

LAVENHAM PARISH COUNCIL

To: Members of Lavenham Parish Council

You are duly summoned to attend the next meeting of Lavenham Parish Council to be held at 7.30 pm on Thursday 2nd November 2023 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

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

AGENDA

- 1. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. To approve as accurate minutes of 28th September 2023 and 5th October 2023 meeting of the Council**
- 5. Public participation session (15 minutes)**
- 6. Local Authority Councillors' Reports**
- 7. Chairman's Announcements**
- 8. Proposal to adopt a 20 mph scheme**
- 9. Parish Council response to the Acton Neighbourhood Plan Consultation and Parish Council response to Suffolk County Council Bus Service Improvement Plan.**
- 10. To receive a report concerning the progress with respect to the Green Willows footpath.**
- 11. To receive an update concerning the Bellward award.**

12. Clerk/RFO Report

- 12.a To receive updates on Christmas Lights, Bux Bush care, Business Rates, Community Emergency Plan, Grants, the Lavenham Exhibition and Museum Trust and Public Realm maintenance including repair of the First Meadow Footbridge.**
- 12.b Motion: to approve Accounts for the month ended 30 September 2023.**
- 12.c. Motion to approve September 2023 Receipts and Payments.**
- 12.d. Motion to approve quote for the maintenance of the Water St Car Park.**
- 12.e Motion: to approve the Council Environment Policy.**
- 12.f Motion: to approve reimbursing the Clerk for £29.99.**

13. Planning

- 13.a To receive an update on Planning Decisions received in October 2023.**
- 13.b To receive a report and recommendations from the Planning Group.**

14. Date of next meeting – Thursday 14th December 2023



Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 27th October 2023

EXTRAORDINARY PARISH COUNCIL MEETING

Held on Thursday 28th September 2023, commencing 7.30 pm. in the Village Hall.

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

Present:

Chair: Cllr Irene Mitchell.

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

Twenty one members of the public.

Opening Statement by the Chair:

The Chair began by welcoming everyone and introduced herself. She explained that this meeting is being recorded for the purpose of writing the minutes and that this recording, once the minutes have been approved, will be destroyed.

The Chair told Councillors that the agenda this evening is a single motion and asked the Clerk to explain the status of this meeting and the status of the document to be discussed.

The Clerk detailed that the meeting has two purposes, firstly to endorse the appointment of Janet Cheesley as Independent Examiner and secondly to approve the draft responses to the Representations received during the Regulation 16 Consultation period. The Clerk explained that Attachment A is the list of Representations received, Attachment B is the draft responses to the Representations and Attachment C is the summary of the Representations. He concluded by thanking the LNP Working party for the hard work they had put in and emphasised that these responses are draft. The purpose of the meeting is for Councillors to discuss the drafts and then decide whether to approve them for submission to the Independent Examiner.

1. Apologies and approval of absences

None

2. Declarations of Interest

No declarations of interest had been received.

3. Requests for Dispensation

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

4. Public participation session

The Chair began by welcoming observers to this meeting of Council. She emphasised that this is not a public meeting but a meeting of the council held in public. Within the agenda there is a fifteen minute period for public participation. She explained that those who wish to ask a question or make a statement will have three minutes adding that if a question cannot be answered tonight it will be responded to in writing within 28 days. She concluded by reminding all of their responsibilities, highlighting the need to maintain silence during the deliberations of Council, not to approach Councillors, that Councillors must not engage with observers when the Council is in session and mobile phones must be in silent mode. She would try and give all participants a ten second warning before their time is up.

A member of the public said that he had written in response to both the Regulation 14 and 16 consultations but that having misunderstood the Consultation process had written about his concerns as to second home ownership only in his Regulation 14 response. He asked whether Council had read and discussed the Regulation 14 responses, the Chair confirmed that she had.

The member of the public questioned why the Lavenham Press site had been 'singled out'. He concluded by saying that, in his opinion, the draft Neighbourhood Plan is too long and too difficult for many people to understand and that whilst he understood the legal reasons for that the consequence is that most of the public does not understand what is in the document and the implications of it.

The Chair responded that Council acknowledges this issue and that he was not alone in having these thoughts about the complexity of the documents.

A second member of the public began by welcoming the lifting of the limitations on rural exception sites so that the limit of 12 no longer applies and other amendments to encourage affordable housing in the village and then spoke about the definition of affordable houses recommending the definition given by Shelter. He then reminded Council of the favourable examiners comments on the 2016 Plan and its clear and logical explanations of objectives and policies. He also referred to his email of earlier that day to Councillors detailing his opinions with respect to LNP2.

The Chair explained to Councillors and the public that the member of the public was referring to an amendment which would be proposed and discussed later in the meeting. At this point an increase in the preferred number of 12 is an assumption. She reminded Councillors and the public that the Council does not have the right to amend the plan, and that if it does wish to do so, that will lead to a dialogue with the Independent Examiner.

5. Discussion of the motion 'the Council endorses the appointment of Janet Cheesley as Independent Examiner and approves the Responses to the Regulation 16 Consultation Representations as proposed in Attachment B'.

Received:

The Clerk displayed the Report.

The Chair introduced the report beginning by thanking a Member of the Public for correcting an error in the draft responses to LAV 35 and 37 where the word 'not' had been omitted.

The Chair explained that Roy Mawford, Chair, of the LNP2 Group, was in the room to provide, where required, technical support to Councillors.

She confirmed that there is only one motion to be considered but that she had invited Councillors to come forward with amendments in writing under Standing Order 1g. One amendment had been submitted, from Cllr Lamont. She asked Cllr Lamont if he had a Secunder. Cllr Domoney seconded the amendment. The Chair asked Councillors if there were any other amendments. No further amendments were proposed.

The Chair invited Cllr Muckian to guide Councillors through the document explaining that immediately thereafter she will invite Cllr Lamont to speak to his amendment, followed by the seconder. Thereafter Councillors may speak in the usual manner. Once all have spoken the Chair will call for a vote on the amendment, if carried, it will be assumed to be incorporated into the relevant draft response. There will then be a vote on the substantive motion, if the amendment falls the meeting will proceed directly to the vote on the substantive motion.

Cllr Muckian began by thanking Roy Mawford for his offer of technical support and emphasising that Council had earlier in the year agreed the Neighbourhood Plan and that the task of Council this evening is to give, to the Independent Examiner, the Councils responses to the Representations. The Examiner has three options: firstly to pass the Plan as it is with no modifications, secondly to decide that is not fit for purpose and thirdly to decide that it is fit for purpose subject to modifications. The Representations and Councils responses to those representations, including any changes that Council wishes to make in response to those Representations, are part of that process. Any changes to the submitted draft would need to be supported with the reasons to do so.

Cllr Muckian talked through each item in Attachment B:

General Policy Concerns:

G1: Policies Map. Raised by Suffolk County Council. This had not been included as the LNP Review Group and the Parish Council did not have the technical resources to produce a policies map. Recently Babergh DC has agreed to help produce this very specialist document. Council has accepted this offer.

G2: Document too complex: The Council recognises that this is an issue and has already begun planning for a summary document to be published for each Lavenham household before any referendum is called

G3: Insufficient public engagement: It is recognised that there had been less traditional public engagement than in the early stages of LNP 1 but the Reg 15 Consultation Statement shows the extensive level of engagement achieved despite the constraints imposed by the Covid19 pandemic. In the more advanced plan preparation stage, the level of engagement achieved as part of LNP2 cannot be said to have been less than that achieved at the same stage on LNP1.

G4: Insufficient Evidence: Council has listed the evidence sources and considers these sufficient.

G5: Failure to include Local Housing Survey evidence: The Housing Survey results were included in the submission version.

G6: Census evidence not included: Census data was included as soon as it became available, parish level data was slow to come out but was included in the submission version.

G7: Evidence from 2021 Questionnaire was unreliable: the Questionnaire return rate was not as high as we had hoped but Council considers that the Questionnaire, together with the other community engagement work undertaken, provides sufficiently reliable evidence. We accept that some residents disagree, and it will be up to the Examiner to judge whether the level of public opinion expressed in the draft plan is sufficient.

H1: Failure to address need for affordable housing: We have redrafted 7.5.5 in full, to read as follows: The Lavenham Community Land Trust carried out a Local Housing Survey in June 2022. Survey forms went to each of the 950 households in Lavenham. 248 forms were returned from households comprising a total of 500 residents. The survey identified 99 households seeking alternative accommodation, of which 52 needed affordable homes and 47 wanted market homes. We draw attention to that between March 2017 and March 2023, there were 144 new dwellings completed. Of these 46 are affordable homes. This represents 32% of the new dwellings in this period.

H2: Build affordable homes on Sudbury Rd and Melford Rd: There is currently no site allocation for Lavenham. Any previous sites earmarked for future development were effectively cancelled when the Joint Local Plan was paused by the JLP Examiners. The draft plan caters for Rural exception sites which are primarily for affordable homes in LAV17, providing the proposals fit within the preferred maximum size of developments expressed in LAV13.

Specific Policy Concerns:

LAV13 P1: Amend clause 2a: BDC's proposed amendment to definition of Rural Exception sites is too loose making no mention of distance from the settlement boundary. Our suggested amendment is – Rural exception sites that are adjacent to the settlement boundary and well-connected to key services, and that accord with Policy LAV 17 of this Plan.

LAV13 P2: Amend Clause 4 (strong preference for 12 units): The Local Planning Authority (LPA) has told us that its indicative minimum additional housing requirement for the period 2018 to 2037 is 118 dwellings. To date, 113 dwellings are either already built or in the development pipeline (Source: LNP2 Submission version, Appendix 2). So, LNP2 is not being asked by the LPA to deliver a significant additional number of new dwellings. LPC feels the unmet demand for housing, and the specific need for

affordable homes, have been properly and adequately recognised in the LNP2 Submission Version which includes a strong community preference (this wording is carried forward from LNP1, and is NOT a cap) for developments of up to 12 dwellings. The community made clear its view in the narrative responses to the questionnaire with over 70 responses indicating, in their own words, that they preferred 'absolutely no further development at all'. Over 200 people said we should be concerned about the amount of recent housing development. Expert planning advice was sought and this advice was that we could not have a plan with no development. Together the public opinion and the advice of experts led to the preferred maximum of 12. The LNP1 strong community preference for 24 units was based on the 2016 responses which were prior to the building of 113 houses and were more favourable towards development.

LAV13: P4: Remove Clause 2e: We cannot override Paragraph 80 of the National Planning Policy Framework (NPPF).

LAV13: P5: No development on west side of Park Road: There are no plans or proposals to build on the west side of Park Rd.

LAV14 P6: We are happy to amend LAV14 Clause 1 to read as follows: Residential schemes must contribute to meeting the existing and future needs of the village. A mix in the size and type of housing will be required taking into account: the existing population profile (see Chapter Four); the needs of young people, the needs of an ageing population looking to downsize into homes suitable for lifetime occupation and the latest evidence on housing needs.

LAV18 P11: We welcome this representation from Babergh District Council. The original authors and the Council have had some challenges in crystallising what we actually wanted to say here. We suggest the following redraft to Clause 1: 'Housing for Older People 'Proposals for housing, specifically suitable for older people who are residents of Lavenham Core Village or its hinterland parishes, will be supported where they are a) sensitively and environmentally designed, and in accordance with other policies in the Plan b) designed to accommodate visitor, staff, and resident parking off-street and c) located within the Settlement Boundary (see Map 7)'

LAV19: Lavenham Railway Walk: We consider that the wording of the draft plan reflects the wishes of the community.

LAV27: Amalgamation of village schools in modern buildings: We consider that no change is needed to the plan.

LAV28 and 29: Marketing periods: We hope to persuade Babergh District Council of the unique circumstances that apply in our Retail core.

LAV31: The Lavenham Press site: We believe we have sufficiently explained our rationale to the Examiner.

LAV35 and LAV 37: Extend ALLS (Areas of Local Landscape Sensitivity): We have given a detailed response, following expert advice, considering such factors as whether local rural features and historic patterns have already been lost, explaining why we believe the proposed ALLS appropriate.

Autonomous Vehicles: At this time Council does not have a response concerning this, this may be a subject for the next neighbourhood plan.

The Chair thanked Cllr Muckian for her presentation.

Parish Councillors Discussion:

Cllr Ranzetta asked for a clear reminder on the process of the plan to conclusion. The Chair invited Roy Mawford to speak.

Mr Mawford referred to the Covering Note in the Briefing Papers explaining that at its 27th April 2023 meeting, the Council had approved 'Regulation 15' Submission of the above Plan (frequently referred to as LNP2) and its accompanying submission documents, to the Local Planning Authority (Babergh DC).

Since then, in July and August, Babergh District Council (BDC) has undertaken 'Regulation 16' Public Consultation on LNP2. BDC received representations from 23 organisations and residents, which it has collated into Attachment A to this report.

The purpose of this meeting is to offer our responses to those representations.

He anticipates that the Examiner will come back with questions and make statements to which we will be invited to respond, there may well be several rounds of this. At the end the Examiner will need to decide whether to a) pass the Plan as it is with no modifications b) decide that is not fit for purpose or c) decide that it is fit for purpose subject to modifications.

Roy Mawford explained that it is possible that the Examiner will say something that the Council has difficulty accepting, in such circumstances the Council can drop the Plan or accept the modifications.

The Clerk emphasised that if the plan is dropped or fails to pass the referendum then LNP1 remains in force.

The Chair invited Councillor Lamont to table his amendment.

Councillor Lamont explained that his amendment was to replace in the Representation response LAV17 P9 D:

'The proposal is appropriate to the size/scale and character of the village – consistent with LAV 13, the community strongly prefers schemes of no more than 12 dwellings'

with:

'The proposal is appropriate to the size/scale and character of the village – consistent with LAV 13, the community strongly prefers schemes of no more than 12 dwellings but with a single rural exception site allowing no more than 18 affordable dwellings'

Cllr Lamont explained that in his opinion:

- a) From the analysis undertaken by the LNP2 Review Group of the data provided in the Housing Needs Survey conducted in 2022 there is demand for affordable housing. The Housing Needs Survey conducted in 2022 identified 99 households who wanted changes to their housing arrangements of which 52 needed affordable housing. In addition to the survey data the waiting list for those wanting affordable housing via Gateway to Home and other waiting lists totals 38. Totalling 90. A significant demand. He acknowledged that there may be double counting between the survey and waiting lists and so suggested 45. A development of 12 affordable homes or the proposed 18 does not cater for this demand but goes some way towards it.
- b) There has been a representation from Babergh DC, the Lavenham Community Land Trust and 6 other representations requesting the limit of 24 dwelling be kept for all developments. That is not acceptable to the residents of the village according to the results of the LNP2 questionnaire who demand a reduction in developments. This amendment goes some way to a compromise.
- c) In addition, Lavenham has already met its quota as stated in the Draft JLP for the period covered by the new plan.
- d) A quota for market developments of 12 dwelling as proposed in LNP2 is too close to the 10 limit included within the National Planning Policy Framework that absolves any developer from providing a social housing element. Industry wide experience indicates that developers would ordinarily prefer to build 10 units to be offered in the open market than 12, which would provide in this district a 35% social housing element, i.e. 4, leaving 8 to be sold in the open market. So, any affordable housing is likely to be met by housing association developments.

- e) There is the added argument that as housing associations work on much tighter margins the viability of a development of 12 is currently borderline. The recent award-winning Peek Close development was 18 dwellings.
- f) A proposed compromise could be to keep the 12 limit for open market sites and allow the existing 24 limitation to stay in place for any social housing development. This amendment reduces this and proposes a limitation of 18 dwellings for one scheme only, similar size to Peek Close, on rural exception sites only as defined in LAV17

He concluded by recommending that Councillors vote in favour of his amendment and support the LCLT to build another Peek Close.

The Chair thanked Cllr Lamont for his amendment and asked the seconder (Cllr Domoney) if he wished to add anything. He said that he did not commenting that he was following Cllr Lamont's guidance.

Cllr Ranzetta asked what the Examiner, the same Examiner as LNP1, would make of the reduction from 24 to 12 in the context of the Babergh query, the Housing need and that both The Examiner and the Council were previously content with 24.

The Chair responded that the Public had responded in a different way to the 2023 Plan Questionnaire as compared to the responses in LNP1 and that the Examiner will consider this and all the other evidence presented to her before making her decision. It is possible that she may ask further questions before coming to that decision.

Cllr Falconer explained that when the Questionnaire arrived, as a resident, she felt that residents were being listened to and given a chance to design the future. She reminded Councillors that Council had previously voted unanimously, following a huge amount of work by the LNP2 group, to approve the Plan. She concluded by emphasising that Council needed to listen to the village and that Lavenham had 'done it's bit' to provide new housing including social housing.

Cllr Ranzetta asked if the Examiner could ask for further evidence or studies to allow her to make her final decision. The Chair asked Roy Mawford to comment who replied that there may be a dialogue with the Examiner but that dialogue could not be predicted. Roy Mawford reminded Councillors that what the Examiner is considering is whether the submitted Plan is within the constraints imposed by legislation.

The Chair asked any other Councillor if they wished to comment, they did not.

Vote on the Cllr Lamont amendment:

Proposed: Cllr Lamont

Seconded: Cllr Domoney

Decision: Rejected with two votes for, four votes against (Cllrs Chick, Falconer, Morrey and Muckian) and two abstentions (Cllrs Bourne and Ranzetta).

The Chair asked all Councillors if they had any other points they wished to raise, Cllr Domoney said that he was embarrassed by the comment on autonomous vehicles and that no reference had been made to the relevant emerging national policy CAM25.

Vote on the substantive motion:

Proposed: Cllr Muckian

Seconded: Cllr Ranzetta

Decision: Approved with no abstentions and one Councillor (Cllr Domoney) voting against.

The meeting closed at 8.45pm.

15. Date of next meeting: Thursday 5th October, 7.30 pm in the Village Hall

PARISH COUNCIL MEETING

Held on Thursday 5th October 2023, commencing 7.30 pm. in the Village Hall.

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

Present:

Chair: Cllr Irene Mitchell.

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

Babergh District Cllrs: Paul Clover and Margaret Maybury.

Fifteen members of the public.

Opening Statement by the Chair:

The Chair began by welcoming everyone and introduced herself reminding all present of the Public Participation protocol. She reminded all that this is not a public meeting, but a meeting of the Council held in public. Members of the Public who wish to ask a question, or make a statement, have 3 minutes. She explained that if a question cannot be answered tonight Members of the Public should inform the Clerk of their email address and will receive a written response within 28 days. 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

1. Apologies and approval of absences

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

2. Declarations of Interest

No declarations of interest had been received.

3. Requests for Dispensation

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

4. a) To approve as accurate minutes of the 8th August 2023 meeting of the Council

Motion: to approve as accurate the minutes of 8th August 2023 meeting of Council.

Proposed: Cllr Morrey

Seconded: Cllr Bourne

Decision: Cllr Muckian abstained commenting that she had not been present at the meeting. The minutes of the 8th August 2023 meeting of the Council were approved as accurate with no votes against.

b) To approve as accurate minutes of the 7th September 2023 meeting of the Council

Motion: to approve as accurate the minutes of 7th September 2023 meeting of Council.

Discussion: Cllr Domoney asked whether the corrections he had requested been made. The Clerk responded that they had. The briefing papers had been prepared prior to his request.

Proposed: Cllr Ranzetta

Seconded: Cllr Muckian

Decision: Cllr Falconer abstained commenting that she had not been present at the meeting. The minutes of the 7th September 2023 meeting of the Council were approved as accurate with no votes against.

5. Public participation session

The Chair opened the Public Participation session explaining that the shape and size of the room and the desire to display information so that all can see it sometimes made it difficult for her to easily ascertain the voting intention of Councillors. Consequently all voting will now be audible. She reminded all that Council meetings are recorded to facilitate accurate writing of the minutes and that the recording is destroyed as soon as the minutes have been approved.

The Chair asked who would like to speak and one Member of the Public raised his hand.

The Member of the Public spoke concerning his application to move the official Lavenham Footpath No, 2, near Bears Lane, so that it no longer runs through his garden and instead runs along the top of his property. He detailed the width of the proposed footpath and its proposed location.

6. Local Authority Councillors' Reports

Received:

An oral report from District Councillor Maybury explaining that she has been able to, after a number of requests, persuade a Babergh DC Housing Officer to shortly visit the village to discuss issues with various Babergh DC housing properties and associated HRA (Housing Revenue Account) land. This walkabout would cover Meadow Close, Spring St and Tenterpiece.

The Chair asked whether the Clerk or Chair could attend that walkabout. Cllr Maybury said that she would enquire. Cllr Morrey asked if this was in connection with, at Meadow Close, fly tipping and an abandoned car. Cllr Maybury confirmed that it was. Cllr Morrey asked to be the Parish Council representative, the Chair agreed and Cllr Maybury agreed to ask if that would be possible.

Cllr Maybury added that the Meadow Close Play Area has now been cleaned but that her and Cllr Clover were still concerned about the safety of the equipment and were continuing to ask about the funding for renovations.

Received:

An oral report from District Councillor Clover. He began by explaining that, finally, Planning Inspectors have delivered their verdict on Babergh and Mid Suffolk District Council's Joint Local Plan as 'sound'. This, he said, is the blueprint for the districts' future development until 2037, providing clarity for communities and developers with more information on the Babergh DC Website.

Cllr Clover next explained that as part of the 'Babergh's Vision for the next 4 years' project, pending cabinet approval on October 3, BDC will be embarking on a major engagement exercise with residents, communities, businesses, stakeholders and partners so they can tell BDC whether they think the council is focusing on the right issues. This will help shape the council's priorities and the refreshed Corporate Plan. Babergh will appreciate the support of parish council colleagues in helping to spread the word. He added that 'State of the District' reports have also been published for Babergh providing a treasure trove of useful data on issues such as housing, environment, health and wellbeing, and the local economy and that insight from these reports is also helping influence future council priorities.

Cllr Clover added to Cllr Maybury's comments about the Meadow Close Play Area saying that he still had concerns about the thoroughness of the Babergh DC safety inspections owing to inconsistencies with photographic evidence. He has challenged their position and asked for an on-site meeting.

The Chair thanked Cllrs Clover and Maybury for their help with respect to the Meadow Close Play Area.

Cllr Clover reported to Council that a meeting has been set up between Fisher German LLP and Babergh Council in order that the new cables can be connected to the existing pole on Babergh owned land and the Meadow Close transformer removed.

Cllr Clover concluded by saying that Council needs to be aware that it is the intention of the Babergh Cabinet to introduce a policy to allow for the installation of solar panels on Grade 2 listed buildings

provided they are not visible from the highway advising Council that if it is has any concerns in this regard it should contact the Planning office at BDC.

Discussion:

The Chair asked Cllr Clover to clarify his comments with respect to the Joint Local Plan asking him whether he was referring only to Part 1, the Strategic Plan. He confirmed that he was adding that with respect to Part 2 he anticipated, having read, that this was not going to be adopted until late 2025

Cllr Domoney asked how the Babergh Vision for the next four years synchronised with Suffolk and National Environmental policies, the roll out of 5G and 6G and connected autonomous mobility. Cllr Clover responded that Babergh has goals and targets for Net Zero and that these may or may not synchronise with regional and nationwide targets. He was unable to comment further without doing further research.

Cllr Ranzetta asked Cllr Clover to explain more what the engagement exercise is. Cllr Maybury explained that it is expected to be a six week exercise and that an online survey is a key part of this. The Chair asked the Clerk to publicise this on the PC website and notice boards.

The Chair asked Cllr Clover to confirm that the wording with respect to solar panels was 'not visible from the highway', he so confirmed. Cllr Domoney drew Cllr Clovers attention to the email he had sent him about developments in the aesthetics of solar panels.

Received:

The Clerk told Council that he had received, a few hours previously, a written report from County Councillor Lindsay. The Clerk explained that to avoid any misunderstandings he would read Cllr Lindsay's report exactly as written:

Footway Green Willows: The County has received permission to build a footway across a small strip of land owned by Babergh and the engineer is putting together a "commissioning document" which should give us an estimate of costs in the next few weeks.

County Policy on Funding footways: He has asked about this. The Director of Growth Highways and Infrastructure has replied telling me that there is no actual written policy not to fund new footways from the County's budget. Instead, each year, the Council decides not to include anything in the budget for them, leaving funding up to Councillors discretionary budgets, grants and developer contributions. The Director also implied that DfT guidance is to prioritise maintenance over creation of new infrastructure when the budget is tight, despite the Highways Act talking about a duty to provide footways.

Lower Road flooding: Because the road is lower than the river level when the river is high, blocking the gulleys will not stop flooding but will prevent the water draining away. A potential option is to have permanent signs but there is obviously a cost to this. Having spoken to Highways, finding a site where the signs do not get run over may be difficult. In addition permanent signs for temporary flooding tends to get ignored after a while. Another, and he suggests more effective option is to form a Self Help Scheme with the County whereby resident volunteers who live near Lower Road are trained and provided equipment and signs by Highways to put out when there is a flood.

Suffolk County Council Weed treatment programme: He has asked for urgent advice on why this has slipped and when it is likely in Lavenham, having not received a reply as yet will update via email if he gets anything further.

20mph Lavenham: He is chasing for an update on the design for this scheme so that we can get as quickly as possible to a finalised plan. There will be an inevitable delay because the contractor drawing up the design had to change, on 1st October, from Kier to the new county council contractor Milestone. He is waiting to hear whether the project manager who was handling this has transferred to Milestone and has kept the Lavenham work. She was optimistic this would happen. He will update as soon as he hears. To clarify a few queries on support for 20mph in the village. The first neighbourhood plan survey in 2016 asked the question "Do you support a 20mph speed limit in Lavenham?" 64% of the village

responded to this survey and 63% of the respondents answered yes. In the second survey the proportion of respondents saying yes increased, although there was a lower return rate.

20mph - Bildeston being installed: 20mph signs are half way through being installed in Bildeston. There will, once work recommences with new contractor, be an extended 30mph buffer zone a few hundred metres out of the built up part of the village at the north and south ends.

Lower speed limits: A1141 Hadleigh to Semer Earlier this year he commissioned an officer report on reducing the speed limit on the road between Stone Street and Letts swimming pool from 60mph to 40mph. The officer's report says the issue is "finely balanced" but allows that it could be possible. It will be submitted for decision by end of September. Coincidentally, a separate request to change the speed limit on Stone Street, at the Hadleigh end of the A1141, from 40mph to 30mph has recently been approved. He will send the report to the Clerk in case it is helpful for your situation.

Ground source heating project for Bildeston school and surgery: He has contributed £666 from his locality budget towards the cost of a prefeasibility study of powering Bildeston School and the next door Surgery through a bore hole and a ground source heat pump. Energy bills are the largest cost for both operations and a bore hole project, while costly to install, would massively cut the energy bills for both.

The Chair advised Councillors to contact Councillor Lindsay directly if they had any questions arising out of Councillor Lindsay's report.

The Chair asked Cllrs Maybury and Lindsay how much their locality budgets are. Councillor Maybury replied £2,000 per annum. The Chair asked the Clerk to ask Cllr Lindsay the same question. The Clerk confirmed that he would and that he will be putting Cllr Lindsay's report on the PC website.

Cllr Ranzetta spoke of a large branch which has fallen into the river by Lower Rd, the Chair asked Cllr Ranzetta to discuss this with the Clerk and report it to the Environment Agency or landlord as appropriate.

7. Chairman's Announcements

The Chair reported:

- a) At a previous meeting she was asked by a Member of the Public whether The Cock Inn Car Park is within the Conservation Area. She had responded that it was not. That view was formed arising from recent planning enforcement enquiries. She has since re-checked the map drawn in the 1970s, and it appears that it is within the Conservation Area. However, in practice since that time, its status appears to have been largely disregarded.
- b) Gigaclear has been granted the license to install Fibre to the Premises broadband to some areas of Lavenham. There are some streets in the village that are already supplied by a different provider. This is the Meadow Close area which may have obtained this as part of the Osier View development. An initial meeting has been held with the Clerk and a resident volunteer, where Gigaclear set out their outline plan. This included the possibility of work starting before the end of 2023. Whilst she appreciated that there are many people in the village who have waited a long time for this development, there can be no doubt that the works involved will cause significant disruption. In some cases, streets will be temporarily closed to traffic. We are waiting for Gigaclear to provide a 'Dig Plan'. The Parish Council has taken action in conjunction with Cllr Lindsay to avoid traffic disruption in the period leading up to Christmas by requesting Highways not to grant road closures in the centre of the village.
- c) Gigaclear have indicated that they will not be installing this technology to Melford Road- an area of some 150 dwellings representing about 1/6 the population of the village leaving that part of the village lacking Fibre to the Premises broadband from either Gigaclear or Openreach. This will be pursued with Gigaclear and, if necessary, with senior public officials.

Cllr Domoney commented that Gigaclear say on the website that they use Open Reach ducts and so he was surprised to hear that they propose to dig up anything. The Clerk responded that Gigaclear have told us that they do use everything that is already in the ground and the poles that already exist but that these are not always adequate. He repeated that they are finalising this and the final Dig Plan is anticipated to be received at the end of October.

8. Clerk RFO Report

a) Updates on Christmas Lights, Bux Bush care, Business Rates and Speed Indicator Devices.

Received:

An oral report from the Clerk explaining that:

- a) The electrician who has put up the Christmas lights for many years has confirmed that he is available to put the lights up again this year. The Clerk is aware that in the past there have been issues about which lights the Council should pay to put up and which lights business owners should pay to put up and will shortly be meeting with the Chair of the Love Lavenham group to iron out any difficulties.
- b) With respect to the bux bushes there are two issues to consider: pruning and moth infestation. The pruning was last done in 2022 by the regular grounds maintenance contractors at a cost of approximately £1,000, the quality of that work had come in for some criticism. We have a quote from a more experienced contractor, who does work at Hatfield House (the Stately Home) for £2,300. Council needs to decide how to proceed. With respect to the moth infestation Council needs to determine whether it wants to take action and if so in what form. The regular grounds maintenance contractors quoted over £3,000 for spraying. The contractor who works at Hatfield House has quoted £760 for a soil improvement program so that the bushes can better fight the moths themselves and £1,140 for subsequent spraying. Alternatively, using volunteers, Nematodes could be used, this would be cheaper and, maybe, environmentally less damaging.
- c) The legal situation of the Church St Toilets and Office Block is that the Council has since April 2021 had a licence to occupy from Babergh DC whilst the lease is finalised. Babergh DC has offered a peppercorn rent for the toilet block and £1,000 per annum for the Office. Consequent of the licence to occupy and the lease negotiations Council had a legal obligation to approach the Valuation Office to request them to value the property for Business Rates and has a legal obligation to pay the consequent Business Rates invoices. Valuation notices were issued in August 2023 and the invoices received in September 2023. Council has been advised that the toilets are not, as anticipated, exempt from Business Rates because they are not the larger part of the building. The invoices total some £5,000, accruals had been made for some £1,500 and so the under-accrual is some £3,500. This will be included in the September Accounts. Council will appeal the detailed valuations, these appeals may be unsuccessful.
- d) In response to correspondence received from Members of the Public we are considering moving the Speed Indicator device and acquiring a second device.

Discussion:

Christmas Lights: Cllr Falconer asked if we were using the same electrician as last year, whether the cost had increased and whether alternative quotes had been considered. The Clerk said that we are intending to use the same electrician and that the cost had not increased. The Chair added that the arrangements as to who pays for what are complicated and confusing and will take some time to unpick and equalise.

Bux Bushes: Cllr Muckian said that in her opinion that care to the bux bushes, the soil improvement work and pruning, should be done as soon as possible but that consideration of the moth treatment work can be deferred until Spring 2014.

Cllr Domoney commented that we might be able to ask the Perrywood Nursery team to present to us as to how best to deal with box moth. Cllr Domoney asked whether we were certain that it was not the more serious, fungal infection, Box Blight. The Chair replied that it was not Box Blight.

Cllr Lamont agreed with Cllr Muckian commenting that a quality pruning, in a professional topiary manner, was needed as these bushes are part of the presentation of the Church and that the pruning needed to be done before winter sets in.

Cllr Ranzetta highlighted to Council the prevalence of Box Blight and questioned whether spending money on the bushes, which if they get Box Blight, will be dead within months.

The Chair clarified that only some of the Bux Bushes are infected and on the basis of the consensus established, the views expressed by Councillors, asked the Clerk to proceed with Soil Improvement work and the Pruning.

Business Rates: The Chair highlighted that the detailed rules concerning whether public toilets are subject to Business Rates are not easy to find and so she understood why previous Councils had considered the toilets exempt. She asked Cllrs Maybury and Clover for their assistance in ascertaining who we should approach in Babergh Council to finalise the lease as the Office we have been dealing with has left.

Speed Indicator Devices: Cllr Ranzetta wondered if there were Grants available, Cllr Morrey questioned the value of purchasing another device which had no enforcement capability. The Chair explained that these were questions to be answered when an additional device is considered.

b) Accounts for the month ended 31 August 2023

Received:

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

Noted from the Report:

The Clerk presented the August Income and Expenditure Statement highlighting the key variances. The September Accounts will compare against the Reforecast, the August Accounts are the last which compare to Budget.

The Clerk emphasised that the themes concerning the Council's financial position remain unchanged from previous months. Income continues to exceed budget with the key source being un-budgeted Car Parking and Toilet donations. The Income surplus is £15k August YTD of which Car Parking Revenue is nearly £10k, Burial Revenue nearly £3k and Interest received is £2k. Aug expenses were below the levels of previous months as no one-off or irregular costs were incurred. Saving £4k August YTD.

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

The Chair asked if the Surplus would fall away in later months as the Car Parking revenue fell and costs such as the Christmas lights were incurred. The Clerk confirmed that it would. The Clerk also presented the Balance Sheet and Statements of Reserves (as included in the Briefing Papers) highlighting the movements and the Cash Position.

Cllr Falconer asked if the street lights would remain off at night and whether savings were being realised. The Chair confirmed that they will remain switched off at night and the saving will emerge in March 2024 when we get the bill from Suffolk County Council.

Motion: to approve the accounts for the month ended 31 August 2023.

Proposed: Cllr Ranzetta

Seconded: Cllr Falconer

Decision: Approved with no votes against and no abstentions

c) Receipts and Payments for the month ended 31 August 2023

Received:

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

Noted from the Report:

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

There were no payments which required explanation.

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

Proposed: Cllr Ranzetta

Seconded: Cllr Bourne

Decision: Approved with no votes against and no abstentions

d) Council policy on the giving of Grants

Received:

A draft Grants policy prepared by the Clerk.

The Clerk began by explaining that is the view of Council including the RFO that Grant Applications need to be assessed against a set of criteria. He explained that legally Council was able to give grants of £9.93 per head, approximately £19,000 in total. In the reforecast Council had agreed to the establishment of a Grants expenditure line of approximately £6,000.

The Clerk highlighted the key draft rules:

- a) There must be a clear benefit to a significant part of the people of Lavenham
- b) Grants above £500 would only be given to Groups with Officers, a Bank Account and Accounts
- c) In general Groups will be expected to contribute 50% of their own funds or grants from elsewhere to a project
- d) The priority areas for funding
- e) What schemes must address
- f) The ranking criteria

Discussion:

Cllr Lamont asked if the Grant to the Hub would come out of this forecast of £6,000. The Clerk said it would not, the Grant to the hub had been approved and accounted for in 2022/23, it had been drawn down in 2023/24.

The Clerk re-emphasised that the Budget for 2023/24 had not included any amounts for Grants but that the reforecast did include £6,000, largely consequent of the unbudgeted donation income. The Clerk confirmed that currently the Council has made no commitments to any organisation.

Cllr Morrey asked whether there is seed funding for newly established groups, the Clerk referred Cllr Morrey to the clause about applications from new groups.

The Chair suggested that this policy may need to evolve over time and asked Council to consider whether this Policy is fit for purpose but may be amended in future

Motion: to adopt the Grants Policy

Proposed: Cllr Falconer

Seconded: Cllr Bourne

Decision: Approved with no votes against and no abstentions

e) Policy for the use of Neighbourhood CIL.

Received:

A draft policy for the use of Neighbourhood CIL prepared by the Clerk.

The Clerk explained the legislative background to the scheme explaining that Babergh DC have a published scale of charges for Community Infrastructure Levy (CIL) which Developers must pay and that, where a Parish has a Neighbourhood plan, 25% of the money collected by Babergh DC is forwarded to the Parish.

He highlighted that Neighbourhood CIL can only be spent in ways that Babergh DC and the underlying legislation permit. He explained that Neighbourhood CIL monies not spent within five years can be reclaimed by Babergh DC and therefore the Council needs to balance the possibility of failing to spend NCIL funds and thus having them reclaimed, with the need to retain NCIL funds for major projects and not having NCIL funds depleted by their use on minor projects which can be funded by the Precept and Donations. It is proposed that, each year, the Clerk draw up a three-year rolling forecast of the likely use of NCIL and a threshold for the use of NCIL, during the next year, be established.

The Clerk finished by reminding Councillors that Council has an NCIL fund of approximately £110,000 (including developments currently being completed) but a list of projects it would like to pursue considerably greater than that amount.

Discussion:

The Chair asked if Appendix A is the whole list. The Clerk explained that it is the complete list on Babergh's website.

The Chair expressed her doubts whether the list on the Babergh website is complete and asked the Clerk to obtain from Babergh DC a full up-to-date list.

Cllr Falconer asked whether new NCIL will decrease if there is less building in the village. The Chair conformed that is the case.

Cllr Lamont asked the Clerk to explain to Councillors the remaining part of the CIL levy, the part retained by Babergh DC and not passed onto Parish Councils. The Clerk explained that Parish Councils can apply to Babergh for this money and that applications are assessed on a case-by-case basis. Cllr Lamont agreed reminding all that the recent significant projects in Lavenham such as the Church St toilets and the Water St Car Park had been funded 75% by Babergh CIL and 25% by Neighbourhood CIL.

Motion: to adopt the policy for use of Neighbourhood CIL

Proposed: Cllr Falconer

Seconded: Cllr Ranzetta

Decision: Approved with no votes against and no abstentions

f) Expenses Claim for £165.70**Received:**

An expenses claim from the Clerk for £165.70. The expenditure was for Dog Bin bags. The Clerk explained that a new Council Debit Card had not yet been received from Barclays Bank and was expected shortly.

Motion: to reimburse the Clerk for £165.70

Proposed: Cllr Falconer

Seconded: Cllr Muckian

Decision: Approved with no votes against and no abstentions

9 Planning

Received: A report from the Clerk detailing the Planning Decisions made in September by Babergh DC. An application for the pruning of a Silver Birch tree at Garden Cottage, 16 High St, had been approved despite the Parish Council considering that the application lacked sufficient detail to allow a decision to be made.

Received: A report and recommendations from the Planning Group.

DC/23/03806 APPLICATION FOR PLANNING PERMISSION

Dean House. Church Street

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

Application is modest. The extension to the side is small for a Laundry room, single storey.

It is not visible from the Rectory, there is a building adjacent to the boundary where the extension is planned that is not shown on the block plan which screens it.

It is also not visible for the front of the property. No reason for objection.

Recommend approval

T215 Informal Consultation

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

This is a small diversion around the edge of the applicant's property.

The requested footpath is already in place & is a sensible diversion away from the private road.

Recommend we do not object to this change.

DC/23/04420 51 High Street

Change of use of Retail Premises (Dental Practice) to 1no. dwellinghouse

This property has previously been a residential property and from the external view still looks like a residential property. It is semi-detached attached to a residential property. The only changes proposed are restoring the internal layout. It is not a retail premise and it is outside the retail core.

Recommend Approval

Motion: to adopt the recommendations of the Planning Committee

Proposed: Cllr Bourne

Seconded: Cllr Ranzetta

Decision: Motion agreed with no votes against and no abstentions

DC/23/04503 APPLICATION FOR PLANNING PERMISSION

42 High Street

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

Cllr Lamont said that in his opinion it is a very traditional design, in keeping with surroundings, the Chair agreed.

Motion: to recommend approval of application 04503

Proposed: Cllr Lamont

Seconded: Cllr Muckian

Decision: Motion agreed with no votes against and no abstentions

10. Update concerning footway Linking Green Willows to Harwood Place

Received:

A report from the Chair explaining that:

- a) Two residents have volunteered to conduct public engagement in Green Willows by door knocking with a questionnaire.
- b) Highways have approved a footpath plan.
- c) Following advice received from local authority Councillors, a District CIL enquiry has been submitted and accepted for development of a footway, in conjunction with Highways. Traditionally Babergh DC would not fund any work that they perceived to be the responsibility of Suffolk Highways, this position appears to have changed with the adoption of Babergh's Local Cycling and Walking Infrastructure Plan. This has been accepted and will be allocated a CIL lead officer in due course. This enquiry bid included provision for street-lighting. The PC has been advised that District CIL funds will not be granted for street-lighting but NCIL may be used for that purpose. It is not yet clear what proportion of funding if any, would be provided by Highways for the footway element of the scheme and whether the PC can use NCIL for this purpose as the Council does not have the General Power of Competence. As such our powers are limited and this may preclude the PC providing any funds to develop a footway either from general funds or NCIL. Before any commitment is given, the legal position of all Councils will need to be clarified.

Discussion:

In response to a question from Cllr Domoney the Chair confirmed that no hedges are proposed to be reduced or removed.

11. The Jane Bellward Award

Received:

A report from Cllr Muckian explaining that a small group is developing the criteria for the award which aims to give recognition to the younger members of this Parish who voluntarily provide a service to our community.

The meeting closed at 9.40pm.

15. Date of next meeting

Thursday 2nd November 7.30 pm in the Village Hall.

Agenda Item 8

Report to Council 2nd November 2023 – Proposal to adopt a 20mph scheme

1. History of this scheme

1.1 Public Aspiration

In the preparation period for the LNDP 2016, the public were asked to respond, 'yes' or 'no' to "The speed limit in Lavenham should be 20 miles per hour?" 63% said yes. The response rate to that survey was 64%. In July 2020, the Parish Council proposed a scheme to Suffolk County Council to introduce a 20mph zone to replace the existing 30mph limits. The proposal was sponsored by our County Councillor and supported by our two District Councillors.

1.2 Suffolk County Council Policy (SCC)

The Policy states that 20mph speed limits will not be considered on A or B class roads unless exceptional circumstances are cited and mean measured speeds are 24mph or less. The principal roads in the village are the A1141 and B107. Our proposal noted the unique nature of Lavenham including narrow streets and footways, heavy traffic flows and types, substantial pedestrian traffic and an above average older population.

1.3 Scheme Development

Traffic surveys were conducted by SCC in 4 areas; B1071 Church Street, A1141 High Street, U8154 Prentice Street and C702 Lower Road, between Friday 30th April 2021 and Thursday 6th May 2021. The survey showed traffic speeds were met against the 24mph criteria in 2 areas and 2 were borderline; Lower Road and Church Street.

1.4 SCC Response 1st Version

The County Council Officers agreed that Lavenham was an exceptional case and in October 2021, the first version of a scheme was received. However, this was significantly reduced to exclude the southern stretch of Lower Road, Sudbury Road from the 30mph limit, Melford Road, Bury Road up to the 30mph limit. A length of Brent Eleigh Road along the perimeter of 1st Meadow was included but did not extend as far as the existing 30mph limit. Appendix 1 shows this proposal.

1.5 Lavenham Parish Council response to 1st Version

The Council and our County Councillor considered the reduced scheme and in particular, other developments within the village that had taken place between conception and receipt of Version 1 from SCC. This principally involved a request to have Bears Lane included in the 20mph zone as a consequence of more traffic movement arising from the Osier View development. Extending the scheme onto Sudbury Road was also requested to take account of pedestrian movements crossing at the junction of Melford Road to access the bus stop. At this point in the journey to achieving a scheme, public opinion was expressed again in the questionnaire for the revised LNDP, this time showing over 80% of respondents wanted a scheme although that survey had a much lower overall response rate.

1.6 SCC 2nd Version

A revised provisional scheme was designed and considered by Council in April 2023 shown in Appendix 2. This version was provisional until Suffolk Police and other statutory bodies were consulted. This version extended 20mph to include all of Lower Road, Bears Lane, Meadow Close, Hall Road, Pound Lane, the residential park of Bridge Street Road and other feeder streets. This proposal excluded part of Preston Road. It also included changes to Brent Eleigh Road, with the addition of a phased speed reduction from 60 to 40 to 30 and then 20mph. A 20mph stretch on Sudbury Road beyond the junction with Bridge Street Road was also

LAVENHAM PARISH COUNCIL:

included. However, at Statutory consultation stage, Suffolk Police objected to both the Brent Eleigh Road and some of the Sudbury Road inclusions. The police provided some speed data to SCC for Sudbury Road, a little to the south of the proposed 20mph proposed limit. The mean traffic speeds were shown to be just above 30mph. SCC have advised that we would need to install significant safety engineering works to reduce traffic speed to an acceptable level, and this is outside the scope of the original scheme and would require additional design time, and money. Consequently, this objection has led to Version 3.

1.7 SCC 3rd Version

In Version 3 the previous inclusion of Bridge Street Road is deleted. For Brent Eleigh Road, SCC Officers have now proposed that SLOW markings and dragon's teeth to the 60mph side of the existing 30mph terminal signs are a better option than progressing the 30mph extension as proposed in the 2nd version. A 40mph stretch is now included on Sudbury Road from Brandeston Hall Cottages to the current 30 mph zone. A series of maps showing the revised scheme and positioning of signage are attached as follows:

- 268411-LAV20-1200- Summary of proposed changes
- 20 mph 268411-LAV20-1201 North and East
- 20 mph 268411-LAV20-1202 Centre, West and South
- 20 mph 268411-LAV20-1203 South and East
- 40 mph 268411-LAV20-1204 Sudbury Road
- 20 mph 268411-LAV20-1205 Signage
- 40 mph 257208-LAV20-0101 Sudbury Road
- 20 and 40 mph 257208-LAV20-0100b Full map of change

2. Proposed Way Forward

2.1 Progressive Change

There is little doubt that Version 3 has come a long way from Version 1 but it is still some distance from the original proposal dated 2020 and in particular excludes significant roads where speeding traffic is evident and where a substantial number of our population live. This is particularly in reference to Melford Road and Preston Road. It is also not ideal for Sudbury Road where most residents enter the B1071 from concealed driveways. In these circumstances the Parish Council therefore considers Version 3 to be part of Phase 1 of a programme of traffic management change. Phase 1 includes other measures already in place such as the Water Street Scheme. Further Phases will likely emerge from the work of the Traffic Working Party in the next few years.

2.2 Mitigation Measures

To mitigate excess speeds on some roads excluded from Version 3, the Parish Council will consider other measures such as provision of further Speed Indicator Devices with recordings regularly analysed and/or Community Speedwatch Schemes if residents volunteer their services.

2.3. Next Steps

Suffolk County Council will advertise the scheme and conduct formal public engagement. This will most likely be in written form. Advertisements will be placed in the press and on websites. Dates are as yet unknown. To support this, the Parish Council will convene a public meeting on 30th November 2023 to provide the opportunity for all residents to learn about and discuss with Council and each other, the Version 3 scheme in detail. Drawings of location and types of signage will be placed on the Parish Council website and on the Council Noticeboard.

LAVENHAM PARISH COUNCIL:

3. Motion

Council is asked to:

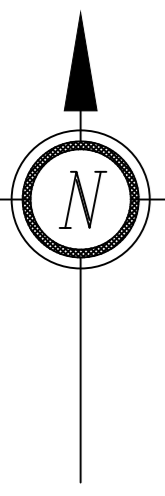
Approve the Version 3 preliminary design prepared by Suffolk County Council and to issue an order to proceed to public consultation

Irene Mitchell
Chairman

Iain Lamont
Lead Councillor

Andrew Smith
Clerk to the Council

25th October 2023





20 mph speed limit
 Refer to Drawing No.
 268411/LAV20/1201
 (Sheet 1)

20 mph speed limit
 Refer to Drawing No.
 268411/LAV20/1202
 (Sheet 2)

20 mph speed limit
 Refer to Drawing No.
 268411/LAV20/1203
 (Sheet 3)

40 mph speed limit
 Refer to Drawing No.
 268411/LAV20/1204
 (Sheet 4)

**STATUS : FOR COMMENT
 ISSUE : DETAILED DESIGN**

Key	
	Extent of 20mph speed limit to be signed
	Extent of 40mph speed limit to be signed

THIS MAP IS BASED UPON ORDNANCE SURVEY MATERIAL WITH THE PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE. © CROWN COPYRIGHT. UNAUTHORISED REPRODUCTION IN WHOLE OR IN PART IS PROHIBITED AND MAY LEAD TO PROSECUTION OR CIVIL DAMAGES. SUFFOLK COUNTY COUNCIL, LARCHES, W. 10001316, 2023

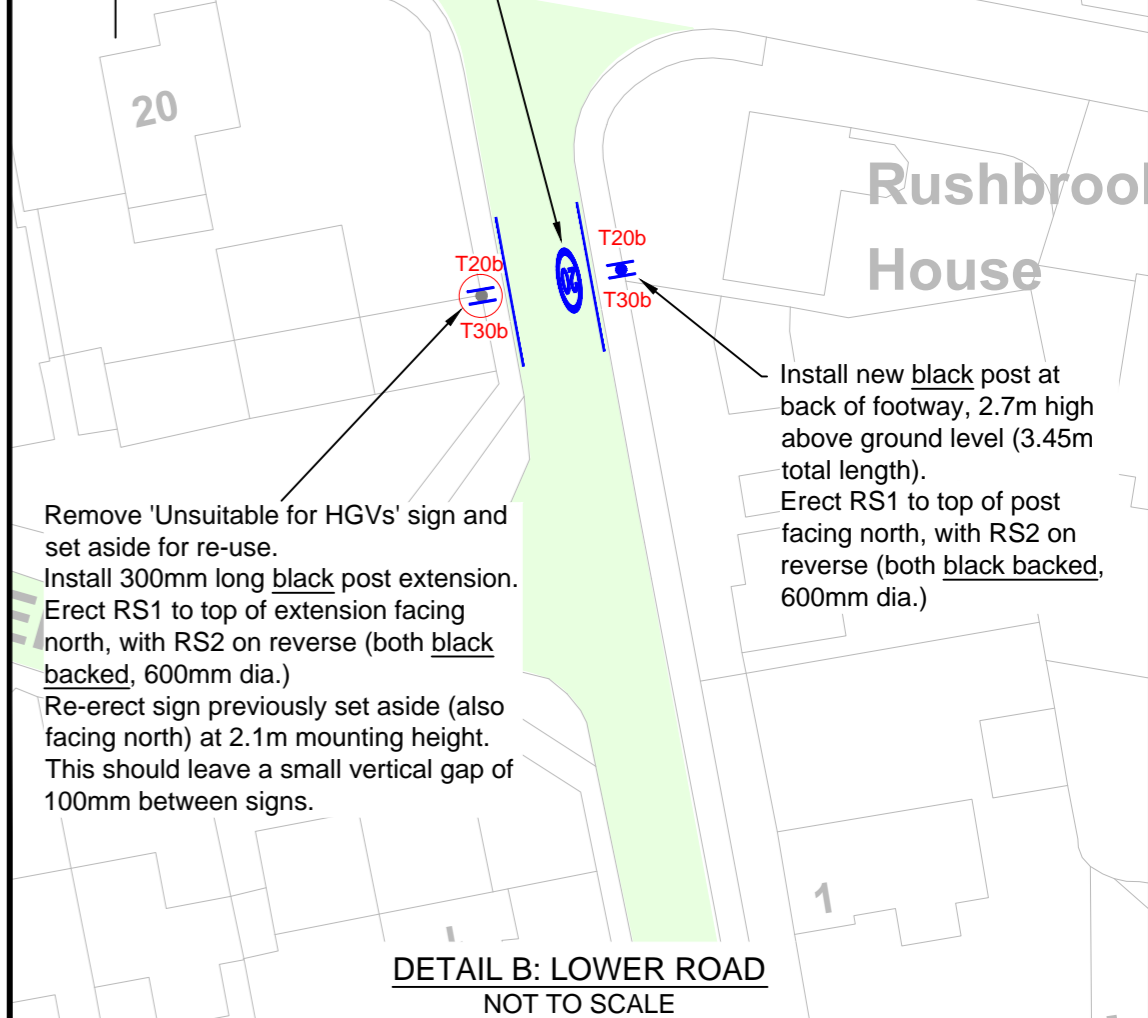
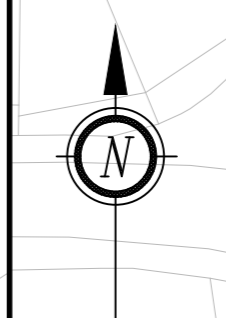
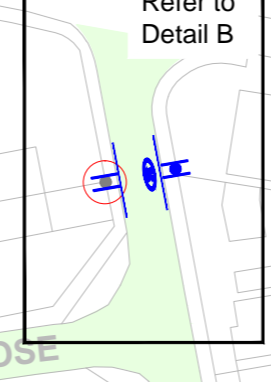
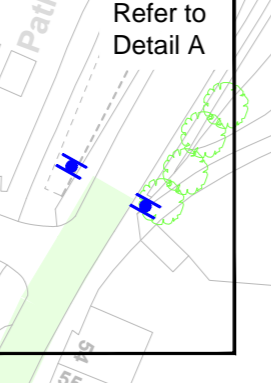
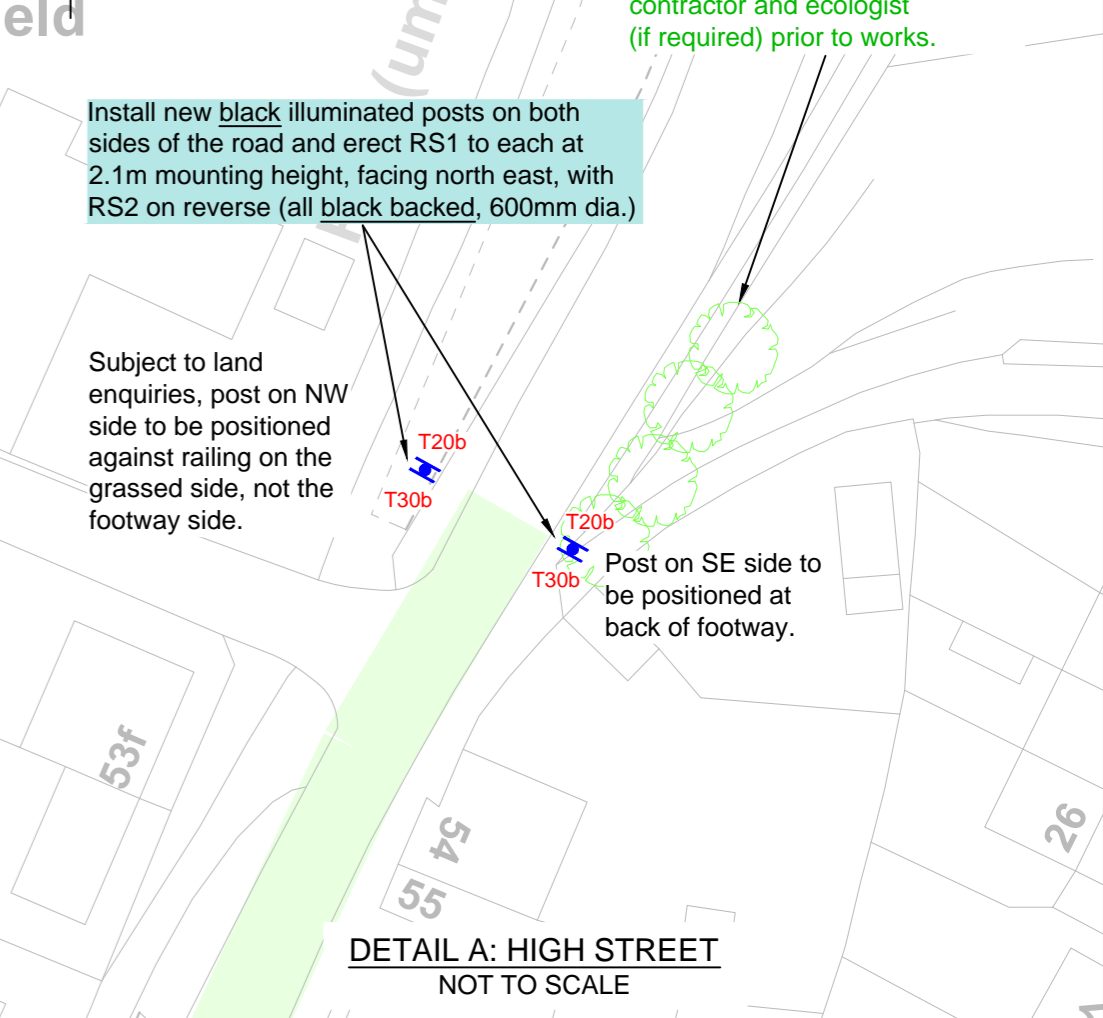
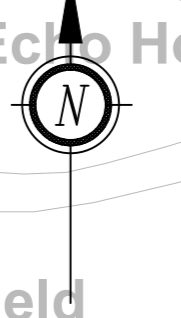
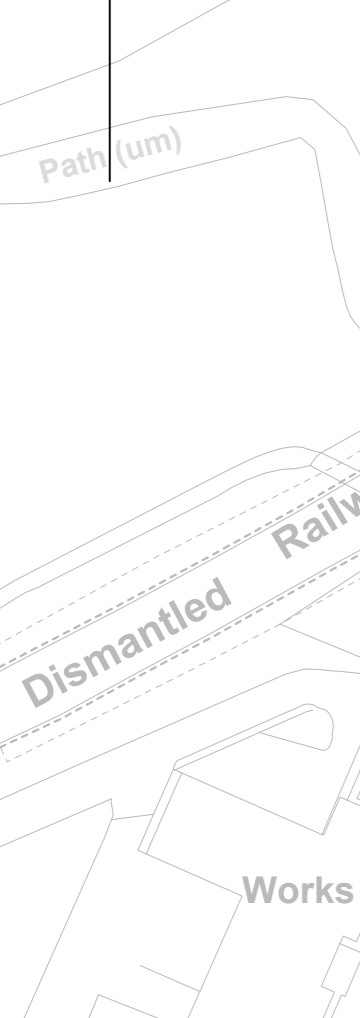
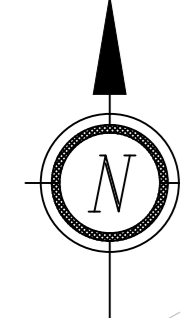
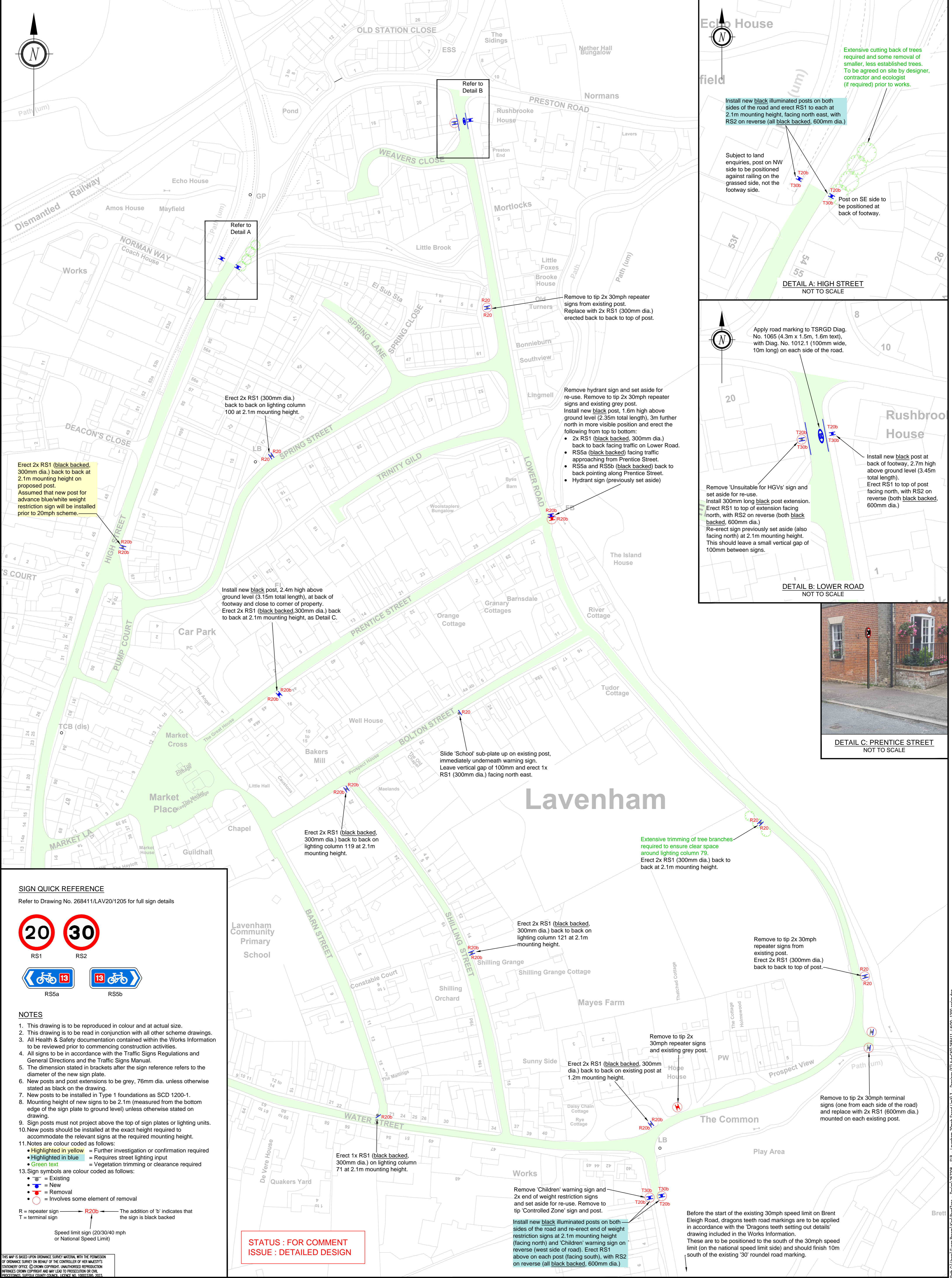


CLIENT	REVISION(S)	DESCRIPTION	REV.	DATE	INTL.

PROJECT TITLE LAVENHAM 20 MPH SCHEME	ORIGINATOR SLB	CHECKER JP	DESIGNER SLB	REVIEWER GER
DRAWING TITLE SIGNS & ROAD MARKINGS: OVERVIEW	SCALE(S) N.T.S.	ORIGINAL SIZE A1	DATE 18 AUG 2023	REVISION
DRAWING NUMBER 268411/LAV20/1200				

PROJECT TITLE LAVENHAM 20 MPH SCHEME	ORIGINATOR SLB	CHECKER JP	DESIGNER SLB	REVIEWER GER
DRAWING TITLE SIGNS & ROAD MARKINGS: OVERVIEW	SCALE(S) N.T.S.	ORIGINAL SIZE A1	DATE 18 AUG 2023	REVISION
DRAWING NUMBER 268411/LAV20/1200				

File Path: C:\Users\jason.brown\Work\RoadZone - Design\257208 - SLB - Lavenham 20mph Speed Limit - Drawings\01\268411-LAV20-1200-overview.dwg Plot date: 24/08/2023



Lavenham

SIGN QUICK REFERENCE

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

RS1

RS2

RS5a

RS5b

NOTES

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- New posts to be installed in Type 1 foundations as SCD 1200-1.
- Mounting height of new signs to be 2.1m (measured from the bottom edge of the sign plate to ground level) unless otherwise stated on drawing.
- Sign posts must not project above the top of sign plates or lighting units.
- New posts should be installed at the exact height required to accommodate the relevant signs at the required mounting height.
- Notes are colour coded as follows:
 - = Further investigation or confirmation required
 - = Requires street lighting input
 - = Vegetation trimming or clearance required
- Sign symbols are colour coded as follows:
 - = Existing
 - = New
 - = Removal
 - = Involves some element of removal

R = repeater sign R20b — The addition of 'b' indicates that the sign is black backed

T = terminal sign

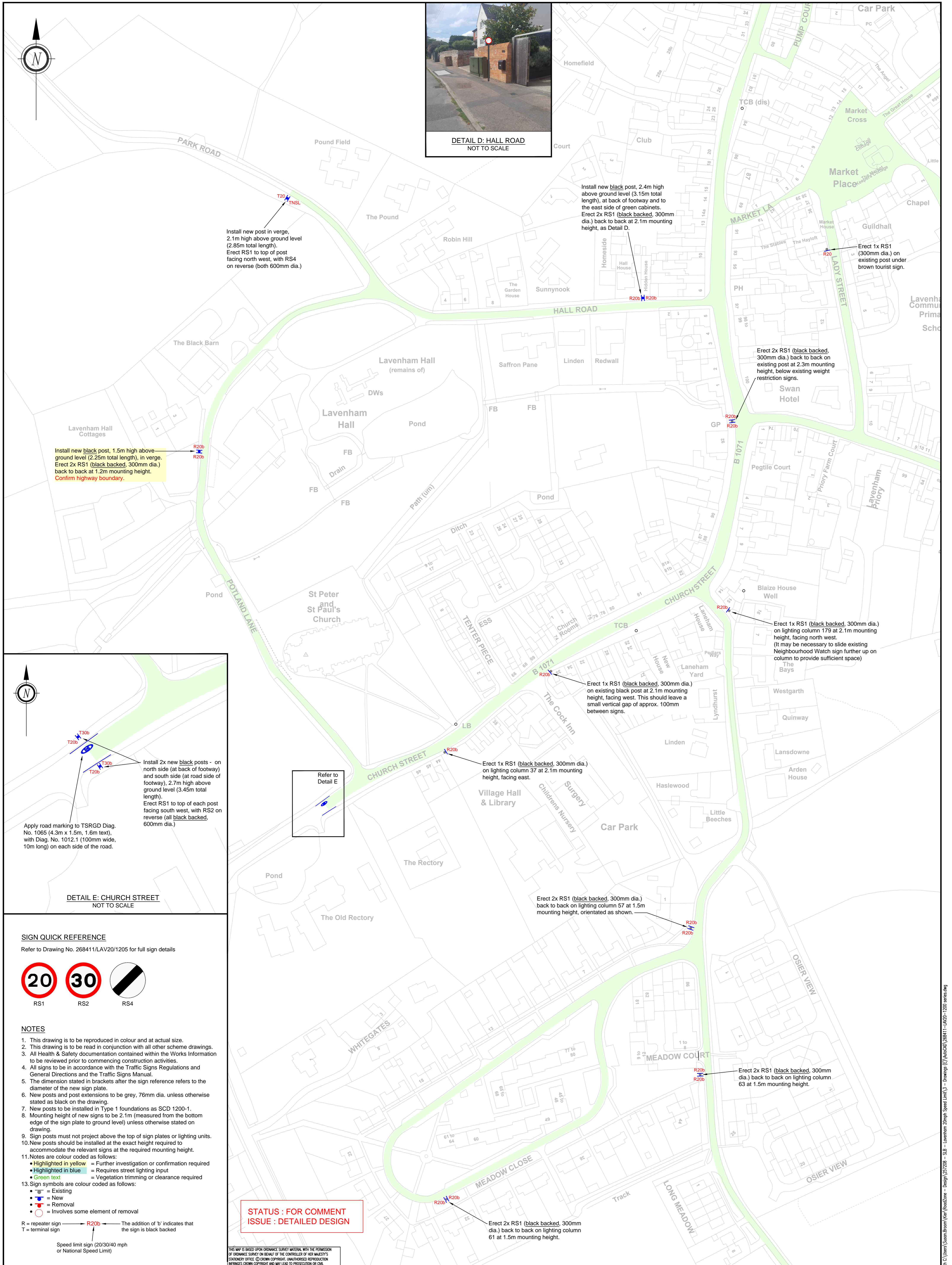
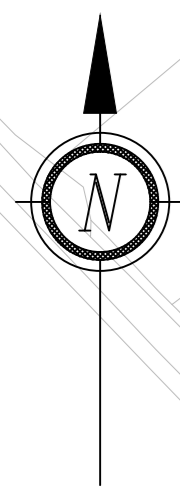
Speed limit sign (20/30/40 mph or National Speed Limit)

STATUS : FOR COMMENT
ISSUE : DETAILED DESIGN

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

CLIENT	REVISION(S)	PROJECT TITLE LAVENHAM 20 MPH SCHEME	ORIGINATOR SLB	CHECKER JP	DESIGNER SLB	REVIEWER GER
DESCRIPTION	REV.	DRAWING TITLE SIGNS & ROAD MARKINGS: 20 MPH SPEED LIMIT (SHEET 1)	SCALE(S) N.T.S.	ORIGINAL SIZE A1	DATE 18 AUG 2023	REVISION
			DRAWING NUMBER 268411/LAV20/1201			

The Plan C: Urban Residential Road Signage - Design (23/2023) - SLB - Lavenham 20mph Speed Limit (J) Drawings (E) (268411-LAV20-1203) series.dwg P01 date: 21/08/2023



Install new post in verge, 2.1m high above ground level (2.95m total length). Erect RS1 to top of post facing north west, with RS4 on reverse (both 600mm dia.)

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

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

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

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

Erect 1x RS1 (black backed, 300mm dia.) on lighting column 179 at 2.1m mounting height, facing north west. (It may be necessary to slide existing Neighbourhood Watch sign further up on column to provide sufficient space)

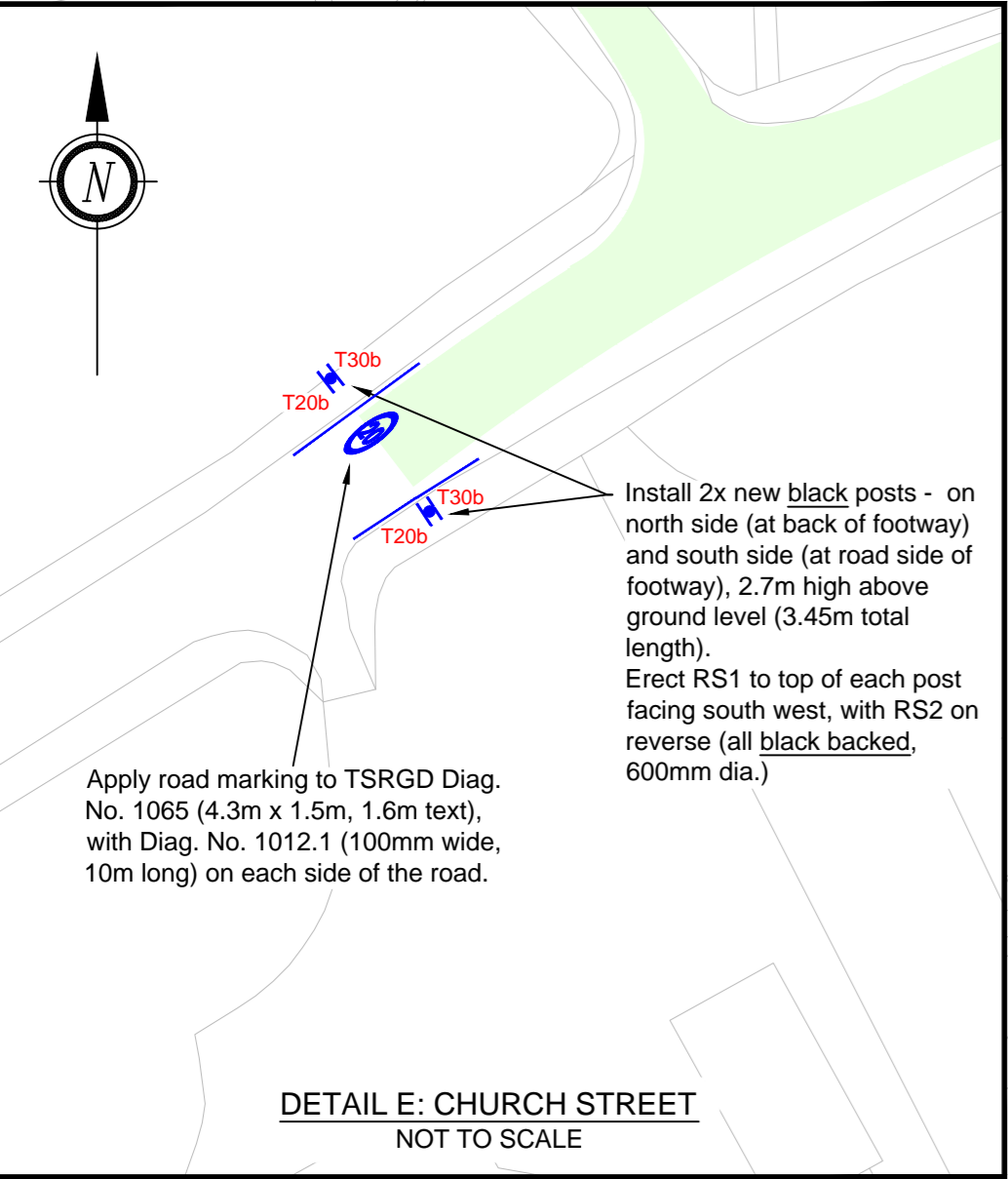
Erect 1x RS1 (black backed, 300mm dia.) on existing black post at 2.1m mounting height, facing west. This should leave a small vertical gap of approx. 100mm between signs.

Erect 1x RS1 (black backed, 300mm dia.) on lighting column 37 at 2.1m mounting height, facing east.

Erect 2x RS1 (black backed, 300mm dia.) back to back on lighting column 57 at 1.5m mounting height, orientated as shown.

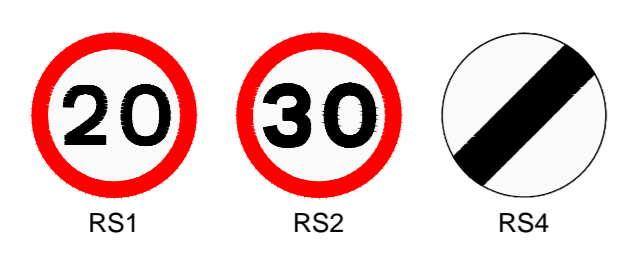
Erect 2x RS1 (black backed, 300mm dia.) back to back on lighting column 63 at 1.5m mounting height.

Erect 2x RS1 (black backed, 300mm dia.) back to back on lighting column 61 at 1.5m mounting height.



SIGN QUICK REFERENCE

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



NOTES

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 - New posts and post extensions to be grey, 76mm dia. unless otherwise stated as black on the drawing.
 - New posts to be installed in Type 1 foundations as SCD 1200-1.
 - Mounting height of new signs to be 2.1m (measured from the bottom edge of the sign plate to ground level) unless otherwise stated on drawing.
 - Sign posts must not project above the top of sign plates or lighting units.
 - New posts should be installed at the exact height required to accommodate the relevant signs at the required mounting height.
 - Notes are colour coded as follows:
 - Highlighted in yellow = Further investigation or confirmation required
 - Highlighted in blue = Requires street lighting input
 - Green text = Vegetation trimming or clearance required
 - Sign symbols are colour coded as follows:
 - Existing
 - New
 - Removal
 - Involves some element of removal
- R = repeater sign → R20b → The addition of 'b' indicates that the sign is black backed
 T = terminal sign
- Speed limit sign (20/30/40 mph or National Speed Limit)

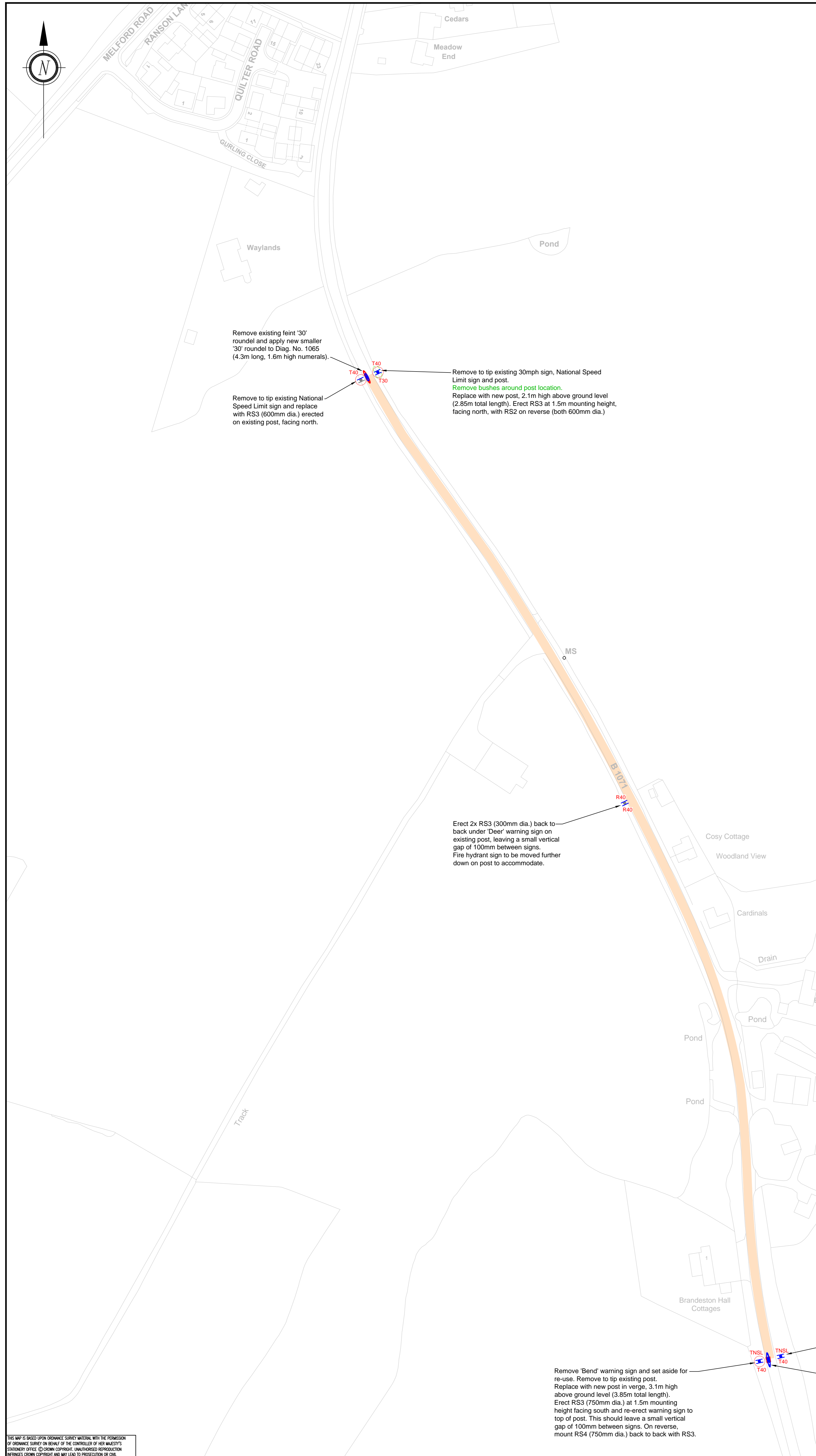
**STATUS : FOR COMMENT
ISSUE : DETAILED DESIGN**

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

DESCRIPTION	REV.	DATE	INTL.

File Path: C:\Users\Susan.Broom\OneDrive\Documents\Drawings\20mph Speed Limit\268411-LAV20-1202 series.dwg File Date: 27/08/2023



Remove existing feint '30' roundel and apply new smaller '30' roundel to Diag. No. 1065 (4.3m long, 1.6m high numerals).

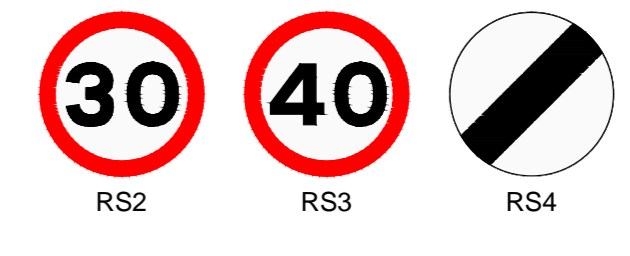
Remove to tip existing National Speed Limit sign and replace with RS3 (600mm dia.) erected on existing post, facing north.

Remove to tip existing 30mph sign, National Speed Limit sign and post.
 Remove bushes around post location.
 Replace with new post, 2.1m high above ground level (2.85m total length). Erect RS3 at 1.5m mounting height, facing north, with RS2 on reverse (both 600mm dia.)

Erect 2x RS3 (300mm dia.) back to back under 'Deer' warning sign on existing post, leaving a small vertical gap of 100mm between signs. Fire hydrant sign to be moved further down on post to accommodate.

SIGN QUICK REFERENCE

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



NOTES

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 - New posts to be installed in Type 1 foundations as SCD 1200-1.
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 - Highlighted in blue = Requires street lighting input
 - Green text = Vegetation trimming or clearance required
 - Sign symbols are colour coded as follows:
 - Grey = Existing
 - Blue = New
 - Red = Removal
 - Red circle = Involves some element of removal
- R = repeater sign → R20b ← The addition of 'b' indicates that the sign is black backed
 T = terminal sign
- Speed limit sign (20/30/40 mph or National Speed Limit)

**STATUS : FOR COMMENT
 ISSUE : DETAILED DESIGN**

Install new post in verge, 2.25m high above ground level (3m total length). Erect RS3 at 1.5m mounting height facing south, with RS4 on reverse (both 750mm dia.)

Remove 'Bend' warning sign and set aside for re-use. Remove to tip existing post. Replace with new post in verge, 3.1m high above ground level (3.85m total length). Erect RS3 (750mm dia.) at 1.5m mounting height facing south and re-erect warning sign to top of post. This should leave a small vertical gap of 100mm between signs. On reverse, mount RS4 (750mm dia.) back to back with RS3.

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 Highways enquiries: 0345 606 6171 www.suffolk.gov.uk/highways

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

File Path: C:\Users\Boschman\OneDrive\Documents\268411-LAV20-1204\Drawings\268411-LAV20-1204\268411-LAV20-1204\268411-LAV20-1204.dwg

NEW SIGNS TO BE ERECTED

RS1



R20 (repeater sign)

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

T20 (terminal sign)

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

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

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

RS2



T30 (terminal sign)

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

600mm dia. - x9 required (new)
1 new sign to be grey backed
8 new signs to be black backed
750mm dia. - x7 required (new)

RS3



R40 (repeater sign)

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

T40 (terminal sign)

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

T40 (terminal sign)

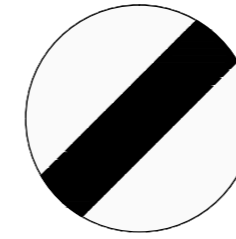
Sign Reference	RS3 (Diag. No. 670)
Height	750mm
Width	750mm
Area	0.44 sq.m
Material	Class RA2 (12899-1:2007)
Mount Height	As stated

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

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

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

RS4



TNSL (terminal sign)

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

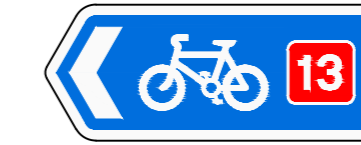
TNSL (terminal sign)

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

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

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

RS5a - x2 required (both black backed)



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

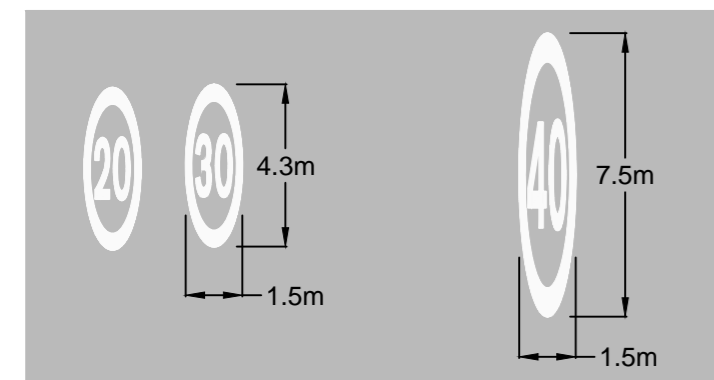
RS5b - x1 required (black backed)



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

NEW ROAD MARKINGS TO BE INSTALLED

TSRGD Diag. No. 1065



Small roundel road marking

Large roundel road marking

NOTES

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**STATUS : FOR COMMENT
ISSUE : DETAILED DESIGN**

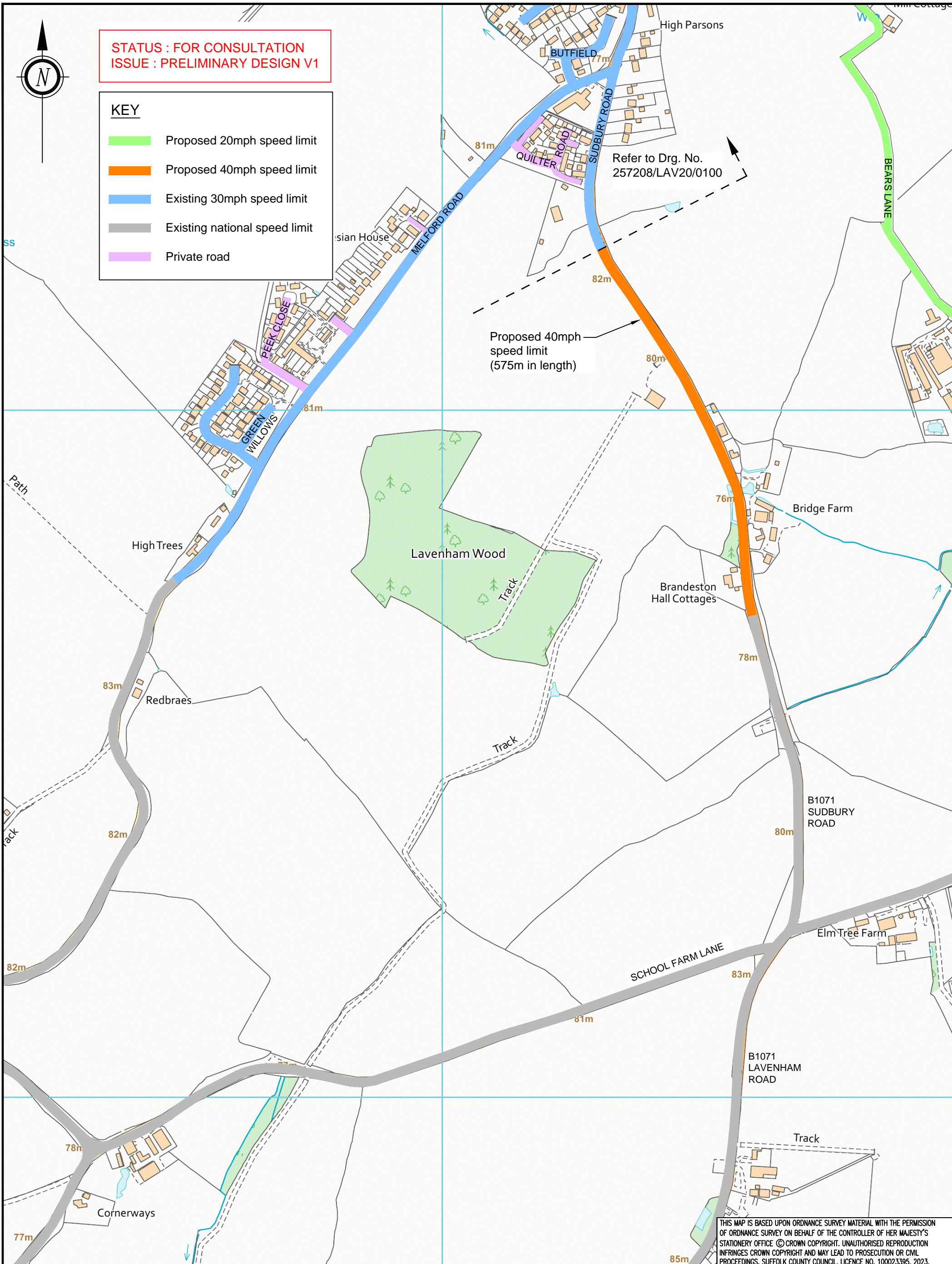
REVISION(S)			
DESCRIPTION	REV.	DATE	INTL.
<p>Phoenix House, 3 Goddard Road, Ipswich, Suffolk IP1 5NP. Highways enquiries: 0345 606 6171 www.suffolk.gov.uk/highways</p>			
CLIENT			
PROJECT TITLE LAVENHAM 20 MPH SCHEME			
DRAWING TITLE SIGN FACE DETAILS			
ORIGINATOR	CHECKER	DESIGNER	REVIEWER
SLB	JP	SLB	GER
SCALE(S)	ORIGINAL SIZE A2	DATE	
N.T.S.		18 AUG 2023	
DRAWING NUMBER			REVISION
268411/LAV20/1205			



STATUS : FOR CONSULTATION
ISSUE : PRELIMINARY DESIGN V1

KEY

- Proposed 20mph speed limit
- Proposed 40mph speed limit
- Existing 30mph speed limit
- Existing national speed limit
- Private road



Proposed 40mph speed limit
(575m in length)

Refer to Drg. No.
257208/LAV20/0100

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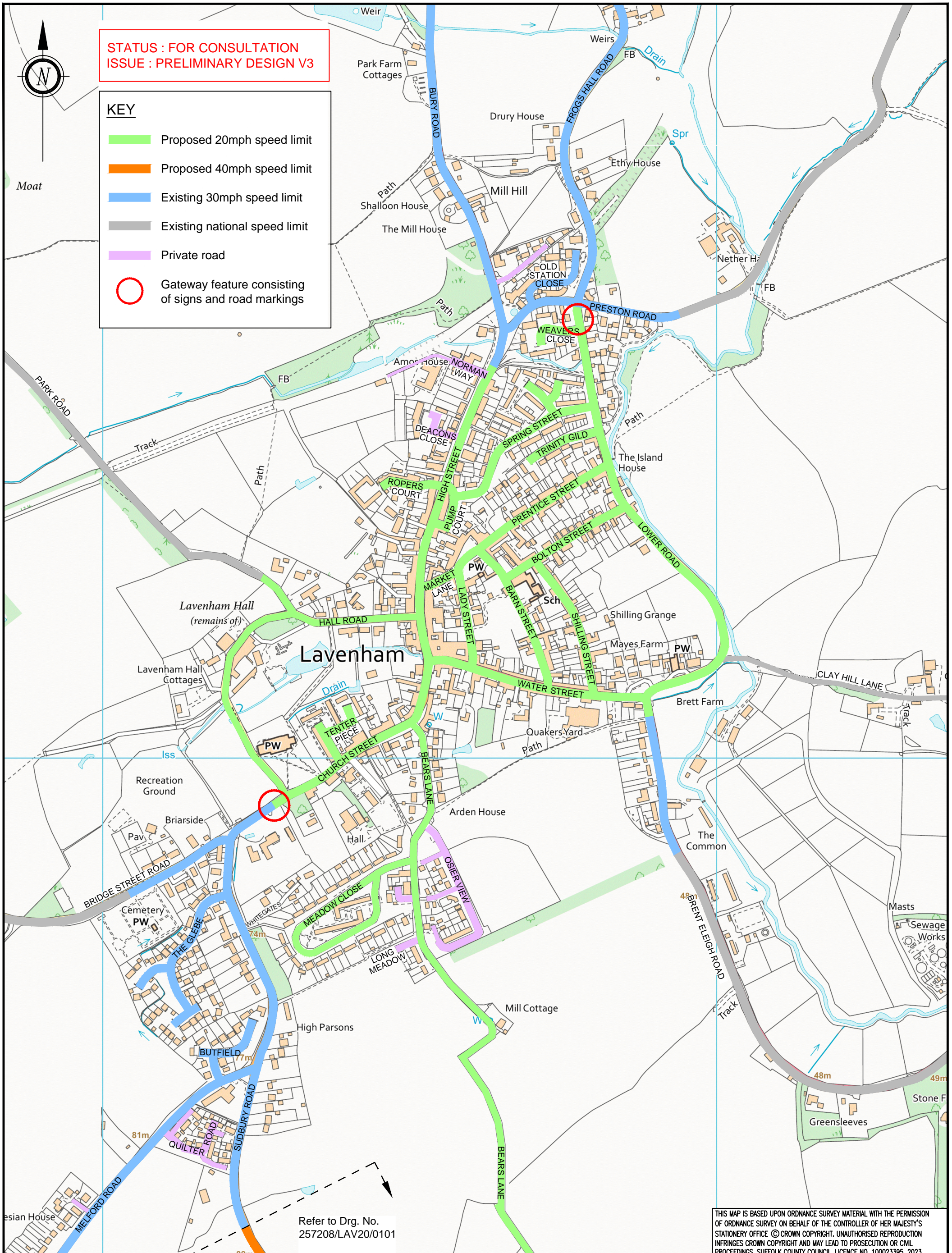
Phoenix House, 3 Goddard Road, Ipswich, Suffolk IP1 5NP.
 Highways enquiries: 0345 606 6171 www.suffolk.gov.uk/highways

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

**STATUS : FOR CONSULTATION
ISSUE : PRELIMINARY DESIGN V3**

KEY

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



Refer to Drg. No.
257208/LAV20/0101

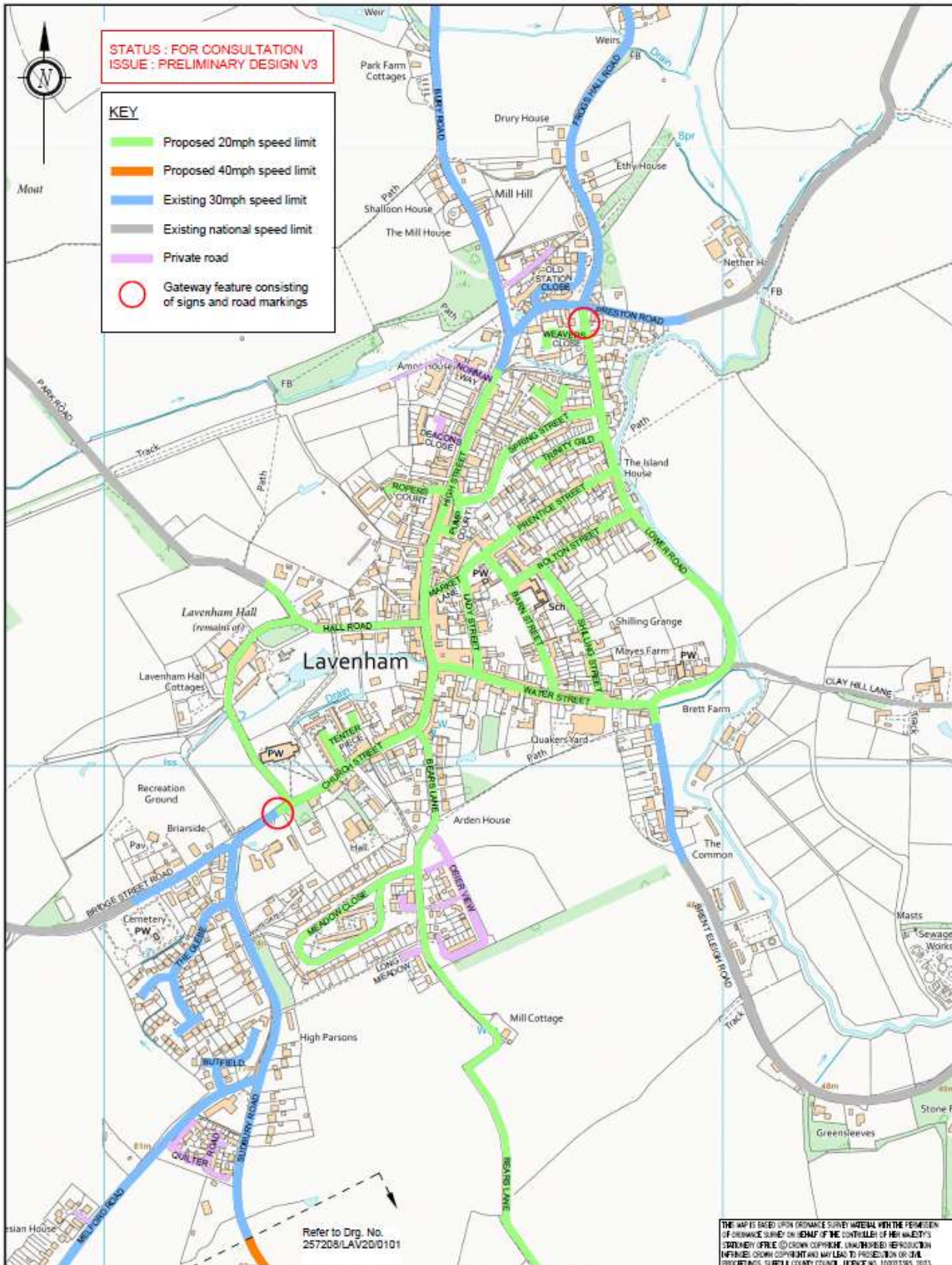
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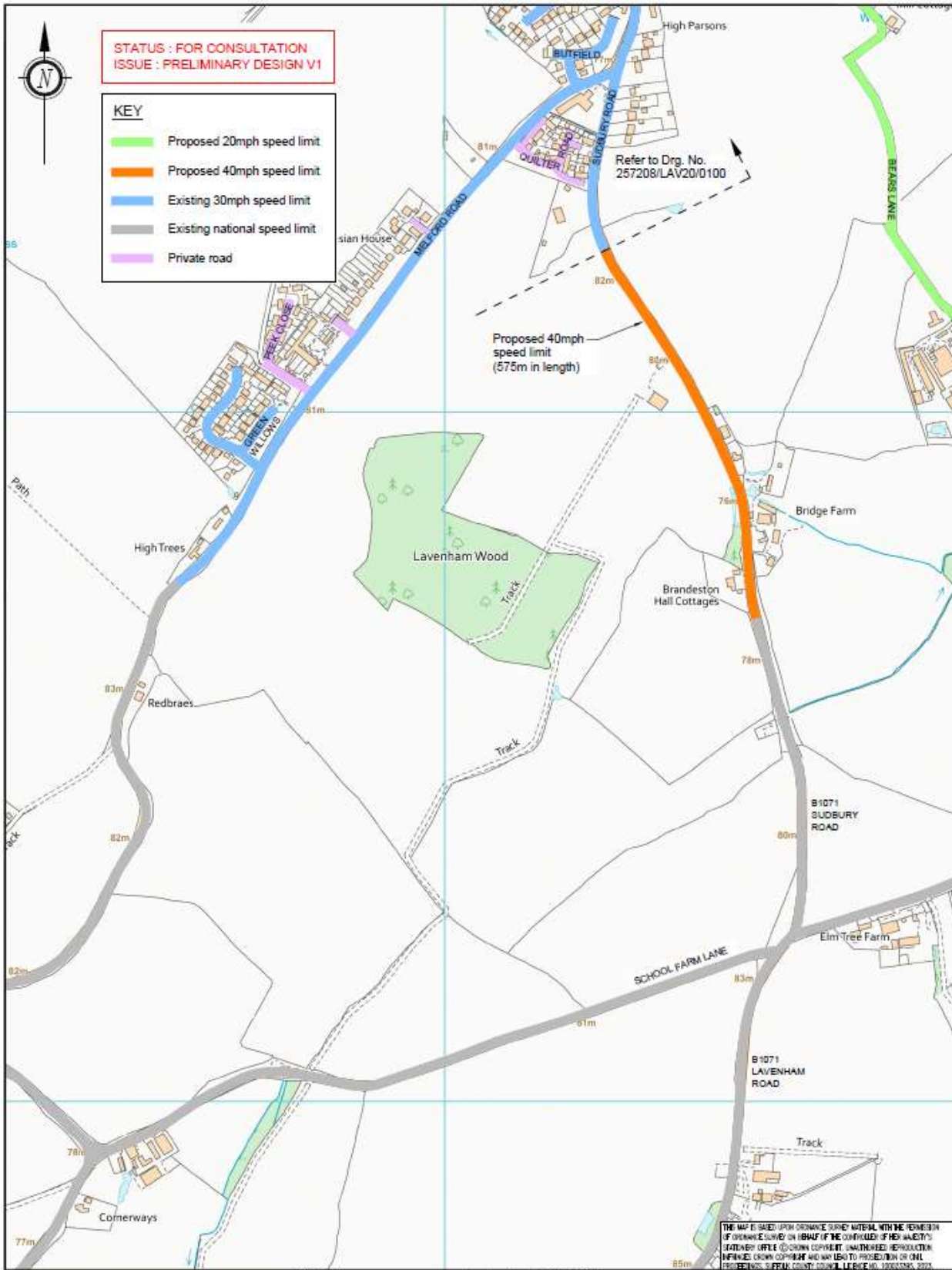
REVISION(S)	PROPOSED 30 MPH SPEED LIMIT EXTENSION ON BRENT ELEIGH ROAD OMITTED	B	8/23	SLB	PROJECT TITLE LAVENHAM PROPOSED 20 MPH SPEED LIMIT & ASSOCIATED MEASURES	ORIGINATOR	CHECKER	DESIGNER	REVIEWER
	VARIOUS AMENDMENTS	A	4/23	SLB		SCALE(S)	ORIGINAL SIZE A3	DATE	28 MAR 2023
DESCRIPTION		REV.	DATE	INTL.	DRAWING TITLE CONSULTATION PLAN (1 OF 2)	DRAWING NUMBER 257208/LAV20/0100			REVISION B

Overall plan of 20mph zone



<p>Phoenix House, 3 Goddard Road, Ipswich, Suffolk IP1 5NP. Highways enquiries: 01473 626 8171 www.suffolk.gov.uk/highways</p>	<p>257208(2)</p> <p>PROPOSED 30 MPH SPEED LIMIT EXTENSION ON BRENT ELEIGH ROAD OMITTED</p> <p>VARIOUS AMENDMENTS</p> <p>257208(2)</p>	<p>B</p> <p>8/23</p> <p>SLB</p>	<p>257208(2)</p> <p>LAVENHAM</p> <p>PROPOSED 20 MPH SPEED LIMIT & ASSOCIATED MEASURES</p> <p>257208(2)</p>	<p>SLB</p> <p>JP</p> <p>SLB</p> <p>SLB</p> <p>NTS</p> <p>26 MAR 2023</p>	<p>257208/LAV20/D100</p> <p>B</p>
	<p>257208(1)</p> <p>PROPOSED 20 MPH SPEED LIMIT EXTENSION ON BRENT ELEIGH ROAD OMITTED</p> <p>VARIOUS AMENDMENTS</p> <p>257208(1)</p>	<p>A</p> <p>4/23</p> <p>SLB</p>	<p>257208(1)</p> <p>LAVENHAM</p> <p>PROPOSED 20 MPH SPEED LIMIT & ASSOCIATED MEASURES</p> <p>257208(1)</p>	<p>SLB</p> <p>JP</p> <p>SLB</p> <p>SLB</p> <p>NTS</p> <p>26 MAR 2023</p>	<p>257208/LAV20/D100</p> <p>B</p>

New 40mph speed limit on Sudbury Road



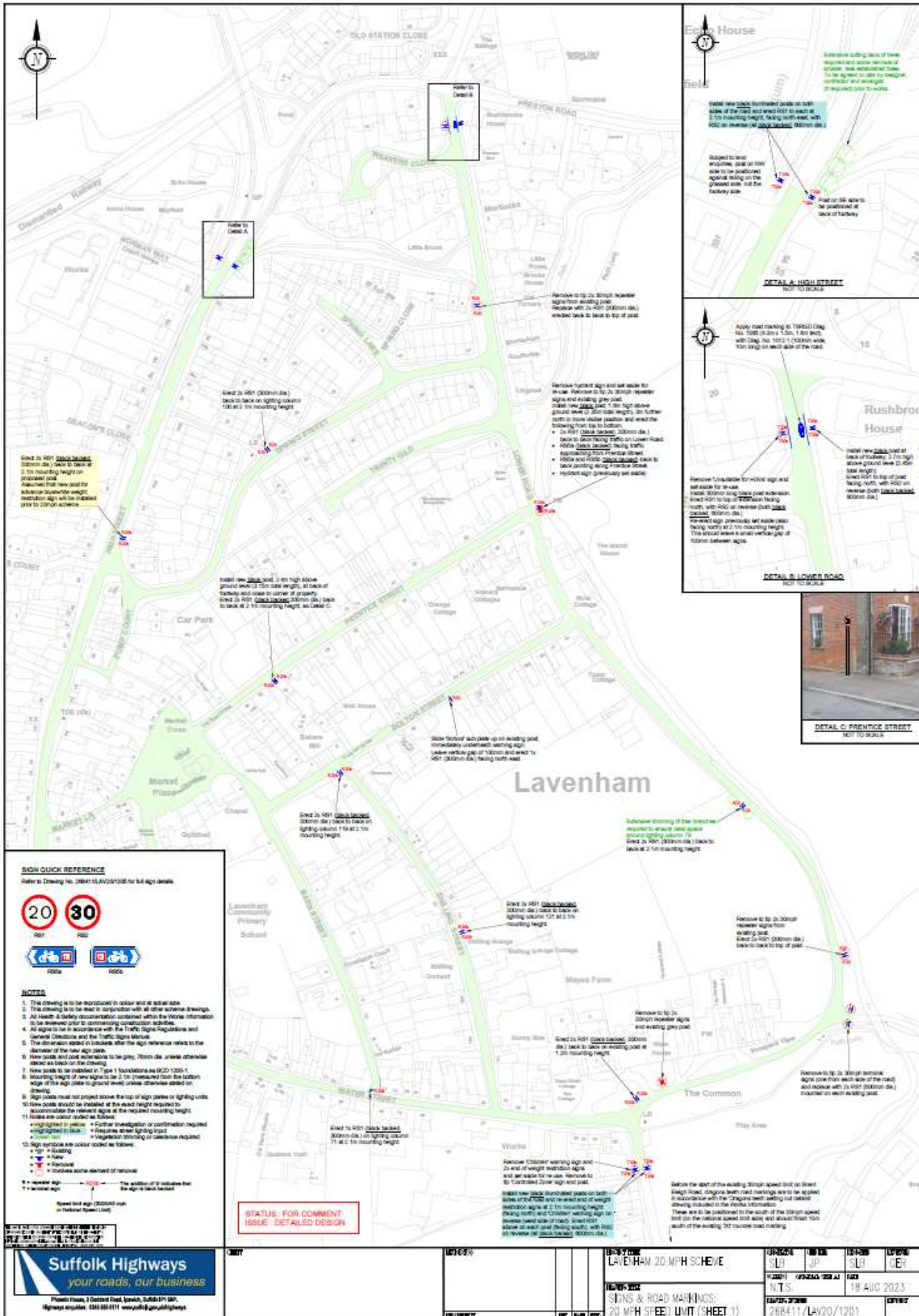
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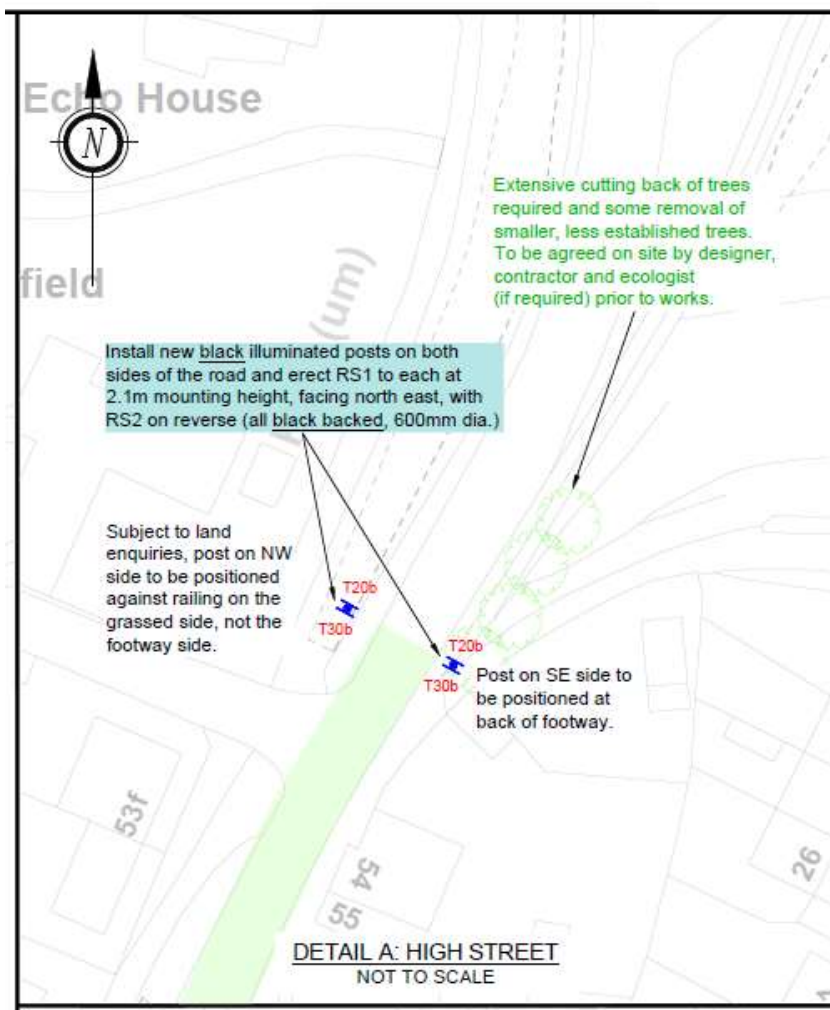
Phoenix House, 3 Goodford Road, Ipswich, Suffolk IP1 5NF.
Highways enquiries: 01462 888 8171 www.suffolk.gov.uk/highways

DATE(S)		PROJECT CODE	LAVENHAM PROPOSED 20 MPH SPEED LIMIT	DESIGNER	SLB	JP	SLB	GER
ISSUE(S)		SCALE(S)	NTS	DATE	NTS	ORDNANCE SURVEY	12 APR 2023	
REVISION(S)		MAP SHEET	CONSULTATION PLAN (2 OF 2)	REVISION NUMBER	257208/LAV20/0101			

Central Lavenham 20mph zone



High St – start of 20mph zone entering from Bury St Edmunds



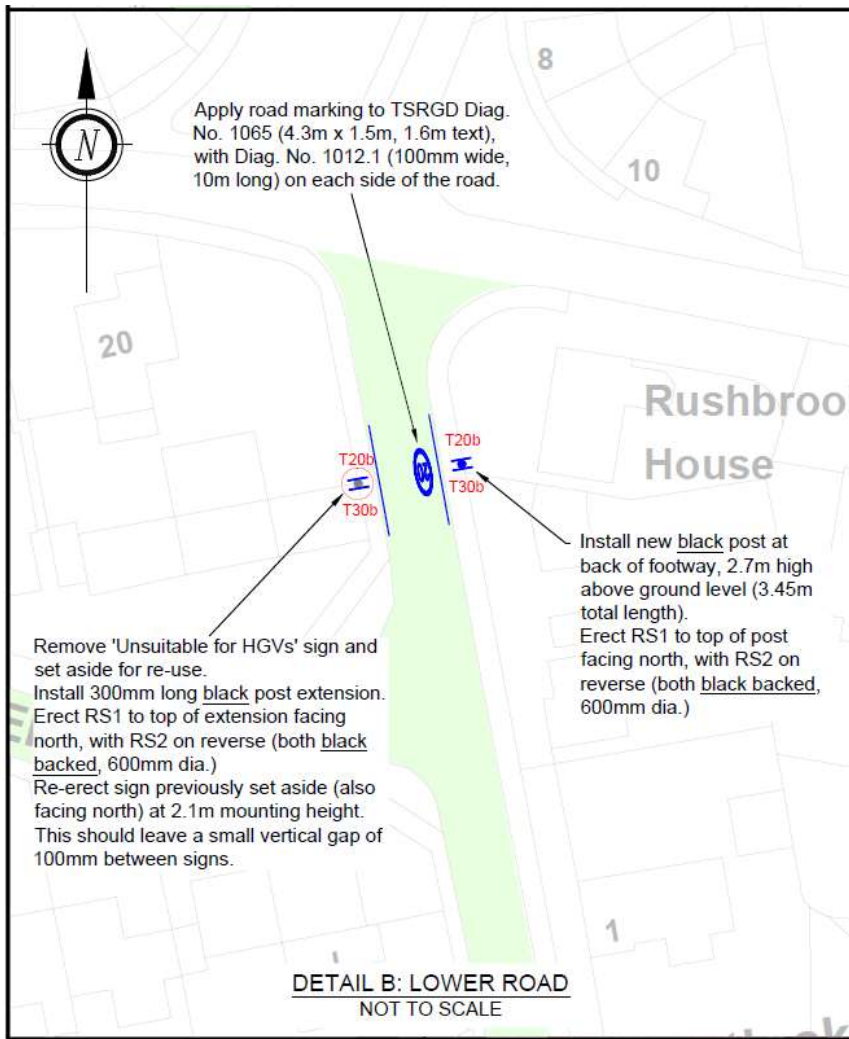
RS1



RS2



Entrance to Lower Road from Preston Road



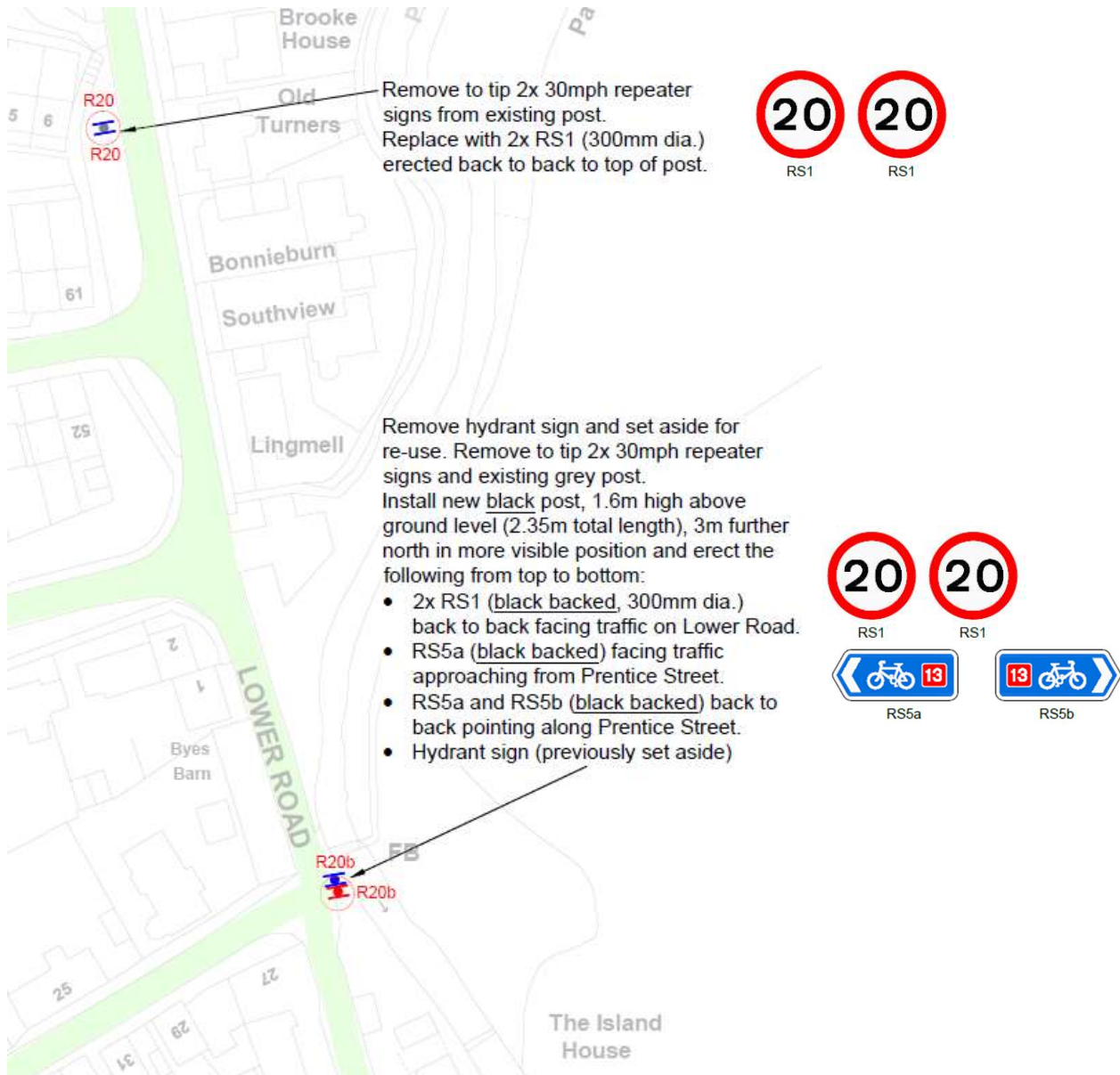
RS1



RS2



Lower Road to Prentice St



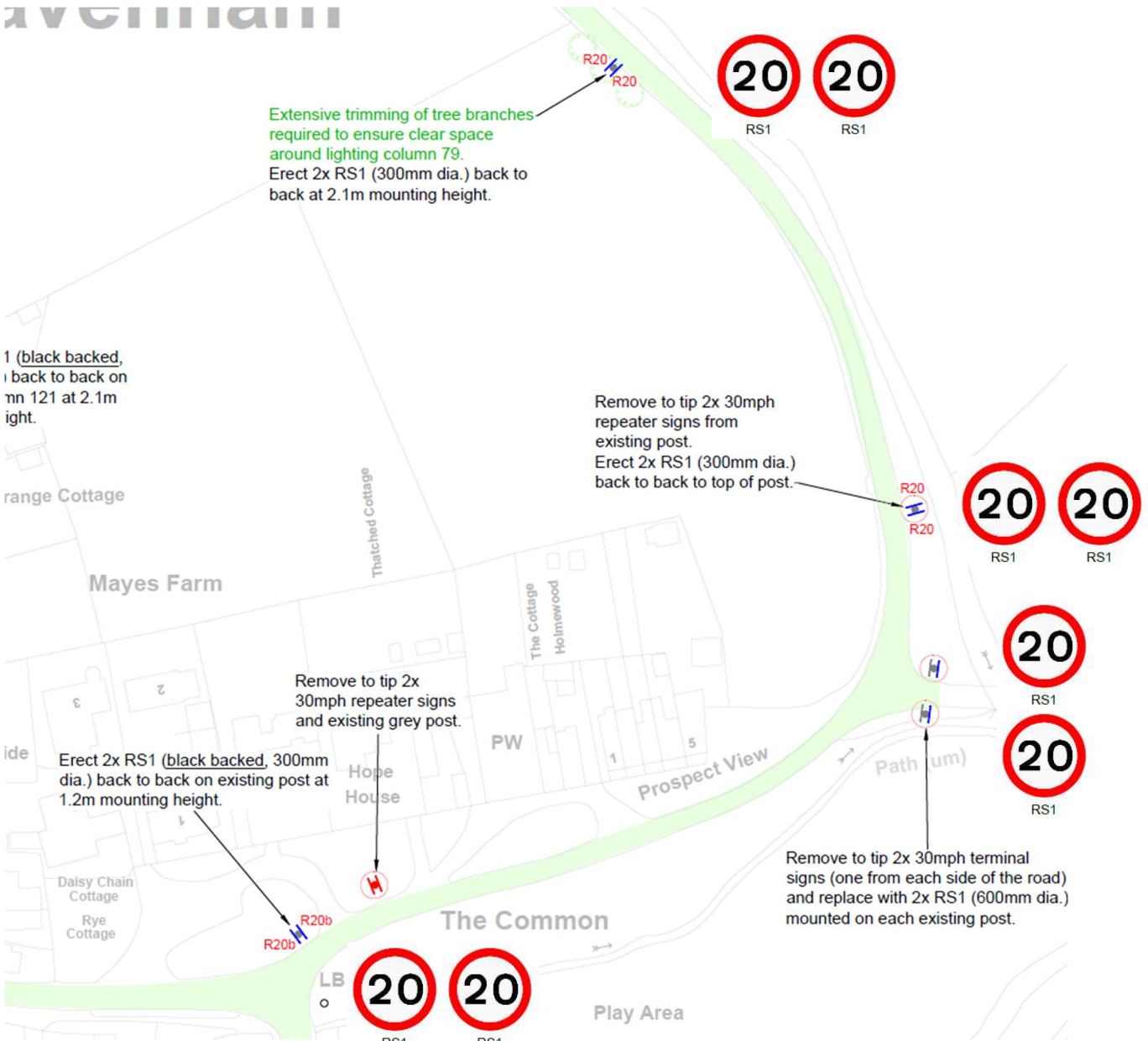
Replace 30mph sign with 20 mph

New post & replace 30mph with 20mph



Lower Road & Common

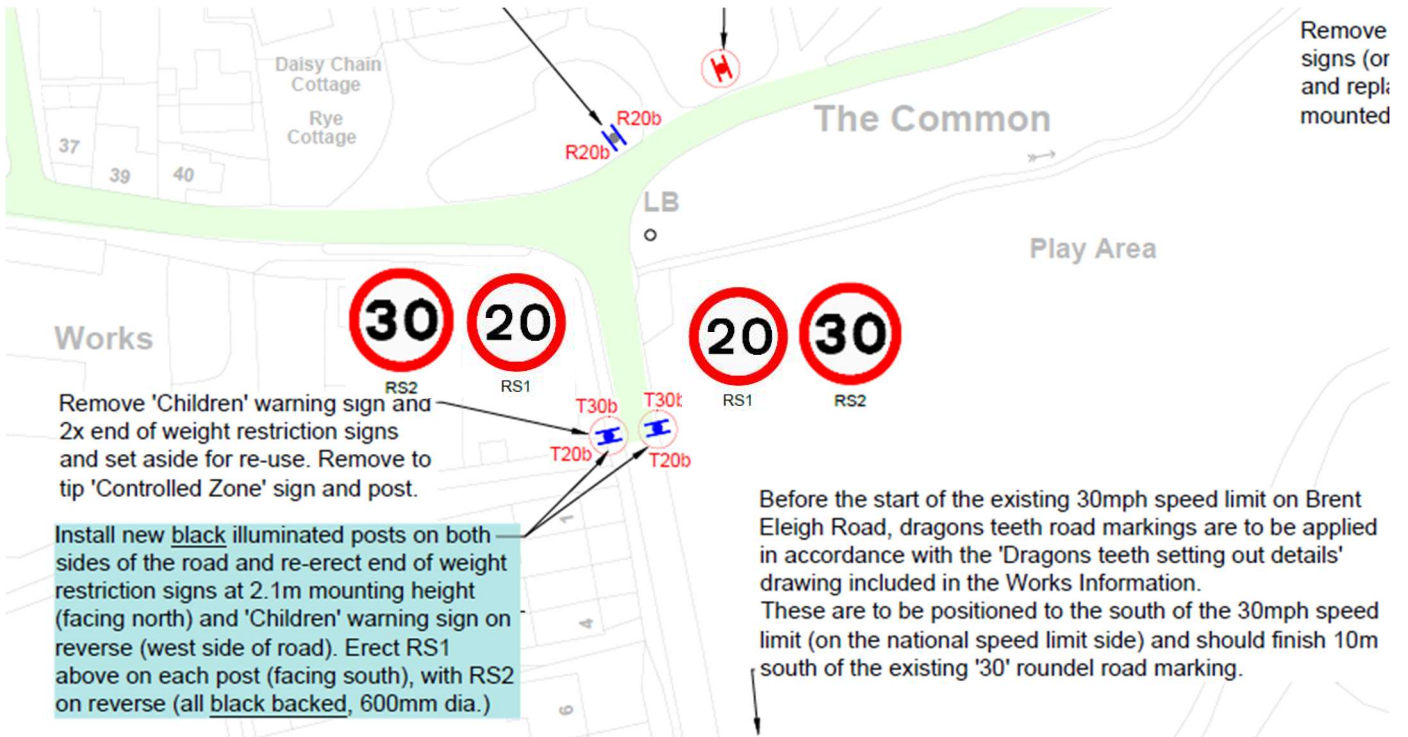
AVENHAM



Lower Road sign replace 30mph with 20mph signs



Brent Eleigh Rd



Current signs replaced by illuminated 20mph & 30mph signs.



Shilling St, Bolton St & Barn St



High St, Spring St & Prentice St

Erect 2x RS1 (black backed, 300mm dia.) back to back at 2.1m mounting height on proposed post.
Assumed that new post for advance blue/white weight restriction sign will be installed prior to 20mph scheme.

Erect 2x RS1 (300mm dia.) back to back on lighting column 100 at 2.1m mounting height.

Install new black post, 2.4m high above ground level (3.15m total length), at back of footway and close to corner of property.
Erect 2x RS1 (black backed, 300mm dia.) back to back at 2.1m mounting height, as Detail C.

20 RS1 20 RS1

20 RS1 20 RS1

20mph on Lampost (now LED – Google Maps is not up to date)



Hall Rd



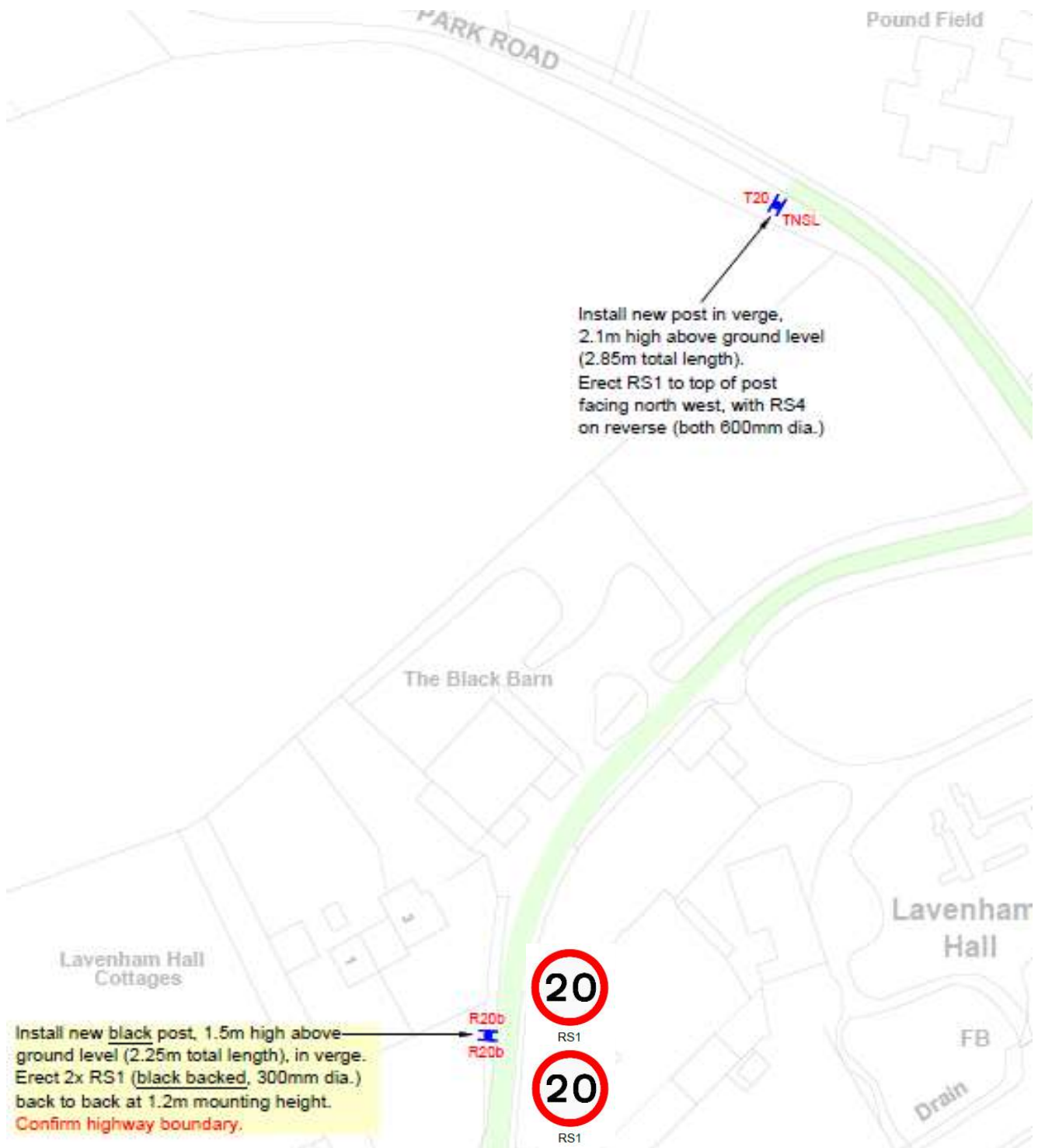
DETAIL D: HALL ROAD
NOT TO SCALE



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



Park Rd & Potland Lane



Church St junction with Potland Lane & Church st Car Park



RS1

Erect 1x RS1 (black backed, 300mm dia.) on existing black post at 2.1m mounting height, facing west. This should leave a small vertical gap of approx. 100mm between signs.

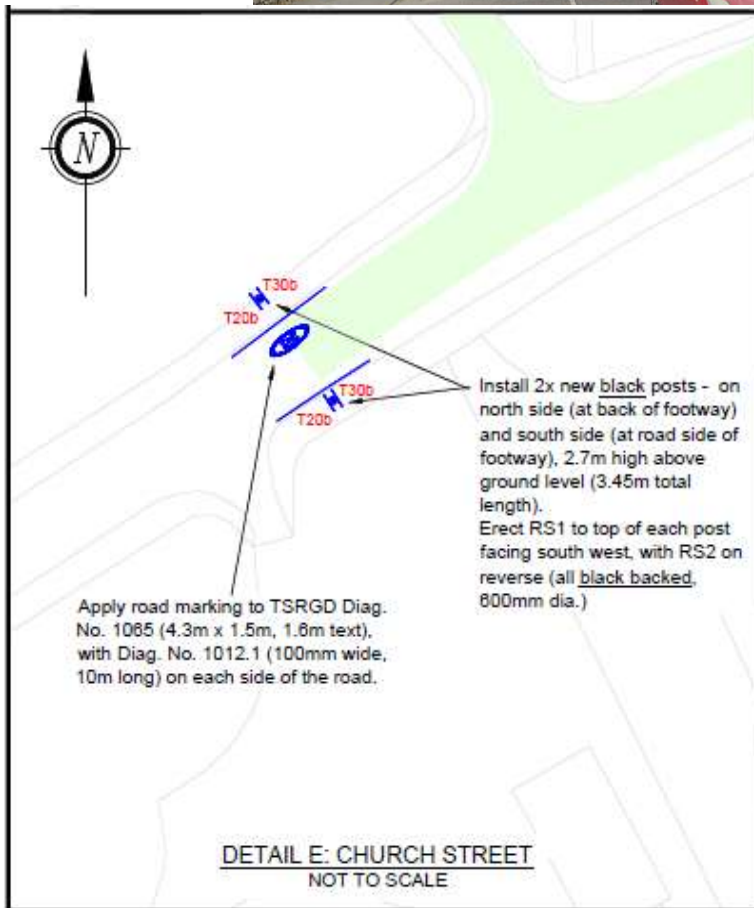


RS1

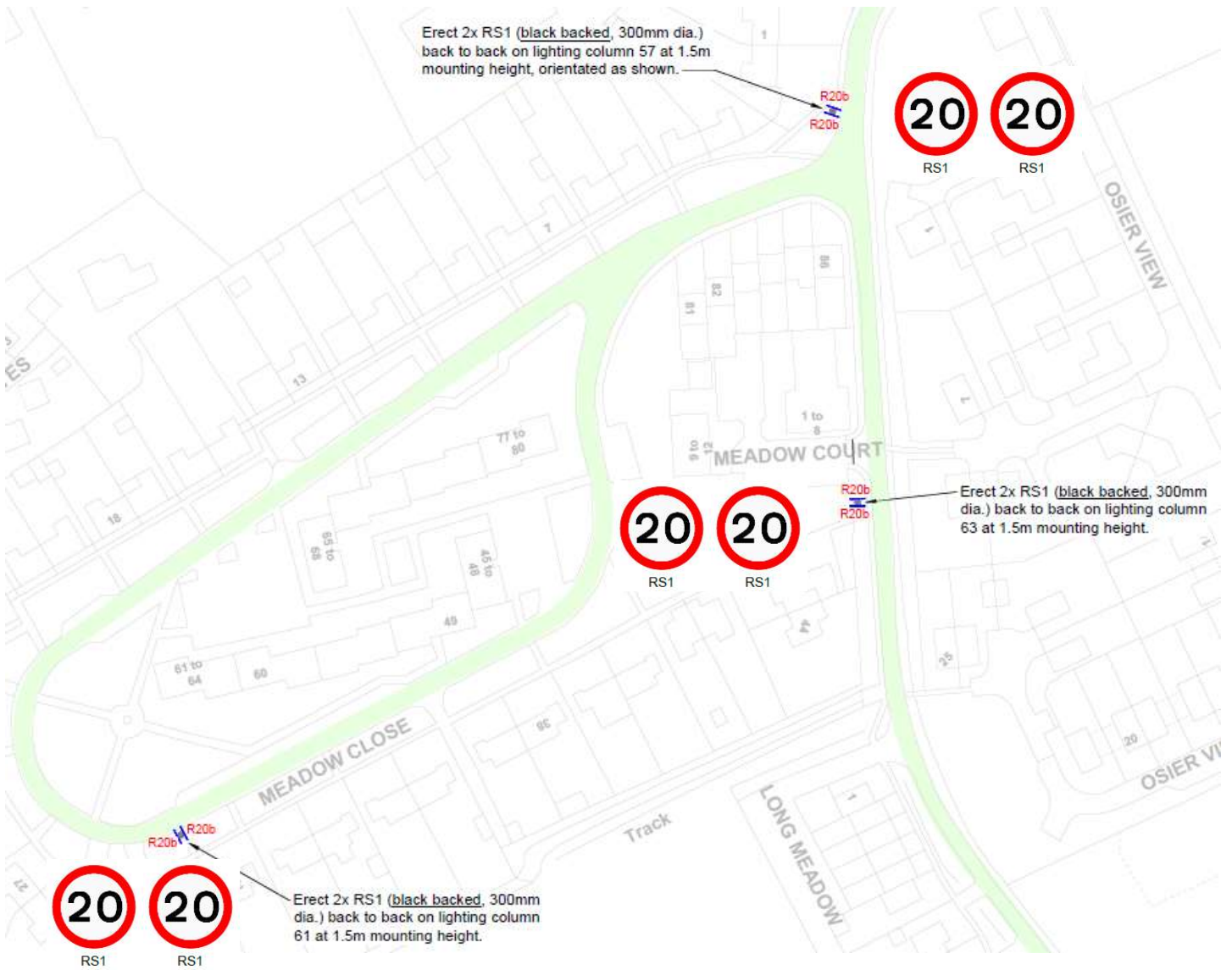
Erect 1x RS1 (black backed, 300mm dia.) on lighting column 37 at 2.1m mounting height, facing east.



Refer to Detail E



Meadow Close – Signs installed on Lamp Posts



Bears Lane Junction with Church St

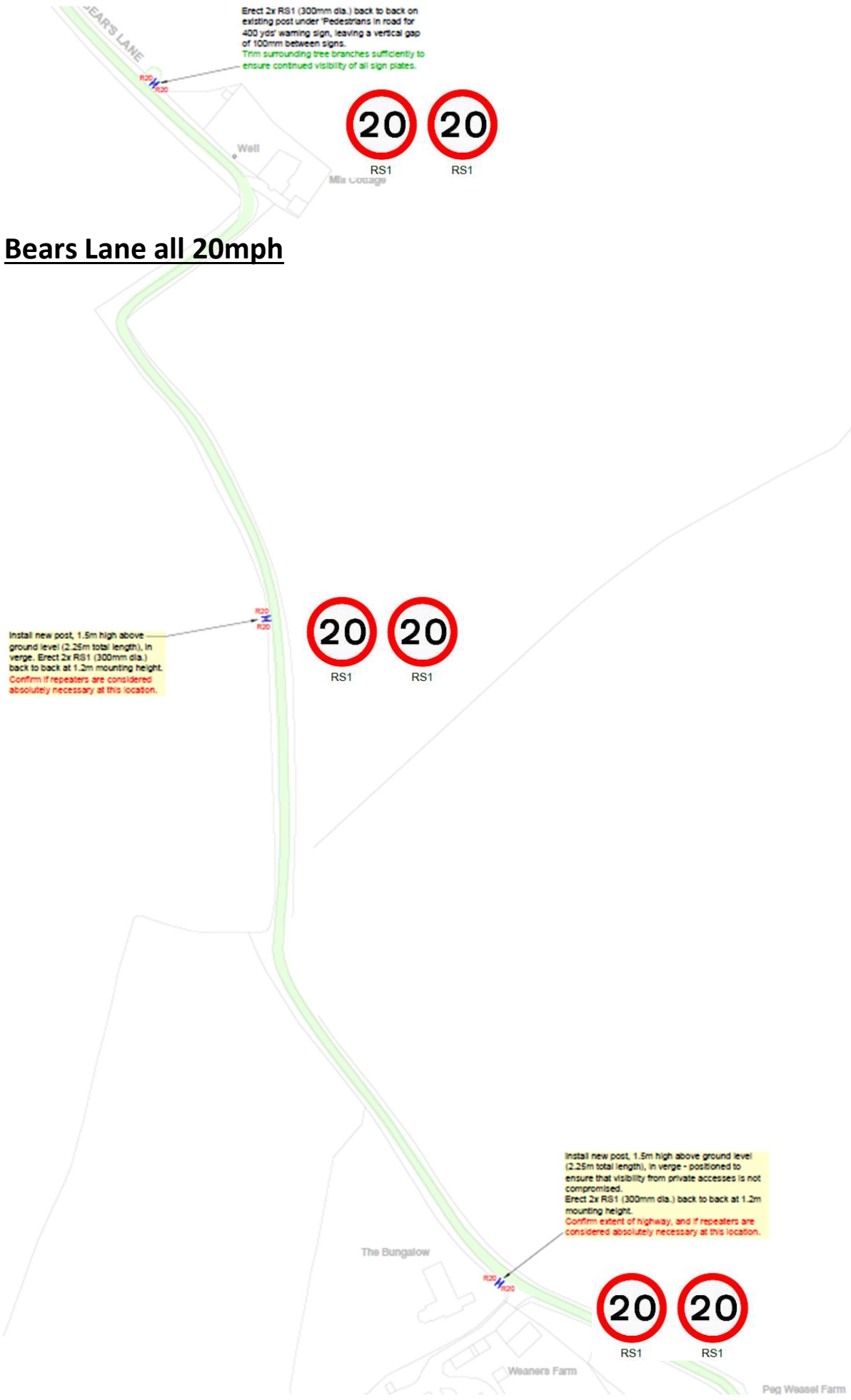


High St opposite Swan Hotel & Lady St



2 x 20mph signs Installed under Existing Weight Limit Sign





Erect 2x RS1 (300mm dia.) back to back on existing post under 'Pedestrians in road for 400 yds' warning sign, leaving a vertical gap of 100mm between signs. Trim surrounding tree branches sufficiently to ensure continued visibility of all sign plates.



Bears Lane all 20mph

Install new post, 1.5m high above ground level (2.25m total length), in verge. Erect 2x RS1 (300mm dia.) back to back at 1.2m mounting height. Confirm if repeaters are considered absolutely necessary at this location.



Install new post, 1.5m high above ground level (2.25m total length), in verge - positioned to ensure that visibility from private accesses is not compromised. Erect 2x RS1 (300mm dia.) back to back at 1.2m mounting height. Confirm extent of highway, and if repeaters are considered absolutely necessary at this location.



Peg Weasel Farm

New 40mph zone Sudbury Rd

Remove existing feint '30' roundel and apply new smaller '30' roundel to Diag. No. 1065 (4.3m long, 1.6m high numerals).

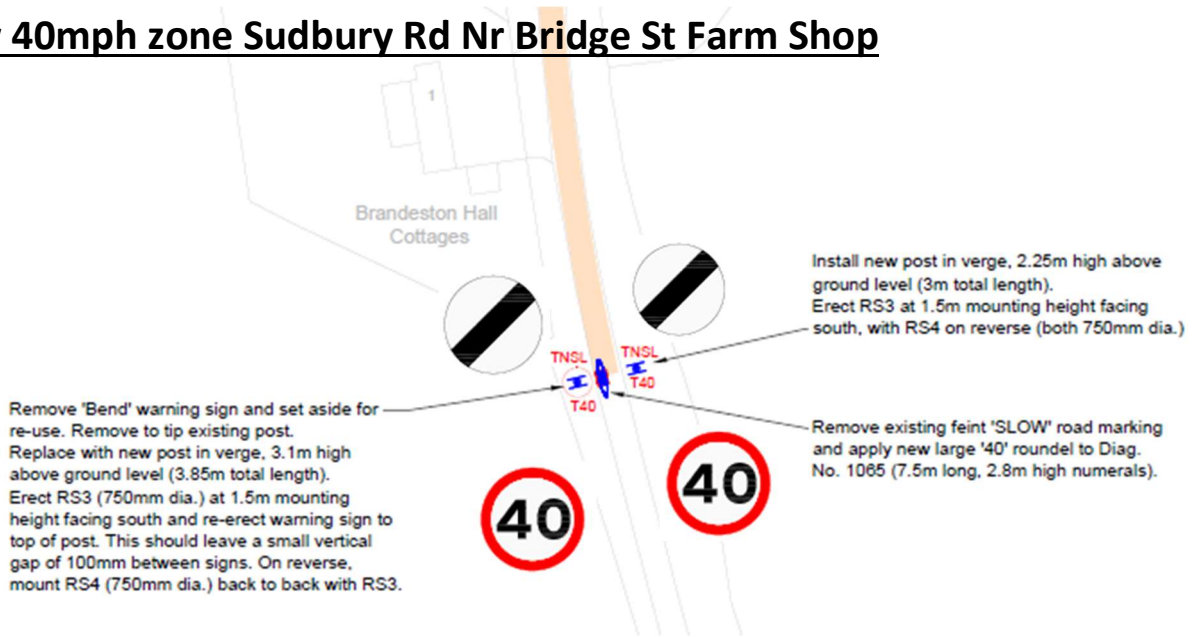
Remove to tip existing National Speed Limit sign and replace with RS3 (600mm dia.) erected on existing post, facing north.

Remove to tip existing 30mph sign, National Speed Limit sign and post. **Remove bushes around post location.** Replace with new post, 2.1m high above ground level (2.85m total length). Erect RS3 at 1.5m mounting height, facing north, with RS2 on reverse (both 600mm dia.)



Erect 2x RS3 (300mm dia.) back to back under 'Deer' warning sign on existing post, leaving a small vertical gap of 100mm between signs. Fire hydrant sign to be moved further down on post to accommodate.

New 40mph zone Sudbury Rd Nr Bridge St Farm Shop



LAVENHAM PARISH COUNCIL:

Agenda Item 9:

Acton Neighbourhood Plan

The Parish Council has been invited to make representations, as part of the Reg 16 Consultation process, with respect to the Acton Neighbourhood Plan.

This is the same process the Lavenham Neighbourhood Plan went through.

Formal consultation on the submission draft Acton Neighbourhood Plan commenced on Monday 23 October.

Written representations are invited on whether or not this plan meets the basic conditions against which it will be examined. These must arrive by no later than 4:00pm on Wednesday 6 December 2023.

The Acton Neighbourhood Plan is a sizeable document: 127 pages.

This Council needs to check for compatibility with Lavenham emerging neighbourhood plan

The LNP2 group has stepped forward to undertake this task and will draft a recommended response for this Parish Council.

The timetable imposed on this Council has not permitted draft responses to be put before this November 2 Council Meeting. The next meeting of this Council is after the deadline for representations.

Suffolk County Council Bus Service Improvement Plan+ funding

Suffolk County Council has requested responses to a consultation exercise designed to help direct where Suffolk CC spends its Government Funded Bus Service Improvement Plan+ funding.

There is £1.8million to spend each year in 2023/24 and 2024/25 on enhancements to the current passenger transport network.

This Council was informed of this on Friday October 27 and the deadline for responses is Monday November 6.

Motion:

To delegate authority to the chair and vice chair in conjunction with the Clerk to make appropriate representations, with respect to both items, on behalf of Lavenham.

Irene Mitchell
Chair
26th October 2023

Andrew Smith
Clerk to Council

Agenda Item 10:

Report to Council 2nd November 2023 - Public Engagement Green Willows Footpath

1. To support the Council's bid to Babergh for CIL funding to create a footpath link from Green Willows to Harwood, public engagement has been conducted. This is not the first occasion residents have been asked to express their views about a footpath but it is important that need is confirmed. Residents were not specifically asked whether a footpath was needed or wanted. Informal feedback from some residents and a specific request to the Council led to an earlier conclusion that an improved pedestrian route to the centre of the village indicated.

2. Quantitative Results of the Household Survey

- Questionnaires distributed 46
- Questionnaires returned 36
- Response rate 78%

Question	Yes	No	No response	Total
Would car usage from your household into other areas of Lavenham reduce if a safe footway were available?	24	11	1	36
Would you or others in your household walk or use wheel mobility aids to other area of Lavenham more if a footway is provided?	27	8	1	36
How many times per week do you or others in your household drive into the centre of the village?				
<i>Less than once per week</i>	2			
<i>At least once per week</i>	3			
<i>2- 5 times per week</i>	15			
<i>6-10 times per week</i>	12			
<i>More than 10 times per week</i>	3			
<i>Generally Do not drive</i>				
<i>Not answered</i>		1	0	36
How many people living in your household use wheeled mobility aids?	3	33	0	36
How many times per week do you or others in your household walk or use wheeled mobility aids to get to other areas of Lavenham?				
<i>Never</i>	9			
<i>Less than once per week</i>	2			
<i>At least once per week</i>	1			
<i>2- 5 times per week</i>	13			
<i>6-10 times per week</i>	7			
<i>More than 10 times per week</i>	4			36
Demographic Data				
Number of Adults in households responding	72			
No. of children 0-11 years	13			
No. of young people aged 12-18	8			
No. of vehicles for the households responding	70			

Analysis

- Two thirds said they would drive less
- Two thirds said that they would walk more
- There are 174 weekly drives to the village, an average of 5 per household per week with a big variance in the numbers of weekly drives between 0 and 20. 5 homes never drive or only once per week.
- There are 129 weekly walks to the village, an average of 4 per household per week with a big variance in the numbers of weekly walks between 0 and 10. 12 homes never walk or only once per week.

3. Qualitative Responses

Those surveyed were invited to give comments. Over half of respondents did so, mostly expressing concerns about safety. A random selection of comments are shown below.

“My mother uses a walker and hates to have to walk on the road”

“There should have been a pathway years ago when by children went to school”

“The present use of the road is very dangerous especially at night, therefore we use the car”

“Entrance onto Melford Road at 30mph is dark, overgrown, and very dangerous. No street lighting. With a new footpath this would be easier”

“I would feel safer especially in evening/night with street lighting as cars do not keep to speed limit!”

“We often walk at night with our dogs. At times this is extremely dangerous. Would not feel happy pushing our grandchild in her pushchair at present”

“Thank you for taking the issue seriously. The safety of our children and adults is equally important in Green Willows as that of those in the centre of the village”

4. Council is grateful to two residents who conducted the community engagement and also to all the residents who participated. This report will be forwarded to Babergh District Council to support the bid for funding for the footway.

5. Council is asked to note this report.

Irene Mitchell
Chair
26th October 2023

Agenda Item 11

Jane Bellward Award: Update for November 2023 Parish Council meeting

Initial committee meeting held Thursday 12th October.

As a result of this productive meeting, documentation, eligibility criteria and a nomination form have been developed.

Posters will be displayed around the village and full information will be available on the Parish Council website once the date of the Annual Parish Meeting has been agreed.

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Sep Actual YTD	Sep Reforecast YTD	Favourable /(Adverse)	Notes
Precept	9,175.00	9,175.00	9,175.00	9,175.00	9,175.00	9,175.00	55,050.00	55,050.00	0.00	No variance
Babergh Cleansing Grant	891.67	891.66	1,061.33	948.22	948.22	948.22	5,689.32	5,689.32	0.00	No variance
Fixed Income	10,066.67	10,066.66	10,236.33	10,123.22	10,123.22	10,123.22	60,739.32	60,739.32	0.00	
Burial Fees	70.00	3,300.00	870.00	682.00	242.00	1,881.00	7,045.00	5,922.00	1,123.00	Variable income dependent on number of deaths, whole year income was £6,000 in 2022/23.
Car Park and Toilet Donations	1,974.15	1,734.85	1,824.10	1,880.05	2,359.40	1,915.05	11,687.60	11,613.15	74.45	Cash £922, Card £836, Card and Cash Accruals cf £679 less bf £522
Other Donations	0.00	407.63	0.00	0.00	250.00	0.00	657.63	407.63	250.00	Hire of electrical equipment
EV Charging Income	100.00	100.00	50.00	49.54	20.00	20.00	339.54	399.54	-60.00	Accrued, last actual is to Mar 23
Interest Received	0.00	748.23	250.00	250.00	450.00	350.00	2,048.23	1,748.23	300.00	£955 received Sep 4. Barclays interest rates have risen since reforecast done.
Variable Income	2,144.15	6,290.71	2,994.10	2,861.59	3,321.40	4,166.05	21,778.00	20,090.55	1,687.45	This variance is largely Burial Income.
Total Income	12,210.82	16,357.37	13,230.43	12,984.81	13,444.62	14,289.27	82,517.32	80,829.87	1,687.45	
Management Costs	5,186.03	4,375.79	3,751.40	3,154.40	2,888.48	3,246.82	22,602.92	23,900.71	1,297.79	Saving is lower than anticipated external audit fee consequent of lower total revenue of the Council in 22/23 as compared to 21/22.
Office costs	1,371.74	542.68	1,210.24	411.69	490.35	3,838.60	7,865.28	6,014.75	-1,850.53	Includes extra £3k for Church St Business Rates
LNP including Costs of Democracy	0.00	0.00	0.00	0.00	186.73	0.00	186.73	500.00	313.27	Babergh DC costs recharge
Street Cleaning and Green Maintenance	2,311.87	2,493.79	2,601.87	2,579.62	2,331.16	2,449.95	14,768.24	16,570.49	1,802.25	The Play Equipment Maintenance work was done in Oct not Sep and Oct as anticipated. Bux Bush Costs budgeted Oct and Nov.
Public Realm	878.67	853.67	1,573.67	700.37	500.00	805.19	5,311.58	5,634.79	323.22	Further works about to begin
Toilet Costs	702.94	1,606.19	1,324.35	1,061.63	1,138.86	1,012.31	6,846.28	7,896.33	1,050.05	Minor variances, largely timing of energy bills.
Misc	389.17	1,437.95	517.05	389.17	524.17	522.51	3,780.00	3,604.69	-175.31	Not significant
Community Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	No Costs
EV Costs	310.03	77.51	78.08	46.03	48.19	28.99	588.83	683.74	94.91	Offset by reduced Income
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	625.00	625.00	Contingency
Total Costs	11,150.44	11,387.57	11,056.65	8,342.90	8,107.93	11,904.36	61,949.86	65,930.51	3,980.65	
Surplus/(Deficit)	1,060.38	4,969.80	2,173.77	4,641.91	5,336.69	2,384.91	20,567.46	14,899.36	5,668.10	

Prem	<u>Premium Account</u>	
31/08/2023	Balance Brought Forward	344,729.74
04/09/2023	Interest Received	954.81
07/09/2023	Transfer to Current Account	-5,000.00
11/09/2023	Babergh Precept	55,050.00
21/09/2023	VAT Refund	761.62
30/09/2023	Balance Carried Forward	<u>396,496.17</u>
30/09/2023	Per Bank Statement	396,496.17
		0.00

Current	<u>Current Account</u>	
31/08/2023	Balance Brought Forward	8,759.86
04/09/2023	Car Parking Income Card Payments	236.55
05/09/2023	Car Parking Income Cash Donations	201.00
06/09/2023	Supplier Payment: British Gas	-25.39
07/09/2023	Transfer from Business Premium Account	5,000.00
07/09/2023	Employer and Employee NEST Pension Contributions	-150.39
08/09/2023	Andrew Smith August Net Wages	-2,063.95
08/09/2023	Supplier Payment: NFU Mutual Annual Insurance	-1,831.07
08/09/2023	Supplier Payment: Babergh DC Election Costs	-186.73
08/09/2023	Supplier Payment: Zoom	-15.59
08/09/2023	Supplier Payment: Onsite IT	-142.56
08/09/2023	Supplier Payment: JPB Landscapes	-2,846.58
08/09/2023	Supplier Payment: Infinity Cleaning	-868.46
08/09/2023	Supplier Payment: Anglian Water	-19.29
08/09/2023	Supplier Payment: Anglian Water	-63.75
08/09/2023	Supplier Payment: Anglian Water	-269.90
08/09/2023	Supplier Payment: BT	-76.91
11/09/2023	Car Parking Income Cash Donations	185.00
11/09/2023	Car Parking Income Card Payments	264.10
12/09/2023	Supplier Payment: British Gas	-47.07
13/09/2023	Supplier Payment: British Gas	-32.30
18/09/2023	Car Parking Income Card Payments	166.25
18/09/2023	Car Parking Income Cash Donations	271.00
18/09/2023	Supplier Payment: Command Pest Control	-159.00
18/09/2023	Supplier Payment: Information Commissioner Office	-40.00
18/09/2023	Supplier Payment: Karl Hobbs IT repair	-50.00
18/09/2023	Power Cable Hire Deposit Return	-100.00
18/09/2023	Supplier Payment: Philip Snelling for Defibrillator Pads	-160.00
18/09/2023	Supplier Payment: Glasscubes	-66.00
25/09/2023	Car Parking Income Card Payments	170.05
25/09/2023	Car Parking Income Cash Donations	265.00
26/09/2023	Supplier Payment: BT	-7.73
26/09/2023	Supplier Payment: Monarch Gates	-2,350.00
28/09/2023	Supplier Payment: British Gas	-50.36
30/09/2023	Balance Carried Forward	<u>3,895.78</u>
30/09/2023	Per Bank Statement	3,895.78
		0.00

Agenda Item 12d

Report to Council 2nd November 2023

Water St Maintenance

- 1 Council is aware that the Water St Car Park has until now been only maintained on an ad hoc basis and so has frequently been untidy.
- 2 Council is aware of the need to protect the car park membrane from weed damage, the ground beneath it has an industrial history.

3. Proposal

That the Parish Council accept the quote for monthly maintenance



Estimate

Date	Estimate #	Terms
10th October 2023	251	Due on receipt

Company No: 12384397

Hazelmere, Chappel Road,
Colchester Essex CO61JL
01206212601
jack@jpblandscapes.co.uk
www.jpblandscapes.co.uk

Bill To	Job Address
Andrew Smith Lavenham Parish Council, Lavenham Sudbury, Suffolk	Lavenham Parish Council, Lavenham Sudbury Suffolk

DESCRIPTION	Qty	Rate	Amount
Water Street Car Park - Monthly visit - Weed Control. Chemical application and visit monthly to remove dead weeds.	1	£96.85	£96.85
<p>Note: Quote is correct at date of above. Price increases in materials may occur at time of project.</p>			
		Subtotal	£96.85
		20.0% S	£19.37
Thank you for your enquiry.		Total	£116.22

Agenda Item 12e

Report to Council 2nd November 2023

Environment Policy

- 1 Council is aware of the impact that it's decisions can have on the local environment and the global environment.
- 2 Council seeks to operate in a way that recognises these important issues.

3. Proposal

That the Parish Council re-adopt the Environment Policy



LAVENHAM PARISH COUNCIL

Environment 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.

Reviewed and Adopted: 8th May 2019

To be reviewed: May 2023

Agenda Item 12f

Report to Council 2nd November 2023

Reimbursement to the Clerk of £29.99

- 1 Nearly all invoices addressed to the Council are paid via Internet Banking.
- 2 The Council was waiting for Barclays Bank to process the application for a new Debit Card, now received
3. In the absence of the new Debit Card the Clerk, with the prior agreement of the Chair, privately paid for A4 Printer paper.
4. In accordance with Standing Financial Order 5.10 the Clerk seeks reimbursement of £29.99.



5. Proposal

That the Parish Council reimburse the Clerk £29.99 for printer paper.

August			BDC	LPC
03085	68 Church St	Garden Room and Shed	Approved	Approval
03091	River Cottage, Lower Rd	Trees	Approved	Approval
03467	The Guildhall	Pune 1 Hazel Tree	Approved	Approval
03012	1 Green Willows	Garage, revision of 00424	Approved	Approval
01344	Land West of Bury Rd	6 Houses	Refusal	Refusal
02224	Briarside, Bridge St Rd	New House	Approved	Approval
September				
03637	21 Shilling St	Extension: Planning Permission	Approved	Approval
03638	21 Shilling St	Extension: Listed Building Consent	Approved	Approval
03840	Rear of 45 High St	Changes to roof and windows	Approved	Not Consulted, non material amendment
03803	Garden Cottage, 16 High St	Trees	Approved	Refusal
03713	Old Saddlery 93 High St	Trees	Approved	Approval
04089	Little Hall, The Market Place	Fell two trees	Approved	Comments deadline Sep 21, extension declined
October				
03819	The Pound, 2 Park Rd	Extension	Approved	Approval
03806	Dean House, Church St	Extension and roof over inner courtyard	Approved	Approval

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 2nd November 2023

DC/23/04410 APPLICATION FOR PLANNING PERMISSION

15 The Paddocks Lavenham Sudbury Suffolk CO10 9UF

Full Planning Application - Erection of single storey garden room.

Comments by 3rd November

This property is not in the conservation area.

The garden room proposed has no details of finish or materials supplied, It is 9.5 * 4.5m

The location is adjacent to the Lavenham Walk and could be visible from the walk.

However, Gardens Rooms are classed as outbuildings permitted developments so there is no justification for refusal.

There is no evidence that Permitted Development Rights have been removed in The Paddocks original applications B/16/00437, DC/18/03615 & DC/21/06906

Recommend Approval



DC/23/04879 Application for works to Tree subject to Tree Preservation Order (WS/173/A1)

53 Green Willows Lavenham Sudbury Suffolk CO10

Proposal to re-pollard Willow Tree (T1)

Comments by 8th November

This tree is in a band of trees that is protected by a TPO

Pollarding a Willow tree is a normal maintenance procedure for this species.

Recommend Approval

