

PARISH COUNCIL MEETING

Held in the Guildhall, Thursday 7th April 2016 at 7.30 pm.

Present Mr C Reeve, Chairman. Mr R Whitworth, Vice-Chairman.

Mrs J Baker, Mrs D Twitchett, Mrs G Banks, Mr P Gibson, Mr B Panton.

Mr W Shropshire, Babergh District Councillor

3 members of the public.

Public Forum – nothing raised

District Councillor's Report – Mr Shropshire (see report which follows)

The Minutes –The minutes of the meeting held on Thursday 3rd March were approved. Proposed by Mrs Baker, seconded by Mr Gibson. Carried.

Declarations of Interest – none

Apologies for absence received from Mr Sheppard, Ms Gardiner and Mrs Antill, Suffolk County Councillor.

Matters Arising – Mrs Baker reported that Colin Rockall, Chair of Lavenham Library Friends group, had met with Suffolk Libraries regarding additional signing.

There will be a Children's Literary Festival on 28/29 October, organized by the Literary Festival in conjunction with Suffolk Libraries. Most sessions will take place in the village hall.

Finance and Strategy

Neighbourhood Plan – the Neighbourhood Plan is still with the examiner. Any questions arising will go back to Babergh and be shared with the Parish Council. Nick Ward at Babergh will take advice from members. The Parish Council will meet to discuss any amendments, the Plan will be put to the Strategy Committee and then proceed to referendum.

Invoices received, cheques for payment

Lavenham Art Festival, donation £100.00: The Landscape Group, public toilet works February, stone laid on Railway Walk, install 2 dog bins £2,406.17: CGM Group, grounds maintenance March £874.00: Suffolk Preservation Society, 2 Councillor places on Heritage Planning training £40.00: Payroll £668.60: Broxap, 3 litter bins & fixings £967.20: Premier Calls, phone a/c Feb/March £45.17.

Paid by Direct Debit to BT for broadband service to old phone box for March £56.98.

The invoice for Phase 1 LED lighting works has been received, £54,339.82, an itemised invoice has been requested. Notification has been received from Dept for Communities and Local Government that borrowing approval for this project has been extended.

With regard to Small Business Rate Relief, Babergh District Council has confirmed that no payment is required in respect of the current year.

From BDO, confirmation of date for completion and submission of the annual return, to be returned no later than 13th June 2016.

It was agreed that earmarked reserves would be reviewed at the May meeting.

Tree Surveys

It was proposed by Mrs Baker, seconded by Mrs Twitchett, that the estimate for first year works to trees submitted by STS should be accepted by the Parish Council. The total estimate was for £2,645 including VAT, for all areas and including Picus tests on the two Beech trees by the Chapel. Carried. The contractor will apply for any TPO or Conservation Area consents. A meeting will be arranged with the contractor in order to discuss details and view requirements.

PlanningPlanning Applications:

B/16/00321 The Grove, 5 Lady Street, Lavenham

Holm Oak - to reduce by 25-30% (TPO WS41/T48) in order to manage the tree size as it is in close proximity to the house, telephone wire, utility services and overhangs the road

Prop. Mr Whitworth, sec. Mrs Twitchett, recommend approval. Carried

B/16/00343 6 Brent Eleigh Road, Lavenham – Erection of two-storey and single-storey rear extension

Prop. Mr Whitworth, sec. Mrs Baker, recommend approval. Carried

B/16/00230 9 Shilling Street, Lavenham - Erection of single-storey detached garden room/store building and new fence and gate to rear of existing driveway

Prop. Mrs Baker, sec. Mrs Banks, recommend approval. Carried.

B/16/00319 91 High Street, Lavenham - Change of use from A1 retail shop to A3 Cafe

Prop. Mr Whitworth, sec. Mrs Baker, recommend approval. Carried.

B/16/00443 26 Prentice Street, Lavenham - Fell 3 No. Leylandii trees and hedge to ground level

Prop. Mr Gibson, sec. Mrs Twitchett, recommend approval. Carried.

Planning Decisions Received

B/16/00116 The Angel, Market Place, Lavenham – permission for erection of extension (retention of) and alterations including replacement roof.

B/15/01050/OUT Highfield House, Bury Road, Lavenham – permission for outline – erection of 3 No. detached dwellings

B/16/00055/FUL & B/00056/LBC The Greyhound, 96 High Street, Lavenham – P.P. & LBC for erection of single storey rear extension and decking area. Various external & internal alterations etc. (as amended by drawing number 5386/401B 29/02/16)

B/16/00123/FHA 19 Bolton Street, Lavenham – permission for erection of two-storey side and single-storey rear extension (following demolition of single-storey side extension, part retention of)

B/15/01722/FHA & B/15/01723/LBC 72 High Street, Lavenham – P.P. & LBC for erection of single storey front extension, replacement windows, insertion of doors and internal alterations

B/15/01708/LBC Bears Cottage, 15 Church Street, Lavenham – listed building consent for removal of existing tiles to front roof slope and installation of new battens and felt followed by re-roofing using predominantly reclaimed clay plain tiles

B/16/00154 The Granary, Mill Hill, Bury Road, Lavenham – refusal of details of change of use from storage building to dwelling C3

The following application has been withdrawn:

B/16/00071 Bears Lane Farm, Bears Lane, Lavenham - Erection of replacement detached dwelling together with ancillary accommodation and demolition of existing dwelling.

Technical Consultation on Implementation of Planning Changes

Consultation papers and a copy of the SALC response had been circulated to all Councillors. It was agreed that Lavenham Parish Council strongly supports the submission by SALC and an email to this effect would be forwarded to the Dept for Communities and Local Government.

In addition the recognition that Neighbourhood Plans should be given the same status as local plans in relation to decisions about proposed 'in principal matters' was welcomed, also the recognition of the sensitivity of certain sites, owing to proximity to heritage sites. However, there are concerns that there appears to be no right or opportunity to have genuine and meaningful engagement and consultation with local councils, and others, built into the new stage two process.

This will be copied to SALC with support and compliments on the quality of their response.

Operations

Traffic – Swan corner will be closed on Monday for essential repairs to the road surface.

The control order for the experimental temporary weight restriction on Water Street has been applied for. Steve Merry is working through the list of actions suggested by the Parish Council. Letters regarding additional car parking have been sent to the Long Melford Practice and National Grid Gas.

Mr Whitworth has met with Babergh's surveyor and engineer with regard to increasing the car parking capacity at Church Street. A possible 20 spaces could be provided if coach bays were reduced from 5 to 3 and the recycling banks repositioned. With three events coming up in June it is hoped that something can be done before then.

Specifications and pricing for improvements to the car park surface at the Playing Field would need to be seen before the Parish Council gives Landlord's Consent for any works.

In theory all the first phase of the LED light fittings are in place, however they are not all yet connected to the power supply, Networks need to finish this work.

Emergency Plan – this is now on the website and ready to receive more detail. Lavenham has turned 'green' on Babergh's map. Brian Panton was thanked for his work. Reports will be put in Lavenham Life and the Village Edition and volunteers asked to come forward.

Proposed works to First Meadow entrance – Mr Whitworth, Mr Gibson and the Clerk had met with the contractor and it was hoped work would be completed by the end of April. The contractor suggested re-using the pedestrian gate with new hardware and putting down a concrete path through the gateway. The cost of the complete works will be around £1,000.

Lavenham Walk – clarification on whether the tree survey and associated works have been carried out. John Knight has emailed drawing attention to the poor state of the field drainage beside the walk, in places water has flooded across the surface and washed away the top surface. This information will be forwarded to SCC with a request that a surveyor inspects this as it is felt that this should be sorted out before the lease is signed.

Village Warden – Peter Ince has started work and some very good comments have been received from residents about the improvement in street cleanliness. Next week Mr Whitworth will arrange an introduction to the Landscape team. He has also contacted Sarah Carter at Babergh regarding anticipated leaf fall problems later in the year.

Street Warden scheme – the Wardens have been seen carrying out patrols in the village.

Housing and Social

SCC site/CLT – Mr Reeve reported he has attended a successful pre planning meeting. It would be good to move onto the site and carry out preliminary work. There is another meeting in two months and then hopefully some demolition could start.

The CLT now has a bank account with HSBC.

Good Neighbour Scheme – the Coffee Morning on 2nd April was successful and made about £90 with the tombola and donations. Cally Boardman had attended and also came to the Common Room tea today where the demonstration of planting up flower pots had been very much enjoyed. Arrangements for the June Birthday Street Tea are well in hand.

Correspondence had been received from:

Mrs Pitt, reporting a street light out of action and comment on overflowing litter bins over the Easter weekend. The street light has already been reported. Overflowing bins at Bank Holiday weekends are difficult to manage as our contract is with Babergh District Council.

Richard Goss, Branch Sec, Lavenham RBL, regarding the position of the litter bin in Market Place near to the wall mounted WWI tribute. It was thought this might be difficult to resolve as the bins were there for the convenience of people sitting on the adjacent benches and were fixed. Mr Reeve said he would contact Mark Consadine, who was responsible for the tribute, and arrange a meeting with him and Mr Goss to discuss this.

Mrs Aspa pointing out that the dog waste bin at the Park Road end of Lavenham Walk has slipped to ground level. Arrangements will be made to correct this.

Invitation to Mid Suffolk Networking event, Coffee Caravan at Eye Community Centre on Monday 11th April.

Babergh Open for Business Event, networking event for Babergh businesses, Delphi Centre, Sudbury, Wednesday 20th April, 5-7 pm. Details had been forwarded to Lavenham Forum. Concern was expressed at the proposal to reduce coach parking spaces in an email from the TIC and letter from Dinah James, a Blue Badge Guide. It was explained that the intention was to create coach parking spaces at the Playing Field car park in Bridge Street Road, coaches could drop passengers in the village and then park there until it was time to pick up again. The Community Council is happy with this, and the Parish Council will support it financially.

Resignations and Casual Vacancy process

Mrs Holland and Mr Beech had resigned from the Council. Their efforts while serving as members of the council were much appreciated, Mrs Holland had worked hard with Love Lavenham and the visitor welcome and had been the driving force behind the improvements to the play equipment. Mr Beech had acted as our IT expert with much help towards the NP website. Both will be missed. The Notices of Casual Vacancy had been posted and Babergh's indication of whether an election has been requested is awaited. Interest has been shown by three people should co-option be considered.

Babergh Safety Advisory Group

Formation of Safety Advisory Groups had been one of the recommendations coming out of the Hillsborough enquiry. Mr Whitworth had been invited to attend the Babergh meeting at which the VW submission of the event plan was considered. The purpose of the meeting was to scrutinise and ask questions in order to ensure that proper safety procedures are followed.

Mr Gibson said that he had submitted the plan for the Art Festival but had been advised that there was no concern about arrangements for this. The Parish Council has no formal role except to encourage people to make the proper application.

Attention must now be paid as to what steps the Parish Council could take to improve parking provision on event days, although it was stressed that the Parish Council would not take on the organisation of parking on event days. There will be a survey of 'green' parking spaces, encouragement for members of local groups to come forward for marshal training, which would be financed by the Parish Council. An assessment of additional signs and equipment required for traffic management would take place. The Sudbury Town Wardens could help with signs and contacts for the purchase of bollards etc. On some occasions they might be available to hire as marshals as they had accreditation.

Parish Council website

Mr Whitworth had set up the basic information based on the One Suffolk model. He had noted that Monks Eleigh had a very good website and would see if their 'expert' would be willing to give us some instruction. There would eventually be links to the NP website and Discover Lavenham. There did not appear to be any problem with access via phone or tablet.

Wool Towns project report

The District Councillor's report had given an update on Suffolk Wool Towns, Mr Whitworth reported that he had been appointed chairman of the group and the CIC would make application for £100,000 funding to develop the brand. He said there had been a proposal to solicit £100 from each represented member to support set up costs. Next meeting 18th April.

Allotments

It is understood that Mr Kemp has given notice to allotment holders and one enquiry about provision of allotments has been received by the Parish Council. If six applications are received from the community then the Parish Council will have to consider how land might be made available for the provision of allotments.

Light up Lavenham – Christmas lighting

Mrs Banks has almost completed the purchase of collecting tins which will be placed in various retail premises in the village to collect donations towards the lighting scheme. It was agreed that Mr Turner should again be requested to carry out the work associated with erecting and dismantling the lights.

Communication from the Street Fair Committee asked the Parish Council to accept the Portable Distribution Electrical Units purchased by the Committee as their contribution from the 2015 Fair. The Parish Council would give this generous offer serious consideration but first needed to know more about the full specification.

Any Other Business

In Mr Reeve's absence Mr Whitworth will chair the May meeting. In the event of being nominated in his absence, Mr Reeve expressed his willingness to serve a further term as Chairman.

Date of next meeting: Thursday 5th May 2016