

# 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 7<sup>th</sup> APRIL 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
  - d) Operations Working Group – Facilities – report, including update to Church St Toilets issues.  
**Motion for the 'Putting things right' approach**
  - e) Operations Working Group - Open Spaces - report
  - f) Traffic Working Party
  - g) Queens Jubilee Working Group – budget review and **Motion for funds**
  - h) Communications Working Group – Review progress.  
**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) To receive a report of invoices received / Cheques for signature. **Motion to approve**
  - b) Lavenham C P School request for funding to support Forest School sessions
  - c) Staff pay review – update **Motion for the application of the NJC pay award (April 2021)**
  - d) Councillor Training - 6 sessions now booked.
  - e) Update on recruitment for financial assistant
- 12) Correspondence
- 13) Matters to be brought to the attention of the Parish Council and future agenda items:

**Date of next meeting – Annual Parish Council Meeting Thursday 5<sup>th</sup> May 2022**

**Planning Applications for consideration at the meeting on Thursday 7<sup>th</sup> April 2022**

DC/22/01419 Ponders, Barn Street, Lavenham

Application for Works to Trees in a Conservation Area - Fell 3no Leylandii (T1, T3 and T4) and 1no Silver Birch (T5), and lightly trim 1no Yew (T2)

APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S)

DC/21/06906 Land Off, Norman Way, Lavenham

Proposal: Application under Section 73 of The Town and Country Planning Act for DC/18/03615 variation of Condition 1 (Approved plans and documents)

To amend Plot 19 and submit details of the "Gateway" at the entrance of the estate only.

Reason(s) for re-consultation: Revised drawing for south and east elevations received 29.03.22 - changes to fenestration and smaller garage

## **Agenda Item 9b**

### **Report on progress at Gas Works Car Park February**

The Site was successfully completed on Tuesday 15<sup>th</sup> March, including the installation of the electricity supply from Water Street and charging point terminals. It is looking very smart.

Note also that the hole in the verge has also been repaired, and an access manhole installed to the old culvert whilst the road was closed. This was paid for by SCC Highways helped by some excellent negotiation by Andrew.

**Many thanks for the outstanding project management of Andrew Butcher and John O'Mahony for completing this project in on time and under budget, and for all of the time they have devoted to the project as volunteers.**

Babergh CIL team came and inspected the site on 18<sup>th</sup> and were very pleased with the outcome and have approved all of the Claims we made against invoices.

The electricity meter has yet to be installed, but is booked for early April.

The site has now been handed over to National Grid for renovation of the Gas Holder, this will be completed Mid-June.

The Parish Council are currently considering the Parking regulations notice to be posted on the site. We have commissioned legal support from the Parking Services Manager at Babergh and Mid Suffolk District Councils to create a Parking Order.

Iain Lamont

30/3/22











## **Agenda Item 9c**

### **Report on progress at Prentice Street Car Park February**

**Electricity Meter – EV meter** – as agreed the last meeting we have put this on hold due to the instability in the electricity market and the difficulty getting a meter installed.

A review was held with the Babergh Infrastructure Team (Christine Thurlow & Jo Moyes) to describe the issues we were having with getting an electricity meter connected due to market conditions. The team agreed that as the EV supply and points were installed and we were only awaiting the meter, that final payment would be made for the outstanding CIL bid balance of £17,000. I would like to thank the team for their support with these projects.

### **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 10/2/22. This has not yet happened, Jane, David & myself have all chased them up. There is still no progress despite promises. The next step is issue an official complaint to Total Power. The can be supplied to OfGen as a formal complaint, if this is not resolved.

**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 has been arranged to install – need meter connected.

Iain Lamont

30/03/22

## **Agenda item 9d**

### **Church Street Toilet Project**

#### **1. Purpose of this paper**

Councillors will be aware that this project has been plagued with problems. At the time of writing, only one cubicle out of four is functioning.

#### **2. Background**

The toilets were totally re-designed in 2021. The key objectives of the CIL funded project were:

- To make the facility Covid compliant
- To be suitable for all users
- To open and close on an automated system
- To reduce cleaning costs

#### **3. Planning Preparation**

The following documents were submitted to Babergh District Council on 30<sup>th</sup> October 2020, in support of a bid from Community Infrastructure Funds to undertake this project. Those can be supplied to Councillors upon request to the Clerk.

- CIL bid application
- Business plan
- Proposed plan drawing
- Site location plan
- Councillors support emails

A final business plan dated 30<sup>th</sup> October 2020 included quotations from 3 companies. The copy of this document received by the Council does not include copies of the actual quotes. At this time, it is therefore not known, what was specified for materials or fixtures and fittings. Despite various investigations, it appears that no formal contracts for either the rebuild of the toilets or the project management arrangements were put in place.

- The total cost of build was £58,882
- The cost of project management fees was £2,080

#### **Design Features**

- Opening outwards doors on all cubicles
- Both automated and manual locks on each door
- Light-touch flush operation on all water closets
- Emergency cords in all cubicles, with external signal light and loud noise
- An emergency unlock button for the automated door locks

#### **Problems**

- The sanitary ware and flush mechanisms
- The doors – whether the site is suitable for all doors to open outwards
- Linked to the doors, the operation of the automatic locking system

**4. Putting things right**

The Parish Council is expected to provide public conveniences that are fit for purpose. However, before we can put the matter right we need to be clear about what has gone wrong.

- An account of additional expenditure incurred to date will be prepared and those involved in the rebuild, will be invited to offer remedies to put the matter right
- Appropriate companies will be asked to review the toilets and offer solutions
- Funding for implementing alternative solutions will need to be identified

Council is invited to approve the approach outlined in 4 above.

Irene Mitchell

30<sup>th</sup> March 2022

## **Agenda item 9 g**

### **Queen's Jubilee Working Group**

Cllr Falconer proposal for additional funding

I would like to propose a motion for The Lavenham Parish Council Jubilee Event 2022.

Currently we are close to our limit of £4,000, however we are expecting to exceed this.

Despite some very kind donations it is getting very tight with expenses.

We are looking at spending just over £5000 but some of that will be refundable VAT.

We are still raising money with various events but we need a total budget available of £5,500 including the donation from Holly Bellingham.

Therefore, we would request a budget of £4,500 from the Parish Council.

I would ask that the Parish Council approves this motion.

Lizzie Falconer

April 2022

**Lavenham Parish Council Planning Group.**

**Planning Application Recommendations for consideration at LPC meeting on 7<sup>th</sup> April 2022**

**DC/22/01419 - Ponders, Barn Street, Lavenham, Suffolk CO10 9RB**

By 6th April

Application for Works to Trees in a Conservation Area - Fell 3no Leylandii (T1, T3 and T4) and 1no Silver Birch (T5), and lightly trim 1no Yew (T2)

**Recommend approval**

**Planning re-consultation request letter relating to planning application - DC/21/06906 - Land Off, Norman Way, Lavenham, CO10 9PY**

By 20th April

Application under Section 73 of The Town and Country Planning Act for DC/18/03615 variation of Condition 1 (Approved plans and documents) To amend Plot 19 and submit details of the "Gateway" at the entrance of the estate only.

**This application is for minor changes as described in the agents letter, there do not appear to be any updated drawings, the only newly attached drawing is the same as the previous version. However the changes are described a reduction in size, and a clarification of the site entrance gateway design – Recommend approval**

## Re Donation for Forest Schools provision at Lavenham Community Primary School

**Rory Michael**

To:lavenhampc@yahoo.co.uk

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Tue, 1 Mar at 10:50

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Dear Sir / Madam,

I am writing regarding a donation that has been made in previous years for £750 towards the provision of Forest Schools at Lavenham Community Primary School. Could you let me know if there are plans to continue this donation? We match fund the donation but without it we will be unable to continue to deliver this valuable educational opportunity.

Kindest regards

Rory Michael

Headteacher

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### **REPORT ON PREVIOUS DONATIONS**

#### **March 2019**

From Rory Michael, Head Teacher:

We have put in £750 into our 2019-20 budget to support one class having a 6 week block of Forest Schools. If the Parish Council could match fund that (or more) it would allow us to send 2 classes rather than 1.

The Parish Council donated £750 feeling that this would support both the pupils in outdoor activities and the Forest School.

#### **March 2021**

The Parish Council donated £750 again feeling that this would help in bringing the pupils out of lockdown and back into outdoor activities.

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## **Agenda item 11 c**

### **Staff pay review – NJC pay award**

Agreement has finally been reached on the National Salary Award for April 2021

Clerk's salary, calculated at point 11 on the pay scale for April 2020 was £11.30 per hour, the award for April 2021 at the same point on the new pay scale is £11.50 per hour.

Staff pay is usually reviewed at the November meeting and applied from the December payroll.

**April 2022**