

LAVENHAM PARISH COUNCIL

Dear Sir/Madam,

NOTICE OF MEETING

I HEREBY GIVE YOU NOTICE that a meeting of the Parish Council will be held at:

THE VILLAGE HALL, CHURCH STREET, LAVENHAM

ON THURSDAY 3RD FEBRUARY 2022

AT 7.30 pm



Signed
Clerk

A G E N D A

Public Forum

- 1) Introductions & Chairman's comment about meeting conduct
- 2) To receive apologies for absence
- 3) Police Report
- 4) County Councillor's Report
- 5) District Councillor's Report
- 6) To confirm the Minutes of the previous meeting **Motion to approve**
- 7) Declarations of Interest
- 8) Matters arising and update of outstanding issues
- 9) Updates from:
 - a) Lavenham Neighbourhood Development Plan Review Group
 - b) Gas Works Site:
 - i) To receive a report outlining options for Designation and Management Arrangements
 - c) Prentice Street toilets
 - d) Operations Working Group – Facilities
 - i) **Motion to approve specification and Invitation to Tender for street cleaning**
 - e) Operations Working Group - Open Spaces
 - i) **Motion to approve service specification for Green Maintenance and Invitation to Tender**
 - f) Traffic Working Party – amended Terms of Reference
 - i) **Motion to adopt the amended Terms of Reference**
 - g) Queens Jubilee Working Group
 - i) **Motion for the planting of seven trees on the First Meadow during the Jubilee weekend**

To receive and note reports 9a to 9g

- 10) Planning
Consider planning matters, to include applications received and decided (*see separate list*)
- 11) Finance and Strategy
 - a) Review of budget & **Motion to approve budget**
 - b) To receive a report of invoices received / Cheques for signature. **Motion to approve**
 - c) Staff pay review
- 12) Correspondence
- 13) Matters to be brought to the attention of the Parish Council and future agenda items:

Date of next meeting – Thursday 3rd March 2022

Planning Applications for consideration at the meeting on Thursday 3rd February 2022

DC/22/00133 4 Hall Road, Lavenham

Application for works to trees subject to Tree Preservation Order WS41/T60 - Reduce 1no large Yew (T2) by 1.5-2m

DC/22/00141 4 Hall Road, Lavenham

Application for works to trees in a Conservation Area - Fell 1no small Yew (T1)

DC/21/06797 Land Adjacent 45 High Street, Lavenham

Planning Application. Erection of 1no dwelling, ancillary outbuilding and vehicular access

DC/22/00320 23 Green Willows, Lavenham

Householder Application - Erection of first floor front extension and single storey rear extensions

DC/22/00389 Wolf Cottage, High Street, Lavenham

Householder Planning Application - Replace 2no front windows (ground and first floor) with traditional single-glazed casements.



Lavenham Neighbourhood Plan Revision Group

UPDATE REPORT TO LAVENHAM PARISH COUNCIL

Thursday 3 February 2022 meeting

1. 2022 is going to be, and January has been already, a busy time for the LNP Revision Group. Starting on 6 January, Iain Lamont and I hosted (by Zoom) an informal briefing session for Parish Councillors:
 - to remind colleagues about the findings from our surveys in 2021 of Lavenham residents, local businesses and council planning officers (we presented these findings at two public events last November)
 - to share our initial ideas about the shape of our revised Neighbourhood Plan
 - to outline our programme for completing our work, with the revised Plan being adopted by Babergh District Council before the end of 2023
2. During January, the Group has met on four Fridays: 7, 14, 21 and 28. The first of these occasions was a 'business meeting', dealing with various programme issues.
3. But our second meeting was devoted to an introductory Design Guide Workshop with our design consultant, Paul Dodd. A follow-up Workshop is scheduled for Friday 4 February, and our update report to the next Council meeting will include feedback from these workshops.
4. And our third meeting was partly devoted to a visit to us by our local MP, James Cartlidge. Iain also joined us for this visit. We provided James with a shortened version of our 6 January informal briefing. We felt the visit went well, and James expressed his support for our work.
5. Colleagues are aware that progress to completion of the new Babergh Mid-Suffolk Joint Local Plan (JLP) has recently been interrupted. This is expected to have consequences for the Revision Group's programme. The Group started discussing these consequences at our fourth meeting this month – in preparation for a meeting with Babergh Council planning officers on 25 February, when we are looking to achieve a clearer understanding of these consequences.
6. Also at our fourth meeting, we started to consider the findings of our recent Estate Agents Survey. Our update report to the next Council meeting will include feedback on these findings.
7. Iain and I have agreed that we should host further informal briefings for Parish Councillors, and I hope to confirm the date of our second briefing in the next few days. I expect that an important matter to be covered at the second briefing will be these consequences for our programme of the JLP progress interruption.

Roy Mawford
Chair, LNP Revision Group
28 January 2022

Lavenham Parish Council Business Case for the acquisition of the redundant Gas Works site in Water Street, Lavenham

Agenda Item 9b

Appendix A

Introduction

The proposal is for Lavenham Parish Council (LPC) to acquire the redundant Gas Works site in Water Street, Lavenham from National Grid Property Holdings Limited (NGPHL). The site comprises an enclosed area with a gas holder in one corner. The site is presently not open to the public. It is an eyesore. The gas holder is a Scheduled Ancient Monument.

The site has potential to provide much needed parking in this part of the village for some 24 vehicles and make available access to a major part of the historic inheritance of the village.

This is a long term infrastructure investment for the benefit of the local and wider community.

Background

The site is currently derelict. The boundaries of the site are partly walled and partly fenced. There are two sheds on site to be removed. The property is not registered with the Land Registry.

The former gas works operated from 1872 until 1937. All of the former buildings and works were demolished some time ago.

The site is currently the location of a disused gas holder which is a Scheduled Ancient Monument.

There is also a small brick building in the south west corner which houses part of the gas regulator for the area. This will remain in the ownership of National Grid and will be visited occasionally by them for the purpose of equipment maintenance.

Remedial programme

For the site to transition from its current uncared for condition to a viable asset will require a remedial programme. Initial investigations referred to above indicate a low level of acceptable contamination for the prime use envisaged of a car park. This low level of contamination may preclude more intrusive levels of development of the site being undertaken. The parish council decision to concentrate on the sites long term use as a car park and provide open public access fits this. In summary, LPC has, or has in hand;-

1. A review of the information and explanations provided by NGPHL, by an expert in this field, to provide an initial view to move forward.
2. Access to a detailed report produced for the present owners, via a Non Disclosure Agreement. Although this provides useful information it cannot be relied upon by LPC for its purpose.
3. To use this report to scope our independent report from a reputable organisation specialising in the area of contamination and remedial programmes. We have already contacted Leap Environment and Waterman in this regard.
4. Various consents and permissions such as planning, to include Highways matters and liaison with Historic England are in hand.

Lavenham Parish Council Business Case for the acquisition of the redundant Gas Works site in Water Street, Lavenham

5. The ground will need to be levelled and a suitable surface installed to allow free drainage and allow any venting and containment.
6. To renovate the Scheduled Ancient Monument that is, the gas holder and provide public information and access thereto.

Timescale

1. Completed
2. Provided
3. In hand
4. Invitation to high level meeting with all interested parties at District and County called for. Indicative planning advice obtained. These permissions and consents will take up to three months to obtain, thus end of January 2020 target date.
5. A minimum of four months, once 4 is in place. Site preliminaries by end February 2020, Work on site to commence March for completion by end June 2020.
6. It is planned that these works will be funded from a contribution from NGPHL. Otherwise grants will be sought. All these activities works will be guided by Historic England and will take at least eight months. CIL monies are not presently available for this part of the scheme.

Anticipated cost

The cost summary below has been produced by a Quantity Surveyor, with experience of similar remedial works and in respect of a former gas works site.

Type of cost	£
Demolitions and site clearance	£ 2,014
Earthworks and surfacing	£ 80,700
Fencing and work to boundaries	£ 12,483
Services – power supply etc	£ 16,100
Tree survey and surgery, signage, rubbish bins etc	£ 4,250

Lavenham Parish Council Business Case for the acquisition of the redundant Gas Works site in Water Street, Lavenham

Professional fees and prelims	£ 12,900
Contingency 5%	£ 6,422
Net Cost	£ 134,869
VAT @20% (Recoverable by LPC)	£ 26,974
Total Cost	£ 161,843

The net cost of £135,000 will be funded by a Community Investment Levy bid to Babergh District Council for £125,000 and £10,000 from Lavenham Parish Council own funds. Cash flow will be managed by LPC and a VAT refund sought at the end of the process.

The renovation of the Scheduled Ancient Monument Gas Holder; is not part of the CIL bid, funding is being sought from NGPHL with a top-up contribution from LPC.

Benefit to the community

The community will benefit in at least;-

1. The removal of an eyesore and potential hazard. Although enclosed the space has deteriorated over the years since it was largely abandoned and could be a target for unlawful entry and vandalism. Recent Court decisions have found that where an illegal entrant has injured themselves the owner or custodian of the site has been held liable.
2. Providing car parking for at least 24 vehicles in a part of the village that relies heavily upon off street parking. In addition, this requirement will grow in the immediate term as the County Highways scheme along Water Street, which is an A Road, comes into permanent force. Due to the medieval street pattern of this part of the village very few homes or businesses enjoy off street parking. This proposal brings much need additional car parking spaces.
3. Two electric car parking terminals will be installed. Again, due to the local build environment and street pattern: privately owned and operated car charging points are not easily feasible.
4. There is also an increasing problem with inconsiderate parking on pavements and yellow lined areas. Suffolk Police have no interest in this problem other than suggesting that off street parking is facilitated. Ahead of taking on civil parking enforcement (CPE), the Department for Transport

Lavenham Parish Council Business Case for the acquisition of the redundant Gas Works site in Water Street, Lavenham

requires that any district council must provide evidence of our new parking policies, strategies and facilities such as is proposed here.

5. The beneficiaries of the proposed infrastructure would be; residents without access to off street parking at their premises, occupiers of commercial premises who have the same issue, visitors who would find greater availability of parking and pedestrians including the users of buggies and mobility scooters.
6. The local economy has a tourism bias. Over 300 people are employed in tourism and tourism related services, from hostelries to shops, and some £500,000 is paid annually in business rates. This project will also support the visitor offer that will be projected across the two districts of Babergh and Mid—Suffolk and the County. The project fits strategically within the tourism plans for the region. Tourism is key to Babergh District Council’s growth plans and a regenerated tourist offer will strengthen the West Suffolk tourist identity and arrest any local decline in visitor numbers. Creating a more significant tourist attraction sector and will encourage new visitors to explore West Suffolk and generate real interest in overnight and extended stays in the region and in nearby towns and villages.
7. The renovated gas holder will add to the historic industrial trail of the village, which will be enhanced by affording open public access to one of only two or three such units still in situ.
8. With an aged population the village needs its many clubs and societies to prosper to foster an inclusive and engaged society. Importantly, residents of smaller surrounding villages attend these organisations too. It will also support other village initiatives in this area such as its Good Neighbours Scheme, Dementia Alliance and Bereavement Support projects.
9. Clearly this project will not be the panacea for all the traffic issues that currently adversely afflict Lavenham but they will make a significant contribution to a safer and cleaner environment.

Pubic engagement

Two consultation events have been held within the village, on the 4th and 8th September 2018. In addition, pieces have appeared in the monthly parish magazine and discussed at monthly parish council meetings. No negative comments were received for this proposal. In addition, local press coverage has been positive. The made Lavenham Neighbourhood Plan supports the aims of this proposal and in particular Policy C1 (page40) includes the statement: ‘*Proposals that will enhance the viability of any community facility and which provides additional recreational and community facilities will be encouraged.*’ The acquisition of the site by the community links closely to the draft Joint Local Plan outcomes by improved achievement of strategic priorities, including protection and enhancement of tourism income generation through existing assets. It also impacts on the strategic priorities to further develop the local economy to thrive and to develop and implement the BDC Suffolk Tourism Strategy. LPC anticipates that this project will deliver significant benefits to the local area in terms of the protection of existing, and increased generation of jobs, increased tourism and additional community facilities. The project fits strategically within the tourism plans for the region. Tourism is key to Babergh District Council’s growth plans and a regenerated tourist offer will strengthen the West Suffolk tourist identity and arrest any local decline in visitor numbers. Creating a more significant tourist attraction sector and will encourage new visitors to explore West Suffolk and generate real interest in overnight and extended stays in the region and in nearby towns and villages.

Lavenham Parish Council Business Case for the acquisition of the redundant Gas Works site in Water Street, Lavenham

Conclusion

In conclusion, unless the site is renovate and brought into good use it will deteriorate further and could become a drain on resources and detract from the historic nature of Lavenham as a tourist destination.

By making public use of the space as a car park and making the SAM available to a wide audience will add to the assets within the public domain.

Lavenham Parish Council

October 2019

Agenda Item 9b 03.02.22

Gas Works Car Park

1. Purpose of this Paper

- To inform Council of the history of the development
- To advise Council on financial consequences of the development
- To consider development of an operational policy
- To consider options for management of the car park

2. Background

Attached as Appendix A is the Business Case dated October 2019, put forward in support of acquiring and developing the Gas Works site as a car park. This lists the benefits to the community but makes no mention of the of the legal context in which the car park would operate or the on-going revenue consequences of the proposed development. The Council has a statutory duty to ensure our decisions and actions are legal and appropriate arrangements are in place to operate and effectively manage the car park. This includes budgetary provision. These matters should now be considered.

At this time and for the next few years, routine maintenance and therefore costs are likely to be limited to tree and/or shrub management and replacement of small items of furniture where necessary e.g. broken signage. Longer terms, there will be a need for refurbishment. To date:

- budgetary provision has not been made to meet future expenditure
- consideration has not been given to operational policy and management which will attract costs not yet determined

3. Costs

Whichever of the options described briefly below is pursued, there will be costs associated with it that have not been included in the budget planning for 2022 onwards. This presents two options:

- Costs are recovered through an income stream from the car park
- Budget is reduced elsewhere to meet these as yet unknown costs

4. Operational Use

The enabling legislation that allows parish councils to provide parking places is The Road Traffic Regulation Act 1984. Section 57 sets out the conditions in which provision can be made.

Sub section 57(7) describes the process by which a Parish Council must set out the conditions for use of a car park.

“A parish or community council may make byelaws (**subject to confirmation by the Secretary of State, in the case of byelaws made by a parish council**) as to the use of parking places provided under subsection (1)(a) above, and in particular as to the conditions upon which any such parking place may be used and as to the charges to be paid to the council in connection with the use of any such parking place, not being part of a road; and a copy of any byelaws made under this subsection shall be exhibited on or near every parking place to which they relate”

At this time, it is not known how long the above process will take.

In advance of decisions about the management arrangements for the car park, Council agreed to consider whether a system for residents parking should be examined. This has been referred to the Traffic Working Party to make a recommendation to Council, as a significant complement of current Councillors reside in or near Water Street and thus, would

be expected to declare a conflict of interest. Council may wish to consider whether a guidance note to the TWP, setting out would be helpful

5. Management of the Car Park

Beyond operational use e.g. who can use it, any restrictions etc, the Council also has to consider the management of the car park. This is not straightforward. In law, any landowner can allow vehicle users to park on their land. However, only Accredited Operators can access DVLA to secure ownership details of vehicles that the owner/operator wishes to have removed. This is a civil matter. The Police only deal with criminal matters. Advice received, indicates that Accredited Operators may be private companies or Local Authorities. Parish Councils may manage their car parks but it is not clear whether they can have the power of enforcement. The relevant legislation is The Road Traffic Regulation Act 1984. Section 57(6):

“ A parish or community council may employ, with or without remuneration, such persons as may be necessary for the superintendence of parking place provided by the council under this section”

This is interpreted as, the Council may for example, supply a gatekeeper to issue free or chargeable tickets and allow entry to a car park. It does not enable enforcement of the Council's parking regulations and/or restrictions.

The Parking Manager at Babergh District Council has been approached for guidance. The advice to date is there are two types of off-street parking regulations:

- Public Parking – this is governed by the Traffic Management Act 2004
- Private Parking – advice is being sought from British Parking Association

5.1 Public parking

Babergh DC have been asked informally, whether the Council can:

- adopt the Babergh regulations – re-badged as Lavenham Parish Council AND
- “join” the Babergh contract for enforcement with West Suffolk Council

The parking manager agreed to make enquiries on our behalf. However, it is more likely than not, the Council would need to apply for an Off-Street Parking Places Order which involves:

- Completion of an application, setting out all proposed restrictions and future possibilities
- A scrutiny by the Local Authority Legal Team
- Displaying notices for a public consultation of no less than 21 days
- Submitting the proposed Places Order for sealing to Solicitors

The planned opening date of 9th June has been noted to the Parking Manager and she implied we have just about sufficient time. However, before concluding whether we pursue Public Parking, we first need a decision from Babergh on our informal request. However, it is still unclear about whether this is technically and legally possible.

This option will attract set up and on-going costs.

5.2 Private parking

Private car parks are managed by a companies or organisation. These can be at train stations, retail parks, healthcare facilities, universities, private residential areas and railway stations to name a few. If we adopt this route, we would need to set up a Company or identify an operator and enter into a Contract. To manage parking on private land, the operator must belong to an Accredited Trade Association in order to access keeper details

from the DVLA, but in order to do so must adhere to the British Parking Association's Code of Practice.

An enquiry has been sent to the British Parking Association.

This option will attract set up and on-going costs.

5.3 Do Nothing Option

There may be some appetite to simply open the car park and allow 'nature to take its course'. There are some car parking areas in the village owned by individuals or organisations where there is informal parking with either limited or no controls. This means:

- No guidance
- No control
- No enforcement

It would also mean:

- No possibility of an income stream to build a reserve for regular maintenance – to invite donations there would need to be some 'rules'
- High possibility of some households using the space for multiple vehicles (based on the current reality on The Common) thereby prohibiting entry for other users
- High risk of SORNED vehicles being parked and left, leaving the PC with no legal remedy

This option would likely attract justifiable criticism from Parishioners that only a few residents are benefitting from this facility. This option is not put forward as credible but to explain, that Council should act responsibly and speedily, by addressing the two remaining options to enable the car park to open as soon as it is ready.

This option will attract on-going costs.

Council is invited to:

1. Identify revenue sources to support this venture
2. Consider the management options outlined above and express a preference OR identify an alternative method for management
3. Consider whether a guidance note to the TWP is required

**Irene Mitchell
Vice-Chair**

Report on progress at Gas Works Car Park December

Work has commenced on the site. Trenching is complete & remediation is underway.

The Tar Tank has been located, it was cast iron full of liquid which has been pumped out, we cannot remove it as part goes under the Gas Main. We are in discussion with Babergh Environmental Team to agree how this is dealt with, there are some proposals.

The rest of the site is being levelled and preparation for the barriers and final surface are underway.

Electrical works by UKPN, Electrical Contractor, EV point installation are also planned in.

Budget –

There are of extra remediation works as a result of the Trench investigation and Tar Tank, this is not in the Durman Stern Quotation. Some of the addition project risk budget will need to be used.

We have also planned for the installation of 6 off 7kW EV points rather than 2 off 22Kw EV points. This gives much better future provision. There is additional cost but it is covered by the CIL Bid.

Iain Lamont

26/1/22

CONSTRUCTION PROGRAMME 2022 - CARPARK FACILITY - FORMER GASWORKS SITE LAVENHAM



Report on progress at Prentice Street Car Park January

Plug in Suffolk Charging points 4 off 7kW Anglia Charging have installed the Credit/Debit Card terminals.

Electricity Meter – EV meter quote from British Gas, as the supply is for 6 22kW EV points, we have been quoted a much higher rate than we were expected. This has an Installation charge of £362.46. But more significantly the daily standing charge is 351.6400p (£1,281 + annually). This compares with the Gas Works quote of £100.49 installation and a daily standing charge of 36.9700. (£134 annually) Current Variable Rate is 46.33p/kWh. We have asked for a Capacity reduction so we can get the lower standing charge.

The old toilet block meter is being officially disconnected by Total Power by the end January. This will allow us to re-contract and get a new meter fitted.

Toilet Block Ramp – This is completed, along with the railings. We are awaiting the electricity supply before commissioning the toilets.

Unfortunately the design for the ramp had an issue with the ground levels, and the ramp has extended into the left hand disabled bay. We are considering options, but it is likely this bay will need to be taken out of use, as a car parked there would restrict wheelchair access to the Toilets.

Donation post – Card payment terminals have arrived. Electrician is being arranged to install.

Iain Lamont

27/1/22

Agenda item 9 e)

Operations Working Group – Open Spaces

Allotments update report

We are now officially members of the National Allotment Society and with their support can now proceed.

As you know we have a statutory responsibility to provide allotments for residents of the parish who have registered their requests. We have composed a list, at last count, of thirty-one people who wish to have an allotment.

According to the calculations of National Allotment Society this means we must provide approximately one hectare of land.

Even if the Lavenham Walk builders were to provide space we would still have our responsibility. In fact, the number of allotments they can provide is tiny and the space could well be used for other local amenities that would cause far fewer legal problems that can arise from the right of way and the status of Lavenham Walk.

A meeting with the builders can now be arranged.

We need to identify appropriate sites and negotiate with the landowners. If we cannot achieve a settlement it is possible to apply for a compulsory purchase. The National Allotment Society legal department would assist. I do hope we do not have to go down this route. As such a purchase must be made by the District Council I have written to Clive Arthey for his advice.

In the meanwhile, I would be grateful if members of the parish council could supply us with a list of possible sites.

Charles Posner

Lavenham Traffic Working Party

Meeting 1: 21st January 2022

- Our opening meeting concentrated on getting to know one another and a brainstorming session on traffic generally through the village of Lavenham.
- A pleasing engagement from all looked at the TOR in depth, minor alterations were considered and are put forward to the Parish Council.
- Items for future meetings are:
 1. The future use of the Water Street car park
 2. Traffic Enforcement process
 3. Any professional surveys needed

Our second meeting will be on 28th January 2022

Margaret Maybury

Chairman Lavenham Traffic Working Group

Agenda items 9f

DRAFT TERMS OF REFERENCE

Principal Objectives

1. To conduct a thorough **strategic** review of traffic matters that are wholly **internal** within the Village boundaries. **Exclusions** are schemes that are already in an advanced state of planning e.g. Water Street **Highway Build-outs** and 20mph speed limits
2. To develop a comprehensive and sustainable proposal for improvement to cover the period up to 2031

Key Actions

3. To take account of national government and local authority current and emerging policies
4. To seek grant funding to support the activities associated with the preparation of the plan
5. To **recognise Lavenham's status as a Babergh Core Village when seeking** opinion from residents, businesses, institutions **and stakeholders from hinterland communities who view Lavenham as their local destination for services**, using a combination of appropriate consultation formats to enable a wide reach to the community. **Hinterland communities are defined as those officially listed by Babergh District Council.**
6. To identify and quantify where practicable, major traffic issues affecting Lavenham on a routine and exception basis
7. To develop solutions on a whole **village** basis
8. To periodically report progress to Lavenham Parish Council AND the community, at intervals to be agreed
9. To produce a phased and costed implementation plan with schemes placed in order of priority
10. On behalf of the Parish Council, conduct a formal consultation on a whole **village** proposal with residents, businesses and institutions **and stakeholders** within Lavenham
11. Following formal community consultation, to deliver a plan to Lavenham Parish Council **for endorsement**