| 12/08/2026 | Andrew Smith: Net July Wages                              | -2,487.64 |
| 12/08/2026 | Supplier Payment: Stocksigns Ltd                          | -141.60   |
| 12/08/2026 | Supplier Payment: Onsite IT Limited                       | -81.65    |
| 12/08/2026 | Supplier Payment: Lavenham Village Hall                   | -142.80   |
| 12/08/2026 | Supplier Payment: Karzees Limited                         | -62.40    |
| 12/08/2026 | Supplier Payment: JPB Landscapes                          | -3,365.51 |
| 12/08/2026 | Supplier Payment; Infinity Cleaning                       | -1,030.97 |
| 12/08/2026 | Supplier Payment: Birketts                                | -1,371.60 |
| 12/08/2026 | Supplier Payment: Bartletts                               | -480.00   |
| 12/08/2026 | Supplier Payment: Babergh District Council Bin Collection | -2,592.00 |
| 14/08/2026 | Supplier Payment: British Gas                             | -74.84    |
| 17/08/2026 | Supplier Payment: Direct 365 Defibrillators               | -660.00   |
| 17/08/2026 | Toilet Donations: Card                                    | 12.35     |
| 19/08/2026 | Supplier Payment: EE                                      | -16.20    |
| 20/08/2026 | Supplier Payment: BT                                      | -86.94    |
| 21/08/2026 | Toilet Donations: Cash                                    | 60.00     |
| 24/08/2026 | Toilet Donations: Card                                    | 2.85      |
| 27/08/2026 | Supplier Payment: Liberty Pay Go Cardless                 | -43.08    |
| 27/08/2026 | Toilet Donation: Sudbury Cycling Club                     | 30.00     |
| 27/08/2026 | Supplier Payment: Anglia Water                            | -25.99    |

|            |                         |          |
|------------|-------------------------|----------|
| 31/08/2026 | Balance Carried Forward | 3,408.98 |
|------------|-------------------------|----------|

|            |                    |          |
|------------|--------------------|----------|
| 31/08/2026 | Per Bank Statement | 3,408.98 |
|            |                    | 0.00     |

## Premium

|            |                             |            |
|------------|-----------------------------|------------|
| 31/07/2026 | Balance Brought Forward     | 268,432.12 |
| 11/08/2026 | Transfer to Current Account | -10,000.00 |
| 14/08/2026 | HMRC: VAT Refund            | 1,354.52   |

|            |                         |            |
|------------|-------------------------|------------|
| 31/08/2026 | Balance Carried Forward | 259,786.64 |
|------------|-------------------------|------------|

|            |                    |            |
|------------|--------------------|------------|
| 31/08/2026 | Per Bank Statement | 259,786.64 |
|            |                    | 0.00       |

Today: 02 Sep 2026



LAVENHAM PARISH COUNCIL

## Transactions

**COMMUNITY** 20-83-50 00567094

|                      |           |
|----------------------|-----------|
| Available balance    | £2,755.54 |
| Last night's balance | £2,755.54 |
| Overdraft limit      | £0.00     |

Showing 6 transactions between 27/08/2026 and 01/09/2026 from 26/08/2026 to 02/09/2026

| Date       | Description                                             | Money in | Money out | Balance   |
|------------|---------------------------------------------------------|----------|-----------|-----------|
| 01/09/2026 | Direct Debit<br>ANGLIAN WATER BUSI<br>1070882 DDR       |          | £406.19   | £2,755.54 |
| 01/09/2026 | Direct Debit<br>ANGLIAN WATER BUSI<br>1070883 DDR       |          | £254.85   | £3,161.73 |
| 01/09/2026 | Counter Credit<br>CHARITIES TRUST<br>CP14679 BGC        | £7.60    |           | £3,416.58 |
| 27/08/2026 | Bill Payment<br>COMMUNITY<br>PUBLIC CONVENIENCE BB<br>P | £30.00   |           | £3,408.98 |
| 27/08/2026 | Direct Debit<br>LIBERTYPAY<br>3SHPQHT DDR               |          | £43.08    | £3,378.98 |

3,408.98

Today: 02 Sep 2026



LAVENHAM PARISH COUNCIL

## Transactions

**Business Premium ME** 20-83-50 20567116

|                      |             |
|----------------------|-------------|
| Available balance    | £259,786.64 |
| Last night's balance | £259,786.64 |
| Overdraft limit      | n/a         |

Showing 2 transactions between 11/08/2026 and 14/08/2026 from 03/08/2026 to 02/09/2026

| Date       | Description                                                | Money in  | Money out  | Balance     |
|------------|------------------------------------------------------------|-----------|------------|-------------|
| 14/08/2026 | Counter Credit<br>HMRC VTR<br>XSV126000100262 BGC          | £1,354.52 |            | £259,786.64 |
| 11/08/2026 | Funds Transfer<br>208350 00567094 FT<br>208350 00567094 FT |           | £10,000.00 | £258,432.12 |

259,786.64

| 9a          |                                    |                                                                                          | BDC                                             | LPC                                                   |
|-------------|------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------|
| Aug-26      |                                    |                                                                                          |                                                 |                                                       |
| 01817       | Perseverance House, 47 High St     | Listed Building Consent - installation of a small fibre broadband box                    | Approval                                        | Approval                                              |
| 02910       | The Angel, Market Place            | Fell two trees                                                                           | Approval                                        | Approval                                              |
| 03005       | House Martins, 17 Water St         | Remove a sycamore tree and pollard two sycamore trees                                    | Approval                                        | Approval                                              |
| 02863       | The Rectory, Church St             | Lift crown lime tree                                                                     | Approval                                        | Approval                                              |
| 02966       | De Vere House, Water St            | Fell one tree and reduce size of three trees                                             | Approval                                        | Approval but replacement tree to be specified         |
| 03099       | Linden, Bears Lane                 | Fell Ash Tree and Horse Chestnut both subject to TPOs                                    | Approval conditional on replacement trees       | Refusal no replacement trees and felling not required |
| Sep-26      |                                    |                                                                                          |                                                 |                                                       |
| 02953/4     | De Vere House, Water St            | Erection of a single storey rear extension and alterations                               | Approval                                        | Approval                                              |
| 03725       | The Hall, Hall Rd                  | Reduce crowns 2 Black Poplars                                                            | Approval after obtaining advice of Tree Officer | Follow Tree Officers Advice                           |
| 03108       | Crooked House, 7 High St           | Listed Building Consent Minor Works                                                      | Withdrawn                                       | Delegate to Babergh Heritage Officer                  |
| 01921       | The Church                         | Solar Panels                                                                             | Approval                                        | Approval                                              |
| 03298       | Land west of Bury Rd               | Erect six houses                                                                         | Refusal                                         | Refusal                                               |
| Open items: |                                    |                                                                                          |                                                 |                                                       |
| 01302       | Second Meadows Stables             | Erection of a Wellness Centre                                                            | Ongoing                                         | Refusal                                               |
| 02969       | Poultry Farm Brent Eleigh Rd       | Demolition of four bedroom dwelling and replacement with a three bedroom dwelling        | Ongoing                                         | Approval                                              |
| 03394/5     | Box Cottage, Prentice St           | Replacement of rear extensions with new single storey extension and internal alterations | Ongoing                                         | Approval with Conditions                              |
| 03515       | Jane Taylor's Cottage, Shilling St | Listed Building Consent. Replacement single glazed window etc with double glazed units   | Ongoing                                         | Approval                                              |
| 03671/2     | The Grove, 5 Lady St               | Replacement of garage with new residential annexe and minor internal alterations         | Ongoing                                         | Ongoing                                               |
| 03509       | Greenleigh, Sudbury Rd             | Outline Planning Permission one new dwelling                                             | Ongoing                                         | Ongoing                                               |
| 03737/8     | The Lavenhams Bridge St Rd         | Replacement 5 external timber doors and bricking up of utility window opening            | Ongoing                                         | Ongoing                                               |

**The Lavenhams, Bridge Street Road, Lavenham, CO10 9SJ**

DC/26/03737 and 03738

Householder Application and Application for Listed Building Consent - Replacement of 5no. external timber doors and bricking in of the utility window opening (north end of the east elevation)

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TKFTZ7SHKTM00>

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TKFTZ7SHKTN00>

**Significant Information:**

- A) No documents have been lodged other than by the applicant for either application,
- B) The building is Grade 2 listed in a remote location.
- C) The application is for the replacement of five timber doors with five new timber doors and the removal i.e. bricking up of a sixth door EW06.
- D) None of this is visible from the street.
- E) No pre-application advice was sought.

**The Applicant has explained:**

- A) 'All the affected fenestration, except ED03, are not of heritage interest and lie within the 20th century section of the house. This part of the house has seen considerable alteration and subsequent extension and is of little to neutral interest. The bifold units (ED01 & ED04) date from the 2015 extension. ED05 & EW06 are within the C20th utility and are not of heritage interest. Glazed doors ED01 are also in the utility and are 1970's / 1980's and utilitarian in nature. French doors "ED03" are on the rear elevation of the 16th century element of the house. The timber is rotten and the unit has reached the end of its life span. All the units are within the existing structural openings'.
- B) 'The NPPF requires the effects of on the significance of the heritage asset to be evaluated... the proposals are limited to areas of 20th century fabric / 2015 extension or in the case of ED03 replace a rotten unit. The units have been designed to be sensitive to their context and will be high-quality bespoke joinery items. The proposals are generally considered to be cause no or negligible harm to the heritage asset's significance or its setting.

**Planning Group Recommendation:**

That the Parish Council supports this application.

The proposed works in pictures:



**ED01**  
1970s rotten  
single glazed  
windows and  
doors  
replaced with  
double glazing  
in similar format

The Lavenhams Heritage Report

photographs of existing glazed doors to be removed and replaced  
June 2026



**ED02**

remove 4 leaf timber framed double glazed  
doors (dating from 2015 works) and  
replace with 3 leaf



**ED03**

new timber framed French doors, single glazed  
& face puttied to replace rotten existing unit



**ED04**

remove 5 leaf timber framed double glazed doors  
(dating from 2015 works) and replace with 4 leaf



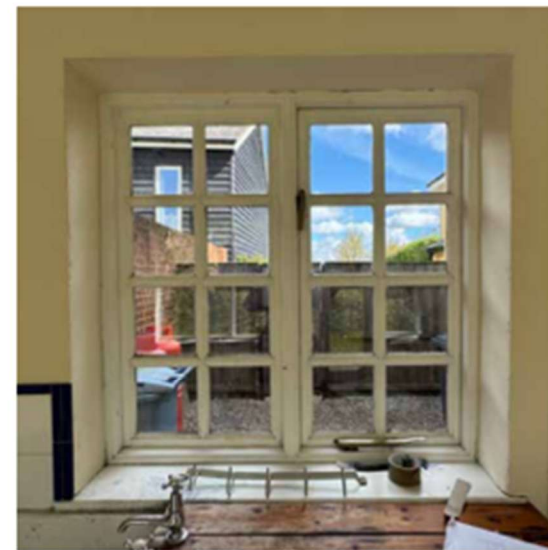
**ED05**

new timber  
stable door to  
match rotten  
existing unit



**ED05**

**EW06**



**EW06**

remove window,  
block in opening  
with toothed  
brickwork to  
match & exterior  
painted finish

**Greenleigh, Sudbury Rd, Lavenham, CO10 9SB**

DC/26/03509

Application for Outline Planning Permission (Access to be considered, all other matters reserved) Town and Country Planning Act 1990 (as amended) - Erection of 1No. Dwelling with Access

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TJQZHOSHHFP00>

**Significant Information:**

- A) None of the Responses received so far are negative.
- B) No comments have been lodged by Members of the Public
- C) Pre-Application advice was obtained and Babergh concluded:

‘This pre-application indicates that an additional dwelling alongside existing bungalow at the dwelling ‘Greenleigh’ would likely been seen as acceptable, providing the scheme aligns with the advice dispensed within this pre-application. An acceptable design would take inspiration from the surrounding character in terms of appropriate exterior materiality, development scale, compatible massing, and fenestration, all evidenced within suitably scaled drawings’.

**Planning Group Recommendation:**

That the Parish Council supports this application.

**The proposed works in pictures:**





From the Applicants Planning Statement:

'has been prepared in support of an application for outline planning permission for the erection of one dwelling following the subdivision of part of the residential curtilage of Greenleigh, Sudbury Rd'

The application seeks approval of access only, with all other matters, namely appearance, landscaping, layout and scale, reserved for subsequent consideration.

The proposal has evolved following pre-application discussions with Babergh DC and consultation with Suffolk CC as Highway Authority. Both responses concluded that the principle of a single dwelling is acceptable in planning terms and that a safe access can be achieved from Sudbury Road.

The site benefits from a sustainable location within the village and is not identified as being subject to significant environmental, heritage or flood risk constraints.

In particular:

- a) The site lies within the Lavenham Settlement Boundary.
- b) The land is not within a Conservation Area.
- c) There are no listed buildings within the immediate vicinity.
- d) The site is located within Flood Zone 1.
- e) There are no Tree Preservation Orders affecting the site.

The Local Planning Authority has confirmed through the pre-application process that:

- a) The site lies within the Lavenham Settlement Boundary.
- b) The principle of residential development is acceptable..
- c) A dwelling can be accommodated on the site subject to appropriate detailed design.

Furthermore, Suffolk County Council Highways has concluded that the proposed access serving a single additional dwelling would not have a significant adverse impact on highway safety and has indicated that it would be minded to support the proposal subject to standard conditions. The proposal therefore:

- a) Complies with Policy SP03 of the Babergh Mid Suffolk Joint Local Plan.
- b) Complies with Policy H1 of the Lavenham Neighbourhood Development Plan.
- c) Represents an appropriate infill opportunity within a sustainable settlement location.
- d) Demonstrates that safe and suitable access can be provided.
- e) Leaves all detailed design matters to be considered through a future Reserved Matters application.

From the Pre- Application report issued by Babergh Council:

#### Principle of Development

Policy SP03 of the Babergh Mid Suffolk Joint Local Plan (2023) states that the Principle of Development would be supported should the proposal be located within the Settlement Boundaries that have been carried forward from earlier Local Plans and Core Strategies without change.

Given the proposal is located within the Lavenham Settlement Boundary, the Principle of Development for the application is considered acceptable when assessed against Policy SP03. Policy H1 of the Lavenham Neighbourhood Development Plan (2016) further permits proposal located within or adjacent to the Built Up Area Boundary (Settlement Boundary), provided they meet other criteria discussed later in this pre-application.

#### Design and Layout

The exploratory nature of this pre-application results in very little information regarding the design of the proposed dwelling. The submitted materials convey an appropriately sized structure in relation to the host dwelling, yet there is still enough room on the plot for a detached garage and 2no parking bays. The drive has a designated turning head, with a separate highway access that will be subject to Suffolk County Council Highways permission.

Officers suggest the applicant takes inspiration from the surrounding dwellings when finalising any design – making the structure an appropriate height and mass when viewed in conjunction with not only the host dwelling, but the surrounding properties. Any design should be compatible with the wider townscape to contribute positively to the Lavenham streets scene, as required by Policies D1 and D3 of the Lavenham Neighbourhood Development Plan (2016). The finished materials should be prevalent within the locale and evidenced within any future application's supporting information.

Policy D1 of the Lavenham Neighbourhood Development Plan (2016), and Policy LP24 of the Babergh Mid Suffolk Joint Local Plan (2023), both make mention of retaining and enhancing the existing vegetated boundaries and natural features such as hedgerows and trees, particularly during and post construction.

#### Ecology

Policies SP09 and LP16 of the Babergh Mid Suffolk Joint Local Plan (2023), and paragraphs 187 and 193 of the NPPF seek to protect, enhance and manage the natural environment, placing a specific emphasis on biodiversity. The scheme is located within the residential curtilage of a dwelling, having been cleared of dense scrub and vegetation. The site's location adjacent to priority habitats such as arable field margins and hedgerows give it a high probability for use by

protect species for refuge or foraging – particularly birds and small mammals such as hedgehogs. This will require the submission of a Preliminary Ecology Assessment, which would be needed in conjunction with Biodiversity Net Gain requirements should the application not fall under one of the listed exemptions. Separately, Policy LP16 specifically requires all development proposals ‘to identify and pursue opportunities for securing measurable net gains, equivalent of a minimum 10% increase in biodiversity’. This would be secured by condition and could include items such as; species specific bird boxes and bee bricks, the location of which officers recommend displaying on the proposed elevations as part of any future submission.

#### Residential Amenity

The proposed subdivision results in adequate amenity space for both dwellings, with enough room for the required parking provision. The new plot does not seem cluttered or over developed even with the inclusion of a detached garage.

#### **The Grove, 5 Lady Street, Lavenham, CO10 9RA**

DC/26/03671 and 03672

Householder Application and Application for Listed Building Consent - Replacement of existing modern garage with new residential annexe, formation of parking area and minor internal alterations to create better bathroom provision.

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TK9W6LSHJZD00>

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=TK9W6PSHJZF00>

#### Significant Information:

- A) Grade II\* listed and in the Conservation Area.
- B) Substantial Pre-Application advice taken which led to very significantly reduced proposal which has led to Historic England conclusion below
- C) Four trees subject to TPOs are proposed to be felled.

#### Historic England Conclusion

We would not wish to object to the application but would support the Council’s conservation officers in securing any additional information on matters of detail, including through conditions placed on any consent. Recommendation Historic England recommends that your Council should approve this application, which would secure the conservation of The Grove, unless it finds that other considerations would outweigh this benefit or indicate refusal.

#### Planning Group Recommendation:

That the Parish Council supports this Application and agrees with the recommendations of Historic England. We would hope that the trees which are to be felled are replaced elsewhere on the property.

### Image of proposed works



### Historic England:

These proposals have been the subject of pre-application discussion with Historic England and we are broadly content with the works. Internally most of the proposals relate to modern fabric and are not of concern. The creation of new subdivisions would also affect areas already subdivided in various ways

More significant visual changes relate to the outbuildings. These are of some interest in terms of the development of the site and its ancillary functions but are not of such significance that we would oppose the replacement of part of this to create the proposed annex.

The new element would be approximately the size of the existing and because of its location would appear set back away from the two ranges which best demonstrate the two main periods of the building. Its pitched, slated roof is traditional for outbuildings as is the timber cladding. The large steel framed window facing towards the garden does depart quite dramatically from the traditional fenestration seen elsewhere but given this location and the fact that the window is set within an otherwise traditional style of service building we feel this would be acceptable.

We would not wish to object to the application but would support the Council's conservation officers in securing any additional information on matters of detail, including through conditions placed on any consent. Recommendation Historic England recommends that your Council should approve this application, which would secure the conservation of The Grove, unless it finds that other considerations would outweigh this benefit or indicate refusal.

### From the Design and Access Statement prepared by the Applicant:

'This application follows a series of pre-applications to both Babergh heritage and planning departments and to Historic England.

Conclusion from Heritage Appraisal "Whilst some harm has been identified in the proposals, this harm is considered to be 'less than substantial', in accordance with the terminology of the NPPF (para 215). The many compelling benefits offered by the scheme would outweigh the 'less than substantial harm' caused and are, therefore, considered a material consideration which overcomes the presumption against proposals set out in the Planning (Listed Buildings and Conservation Areas) Act 1990. Furthermore, the NPPF heritage policies are also a material consideration to overcome the in part non-

compliance with the local and regional plans.”

#### Relevant Policies:

#### **BABERGH LOCAL PLAN**

##### **Policy LPO2 - Residential Annexes**

1. Residential annexes will be supported where the proposal:

- a) Is ancillary and subordinate in scale to the host dwelling;
- b) Does not involve the physical subdivision of the residential curtilage;
- c) Is designed to easily allow for the annexe to be integrated later into the main building as a single dwelling house when the need no longer exists.

2. Where proposals for residential annexes are considered acceptable, planning conditions or obligations will be imposed to limit the occupation for use as an annexe, and to prevent the future use of the annexe as a separate dwelling.

##### **Policy LPO3 - Residential Extensions and Conversions**

1) Proposals for extensions to existing dwellings or conversions of buildings to ancillary use within the curtilage of residential dwellings will be supported where they:

- a) Incorporate a high standard of design which maintains or enhances the character and appearance of the buildings, street scene and surroundings;
- b) Will not result in over-development of the plot and will retain suitable amenity space. The cumulative effects of a number of extensions or conversions within the plot will be taken into account;
- c) Will not unacceptably affect the amenities of neighbouring occupiers; and
- d) Ensure sufficient parking spaces and turning spaces (where required) are retained or provided.

##### **Policy LP19 - The Historic Environment**

1. Where an application potentially affects heritage assets, the Councils will require the applicant to submit a heritage statement that describes the significance of any heritage asset that is affected including any contribution made by their setting. The level of detail should be proportionate to the asset's importance and sufficient to understand the potential impact.

2. In addition, where an application potentially affects heritage assets of archaeological interest, the heritage statement must:

- a) Include an appropriate desk-based assessment and, where necessary, a field evaluation by a suitably qualified person; and
- b) If relevant, demonstrate how preservation in situ of those archaeological assets can be achieved through the design of the development and safeguarding during construction.

## **4.1 PLANNING CONSIDERATIONS**

3. The Councils will:

- a. Support the re-use/ redevelopment of a heritage asset, including Heritage at Risk and assets outside settlement boundaries, where it would represent a viable use, and the proposal preserves the building, its setting and any features which form part of the building's special architectural or historic interest;
- b. Support development proposals that contribute to local distinctiveness, respecting the built form and scale of the heritage asset, through the use of appropriate design and materials;
- c. Support proposals to enhance the environmental performance of heritage assets, where the special characteristics of the heritage asset are safeguarded and a sensitive approach to design and specification ensures that the significance of the asset is sustained; and
- d. Take account of the positive contribution that the conservation of heritage assets can make to sustainable communities, including their economic vitality.

#### **LAVENHAM NEIGHBOURHOOD PLAN 2016**

##### **Policy D1: Design and Character;**

All development proposals will be expected to preserve and enhance Lavenham's distinctive character.

In the Conservation area this means recognising and reinforcing Lavenham's vernacular architectural heritage through choice of materials, height, scale, spacing, layout, orientation and design.

All development proposals must be sympathetic to the setting of any individual heritage asset as well as the historic core of the village itself.

All development proposals will be expected to retain and enhance vegetated boundaries as much as possible, particularly those of intact hedgerows and trees. Opportunities should be sought to restore local landscape structure through appropriate planting - any unavoidable loss of trees and hedges must be more than adequately offset by new planting.

##### **Policy D2: High Quality Design;**

Development proposals which are designed to a high quality will be permitted. For all development proposals this means;

- a) minimising surface water run-off and incorporating sustainable drainage systems (SuDs) where appropriate;
- b) considering the specific needs of different groups in the community such as older people and applying the principles of a 'lifetime neighbourhood' to new development.
- c) provision of safe and attractive paths and routes within the development site suitable for those pushing a pushchair, in a wheelchair, walking with a stick or walking frame or using a mobility scooter...

##### **Policy D3: Replacement dwellings and infill development within the built up area;**

Within the built up area the replacement of existing dwellings and sub-division of existing residential plots and gardens to create new dwellings will be permitted provided that the proposal:

incorporates a good quality design which maintains or enhances the character and appearance of existing buildings, the street scene and surroundings; and does not have an unacceptable impact on the amenities of neighbouring occupiers or impact significantly on the landscape setting or the conservation area.

**Policy ENV 2: Protection of Roof-scape;**

Proposals to erect solar panels, satellite dishes and aerials within the Conservation Area will be supported provided they do not have an adverse impact on:

- a) the historic setting of Lavenham;
- b) the character or appearance of the conservation area, including the setting of nearby listed buildings; or
- c) the Defined Views into and out of the village.

**Policy ENV 4: Renewable Energy projects;**

Renewable energy projects will be supported where they are located to avoid any significant adverse effects on the defined views (see Policy ENV1) or the historic core of the village.

**Policy LP23 - Sustainable Construction and Design**

1. All new development is required to minimise its dependence on fossil fuels and to make the fullest contribution to the mitigation of climate change through adopting a sustainable approach to energy use.

2. All new residential development is required to:

- a. Achieve reductions in CO2 emissions for the Target Emissions Rate of new dwellings and new buildings as set out in the 2021 Edition of 2010 Building Regulations (Part L) or any subsequent more recent legislation which would lead to a greater reduction in CO2 emissions, where practicable;
- b. Meet the higher water efficiency standards of 110 litres per person per day, as set out in Building Regulations Part G2 (or any subsequent more recent legislation);
- c. Demonstrate climate change adaptation and mitigation measures by adopting effective design principles (including shading, landscaping, site layout and building orientation);
- d. Be designed to minimise the energy demand of the building through maximising natural sunlight and ventilation, effectively utilising solar gain and to help buildings respond to winter and summer temperatures and incorporating flood mitigation measures;
- e. Provide energy efficiency measures with a proactive approach to improving on the minimum standards specified in the Building Regulations where possible;
- f. Provide feasible and viable on-site renewable and other low carbon energy generation to allow the greatest CO2 reduction<sup>32</sup>;
- g. Demonstrate how it has incorporated sustainable building materials wherever possible; and
- h. Plan for the risks associated with future climate change as part of the layout of the scheme and design of its buildings to ensure its longer-term resilience.

**Lavenham Conservation Appraisal (2010)**

"The majority of buildings in the central area are of traditional construction. This is the Suffolk timber framed vernacular of steep plain tiled roofs and gables, some with jetties, some rendered, many here with exposed straight framing designed to be seen. Other materials from Suffolk's traditional palette can be found such as traditional weather-boarding and pantiles on outbuildings and flintwork as infill panelling on brick buildings."



Above: Principal entrance to the site from Lady Street

## 5.5.8 PRE-APPS DC/26/00670 & DC26/00801 ADVICE RECEIVED

### Ground Floor

- The proposed bay window to the kitchen was too large - it should be no wider than the existing structural opening and ideally the sill level should remain unchanged to avoid breaking out the wall below. The detailing however was acceptable.
- The opening up of the historic stack within the kitchen was not acceptable, nor the adjustment to the panelling required to facilitate this.
- A second boxing to the south east corner of the entrance hall should be introduced to balance that proposed to contain the new soil pipe from above in the south west corner.
- Further details of the proposed boiler flue route / location from the utility room would be required in any full application.
- The form and massing of the proposed annexe were acceptable however further consideration should be given to materials to ensure the structure blending into the background and not conflicting with the main historic building.
- Full details of retaining walls, hard surfacing and soft landscaping would be required for the proposed parking area in any full application.

### First Floor

- Further details of the proposed floating floor to Bedroom 3 should be provided with any full application together with photographs of the existing doorway which would require alteration to accommodate the new floor level.
- Details of mechanical extract to all shower rooms were required, in particular where they terminate externally.
- Proposed internal elevations should be provided where new partitions / alterations are proposed, showing the relationship of these to existing structure and shape of room.

### Attic Floor

- The revised proposal for a casement window to the blank dormer was acceptable, subject to findings of required opening up investigations
- Details of mechanical extract to Shower Room 5 were required.
- Details, elevations and cross sections were required to show how the new partition enclosing Shower Room 5 would be constructed and how any significant roof structure which was currently exposed would remain so.

## HISTORIC ENGLAND PRE-APP PA01205532

The pre-app response for Historic England broadly concurred with the points raised by the local authority heritage officer. As follows:

- The formation of additional bathroom/shower rooms and minor changes to layouts to achieve this was supported.
- Further details would be required giving justification for, and proposed details of, the floating floor in bedroom 3.
- Exposed structure at attic level should remain so following construction of the new bathroom partitions.
- The new attic dormer window was acceptable but should not cut significant historic timbers.

### Overview

The revised proposals were generally well received with the exception of the proposal to open the old chimney stack and the addition of the bay window, both within the existing kitchen. These concerns expressed by the heritage officer were supported by Historic England in their separate pre-application response.

The annexe was considered acceptable in principle in relation to the relevant local plan policies subject to meeting the heritage criteria set out in the follow-up heritage pre-app.

Details of the follow up advice received are given opposite. These refer to points from the earlier pre-app which either required further investigation or where amendments had been made / additional proposals included relative to the initial proposal.

**Report concerning Bus Services**

Background:

At the Parish Council Meeting held 3<sup>rd</sup> September 2026 concern was expressed about the recent changes to the Bus Service and the increased costs of bus travel to Thomas Gainsborough School (TGS).

County Cllr Lindsay expressed his concerns and said that he would convey these to the Suffolk County Council Bus Officer.

Update:

The Officer has advised that there is nothing Suffolk County Council can do concerning the fares charged by the operator of the school time bus.

County Cllr Lindsay followed this up by asking about apparent anomalies in the fare structure of the TGS bus.

'In response to your email below, subsequent email attached and our telephone conversation, we have liaised with Central Connect regarding the issues raised.

41 service – Fares

---

1. Is it true that there is no refund for tickets already bought but no longer valid?

Their standard policy is that no refunds are available, however this will be dependent on when the tickets were purchased and whether it was prior to the introduction of the new fare structure. Parents can forward their requests onto the customer services team at Central Connect stating full purchase details and they will investigate this. If you have this information for the parents that have contacted you, we can raise this direct, but any new requests should go direct to the operator - [contact@central-connect.co.uk](mailto:contact@central-connect.co.uk)

2. What has happened to the Under-20s pass that is referred to by the Lavenham mother?

There is still an under 20's pass available for those travelling on the local bus network as this falls under their Everywhere ticketing offer. The dedicated school services have a different fare structure. The £133 p/month does equate to £6.50 p/day (for a 4 week month / 20 school days). Any previous under 20's pass may have been removed following their fare structure review in August.

3. What is the reason, if true, that the "everywhere ticket for a month is cheaper than the fare for the school time bus?

There are two different fare structures in place. The Everywhere ticket applies on the local bus service network, including when journeys on these services have school timed movements, whereas the dedicated school bus services have their own fare structure.

Information of both the school services fares and the local bus service fares can be found on the links below:

<https://www.central-connect.co.uk/schoolsfares-aug26>

<https://www.central-connect.co.uk/faresreview-aug26>

---

46 service

Unfortunately, the resident is correct with the points raised regarding this service.

The previous direct route between Bury St Edmunds and Colchester (via Acton) has been withdrawn, resulting in the only option for Acton residents wanting to get to Colchester is to change at Sudbury.

A large amount of the Central Connect network in Suffolk has been reviewed recently. Whilst some of the journeys on this and other services operated by Central Connect/Konectbuses are funded by SCC through DfT's LABG, this does not account for all journeys.

This results in the operator making changes to the network at their discretion. In some instances, SCC funding is to ensure certain villages maintain a service rather than funding for the full journey or service.

We will continue to work with Central Connect/Konectbuses to provide a bus network that meets residents demands as best as possible, but taking into account any commercial and funding implications that may occur.

---

**Report concerning Bus Stop**

Background:

On 22<sup>nd</sup> September 2026 the PC was advised by Suffolk County Council that:

'We (ie Suffolk County Council) have a s106 contribution for bus stop improvement works at the Norman Way bus stops.

At the northbound stop we are planning to install DDA raised kerbs to aide boarding/alighting of the bus, plus a bus stop post so that the stop can be identified by both passengers and drivers.

At the southbound stop it is our intention to construct a small area of hardstand at the rear of the footway so that a 2-bay bus shelter can be installed, plus DDA raised kerbs. As part of these works, it will require the removal of the bench and bin.

As the bench will belong to the Parish Council, are you happy for this to be moved to allow for the bus shelter installation?

If you've any further comments, please let me know.

There is no current date for these works as they are only now being sent to our highways team for design and costing.

PC Response sent:

Thankyou, this is exciting news!

I note that the works are now being sent to your Highways Team for design and costing.

The sites are adjacent to the Conservation Area and are prominent.

And so:

- 
- a) Can you share the designs with us before any decisions are made?
  - b) Are you able to endeavour to ensure that the designs are appropriate to a prominent site in a medieval village?
- 

The bus stop should I think have a bin and I suggest your design includes somewhere for a bin and yes the Parish Council could find an alternate location for the bench should it be no longer required as the bus stop has seating.

Response Received:

Thanks for your reply.

Yes, I will send you a copy of the design drawings before agreeing to the works.

A 2-bay shelter will look something like this but with half sides on both sides and not the front panel (sorry I don't have a photo of that). It can have a small bench if you would prefer it to the standard perch seating.

They come in either black or moss green. Based on where it's going it might fit into its surroundings better if it's in green, but you can have black if you wish?



I'm sure the existing bin can be moved to go next to the shelter.

Thank you for your co-operation in re-locating the bench.

I'll be in touch in due course.

---

## **Lavenham Neighbourhood Plan Revision Group**

Steering group meeting 8<sup>th</sup> September 2026

**Agenda** and minutes

**Attending:** Michael Sherman (Chair), Alison Bourne, Savannah Bourne, Danielle Twitchen (Treasurer), Tracey Brinkley, Jack Norman.

**Apologies:** David Theobald, Charles Posner and Carroll Reeve.

**Minutes of previous meeting:** Held on 11<sup>th</sup> August were agreed as correct.

**Matters arising:**

- It was noted that minutes for the July meeting had been amended.
- MS advised that there had been a query as to whether MS had authority to approve the £150 expenditure for the Tourism Report – this has now been resolved and formal approval given by the PC.

**Parish Council feedback:**

Confirmation sought from all attending that no potential conflicts or pecuniary interests appertain to this agenda: confirmed.

MS advised that at the last PC meeting on the 3<sup>rd</sup> September 2026, the minutes of the LNP Group meetings for July and August were noted, there were no specific comments or questions.

**Position paper:** Tourism Report although circulated to members was received too late to review this paper.

**Joint Local Plan and National Planning Policy Framework:**

NPPF – recent changes to this were introduced in August 2026. Central Government had also announcement that the proposal for Local Government reorganization – which for our area was to create 3 unitary authorities – has been suspended. The full implications of these developments have yet to be digested. BMSDC are yet to comment on the impact on their JLP process and/or to any LNP process. This will be considered at the next meeting.

**Care Homes Report:** A draft will be considered fully at the next meeting.

**Business Survey:** SB had prepared a draft survey questionnaire which had been circulated. Some refinements will be required to the wording and provision of sufficient spaces in text boxes for answers, but it was agreed this was a good basis to proceed. This would be discussed further at the next meeting when all members had had time to review it, and would consider how to determine the sample to interview, and timescales for completion.

**AOB:** The suspension of LGR as noted in item 4 was discussed.

**Date of Next meeting:** 13<sup>th</sup> October 2026 at 6pm in The Jubilee Room, Tenterpiece.