

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 MARCH 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 report: and update on legal process to meet Car Park regulations.
 - c) Prentice Street toilets: Update & report on Electricity Metering
 - i) **Motion to approve revised standing charges**
 - d) Operations Working Group – Facilities
 - i) Review Tender responses for Street Cleaning - **Motion to award contract**
 - e) Operations Working Group - Open Spaces
 - i) Review Tender responses for Green Maintenance – **Motion to award contract.**
 - ii) **Motion to plant a hedge on first meadow**
 - f) Traffic Working Party
 - g) Queens Jubilee Working Group
 - h) Communications Working Group – Review progress & group membership.

To receive and note reports 9a to 9h
- 10) Planning
Consider planning matters, to include applications received and decided (*see separate list*)
- 11) Finance and Strategy
 - a) Proposal to recruit financial assistant to support to the Clerk. **Motion to approve**
 - b) Appointment of Internal Auditor **Motion to approve**
 - c) To receive a report of invoices received / Cheques for signature. **Motion to approve**
 - d) Staff pay review – update
 - e) Councillor Training - 6 sessions.
 - f) Community Council – Parish Council representative.
- 12) Correspondence
- 13) Matters to be brought to the attention of the Parish Council and future agenda items:

Date of next meeting – Thursday 7th April 2022

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

DC/22/00527 1 The Maltings, Barn Street, Lavenham
Notification of Works to Trees in a Conservation Area: Fell 1no Holm Oak in rear garden

DC/22/00515 Robin Hill , Park Road, Lavenham
Householder application - Erection of Cart Lodge

DC/22/00587 : Balsdon Hall, Bridge Street Road, Lavenham
Householder Application - Erection of one and half storey extension (following demolition of existing conservatory and lean-to extensions).

DC/22/00590 Balsdon Hall, Bridge Street Road, Lavenham
Application for Listed Building Consent - Erection of 1.5 storey extension (following demolition of existing conservatory and lean-to extensions).

FOR RE-CONSULTATION

DC/21/03185 Lavenham Press, 47 Water Street, Lavenham
Planning Application: Demolition of existing unlisted buildings and structures and erection of retirement living accommodation to include associated amenity space, landscaping, parking and vehicular access
Drawings and documents with agent cover letter received 3rd February 2022.n. We have received further information which can be found on the Council's website at:

<http://www.babergh.gov.uk/planning/development-management/application-search-andcomment/search-for-applications/>.

Should you wish to make further comments in relation to this application please do so before 3rd March 2022

TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78

Appeal Reference: APP/D3505/W/22/3290149 Peg Weasel Farm, Bears Lane, Lavenham,
Proposal: Application for Outline Planning Permission (all matters reserved) Town and Country Planning Act 1990 - Erection of 1no detached dwelling.

Appeal Start Date: 11/02/2022 An appeal has been made to the Secretary of State against the decision of Babergh District Council to refuse permission

DC/22/00917 Monkshood , 31 High Street, Lavenham
Application for Listed Building Consent - Lime plastering to external gable, minor repairs to the chimney stack, roof and front of No 31-32, and renew the limewash of the front of that building, the same colour as the existing.

Agenda item 9(a)

Lavenham Neighbourhood Plan Revision Group

UPDATE REPORT TO LAVENHAM PARISH COUNCIL

Thursday 3 March 2022 meeting

1. February 2022 continues to be a busy time for the LNP Revision Group. The Group has met on three Fridays: 4, 11 and 25.
2. Our 4 February meeting was devoted to a follow-up Design Guide Workshop with our design consultant, Paul Dodd. This was a face-to-face event, which definitely helped us to make progress, and Paul has committed to providing us with a first draft Design Guide on 4 March. We shall then be meeting later in the month to discuss this first draft.
3. Our 11 February meeting was devoted to another Workshop, this time to review the current (2016) Lavenham Neighbourhood Plan, and to begin thinking about the changes needed in the revised document. We hope to be discussing these changes with Rachel Hogger, our planning consultant, at our next Group meeting (on 4 March).
4. As mentioned in my report to your previous meeting, 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. Our 25 February meeting was largely devoted to a Zoom session with Babergh Council planning officers, where we were looking to achieve a clearer understanding of these consequences.
5. As also mentioned in my report to your previous meeting, Iain Lamont and I have agreed that we should host further informal briefings for Parish Councillors, following our first such event on 6 January. The Group wishes to update councillors on:
 - a. Consequences for our programme of the JLP's progress interruption
 - b. Results from our recent Estate Agents Survey
 - c. Progress with our draft Design Guide
 - d. Our further thoughts about the structure and content of the draft Revised Neighbourhood Plan
6. I hope to confirm the date of our second briefing in the next few days. I think a date in the first half of April (before Easter) would be good.

Roy Mawford
Chair, LNP Revision Group
25 February 2022

Agenda Item 9(b)

Report on progress at Gas Works Car Park - February

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. Agreed remediation works, all contaminated soil removed, and tank filled with cement.

Barriers & bases for electricity supply cabinet, lighting & EV points completed.

Repointing of front wall underway

Fencing boundary with Lavenham Press - foundations reinforced. Fencing repairs due to start next week.

Laying of final surface is underway.

Electrical works by UKPN, Electrical Contractor, EV point installation are also planned in - street closure due week commencing 07/03/22

On target to complete all work and to have invoiced by 14/03/22, just in time to meet CIL deadline.

Exceptional project management by Andrew Butcher to complete this project after such a late start.

National Grid due to start Gas Holder renovation works 14/03/22 – due to continue until mid-June 2022, after which the site, including the Gas Holder, will be handed over to the Parish Council.

Budget

Despite the extra remediation works. The project will complete under the CIL bid budget, due to excellent budget control by Andrew.

Iain Lamont

23/2/22

Agenda Item 9c

Report on progress at Prentice Street Car Park February

Electricity Meter – EV meter quote from British Gas was quoted at a higher standing charge rate than we expected due to the size of the supply. This supply size was requested to be future proof to support Rapid chargers. A capacity reduction was requested from UKPN to lower the standing charge.

UKPN informed us in order to make a capacity reduction; they need to fit smaller fuses. To do this they have to dig up a hole in the Car Park, to cut off the current larger cable to the Green Cabinet, and splice a new one in to fit into the smaller fuse holder.

Current Quote for Prentice St:

106kVA supply - Installation £362.46 daily standing charge is 351.6400p per day (£1,281 annually)
We pay the same standing charge for the supply, no matter how many chargers we enable.
Electricity Charge 47p/kWh

Current cost for Gas Works site – it is a smaller supply under 70kVA so qualifies for a much lower standing charge. It also supplies the lighting.

69kVA supply – standing charge is £130 annually

We pay the same standing charge for the supply, no matter how many chargers we enable.

Electricity Charge 47p/kWh

I contacted other suppliers to get an alternative quote for Prentice St

- 1) Octopus Energy – refused to quote – will not install meters, advised to get one of the top 5 suppliers to fit the meter – BG, EON (includes Npower), EDF, Scottish Power, OVO (includes SSE)
- 2) BG – the largest UK supplier – we have a quote
- 3) EON – refused to quote – freeze on installing new meters due to commercial conditions
- 4) EDF – refused to quote – freeze on installing new meters due to commercial conditions
- 5) Scottish Power – no quote as yet
- 6) OVO – refused to quote – residential supplies only.

For Prentice St (106kVA supply)

Option 1 – 2 charge points active

Standing charge £1,281pa

One Plug in Suffolk dual EV unit – charge inc. maintenance & support £396pa

Total cost = £1677 pa (assuming no revenue)

To break even we need to sell 12900kWh of EV – approx. 430 car re-charges at 60p/kWh (30kWh recharge)

Option 2 – 6 charge points active

Standing order £1,281pa

Two Plug in Suffolk unit – charge inc. maintenance & support £792pa

One PlugNGo unit - charge inc. maintenance & support £990pa

Total cost = £3063pa (assuming no revenue)

To break even we need to sell 23500kWh of EV – approx. 780 car re-charges at 60p/kWh (30kWh recharge)

Option 3 – 2 charge points active with capacity reduction

Capacity reduction to reduce the supply to 69kVa - Cost of works - £3000

Lead time – 4-6 weeks

Cost of works to re-instate the larger supply in the future - £5000

(it may not be possible to re-instate the larger supply)

Cannot run all 6 EV points installed with a smaller supply, unless the the PlugNGo unit is replaced with a smaller one.

Standing charge £135pa

One Plug in Suffolk unit – charge inc. maintenance & support £396pa

Total cost = £3531 in first year, then £531pa (assuming no revenue)

Further £5000 in the future to re-instate larger supply to run all 6 EV points and cope with faster chargers.

To break even in second year we need to sell 27200kWh of EV – approx. 906 car re-charges at 60p/kWh (30kWh recharge)

To break even in second year we need to sell 4000kWh of EV – approx. 133 car re-charges at 60p/kWh (30kWh recharge)

Option 4 – Mothball the chargers - do not enable any charge points until some point in the future.

Risk1 – Babergh have withheld £17,000 CIL claim until car Park, including toilets & EV points, is complete. This must be claimed by 11/12/22

We are getting this clarified.

Risk 2 – The 2 Plug-In- Suffolk chargers were installed free of charge under a grant scheme. Plug-In-Suffolk may redeploy the chargers to other sites if we do not enable at least one of them

For comparison - Gas works site (69kVA supply)

Standing charge £135pa

One Plug in Suffolk unit – charge inc. maintenance & support £396pa

Total cost = £531pa

Proposal – Motion to accept the approach as per Option 1 and request BG refresh their quote and if the standing charge is unchanged, proceed.

Toilet Block Meter

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

Total Power then promised an official paperwork disconnection on 10/02/22. This has not yet happened, we are chasing them up.

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. This is to be resolved by a ramp extension to create a slope

using tarmac. This should enable access, even if the disabled bay is in use. This needs to be laid in warmer weather.

Donation post – Electrician is being arranged to install – need meter connected.

Iain Lamont

23/02/22

Agenda item 9(e)

Report of Open Spaces Group:

Administrative:

The group still has not had an official meeting as the recruitment process is not finished and the absence of councillors has posed a number of problems. Once constituted the group will be composed of members of the Parish Council, tree and wildlife experts, representatives of the allotment group and at least one local landowner with strong ecological connections.

The Jubilee:

With the strong support of Babergh Councillor Margaret Maybury and officers of Babergh District Council and our tree expert we have identified the places for the six Jubilee trees for which we are responsible. The trees consisting of rowans and wild cherries have been ordered. Thanks to Lizzie it seems that parishioners will sponsor all six trees. We are waiting for the go ahead from Suffolk County Council for one of the sites and that should be forthcoming. In liaison with the Jubilee group we will order an appropriate commemorative plaque that will be placed on the outer wall of the car park facing Spring Street. Councillor Margaret Maybury has kindly offered to help us finance the purchase of the plaque from her budget.

The seventh tree is that to be sponsored and planted by the Parish Church. It will be a yew.

Three trees will be planted at the top of Spring Street: one near the green grit bin and a suitable bench sponsored by a parishioner will be installed. Two others will be planted on the green space at the pedestrian entrance to the car park and three along the wide verge on Lower Road between Mud Lane and Spring Street.

** See end of report for tree species

Spring Street:

The problem of cars parking on the Spring Street gardens was pointed out to Babergh officials and they will take appropriate steps. There have been repeated complaints about the destruction of the daffodils that have been planted, by car tyres, and of the grass. This, of course, is part of the general parking problems we have in the village.

Parking on the Cemetery verge

We are waiting for Suffolk County Council to organise an on-site meeting to deal with parking on the verges on Bridge Street Road. Councillor Lindsay, as always, is helping us. We have had contact with all of the neighbours and they have put forward a number of options that will be discussed.

Lavenham Walk:

We are waiting for a meeting with the construction company responsible for Lavenham Walk so we can discuss issues including the allotments, incursions into the

right of way and future collaboration. This will be follow up a previous meeting held before the pandemic. Two council members have agreed to meet the contractors as a follow up to previous meetings.

Once this is clear we will take up negotiations with Suffolk County Council to come to an agreement about a mutually beneficial lease that will allow us to officially manage this important site that is recognised officially as an asset that must be protected and enhanced..

Allotments:

We are taking legal advice from the National Allotment Society about how to obtain the approximately one hectare of land we need to satisfy our statutory responsibility to provide allotments. Clive Arthey is providing us with advice.

Greening:

Thanks to our tree expert we are beginning to identify sites for the restoration of hedges and trees throughout the parish. We will also be making proposals for sites for the 2,000 trees we have promised to plant. There are areas to be re-wooded, following the advice of our wildlife expert and we intend to organise a village-wide consultation about trees in appropriate places along our streets.

We are concerned that it is possible for people who build extensions to their houses or offices and the like at the back of their gardens to then request the removal of trees after this has occurred.

Brent Eleigh Road neighbours are organising at their expense a wildlife hedge along the walk behind the gasometer.

One site for an appropriate hedge is within the wooden fence along Brent Eleigh Road. It would serve as a protection to prevent small children and animals from running out into the road.

Safety:

The neighbours at the Breigh Eleigh road crossroads have requested a stop sign at the junction of the Brent Eleigh Road, Lower Road and Water Street. They are particularly worried about traffic coming around the corners at less than acceptable speeds and are equally concerned about what could happen if approval was given to the Lavenham Press site.

In terms of trees, I would favour native species as confirmed with Lizzie. They should be of all round seasonal interest, flowering, autumn colour and, of course, attracting pollinators. My suggestions would be:

- Small-leaved lime (Charles - this is not the common lime planted along the high street) (*Tilia cordata*) -
- Wild service tree (*Sorbus torminalis*)
- True service tree (*Sorbus domestica*)
- Common walnut (*Juglans regia*)
- Wild cherry (*Prunus avium*)
- Rowan (*Sorbus aucuparia*)

Agenda Item 11(a)

Accounting Assistance for Clerk/RFO

Due to the large increase in income/expenditure over the last two years the Council is required to present financial records on an Income & Expenditure basis for this current year and forwards.

This is a much different method to that maintained by the Clerk up to now, which consists of a written cash book. Councillor Mitchell, who is more familiar with spreadsheets, has volunteered and is in the process of transferring the figures into the Income & Expenditure format which will be submitted for audit.

Due to the increase in work in general associated with the projects recently undertaken, the Finance Working Group at the meeting on 8th February discussed a proposal for additional administrative assistance in the recording of financial transactions and production of monthly reports. The Parish Council would seek help from a suitably experienced person to carry out these duties, anticipate maybe 4-6 hours work per month. Pay to be on the standard Parish Clerk rate and added to the Parish Council payroll. Clerk to remain RFO.

The Finance working Group will propose an accounting package to replace the spreadsheet. This is allowed for in the budget, along with the assistant's salary.

We will advertise locally.

A Job specification will be created

Motion to recruit a financial assistant

Iain Lamont

23/02/22