

**PARISH COUNCIL MEETING**

Held in the Guildhall, Thursday 4<sup>th</sup> February 2016 at 7.30 pm.

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

Mrs J Baker, Mrs D Twitchett, Mrs C Holland, Mr P Gibson, Mr M Beech, Mr T Sheppard, Ms M Gardiner.

Mr W Shropshire, Babergh District Councillor

5 members of the public

Before the meeting commenced, newly appointed Local Area Co-ordinator Cally Boardman talked to the Parish Council about her role, currently being piloted in Suffolk.

The aim is to support and help people link with other residents and community organisations with the aim of reducing demand on local services

**Public Forum** – Mr Hill raised his interest and concern at the development off Bears Lane proposed by Marden Homes, and whether they would be influenced by public comments from the open event. As yet no application had been made to Babergh and the Parish Council could not have a view until plans have been received for comment.

**County Councillor's Report** (see report following these minutes)

**District Councillor's Report – Mr Shropshire** (see report following these minutes)

**The Minutes** –The minutes of the meeting held on Thursday 7<sup>th</sup> January were approved. Proposed by Mrs Baker, seconded by Mr Beech. Carried.

**Declarations of Interest** – none

**Apologies for absence** had been received from Mr Panton and Mrs Antill, Suffolk County Councillor.

**Matters Arising** – none

**Finance and Strategy**

**Neighbourhood Plan** – Babergh's six week consultation period ends on 16<sup>th</sup> February. In the meantime a short list of potential examiners has been forwarded for agreement. Any proposals or comments received after examination may or may not be written into the NP which will then go to referendum.

**Invoices received, cheques for payment**

Paid on 19/01/16: Playdale, balance of cost of new play equipment £20,117.06.

British Gas, electricity for public toilets (Cock car park £38.54, Prentice St £70.03) £108.57: J I Turner Electrical, balance of Christmas lighting works £564.00: The Landscape Group, toilet works December £1,261.14: Clerk's salary & expenses £408.40: Sudbury Office Supplies, photocopies etc. for NP £189.60: Nine Telecom, telephone account January £18.74: H N Rutherford, repairs/reinstatement Tenter Piece village sign £750.00: CLT conference fee & travel expenses £119.30: Auto Innovations (Sudbury) Ltd, grit bin notices £101.52: CGM Group, January grounds maintenance £874.00: Seago & Stopps, payroll fees q/e 05/01 £78.00: Local Council Public Advisory Service, course fee £25.00: agb Environmental, tree surveys (Cemetery/First Meadow £996.00, Recreation Ground £384.00) £1,380.00: Kemps Printing

Service, stationery £13.69: Anglian Water, water charges public toilets Cock car park £56.20.  
Paid by Direct Debit to BT for Broadband service to old phone box for January £56.98.

A letter to the Bank requested the transfer of £5,000.00 between accounts.  
Remittance Advice from Babergh D C, grant of £1,000 for Neighbourhood Plan assistance.

## **Planning**

### **Planning Applications:**

B/15/01723 & B/15/01723 72 High Street, Lavenham

Application for p.p. & Listed Building Consent - ground floor extension to create porch, front door and window added to west elevation. The removal of internal walls and partitions and the re-configuration of the layout including conversion of garage to provide kitchen/dining area, window and door installed on east elevation, replacement window to south elevation. First floor reconfiguration to form master bedroom, alterations to partition wall to form second bedroom, bathroom altered to form en suite, new windows to be installed to east and south elevations.

Prop. Mrs Twitchett, sec. Mrs Baker, the Parish Council is not able to recommend approval of this application as it is felt that the treatment of the street elevation is not sympathetic to the historic integrity of this cottage terrace. The rear and internal arrangements are acceptable.

Carried.

B/15/01708 Bears Cottage, 15 Church Street, Lavenham

Appl. for Listed Building Consent – 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

Prop. Mr Whitworth, sec. Mr Sheppard, recommend approval. Carried.

B/16/00055 & B/16/00056 The Greyhound, 96 High Street, Lavenham

Appl. for p.p. & LBC - Erection of single storey rear extension and decking area. Erection of log store and bin store. External alterations including insertion of external door to food preparation area. Change of use of rear storage area to additional trade area, and relocation of cellar. Internal alterations including installation of new toilet facilities, including disabled WC and alterations to internal steps between bar and corridor

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

### **Planning Decisions Received:**

B/15/01466 Lanham, 11 Bolton Street, Lavenham – planning permission for erection of timber log cabin

B/15/01681 21 High Street, Lavenham – planning permission for change of use of front room from retail back to residential

B/15/01410 & B/15/01411 The Lavenhams, Bridge Street Road, Lavenham – planning permission and listed building consent for demolition of existing single-storey rear extension (following demolition of existing single-storey rear extension); erection of two-storey rear extension; erection of bay window extension to rear elevation; removal of existing front door and surrounds and insertion of replacement front door; erection of front door canopy; reconfiguration of roof of existing side porch; re-rendering of front elevation and internal alterations. Alteration to existing vehicular access including erection of entrance gates.

B/15/01050 Highfield House, Bury Road, Lavenham – Outline erection of 3 No. detached dwellings. An amended site location plan had been forwarded for information only. No response required.

B/16/00005/ENF 19 Bolton Street, Lavenham Not following approved plans – Erection of

two-storey and single storey extension.

A letter from the Planning Enforcement Officer said that a visit to the property on 20<sup>th</sup> January established that the development under construction does not appear to be that which was approved under the planning permission B/15/00900/FHS/SS.

To seek to remedy this matter they are obliged to allow the developer a reasonable period of time to submit a planning application for the retention and completion of the development which is currently under construction. The Parish Council will be updated with the progress of this case once the developer has confirmed how this breach of planning control is intended to be remedied.

### **Operations**

Traffic – at the meeting on 20<sup>th</sup> January alternatives to the downgrading of the A1141 were discussed. Steve Merry suggested that there could be the opportunity to introduce a weight restriction on vehicles entering Water Street from High Street. This was not possible from the Brent Eleigh direction as there is no alternative route for heavy vehicles. It had been agreed that this could be a good start in reducing pressure on Water Street. Mr Merry would produce a design and explanation of the necessary signage, also costings and the possible share of the costs to the Parish Council. A temporary build-out experiment could also be introduced for up to 18 months. This would allow time to move barriers to the maximum position and then run the scheme to make sure it works. A permanent design could then be drawn up. Suffolk County Council would be responsible for the legal consultation. Before and during the build-out experiment the weight restriction would be temporary but would still inform the satnav companies.

There will be a report next month on other traffic matters and costings. The bollards have been replaced on Swan corner, other repairs are being carried out shortly.

Emergency Plan – Mr Panton has circulated the draft and was complimented on the excellent work. Comments on the content should be returned to him.

Lavenham Walk – Suffolk County Council has paid the invoice submitted by Bates, Wells and Braithwaite and will fund the remaining work for the production of the lease. It is hoped this will be available next month.

It was proposed by Mr Gibson, seconded by Mr Sheppard, and agreed, that the Landscape Group quotation of £1,046 for repair works to the surface of the Walk should be accepted. Mr Deacon has kindly agreed to allow access for materials via the builder's yard. Proposed works to First Meadow entrance – it was agreed that a further quotation should be sought for works to reinforce the entrance. Work to convert the pedestrian gate in order to allow easy access for mobility scooters etc. and improve paving up to the gate was estimated to cost in the region of £200. It was proposed by Mrs Baker, seconded by Mrs Holland, and agreed, that if a decision was required between meetings in order to speed up progress an upper limit for these combined improvements should be £2,000 This was within the traffic budget.

Review tree survey report – the reports received from agb Environmental were excellent. It was proposed by Mrs Baker, seconded by Mr Sheppard, and agreed that the Parish Council should adopt the timescales for the suggested works and Mr Gibson was given authority to get quotes. The urgent works recommended to two trees will be completed on 11<sup>th</sup> February.

Potholes on the Common – as repair works will soon commence on pavements and roads in the village Mr Reeve has been talking to Steve Merry with a view to finings being left on the Common which could be used to fill the potholes. Any spare could be taken to the recreation ground to carry out similar work to the car park there.

Car Parks/Public Toilets – as a formal lease is not forthcoming Mr Whitworth has suggested to Chris Fry that a simple agreement should be signed in the interim, moving on to a formal agreement. This has been drafted by Mr Whitworth and checked by Mr Fry. Babergh will retain responsibility for insurance and upkeep, the Parish Council will employ Landscape Group for routine cleaning/ maintenance as now. Babergh's small car park regulations will still apply. There will be a 'light touch' in respect of warden inspections but if assistance in respect of enforcement is required this can be called upon.

Street Warden scheme – Mr Reeve and Mr Panton will meet with the Sudbury Town Council Clerk to tie up final details and negotiate broader services, particularly in respect of parking. It was hoped that the future Village Caretaker might eventually have the same powers as the Sudbury Street Wardens.

Village Caretaker – Mr Whitworth had circulated a note regarding Babergh's Community Caretaker scheme and reported that Peter Ince, who is resident in the village, is interested in filling the role and had met with Mr Whitworth, and the Chairman and Clerk. It was proposed by Mrs Baker, seconded by Mrs Twitchett, and agreed, that Peter Ince will be employed by the Parish Council under the terms of the Babergh agreement, initially for a trial period of six months from 1<sup>st</sup> March 2016. He will carry out street cleaning and litter picking, traffic/ visitor management when appropriate, and would also be capable of dealing with odd jobs.

LED street lighting – Mr Reeve finding it difficult to make contact with the officer at the County Council to establish why work appears to have halted.

A boards – Mr Whitworth had almost completed the list of businesses, photographs and signed protocols, paperwork was handed to the Clerk to be kept on file. Mr Shropshire wished to record thanks to Mr Whitworth for the work he had carried out to record all details.

### **Housing and Social**

SCC site/CLT – progress has slowed because of the change of Government policy and the encouragement of open market sales as opposed to rented schemes.

In respect of the SCC site, Hastoe hopes to arrange a further pre planning meeting soon. There had been a lot of interest in the open event, many people were interested in shared ownership (30-80%) and family accommodation, 2-3 bedroom homes. A donation had been received from Lavenham Players for enhanced landscaping on the site.

Good Neighbour Scheme – a new member has joined the organising group. A coffee morning has been arranged at the Village Hall on 2<sup>nd</sup> April to mark the 2<sup>nd</sup> anniversary of the scheme. Fourteen people had attended the afternoon tea at Tenter Piece and the Village Hall has been booked for a 'street party' event for elderly residents on Friday 10<sup>th</sup> June, 3-6 pm.

Applications have been made for the East of England Co op and Waitrose token schemes.

### **Correspondence had been received from:**

Rob Holmes, request on behalf of Norton Salvation Army Band to play on the Market Place on Sunday 12<sup>th</sup> June, 3 pm. It was noted that this is the weekend of the Art Festival and much of the area will be in use. Clerk to advise Mr Holmes.

Information from Suffolk Highways regarding road/footway works taking place from 8<sup>th</sup> February, maybe up to four weeks

Annie Eves-Boland on behalf of the Carnival Committee with their intention to move the main Carnival day from Bank Holiday Monday to Sunday and asking for feedback. It was felt that as the committee had discussed the matter fully the decision was theirs, it was noted that it would clash with the Sudbury carnival. Any applications for financial support will be considered on

their merits as usual.

Hartog Hutton, notification of public consultation event in respect of proposed new development at Norman Way, Lavenham. Event in Lavenham Village Hall, Wednesday 17<sup>th</sup> February, 3.30 to 7.30 pm.

Lavenham Cricket Club Secretary giving details of the Cricket Club AGM on 8<sup>th</sup> February, 7 pm. at the Cock Horse.

Community Action Suffolk, invitation to the locality networking event in Hadleigh, the Ansell Centre on 23<sup>rd</sup> February, 2 to 4 pm.

Lavenham Gardening Club asking for permission to hold a sale of plants in the Market Place on two dates, Saturday 30<sup>th</sup> April and Saturday 14<sup>th</sup> May. The Parish Council saw no reason these sales should not go ahead.

### **Spring Newsletter**

The final draft has been approved, quotations for printing 1,000 copies will be sought, volunteers will deliver to all households in the village.

### **The Queen's 90<sup>th</sup> Birthday celebrations**

Whilst not planning a village event the Parish Council will encourage and support people who wish to organise individual street parties.

### **Arrangements for review of events organisation**

A protocol will be put forward for consideration at the March meeting.

### **Any Other Business**

Mrs Baker reported that the Friends of Lavenham Library meet next week. Projects for the S106 funds are being considered, promising initiatives are being brought forward.

Mr Whitworth talked about the Wooltowns initiative and how Lavenham was joining with Long Melford, Hadleigh and Clare hoping to use some of the money available to encourage tourism to this area in the quiet months.

Mr Gibson reported that the Austin 7 Club will be visiting the village on either 14<sup>th</sup> or 16<sup>th</sup> June, approximately 30 cars will be parking on the Market Place.

Mr Gibson's request for Parish Council financial support for the 2016 Art Festival will be included on the next agenda.

Mr Sheppard raised the matter of comments on the Chilton Fields development which could affect traffic movements through the village, especially during construction. A paper will be put together for consideration next month.

Mrs Holland reported that three additional litter bins are on order and one bin from the Prentice Street car park will be moved to a better position.

**Date of next meeting:** Thursday 3<sup>rd</sup> March 2016

The Annual Parish Meeting will be held on Thursday 14<sup>th</sup> April, 7.30 pm. in the Guildhall.

The meeting closed at 9.30 pm.

