

Lavenham Neighbourhood Plan Revision Group

Steering group meeting 13th January 2026

Agenda and minutes

Attending: Michael Sherman, Alison Bourne, Danielle Twitchen, Tracey Brinkley, Jack Norman, Charles Posner, David Theobald and Carroll Reeve.

Apologies: Savannah Bourne.

Minutes of previous meeting: agreed.

Matters arising: none.

Survey questionnaire and timetable.

The survey was supposed to go to the January meeting of the Parish Council for final sign-off. A few further comments have now been received. These were circulated in advance of the meeting and discussed.

One comment related to the Q11, where reference is made to 'allotments' and further down to 'public allotments' a councillor had suggested that this was a duplication. This is not the case as previous village allotments had been both public and private. Moreover, similar questions may be included in surveys.

Other comments were congratulatory in tone.

Timetable: previously circulated in draft.

-Printing to go to Lavenham Press, by Monday 2nd March.

-Newsletter - delivered by Monday 16th March, this to include; reminder of need to revise NP, advising of; survey details and drop-in events

-Survey delivered by Monday 23rd March. For completion by Monday 13th April. We will need additional help in delivering.

-Drop-ins -Sunday 29th March, 11:30 until 2 :30 in the Village Hall, Wednesday 1st April, 5 until 8 in the Guildhall. Both booked.

Budget:

The budget was agreed by the PC at their December meeting. It will be covered in its entirety by CIL funds and not therefore fall on the village precept. As CIL funds can be recovered by developers, in certain circumstances, the Clerk to the PC will need to take care to allocate them accordingly.

Open spaces review:

It was confirmed by the group that they were able to access the available information and maps held by the District and County Councils.

AoB:

The Group Chair had mislaid the minutes of our virtual meeting held on 27th November 2025, and these would be forwarded.

It was advised that the Parish Council had two reports that could be useful to our deliberations. The first related to a Traffic report produced for the PC and funded from a BDC grant of £3,000. The second report relates to the Lavenham Energy Opportunities group, which is apparently in the hands of the PC. This LEO report was the outcome of the public meetings held in 2023/24 and was also grant funded. The PC has been asked to share these with us to avoid any duplication of effort.

Date of next meeting: 10th February.