

**PARISH COUNCIL MEETING**

Held on Thursday 7<sup>th</sup> October 2021, commencing 7.30 pm. in the Village Hall.

**Present** Mr I Lamont, Chairman.

Mrs M Morrey, Ms L Falconer, Mr M Chick, Mr T Ranzetta, Mr P Thompson.

Mrs M Maybury & Mr C Arthey, District Councillors for Lavenham.

5 members of the public.

**Public Forum**

Mr Heeks asked if the Parish Council has taken over the organisation of the Christmas Fair. Mr Lamont replied that the Parish Council is not involved in the organisation of the Fair. A member of the Council, acting as an individual, has offered to act in the interim until a new organising committee is set up. Mr Ranzetta said he would talk to Mr Heeks at the end of the meeting.

**Police Matters** –Go to

<https://www.suffolk.police.uk/sites/suffolk/files/ceoconstablescountyagust-online.pdf> for the August 2021 copy of the County newsletter, Constable's County.

The summary of crimes reported within the parish of Lavenham, listed on [www.police.uk](http://www.police.uk), has been updated recently to show crimes reported in August, there had been 3 crimes: 2 x violence & sexual offence; 1 x Public Order.

**County Councillor's Report, Mr R Lindsay** (*in Mr Lindsay's absence the report forwarded had been circulated, follows these minutes*)

It was noted from his report that Mr Lindsay is still awaiting a copy of the draft report in respect of the request for a 20 mph speed limit in Lavenham.

**District Councillors' Reports, Mrs M Maybury and Mr C Arthey** (*no written report*)

Mrs Maybury said she would respond soon to the email regarding the request for some finance from her locality budget for works at Tenter Piece. She had been away on holiday and ill when she returned, but was working her way through emails.

Mrs Maybury is now Chair of the Licensing and Regulatory Committee, which deals with all licensing issues in the District. At the moment they are looking at taxi policy and a revue of how the trade is governed. Safeguarding training costs £150 per person and the Council is looking at ways in which the cost could be reduced for the taxi trade.

The Government allocates Casino Licenses, but has made no allocation for Babergh or Mid Suffolk. A charity can have a temporary use notice to hold a casino for one night, cost £50 one off payment. The £21 cost of a TEN (temporary event notice) is also set by the Government.

Connected to police matters, Mrs Maybury reported that Acton's 'cut out' speed gun carrying police officer has been taken.

Mr Arthey had little to report. The switch of Babergh owned vehicles to HVO (Hydrotreated Vegetable Oil) fuel looks timely in view of reports of the reduced availability of other fuels.

The Joint Local Plan is undergoing examination at the moment. Mr Arthey is involved in engagement on CIL awards, engaging with those who have not yet bid. It had been noted that over 50% of CIL applications in this Ward had come from Lavenham. Mr Arthey had attended the official opening of the Church Street toilet block.

Marden Homes are still in default in respect of the CIL for the Bears Lane site.

**The Minutes**

It was prop. by Mr Ranzetta, sec. by Mr Thompson, that the minutes of the meeting held on 2<sup>nd</sup> September are approved. Carried.

**Declarations of Interest** – Mr Ranzetta said that he may have to declare an interest in respect of a planning application, and possibly under Cultural Events.

**Apologies for absence** - Ms Mitchell, Mr Sheppard, Dr Posner, Mr Macro, Mr Wilding, Mr Lindsay.

**Matters Arising**

The updated policies adopted at the last meeting have been circulated to Members.

Considering the possible costs of disposing of the Himalayan Balsam plants, which Mr Ranzetta had been informed would have to be removed from the site by a somebody licensed to dispose of them, there seemed little incentive to do anything. It was too late in the growing cycle anyway as the plants are already seeding.

Mr Ranzetta reported that he had attended the first hearings of the JLP examination.

**Lavenham Neighbourhood Development Plan revision group update**

The email inviting the Lavenham Business Community to complete the Business Questionnaire was issued via the Forum's Facebook page at the beginning of September with a number of the Guides placed both in the Library and VIP. Responses were required by 23 September with a cut-off point at 30 September. Questionnaires for the Planners were re-circulated to our Councillors on Babergh Council and a selection on Suffolk County Council, including our own Councillor Robert Lindsay.

Rachel Hogger of Modicum Planning was a guest at a meeting on 3 September and laid out a plan for our future movements forward. She will host a Workshop on how we can set up our communication events. Tom Butler has been analysing (in an initial form) the data from the Residents Questionnaire to help us formulate our plans for updating the LNP. We learned that 77% of responders support the LNP; 75% support the Plan's Housing Policy; and 95% support the LNP's aims at preserving the unique quality of Lavenham.

New concerns break down broadly into three areas: Senior Housing needs; the need for a 20 mph speed limit through and around Lavenham; green issues and flooding.

We need to address three areas in sharing our information: we need to form a communications and publicity strategy; we need to organise 'events' to interest and inform the residents; we need to look at how we will presenting our data and plans to those who will be assessing the Revision. Tom's Analytical Working Group suggests that we need to critique the tenders received for the Design Guide as soon as possible.

John Ramsay and Rachel will work together on updating the Gantt Chart. Lindsay will work on producing a new Newsletter for the end of October to tell people the results of the Questionnaire. Lindsay will also reach out to local interest groups.

Report circulated by Mary Morrey, Lavenham Parish Councillor

**Project Updates****Gas Works Site**

Mr O'Mahony's report update began: 'Sadly there has been no real progress in acquiring the site since last month's report.' However there has been progress and the exchange of contracts has been completed today and we can start some of the activities described as his report continues.

We continue to make preparations for the site works to commence as soon as the site

becomes our property. Various quotes have been obtained for elements of the proposed works such as tree works and site clearance, fencing, to the south boundary, tidying up the wall on the Water Street frontage, provision of power supply from UK Power Networks, the installation of EV charging points etc. These works are ancillary to the main contract for the surfacing of the site to make it fit for purpose.

It has transpired that when we submitted our planning application, almost a year ago, to BMS it should have been referred by them to the District Environmental Health Department and the Environment Agency for comment. This did not happen. We have asked that this now be done with the minimum of delay. The EH office came back with a request that they be given an extended deadline to the 23<sup>rd</sup> of October. Our environmental consultant is confident that this will not cause a problem. Nonetheless it is irritating.

Our CIL timeframe is shrinking but we remain confident that we will deliver the project on time.

#### Gas Works Site Upgraded Electrical Supply

Mr Wilding had reported that upgraded electrical supply at the gas works site was requested from UKPN at an additional cost of around £800 to allow for 22kW chargers as opposed to 7kW and to allow for an element of future proofing the installation. The total cost quoted by UKPN for all works is £10,683.00.

Prop. by Mr Ranzetta, sec. by Ms Falconer, accept quote and place the order for UKPN's quote of £10,683.00 which includes additional cost for future proofing and preserving the load for any future requirements on the site. Carried.

The quotation acceptance must be accompanied by the payment cheque in order for UKPN to discuss the programme of works and timings. The full cost of these works can be claimed back from the CIL budget as it is EV works.

The project team will look at the level of risk in the unlikely event of the environmental report not allowing works to proceed. Need to know what would be exposed if we had to cancel works.

Prentice Street car park – UKPN will be carrying out works on the upgraded power supply installation from 19<sup>th</sup> to 25<sup>th</sup> October, the car park will be closed from 11<sup>th</sup> October in order for the ducting already in place to be accessed prior to UKPN works proceeding.

Due to the current difficulties with electricity supplies the present electricity providers are not quoting for new contracts at the moment. May have to approach another provider.

Babergh D C will be financing the provision of the ramp to railings in front of the toilets. Progress is being made in respect of merchant services for the proposed donation point. Reports have been received of a broken manhole cover within the car park surface. The cover is only temporary and the hole will be filled when electrical works are finished.

#### Church Street block

The final updated report on the project showed an overspend of £3,792, not uncommon in building projects and included the cost of installation and wiring of the donation pillar of £1,110, additional block paving where the previous paving could not be re-used, carpet tiles for the parish office and additional internal fittings and signage for the toilets.

A format will be agreed for a post-completion review.

Parish Office usage proposal and facilities – the main usage would be an office for the Clerk and secure storage for parish papers and documents. There is sufficient space to allow for Parish Council working groups to meet but we need to be aware of the implications of use by non-members of the Parish Council and data protection. This matter is due for further discussion.

Data and phone connection proposal and agreement – Mr Lamont had circulated a paper with telephone and data communication options. These ranged in cost from around £60 per month

if we added broadband to our present landline contract down to £42 per month if the mobile broadband device was chosen. Mr Lamont preferred the latter but Mr Chick advised that this might not be the best option considering possible interruptions to service which were more likely with this device and the need for confidence in the use of the device to work around these. It was proposed by Mr Ranzetta, seconded by Mr Chick, that option 3, BT business + data, is preferred. This would cost £46.95 per month, a mobile phone could be added for £5 per month. This was agreed.

Tenter Piece refurbishment – the Common Room is now fully operational and visitors had been invited to join the monthly tea today, the official opening will take place on 14<sup>th</sup> October.

The project report showed an overspend of £2,970, this included additional works to make good minor faults in the hallway, additional changes to the layout around the WC and make good, installation of a new water heater and fitting the defibrillator cabinet.

In answer to a question from Mrs Morrey it was confirmed that the defibrillator is fitted to an outside wall and is available to the public at all times.

Water Street Traffic Scheme - The Design Engineer for Suffolk Highways has written that the cost to implement the trial (and to later re-install the priority signs if needed) has been estimated at £2,374.04 (including VAT). This is higher than initially anticipated due to traffic management costs, ie the need for a road closure notice to ensure the safety of operators removing the signage. If the trial proves successful the actual cost for the trial should be less than estimated as the priority signing would not have to be re-erected.

The preferred method to monitor the trial would be to undertake a speed data, classified traffic count and camera survey for a 4-week duration at two sites (i.e. at each priority system, 2 weeks before trial and 2 weeks during to allow comparison). The costs associated with the camera survey include provision of cameras (daily rate), analysis of the video (hourly rate). In order to minimise the costs of analysis, we have requested daily analysis for the following periods: 08:00-09:00, 12:00-13:00 and 16:30-17:30 to identify conflicts and queuing/waiting issues during these hours.

Total cost (including VAT) for this level of monitoring = £11,717.72

Alternatively, there is also an option to reduce the camera survey (before and during trial, at two locations) to a duration of just one week, thus reducing the initial and daily rates. All other surveys (speed, traffic count) would run for the two full weeks before and during the trial.

Total cost (including VAT) for camera survey durations reduced to 1 week = £6,644.94

If it is necessary to further reduce the cost of monitoring the trial, consideration could be given to omitting the 'before' camera survey, reducing the cost of Option 2 to £4,108.55. There will still be before/after speed and traffic count data to compare and 'after' video footage which will hopefully confirm no major issues.

The options were discussed and the suitability of the hours of survey questioned. The assumption is that Lavenham experiences traffic problems at set hours of the day when this is not the case. There is no regular pattern to times of maximum or problem traffic movements. The hours suggested for monitoring might not be those during which problems occur and the two fixed monitoring points might not catch vehicles mounting the pavements or use by heavy vehicles travelling in the 'wrong' direction.

In conclusion it was felt that it would be hard to justify the expense of a survey, the money could be better spent elsewhere, in other areas or on further improvements to this scheme. The additional cost of £2,374.04 to remove the signs remained.

It was proposed by Mr Ranzetta, seconded by Mr Chick, that the Parish Council does not proceed with the survey. Agreed. The decision on spending to remove the priority signing was deferred.

**Organisation of the Council**

This agenda item deferred due to the low number of members present.

**Planning****Planning Applications Received:**

DC/21/04783 40 Prentice Street, Lavenham

Notification for works to trees in a Conservation Area - Reduce 1no Cherry Tree and manage its size in a smaller garden tree. Raise crown by 1.5m above shed and reduce height by 2m and 1.5m off the sides (Making contact with the shed roof) Fell 1no Norway Spruce (Making contact with shed roof)

Recommend approval.

DC/21/04605 & DC/21/04606 2 - 3 Shilling Street, Lavenham

Householder Application & Application for Listed Building Consent – Erection of single storey rear extension and alterations as per the Design & Access/Heritage Statement

No material impact on heritage setting on the listed building as per NPF policy. Not visible from the street. Recommend Approval

DC/21/05004 APPLICATION FOR RESERVED MATTERS

Proposal: Application for Approval of Reserved Matters following Outline Planning Permission DC/20/04583 dated 09/02/2021 - Access, Appearance, Landscaping, Layout and Scale for Erection of 1no. dwelling (following demolition of existing stables/barn)

Brett Farm, Clay Hill Lane, Lavenham

Proposed building is 2 bedroom bungalow, meets the requirements for access, no issues with the appearance and is single storey as is the adjacent bungalow. Subject to submission of an LTA within body of use and the provision of a plan that shows compliance with building regulations M4(2)

Recommend Approval

DC/21/05282 Molet House, Barn Street, Lavenham

Application for works to a tree in a Conservation Area - Reduce 1No Walnut (T1) by up to 1-3 m to previous points

Recommend approval

DC/21/05275 Hollyhock Cottage, 6 Hall Road, Lavenham

Application for works to trees in a Conservation Area: Reduction of 1no Yew by 30- 40%

Recommend approval

DC/21/05341 33 Meadow Close, Lavenham

Householder Application - Erection of pitched roof to side extension (replacing flat roof).

No issues, will improve the property

Recommend Approval

The Planning Group recommendations in respect of the applications above, having been considered, are approved en bloc. Prop. Mr Ranzetta, sec. Ms Falconer. Carried.

DC/21/04062 & DC/21/04063 48 Water Street, Lavenham, Suffolk

Householder application & Application for Listed Building Consent – Erection of external flue to side elevation in conjunction with installation of woodburner. Change colour of external windows and door to black.

The fitting of an external flue on the gable end of a Grade II listed property is inappropriate, and which is also visible from the street and other listed building. It will also affect the street scene.

Prop. Mr Ranzetta, sec. Mr Thompson, recommend refusal. Carried.

**Planning Decisions Received:**

DC/21/04264 Land South Of Howlett Of Lavenham, Melford Road, Lavenham – Consent

Granted for works to trees subject to a Tree Preservation Order (WS240) - 1no Hawthorn, 1no Blackthorn and 1no Elder -Undertake hedge laying along entire length of G001 (left unmanaged, hedgerow not appropriate)

DC/21/04427 45-46 Church Street, Lavenham – No Objections to works to trees in a Conservation Area - Reduce height of 1No Eucalyptus tree by 50%, pruning side branches by 3-4m and overall reduction of 1No Lime Tree by approx 3m

DC/21/04150 Bertrams, Bridge Street Road, Lavenham – Planning Permission granted for Erection of a garden shed (retention of)

DC/21/04055 89 High Street, Lavenham – Listed Building Consent for Replacement of 3no windows and 1no door on rear elevation. Replacement of glazing with 12mm slimlite to remaining 2no rear windows

DC/21/04517 81 Church Street, Lavenham – Listed Building Consent for Internal alterations to adjoining rear property to remove non-original features, replace staircase and under-stair WC and re-instate door to rear elevation in place of window as per Design & Access Statement

DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990

Discharge of Conditions Application for DC/20/03918 – Approved Condition 4 (Highway Surface Condition) and Approved Condition 5 (Construction Management Strategy) Location: 4 Butfield, Lavenham

DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990

Discharge of Conditions Application for DC/21/00773 - Approved Condition 4 (Details of Roof Cladding) and Approved Condition 5 (Details of Joinery) Location: 26 Prentice Street, Lavenham

DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990

Discharge of Conditions Application for DC/20/05444 -Approved Condition 3 (Window and Doors) Location: 14 Shilling Street, Lavenham

DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990

Discharge of Conditions Application for B/16/00437 – Approved Condition 11 - Approval of energy strategy Location: Land North West And South West Of, Norman Way, Lavenham

DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990

Discharge of Conditions Application for DC/21/00773 – Approved Condition 3 (Details of Brick) Location: 26 Prentice Street, Lavenham

## **Finance and Strategy**

### **Invoices received/ Cheques for payment:**

Lucy Batchelor-Wylam, LNP2 Character & Sensitivity Assessment update £2,412.60 (covered by £2,400 grant from Groundwork UK, £12.60 from LNP2 budget): Modicum Planning Ltd. support for LNP2 £1,309.20 (from LNP2 budget): Lavenham Pre School, payment 1 2021/22 subvention (final year) £500.00: Lavenham Community Council, 6 x village hall meeting room hire for LNP2 £108.00 (from LNP2 budget): Kinex, phone a/c September £40.22: Karzees Ltd, temporary toilets 2 sites, hire/clean (final invoice for Church Street) £1,015.20: Paul Holland, exterior timber treatment No 2 Lady Street £275.00: British Gas, Church Street electricity £20.37: JPB Landscapes Ltd., September grasscutting/maintenance & street cleaning £2,618.50: Zoom, monthly fee for remote meetings £14.39: UK Sign Shop, Parish Council Office sign for post box £13.94: Babergh D C, fee for Application for Discharge of Condition 4, Gas Works site £116.00: Payroll £747.08: Screwfix, 2 x combination key safes £47.58: Viking, adhesive backed laminating pouches £21.47: PKF Littlejohn, external audit fee £720.00: R D Lane, final stage invoice Church Street toilets/office £6,420.00 (CIL claim): R D Lane, final stage invoice Tenter Piece £5,846.40 (CIL claim): R D Lane, Church Street extra works £4,550.77: R D Lane, supply/fit Tenter Piece flooring (dementia appropriate, BDC to cover cost) £3,434.56: R D Lane, Tenter Piece extra works £4,896.00 (CLT to cover extra electrical costs of £1,110.00): Jaycee Blinds, supply & fit vertical blinds

at Tenter Piece £450.00 (CLT to cover cost): SALC, Zoom Councillor training £30.00: Sicher Technik, site management & design services at Tenter Piece, Church Street & Prentice Street/purchase post box for parish office £2,547.25: ICS, cleaning & consumables public toilets September/October £808.69 (amended/reduced following query to ICL): UKPN, electricity supply works at Water Street Gas Works site £10,683.66

Anglian Water have refunded overpayment of £3,112.47 (water charges, Prentice Street toilets) to the Parish Council bank account.

Direct payments to Bank: Babergh District Council, 2<sup>nd</sup> half of precept £39,483.50: Babergh D C, reimburse costs of replacement wall at Tenter Piece £4,345.00: Babergh D C, CIL claims £6,750.00 Church Street, £12,000.00 Tenter Piece. HMRC, VAT refund for 1 July to 31 August £10,504.07. Groundwork UK, grant to LNP2 £2,400.00.

Babergh District Council, October 2021 Parish CIL £42,288.96 (to be paid within 5 working days)

A letter to the Bank requests the transfer of £35,000.00 between accounts.

Prop. Mr Ranzetta, sec. Mrs Morrey, that the financial transactions are approved. Carried.

### **To receive and note Notice of Conclusion of Audit and External Auditor Report & Certificate 2020/21**

The Notice and Report had been circulated to all Councillors and are displayed on the Parish Council website.

The Report stated, 'The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

Information received from the smaller authority indicates that the figures in Section 2, Box 9 for the prior and current year column are incorrect. They should both read £261,187'

Clerk had already explained in an email to the External Auditor how the error had occurred and this had been accepted.

It was prop. by Mr Ranzetta, sec. by Mr Chick, receipt of the Notice and Report acknowledged and comments noted. Carried.

### **Lavenham Exhibition Endowment – request for donation**

The request and a copy of the donations made by this charity had been circulated. However it was felt that as the charity has been a recipient of donations for the last three years the Parish Council should have requested a copy of the most recent annual accounts. It was agreed that consideration of this request should be deferred until the accounts were available.

### **Cultural Events discussion paper**

Agenda item deferred to allow time for Councillors to read and consider the contents.

### **Future projects debate/request for suggestions**

Councillors had been asked to suggest future infrastructure projects, mentioned for future discussion.

### **Correspondence**

Email from Janey Auchincloss on behalf of the organisers of Lavenham Hidden Gardens. After cancelling the Hidden Gardens for the past 2 years the decision has been taken to hold the event over the weekend of 10th-12th June 2022. The organisers hope it will be possible to stage the popular Gardeners Market on the Market Place on 12 June, and use the First Meadow for parking as in previous years. It was proposed by Mr Ranzetta, seconded by Mrs Morrey,

that the First Meadow could be used provided the conditions for use are met, in particular in respect of insurance and making good any damage caused to the surface. Agreed.

Email from Mr Ranzetta firstly enquiring if an approach had already been made to ask if the First Meadow could be used for parking for the Christmas Fair. As no request had been received Mr Ranzetta asked if the field could be made available for the 3<sup>rd</sup> and 4<sup>th</sup> December. Recalling concerns raised in early 2020, following extensive damage caused to the surface of the First Meadow after use during the Christmas Fair in December 2019, and a recommendation that any applications for parking must be carefully reviewed due to poor lighting, the difficulties of ensuring safety in entering and leaving the site both for vehicles and pedestrians on the corner during hours of darkness and in light of the damage caused to the ground due to adverse weather conditions, Mrs Morrey proposed that use of the First Meadow could not be agreed at this meeting. The Councillors abstained from voting on the proposal and agreed that a decision should be deferred to allow time for the Parish Council to view particulars of the modifications that Mr Ranzetta said could be introduced to overcome these concerns and which should form part of the Traffic Management Plan.

Mr Ranzetta observed that if a decision was not taken at this meeting he would have to cancel the Christmas Fair which would lead to a loss of money to himself as he had spent a significant sum of money on preliminary arrangements.

Email forwarded via Mrs Maybury, from a visitor to the village raising concerns about the entrance to the First Meadow play area on the corner of Water Street/Brent Eleigh Road, and the dangers to families and young children looking out for oncoming traffic whilst waiting to cross over the road.

Reply has been sent and a copy of the email has been sent to our County Councillor for ideas on how these concerns could be addressed, the matter will also be added to the list of projects for the future Traffic Working Party to consider.

Email via the Parish Council website, from a resident asking if the Parish Council would re-visit the question of access to the Church Street car park via steps and a gate (if necessary) at the Bears Lane end of the footpath which runs to Church Street? With the arrival of the new development at Osier View there are now many residents, from Meadow Close and Bears Lane, who find it extremely irksome to have to walk all the way to Church Street before turning back through the car-park to reach the Village Hall (and Surgery). Request to be forwarded to Babergh D C as owners of the land. The matter would also be added to the list of future infrastructure projects for consideration.

#### **Matters to be brought to the attention of the Parish Council & future agenda items**

Ms Mitchell had circulated a health report covering 'Flu and COVID 19 Booster Vaccinations 2021 - The Long Melford Practice only', for information. Posters endorsing this information are displayed on the parish notice boards.

Doreen Twitchett had sent a report on behalf of the Lavenham Good Neighbours and Lavenham Dementia Alliance. Mrs Twitchett reported that several of their volunteer drivers have now decided to retire, having been with them for almost 8 years, they were thanked for all their help over this time. A new recruitment drive is starting but no new drivers have come forward recently and help would be appreciated.

The LGNS and LDA have been very busy getting the Common Room ready for opening again. Thanks are due to our County and District Councillors, Babergh DC Cabinet Officer, BDC Officers, Lavenham Parish Council and Carroll Reeve, for all their support. There will be an open hour on Thursday 7<sup>th</sup> October and the Official Opening on 14<sup>th</sup> October, when there will be the usual afternoon tea, with invited guests.

A joint AGM is planned for the LGNS and LDA on Friday 12<sup>th</sup> November and the Christmas Party for Thursday 16<sup>th</sup> December.

The LGNS received The Lord Lieutenant of Suffolk Award, in Recognition of Outstanding Service to the Community in Suffolk, during the Covid-19 Pandemic.

The Parish Council was pleased to note that Doreen had received her BEM for services to the community of Lavenham at a ceremony on 21st September.

Letters of congratulation have been sent from the Parish Council to:

Chris Poole, Cock Horse Inn, Best Pub and Best Restaurant in the Suffolk Hospitality Heroes Awards; Lienne Birch, Posy, awarded Best Gift Shop in the Suffolk & Cambs Muddy Stiletto Awards 2021; Jonathan Lambert, Best Jewellery Store in the Suffolk & Cambs Muddy Stiletto Awards 2021; Amanda Mortimer, Lavenham Blue Vintage Tea Room, named one of the best places to eat in Suffolk on Tripadvisor; Lavenham Butchers Team for attaining National Winner in the Countryside Alliance Awards; Justine & Alex Paul, Suffolk Market Events, this summer being named one of the best UK food markets in the Times; James Sanders and the team at the Swan Hotel & Spa, being named Best Hotel in the Suffolk Hospitality Heroes Awards published in the East Anglian Daily Times.

In addition Lavenham was named as the 14<sup>th</sup> most rated village to visit in a recent 'Which' survey.

Several of those to whom letters were sent have expressed their appreciation at receiving a letter from the Parish Council

A Special Events Application has been made for the rolling closure of the High Street, from the bottom of Market Lane, and Church Street, from the Swan corner up to the Church, to cover the Remembrance Sunday parade on Sunday 14<sup>th</sup> November 2021. The Order will be sent to the Parish Council nearer to the day.

**Date of next meeting:** The next meeting will be held on Thursday 4<sup>th</sup> November 2021.

The meeting closed at 10.15 pm.