

**Grundisburgh & Culpho Parish Council**  
**Minutes of a Meeting of the Council held on Monday 14th September, 2015**  
**in St.Botolphs Church, Culpho**

NOTICES had been posted according with regulations.

Present: - Messrs.G.Caryer (in the chair), C.Doyle, J.Dunnett, D.Higgins, P.Kendall, M.Taylor, R.Youngman, Mrs.J.Bignell, Mrs.S.Grahn, Mrs.A.Willetts PCSO Krista Robertson and 4 members of the public.

**1. Apologies for absence** District Councillor Tony Fryatt, County Councillor Peter Bellfield, Councillors Vanessa Barker (holiday) and. John Lapsley (holiday)

**2. To receive member's declarations of interest** No interests were declared.

**3. Minutes.** The minutes of a Meeting of the Council held on the 13th July, 2015 had been circulated and were therefore taken as read. It was proposed by Mrs.Willetts seconded by Mr.Kendall to unanimous approval, that these minutes be signed by the Chairman as a true record.

Matters arising

*Any Other Business* Mr.Dunnett proposed seconded by Mrs.Bignell that "Any Other Business" should be restored to the agenda for future meetings. After discussion the motion was approved 8 members voting for and 2 against.

*Top Field* The Clerk was asked to write to the Village Hall Management Committee and the owners of the development site asking that the weeds on Top Field should be removed.

**4. Reports from Police and the District & County Councillor**

**4.1 Police Report** PCSO Krista Robertson reported that since the previous meeting 10 crimes had been reported in Grundisburgh and none for Culpho although all of these were of a minor nature domestic, malicious mail, counterfeit notes and a damaged wheelie bin. She was informed that parking problems had been reported in Orchard End.

**4.2 District Councillor's Report.** District Councillor's Mr.Fryatt's report, which had been circulated to members prior to the meeting, is appended to these minutes. Appendix "A".  
It was commented that the District Council should investigate ways in which more social housing could be built.

**4.3 County Councillor's Report** County Councillor Bellfield is currently unwell and is unlikely to be able to cover all his county-councillor-related work over the next month or so. He is still trying to keep in touch as much as he can, but, in case there is any difficulty and he is either unavailable or unable to help, Cllr Christopher Hudson, who serves a neighbouring division, has agreed to help out. Christopher can be contacted via 07545 423834 or 07986 844259. Alternatively, he can be e-mailed at: [christopher.hudson@suffolk.gov.uk](mailto:christopher.hudson@suffolk.gov.uk)

**5. Suffolk Village of the Year Competition** Final judging took place on the 22nd August. The winner, Shotley, was announced on BBC Radio Suffolk on the 4th September. West Row was second and Grundisburgh came third.

**6. To receive a Financial Report** The Report, which had been circulated to members prior to the meeting, is appended to these minutes. Appendix "B".

**7. To receive a Planning Report** The Report, which had been circulated to members prior to the meeting, is appended to these minutes. Appendix "C".

**8. To receive a report from the Council's Roads & Transport Committee** The Report, which had been circulated to members prior to the meeting, is appended to these minutes. Appendix "D".  
Item 4.5 Verges engulfed by overgrown hedges It was suggested that arrangements for autumn hedge cutting should be made earlier.

**9. To receive a report from the Council's Footpaths & Environment Committee** The Report, which had been circulated to members prior to the meeting, is appended to these minutes. Appendix "E".

**10. To consider a proposal that the Council cease feeding ducks wheat on the Village Green,**

Ornithologist Reg Snook had advised that ducks are grazers and eat grass so the village green is an ideal home for them but they do need supplementary feeding to keep them healthy and wheat is ideal. Feeding also keeps them tame and less likely to fly away. However they don't need feeding every day.

Mr. John Taylor has agreed to donate 10cwt of wheat to the Parish Council which Councillor R. Youngman is arranging to collect. It is possible that more wheat can be purchased ex farm. The proposal was withdrawn.

**11. To consider a proposal that the County Council's attention should be brought to the state of the pavements in Grundisburgh and the need for the weeds to be sprayed at the carriage way edge.**

This was discussed at a meeting of the Roads & Transport Committee held on the 4th September. Appendix "D" Items 4.3 and 4.6 of the minutes of that meeting where it was reported that work on the renovation of the pavements should shortly commence. It was commented that if the gutters were swept more regularly it would prevent the build up of soil which provided an ideal medium for weeds to grow. The Clerk will write to the Highways Authority.

**12. To discuss and agree how best to support the public in reporting problems to relevant authorities**

The Chairman said that Parish councillors are often made aware of issues, with a request for the Parish Council to do something. However in a majority of cases, the best solution would be for the person to report the problem directly to the relevant authority. Enquiries mainly concerned Roads & Transport, Public Footpaths, Vehicle Parking, Police and Housing.

He and the Clerk had compiled a Contact List which they would distribute to Councillors. As some of the information was specific to Grundisburgh and Culpho a flyer could be inserted in copies of the Grundisburgh & District News rather than inclusion in the magazine. The cost would be approximately £100.

The Contact List will also include Parish, District and County Councillor's contact details.

**13. To receive reports from Council representatives to village organisations**

**13.1 Village Hall** The Report, which had been circulated to members prior to the meeting, is appended to these minutes. Appendix "F".

Mr Higgins requested information on the make-up and expertise of the members of the new village hall steering group. Mr Kendal, as chairman of the steering group, agreed to provide this.

**13.2 Playing Field** The Report, which had been circulated to members prior to the meeting, is appended to these minutes. Appendix "G".

**14. Public Open Forum** Mrs. Willetts proposed seconded by Mrs. Bignell, to unanimous approval, that the formal meeting be temporarily suspended and members of the public invited to address the meeting. The following comments were made.

- Appreciative comments were made on the St. Mary's restored clock.
- Blockage on Footpath 4/6 across bridge to Burgh Church will be reported to County Council Rights of Way.
- "Bull in Field" notices are being used misleadingly to deter walkers. This was refuted.
- Comments made by the Parish Council on Top Field development, including a footpath to Barn Farm, had not been accepted by the developer. Draining arrangements would not be considered when the reserved matters application is considered on the 17th November. Concern was expressed that the cheapest option might be chosen rather than the most environmentally friendly.
- The developer will provide access road and connections to services for the new village hall.
- The lack of glass recycling was queried. It was pointed out that, although, SCDC do not collect glass and there are no bottle banks in Grundisburgh there were many others located nearby in Tuddenham Woodbridge and Martlesham

**15. To agree dates and venues of 2016 Council Meetings** It was agreed to continue the practice of holding scheduled Council Meetings bi-monthly on the second Monday in the month. All meetings to be held in the Parish Rooms except for the July meeting which will be held in St. Botolphs Church, Culpho.

Dates for 2016. January 11, March 14, May 9, July 11, September 12, November 14

The Annual Parish Meeting must be held between the 1st March and 1st June - both dates inclusive.

**16. Any Other Business**

*(None identified)*

**17. Closure** The following requests were made for the following items to be included in the agenda for the next Council Meeting to be held on the 9th November, 2015.

- To purchase display boards for the use of village organisations
- To set up a Village Resource Data Base
- To bring to the attention of the Highways Authority faded white lines in Grundisburgh - Councillors were encouraged to report these immediately to the County Council's Customer Services Direct Reporting Service. <http://www.suffolk.gov.uk/roads-and-transport/>
- To fix a date for the Annual Parish Meeting

**17. Cooption of new member for Grundisburgh (closed session)** Mrs.Willetts proposed seconded by Mr.Taylor, to unanimous approval that Mr.Stephen Barnett be co-opted as members for Grundisburgh.

## APPENDIX "A"

### District Councillors Report

My apologies for not be able to attend the Parish Council meeting, but I have been called to attend the Audit and Governance committee meeting at SCDC.

1. Green Waste Collections. At the time of writing, there has been no decision regarding the brown bin collection of green waste. We are hoping to find a way to absorb the funding shortfall for this service without introducing specific charging or increasing the council tax.

2. Local Lists –Protection for Unlisted Heritage Assets The public consultation has now been completed. It is encouraging that there was a very enthusiastic response from across the District. The proposals will now go to Cabinet in October. We have to organise a scrutiny team to ensure that submissions align with the criteria and introduce Supplementary Planning Guidance to bring the planning controls needed. The scheme should then be rolled out across the District.

3. Preferred Site Allocations – Issues and Options Review The preliminary review of the potential sites across the District has now been completed. It will be submitted to Cabinet and then will undergo six weeks of public consultation in October/November.

For Grundisburgh and Otley, the recommendations should be as follows:

	Completions 1/4/2010 to 31/3/2015	Permissions & resolutions to grant permission 31/3/2015	Updated Potential 1/4/2014 to 31/3/2027	Minimum Contribution 2010 to 2027	Preferred Sites
<b>Grundisburgh</b> (Key service Centre)	16	29	0	45	No suitable sites
<b>Otley</b> (Key Service Centre)	0	37	0	37	PP now granted on site 318a. No identified need for additional provision at this stage.

4. Provision of Affordable Housing This is one of the major challenges facing the District – particularly in rural areas. Our communities, after hundreds of years, are being broken up. It is becoming impossible for young people starting out in life to stay in their community and there are few small places available for the older generations to downsize into and remain in the locality. There have been many reports and studies into what needs to be done. The Government have brought in policies and initiatives in an attempt to get things moving. All agree that the local District Councils have a major role to play in this. In SCDC we have made this a key element of our Business Plan and are working out the policies and actions needed to make the major inroads required. This will require a fundamental changes to the way in which we work. SCDC will have to become “facilitators and enablers” and work collaboratively with those people who can build the houses needed. The policies are currently being considered by our Policy Development committee and we have a Programme Board at senior level to arrange the changes necessary. I will be working with the Cabinet Member for Housing to create a “Housing Enabling Team”

5 Planning Scheme of Delegation As reported previously, we have moved to a single Planning Committee rather than the two Development Control Committees.

At present, we take considerably more cases to this Committee than do most other authorities and certainly more than the percentage recommended by Government. A significant proportion of the cases submitted to the Planning Committee could have been adequately determined by delegated authority to officers. I am trying to change the scheme of delegation to address this issue and, at the same time, give greater weight to the views of the Town and Parish Councils. My proposals will go before the Audit and Governance committee meeting at SCDC to ensure that all is fair and proper.

Tony Fryatt

## APPENDIX "B"

### 6. Financial Report

**6.1 Audit Accounts year ended 31 March 2015** The audit is now complete. There were no matters the auditor brought to the Council's attention. The Notice of Conclusion of Audit has been posted on the parish notice board. It was proposed by Mr.Kendall seconded by Mr.Youngman to unanimous approval, that the Annual Return and the Audit Opinion be approved and accepted by the Council.

**6.2 Letters of thanks** Received from St.Mary's PCC and, Grundisburgh Baptist Church.

### 6.3 Payments received since the previous meeting

Suffolk Coastal District Council	£200.00	Village of the Year 1st prize
<i>Allotment Rents</i>		
Mrs.S.Goode	£12.00	
Dr J Trowell	£12.00	
Michelle Trowell	£12.00	
Mrs.J.R.Ager	£12.00	
Mrs.M.Penson	£12.00	
Mrs.H.M.Hirst	£12.00	
Mr & Mrs.Crombie	£12.00	
Mr.N.J.E.Havard	£12.00	

### 6.4 Ratification of payments made since the last meeting and approved at the time

Mr.R.Fletcher	£320.00	Village Green Grass Cutting April/May 2015
Grundisburgh Village Hall	£20.00	Hall Hire Extraordinary Meeting 22 May 2015
Grundisburgh & District News	£300.00	Grant for purchasing a computer
Grundisburgh Baptist Church	£195.00	Grant - graveyard maintenance
Mr.J.Ager	£515.20	Clerk's Salary June/July 2015
	£75.71	Clerk's Expenses June/July 2015
	£10.71	Photocopying
	£11.18	A4 paper
HM Revenue & Customs	£193.20	Income Tax
Ipswich Borough Council (Greenways)	£400.00	Donation cutting & removing grass from Millennium & Lyttleton Meadows. Cheque dated 05/09/2014 not presented.
Suffolk Coastal Norse	£53.33	Fido sacks
CPRE	£36.00	Annual Subscription
Grundisburgh Parish Rooms	£8.00	Room Hire
Mr.G.Hartfall	£34.70	St.Botolph's Church St.George's Flag
Mr.R.Fletcher	£320.00	Village Green Grass Cutting May/June
SALC	£18.00	Clerks Information & Networking 10 June 2015
	£60.00	Councillors Briefing - 2 delegates
St Mary's Grundisburgh PCC.	£1,850.00	Grant for the restoration of St.Mary's Church Clock approved at previous meeting - budget amended
Mr.B.R.Quinton	£71.10	Duck Food

It was proposed by Mrs.Willetts seconded by Mrs.Grahn, to unanimous approval, that these payments be ratified.

**Appendix "B" - Financial Report cont...**

**6.5 Emergency payments made prior to the meeting under Section 5.7 of Financial Standing Orders**

Anglia Water	£40.37	Allotment water charges 01/05/2015-22/07/2015
Mr.R.Fletcher	£400.00	Village Green Grass Cutting July/August
Mr.J.Dunnett	£11.96	Petrol for Millennium Meadow Mower
	£15.00	Tree Warden Forum

**6.6 Other payments requiring approval**

Ipswich Borough Council (Greenways)	£400.00	Donation cutting & removing grass from Millennium & Lyttleton Meadows 2015
1st Grundisburgh Scouts	£300.00	Village Green Stream Cleaning
SALC	£19.79	8 copies of The Good Councillors Guide
	£120.00	Leadership Skills Course - G.Caryer
Mr.J.Ager	£515.20	Clerk's Salary August/September 2015
	£64.55	Clerk's Expenses July/August 2015
Eastern Facilities Management Solutions	£241.32	Playing Field 1st Quarter Grounds Maintenance Charge
BDO	£120.00	Audit fee

It was proposed by Mrs.Willetts seconded by Mr.Kendall, to unanimous approval, that these payments be made.

**6.7 Account Balances as at 14th September, 2015.**

Business Tracker Account	£62.26
Current Account	£4,219.64
Post Office Investment account	£20,525.48
VAT to claim	£234.85
TOTAL	£25,042.23

**6.8 Budget Report attached**

**6.9 Sponsorship for hospital ward signs - Grundisburgh** The Parish Council has been asked by Ipswich Hospital to pay for a sign for the Grundisburgh Ward similar to that provided for the Sproughton Ward. Cost £70/£80. Mrs.Willetts proposed seconded by Mrs.Bignell, to unanimous approval that the council approve this sponsorship.

**APPENDIX "C"**

**Planning Report**

**7.1 Applications approved by Suffolk Coastal District Council since the last Parish Council meeting.**

DC/15/1675/FUL Abbeyfeale, Meeting Lane, Grundisburgh.

Erection of first floor extension, single storey front extension and alterations including loft conversion.

DC/15/2141/FUL Greenacre, Half Moon Lane, Grundisburgh.

Proposed alteration and extensions (ground and second floor) on a site outside the village envelope.

DC/15/2200/FUL Daisy Cottage, Lower Road, Grundisburgh.

Proposed alterations and extensions to existing dwelling (ground and second floor) on a site outside the village envelope.

**7.2 Planning Committee Meeting 6th August, 2015**

Present: Messrs.G Caryer, D Higgins, M Taylor A Willetts (in the chair). Apologies: C Doyle (holiday)

The Committee discussed the following applications

DC/15/2831/FUL 3 Laurel Cottages Bonds Corner, Grundisburgh.

Erection of 2 bay cartlodge with storage above (existing garage to be demolished) and associated improvements to driveway access directly associated with the proposed and also alterations to access to the southernmost boundary. It was decided not to submit any comments. This application was subsequently withdrawn.

**Appendix "C" - Planning Report cont...**

DC/15/2528/FUL 4 Rose Hill Cottages Rose Hill, Grundisburgh.

The application of external wall insulation to the side and rear elevations of the property.

This application is necessary as the property is situated within the conservation area. It was decided to send no comments. It was pointed out that the insulation did stick out some distance from the existing wall. This could cause problems to a neighbour as they had a right of access through the rear garden of number 4. *A neighbour has sent a letter of objection as they would be unable to move a barrow through the back gate with logs for their heating system. Mrs. Willetts has spoken to the Planning Officer dealing with this application that was aware of the concerns and had passed application to the District Council's Conservation Officer.*

DC/15/2584/FUL Saddlers Cottage, Woodbridge Road, Grundisburgh

Proposed scheme of alterations to Saddlers Cottage and construction of a new single storey dwelling.

After looking at the plans it was decided to send the following comments opposing the application. The Parish Council have consistently opposed any development on this site.

Saddlers Cottage was listed as a Grade 111 listed building in 1949. There are no records of it ever having been de listed. The listed status was overlooked by the District Council when outline planning permission was granted in 1981 for residential development on Saddlers Meadow, despite being cited by Grundisburgh Parish Council and those opposing the application as the main reason for their objection to that application.

The land originally associated with, and forming the setting of Saddlers Cottage was significantly larger than at present and included the land now occupied by the three dwellings in Saddlers Meadow. Whilst historically not all of this land may have been 'garden curtilage', it was meadow land part of the curtilage and setting of the Listed Building historically. The current application follows the refusal of two previous applications, C/12/1176 and C/13/1130 and DC/14/2833/FUL which was withdrawn the night before the development control committee meeting was due to take place following a recommendation to refuse by officers of the District Council. On the 6<sup>th</sup> June 2014 the Planning Inspectorate dismissed Appeal ref APP/J3530/A/14/2212565 on the refusal of C/13/1130.

The Inspector in his report states '*Whilst the development at Saddlers Meadow is noticeable it does not remove the strong sense of openness provided by the appeal site, which can be recognised from both within Woodbridge Road and Lyttleton Meadow. Whilst the appeal site is currently garden land for No 3 Saddlers Meadow, it retains the undeveloped character comparable to the former meadow use of the land, which the appellant acknowledges was part of the setting of the cottage.*'

This statement is true of the present application site. It is the open undeveloped nature of the area which is valuable in this historic part of the village any further development would be intrusive, neither preserving nor enhancing the adjacent conservation area.

The present application seeks Planning Permission to erect a single-storey dwelling on land which has formed part of the garden of 3 Saddlers Meadow since it was approved in 1985.

As explained above, the Planning Inspector agreed with the Local Planning Authority that this site forms part of the setting of the Listed Building. The Parish Council objects to the single storey dwelling squeezed into the garden of 3 Saddlers Meadow. The three properties in the Meadow all have quite large open garden areas retaining the undeveloped character comparable to the former meadow use of the land. To reduce this open area so drastically would cause serious harm to the adjoining Grundisburgh and Burgh Conservation Area. Policy DM21 (Design: Aesthetics) also highlights the importance of the form, scale, use and landscape of the spaces between buildings, and states that proposals which comprise poor visual design and layout, or otherwise detract from the character of their surroundings will not be permitted.

Saddlers Cottage has remained empty since the last long standing tenant died in 2012. The old grassed access next to the cottage, which was rarely used as the tenant did not have a car, has been extended to 3 Saddlers Meadow, surfaced and is used on a regular basis as an access to that property. This has resulted in cars for 3 Saddlers Meadow regularly driving a matter of feet away from the Listed Building contrary to the refusal of planning application C/12/1176.

The boundary between the 3 properties in Saddlers Meadow and the cottage was defined in the approved application C6128/2A and a hedgerow planted to define the boundary. That hedgerow was ripped out after the last planning application was refused so the intended boundary between the properties is now unclear.

**Appendix "C" - Planning Report cont...**

No attempt has been made by the applicant to re-let or sell the cottage. The Parish Council considers the proposed extension to the listed cottage to be unnecessary and the cartlodge to the rear to be too large and intrusive in the open area of the setting of the listed building. Fencing the area and the use of gates is also contrary to the undeveloped character of the former meadow land and the open form which is desirable to the setting and curtilage of the listed building.

The applicant clearly shows on the site plan that they own the land that forms the access to the site. The Parish Council understands that the applicant currently has a right of way across this drive to access 3 Saddlers Meadow by virtue of a covenant in the deeds of 2 Saddlers Meadow.

This application was considered by the District Council's Development Control Sub Committee on the 27th August 2015 where the Officers Report recommended refusal. No one spoke at the meeting for the applicant. Mr.A. Adams was able to speak for the objectors and Mrs.Willetts spoke for the Parish Council. The application was unanimously refused with one abstention.

DC/15/2912/FUL The Old House, Half Moon Lane. Grundisburgh.

Renovation of The Old House and erection of one detached dwelling with associated vehicular access and garaging.

It was decided to send the following comments

The Parish Council supports the renovation of The Old House a non-designated heritage asset within the conservation area. As there are no floor plans included with this application it is assumed that the applicant intends to implement the existing permission C13/0232 dated 13<sup>th</sup> April 2013.

The Parish Council considers the proposed new dwelling too large and intrusive to neighbouring properties sited as it is on rising ground. There is no proven need for any more 4bed 3 bathroomed properties within Grundisburgh and certainly not outside the physical limits boundary and is contrary to -:

Suffolk Coastal District Local Plan Core Strategy and Development Management Policies adopted July 2013 policy-:

SP27 Key and Local Service Centres, (b) permit housing development within defined physical limits

DM7 Infilling and Backland Development within physical limits boundaries,

DM21 Design: Aesthetics, Proposals that comprise poor visual design and layout, or otherwise seriously detract from the character of their surroundings will not be permitted.

DM23 Residential Amenity.

In the previous application it was proposed to extend the access improving the visibility into Half Moon Lane. There is no improvement included in this application, which would be necessary for safe vehicular access and egress from the site. The dust bin presentation point is within the site and not adjacent to the roadway as required.

A high fence has been erected on the Jacqueline Close boundary of the site.

Mrs.Willetts was informed by the Officer dealing with the application that it was recommended for refusal and would be reported to the Development Control meeting on the 17<sup>th</sup> Sept. Since then a new elevation plan has been received by the District Council not for the new build but the Old House so the comments of the Parish Council stand.

Draft criteria for the identification of non-designated heritage assets.

A letter was sent responding to Public consultation:

Grundisburgh and Culpho Parish Council supports the criteria laid out in the above document.

The Parish Council suggests that Grundisburgh could be used as a pilot scheme to test that criteria. In 'The History of a Suffolk Village' by Peter Bishop there is a map dated 1850 naming many of the properties that still exist in the village. A booklet was produced by the Grundisburgh Local History Society in 2013 entitled Grundisburgh's Historic Houses. Much of the information published in the booklet comes from articles in the society's magazines and held in their archive. These 2 documents would provide a sound basis on which to apply your criteria, identify and produce a list of non-designated heritage assets in Grundisburgh.

Lane Side Meeting Lane A wood framed building with metal cladding has been erected. The District Council have confirmed that planning permission is needed and have written to the owner.

## APPENDIX "D"

### Roads & Transport Committee Report

#### Minutes of a meeting of the Roads & Transport Committee held at 8 Post Mill Close, Grundisburgh on the 4th September, 2015

**Present:** Mrs.J.Bignell, Messrs. G.Caryer, D.Higgins, P.Kendall. M.Taylor.

**1. Apologies** All members attended.

**2. Declarations of interest** No interests were declared.

**3. Election of Chairman** Mr.Higgins proposed seconded by Mr.Caryer that Mr.Taylor be elected Chairman of the Committee and, without further nomination, he was duly elected.

**4. Issues** The committee worked through a list of highway issues listed below.

**4.1 SAVID/Speedwatch.** Messrs.D.Higgins and P.Kendall attended the inaugural meeting of SAVID. The Parish Council is a member of Speedwatch but, so far, has not joined SAVID. The Chairman will investigate to see whether the Council should join. Interest was shown in automatic speed warning "smiley face" signs. Mr.Kendall agreed to research their availability and cost.

**4.2 Pot Holes** General dissatisfaction was expressed in the time taken to repair pot holes in Grundisburgh. Messrs.Taylor and Kendall agreed to carry out a survey of sites needing repair in the village and to take photos and submit a report to County Council's Highways Department. A sat nav reference to be taken at each site. They will consult the County Councils' "Repair criteria for highway defects"  
<http://www.suffolk.gov.uk/highways/>

**4.3 Pavements** The Clerk Emailed County Council Highways on the 16th July reporting the pavements in Grundisburgh are in a very poor condition especially from the Village Green to the Village Hall. He received a reply the following day that as part of their planned maintenance programme work will be carried out this financial year. At this stage no further timescales or specific dates for this work to be carried out can be given. The Clerk Emailed, also on the 16th July concerning the poor state of the pavement over the Ford House Bridge. He received a reply on the 20th July stating that the Highways Department did not feel that any action is necessary but they will continue to monitor this location as part of routine inspections and works will be carried out if required in the future. Hopes were raised that the work could be carried out in the near future when highways operatives were seen recently surveying Grundisburgh pavements.

**4.4 Bus Services Service 70 and 70A (Ipswich – Grundisburgh – Woodbridge)** This is a new service to Woodbridge via Grundisburgh. It replaces the current services 30 and 30A operated by Beestons and will be operated with a refurbished Enviro 200 to match the current Ipswich livery. There are no changes to the route and one timetable change from the current version Beestons operate that will see the 17.50 journey now depart 5 minutes later at 17.55.

**4.5 Verges engulfed by overgrown hedges Report Ref: 00115176 16/07/2015** At the July Council meeting it was reported that hedges in the area were overgrowing to such an extent that the verges are being engulfed by overgrown hedges. The Highways authority was asked what their policy was in relation to this problem. Reply received 20 July. "During the bird nesting season we are not unable to issue any hedge notices nor are we able to undertake any works on hedges and trees unless there is a serious safety concern. The area will be reviewed in September when the nesting season ends and necessary action taken"

**4.6 Weeds in gutters** Weeds are growing in gutters all over Grundisburgh. Reported to County Council Highways Department 10 August Ref: 116822  
Reply received 13 August. We are pleased to confirm that work has been ordered to address this issue which should be carried out within the next 4-6 weeks, subject to weather conditions.  
It was agreed that the Clerk should write to the Highways Authority questioning the timing of the spraying of these weeds - some are now 12" tall. To have maximum effect weeds need to be growing vigorously when the chemical is applied. It will now take place well into the autumn months. He will ask if, in the future, weed spraying can be applied earlier in the year.

**Appendix "D" Roads & Transport Committee Report cont...**

**4.7 Meeting Lane** County Councillor Peter Bellfield has agreed to make a contribution to the kerbing of the verge near the Spinney. Area Engineer Tony Buckingham has requested a design quote from his contractor and should be received by the end of August. The Clerk will chase.

**4.8 Vehicle Parking** Mrs.Bignell said that inconsiderate parking was causing considerable safety issues for residents in Orchard End. She was advised that in the first instance a "quite word" with the offender sometimes worked if not the police should be informed. It was far more effective if complaints to the police are registered by the persons affected.

**5. Future Meetings** It was agreed that the Committee should meet in six months time (February 2016) and should aim to hold two meetings per year.

**Action Summary**

**4.1** Messrs.P. Kendall & M.Taylor

**4.2** Messrs.G.Caryer, P.Kendall, M.Taylor

**4.6** Clerk

**4.7** Clerk

**4.8** Mrs.Bignell

**APPENDIX "E"**

**Footpaths & Environment Committee Report**

**9.1 Footpath 4/6 across bridge to Burgh Church.** Further blockage will be reported to County Council Rights of Way (ROW). No action has been taken since previously reported. .

**9.2 Footpath 8 - Town Lane** Has had its yearly clear and is much improved.

**9.3 Footpath 18** Narrowing of the path and a leaning post were reported to ROW. The land owner has cut back the hedge which is a great improvement. The post has yet to be corrected.

**9.4 Footpath 23 Half Moon Lane.** Damaged sign and wobbly handrail has been reported to ROW. As yet repairs have not been carried out.

**9.5 Footpath 26** Part of an old metal fence was a trip hazard and was reported to ROW. As walkers were put at risk Mr.Finch and friend carried out an urgent repair

**9.6 Christmas Walk.** A torchlit walk is planned for the 16th December. It is hoped that the hosts will again be Mr & Mrs. Hill "Chiltern Ross", Hasketon.

**9.7 Christmas Tree** A Christmas Tree has for many years been procured, erected and managed on the Village Green by Mr. Iain Langdon. He has now relinquished this task. The Parish council needs to decide if we wish to maintain this tradition and in the event of a positive decision, to seek a volunteer or volunteers to source, purchase, transport, erect, dress with lights, wire up and maintain the tree. Mr.Doyle offered to deal with the "electrics" and Mr.Garnham transport.

**9.8 Allotments** Plot 11 has been vacated and has been taken over by Mrs.Julie Attwater, 11 Orchard End

## **APPENDIX "F"**

### **Village Hall Report**

The Parish Council's representatives Messrs.G.Caryer and M.Taylor have attended two meetings of the Village Hall Management Committee since the previous meeting.

#### 4th August, 2015

At meeting was held between the management committee and three members of the steering group/project team to enable the steering group to report on progress and seek authority from the management committee to proceed to the next phase of the project.

Notes of a previous meeting between Dennis Crowe (representing the steering committee) and the management committee held on 9<sup>th</sup> June were agreed. These notes identified that due to a breakdown in communications, the Management Committee should receive regular updates from the steering group.

The members of the steering committee left the room while the management committee discussed eight proposed resolutions formalising the relationship between the management committee and the steering group/project team. The meeting agreed to accept these resolutions.

Dennis Crowe reported on progress in identifying an architect for the project. The seven architects initially contacted had been narrowed down to two and a "beauty contest" had been held to enable these to present their proposals. Based on these proposals the favoured candidate was Alan Wilkinson of KLH.

Dennis confirmed that he had stepped down from Chairmanship of the steering group and that Peter Kendall was the new chairman.

A frank and forthright discussion took place as to who could attend these steering group meetings.

A vote was taken on the co-option of the steering group chairman of the project team to the management committee and was carried on a majority vote. The steering group/project team agreed to provide regular reports to the Committee.

#### 1<sup>st</sup> September 2015

The meeting received a report from Peter Kendall on the progress of the new village hall project. Peter had also previously provided copies of the Architects Brief.

The steering group recommended that Alan Wilkinson of KLH be appointed as lead consultant and that a formal agreement be signed as soon as possible to enable Alan to co-ordinate with the housing developers. It was agreed that the formal agreement be signed at a face to face meeting between the Architect and representatives of the Management Committee. It was also noted that the agreement does not lock the Management Committee to KLH and that the project will progress in a stage by stage process.

At the request of Mike Taylor, Peter Kendall clarified the areas of expertise of the steering group/project team members.

It was noted that the Committee had not yet received documents from the land registry. The secretary will contact the Land Registry.

It was pointed out that the Charity Commission web site indicated that the 2014 village hall accounts were 209 days overdue. The treasurer assured the meeting that a number of charities had experienced this problem and that accounts had been submitted but that problems with the charity commission website were the issue.

#### Future Meetings

Two Meetings are proposed for October, on the 22<sup>nd</sup> to discuss current village hall issues and on 29<sup>th</sup> a joint meeting between the Management Committee and the project management/steering group team. This meeting to include an informal get to know you session to enable new Management Committee members to meet the steering group.

#### Current position

The Village Hall Management Committee (VHMC) have now approved the appointment of Alan Wilkinson of KLH Architects as lead consultant as set out in his Fee Proposal and Terms of Consultants Appointment and have signed the Letter of Engagement.

This letter of Engagement instructs him to proceed with Stage 1 (Concept Design) and Stage 2 (Development Design) to the point where he can provide an approximate pricing of the scheme for budget purposes. If the pricing falls outside the budget, economies will be considered to bring the pricing within the budget. Alan Wilkinson has now instructed a quantity surveyor to carry out initial costing of the scheme.

When this approximate costing falls within the budget (set out in the Architects Brief and recorded in his fee proposal), the scheme would be presented to the village and a village meeting would be held. This would enable comments on the scheme to be collected, and the sale of the old hall to be authorised.

The Letter of Engagement includes a clause enabling the VHMC to cease the works at any time.

### ***Appendix "F" Village Hall Report***

The roles of the three parties now are as follows:

1. Alan Wilkinson of KLH Architects will be the build contract manager, supervising every stage of the design and construction of the new hall, submitting invoices, and ensuring that works are on schedule, up to completion and handover.
2. The Steering Group/Project team will continue to oversee the new hall project, undertaking research, making recommendations, offering advice as necessary and keeping the VHMC and the Parish Council fully informed with regular reports.
3. The VHMC will continue to be responsible for taking necessary decisions on advice and recommendations from the Steering Group, managing the project funds, keeping accounts and paying invoices.

### **APPENDIX "G"**

#### **Playing Field Report**

The Playing Fields Management Committee met on 8<sup>th</sup> July. The main issues addressed are as follows:

- Entrance Road – The developer of the 2 houses on the garage site has offered to transfer ownership of the entrance road to the playing field. The committee are currently investigating the legal costs of this process.
- Play Equipment – annual inspection now due, subsequent to the meeting the inspection was carried out, no major issues. The Committee will look into other items identified. Basketball net to be replaced. The provision of additional play equipment is being investigated.
- Finance – no major issues
- Maintenance of pavilion and field – no major issues. Work already completed on pavilion includes, improved insulation, replacement of heating, decoration of changing rooms and redecoration of main area (undertaken by the football club).

#### **Action Summary**

3. Clerk
- 4.2 Clerk
8. Clerk
10. Mr.Youngman
11. Clerk
12. Clerk/Chairman
- 13.1 Mr.Kendall