

## **PARISH COUNCIL MEETING**

Held on Thursday 8<sup>th</sup> January 2026, commencing at 7pm in the Village Hall.

*Full reports and supporting documents can be found on the Parish Council website under Meetings, January 2026 Meeting Pack.*

### **Present:**

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne (from 7.06pm), Frank Domoney, Lizzie Falconer, Iain Lamont, Roy Mawford, Irene Mitchell, Chris Robinson and Michael Sherman. Six members of the public.

### **Opening Statement by the Chair:**

The Chair began by welcoming everyone and introduced herself explaining to all present that this meeting is being recorded for the purpose of minute taking. The Chair reminded all that this is not a public meeting, but a meeting of the Council held in public. Members of the Public were respectfully asked to maintain silence during the Council's deliberations and not to approach the Councillors. Councillors were requested not to engage with Members of the Public when Council is in session. All were asked to ensure that their mobile phone was on silent and were reminded to treat all present with respect.

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

The Clerk reported that Cllr Ranzetta had sent her apologies.

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

The Clerk reported that no Cllrs had declared any interests. He asked whether any Cllrs had interests or updates to their interests that they wished to declare. None were declared.

### **3. Requests for Dispensations**

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

### **4. Approval of Minutes**

To approve as accurate minutes of the December 4<sup>th</sup> 2025 meeting of the Council

**Proposed:** Cllr Lamont **Seconded:** Cllr Falconer **Decision:** Approved. Cllrs Domoney and Sherman abstained. Neither had been present at the meeting.

### **5. Public Participation Session**

No Member of the Public wished to speak.

### **6. Chair's Announcements**

#### **Election of Ms Jack Norman:**

The Chair informed Cllrs that Ms Jack Norman had been elected, unopposed, to the Parish Council vacancy. She welcomed Ms Norman to Council explaining to Cllrs that since the scheduled date of the election was January 22<sup>nd</sup> Ms Norman will join Council at the February meeting. Consequent of the unopposed election Council will not incur the costs of sending Poll Cards to all electors or the costs of an opposed election.

#### **Bus funding:**

Suffolk has been awarded £27million for the funding of bus services from the Local Authority Bus Grant. This can be used for routes, ticketing or improved infrastructure such as bus stops and shelters. Communities are invited to submit online "bids" via the Suffolk on Board website. The Chair suggested that thought needs to be given to what improved or additional facilities would best serve the residents and businesses of Lavenham.

Sustainable travel:

There is also £12million available across the County to promote sustainable travel, these monies coming from Active Travel England. Such funding has previously been used in the County to improve routes for pedestrians and cyclists, for example road crossings. The Chair suggested that some thought be given to this so that a bid can be submitted.

The Clerk explained that the Closing Dates were not imminent. In answer to a question from Cllr Domoney the Clerk said that he was investigating the possibility of moving the pedestrian gate at the corner with Lower Rd to a safer location 50 metres or so along Brent Eleigh Rd. He would investigate whether Sustainable Travel funding could be applied for in respect of this project.

**7. Local Authority Councillors' Reports**

District Cllr Clover presented his and District Cllr Maybury's report:

- a) He deplored the recent decision by Babergh Cabinet to increase car parking charges by 20% saying that when Babergh introduced car parking charges they had undertaken not to increase them for two years. He questioned the accuracy of Babergh Budget Forecasts. The decision may be called in by the Babergh Overview and Scrutiny Committee..
- b) He expressed concern with respect to the effects of these charges on town and village centres saying that, of the retailers they have spoken to, over 70% have said their sales are down.
- c) He told Cllrs that four fully funded training courses are available to help local organisations strengthen and build for the future. Presented by Community Action Suffolk, the courses will take place in January and February and will cover such subjects as understanding trustee roles and responsibilities, essentials for launching a charity and volunteer leadership. Further details are on the Community Action Suffolk website.
- d) He explained that grants available to improve the insulation of homes where the resident is on low income, benefits or in certain postcode areas. Available to private homeowners or landlords with an EPC of D or below. SCC have a fund of £1.38million which has to be allocated by March 2026. Visit: [www.warmhomessuffolk.org](http://www.warmhomessuffolk.org) or call 03456 037 686
- e) Anglian Water's thriving communities fund supports projects that improve the water environment and bring real social benefits to local communities. Applications for grants of between £10k and £100k can be applied for including projects to reduce flood risk. £5.8million is available with the aim of distributing £1.5million in the first year. Further information is on the Anglian Water website.
- f) Unity healthcare which serves Lavenham, Long Melford and Haverhill has now merged with Glemsford surgery. It is hoped that this will increase patient services and reduce wait times.
- g) Cllr Clover has this week spoken to Konnect bus services re the local services that they provide with a view to understanding residents needs. He requested that if anyone has any points they wish to raise that they contact him.

The Clerk presented County Cllr Lindsay's report explaining that Cllr Lindsay had also informed Cllrs of the Bus and Sustainable Travel Funding and the home insulation grants.

Cllr Lindsay had also written in his report (which together with the District Cllrs Report is on the PC website) that an upcoming SCC Meeting will consider delaying the SCC elections due in 2026 and of the availability of Winter Warmth packs for vulnerable residents.

Cllr Lindsay had advised that issues remain with respect to Suffolk's Special Educational Needs and Disabilities (SEND) services. Whilst progress has been made to clear the backlog of EHCPs and improve the waiting times to produce them and review them annually, many families had not yet felt the benefit of improvements that the Council and health partners were trying to embed. Some issues, like the shortage of speech and language therapists, were a national issue rather than specific to Suffolk. The government's Schools white paper, which is expected to include an overhaul of the SEND system nationally, is expected soon in 2026.

**8. Lavenham Neighbourhood Plan Group: Report by The Chair of the Group**

He apologised for his non-attendance the previous month which had been due to health issues. He tabled the brief report from his group included in the Working Papers.

He told Cllrs that following the December meeting of Council the retained consultant had amended the draft Residents Survey Questionnaire. This revised Questionnaire had been sent to the Clerk on 31<sup>st</sup> December for inclusion in the January Agenda. He had unfortunately not noticed that the Clerk's reply deferred discussion of this Survey until the February meeting of Council and so another month had been lost. He told Cllrs that the Questionnaire will be sent to Cllrs tomorrow and that their urgent attention to it would be much appreciated. He noted that Long Melford is needing to consider revising its Neighbourhood Plan despite it being less than four years old. He described that Melford Plan as now being 'unfit for purpose'.

A subgroup of the Neighbourhood Plan Group is reviewing the SCC Green Spaces paper and how it relates to Lavenham's settlement boundary, biodiversity, Rights of Way and green spaces maps. Supporting documents including mapping tools have been provided by BMSDC and SCC. These overlaying maps will then be available to be incorporated in the revised NP.

The Group thanked the Clerk for forwarding to the Group, as requested by the Group, excerpts of the minutes of the last three years PC Meetings concerning the LNP.

The Clerk responded that most significantly the Clerk and Chair of the LNP Group had now agreed a plan to distribute the draft Questionnaire and request Cllrs immediate attention to it with Cllrs free of the distractions of other papers. He thanked the Chair of the LNP Group for this.

The Clerk reminded the Group Chair that he and the Group Chair had agreed on the telephone and in writing on December 19<sup>th</sup> that the 'aim is to share the draft Questionnaire (with the aim that this is the final draft) with Councillors in January with sign off at the February meeting of Council'. All his actions subsequent had been consistent with that agreement. Cllr Sherman said that he had been in hospital at the time. The Clerk acknowledged that, at that time, Cllr Sherman had been unwell.

Cllr Mawford noted that Cllr Sherman had an electronic copy of his spoken report, and asked if this could be shared, so that people not present could read it, and it would be available for future reference. Sherman said that he would see if he was able to forward his paper to Cllrs.

## **9. Planning Register**

The Clerk told Cllrs that the decisions concerning Teazle Cottage and 9 Trinity Gild are in accordance with PC recommendations.

The proposed change of use of Toll Cottage had been refused by the Planning Inspector. The reasoning the same as that as of the PC recommendation to refuse and the Babergh refusal.

Concerning 24 The Paddocks Planning Permission had been granted by Babergh contrary to the recommendations of Cllrs. He had circulated the Babergh reasoning to Cllrs which was essentially that, despite being contrary to Policy SP03, in the round the proposed development is considered, by Babergh, to comply with the Development Plan as a whole with the design not resulting in material harm to the landscape. The proposal had been considered, by Babergh, to be less damaging than the proposed development at 15 The Paddocks concerning which permission had been denied.

Babergh had followed the advice of their Heritage officer and denied Planning Permission for the proposed replacement gates at The Hall on Hall Road. Cllrs had recommended approval of that application.

## **10. Planning Applications**

**DC/25/05383** 73 Church St. Listed Building Consent for addition of sanitary accommodation to existing ground floor cupboard and reconfiguration of first floor layout.

Cllr Lamont explained that the property is Grade II listed and in the Conservation Area and that the Planning Group considered that the changes are limited to changing stud walling and the addition of toilets and showers which do not affect the heritage elements of the building.

**Motion:** that the Parish Council recommends approval of Application DC/25/05383.

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

**DC/25/05310** Land west of Sudbury Rd. Works to Gas Terminal including new provision of a 3 metre high security fence with security cameras to protect this gas facility located on the FD05 pipeline, which has been identified as critical infrastructure to the integrity of the United Kingdom's energy supply.

Cllr Lamont explained that the site is located outside of the settlement boundary within the Countryside and well screened by existing vegetation.

**Motion:** that the Parish Council recommends approval of Application DC/25/05310.

**Proposed:** Cllr Robinson **Seconded:** Cllr Bourne **Decision:** Approved unanimously.

**DC/25/05313** Anchor House, 27 Prentice St., Listed Building Consent for Roof Repairs.

Cllr Lamont explained that the property is Grade II listed and in the Conservation Area and that the application is to undertake roof repairs to the property in like for like materials.

He explained that this application was previously submitted, earlier this year, as DC/24/05588 with the Description "*Application for listed building consent to re-roof 27 Prentice Street, Lavenham*". The PC had recommended approval. However, DC/24/05588 had been withdrawn.

He said that the new application drawings and reports appear to be the same versions as submitted in DC/24/05588. However, this application is for roof repairs, rather than re-roofing, but the purpose of the works is the same - to ensure the property remains watertight and is a good state of repair, without change to the building layout.

**Motion:** that the Parish Council recommends approval of Application DC/25/05313.

**Proposed:** Cllr Sherman **Seconded:** Cllr Falconer **Decision:** Approved unanimously.

**DC/25/05558** 5 Prentice St. Notification of works to tree in a Conservation Area - Quince tree: prune and reduce volume by 25% Apple tree: prune and reduce volume by 25%

Cllr Lamont explained that this application had been received too late to be discussed by the Planning Group and that obtaining an extension of time until the February meeting of Council was not possible.

The trees are not subject to Tree Preservation Orders but are in the Conservation Area. The applicant has stated that 'both trees have not been pruned for several years, and as result have lost shape and there are crossing branches'. No arborist report has been provided.

**Motion:** that the Parish Council recommends approval of Application DC/25/05558.

**Proposed:** Cllr Robinson **Seconded:** Cllr Mitchell **Decision:** Approved unanimously.

Cllr Sherman reported that the Little Brook (Lower Rd) building works which had not been permitted had been removed.

## **11. Report concerning Babergh Car Parking Charges**

The Clerk explained that the proposed increase in charges is 20%. Babergh Officers had confirmed that there are no proposed changes to the concessions negotiated by the Parish Council for users of Community facilities.

Following the debates and concerns about possibly reduced footfall and spend Babergh had commissioned a report from the University of Suffolk and obtained spend data from Lloyds Banking Group.

The report said that there was a statistically significant reduction in spend in Lavenham and attributed this to hospitality closures.

The report commented that there are relatively few studies exploring the relationship between parking charges, footfall, dwell time and spend in the UK. It asserted that there is no robust evidence to support parking cost as being a decisive factor in footfall or dwell time saying that instead hotels, pedestrianisation, overall diversity and quality of the High Street are the most important factors.



The spend data, obtained from the Lloyds Banking Group, showed a reduction in credit and debit card spend in Lavenham of 9% in the first nine months of 2025 as compared to 2024. The reductions in Hotel and Restaurant spend are 27% and 24% respectively. Supermarket spend is down by 3%. Spend is up in all other categories. The Clerk commented that the closure of The Angel would contribute to these numbers.

Cllr Mitchell said that Lloyds only have 25% of the market and that many users of the hotels such as The Swan do not use public car parks. She said that a causal link between car park charges and the reduced spend in hotels and restaurants is not clear commenting that nationally spend in hotels and restaurants is depressed.

Cllr Bourne said that customers in her shop complain about car parking charges and that some coaches no longer visit Lavenham. Cllr Sherman said that, in his opinion, a £10 charge by coach, spread across the number of passengers, would not significantly reduce the number of coaches.

## **12. Motion to increase Burial Fees**

The Clerk explained that the PC has for many years had a policy to increase fees by more than inflation each year in order to reduce the differences with those charged by Long Melford. The increase in each of the last three years has been 10%. However, in most situations, Lavenham fees remain substantially lower than those charged by Melford.

Additionally, the forecast for Burial Income for 2026/27 is £6,300. The maintenance costs of the cemetery and church are over £10,000 per annum excluding tree and box bush maintenance costs.

He displayed a table comparing Lavenham charges to those in Melford and Clare.

Cllr Sherman said that the increase should be 30% to reduce the burden on Council Tax payers and to reduce the Councils deficit. He recommended an increase of 30% for the following year. Cllr Falconer commented that having recently gone through the burial process concerning her father that she had been surprised by the relatively inexpensive costs in Lavenham. In answer to Councillors questions the Clerk explained that the cemetery had further capacity for some years.

**Motion** to amend the Motion so that it reads 'Council is asked to approve 30% increase in all fees'.

**Proposed:** Cllr Sherman **Seconded:** Cllr Mitchell **Decision:** Approved unanimously.

**Amended Motion:** Council is asked to approve 30% increase in all fees

**Proposed:** Cllr Sherman **Seconded:** Cllr Mitchell **Decision:** Approved unanimously.

## **13. Motion to reduce cleaning frequency of the Public Toilets**

The Clerk explained that the previous meeting of Council had instructed him, by the end of March, to bring forward proposals to reduce the cost of running the Public Toilets and to introduce charges. This motion was in respect of the first of those two instructions.

He told Councillors that the annual donation income is approximately £2,500 reduced from £18,000 received before the introduction, by Babergh, of car parking charges. The toilets cost £15,000 per annum to run with the largest cost being the daily cleaning cost of approximately £10,000 per annum. Other significant costs are Water and Electricity bills, Business Rates and the provision of sanitary bins.

He had approached the Contractor who had offered reduced costs for cleaning the facilities either twice, three times or four times a week.

He recommended that Council reduces the cleaning frequency to three days per week for two months i.e. Monday January 19<sup>th</sup> to Thursday March 19<sup>th</sup> (Good Friday is Friday April 3<sup>rd</sup>) saving £755.00.

He told Cllrs that very few complaints are received concerning the toilets, the most frequent complaint, by far, concerns toilet paper running out. Cllr Lamont recommended Council install an additional toilet dispenser in each toilet. The Clerk agreed to this.

Cllr Robinson asked if the Contractor would still do extra cleaning when required. The Clerk replied that emergency cleaning visits were not commissioned and that the Contractor had long accepted that some days more cleaning would be required than on other days.

**Motion:** Council reduces the cleaning frequency to three days per week for two months i.e. Monday January 19<sup>th</sup> to Thursday March 19<sup>th</sup> (Good Friday is Friday April 3<sup>rd</sup>) saving £755.00.

**Proposed:** Cllr Mawford **Seconded:** Cllr Sherman **Decision:** Approved unanimously. Cllr Robinson abstained.

#### **14. Motion concerning annual payrise due to the Clerk**

The Chair explained that the pay of Local Government Staff is agreed between the Employers and the relevant Trades Unions. That payrise, effective 1<sup>st</sup> April 2025, was agreed as a 3.2% increase.

Additionally, the Clerk had met with Cllrs Muckian and Ranzetta on December 17<sup>th</sup> 2025. An annual appraisal had been conducted. This appraisal had been intended to be conducted in June 2025 but was unable to be held because of the ill-health of Vice-Chair Morrey. This appraisal was therefore carried out as soon as possible after the election of Cllr Ranzetta as Vice-Chair.

The Chair and the Vice-Chair have informed the Clerk that, after review, his service has been determined to be satisfactory.

The Clerks Contract of Employment states that subject to satisfactory service, Spinal Pont 26 will be payable from the 1<sup>st</sup> anniversary of your appointment and Spinal Point 27 will be payable from the 2<sup>nd</sup> anniversary. On attainment of CiLCA SCP 28 will be paid from the date of qualification'.

The Clerk is working towards the CiLCA qualification but due to changes in the syllabus and the related suspension of the training programmes qualification is now estimated to be in 2027.

The Chair explained that this salary increase (from £36,124 to £38,220) was a contractual obligation.

**Motion:** Council acknowledges and fulfils its legal obligations to increase the Clerk's salary to Spinal Column Point 27 with effect from April 1<sup>st</sup> 2025 and the Chair is instructed to inform the payroll bureau.

**Proposed:** Cllr Mawford **Seconded:** Cllr Mitchell **Decision:** Approved. Cllr Robinson voted against. Cllr Sherman abstained. Cllr Domoney was briefly absent from the room.

#### **15. Motion concerning Tree Survey**

The Clerk reminded Cllrs that, as detailed in the Working Papers, at the November Meeting of Council, the Clerk had agreed to report the availability of Grants and obtain further quotes for Tree Surveys.

The Clerk reported that both County and District Councillors have reported that no grants are available from their organisations. The District Councillors have offered approaching £1,000 from their locality funds. With respect to Government schemes none appear to be appropriate to this Council.

With respect to Tree Surveys six quotes had been obtained with the preferred Quote being from Contractor B at a cost of £2,495. Four of the quotes had been similar and three of the quotes had been very similar at around £2,500. The cheaper quotes are for reduced scope.

Cllr Robinson asked if all the emergency works had been done and questioned the sequencing of the survey and the emergency works. The Clerk explained that the emergency work was partly done and would be completely shortly.

The Clerk replied that it was unlikely that the Survey would be carried out before the remaining emergency work but should it be that was not a significant issue as the number of the trees requiring emergency work was only a very small proportion of the total number of trees to be surveyed.

Cllr Robinson said that in his opinion it was a lot of money and the survey should not be commissioned.

Cllr Domoney expressed surprise that a database of trees Council is responsible for did not exist. The Chair replied that the resolution of this concern was the objective of this exercise. He recommended the use of image analysis, the Chair replied that this motion was for the commissioning of an Expert and mapping of the trees.

Cllr Mitchell asked the Clerk to explain why he preferred Option B. The Clerk replied that they had been recommended by the Arborist reducing potential for future criticism of the quality of the survey and that the Supplier appeared to be competent and well established and so likely to be able to renew the survey in ten years' time and answer any future questions Council might have.

**Motion:** Council is asked to select Supplier B.

**Proposed:** Cllr Mawford **Seconded:** Cllr Falconer **Decision:** Approved. Cllr Robinson voted against.

## **16. Motion to approve new IT policy**

The Clerk explained that an IT policy is required by the new Assertion 10 in the 2025 Practitioners Guide for Parish and Town Councils and without such a policy the PC will fail its annual audit. The NALC Template had been used and modified to suit the PC.

The effects of the policy were:

On Staff: Makes it clear that all Council owned Equipment must be properly looked after and used in a professional manner and that the Employer enjoys the standard rights to ensure that Computer equipment provided by it is used in an appropriate manner. On Councillors: None beyond best practice already made clear to Councillors or is not generally accepted appropriate use of IT equipment.

Cllr Domoney described the draft policy as an outrage questioning whether it was necessary for 'Parish Meetings'. The Chair replied that Lavenham was not a 'Parish Meeting', Lavenham has a Parish Council and so the policy was required.

Cllr Domoney said that the document was appropriate only for an organisation with Councillors and Employees and that he was confused by the language in the document. He considered the document to be poorly drafted and full of holes and exclusions. He was concerned by the proposal to monitor his private emails and have access to his own home IT equipment. This he said would require a warrant.

The Chair replied that whilst many of these requirements are written with larger Councils in mind this Council does have Councillors and Employees and that the NALC template had been used. She emphasised that there would be no intrusion into their private emails and IT equipment. She explained that Council had no access to privately owned equipment and could only (with controls in place) access Councillors .gov email accounts.

Cllr Domoney complained that he had only had a week to read the document and asked for the motion to be deferred pending expert review.

Cllr Sherman asked if we already had such a policy. The Chair replied that the Social Media and Communications policies somewhat overlap the IT policy but the PC does not have an IT policy. He added that, in his opinion, the person most effected by the policy was the Clerk, to bring the conversation to a close he wished to propose the motion. Cllr Mitchell said that she wished to second the motion.

Cllr Domoney said that the policy contained no mentions of Artificial Intelligence and Deep Fakes concluding that it is out of date and unusable.

**Motion:** Council is asked to approve the proposed IT Policy in Appendix A

**Proposed:** Cllr Sherman **Seconded:** Cllr Mitchell **Decision:** Approved. Cllrs Domoney and Robinson voted against.

## **17. Motions concerning Local Government Reorganisation**

Cllr Mawford said that the PC has many interactions with Babergh DC and Suffolk CC and so this reorganisation is significant. He described the current division of responsibilities between District Councils and the County Council as perhaps not ideal and open to criticism,

He explained that the Government had determined that there was going to be a Unitary Structure and that each side of the debate had different opinions concerning the cost savings possible. Should there be one Unitary Council the number of Cllrs would be very significantly reduced, that reduction would be less if there are three unitaries. It is probable that Council Tax will be lowest should there be only one Unitary. He said that he preferred the three Unitary Council option.

Cllr Mitchell described the one Unitary Council proposal as 'Ipswich centric' and that the three Unitary Councils proposal with a Unitary Council based in Bury St Edmunds aligned with Lavenham residents daily lives. She described the performance of Suffolk County Council as generally, from a Lavenham point of view as 'not good' expressing concern that those who advocate for a single Unitary Council had made it clear that a reduction in Council Tax was their immediate priority and that this would inevitably lead to a reduction in services and the transfer of further responsibilities and costs to the PC.

**Motion:** The Parish Council wishes to take part in the Suffolk LGR consultation exercise.

**Proposed:** Cllr Bourne **Seconded:** Cllr Mitchell **Decision:** Approved unanimously.

**Motion:** The 'Three Councils for Suffolk' (TCFS) proposal is supported. The answers to consultation questions set out in Appendix D are submitted as part of this response.

**Proposed:** Cllr Bourne **Seconded:** Cllr Mitchell **Decision:** Approved. Cllrs Bourne, Falconer, Mawford, Mitchell and Muckian voted in favour. Cllrs Domoney, Lamont, Robinson and Sherman voted against.

### **18. Motion concerning Emergency Planning**

Cllr Domoney began by saying that the previous day the United States of America had committed an Act of War, with British participation, on a Russian flagged ship on the high seas.

He has been considering how the PC should react to a war between the UK and Russia. He referred to a recent speech by the Air Marshal in which he had said that "A new era for defence doesn't just mean our military and government stepping up – as we are – it means our whole nation stepping up".

Cllr Domoney had been talking with the Clerk and Suffolk CC and had discovered such matters as the end of Lavenham Responders. He had also been considering what would happen in Lavenham, should the expected opening to a war occur, of an Electromagnetic Pulse taking out the electricity supply in the whole of East Anglia. The literature suggests that the electricity outage could be for fourteen days.

He said that in such a circumstance Lavenham would be on its own and could not depend on help arriving from Bury St Edmunds etc. He recommended households have a battery driven lantern and, to reduce fire risk, not use candles. He warned that water pumps would not work without electricity. He said that residents need to be given extra advice and extra support such as gas-fired soup kitchens.

Council, he said, needs to be prepared for serious shooting to begin within the next year. He proposed the motion: 'The Parish Council looks favourably on work being done by the War Planning Group to inform citizens on appropriate measures to take as part of prudent planning. Membership of the group is by invitation only in order to focus efforts from knowledgeable and trained people and draw on lessons from the fighting in Eastern Europe. In particular we want to investigate the revival of the First Responders. Requests for funding of appropriate measures will be at the discretion of the Clerk "

Cllr Mitchell said that her view was when the Government requires PC to participate in Home Defence they will inform the PC. She said that the people of Lavenham will feel reassured that Cllr Domoney and former Cllr Posner are monitoring risks to the public. She said she shared Cllr Domoney's concerns about the demise of the Lavenham First Responders in 2024 saying that the PC might consider how to support its re-establishment. She said that she did not feel comfortable with the name 'War Planning Group' with membership of the Group by invitation only without PC oversight. She expressed surprise concerning why the motion had been on the Agenda, Cllr Domoney said that it had been at the suggestion of the Clerk, the Clerk replied that he had not suggested this but had made Cllr Domoney fully aware of his right to propose a motion.

Cllr Mawford expressed support for the idea of revitalising the Lavenham First responders but expressed concern about Secret Societies saying that they remind him of the Masons. He said that he considers the Masons 'a very uncomfortable group of people' and said that he 'would not in any way be prepared to support a body that had those sorts of characteristics'. Cllr Domoney expressed astonishment concerning Cllr Mawford's words.

Cllr Domoney proposed the motion, it was not seconded.

The Clerk suggested a motion to extend the meeting for 5 minutes so that all agenda items could be decided at this meeting rather than deferred to next month. **Proposed** Cllr Mitchell **Seconded** Cllr Mawford **Approved**. Cllrs Domoney and Robinson voted against.

**19. Motion to appoint Trustees to the Lavenham Exhibition Endowment**

The Clerk referred to the Working Paper explaining the work of the Lavenham Endowment Fund and the recommendation by the Clerk of that Group that the PC appoints Mr Jeremy Robinson and Mr Robert Norman to be Trustees.

**Motion:** Council appoints Mr Jeremy Robinson and Mr Robert Norman as Trustees to the Lavenham Exhibition Endowment.

**Proposed:** Cllr Mitchell **Seconded:** Cllr Mawford **Decision:** Approved unanimously.

**20. Clerks Report**Public Realm:

The urgent safety work on the trees approved last month has been ordered and partly done. It is expected that the remainder to be done very shortly.

At least one van was broken into in the Water St car park, it was reported to the Clerk that four of the nine lights were not working. The PC retained electrician had visited and found that some of the sensors had been moved or fallen out of position and so were not being activated. This has now been fixed.

The First Meadow tap has developed a leak, probably frost damage, and was pouring water out over the grass just inside the gate. The valve has been turned off and the tap will be fixed when the weather improves.

A number of residents had dumped their Christmas Trees in the Market Place near the big tree supplied by the Christmas Event Group. The Clerk thanked that Group for taking those trees away with the big tree. He had been advised that all the trees will shortly be food for goats.

Now that the Christmas break has passed he will very shortly be contacting builders to visit The Hub and view the identified issues.

The draft leases for the toilets are ready for signature and will be signed when Babergh has completed, at its cost, an electrical check.

The Clerk has reported about ten pot holes to Suffolk Highways.

Accounts:

Following Councillors decision to charge the LNP Costs to NCIL LNP costs have been removed from the Income and Expenditure Account.

The November Accounts contain only one significant variance to the reforecast and it is a timing variance. The urgent tree work was included in the November forecast but will be done in December and January.

The draft December Accounts contain two significant variances, still some tree work variance as the remaining work will be done in January and £2,000 or so because the election was uncontested. Additionally, the PC will not incur the costs of poll cards but that cost had not been included in the forecast.

Further to the motion passed last month the Clerk has obtained advice from SALC that Council can legally charge for use of the toilets and also would not have to charge VAT and can continue to recover its VAT. He shall report to Council shortly as to what might be possible.

Cllr Robinson asked if any of the Christmas Event money advanced had been recovered. The Clerk replied that it had not but he understood from the Event organisers that it would shortly be repaid.

**Motions:** To approve Accounts and Receipts and Payments for month ending 30<sup>th</sup> November 2025

**Proposed:** Cllr Sherman **Seconded:** Cllr Lamont **Decisions:** Approved unanimously

Meeting ended 9.33pm Date of next meeting – Thursday 5<sup>th</sup> February 2026 7pm

# Lavenham Neighbourhood Plan 2016 Revision

Dear friends,

The time has come where you can play a role in determining the future of our village by helping us compose our Neighbourhood Plan.

## **The Neighbourhood Plan:**

Remember a neighbourhood plan allows villages like ours to lay out a vision of the kind of village we want in the future. It sets out our views on how to improve our environment and deals with housing, employment, design, heritage and transport. This includes what we think about new homes and traffic and other key issues.

Before we come on to what you can do to make sure we have a plan that helps determine our future we need to point out that our previous plan, adopted in 2016 whilst having served us well needs updating.

Any new plan must contribute to achieving sustainable development, and be based on national policy and also the plan for the wider Babergh district of which we are part.

Following the 2024 General Election central government has placed a greater emphasis on the building of new homes. Thus, Babergh DC now has a new homes annual target of 775 (for the whole district), up from 416 and an increase of 86%, over the 20-year plan period. The allocation for Lavenham has yet to be determined. Babergh's indicative target for Lavenham is 367 new homes over 20 years. This might change when targets are finalised. Although we may not be able to influence the final allocation we can influence where any new homes are built, what type of houses they may be and when they are built.

We must make our voice heard. Making our voice heard means we must produce a detailed analysis of our village, its possibilities and constraints and providing evidence so that our views, aspirations, wants and needs are taken into account when these decisions are made.

## **What you can do:**

This is where you come in.

Whatever we put in our Neighbourhood Plan must fully reflect the ideas of our community and in order to have these views we have to undertake a survey of all those who live in our parish and the more people who answer the better our evidence base and our chances of success.

Thus, it is absolutely vital that when the residential survey comes through your letter box that you and others in your household fill it in.

We hope to get this into your hands by the 23<sup>rd</sup> of March, for you to return it by Monday the 13<sup>th</sup> April.

In between we have arranged two drop-events events where you can ask any questions you may have and obtain further information and clarifications. The first will be held at the Village Hall on Sunday 29th March, from 11:30 until 2:30. The second will be held on Wednesday 1st April, between 5 until 8 this time in the Guildhall. Please do come along to one or both.

## **The survey:**

The survey will provide full instructions for how to fill it in. If it has not arrived, please telephone n. The more people who complete the survey the greater the chance we will be listened to.

For your convenience you can also fill it in on-line and additional copies can be obtained from The Hub.

The survey is anonymous and no one who fills it in can be identified.

You may leave a particular question blank where necessary. You may add any additional comments of your own. No one who fills in this survey can be identified.

Once analysed the result will be reported back to you. Thanks so much for your help.

# Lavenham Neighbourhood Plan

## Revision Survey

### Introduction

We recently wrote to you regarding the need to update our existing Neighbourhood Plan. Central government requirements and recent discussions within Babergh District Council, make it more important to revise the 2016 Neighbourhood Plan. This revised NP will help to determine local planning policies into the foreseeable future.

A majority of Lavenham residents rejected the previous revision. We must therefore go back to square one and collect your views and thoughts, so we need to ask you some questions about the issues and opportunities facing our village.

No one who fills in this survey can be identified. Once analysed the results will be reported back to you, via newsletters and forums to enable further discussion. This will help us develop a neighbourhood plan in keeping with local opinions, observations and suggestions.

Please help us by filling in this survey.





## Completing this survey

This survey is open to all residents over the age of 16. We would like all residents to participate in this process.

As with a census document, one member of your household may complete this survey. Should household members wish they can complete their own survey document by:



- collecting a further survey from The Hub in Lady Street (open Monday-Saturday, but not Wednesdays, 11 am - 2 pm).
- going on-line to <https://www.smartsurvey.co.uk/s/Lavenham-NP-Revision-Survey/>
- or using this QR code

Once completed please return paper copies of the survey, in the envelope provided to the following locations in the village;

Village Hall, AR Heeks and Son, The Hub, Lavenham Butchers, Posy or Sparling & Faiers.

**The final date for completion is Monday 13<sup>th</sup> April**

If you would like help in completing this survey, in the first instance, please contact The Hub on 01787 249939.

Please follow the instructions given for each question. Please try and answer all the questions. Should you not be confident in answering a question please leave it blank. If you have any additional comments to make, please attach a separate sheet of paper.

Thank you for your time. The more people who fill in the questionnaire, the greater influence we will have with Babergh District Council and central government, so please let us have your opinions.

*Let us begin.....*





# HOUSING

In previous surveys and consultations, by far the topic of greatest concern to residents is the provision of housing, the possible location of new housing and the design of accommodation.

What is now apparent is that central government has placed a greater emphasis on the building of more homes. Thus, Babergh DC has a new homes annual target of 775 (for the whole district), up from 416 and an increase of 86%, over the 20-year plan period. The allocation for Lavenham has yet to be determined. However, Babergh's indicative target for Lavenham is 367 over 20 years. This might change when targets are finalised. We do know that, between 2001 and 2021, an additional 155 homes were built in Lavenham. There are currently some 1,150 homes in the Parish.

With this background, please complete the following section.

1. Some new homes will be required to be built in the parish; what do you consider most important?

(Please note that public housing = housing provided by a local authority or housing association or local housing providers such as Lavenham Community Land Trust)

Please tick one box per row:

	Not at all Important	Fairly important	Very important	Essential
• Privately owned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Privately rented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Public housing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Shared ownership ie. part owned / part rented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Government policy and local information suggests smaller properties are required. What type of housing do you think might be needed in Lavenham over the next 20 years local plan period?

Please tick one box per row:

	Not needed	Not needed very much	Needed	Very much needed
• Flats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bungalows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cottages (usually 1½ storey).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Houses .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Single bedroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 2 bedrooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 3 bedrooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 4 and plus bedrooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sheltered housing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Housing adaptable for people with special needs and older people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Individual and self-build plots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Because some new homes need to be built in the parish; what do you consider most important?

Please rank in order of preference, where 1 is your first choice, and 4 is your least favourite choice:

- |   |                      |                   |                      |
|---|----------------------|-------------------|----------------------|
| • Infill and developments less than 10 homes. | <input type="text"/> | • 25 – 49 homes.  | <input type="text"/> |
| • 10 – 24 homes.                              | <input type="text"/> | • 50 – 100 homes. | <input type="text"/> |

4. For any Neighbourhood Plan to work it needs to designate specific sites for development. If new sites are necessary, please indicate what attributes you consider preferable.

Please tick one box per row:

	Not needed	Not needed very much	Needed	Very much needed
• Be designed specifically to the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Be laid out with gentle curves to provide a variety of outlooks and mitigate vehicular speed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Prioritise pedestrians and cyclists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Adopt Street lighting standards to ensure people are kept safe and reduce light pollution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Adopt measures to manage surface water and prevent flooding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Adopt more contemporary building design and layouts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Increase building density to use less land.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Consider buildings of three storeys.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Plant margins within and around any development with trees, hedging etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Retain existing verges, hedges and trees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Development boundaries adjacent to open countryside to be sensitively integrated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• New homes to be built to sustainable standards and incorporate solar panels and other sources of renewable energy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Schemes that promote well-located public spaces for the benefit of the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provide a site for a new school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provide a site for a care home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Please tell us how much you agree or disagree with the following statements:

Please tick one box per row:

	Definitely Disagree	Disagree	Agree	Definitely Agree
• Without a village school the fabric of our community would be undermined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• All new buildings in Lavenham should be sympathetic to the surroundings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Any construction or alteration works should be built to current best practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• New construction should take account of the potential longevity of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Any new housing development in excess of 10 units should include a proportion earmarked for people with a local connection to Lavenham and its surrounding villages and be affordable to own/rent and run.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Alterations to existing buildings should be done sensitively, taking into consideration the character and location of the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## GETTING AROUND AND ABOUT

Traffic, parking, transportation and associated topics have been identified as the second most important areas of concern.

6. Please tell us how much you agree or disagree with the following statements:

*Please tick one box per row:*

- Traffic calming measures should be introduced at the entrances to the village.
- Parking should be allowed on pavements in appropriate places.
- More public parking should be provided.
- Specific car parking should be provided for people working in Lavenham.
- On-street parking spaces for disabled people should be provided.
- On-street parking should be re-configured.
- Pedestrian crossings should be provided.
- Signage to Lavenham from main roads needs refurbishing.
- Signage within the village should be improved.
- Street lighting could be improved.
- More charging points for electric vehicles are essential.
- Public transport needs to be expanded.
- Footpaths & bridleways should be kept in good order.
- Our streets are adequately cleaned.
- Street repairs are dealt with promptly.

[illegible]



# OUR ENVIRONMENT

Our local landscape and environment provide the backdrop to our daily lives.

7. Please tell us how much you agree or disagree with the following statements:

*Please tick one box per row:*

- Dyehouse Field Wood is an important village asset.
- Too much emphasis is placed on Lavenham's historic setting.
- Roadside verges should be maintained.
- It is important to manage wildlife habitats in the parish.
- There should be additional tree planting within the village.
- Lavenham needs public allotments.
- More benches should be provided in public spaces.

Definitely Disagree	Disagree	Agree	Definitely Agree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





SHOPPING

8. Listed below are various things that most of us spend money on.

Which best describes how often you use the following services in the village?

Please tick one box per row:	Daily	Weekly	Monthly	Every 2-3 months	Every 6 months	Never
• Food shopping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Gifts, cards, stationery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Clothing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Galleries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Post Office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Hub.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• To have a drink.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• To have a meal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hairdressers/ barber/beauty salon.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Using the pharmacy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Visiting the surgery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Visiting the dentist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Using local trades people (electricians, builders, plumbers, gardeners etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Community activities and village events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



9. What would encourage your household to spend more at Lavenham businesses?

Please tick all that you wish:

- Discounts (when appropriate) for residents.
- Better parking.
- Home delivery.


- Greater variety of shops.
- Greater variety of eateries.
- More competitive prices.


## EMPLOYMENT

10. How much do you agree or disagree with the following statements?

Please tick one box per row:

- There is adequate and suitable employment for younger people in Lavenham.
- Lavenham will never be a provider of employment for all its inhabitants.
- Tourism is a good source of employment.
- Pensioners should be provided with opportunities to supplement their income.
- The lack of jobs means young people must move from Lavenham.
- The lack of affordable homes means young people must move from Lavenham.
- We need more employment opportunities in Lavenham.
- Lavenham should have facilities to enhance technology opportunities.
- We must improve our technology infrastructure for those working from home.

Disagree

Agree







## WELLBEING AND LEISURE

11. How important to you, individually or as a family, is preserving or providing the following village facilities/ amenities?

:

Please tick one box per row:

	Not at all Important	Fairly important	Very important	Essential
• Village Hall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Play areas for young children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sports pavilion, playing fields and facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Public footpaths and bridleways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Allotments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Post office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Hub.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Groceries and food shops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Gifts, cards, books and stationery shops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Clothing shops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Existing eateries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Our pubs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Takeaway eateries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Additional nursery care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Health and beauty facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Local trades people (electricians/builders, plumbers, gardeners etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Our primary school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Our pre-school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Our church and places of worship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Our cemetery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Village groups, clubs & associations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Our Good Neighbours and Dementia schemes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Our Doctors surgery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Our Dental practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Our Pharmacy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Our Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Recycling facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Learning and training centres.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• High speed internet access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Public allotments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Farmers Market.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Opticians.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Care home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



12. How much do you agree or disagree with the following statements?

Our village requires new or more:

Please tick one box per row:

- Parent & toddler group.
- After school clubs.
- Holiday clubs for children.
- Adult learning opportunities.
- A village museum.
- An independent information/chat website for residents.
- Opticians.
- Adult exercise facilities on say First Meadow or the Railway Walk.

Strongly Disagree	Disagree	Agree	Strongly Agree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. How much do you agree or disagree with the following statements?

Please tick one box per row:

- There is not enough for teenagers to do in the village.
- The village would benefit from an expansion of adventure play and picnic areas.
- There are not enough facilities for the 65+ population.

Strongly Disagree	Disagree	Agree	Strongly Agree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. To what extent do any of the following cause you direct concern within the village?

Please tick one box per row:

- Burglary.
- Vandalism.
- Car crime.
- Anti-social behaviour.
- Litter.
- Fly tipping.
- Dog / horse fouling.
- Noise pollution.
- Air pollution.
- Heavy traffic.
- Traffic speed.
- Local social media sites.

Not concerned	Slightly concerned	Quite concerned	Very concerned
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





## NOW TELL US A BIT ABOUT YOURSELF PLEASE

15. How would you describe yourself?

Please tick one box:

☐ Male. ☐ Prefer not to say. ☐ Female.

16. What is your age?

Please tick one box:

☐ 16-19. ☐ 20-24. ☐ 25-44.  
☐ 45-64. ☐ 65-74. ☐ 75 and over.  
☐ Prefer not to say.

17. How long have you lived in Lavenham?

Please tick one box:

☐ All my life. ☐ 20+ years. ☐ 10 – 19 years.  
☐ 5-9 years. ☐ 4 years or less. ☐ Prefer not to say.

18. The following list highlights some of our future challenges. Please rank these in order of preference that are the most important to you, with 1 as the highest and 8 as the lowest.

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| • Environment and climate change.      | <input type="checkbox"/> | • Getting about the village.                                | <input type="checkbox"/> |
| • Technology/Artificial Intelligence . | <input type="checkbox"/> | • Opportunities for young people.                           | <input type="checkbox"/> |
| • Homes.                               | <input type="checkbox"/> | • Street furniture.   | <input type="checkbox"/> |
| • Growth and investment.               | <input type="checkbox"/> | • Change in Local Government structure to a Unitary System. | <input type="checkbox"/> |
| • Sense of village pride.              | <input type="checkbox"/> |   |                          |

**PLEASE WOULD ONLY ONE PERSON PER HOUSEHOLD COMPLETE QUESTIONS 19-21**

19. How many people are there in your household?

Please tick one box:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 or more

20. Which of the following statements best describes your living arrangements in Lavenham?

Tick however many apply:

☐ I rent my property. ☐ I part-own my property. ☐ I am an owner occupier.  
☐ I occupy my property full time. ☐ I primarily occupy my property at weekends and holidays.

21. What is the employment status of the persons over 16 in your household?

Please identify the number in each category and only provide one answer per row:

	1	2	3	4	5
• Working full time (more than 30 hours a week).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Not working, looking for work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Retired .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Working part time (less than 30 hours a week).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Not working, not looking for work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Not able to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Full-time student.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Voluntary unpaid work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## WHAT NEXT?

The purpose of this survey is to get your views so that we can draw up a plan for our future. No matter how professional the team that composes it no survey is perfect. Indeed, a good survey should raise further questions and requires the input of those who have gone to the trouble of answering the questions. We are sure that although having had input from village meetings, census data and additional research we possibly have missed some things out.

If something is wrong, not clear or beside the point and if you have anything further to add please comment on a separate sheet of paper and attach it to the completed survey.

If you or someone you know need any help in filling in the survey, please contact the Hub on 01787 249939

Your completed survey can be accepted up to and including the **13<sup>th</sup> April 2026**. Unless you have decided to complete online, please return your survey in the envelope provided to The Village Hall, AR Heeks and Son, The Hub, Lavenham Butchers, Sparling & Faiers or Posy. Once we have analysed the results and report back to you the findings will serve as the basis for the preparation of the Revised Neighbourhood Plan.

Thank you,  
Lavenham Neighbourhood Plan Revision Group

Please keep an eye out for future Neighbourhood Plan events.





## LAVENHAM PARISH COUNCIL

### EQUALITY AND DIVERSITY POLICY

#### **Our commitment**

The Council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the Council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

#### **The law**

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The Council will not discriminate against or harass a Member of the Public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

#### **Types of unlawful discrimination**

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The



occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they don't, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

## **Equal opportunities in employment**

The Council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

### Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

### Working practices

The Council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the Council considers it has good reasons, unrelated to any protected characteristic, for doing so. The Council will

comply with its obligations in relation to statutory requests for contract variations. The Council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

#### Equal opportunities monitoring

The Council will monitor the ethnic, sex/gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

#### **People not employed by the Council**

The Council will not discriminate unlawfully against those using or seeking to use the services provided by the Council.

#### **Training and prevention**

The Council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The Council will raise awareness of all staff engaged to work at the Council to help them understand their rights and responsibilities and what they can do to help create a working environment free of bullying and harassment.

#### **Responsibilities of Employees**

Every employee is required to assist the Council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the Council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

#### **Complaints**

The Council will take any complaint seriously and will seek to resolve any grievance that it upholds.

#### **Monitoring and review**

This policy will be monitored periodically by the Council to judge its effectiveness and will be updated in accordance with changes in the law

**Review Date: February 2028**

#### **Document control**

Version and Date:	Adopted:
Created January 2026 V1.0	Adopted at Full Council Meeting 5 February 2026



## LAVENHAM PARISH COUNCIL

### SAFEGUARDING POLICY

#### 1.0 Policy Statement

Safeguarding means protecting a person's right to live in safety, free from abuse and neglect.

Council recognises its responsibility to safeguard children, young people, and adults with care and support needs when they come into contact with the Council or services it provides.

#### 1.1 Who is this policy for?

**This policy applies to all members of staff and Parish Councillors as well as any volunteers or anyone working on behalf of, delivering a service for, or representing the Council.**

#### 1.2 What does this policy cover?

***It is not your responsibility to investigate concerns or decide if abuse has taken place. But it is your duty to report any concerns to an appropriate professional.***

This policy tells you:

- What safeguarding means and how to spot the signs
- How to respond if you suspect or are told about abuse or risk to a person
- Managing allegations against staff members, Councillors, volunteers or contractors

#### 2.0 Definitions

- A child or young person is anyone who has not yet reached their 18th birthday
- An adult in need of safeguarding is someone who is aged 18 years or over **and** has needs for care and support, for example due to age, illness or disability **and** is unable to protect themselves from abuse or neglect as a result of those needs

#### 2.1 Types of Abuse

There are a number of broad types of abuse affecting children, young people and adults.

These include (but are not limited to):

- Physical abuse
- Emotional and Psychological abuse
- Neglect
- Sexual Abuse

- Financial or material abuse
- Exploitation/ Modern Slavery
- Discriminatory Abuse
- Institutional/organisational abuse
- Self-Neglect
- Domestic Abuse

## 2.2 Signs and Indicators of Abuse

There are many signs and indicators that abuse of children or adults may be taking place. Examples include:

- Unexplained injuries or bruises, wounds, lacerations, burns
- Unkempt or dirty appearance
- Depression, anxiety or aggression, low self-esteem
- Missed appointments
- Obsessive behaviours
- Substance abuse (alcohol or drugs)
- Self-harm and thoughts of suicide
- Unexplained financial problems, unpaid bills, misuse of money by others

## 2.3 Concern for Welfare

The term **safeguarding** directly relates to a situation where abuse is taking place by a third party. Staff may, however, be concerned about the welfare of an adult where there is no abuse, e.g. if an adult is living in surroundings that are unsuitable or unsafe, or if there are concerns around substance misuse, self-neglect, self-harming or poor mental health.

In these cases, concerns should still be reported to the appropriate agency as a concern for welfare or self-neglect.

It is important to note that **you should always call 999 if you believe someone's life is at risk** - for example they have seriously injured themselves or taken an overdose. You should also call 999 if you do not feel you can keep someone else safe.

## 3.0 Allegations against a staff member or Councillor

Any allegation against a member of staff should be addressed via the Parish Council Complaints procedures. An allegation made against a Councillor needs to be reported to the Monitoring Officer at Babergh District Council.

**Review Date: February 2028**

### Document control

Version and date	Adopted
Created January 2026 V1.0	Adopted at Full Council meeting 5 February 2026



## **LAVENHAM PARISH COUNCIL**

### **HEALTH AND SAFETY POLICY**

#### **1.0 Policy Statement**

1.1 Our policy is to provide and maintain safe and healthy working conditions for all our employees, providing appropriate tools, equipment, operational processes and safe systems of work covering all our activities.

1.2 Council accepts the responsibility for applying the above and for providing information, instruction and training at all times and for the duration necessary to achieve this purpose.

1.3 Other people may be affected by our activities, i.e. visitors, neighbours, contractors etc, and Council accepts the responsibility to provide appropriate levels of safety for them.

1.4 We will provide suitable facilities and/or make the necessary arrangements for the welfare of all our employees at work.

1.5 Where risks to safety and health need to be assessed under a specific duty or Regulation, we will ensure that an assessment will be carried out and that all actions shown to be necessary will be implemented.

1.6 Should any of our activities endanger the health of any employee, such activities will be monitored and where necessary, arrangements for health surveillance made.

1.7 We will provide suitable information regarding the safety or safe use of our services and/or products.

1.8 We plan to minimise the risks created by work activities, products and services, organise ourselves in a way that secures involvement and participation at all levels and measure performance against our pre-determined standards.

1.9 Our commitment to this Policy is to engender a positive health and safety culture throughout all areas and activities.

#### **2. Responsibilities of employees**

All our employees must:

2.1 Comply with this Health and Safety Policy.

2.2 Fully observe the Safety Rules.



2.3 Report any safety hazard within their work area or malfunction of any item of plant or equipment to management.

2.4 Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.

2.5 Dress sensibly and safely for their particular working environment or occupation.

2.6 Conduct themselves in an orderly manner in the work place and refrain from any form of horseplay.

2.7 Use all safety equipment and/or protective clothing as may be provided.

2.8 Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.

2.9 Maintain all equipment in good condition and report any defects to management when they occur.

2.10 Report all incidents to management whether injury is sustained or not.

2.11 Attend as requested any training course designed to further the needs of health and safety.

2.12 Observe all laid down procedures concerning processes, material and substances used.

2.13 Observe the fire evacuation procedure and the position of all fire equipment and exit routes.

### **3. Specific responsibilities**

3.1 Overall and final responsibility for health and safety rests with the Full Council.

3.2 Overall operational responsibility is delegated to the Parish Clerk:

### **4. Communications and training for employees**

4.1 All employees shall receive the necessary training, instruction and information as appropriate, to enable them to carry out their job role in compliance with Health and Safety legislation and Best Practice.

4.2 This will include regular staff updates as well as formal safety training.

4.3 Records of training provided will be held on personnel files.

### **5. Accident and near miss reporting procedures**

5.1 The Parish Council takes its responsibilities under health and safety legislation very seriously. As such, all necessary steps will be taken to eliminate or reduce the risk of accidents or a near miss occurring in the work place as much as is reasonably practicable.

5.2 Accidents or near misses will be reported to a meeting of Full Council.

5.3 Any accident reportable to the Health and Safety Executive as required by the RIDDOR Regulations (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations), will be fully investigated by the Parish Council.

5.4 The Parish Council will ensure the necessary reporting procedures as required by the RIDDOR regulations are followed at all times.

## **6. Risk assessment**

6.1 Identification of hazards, assessment of the risk and the establishment and enforcement of control measures, are the cornerstones of effective Risk Management.

## **7 Procurement and Third Party Suppliers and Contractors**

7.1 The Council has a responsibility for the health and safety of all staff and residents affected by any work or service conducted on behalf of the Council by any service provider, contractor or other third party.

7.2 The Council will request health and safety information relating to all products and services tendered by the Council, relating to relevant health and safety legislation as part of the procurement process.

7.3 The Council will request information relating to training and competency of all contractors and workers who undertake work on behalf of the Council

7.4 The Council reserve the right to suspend any works to conduct appropriate reviews or investigations if a safety concern is brought to the attention of the Council.

7.5 The Council expects all contractor, suppliers and third parties to support a positive health and safety culture while working on behalf of the Council in accordance with this Policy.

## **ANNEX 1**

### **SPECIFIC ARRANGEMENTS AND PROCEDURES**

#### **A1. Fire**

a) All employees will receive instruction and training in the procedures to be followed in the event of fire.

b) Extinguishers are tested annually.

#### **A2. Hazardous Substances**

a) The handling, storage and use of flammable or other hazardous substances must follow the manufacturer's instructions. They must not be stored with combustible materials. The Control of Substances Hazardous to Health (COSHH) regulations requires recognition of hazards and assessment of risk to be reported annually by suitably trained personnel.

b) COSHH Sheets must be stored with the hazardous substances and a copy of the sheet lodged within the central file provided.

### **A3. Noise**

The Council will identify any activities conducted by staff that has the potential to generate noise.

Equipment installation instruction and operator manuals will be checked for information relating to recommended precautions

Where a source of excessive occupational noise is identified, the Council will seek advice from Environmental Health on precautions or assessments required under relevant legislation.

Provision of ear protection measures, such as ear defenders or plugs will be given to workers using equipment that generates noise at levels where hearing protection is either required or recommended.

### **A5. Use of Equipment and Installations**

All Council-owned equipment will be checked before use to identify any defects or worn parts. Any identified defects will be reported to the Clerk. If equipment is deemed unsafe for use, it will be labelled "DO NOT USE", removed, isolated or deactivated so it cannot be used again until it is repaired or replaced.

Electrical and mechanical equipment will be inspected in accordance with relevant safety regulations.

Where relevant, only trained workers will use equipment owned by the Council.

Equipment owned by the Council will only be used for the purpose for which it was intended.

**Review Date: February 2028**

#### **Document control**

Version and date	Adopted
Created January 2026 V1.0	Adopted at Full Council meeting 5 February 2026



## LAVENHAM PARISH COUNCIL

### ENVIRONMENTAL POLICY

As a Parish Council responsible for service delivery in the built and natural environments, we can, through the advice given to parishioners and those working with us, make a contribution towards the protection of our local environment.

Lavenham Parish Council aims to achieve the following:-

- Comply with all relevant local, national and international environmental legislation that impinges upon our activities.
- When no legislation exists, aspire to positively influence parishioners to incorporate environmental considerations in all aspects of parish life.
- Endeavour to positively influence suppliers, service providers and the public towards environmental excellence.
- Adopt environmental principles for purchasing consumables, minimising waste, efficient use of energy and water and ensuring that wastes are recycled whenever practicable and disposed of appropriately.
- Encourage adherence by all to guidance for the protection of conservation areas that is documented at a national and local level and in the Lavenham Neighbourhood Plan.
- To work with Babergh District Council's Environmental Enforcement Team for the environmental improvement of the parish.

**Review Date: February 2028**

#### Document control

Version and Date:	Adopted:
Created April 2019 V1.0	Adopted at Full Council Meeting 8 May 2019
Reviewed January 2026 V2.0	Adopted at Full Council Meeting 5 February 2026



## LAVENHAM PARISH COUNCIL

### GRANTS POLICY

#### **Power to give Grants:**

Parish Councils may award financial support to local groups and organisations within the scope of the Local Government Act 1972 Section 137.

Each year the Council is informed how much we can spend per elector on expenditure not specifically listed as being a power of a Parish Council.

For 2026/27 this is £11.60 per head. The 2021 census population of Lavenham was 1,922 so £22,295.

#### **Grant Budgets:**

- The Council will determine, at its sole discretion, the Grants Budget each year and reforecast.
- Should there be a Grants Budget it is intended that Grants will be invited for consideration in May and November each year.

#### **Grants which can be funded:**

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

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

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

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

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

**Not eligible:**

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

**Other ranking criteria:**

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

**Conditions:**

- Recipients of grants from the Parish Council may be required to submit documentary evidence to demonstrate how the grant has been spent, the Parish Council should have access to your financial records, on request, where appropriate.

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

**Review Date: February 2028**

#### **Document control**

Version and Date:	Adopted:
Created September 2023 V1.0	Adopted at Full Council Meeting 5 Oct 2023
Reviewed January 2026 V2.0	Adopted at Full Council Meeting 5 February 2026

Dated \_\_\_\_\_

**LAVENHAM PARISH COUNCIL**

**and**

**LAVENHAM COMMUNITY HUB COMMUNITY LAND TRUST  
LIMITED**

\_\_\_\_\_  
**LEASE**

**Relating to premises forming part of 2 LADY STREET,  
LAVENHAM, SUFFOLK, CO10 9RA**

\_\_\_\_\_



**The Law Society**



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## **LEASE**

### **LAND REGISTRY PRESCRIBED CLAUSES**

<b>LR1. Date of lease</b>	2019
<b>LR2. Title number(s)</b>	
<b>LR2.1 Landlord's title number(s)</b>	SK316561
<b>LR2.2 Other title numbers</b>	(TO BE CONFIRMED ONCE LANDLORD'S TITLE IS REGISTERED AT H M LAND REGISTRY)
<b>LR3. Parties to this lease</b>	
<b>Landlord</b>	LAVENHAM PARISH COUNCIL whose address is 13 Weaver's Close, Lavenham, Suffolk, CO10 9QN
<b>Tenant</b>	Lavenham Community Hub Community Land Trust ("LCHCLT") (incorporated and registered in England and Wales under the Co-Operative and Community Benefit Act 2014 registration number 7867), the registered office of which is at 50 High Street, Lavenham, Suffolk, CO10 9PY.
<b>Guarantor</b>	NONE
<b>LR4. Property</b>	<p><b>In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.</b></p> <p>The property described as the "Premises" in <b>clause 1</b> of this Lease.</p>
<b>LR5. Prescribed statements etc.</b>	None.
<b>LR6. Term for which the Property is leased</b>	The term of 20 years starting on 24 May 2019 and ending on 23 May 2039
<b>LR7. Premium</b>	None
<b>LR8. Prohibitions or restrictions on disposing of this lease</b>	This Lease contains a provision that prohibits or restricts dispositions.
<b>LR9. Rights of acquisition etc.</b>	None
<b>LR9.1 Tenant's contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land</b>	None.
<b>LR9.2 Tenant's covenant to (or offer to) surrender this lease</b>	None.
<b>LR9.3 Landlord's contractual rights to acquire this lease</b>	None.
<b>LR10. Restrictive covenants given in this lease by the Landlord in respect of land other than the Property</b>	None.
<b>LR11. Easements</b>	
<b>LR11.1 Easements granted by this lease for the benefit of the Property</b>	As specified in this Lease at <b>Part 1 of Schedule 1</b> .

<b>LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property</b>	As specified in this Lease at <b>Part 2 of Schedule 1</b> .
<b>LR12. Estate rentcharge burdening the Property</b>	None.
<b>LR13. Application for standard form of restriction</b>	<p>The Parties to this lease apply to enter the following standard form of restriction against the title of the Property</p> <p>No disposition of the registered estate by the proprietor of the registered estate, or by the proprietor of any registered charge, not being a charge registered before the entry of this restriction, is to be registered without a written consent signed by the proprietor for the time being of the estate registered under title number SK316561 that the provisions of clause 4.11 of this Lease have been complied with.</p>
<b>LR14. Declaration of trust where there is more than one person comprising the Tenant</b>	Not applicable



## LEASE

### PARTIES

- (1) the Landlord named in clause LR3 and any other person who becomes the immediate landlord of the Tenant (the "**Landlord**"); and
- (2) the Tenant named in clause LR3 and its successors in title (the "**Tenant**"); and

### IT IS AGREED AS FOLLOWS:

#### 1. DEFINITIONS

This Lease uses the following definitions:

"Break Date"	24 May 2024 and each fifth anniversary thereafter
"Business Day"	any day other than a Saturday, Sunday or a bank or public holiday in England and Wales;
"Common Parts"	subject to <b>paragraph 4 of Part 2 of Schedule 1</b> , any part of, or anything in or on, the Land that does not form part of a the Premises and that is used or available for use by the Landlord, the Tenant or visitors to the Landlord's Property;
"Conducting Media"	any media for the transmission of Supplies but not including any service risers or any other airspace through which the media run;
"End Date"	the last day of the Term howsoever it ends;
"EPC"	an energy performance certificate and recommendation report as defined in the Energy Performance of Buildings (England and Wales) Regulations 2012;
"Group Company"	in relation to any company, any other company within the same group of companies as that company within the meaning of section 42 of the Landlord and Tenant Act 1954;
"Insurance Rent"	the sums described in <b>paragraph 1.1 of Schedule 2</b> ;
"Insured Risks"	fire, lightning, explosion, storm, flood, tempest, subsidence, landslip, heave, earthquake, burst or overflowing water pipes, tanks or apparatus, impact by aircraft or other aerial devices and any articles dropped from them, impact by vehicles, terrorism, riot, civil commotion and malicious damage to the extent, in each case, that cover is generally available on normal commercial terms in the UK insurance market at the time the insurance is taken out, and any other risks against which the Landlord reasonably insures from time to time, subject in all cases to any excesses, limitations and exclusions imposed by the insurer;
"Interest Rate"	two per cent above the base rate for the time being in force of BARCLAYS BANK PLC (or any other UK clearing bank specified by the Landlord);



<b>"Landlord's Property"</b>	the property comprising land and buildings known as 2 Lady Street shown edged red on the Plan (excluding the area coloured blue) including all alterations, additions and improvements and all landlord's fixtures forming part of it at any time during the Term (subject to the provisions of Clause 8.5);
<b>"Lease"</b>	this lease, which is a "new tenancy" for the purposes of section 1 of the Landlord and Tenant (Covenants) Act 1995, and any document supplemental to it;
<b>"Notice"</b>	any notice, notification or request given or made under this Lease;
<b>"Outgoings"</b>	all existing and future rates, taxes, duties, charges, and financial impositions charged on the Premises except for tax on the receipt of Rents and any tax arising from the Landlord's dealing with its own interests;
<b>"Permitted Use"</b>	Shop premises to include use by visiting Post Office services
<b>"Plans"</b>	any of the plans contained in this Lease;
<b>"Premises"</b>	the two storey building erected at 2 Lady Street Lavenham CO10 9RA (formerly the Tourist Information Centre and which forms part of the Landlord's Property) comprising all internal non-structural walls and the internal surfaces of the ceiling and floor slabs and walls and tenant's fixtures, but excluding the foundations, structure, loadbearing walls, beams and columns, ceiling and floor slabs and the roof of the Landlord's Property and the windows and doors of thereof;
<b>"Rent"</b>	One peppercorn ,if demanded
<b>"Rent Commencement Date"</b>	The date of commencement of the Term;
<b>"Rent Day"</b>	Each anniversary of the Rent Commencement Date
<b>"Rents"</b>	the Rent, the Insurance Rent, and any VAT payable on them and any interest payable under <b>clause 4.3</b> ;
<b>"Risk Period"</b>	the period of three years starting on the date of the relevant damage or destruction;
<b>"Schedule of Condition"</b>	the photographs of the Premises stored on the CD-Rom/Memory Stick] entitled "Schedule of Condition" and attached to this Lease;  as supplemented from time to time as provided in Clause 4.5
<b>"Superior Landlord"</b>	NONE
<b>"Supplies"</b>	water, gas, air, foul and surface water drainage, electricity, oil, telephone, heating, telecommunications, internet, data communications and similar supplies or utilities;

<b>"Term"</b>	the term mentioned in LR6;
<b>"Title Matters"</b>	the matters contained or referred to in title numbers EX316561 and a transfer dated 20/05/2019 made between Babergh District Council (1) and the Landlord(2) other than financial charges;
<b>"Transfer 2019 Obligations"</b>	The restrictions on transfer of the Building imposed on the Landlord (as attached as the Appendix ) which if breached could incur the Landlord in additional expense.
<b>"Uninsured Damage"</b>	<p>damage to or destruction of the Landlord's Property, leaving the whole or substantially the whole of the Premises unfit for occupation or use by the Tenant, or preventing access to the Premises, by a risk which is not an Insured Risk because:</p> <p>(a) cover for that risk is not generally available on normal commercial terms in the UK insurance market at the time the insurance is taken out, or</p> <p>(b) the risk is not insured because of exclusions or limitations otherwise than under normal excess provisions, imposed by the insurer;</p>
<b>"VAT"</b>	value added tax or any similar tax from time to time replacing it or performing a similar function.

## 2. INTERPRETATION

In this Lease:

- 2.1. "notify", "notifies" or "notifying" means notify, notifies or notifying in writing in accordance with **clause 6.3**;
- 2.2. obligations owed by or to more than one person are owed by or to them jointly and severally;
- 2.3. all headings are for convenience only and do not affect the construction or interpretation of this Lease;
- 2.4. an obligation to do something includes an obligation not to waive any obligation of another person to do it;
- 2.5. an obligation not to do something includes an obligation not to allow or suffer another person to do it;
- 2.6. the Tenant will be liable for any breaches of its obligations in this Lease committed by any authorised occupier of the Premises or its or their respective employees, licensees or contractors or any person under its or their control;
- 2.7. reference to either the Landlord or the Tenant having a right of approval or consent under this Lease means a prior written approval or consent, which must not be unreasonably withheld or delayed except where this Lease provides that either the Landlord or the Tenant has absolute discretion;
- 2.8. apart from in **clause 4.4.1**, where either the Tenant or the Landlord must pay any costs that the other incurs (or any proportion of them), those costs must be reasonable and reasonably incurred;
- 2.9. reference to "the Landlord's Property", "the Common Parts" or "the Premises" means the whole or an individual part or parts unless inappropriate in the context used;



2.10. references to statutes include statutory instruments and include those statutes and statutory instruments as amended from time to time and to any legislation that replaces them but references to the Town and Country Planning (Use Classes) Order 1987 are to that Order as in force at the date of this Lease;

2.11. "includes", "including" and similar words are used without qualifying the subject matter of the relevant provision;

### 3. **DEMISE**

The Landlord leases the Premises to the Tenant for the Term together with the rights listed in **Part 1 of Schedule 1** and reserving to the Landlord and those authorised by the Landlord the rights listed in **Part 2 of Schedule 1** subject to the Title Matters and any other easements, rights and privileges currently existing and affecting the Premises.

### 4. **TENANT'S OBLIGATIONS**

#### 4.1. **Rents**

4.1.1. The Tenant must pay the Rent, if demanded, when due to the Landlord without any deduction, set-off or counterclaim unless required to do so by law.

4.1.2. The Rent is payable by in advance on the Rent Day in every year. The first payment will be for the period starting on (and to be paid on) the Rent Commencement Date and ending on the day immediately preceding the first anniversary of the Rent Commencement Date.

#### 4.2. **Outgoings and supplies**

The Tenant must pay the Outgoings and the costs of Supplies in relation to the Premises, including meter rents and standing charges, when demanded.

#### 4.3. **Interest on overdue payments**

The Tenant must pay interest on Rents or other sums not paid on or by the due date (or, if no date is specified, not paid within 10 Business Days after the date of demand). Interest is payable at the Interest Rate on so much as from time to time remains unpaid for the period starting on the due date (or date of demand) and ending on the date of payment.

#### 4.4. **Fees incurred by the Landlord**

4.4.1. The Tenant must pay on demand the Landlord's costs (including legal and surveyor's charges and bailiff's and enforcement agent's fees) and disbursements in connection with:

(a) any breach of the Tenant's obligations in this Lease, including the preparation and service of a notice under section 146 of the Law of Property Act 1925; and

(b) the preparation and service of a schedule of dilapidations served no later than six months after the End Date.

4.4.2. The Tenant must pay on demand the Landlord's costs (including legal and surveyor's charges) and disbursements in connection with any application by the Tenant for consent under this Lease, whether that application is withdrawn or consent is granted or lawfully refused.

#### 4.5. **Repair and decoration**

4.5.1. The Tenant must keep the Premises clean and tidy and in no worse state of repair and condition than they now are; a Schedule of Condition is attached for evidential purposes provided that if future works are carried out to the Premises by the Landlord (with the agreement of the Tenant not to be unreasonably withheld or delayed) an up to date Schedule of Condition shall be agreed between the parties to this Lease and

initialled by the parties as a true record of the state and condition of the Premises as amended and thereafter such supplemented Schedule of Condition shall be attached to the Lease and Counterpart and shall form the basis for the Tenant's obligation pursuant to this Clause.

- 4.5.2. The Tenant must keep all plant, equipment and fixtures within the Premises properly maintained and in good working order in accordance with good industry practice and any requirements of the Landlord's insurers and replace them with items of equivalent or better quality if they become beyond economic repair.
- 4.5.3. The Tenant must, if requested by the Landlord at least three months before the End Date (where the End Date is known in advance) or otherwise within one month after the End Date decorate the Premises immediately before the End Date.
- 4.5.4. The obligations under this **clause 4.5** exclude:
  - (a) damage by any Insured Risk, except to the extent that payment of any insurance money is refused because of anything the Tenant does or fails to do; and
  - (b) Uninsured Damage except where the Tenant or an undertenant has caused it.

#### **4.6. Allow entry**

- 4.6.1. If the Landlord requires the Tenant to remedy any breach of the Tenant's obligations under this Lease or a third party requires the Tenant to take some action to comply with any statute then the Tenant must comply with those requirements immediately in the case of an emergency or, in all other cases, begin to comply with those requirements within one month after being notified of them and diligently complete any works required.
- 4.6.2. If the Tenant does not do so, the Landlord may enter the Premises and carry out any works required itself. The Tenant must repay, as a debt on demand, all the costs the Landlord incurs in so doing.

#### **4.7. Alterations**

- 4.7.1. The Tenant must not build any new structure on, or alter the external appearance of, the Premises or cut into any structural part of the Landlord's Property.
- 4.7.2. Landlord's consent is not required for the installation or removal of tenant's fixtures or for the installation and removal of, or alterations to internal demountable partitioning that will not have an adverse impact on the energy efficiency of the Landlord's Property or the operation of the Landlord's plant, equipment and machinery in the Landlord's Property, but the Tenant must notify the Landlord promptly after completing those works.
- 4.7.3. The Tenant must not, without the Landlord's consent, do any other works to the Premises.
- 4.7.4. Any works to the Premises must be carried out by the Tenant in a good and workmanlike manner and with good quality materials in accordance with all statutes affecting them and in accordance with any requirements of the Landlord's insurers and any reasonable principles, standards and guidelines set out in any relevant guide or handbook published by the Landlord from time to time for tenant's works carried out at the Landlord's Property.

#### **4.8. Signs and advertisements**

The Tenant must not display any signs or advertisements on the Premises visible outside the Premises without the Landlord's consent.



#### 4.9. **Obligations by the End Date**

- 4.9.1. By the End Date, unless required by the Landlord in writing not to do so, the Tenant must have:
- (a) removed all tenant's and trade fixtures and loose contents from the Premises and all signage installed by the Tenant or an undertenant at the Premises or elsewhere at the Landlord's Property;
  - (b) reversed any alterations and removed any additions to the Premises that have been carried out by the Tenant or an undertenant;
  - (c) made good all damage to the Premises or the Landlord's Property caused when complying with paragraphs (a) and (b); and
  - (d) restored them to the same state and condition as they were in before the items removed were installed or added and before the alterations were made.
- 4.9.2. At the End Date the Tenant must give back the Premises with vacant possession, in good decorative order and in a state, condition and working order consistent with the Tenant's obligations in this Lease.

#### 4.10. **User**

- 4.10.1. The Tenant must not use the Premises other than for the Permitted Use or such other use or uses as the Landlord approves.
- 4.10.2. The Tenant must not use the Premises as a betting office, an amusement arcade or in connection with gaming or for any sale by auction nor for any political or campaigning purposes save that the Tenant may provide space at the Premises for the local Member of Parliament and district councillors to hold surgeries with Lavenham constituents.
- 4.10.3. The Tenant must not use the Premises for the sale of alcohol for consumption on or off the Premises.
- 4.10.4. The Tenant must not:
- (a) keep in the Premises any plant, machinery or equipment (except that properly required for the Permitted Use) or any petrol or other explosive or specially flammable substance;
  - (b) cause any nuisance or damage to the Landlord or to the owners, tenants or occupiers of any adjoining premises;
  - (c) overload any part of the Premises or the Landlord's Property or any plant, machinery, equipment or Conducting Media;
  - (d) do anything that blocks the Conducting Media or makes them function less efficiently including any blockage to any drains, pipes or sewers caused by any waste, grease or refuse deposited by the Tenant; or
  - (e) operate any apparatus so as to interfere with the lawful use of wireless or electronic communications apparatus elsewhere in the Landlord's Property or on any adjoining premises.

#### 4.11. **Dealings**

- 4.11.1. The Tenant must not assign, underlet, charge, part with or share possession or occupation of the Premises in whole or in part, except as authorised under this **clause 4.11.**
- 4.11.2. The Tenant may, with the Landlord's consent, assign the whole of the Premises provided that such assignment will not in the Landlord's opinion breach the restrictions

of the Transfer 2019 Obligations and trigger the clawback provisions of the Transfer dated 20/05/2019 .

4.11.3. For the purpose of section 19(1A) of the Landlord and Tenant Act 1927:

- (a) the Tenant may not assign to a current guarantor of any of the Tenant's obligations in this Lease;
- (b) if reasonably required by the Landlord any consent to assign may be subject to a condition that:
  - (i) the assigning Tenant must give the Landlord an authorised guarantee agreement guaranteed by any guarantor of that Tenant;
  - (ii) a person who is not a current guarantor for the Tenant must guarantee the assignee's performance of the Tenant's obligations in this Lease; and
  - (iii) the assignee must provide the Landlord with a rent deposit of not less than six months' rent (together with VAT) reserved at the date of the assignment and charge that rent deposit to the Landlord.

4.11.4. The Tenant may share occupation of the Premises with its subsidiary Past, Post Presents Limited (Company number 11841870) a Group Company of the Tenant on condition that no relationship of landlord and tenant is created or is allowed to arise.

4.11.5. The Tenant may also permit visiting Post Office services to take place at the Premises provided that no relations of landlord and tenant is created or is allowed to arise.

#### 4.12. **Registration of dealings**

The Tenant must provide the Landlord with a certified copy of every document transferring, granting or charging any interest in the Premises within ten Business Days after the transfer, grant or charge of that interest and pay a reasonable registration fee.

#### 4.13. **Marketing**

The Tenant must allow the Landlord at reasonable times in the day to show the Premises to potential purchasers of the Landlord's Property or, during the last six months of the Term, potential tenants (who, in either case, must be accompanied by the Landlord or its agents).

#### 4.14. **Notify the Landlord of notices or claims**

The Tenant must notify the Landlord as soon as reasonably practicable after the Tenant receives or becomes aware of any notice or claim affecting the Premises or any defect or disrepair in the Premises that may make the Landlord liable under any statute or under this Lease.

#### 4.15. **Comply with statute**

The Tenant must do everything required under any statute in respect of the Premises and their use and occupation and the exercise of the rights granted to the Tenant under this Lease.

#### 4.16. **Planning applications**

The Tenant must not apply for any planning permission in respect of the Premises except where any approval or consent required for the proposed development or change of use under any other provisions in this Lease has already been given and the Landlord has approved the terms of the application for planning permission.

#### 4.17. **Rights and easements**

The Tenant must not allow any rights or easements to be acquired over the Premises. If an encroachment may result in the acquisition of a right or easement the Tenant must notify the



Landlord and the Tenant must help the Landlord in any way that the Landlord requests to prevent that acquisition.

#### **4.18. Management of the Landlord's Property**

The Tenant must comply with all reasonable regulations notified to it or contained within any relevant tenant guide or handbook for the Landlord's Property published by the Landlord from time to time. No regulations may impose obligations or restrictions on the Tenant that are inconsistent with or more onerous than those under this Lease.

#### **4.19. Energy Performance Certificate**

4.19.1. The Tenant must not obtain an EPC in respect of the Premises without the Landlord's prior written approval to the identity of the energy assessor who is to carry out the assessment.

4.19.2. The Tenant must provide to the Landlord (free of charge) a copy of any EPC obtained in respect of the Premises.

### **5. LANDLORD'S OBLIGATIONS**

#### **5.1. Quiet enjoyment**

The Tenant may peaceably hold and enjoy the Premises without any interruption by the Landlord or any person lawfully claiming through, under or in trust for the Landlord.

#### **5.2. Insurance**

The Landlord must comply with the Landlord's obligations in **Schedule 2 and Schedule 3**.

#### **5.3. Repayment of rent**

5.3.1. The Landlord must refund Insurance Rent paid in advance by the Tenant in relation to the period falling after the End Date within 10 Business Days after the End Date.

5.3.2. **Clause 5.3.1** does not apply if the Landlord ends this Lease under **clause 6.1** or if this Lease is disclaimed by the Crown or by a liquidator or trustee in bankruptcy of the Tenant.

#### **5.4. Entry Safeguards**

The Landlord must, if it enters the Premises to exercise any Landlord's rights:

5.4.1. repair any physical damage that it shall cause to the Premises by such entry but it shall not be liable beyond the cost of such repair to the Premises;

5.4.2. give the Tenant at least three Business Days' notice of such entry except in the case of an emergency when the Landlord must give as much notice as may be reasonably practicable; and

5.4.3. where reasonably practicable, exercise any of these rights outside of normal business hours of the Premises.

### **6. AGREEMENTS**

#### **6.1. Landlord's right to end this Lease**

6.1.1. If any event listed in **clause 6.1.2** occurs, the Landlord may at any time afterwards re-enter the Premises or any part of them and this Lease will then immediately end.

6.1.2. The events referred to in **clause 6.1.1** are as follows:

- (a) any of the Rents are unpaid for 21 days after becoming due whether or not formally demanded;

- (b) the Tenant breaches its obligations in this Lease;
- (c) any Law of Property Act, administrative, court-appointed or other receiver or similar officer is appointed over the whole or any part of the Tenant's assets, or the Tenant enters into any scheme or arrangement with its creditors in satisfaction or composition of its debts under the Insolvency Act 1986;
- (d) if the Tenant is a company or a limited liability partnership, it enters into liquidation, it is wound up, an administrator is appointed or it is struck off the register of companies;
- (e) if the Tenant is a partnership, it is subject to an event similar to any listed in **clause 6.1.2(d)** with appropriate modifications so as to relate to a partnership;
- (f) if the Tenant is an individual, a receiving order is made against the Tenant, an interim receiver is appointed in relation to the Tenant's property or the Tenant becomes bankrupt; or
- (g) any event similar to any listed in **clauses 6.1.2(c) to 6.1.2(f)** occurs in relation to any guarantor of the Tenant's obligations under this Lease; and
- (h) any event similar to any listed in **clauses 6.1.2(c) to 6.1.2(g)** occurs in any jurisdiction.

6.1.3. In this **clause 6.1** references to "the Tenant", where the Tenant is more than one person, include any one of them.

## 6.2. **No acquisition of easements or rights**

- 6.2.1. The Tenant is to have or acquire no rights other than those in **Part 1 of Schedule 1** over the remainder of the Landlord's Property or any adjoining or neighbouring property now or subsequently belonging to the Landlord or any other party.
- 6.2.2. The Tenant agrees with the Landlord that it is not entitled to acquire by prescription the use or access of light to the Premises.
- 6.2.3. The Tenant has no rights to enforce, or to prevent the release or modification of, the benefit of any covenants, rights or conditions to which any other property within the Landlord's Property or any adjoining premises is or are subject.

## 6.3. **Service of Notices**

- 6.3.1. Any Notice must be in writing and sent by pre-paid first class post or by Royal Mail's Signed For First Class service or a similar postal service operated by another postal operator to or otherwise delivered to or left at the registered office of the intended recipient or, if it does not have a registered office, at its last known address in the United Kingdom. Notices served on the Tenant may also be sent or otherwise delivered to or left at the Premises.
- 6.3.2. Unless the actual time of delivery is proved, a Notice sent by either pre-paid first class post or by Royal Mail's Signed For First class service (or similar) is to be treated as having been received by the intended recipient on the second Business Day after posting except where it is received after 4:00pm in which case it is to be treated as having been received at 9:00am on the next Business Day.
- 6.3.3. Service of a Notice by fax or e-mail is not a valid form of service under this Lease.

## 6.4. **Contracts (Rights of Third Parties) Act 1999**

Nothing in this Lease creates rights under the Contracts (Rights of Third Parties) Act 1999 intended to be enforceable by third parties.



## 6.5. Contracting-out

6.5.1. The Landlord and the Tenant confirm that before the date of this Lease:

- (a) a notice complying with Schedule 1 to the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003 which relates to this tenancy was served by the Landlord on the Tenant on 17 May 2019; and
- (b) a statutory declaration dated 20 May 2019 complying with paragraph 8 of Schedule 2 to that Order was made by Lee Avril Morris, who the Tenant confirms was duly authorised by the Tenant to make the statutory declaration on its behalf.

6.5.2. The Landlord and the Tenant agree and declare that the provisions of sections 24–28 (inclusive) of the Landlord and Tenant Act 1954 do not apply to the tenancy created by this Lease.

## 6.6. No Agreement for Lease

The Landlord and the Tenant confirm that there is no agreement for this Lease.

## 7. BREAK CLAUSE

7.1. The Tenant may end the Term on any Break Date by giving the Landlord not less than 9 months' notice specifying the Break Date following which the Term will then end on that Break Date. if:

- 7.1.1. on the Break Date the Main Rent due up to and including that Break Date has been paid in full; and
- 7.1.2. on the Break Date the whole of the Premises are given back to the Landlord free of the Tenant's occupation and the occupation of any other lawful occupier and without any continuing underleases; and

7.2. The Landlord may waive any of the pre-conditions in **clauses 7.1.1 to 7.1.2** at any time before the relevant Break Date by notifying the Tenant.

7.3. The break right in this **clause 7** is personal to the Tenant named in Land Registry Prescribed Clause LR3 and ends on the date of the first deed of assignment or transfer of the Lease or on the date when that Tenant ceases to exist.

## 8. TRANSFER 2019 OBLIGATIONS

8.1. The Landlord entered into obligations in a transfer of the Landlord's Property to it by Babergh District Council dated 20/05/2019 ("Transfer 2019") to the effect that it could be liable to pay a sum as clawback to Babergh District Council on the disposal of the freehold of the Landlord's Property to a party within a period of 25 years of the date of the Transfer 2019 save where such disposal is a Community Disposal meaning a disposal to a group or entity run by representatives of and on behalf of the community of Lavenham and environs and for the benefit of the community of Lavenham and environs".

8.2. The grant of this Lease to the Tenant for the Permitted Use does not trigger the clawback provision referred to at clause 8.1 above

8.3. The Tenant is not authorised to make any assurances to any third party about the Landlord's ability or willingness to transfer the freehold to any party and for the avoidance of doubt has no power to act as the agent of the Landlord or to commit it to any course of action.

8.4. The Tenant must promptly give the Landlord all notices, communications or documentation received for the attention of the Landlord at the Premises.

8.5. The Tenant is aware and accepts that the Landlord has to apply for registration of the Transfer dated 20/05/2019 and that the final extent of the Landlord's Property might differ slightly from the plan to the Transfer dated 20/05/2019 once title is registered.



## 9. JURISDICTION

- 9.1. This Lease and any non-contractual obligations arising out of or in connection with it are governed by the law of England and Wales.
- 9.2. Subject to **clause 9.3** and any provisions in this Lease requiring a dispute to be settled by an expert or by arbitration, the courts of England and Wales have exclusive jurisdiction to decide any dispute arising out of or in connection with this Lease, including in relation to any non-contractual obligations.
- 9.3. Any party may seek to enforce an order of the courts of England and Wales arising out of or in connection with this Lease, including in relation to any non-contractual obligations, in any court of competent jurisdiction.

## 10. LEGAL EFFECT

This Lease takes effect and binds the parties from and including the date at **clause LR1**.

**1.**

**SCHEDULE 1**

**Rights**

**1.**

**The Tenant's Rights**

The following rights are granted to the Tenant in common with the Landlord, any person authorised by the Landlord and all other tenants and occupiers of the Building:

**1. Running of services**

The passage of Supplies from and to the Premises through the Conducting Media at the Landlord's Property.

**2. Access and servicing**

2.1. Access to and egress from the Premises on foot only over the Common Parts designated by the Landlord for the Tenant's use.

2.2. Subject to **clause 4.18**, to use any service area designated by the Landlord for the Tenant's use for loading and unloading and otherwise servicing the Premises and the service roads with or without vehicles to come and go to and from that service area.

**3. Refuse disposal**

To deposit rubbish in any receptacles or waste compactors within the Common Parts provided by the Landlord for that purpose and designated by the Landlord for the use of the Tenant.

**4. Support and shelter**

Support and shelter for the Premises from the Landlord's Property.

**5. Escape**

On foot only, in emergencies and for fire escape drills, to use all fire escape routes in the Landlord's Property designated by the Landlord for the use of the Tenant whether or not forming part of the Common Parts.

**6. Roof Space**

To erect and maintain wireless network equipment, television aerials and satellite dishes and plant on the roof of the Landlord's Property only in such location or locations as the Landlord may from time to time designate, subject to the Landlord re-imbursing the Tenant the costs it has properly incurred in relocating the equipment, aerials, satellite dishes and plant following a requirement from the Landlord to do so and subject to the following conditions:

- 6.1. the Tenant complying with **clause 4.7**;
- 6.2. the equipment, aerials, satellite dishes or plant not exceeding two metres in height;
- 6.3. the Landlord having first approved its size, design and connections to the Premises; and
- 6.4. it being used only in connection with the Permitted Use of the Premises.

**2.**

**Landlord's Rights**

The following rights are reserved to the Landlord and all those authorised by the Landlord and are subject to the Landlord complying with its obligations in **clause 5.4**:

**1. Support and shelter**

Support and shelter for the remainder of the Landlord's Property from the Premises.

**2. Running of services**

Subject to **clause 4.18**, the passage and running of Supplies from and to the remainder of the Landlord's Property through existing Conducting Media (if any) within the Premises.

**3. Entry on to the Premises**

3.1. To enter the Premises to do anything that the Landlord is expressly entitled or required to do under this Lease or for any other reasonable purpose in connection with this Lease including to inspect the state of repair and condition of the Premises and carry out any valuations for insurance or any other purpose.

3.2. If the relevant work cannot be reasonably carried out without entry onto the Premises, to enter them to:

3.2.1. inspect, clean, maintain, repair, alter, decorate, rebuild or carry out works upon the Landlord's Property;

3.2.2. for any other reasonable management purpose.

**4. Common Parts and Conducting Media**

4.1. In an emergency, or when works are being carried out to them, to close off or restrict access to the Common Parts, so long as (except in an emergency) alternative facilities are provided that are not materially less convenient.

4.2. To change, end the use of or reduce the extent of any Common Parts or Conducting Media so long as alternative facilities are provided that are not materially less convenient or, if no alternative is provided, the use and enjoyment of the Premises is not materially adversely affected.

**5. Adjoining premises**

To carry out works of construction, demolition, alteration or redevelopment on the Landlord's Property and any adjoining premises (and to permit others to do so) as the Landlord in its absolute discretion considers fit (whether or not these works interfere with the flow of light and air to the Premises) and the right in connection with those works to underpin and shore up the Premises.

**6. Ancillary rights**

The right, where necessary, to bring plant and equipment onto the Premises and to place scaffolding and ladders upon the exterior of or outside the Landlord's Property in exercising the Landlord's rights under this Lease.



## **2.**

## **SCHEDULE 2**

### **Insurance and Damage Provisions**

#### **1. Tenant's insurance obligations**

##### **1.1. The Tenant must pay on demand:**

###### **1.1.1. a fair and reasonable proportion of:**

- (a) the sums the Landlord actually pays to comply with **paragraph 2.1**;
- (b) the sums that the Landlord pays to insure all plant, machinery, apparatus and vehicles used in providing the Services;
- (c) the cost of valuations of the Landlord's Property and the Premises for insurance purposes made not more than once a year; and
- (d) the amount of any excess or deductible under any insurance policy that the Landlord incurs or will incur in complying with **paragraphs 2.3 and 2.4**;

###### **1.1.2. all of the sums that the Landlord pays for insuring loss of the Rent for the Risk Period;**

###### **1.1.3. a sum equal to any amount that the insurers refuse to pay following damage or destruction by an Insured Risk to the Landlord's Property because of the Tenant's act or failure to act; and**

###### **1.1.4. the whole of any additional or increased premiums that the insurers may require as a result of the carrying out or retention of any works to the Premises or the Tenant's or any lawful occupier's use of the Premises.**

##### **1.2. The Tenant must comply with the requirements of the insurers and must not do anything that invalidates any insurance.**

##### **1.3. The Tenant must not use the Premises for any purpose or carry out or retain any works to the Premises that may make an additional premium payable for the insurance of the Premises or the Landlord's Property, unless it has first agreed to pay the additional premium.**

##### **1.4. The Tenant must notify the Landlord as soon as practicable after it becomes aware of any damage to or destruction of the Premises by any of the Insured Risks.**

##### **1.5. The Tenant must keep insured, in a sufficient sum and with a reputable insurer, public liability risks relating to the Premises.**

#### **2. Landlord's insurance obligations**

##### **2.1. The Landlord must insure (with a reputable insurer):**

###### **2.1.1. the Landlord's Property against the Insured Risks in their full reinstatement cost (including all professional fees and incidental expenses, debris removal, site clearance and irrecoverable VAT);**

###### **2.1.2. against public liability relating to the Landlord's Property; and**

- 2.1.3. loss of the Rent for the Risk Period,
- subject to all excesses, limitations and exclusions as the insurers may impose and otherwise on the insurer's usual terms.
- 2.2. In relation to the insurance, the Landlord must:
- 2.2.1. procure the Tenant's interest in the Premises to be noted either specifically or generally on the policy;
- 2.2.2. take reasonable steps to procure that the insurers waive any rights of subrogation they might have against the Tenant (either specifically or generally);
- 2.2.3. notify the Tenant promptly of all material variations; and
- 2.2.4. provide the Tenant with a summary of its main terms upon the Tenant's written request.
- 2.3. The Landlord must take reasonable steps to obtain any consents necessary for the reinstatement of the Landlord's Property following destruction or damage by an Insured Risk.
- 2.4. Where it is lawful to do so, the Landlord must reinstate the Landlord's Property so far as practicable following destruction or damage by an Insured Risk. Reinstatement need not be identical if the replacement is similar in size, quality and layout. This obligation is subject to the Tenant complying with **paragraph 1.1.1(d)** and, where applicable, **paragraph 1.1.3**.
- 2.5. Nothing in this **paragraph 2** imposes any obligation on the Landlord to insure or to reinstate tenant's fixtures forming part of the Premises or the Landlord's Property.
- 2.6. Nothing in **paragraph 2** requires the Landlord to reinstate any lettable unit other than the Premises.
- 2.7. The Landlord's obligations under **paragraphs 2.3 and 2.4** do not apply:
- 2.7.1. unless and until the Tenant has paid the amounts referred to in **paragraph 1.1.1(d)** and, where applicable, **paragraph 1.1.3**; or
- 2.7.2. if the Landlord notifies the Tenant under **paragraph 4.1** that it ends the Lease.
- 2.8. Subject to the insurance premiums being reasonable and proper and reasonably and properly incurred, the Landlord is entitled to retain all insurance commissions for its own benefit.
3. **Rent suspension**
- 3.1. **Paragraph 3.2** is to apply if the Landlord's Property is damaged or destroyed by any Insured Risk so that the Premises are unfit for occupation or use or inaccessible. **Paragraph 3.2** does not apply to the extent that the Landlord's insurance has been vitiated or payment of any policy moneys refused because of anything the Tenant has done or has failed to do and the Tenant has not complied with **paragraph 1.1.3**.
- 3.2. Subject to **paragraph 3.1**, the Rent or a fair proportion of it, depending on the nature and extent of the damage or destruction, ceases to be payable from and including the date of damage or destruction until the earlier of:
- 3.2.1. the date that the Premises are again fit for occupation and use and accessible and ready to receive the Tenant's fitting out works and
- 3.2.2. the end of the Risk Period.



- 3.3. If **paragraph 3.2** applies, the Landlord must refund to the Tenant, as soon as reasonably practicable, a due proportion of any Rent paid in advance that relates to any period on or after the date of damage or destruction.
- 3.4. Any dispute about the application of this **paragraph 3** is to be decided at the request of either party by a single arbitrator under the Arbitration Act 1996.

#### **4. Termination**

- 4.1. This **paragraph 4** is to apply if:

- 4.1.1. the Landlord's Property is damaged or destroyed leaving the Premises unfit for occupation or use by the Tenant or preventing access to the Premises; and
- 4.1.2. when the Risk Period ends, the Landlord's Property has not been reinstated sufficiently for the Premises to be:
- (a) fit for occupation and use by the Tenant;
  - (b) accessible by the Tenant; and
  - (c) ready to receive the Tenant's fitting out works.

- 4.2. Either the Landlord or the Tenant may end this Lease immediately by notifying the other at any time after the end of the Risk Period but before such reinstatement has been completed. The exercise of this right by the Tenant is subject to the Tenant complying with **paragraph 1.1.1(d)** and, where applicable, **paragraph 1.1.3**.

- 4.3. If this Lease ends under **paragraph 4.2**:

- 4.3.1. that does not affect the rights of any party for any prior breaches;
- 4.3.2. the Tenant must give vacant possession of the Premises to the Landlord; and
- 4.3.3. the Landlord is entitled to retain all insurance moneys.

#### **5. Uninsured Damage**

- 5.1. Subject to **paragraph 5.2**, if there is Uninsured Damage:

- 5.1.1. **paragraph 3** applies as if that damage to or destruction of the Premises or the Landlord's Property had been by an Insured Risk;
- 5.1.2. the Landlord may by service of a notice ("Election Notice") on the Tenant elect to rebuild or reinstate the Premises;
- 5.1.3. if the Landlord serves an Election Notice, the Landlord must reinstate the Uninsured Damage in accordance with **paragraphs 2.3 and 2.4**; and
- 5.1.4. if the Landlord does not serve an Election Notice within 2 years following the date on which the Uninsured Damage occurs, then either the Landlord or the Tenant may at any time (unless in the meantime the Landlord serves an Election Notice) immediately terminate this Lease by notifying the other and **paragraph 4.3** is to apply.

- 5.2. **Paragraph 5.1 of this Schedule** does not apply if the Tenant has caused the Uninsured Damage.

### **SCHEDULE**

#### **3 Landlord's Obligations – Maintenance of structure and exterior**

## SCHEDULE

### 3 Landlord's Obligations – Maintenance of structure and exterior

#### 1. Provision of services

1.1 The Landlord, acting reasonably and in the interests of good estate management must:

- 1.1.1 repair (and by way of repair, renewing, rebuilding and replacing) maintain and clean the foundations, roof, structure and exterior of the Landlord's Property and the Common Parts and Conducting Media
- 1.1.2 provide lighting and heating apparatus and ventilation to the Premises
- 1.1.3 provide hot and cold water to and maintain operational supplies in the toilets at the Premises
- 1.1.4 security fire fighting and fire detection equipment (including portable fire extinguishers in the Premises)
- 1.1.5 carry out any works and provide and maintain all facilities that are required under statute or by insurers in relation to the Landlord's Property.

And in the interests of good estate management must perform the above services in an efficient manner at all appropriate times.

1.2 The Landlord is not to be held responsible for any interruption in the supply of the services listed at 1.1 above due to any circumstances outside of the Landlord's control or due to any necessary maintenance, repair, replacement, renewal, servicing, inspection or testing, but must take all reasonable steps to restore the supply as soon as reasonably practicable.

Executed as a deed by the Landlord acting by

Councillor

Parish Clerk

*P. Mahony*  
*J. Benson*

)

)

Signature of Councillor

Signature of Parish Clerk

Signature of Witness:



Name of Witness:

MRS. PRIYA SRIHARAN

Address of Witness:

LONG MELFORD POST OFFICE  
HALL STREET, LONG MELFORD  
SUDBURY, SUFFOLK CO10 9JL

Occupation of Witness:

SUB POSTMISTRESS

Executed as a deed by the Tenant acting by

)

[a director and its secretary] or by [two directors]:

)

L. MORRIS

L. Morris

Signature of Director

Signature of Director/Secretary

Executed as a deed by the Tenant acting by

)

[NAME OF DIRECTOR] a director in the presence of:

)

KIM REED

Reed.

Signature of Director

Honorary  
Secretary

Signature of Witness:



Name of Witness:

MRS. PRIYA SRIHARAN

Address of Witness:

LONG MELFORD POST OFFICE  
HALL STREET, LONG MELFORD  
SUDBURY, SUFFOLK CO10 9JL

Occupation of Witness:

POST MISTRESS

Executed as a deed by the Tenant

) L. Marins

in the presence of:

)

Signature of Witness:



Name of Witness:

MRS. PRIYA - SRIHARAN

Address of Witness:

LONG MELFORD POST OFFICE  
HALL STREET, LONG MELFORD  
SUDBURY, SUFFOLK, CO10 9JL

Occupation of Witness:

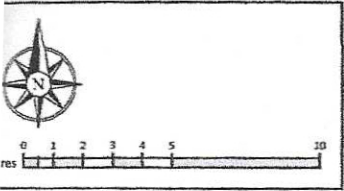
POST MISTRESS

Signature of Director

Signature of Director/Secretary]

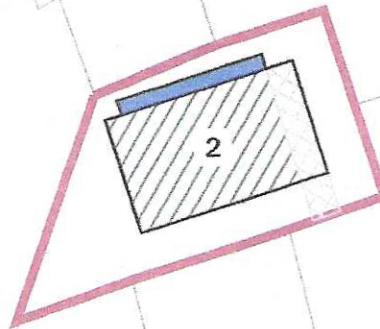


This plan is for identification purposes only and is subject to a detailed survey



*Ch. P. O'Mahony*

Lady Street



THE LANDLORD'S  
PROPERTY of which  
THE PREMISES form  
PART

2 Lady Street, Lavenham,  
Sudbury, CO10 9RA

## **Why Convert to a Charity?**

### ***A briefing for trustees, members, and community partners***

#### **Introduction**

As our organisation develops, it is important to consider whether our current legal form continues to serve our needs. Converting to a charity (preferably a Charitable Incorporated Organisation – CIO) offers significant advantages in governance, funding, public trust, and long-term sustainability. This briefing outlines the key reasons why a charity structure is the most appropriate model for the future of our community work.

#### **1. Stronger Governance and Trustee Protection**

A CIO charity provides:

- Limited liability for trustees and members
- A clear legal identity to enter contracts, employ staff, and manage assets
- A governance model recognised and understood by funders, public bodies, and partners

A Community Land Trust (CLT) structure offers less protection and can be more restrictive.

#### **2. Much Greater Access to Funding**

Many major funders only give grants to registered charities. These include:

- National Lottery Community Fund
- Heritage Fund
- Charitable trusts and foundations
- Corporate and philanthropic donors

Becoming a charity immediately opens the door to funding streams that are not available to a CLT, giving us significantly more potential to grow and sustain our services.

#### **3. Eligibility for Gift Aid**

Only charities can claim Gift Aid, adding 25% to every eligible donation. This greatly enhances community fundraising and individual giving.

#### **4. Increased Public Trust and Credibility**

Being a regulated charity strengthens public confidence because:

- We are overseen by the Charity Commission
- We must demonstrate public benefit
- Our accounts and activities are transparent

This credibility is vital for working with partners, attracting volunteers, and securing support from the wider community.

#### **5. Better Alignment With Our Mission**

Charity law aligns naturally with our core aims, such as:

- Supporting community wellbeing
- Preserving heritage
- Providing information and public services
- Reducing isolation
- Encouraging volunteering and community participation

These are not the primary purpose of a CLT, which is mainly an asset-holding and land stewardship model.

#### **6. More Flexibility for Future Activities**

A charity structure allows us to operate across a wide range of charitable purposes under one organisation, including:

- Community development
- Education and learning
- Arts, culture, and heritage
- Social inclusion
- Environmental benefit

This flexibility supports long-term growth without needing further legal changes.

#### **7. Simpler Regulation and Reporting**

A CIO reports to one regulator—the Charity Commission—using a well-supported and familiar framework.

A CLT (as a Community Benefit Society) must report to the Financial Conduct Authority, which can be more technical and less suited to community-based organisations.

## **8. Strengthening Long-Term Sustainability**

Becoming a charity supports long-term stability through:

- Stronger governance
- More reliable funding options
- Clear trustee responsibilities
- Improved succession planning
- Enhanced reputation and community confidence

This creates a more resilient organisation capable of adapting to future needs.

## **Conclusion**

Converting to a charity offers a clearer, safer, and more sustainable foundation for our work. It gives us the governance we need, the credibility the community expects, and the funding opportunities essential for growth.

A charity is the most robust structure to support our mission and ensure that our services and community benefits can continue long into the future.



## DEED OF ASSIGNMENT (DRAFT)

Relating to the lease of 2 Lady Street, Lavenham, CO10 9RA

THIS DEED is made on [DATE]

### BETWEEN:

1. **Lavenham Community Hub Community Land Trust**  
(registered under the Co-operative and Community Benefit Societies Act 2014,  
registration number 7867)  
whose registered office is at 2 Lady Street, Lavenham, CO10 9RA  
(**"Assignor"**)
2. **Lavenham Community Hub Charitable Trust**  
(a charitable trust registered in England and Wales, charity number **TBC**)  
whose principal office is at 2 Lady Street, Lavenham, CO10 9RA
3. (**"Assignee"**)
4. **Lavenham Parish Council**  
of Parish Office, Church Street, Lavenham, Suffolk, CO10  
(**"Landlord"**)

### RECITALS

1. The Assignor is the tenant of the premises known as **2 Lady Street, Lavenham, CO10 9RA** ("the Premises") under a lease dated 24<sup>th</sup> May 2019 made between the Landlord and the Assignor ("the Lease").
2. The Assignor wishes to assign the Lease to the Assignee.
3. Under clause **4.11** of the Lease, the Assignor requires the Landlord's written consent to assign the whole of the Premises.
4. The Landlord has agreed to grant such consent subject to the terms of this Deed.

### OPERATIVE PROVISIONS

#### 1. Assignment

1.1 The Assignor assigns to the Assignee all its estate, right, title and interest in the Lease and the Premises for the remainder of the Term.

1.2 The assignment takes effect from **[DATE]** ("Assignment Date").

#### 2. Assignee's Covenants

The Assignee covenants with the Landlord that from the Assignment Date it will:

2.1 observe and perform all the tenant covenants and obligations in the Lease;

2.2 indemnify the Landlord against all breaches of the tenant covenants arising on or after the Assignment Date;

2.3 comply with **the Transfer 2019 Obligations** so that no clawback or financial liability is triggered for the Landlord.

### **3. Assignor's Covenants**

The Assignor covenants with the Landlord that:

3.1 it has complied with all tenant obligations in the Lease up to the Assignment Date;

3.2 it will indemnify the Landlord against any breach of the Lease occurring before the Assignment Date.

### **4. Landlord's Consent**

4.1 The Landlord consents to the assignment of the Lease to the Assignee in accordance with clause 4.11 of the Lease.

4.2 This consent does not:

- release the Assignor from liability for breaches before the Assignment Date, or
- constitute a waiver of any existing breach.

### **5. Execution**

This Deed is executed and delivered as a deed on the date written above.

#### **EXECUTION BLOCKS**

##### **Assignor**

Executed as a deed by

**Lavenham Community Hub Community Land Trust**

acting by:

- \_\_\_\_\_ (Director/Trustee)
- \_\_\_\_\_ (Director/Trustee)

##### **Assignee**

Executed as a deed by

**Lavenham Community Hub Charitable Trust**

acting by its trustees:

##### **Landlord**

Executed as a deed by  
**Lavenham Parish Council**  
acting by:

- \_\_\_\_\_ (Chair)
- \_\_\_\_\_ (Clerk)

Street	Unit No	Location	Cost as quoted at start of project	Type of work costed	SCC final costing Oct 2020	Diff	Cost Status
BARN STREET	123	ON WALL OF OLD SCHOOL	£630.92	Fitting only	£630.92	£0.00	OK
BARN STREET	124	G39 OUTSIDE NO 5 - ON POLE 106	£1,010.01	Fitting only	£1,010.01	£0.00	OK
BEARS LANE	54	OUTSIDE WESTGARTH	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
BEARS LANE	55	OPPOSITE LITTLE BEECHES	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
BEARS LANE	179	APPROX 15 METERS FROM CHURCH ST JUNCTION	£630.92	Fitting only	£630.92	£0.00	OK
BOLTON STREET	116	G39 OPPOSITE NO 16 - ON EEB POLE	£1,010.01	Fitting only	£1,010.01	£0.00	OK
BOLTON STREET	118	G39 OUTSIDE NO 4 - ON EEB POLE	£1,010.01	Fitting only	£1,010.01	£0.00	OK
BOLTON STREET	119	OPPOSITE SHILLING STREET JUNCTION	£630.92	Fitting only	£630.92	£0.00	OK
BRENT ELEIGH ROAD	75	OUTSIDE NO 2 - ON EEB POLE	£1,010.01	Fitting only	£1,010.01	£0.00	OK
BRENT ELEIGH ROAD	76	OUTSIDE TELEPHONE EXCHANGE	£630.92	Fitting only	£630.92	£0.00	OK
BRIDGE STREET ROAD	32	AT ENTRANCE TO RECREATION AREA	£630.92	Fitting only	£630.92	£0.00	OK
BRIDGE STREET ROAD	33	OUTSIDE SAXONS - ON EEB POLE	£1,251.25	Post+Fitting	£1,251.25	£0.00	OK
BRIDGE STREET ROAD	34	AT SUDBURY ROAD JUNCTION	£630.92	Fitting only	£630.92	£0.00	OK
BRIDGE STREET ROAD	181	OPPOSITE FINCHES	£630.92	Fitting only	£630.92	£0.00	OK
BURY ROAD	125	G39 OUTSIDE WINDWARDS - ON EEB POLE 2	£1,010.01	Fitting only	£1,010.01	£0.00	OK
BURY ROAD	126	G39 OPPOSITE THE MILL HOUSE - ON EDF POL	£1,010.01	Fitting only	£1,010.01	£0.00	OK
BURY ROAD	127	OUTSIDE HIGHFIELDS - ON EEB POLE 6	£1,010.01	Fitting only	£1,010.01	£0.00	OK
BURY ROAD	129	AT JUNCTION WITH PRESTON ROAD	£630.92	Fitting only	£630.92	£0.00	OK
BURY ROAD	130	OPPOSITE MAYFIELD	£630.92	Fitting only	£630.92	£0.00	OK
BUTFIELD	21	OUTSIDE NO 6	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
BUTFIELD	22	OUTSIDE NO 8	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
BUTFIELD	23	OUTSIDE NO 11	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
CHURCH STREET	35	G39 OUTSIDE THE RECTORY - ON EDF POLE	£1,251.25	Post+Fitting	£1,251.25	£0.00	OK
CHURCH STREET	36	OPPOSITE PORTLAND LANE - ON EEB POLE	£1,610.87	Post+Fitting	£1,610.87	£0.00	OK
CHURCH STREET	37	OPPOSITE CHURCH - IN GARDEN OF NO 43	£630.92	Fitting only	£630.92	£0.00	OK
CHURCH STREET	38	ON WALL OF NO 74	£630.92	Fitting only	£630.92	£0.00	OK
CHURCH STREET	39	ON WALL OF NO 24	£630.92	Fitting only	£630.92	£0.00	OK
CHURCH STREET	40	ON WALL OF NO 85 - OPPOSITE BEARS LANE	£630.92	Fitting only	£1,386.05	£755.13	OK
CHURCH STREET	41	ON WALL OF NO 5	£630.92	Fitting only	£630.92	£0.00	OK
CHURCH STREET	42	NEXT TO BUS SHELTER - OPPOSITE SWAN HOTE	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
CHURCH STREET	43	UNDER BUS SHELTER ROOF - OPP SWAN HOTEL	£630.92	Fitting only	£630.92	£0.00	Query
FROGS HALL ROAD	86	G39 AT PRESTON ROAD JUNCTION	£1,010.01	Fitting only	£1,010.01	£0.00	OK
FROGS HALL ROAD	87	G39 SOUTH OF LABURNHAM LODGE - ON EDF PO	£1,010.01	Fitting only	£1,010.01	£0.00	OK
FROGS HALL ROAD	89	G39 OPPOSITE THOMASON HOUSE - ON EEB POL	£1,010.01	Fitting only	£1,010.01	£0.00	OK
GREEN WILLOWS	5	AT MELFORD ROAD JUNCTION	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
GREEN WILLOWS	6	OUTSIDE NO 16	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
GREEN WILLOWS	7	OUTSIDE NO 23	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
GREEN WILLOWS	8	OUTSIDE NO 26	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
GREEN WILLOWS	9	OUTSIDE NO 41	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
GREEN WILLOWS	10	OUTSIDE NO 49	£1,137.41	Post+Fitting	£1,943.56	£806.15	Query
GREEN WILLOWS	11	OUTSIDE NO 2	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
GREEN WILLOWS	12	OUTSIDE NO 10	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
HALL ROAD	67	G39 OUTSIDE FRANKHIL - ON EEB POLE 133	£1,010.01	Fitting only	£1,010.01	£0.00	OK
HALL ROAD	68	G39 APPROX 30 METERS FROM HIGH ST - ON E	£1,010.01	Fitting only	£1,010.01	£0.00	OK
HALL ROAD	145	OPPOSITE PARK ROAD JUNCTION - ON EEB POL	£1,010.01	Fitting only	£1,010.01	£0.00	OK
HARWOOD PLACE	13	OUTSIDE NO 19	£1,137.41	Post+Fitting	£1,943.56	£806.15	Query
HARWOOD PLACE	14	OUTSIDE NO 31	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
HARWOOD PLACE	15	NEAR NO 17 - AT PARKING AREA	£630.92	Fitting only	£630.92	£0.00	OK
HIGH STREET	131	OUTSIDE NO 53F	£630.92	Fitting only	£630.92	£0.00	OK
HIGH STREET	132	ON WALL OF NO 56E	£630.92	Fitting only	£630.92	£0.00	OK
HIGH STREET	133	OUTSIDE NO 60C	£630.92	Fitting only	£630.92	£0.00	OK
HIGH STREET	134	ON WALL OF NO 46	£0.00	Fitting only	£0.00	£0.00	Query
HIGH STREET	135	ON WALL OF NO 70 - OPPOSITE ROPERS COURT	£630.92	Fitting only	£630.92	£0.00	OK
HIGH STREET	136	ON WALL OF NO 77	£630.92	Fitting only	£630.92	£0.00	OK
HIGH STREET	137	ON WALL OF NO 28	£630.92	Fitting only	£630.92	£0.00	OK
HIGH STREET	138	ON WALL OF NO 22	£630.92	Fitting only	£630.92	£0.00	OK
HIGH STREET	139	ON WALL OF NO 16	£630.92	Fitting only	£630.92	£0.00	OK
HIGH STREET	140	ON WALL OF NO 10	£630.92	Fitting only	£630.92	£0.00	OK
HIGH STREET	141	ON WALL OF PHARMACY - NO 98 & 99	£630.92	Fitting only	£1,471.09	£840.17	OK
LADY STREET	114	G39 OUTSIDE NO 12	£1,010.01	Fitting only	£1,010.01	£0.00	OK
LOWER ROAD	76	G39 OUTSIDE NO 3	£1,010.01	Fitting only	£1,010.01	£0.00	OK
LOWER ROAD	77	10 METERS NORTH OF CLAY LANE JUNCTION	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
LOWER ROAD	78	APPROX 65 METERS NORTH OF CLAY LANE JUNC	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
LOWER ROAD	79	APPROX 140 METERS NORTH OF CLAY LANE JUN	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
LOWER ROAD	80	APPROX 215 METERS NORTH OF CLAY LANE JUN	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
LOWER ROAD	81	G39 OPPOSITE BARNSDALE ON EEB POLE	£1,010.01	Fitting only	£1,010.01	£0.00	OK
LOWER ROAD	82	G39 OPPOSITE PRENTICE STREET - ON EEB P	£1,010.01	Fitting only	£1,943.56	£933.55	Query
LOWER ROAD	148	OPPOSITE LITTLE FOXES	£630.92	Fitting only	£630.92	£0.00	OK
MARKET LANE	180	OUTSIDE NO 1	£630.92	Fitting only	£630.92	£0.00	OK
MARKET SQUARE	111	ON WALL OF BAKERY	£630.92	Fitting only	£630.92	£0.00	OK
MARKET SQUARE	112	OUTSIDE NO 6	£630.92	Fitting only	£630.92	£0.00	OK
MARKET SQUARE	113	AT SIDE OF PONDERS - NEAR INFO. CENTRE	£630.92	Fitting only	£630.92	£0.00	OK
MEADOW CLOSE	57	OUTSIDE NO 2	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
MEADOW CLOSE	58	OUTSIDE NO 7	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
MEADOW CLOSE	59	OUTSIDE NO 14	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
MEADOW CLOSE	60	OUTSIDE NO 23	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK



MEADOW CLOSE	61	OUTSIDE NO 31 & 32	£1,010.01	Post+Fitting	£1,010.01	£0.00	OK
MEADOW CLOSE	62	OUTSIDE NO 38	£630.92	Fitting only	£630.92	£0.00	OK
MEADOW CLOSE	63	AT REAR OF GARAGES - NEAR 43	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
MELFORD ROAD	16	G39 OPPOSITE CAR PARK ENTRANCE BETWEEN 1	£1,010.01	Fitting only	£1,010.01	£0.00	OK
MELFORD ROAD	17	G39 OPPOSITE NO 4 - ON EEB POLE 118	£1,010.01	Fitting only	£1,010.01	£0.00	OK
MELFORD ROAD	18	G39 30 METERS FROM ARTESIAN CLOSE	£1,010.01	Fitting only	£1,010.01	£0.00	OK
MELFORD ROAD	20	105 METERS FROM BUTTFIELD JUNCTION	£1,010.01	Fitting only	£1,010.01	£0.00	OK
PORTLAND LANE	65	OPPOSITE LAVENHAM HALL - ON EEB POLE 159	£1,010.01	Fitting only	£1,010.01	£0.00	OK
PRENTICE STREET	108	G 39 OPPOSITE NO 23	£1,010.01	Fitting only	£1,010.01	£0.00	OK
PRENTICE STREET	109	G39 OPPOSITE NO 9	£1,010.01	Fitting only	£1,010.01	£0.00	OK
PRENTICE STREET	110	ON WALL OF THE ANGEL PH.	£630.92	Fitting only	£630.92	£0.00	OK
PUMP COURT	103	BEHIND 80 HIGH STREET - ON EEB POLE	£1,010.01	Fitting only	£1,010.01	£0.00	OK
ROPER'S COURT	142	AT SIDE OF 40 HIGH STREET	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
ROPER'S COURT	143	OUTSIDE NO 8	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
ROPER'S COURT	144	OUTSIDE NO 16	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
SHILLING STREET	120	OPPOSITE NO 1	£630.92	Fitting only	£630.92	£0.00	OK
SHILLING STREET	121	NEXT TO NO 14	£630.92	Fitting only	£630.92	£0.00	OK
SHILLING STREET	122	IN GARDEN OF NO 19A	£630.92	Fitting only	£630.92	£0.00	OK
SPRING LANE	94	ON WALL OF NO 2	£630.92	Fitting only	£630.92	£0.00	OK
SPRING LANE	95	OUTSIDE NO 24	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
SPRING LANE	96	OUTSIDE NO 19	£1,137.41	Post+Fitting	£1,943.56	£806.15	OK
SPRING STREET	97	AT LOWER ROAD JUNCTION	£630.92	Fitting only	£630.92	£0.00	OK
SPRING STREET	98	OPPOSITE SPRING LANE	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
SPRING STREET	99	OPPOSITE NO 30	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
SPRING STREET	100	OPPOSITE NO 16	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
SPRING STREET	101	OUTSIDE NO 9	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
SPRING STREET	102	OUTSIDE NO 6	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
SUDBURY ROAD	24	OPPOSITE MELFORD ROAD - ON EEB POLE 78	£1,010.01	Fitting only	£1,010.01	£0.00	OK
SUDBURY ROAD	25	OUTSIDE HIGH PARSONS - ON EEB POLE 76	£1,010.01	Fitting only	£1,010.01	£0.00	OK
SUDBURY ROAD	27	OPPOSITE COPPERS- ON EEB POLE 74	£1,010.01	Fitting only	£1,010.01	£0.00	OK
SUDBURY ROAD	28	OPPOSITE TOPAZ - ON EEB POLE 72	£1,010.01	Fitting only	£1,010.01	£0.00	OK
SUDBURY ROAD	29	AT SIDE OF WHITE GATES - ON EEB POLE 71	£1,010.01	Fitting only	£1,010.01	£0.00	OK
SUDBURY ROAD	30	OPPOSITE THE GLEBE - ON EEB POLE 70	£1,010.01	Fitting only	£1,010.01	£0.00	OK
SUDBURY ROAD	31	OPPOSITE NO 4 PIGHTLE TERRACE	£630.92	Fitting only	£630.92	£0.00	OK
TENTER PIECE	45	AT CHURCH STREET JUNCTION	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
TENTER PIECE	46	OPPOSITE NO 3	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
TENTER PIECE	47	OUTSIDE NO 6 & 7	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
TENTER PIECE	48	AT REAR OF NO 5 - ON FOOTPATH	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
TENTER PIECE	49	OUTSIDE FLATS 9 TO 17 - AT CHURCH END	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
TENTER PIECE	50	OUTSIDE NO 21	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
TENTER PIECE	51	AT SIDE OF NO 18	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
TENTER PIECE	52	AT SIDE OF NO 33	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
TENTER PIECE	53	OUTSIDE NO 24 & 26	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
TRINITY GILD	83	OUTSIDE NO 3	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
TRINITY GILD	84	OUTSIDE NO 5	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
TRINITY GILD	85	OUTSIDE NO 10	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
WATER STREET	69	ON WALL OF NO 10 - AT LADY STREET JUNCT	£1,175.48	Post+Fitting	£1,175.48	£0.00	OK
WATER STREET	70	ON WALL OF NO 62	£630.92	Post+Fitting	£630.92	£0.00	OK
WATER STREET	71	AT BARN ST JUNCTION - ON WALL OF HOUSE	£630.92	Post+Fitting	£1,723.60	£1,092.68	OK
WATER STREET	72	ON WALL OF NO 47 - OPPOSITE SHILLING ST	£630.92	Post+Fitting	£630.92	£0.00	OK
WATER STREET	73	G39 OPPOSITE BRENT ELEIGH RD - ON EEB PO	£1,010.01	Post+Fitting	£1,010.01	£0.00	OK
WEAVERS CLOSE	90	OUTSIDE NO 2	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
WEAVERS CLOSE	91	OUTSIDE NO 16	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK
WEAVERS CLOSE	92	OUTSIDE NO 10	£1,137.41	Post+Fitting	£1,137.41	£0.00	OK

PUMP CT		Alley to Pump Court	£4,033.61	Post+Fitting	£4,033.61	£0.00	OK
SUDBURY RD	183	Passageway to Sudbury Road	£1,773.99	Post+Fitting	£1,773.99	£0.00	OK
Various Location Phase 2 Works					£1,572.00	£1,572.00	Query

	£127,795.92		£135,407.90	£7,611.98
Less Pump Ct	-£4,033.61	Less Pump Ct	-£4,033.61	£0.00
Less Spring St	-£1,137.41	Less Spring St	-£1,137.41	£0.00
	£122,624.90		£130,236.88	£7,611.98 Cost Increases
		Less Paid	-£1,773.99	Passageway to Sudbury Rd
			£128,462.89	Amount Owing
			-£129,600.30	Creditor
			-£1,137.41	Difference
			-£1,137.41	Less Spring St
			-£0.00	Unreconciled Difference

## Highway Electrical Asset: Structural Installation Condition Report

Issued by

**Electrical Testing Ltd**

The purpose of this Report is to confirm, so far as reasonably practicable, whether the structural installation is in a satisfactory condition for continued service. The Report should identify any damage, deterioration, defects and/or conditions which may give rise to danger.

For safety reasons, the structural installation should be re-inspected at appropriate intervals. The recommended date by which the next inspection is due is stated in the Report under 'Next Date'.

Our risk modelling outlined in our internal process EPRC0062 will result in a final recommendation for action;

**GREEN:** We recommend that this unit has no structural defects that affect the columns continuing performance and we recommend the next inspection within 72 months or 36 months for a column that has received just a visual inspection.

**AMBER:** We recommend that this unit has a single or several structural defects that affect the units continuing performance and we recommend the next inspection within 36 months.

**RED:** We recommend that this unit has a single or several very significant structural defects that affect the units continuing performance and we recommend the unit is replaced as soon as is reasonably practicable

Inspection works are carried out in accordance with our internal process EPRC0059 and satisfy the requirements of ISO/IEC 17020:2012 – Conformity assessment: Requirements for the operation of various type of bodies performing inspection. The processes that support this compliance are independently audited and verified by UKAS for our accreditation as a Type C Inspection Body.

The schedule of inspection and test results included within this report are individually referenced with a unique report number that is traceable to the original inspection records, together with a detailed change history.

All results, evaluations and recommendations contained within this report are based on the information at the time of the inspection. An assumption has been made that any additional attachments to the unit (including the lantern and bracket) where fit for purpose upon installation or have been subject to a separate structural design calculation.

**Disclaimer:** All measurements provided in this report are subject to an uncertainty of measurement. Each reported measurement ('X') has an associated uncertainty margin ('U'), which represents a 5% deviation above or below the reported value. Thus, the measurements are expressed as 'X ± U'. This accounts for potential imprecision due to various factors such as instrument precision, environmental variables, and human error. This practice is consistent with the guidelines set out in UKAS document M3003. As such, the actual value is most likely within the range defined by this uncertainty.

## Data

Equipment Number: 39721

Asset ID: 043070

Status: **Amber**

Insp/Test: 08/01/2026

Column Condition Index: **62**

Next Insp/Test: 08/01/2029

Zone: LAVENHAM

Estimated Residual Life: 6-10

Street: SPRING STREET

Commission Date: 01/01/1970

Asset No.: 0098

Inspector: Stuart Atterbury

Asset Type: STREET LIGHT



Location: OPPOSITE SPRING LANE

## Risk Chart

Visual Only

Defect Assessment - Following a thorough visual examination of this unit, complete with a comprehensive test utilising our Patented Dipstik Technology system and/or supplementary methods we determine the base risk to be Amber.



Material - The construction material of this unit is CONCRETE. This assessment recognises the risk of fatigue corrosion, which cannot be determined without destructive testing on-site. Factoring in this risk, the overall unit risk assessment remains at Amber.



Height - The nominal height of 5 for this unit means the overall unit risk assessment remains at Amber.



Road Speed - The road speed of 30mph for this unit means the overall unit risk assessment remains Amber.



Final Outcome - The final risk assessment is Amber and our recommendation is shown below.

## Recommendations

We recommend that this unit has a single or several structural defects that affect the units continuing performance and we recommend the next inspection within 36 months.

Service	Target	Actual
Root		
Swage		
Visual	✓	✓
Ultrasonic		
Mag. Particle		
GN22		

[illegible]









# Model publication scheme

## Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of information

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.



## The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



## LAVENHAM PARISH COUNCIL

### FREEDOM OF INFORMATION POLICY AND GUIDE

The Freedom of Information Act 2000 requires public authorities to publish information as a matter of routine in addition to that supplied when responding to information requests.

The Parish Council has adopted the Information Commissioner's approved Model Publication Scheme, which sets out the statutory requirements and specifies seven information classes in which the majority of routinely published information will fall.

This policy sets out what information will be routinely published and how it accessible.

Freedom of Information Act Requests or Data Subject Access Requests must be made in writing to the Clerk whose contact details are on the Parish Council website. Such requests must include the name and email address of the applicant and a clear description of the information sought

Information to be published	How the information can be obtained (hard copy or website)	Cost
<b>Class 1 - Who we are and what we do</b>		
List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	Website	None
Postal and email address. Contact details for Parish Clerk and Council members	Website	None
Location of Council office and accessibility details	Website	None
Staffing structure	Website	None
<b>Class 2 – What we spend and how we spend it</b>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	None
Finalised budget	Website	None
Precept	Website	None

Borrowing Approval letter	Website	None
All items of expenditure above £100	Website	None
Financial Standing Orders and Regulations	Website	None
Grants given and received	Website	None
List of current contracts awarded and value of contract	Website	None
Members' allowances and expenses	Website	None
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual governance statement in format included in the Annual Return form	Website	None
Parish Plan	Website	None
Annual Report to Parish or Community Meeting	Website	None
Quality status	Not Applied For	N/A
Local charters drawn up in accordance with DLUHC's guidelines	None Held	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	None Held	N/A
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Website	None
Agendas of meetings (as above)	Website	None
Minutes of meetings (as above)	Website	None
Reports presented to council meetings	Website	None
Responses to consultation papers	Website	None
Responses to planning applications	Website	None
Bye-laws	None	N/A
<b>Class 5 – Our policies and procedures</b>		
<ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website	None



<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Website	None
Records management, personal data and access to information policies	Website	None
<b>Class 6 – Lists and Registers</b>		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	<p>Burial Registers</p> <p>Hard Copy</p>	None
Assets register, including details of public land and building assets	Website	None
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not Held	N/A
Register of members' interests	Babergh Council Website	None
Register of gifts and hospitality	Babergh Council Website	None
<b>Class 7 – The services we offer</b>		
Allotments	None	None
Burial grounds and closed churchyards	Website	None.
Community centres and village halls	None	None
Parks, playing fields and recreational facilities	Website	None
Seating, litter bins, clocks, memorials and lighting	Website	None
Bus shelters	Website	None
Markets	None	None

Public conveniences	Website	None
Agency agreements	None	None
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website	Fee Schedule for memorials

### Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ .10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	In accordance with the Freedom of Information Act 2000	In accordance with the relevant legislation (quote the actual statute)

**Review Date: February 2028**

### Document control

Version and Date:	Adopted:
Reviewed January 2026 V2.0	Adopted at Full Council Meeting 5 February 2026