

PARISH COUNCIL MEETING

Held in the Guildhall, Thursday 3rd March 2016 at 7.30 pm.

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

Mrs J Baker, Mrs D Twitchett, Mrs C Holland, Mrs G Banks, Mr P Gibson, Mr M Beech, Mr T Sheppard, Mr B Panton.

Mrs J Antill, Suffolk County Councillor. Mr W Shropshire, Babergh District Councillor

Police Report January Crime Figures: 1 x Misc/no publicity report

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

District Councillor's Report – Mr Shropshire (see report elsewhere in this edition)

The Minutes –The minutes of the meeting held on Thursday 4th February were approved. Proposed by Mr Beech, seconded by Mr Sheppard. Carried.

Declarations of Interest – Mr Gibson, as owner of the adjoining property, declared an interest, in planning application B/16/00116 The Angel, Market Place, Lavenham

Matters Arising – Steve Merry had arranged for finings from the works to the pavements to be left on the Common and residents had provided labour to improve the potholed areas.

Work on the new LED lights had re-started and the broken light in Frogs Hall Road had been replaced with a new LED.

Following Mr Sheppard's comments at the last meeting a short list of possible concerns in respect of the Chilton Woods development had been circulated to Councillors. The concerns included infrastructure, landscaping, traffic management plan, affordable housing and provision of a new primary school within the scheme. It was agreed that a letter outlining these concerns, as they were seen to affect Lavenham, should be forwarded to Babergh. The consultation deadline is 23rd March.

Finance and Strategy

Neighbourhood Plan – Babergh's formal consultation period ended on 16th February, two reports have been circulated and are available on the website. The Plan meets the basic conditions legally and comments received cannot influence this. The Examiner is keen to get on with the examination.

Invoices received, cheques for payment

Paid on 16/02/16: Spider UK Ltd. Street Chariot £210.00: Paid on 19/02/16: Steed & Steed, legal work re toilets and car parks (reimbursed by Babergh D C) £648.00.

Lavenham Press, printing Spring newsletter £223.00: agb Environmental, tree works at Cemetery and First Meadow £834.00: The Landscape Group, public toilet works January £1,393.01: Cartridge Discount, black inkjet cartridges £36.80: ARCO, Village Warden protective clothing and equipment £126.36: Clerk's salary & expenses £408.60: HMRC, PAYE q/e 05/04/16 £274.00: R G Norman, various works on benches, dog bin, litter bins, churchyard wall etc. £2,064.00: CGM Ltd, grounds maintenance February £874.00: Anglian Water (Prentice St £219.04, Cemetery £22.33) £241.37: Premier Calls, phone a/c to 09/12/15 £18.23: Sudbury Office Supplies, printing etc. for NP £50.72: Friends of Lavenham School £100.00 (replacement cheque for 102518 sponsored litter pick 17/05/15): Babergh D C, dog & litter bin emptying 2015 £767.36: Petty Cash £50.00: Playquip, post installation inspection of

new play equipment £270.00.

Paid by Direct Debit to BT for Broadband service to old phone box for February £56.98.

It was proposed by Mr Sheppard, seconded by Mrs Twitchett, that a donation of £100 should be made in support of the 2016 Lavenham Art Festival. Carried.

A letter to the Bank requests the transfer of £7,000 between accounts.

Remittance Advice from Babergh D C, reimbursement £648 for Steed & Steed legal services
Paid to the Parish Council by Lavenham Community Council: total £605.62 being reimbursement of agb Environmental (tree survey) £320.00 Glasdon (dog bin) £167.63 Countrywide supplies (fencing materials) £117.99.

NFU Mutual has settled the claim of £500 for repairs to the oak village sign at Tenter Piece, a £250 excess was paid by the Parish Council.

The members of Sudbury Cycle Club have made a donation of £75 as an acknowledgement of their use of the rear area of the Church Street car park regularly as a base for their Thursday evening time trials.

Planning

Planning Applications:

B/16/00141 Hall House, Hall Road. Lavenham

Erection of single-storey rear extension, access corridor and enclosure of porch (after removal of conservatory). Replacement/alteration of windows

Prop. Mr Beech, sec. Mrs Baker, recommend approval. Carried

(It was noted that work has commenced on site, Babergh has confirmed that an Enforcement Officer has been appointed)

B/15/00900/FHA 19 Bolton Street, Lavenham

Erection of two-storey side and single-storey rear extension (following demolition of single-storey side extension)

Prop. Mrs Baker, sec. Mr Beech, the Parish Council cannot recommend approval due to concerns that maintenance of the side wall by the occupant of the adjacent house No 17 will be severely restricted. Carried.

B/16/00154/STDW The Granary, Mill Hill, Bury Road, Lavenham

Notification for Prior Approval for a Change of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to dwelling houses (Class C3).

Prop. Mrs Twitchett, sec. Mrs Baker, recommend refusal. There is no evidence to demonstrate that this semi derelict building was used solely for storage or distribution centre use on the 19 March 2014. There have been several previous applications, each of which has been refused, and the change is now to 'dwelling houses' in the plural with no number specified. Carried.

B/16/00071 Bears Lane Farm, Bears Lane, Lavenham

Erection of replacement detached dwelling together with ancillary accommodation and demolition of existing dwelling.

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

B/16/00116 The Angel, Market Place, Lavenham

Erection of extension (retention of) and alterations including replacement roof.

Mr Gibson had declared an interest in this application and left the meeting room while discussions and the vote took place.

Prop. Mrs Baker, sec. Mr Beech, recommend refusal. The existing construction and

appearance of this extension, surrounded by listed buildings, is not appropriate and would have been unlikely to have gained approval if an application had been made prior to erection. The application does not meet the requirements of Babergh Local Plan Policies CN01 and CN08 particularly in respect of being appropriate to the environment surrounding the site, the materials used and enhancement of the Conservation Area. Carried.

Planning Decisions Received: - none received

Operations

Traffic – further meetings had taken place with Steve Merry. A list of traffic and road management proposals had been drawn up and circulated to Parish Councillors, consultation continues with Suffolk County Council on many of these proposals.

Steve Merry is not enthusiastic in respect of a suggestion to paint a mini-roundabout at the exit from the Church Street car park. Two hour parking restrictions on part of High Street were for discussion. Who would monitor and enforce? Consideration would have to be given to lettering and signage requirements. Ongoing need to keep businesses informed if their cooperation is sought, and that of their employees, in not parking in the High Street and Market Place. Their parking in the designated car parks could encourage greater footfall. Prices would be sought to improve areas which could be used for overspill or event parking.

Approaches had already been made in respect of securing the old gas works site in Water Street but no reply has yet been received.

Daniel Whymark (Babergh D C) and an engineer would be looking at the car park in Church Street to assess the possibilities of reducing coach parking spaces in order to provide additional car parking.

Having completed its brief it was agreed that the Traffic Working Group can now be disbanded.

Emergency Plan – Mr Panton has had a meeting with Sue Herne, Emergency Planning Officer, and discussed the best way to submit Lavenham's Plan. This can be on the system within four weeks, rolling detail can be added afterwards. It was suggested that a stall could be set up at local events to promote the Plan. Mr Gibson thanked Mr Panton and said it was good that this was now near completion.

Lavenham Walk – a draft lease has been produced, Mr Whitworth will ask Mr Sainsbury of Bates, Wells & Braithwaite pursue this to a conclusion.

Proposed works to First Meadow entrance – two quotations for work to reinforce the entrance to the First Meadow had been received and one for works to improve the pedestrian entrance, a second quotation for this would also be sought before any decision is made.

Village Warden – Peter Ince starts as Village Warden tomorrow and a meeting has been set up with Caroline French of Landscape Group to discuss handover as this is work they have carried out previously.

Street Warden scheme – there will be a meeting on Monday with the Sudbury Town Clerk and Community Wardens will who will shortly be carrying out random patrols on the streets and public areas in order to deal with incidents of littering and dog fouling. The Wardens have authority anywhere in Suffolk to issue on the spot fines but will use their discretion when dealing with incidents, preferring education over enforcement, tickets will only be issued if there is considered to be no alternative. Notices to this effect have been posted in the village and in Lavenham Life.

Housing and Social

SCC site/CLT – Mr Reeve had attended a pre planning meeting with Isobel Wright (Hastoe), Julie Abbey-Taylor (Strategic Housing Manager) and a planner. The plans, as presented to the public, had been well received. Hastoe will probably be making a planning application within the next two months.

Good Neighbour Scheme – another successful afternoon tea had taken place today, a police officer had attended and talked about home security. A ‘street party’ tea to celebrate the Queen’s 90th Birthday will be held in the Village Hall on Friday 10th June.

Correspondence had been received from:

Richard Aspa, regarding parking, particularly on the Market Place. (copy of this email circulated to Councillors)

Nick Howlett, regarding traffic problems during the Christmas Fair 2015. The Parish Council hopes to meet with event organisers in order to draw up a protocol which can be followed in order to better manage parking and traffic movement throughout the village.

Andrew Ponton, re parking on the pavement blocking the dropped kerbs at the junction of Church St/Bridge St Road. Mr Ponton’s concerns will be forwarded to Suffolk Highways. Suffolk Year of Walking (May 2016 to April 2017), invitation to apply for a walk leader in the local area and asking for ideas on how Suffolk’s Year of Walking can be made a success. Terry Knight of Codair, asking for the Parish Council’s help in relocating the information board removed from the side wall of the Cock Horse. It was suggested that this could be re-located on the wall of the facilities block in the Prentice Street car park as there is no local information board there. Clerk to liaise with Mr Knight.

Invitation to ‘Celebrate Our Heritage and Our Future’, fundraising gala for a new heritage venture. March 17, Museum of East Anglian Life, £25 per ticket

Review of events organisation – draft protocol

Mr Whitworth had produced a draft protocol in respect of event parking which had been circulated to Councillors. This was mainly concerned with events taking place in the Market Place. It was agreed that initially a small working group, consisting of Mr Whitworth, Mr Sheppard and the Clerk, should meet and work towards refining this draft.

Parish Council website

One Suffolk provide a website service and Mr Whitworth had set up a test website based on the Parish Council’s requirements. There was some doubt however whether this was mobile phone and ipad ‘friendly’. It was agreed to research this further and discuss at the next meeting.

Wool Towns project report

Mr Whitworth had circulated a brief update on progress with this project. Working together as the Wool Towns Association, Lavenham, Long Melford, Hadleigh and Clare would be able to bid for tourism funding which would not be available to Lavenham acting alone. One aim would be to increase the numbers of visitors during the quieter months, November to March. The next meeting is taking place on 17th March. It was proposed by Mr Gibson, seconded by Mr Sheppard and agreed, that the Parish Council gives its support to the Wool Towns initiative as it moves forward.

World Heritage Site – meeting with Historic England

Mr Whitworth and Mr Gibson reported on a meeting with Historic England to discuss the pursuit of World Heritage status for Lavenham which was included in the Neighbourhood Plan as a project. This is a long term project with much consultation needed along the way, the ambition being the protection and preservation of Lavenham as a unique and special place. Mr Whitworth and Mr Gibson confirmed that they were both happy to continue working on this.

Any Other Business

Mrs Baker reported on the library revamp which had made it a more inviting space. Suffolk Libraries are working hard to meet further cuts but many positive things are happening. There is to be a Lavenham Children's Book Festival, an outreach service and a home library is still being explored. The Friends of Lavenham Library are a very active group. They have asked if it would be possible for the library to have a separate direction/information board at the entrance to the Church Street car park. It was suggested that they should put forward a design and possible position for consideration.

Mrs Banks raised the possibility of the Parish Council holding the funds remaining after the Youth Club folded about a year ago, with a view to it being directed back to funding young people's activities. She was advised to check if the constitution stipulated where any funds should go. The group would also have to minute any hand over.

Mrs Banks suggested that collection boxes could be placed in local shops, with the owners agreement, for donations towards the Christmas lighting scheme. She understood that this is already done in Clare to finance their scheme. She had been advised on security and accountability by SALC and, with the Parish Council's agreement, planned to purchase 50 sealed tins and labels in order to have them in the shops as soon as possible.

Referring to the recent Fire Station consultation, Mr Sheppard raised Lavenham Society's concerns in respect of the buildings in Lavenham. Information had been sought from Suffolk County Council regarding their hydrant testing regime, which would appear not to be satisfactory. However it has now been confirmed that all hydrants in Lavenham will be flow tested. This is information that can be built on to the Emergency Plan.

Mr Gibson said that he is seeking two quotations for first-year work to trees as identified in the recent tree surveys.

Date of next meeting: Thursday 7th April 2016

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