

MINUTES OF THE MEETING OF LAKENHEATH PARISH COUNCIL

HELD AT THE METHODIST CHURCH CHAPEL ON MONDAY 1st February 2016.

Present: - Messrs D Gathercole (Chairman)

I Frost	Mrs Gyte
E Morley	Mrs Brown
R Norman	Mrs Lucas
J Gentle	Miss Marston

Sqdn Ldr Neild, PCSO Chittock, 4 members of the public and 4 representatives from Yellow Door Property were present.

The Chairman opened the meeting and asked for the agenda to be varied. All agreed.

4. Reports from:-

(a) RAF Commander Lakenheath

Sqdn Ldr Neild said that he didn't have a lot to report and asked for opinion on the flow of traffic.

Cllr Norman said that on Thursday at 7:45am the queue had been back to Eriswell Barns.

Sqdn Ldr Neild said that flying is increasing again with night flying to 9:30 pm until the 11th February. He added that the next two Wednesdays would be the busiest days this side of March then a slight decrease would be seen. He said that noise surveys are currently being carried in the area.

The Chairman thanked Sqdn Ldr Neild and he left the meeting.

6. Representations from Members of the Public

There were none.

1. Apologies for Absence

Councillors Durrant and Whitehand.

Cllr Marston arrived.

2. Declarations of Interest

Cllr Gyte - Lakenheath Good Neighbours, Trustee Lakenheath Peace Memorial Hall / Peoples Project.

Cllr Gathercole - Playingfield Association.

Cllr Brown - Lakenheath Youth FC Treasurer and Lakenheath Peace Memorial Hall / Peoples Project.

Cllr Lucas - Sutton Services Ltd and Playingfield Committee (Elveden Estates).

Cllr Frost - Friends of Lakenheath Library.

Cllr Marston – CEP Foundation, LCPS Governor and Forest Heath District Councillor.

3. Confirmation of Minutes of Meetings held on 4TH January 2016

It was proposed to accept minutes. After amendment, all agreed.

8. Lakenheath Hall – A presentation and Q & A session with Yellow Door Property Ltd

Mr Hardingham, Mr Proctor, Mr Ashley and Mr Simmons from Yellow Door Property Ltd were present. Yellow Door Property is the new owner of Lakenheath Hall and a presentation was given.

They said about the site:

- *Understood problems with the site and did not want these to recur.*
- *Yellow Door is a family business with directors of credibility.*
- *In business since 1993.*
- *25 completed projects.*
- *Balance sheet in excess of £1m.*
- *No borrowings*
- *Only borrowings needed are for development.*
- *Completed sites include:*
 1. *3 properties in Willingham*
 2. *2 detached properties in Newbury.*
 3. *Grade II 1620 listed building in Cotswolds property refurbishment.*
 4. *4 properties in woodlands in Thatcham.*
 5. *2 penthouse apartments in London.*
 6. *3 town houses in Wimbledon.*
 7. *9 homes (7 houses & 2 flats) on the site of a Methodist Church in Perivale.*
- *Enjoyed working on projects of interest.*
- *Lakenheath Hall is a beautiful wooded site.*
- *Already met with district planners.*

Cllr Brown said that she understood that Yellow Door have only purchased the areas not currently built on. She asked if the main house and newly built houses have a different purchaser.

There are three dwellings at the hall that we have not purchased. The purchase includes two partially completed properties, Hall Drive and the land.

Cllr Brown said that it is now 12 years, she believes since the development first started. She added that FHDC advised that Yellow Door are likely to amend the existing plans. She asked the proposed time frame and how many dwellings they proposed to build.

There is nothing we can do with the Hall but there is the possibility that it may become available at some time. Plans are for 7 additional units. FHDC have highlighted the issues with the front wall and we are to meet with the preservation officer. The temperature determines when the work can be done but we are happy to put money on deposit for the work as a gesture of goodwill. A clean up of the site will be next and any planting already carried out will show its success in the spring. Anything not right will be put right. Planning is already granted for 7 smaller properties on large plots of 0.3 - 0.6 acres. It is intended to work with the style of the two partially built properties. Plans are currently being worked on with varying styles with a steer from the planners.

Cllr Brown asked if it would be in keeping with the Hall.

Yes.

Cllr Brown asked about timescales.

It is the intention to complete the two partially built houses to sell. It is the plan to then start on the rest of the development late spring. It is the intention to not turn the area into a building site with two of the properties having access from Hall Drive. Properties will be released 1-2 at a time on a phased, presale off-plan basis.

Cllr Brown said that there is currently a dangerous dead tree on Hall Drive and asked if this would be removed she added that Hall Drive is like a river after rain.

We plan to resurface Hall Drive.

Cllr Norman asked about the compound and caravan.

It will be cleared and replaced with a comfort hut. This area will be used for building materials but the builder Mr Simmons is known for his neatness.

Cllr Gentle said that it sounded very nice and he was pleased that the properties would be sold.

I am not suited to being a landlord.

Cllr Norman asked about replacing trees.

We are working with an arborologist to work to the approved plans, landscaping and to not deviate from the 200 trees required.

Cllr Frost said that Councillors from FHDC had made promises before and hoped that it was not just words. He would wait to see the final result.

9. Street Lighting - Including discussion with Richard Webster, Street Light Manager, Suffolk County Council

The Chairman asked Cllrs for questions for Mr Webster.

The clerk read an email from Cllr Durrant who was unable to be at the meeting; if the Parish Council agree to part or all lights being replaced will SCC replace theirs with LED and can these be phased over a number of years and the cost remain the same. He added that he would eventually like to see all lights replaced for consistency throughout the village and then SCC to adopt.

Mr Webster answered yes and yes. Only certain lights will be adopted such as around garages.

Cllr Brown said that Hockwold Main Street had been replaced with LED but the light was only around the lamppost and seemed incredibly dull.

The lights shines down, there is light around but it looks different.

Cllr Brown said that it has gone from a warm glow to a white light.

The human eye sees better with white light. The temperature can be reduced by the Parish Council to make a glow. 12,000 already replaced units have been white.

Cllr Lucas asked what SCC plans are.

Nothing at the moment. If the Parish Council replace, then SCC will match.

Cllr Lucas asked if the Parish Council were being held to ransom.

Budgets mean that only lights that need replacing are being done.

Cllr Marston asked what was stopping the Parish Council having the same attitude as Mildenhall and Holywell Row.

Cllr Gentle said that it was intelligent to only replace as needed.

LED makes it possible to have night lighting (off between midnight and 5:30am), saving energy. It is the Parish Council's choice. I can offer a survey for adoption.

Cllr Brown asked about the availability of mercury and G39 bulbs.

SCC have second hand mercury lights from replacements. They are in short supply and when they run out that's it. Work is not permitted 1.5 metres from G39s and Network Power will no longer work on them. A risk assessment is being carried out on each light to try and help fix. There are currently 210 that need fixing.

Cllr Gentle said that Lakenheath has an elderly population and he didn't want to upset anyone. He asked what the opinion is of residents.

I have visited some over 60 clubs and they don't mind at all as they are not out after midnight. It is the younger generation that don't like it.

Cllr Lucas asked how soon SCC will keep up with their replacements.

At the same time. Would you like to engage in a survey? All were in agreement.

The Chairman asked if Councillors would like to consider and discuss again at the March meeting. All agreed.

The Chairman thanked Mr Webster and he left the meeting.

Resolution – Survey to be completed by SCC and Street Lighting to be added to March agenda

5. Police Matters

PCSO Chittock explained the changes to the policing model. He said that it was announced in December that PCSOs would reduce from 166 to 98 and would be on day shift only. They would become full time social workers, working with vulnerable residents. He added that a survey has announced that there is no ASB after 6pm and that there would be no more visible patrols after 29th March. Brandon SNT would operate with no sergeant, 2 PCs and 2 PCSOs. Mildenhall will have 2 PCs and 2 PCSOs and Newmarket 2 PCS and 3 PCSOs. Regulars are being recruited. Clerks are being removed and police stations will be closed to the public. Only Lowestoft, Bury St Edmunds and Ipswich will remain. Newmarket and Mildenhall will be lost. Teams are being created to streamline. 30 PCSOs have resigned due to the pay-cuts but more back office roles are being created.

Cllr Marston asked how long PCSOs had been around.

PCSO Chittock answered 11 years. He added that the changes will take affect from 1st April. Policing will work to a threat, harm and risk assessment. It is a big change that looks good on paper but yet to be seen in reality.

Cllr Lucas said that it would potentially be more dangerous after 6pm.

The Chairman asked if was possible to have a village PC if funded by the Parish Council.

Cllr Norman said that council tax remains the same but both the police and fire services are being cut.

PCSO Chittock said that Suffolk is still the safest county.

4. Reports from:-

(b) Forest Heath District Council

Cllr Marston gave her report.

(c) Suffolk County Council

There was nothing.

7. Matters Arising from Minutes not elsewhere on Agenda

Cllr Marston said that it was reported at January's meeting that the Hatchfield Farm decision was anticipated for April however, this has not been confirmed. She added that she had asked about Lakenheath Parish Council having a representative on the board for the planning and growth team but had not yet received a response.

The clerk read a letter of thanks from East Anglian Air Ambulance for the donation of £300.

The clerk read a letter of thanks from Lakenheath Peace Memorial Hall for the donation of £1,000.

10. Planning Matters:-

(a) To receive report from Planning Committee

(b) To consider any other outstanding applications/matters/including Lakenheath Hall

Cllr Brown gave her report:

' Applications with No Objections:

- DC/15/2087/FUL - Re-consultation in respect of Change of use for the former Lakenheath Village Home, 7 Back Street
- DC/15/2523/HH | Householder Planning Application - single storey extension to front of bungalow | 16 Arrowhead Drive Lakenheath Suffolk IP27 9JN
- DC/15/2522/TCA | Trees in a Conservation Area Notification - fell 1 No. Conifer (T1) and reduce in height by up to 6 metres 1 No. Conifer (T3) | Dove House Hall Drive Lakenheath Suffolk IP27 9JT. We requested the owner be asked to plant replacement trees.

Applications with Objections:

- DC/15/2449/HH | Householder Planning Application - timber framed garage with timber cladding in front garden | 11 Eriswell Road Lakenheath Suffolk IP27 9AF
- Planning Consultation-DC/14/2096/HYB(2) – Land north of Station Road, Lakenheath - a re-consultation in response to the submission of further ecological information. We had no objection to the document in question however I provided full detail of the new noise contours for the F15 twin track with full objection to development on the site

Applications in Circulation:

- DC/15/2439/FUL | Planning Application - creation of 5 no. one-bedroom apartments within existing dwelling (apartments 16 and 17 to be accessed from Dove Close. Apartments 18, 19 and 20 accessed from Back Street) | 4 Dove Close Lakenheath Suffolk IP27 9LW.

On the **major developments** in Lakenheath a cumulative traffic study for the first three sites has been considered. Whilst the report may satisfy SCC Highways, it neither addresses nor satisfies the concerns of the parish council planning subcommittee regarding the impact of increased traffic on the B1112 in the heart of our community. On behalf of the Parish we have instructed our own assessment which will be independent and confirm the cumulative effect of ALL current potential major developments not just the first three. In the meantime notice of this has been provided to the District Council. Despite expectations and Planners advice last month none of the sites proposed are scheduled for discussion at the Development and Control meeting on Wednesday evening.

School. I understand from the agenda of a cabinet meeting at Suffolk CC last Tuesday that Preliminary work has begun on site acquisition and school design for Red Lodge and Lakenheath. It is clear to them that they are unlikely now to be able to acquire the land immediately and January was the deadline to ensure a delivery for September 2017 when the school places are needed. They are now working towards these schools opening in September 2018. It would seem that they intend using temporary accommodation on existing school sites for the 2017/2018 academic year if they are unable to accelerate the build programme.

The Tesco's site. A local Estate Agent is now working with Mark Liell and selling the houses currently in Dumpling Bridge Lane.

The balance, known as plot 1, which is 3.2 acres, where the proposed retail development was destined is being marketed at £400,000 as a single plot. It is thought that it may possibly be broken down into smaller plots destined for residential development. To enable this it is likely that there will be a change of use soon applied for to the District Council. Plot 2, 1.5 acres, the proposed residential part is now under offer to a potential purchaser.

Results from the **Hatchfield Farm** enquiry are still not available. This has been delayed by the Secretary of State – a decision is anticipated now early February. I was given wrong information reported last month for which I can only apologise.

I attended the Town and Parish Forum meeting for January. A copy of my report was with your agenda items. Has it posed any Questions?

I attended the Local Plan working Group meeting at Forest Heath. The result of the evening is that they will not consider the RAF Mildenhall site within the single issue review this time round. Strategic planning are only looking at housing and employment for the next 15 years in reality. It was agreed that more work is needed in relation to employment.

The intention is that it is hoped that they will engage with the community by offering a preferred option giving numbers of housing growth and site specifics plus an alternative. The specifics will be announced during meetings scheduled for the 15th and 18th February. Presented to Cabinet for ratification in March with public consultation arranged for April and adoption in December.

The next **SALC** meeting is on the 8th March somewhere in the Forest Heath Area. I feel that if help is required towards the planning issues that we may get, then we should be seen to support them. I do not have any confidence in help from the Town and Parish Forums. Can I ask if anyone would be prepared to be our representative?

I was asked to advise on the makeup of the last payment made to **Richard Buxton** of £3105. This covered the work they carried out from March to September 2015. It related to 8 hours work from a partner, and 10.5 hours from a paralegal and disbursements.

The most up to date situation is a response to FHDC with a copy to the National Planning Casework Unit regarding the recent traffic study, EIA screening, biodiversity, Civil Aviation risks and noise contours running to 6 pages covering all the major proposed developments. I am happy to provide a copy to anyone

who wishes to read the contents. To keep costs down I do as much of the background work as I can but I am NOT a legal body and rely on their advice in that regard.

Enforcement: no new updates.

Lakenheath Hall: We have heard about the proposals from the new owners and hope that they will comply quickly with the corrections required to comply with the outstanding enforcement orders. More importantly complete the site quickly and in a correct manner.

The chairman asked to be kept up to date on the SALC meetings and thanked Cllr Brown for the work she puts in.

11. Lakenheath Cemetery

(a) To receive a Cemetery Report including Bunker/Driveway/Regulations/Grave Depth

Cllr Morley said that all was neat and tidy.

Cllr Lucas said that the trees in the new section didn't look too bad but that she was very concerned about the graves if trees are removed in the old section.

Cllr Brown asked if an article would be placed in the March Lakenheath Times asking for the removal of all Christmas decorations. It was proposed for the clerk to arrange. All agreed.

The clerk said that she had received a quotation of £470 from Mr Flack for the removal of a bunker and to fill the void at the entrance to the cemetery. It was proposed to accept. Voting 6 agree and 2 abstain.

The clerk advised that Cllr Whitehand had requested the Regulations and Grave Depth agenda items. As she was not present at the meeting it was agreed to put this back on the agenda for March.

Resolution – £470 quotation accepted for removal of bunker and to fill void at entrance to cemetery

Resolution – Clerk to arrange for article in Lakenheath Times regarding Christmas Decorations

Action Point – Cemetery Regulations and Grave Depth to be added to March agenda

(b) To confirm Grant of Exclusive Rights of Burial

There were two - Mrs Cunningham, 32 Wingfield Road and Mrs Archer, 21 Back Street.

12. Financial Matters including:-

(a) Payments of Accounts

It was proposed to accept expenditure as listed and all agreed.

(b) Bank Reconciliation

A bank reconciliation for 31st December 2015 was presented. It was proposed to accept and all agreed.

The clerk asked for a volunteer to carry out the quarterly bank reconciliation. Cllr Morley agreed.

Action Point – Cllr Morley to complete quarterly bank reconciliation checks.

(c) Methodist Chapel and Pavilion Donations

The clerk advised that in 2015, the donation had been £30 per meeting.

It was proposed to make donations of £360 to the Methodist Chapel and £30 to the Pavilion. All agreed.

Resolution – Clerk to make donations of £360 to the Methodist Chapel and £30 to the Pavilion.

(d) Bank Accounts

The clerk explained that she had found only two banks that would operate savings accounts with the requirements of the Parish Council, Unity Trust and Nationwide. She added that it was necessary to have protection for the funds held by the Parish Council and that both are covered by the FSCS. The Nationwide only allowed two signatories and Cllrs Gathercole and Lucas volunteered.

It was proposed to open savings accounts depositing £75,000 with both Unity Trust and Nationwide, with Cllr Gathercole and Lucas as signatories. All agreed.

Resolution – Clerk to open savings accounts with Nationwide and Unity Trust, depositing £75,000 in each, with Cllrs Gathercole and Lucas as signatories

(e) External Audit Arrangements

The clerk advised that external audit arrangements are changing for local councils and that although a Sector Led Body will establish an effective and efficient external audit arrangement for Local Councils it is now possible for the Parish Council to appoint an auditor of their choice. However SALC advises as follows: *'SALC continues to press for urgent clarification and further information. In the meantime, all councils should consider their position carefully especially as the Department for Communities and Local Government has indicated that alternative arrangements for procurement and appointment of external auditors could be 'at a likely considerably higher cost'. However this is a matter for councils to carefully consider and determine for themselves'.*

It was proposed to stay with the Sector Led Body arrangements. All agreed.

Resolution – External Audit arrangements to remain with the Sector Led Body

13. Register of Interests – Reminder to keep updated

The Chairman reminded all councillors to keep the Register of Interests updated.

Cllr Marston said that she needed to update her Register of Interests.

The clerk said that she would investigate how this was to be done.

Action Point – Clerk to investigate how Cllr Marston can update her Register of Interests

14. Grievance Procedure - Policy Adoption

A Grievance Procedure Policy had been given to all Councillors.

It was proposed to adopt. All Agreed.

Resolution – Grievance Procedure Policy adopted

15. Disciplinary Procedure - Policy Adoption

A Disciplinary Procedure Policy had been given to all Councillors.

It was proposed to adopt. All Agreed.

Resolution – Disciplinary Procedure Policy adopted

16. Her Majesty the Queens 90th Birthday Celebrations

The clerk advised of celebrations taking place over the weekend of 10th - 12th June. She added that Lesley-Ann Keogh had confirmed that funding would be available but she wasn't sure how much and for what at this stage. She advised that she had also received information about Clean for the Queen and china available for the celebrations.

Cllr Brown said that Abundant Life Church were arranging a clean for the queen and that the village hall were planning to do something on the Sunday (as NestFest is on Saturday) involving the whole village, possibly closing the road and having stalls on the village green. She added that they would like the Parish Council to be involved as to achieve funding from FHDC, community involvement needed to be evidenced.

Cllr Lucas said that the LPFA had also placed an advert in the Lakenheath Times.

Cllr Brown suggested joining forces and to put an event on together.

The Chairman suggested that the two organisations get together and bring their plans back to table next month.

Action Point – Village Hall & LPFA to get together to discuss HM the Queens 90th Birthday Celebrations and to be added to March agenda

17. War Memorial – Flower posies

The clerk read a letter received from Mr Blackwell, Branch Chairman of RBL Lakenheath, confirming that the RBL is happy for the Parish Council to proceed with the cleaning of the war memorial, new vases and flower posies.

It was proposed to approach Mildenhall Monumentals for ideas and quotations. All agreed.

Resolution – Clerk to contact Mildenhall Monumentals regarding vases and flower posies.

18. Speed-Watch

Cllr Gyte said that she had now received 9 volunteers for Speed-Watch and that she had emailed them today to arrange a meeting. She added that she had been in contact with Police Headquarters to get the project off the ground.

Cllr Norman asked if a response had been received from the police regarding the number of speed checks in Lakenheath compared with Eriswell.

The clerk confirmed that she had emailed PCSO Chittock but that a response had not been received.

Cllr Gyte said that she had been advised that traffic going through Lakenheath is going onto Eriswell and would be caught anyway.

Action Point – Clerk to ask PCSO Chittock again about speed checks in Lakenheath and Eriswell

20. Items for Future Meetings

- Street Lighting
- Cemetery – Regulations and Grave Depth
- Her Majesty the Queen's 90th Birthday Celebrations
- Cemetery/Village Keeper Review
- Grants available from Greggs from the revenue they receive from the sale of plastic bags

21. Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency

The Chairman asked the Clerk to comment on the church wall.

The clerk advised that it was initially thought that the lime trees on the boundary had caused the wall on the boundary with the old dairy to fall. She had approached the diocese who required confirmation from the West Suffolk Tree Officer that the trees could be removed and a quotation for the work. However representatives from the diocese and the tree officer had inspected the site and both felt that a conifer in the old dairy garden was the actual culprit. The church had offered to arrange for a structural survey to be completed free of charge and this along with a quotation from Mr Rought were awaited.

The Chairman said that plywood was still on the wall in the Back Street and that Mr Rought thought that the Parish Council would eventually like the wall repaired to the gate. He asked the clerk to arrange for a quotation for this section also.

Cllr Marston said that she had arranged for clunch to be stored from a building she had removed. She would investigate the amount available and report back to the clerk so that she could liaise with Mr Rought.

Action Point – Cllr Marston to investigate the clunch available for the church wall repairs

Action Point – Clerk to arrange for an additional quotation from Mr Rought for the church wall repairs to the gate on Back Street

22. To note date of next Meeting 7th March 2016

Members of the public were asked to leave the meeting.

19. Cemetery/Village Keeper review*

There followed a review of the cemetery/village keepers. It was agreed to discuss again at the March meeting.

Action Point – Cemetery/Village Keeper Review to be added to March agenda

There being no further business the meeting closed at 8:50 pm. .

Lakenheath Parish Council

7th March 2016

Date	Cheque No.	Payee	Description of supply	Amount
29.02.2016	3492 to 3496	Staff	February Salaries, Income Tax, NI & Pension	£4,245.90
07.03.2016 *	3497	Sutton Services Ltd	Skate Park Repairs	£380.40
07.03.2016 *	3498	Lakenheath Methodist Chapel	Meeting Room Hire - Annual Donation	£360.00
07.03.2016 *	3499	Lakenheath Playingfields Assoc	Meeting Room Hire - Annual Donation	£30.00
07.03.2016 *	3500	K C Flack	Erecting Noticeboards	£300.00
07.03.2016 *	3501	CGM Group	Cemetery Tree Work	£1,524.00
07.03.2016 *	3502	Anglian Water	Public Conveniences Wings Road	£70.86
07.03.2016 *	3503	SLCC	Clerk's CiLCA Regsitration	£250.00
07.03.2016 *	3504	RST Irrigation Ltd	Repairs to Mower	£148.02
07.03.2016 *	3505	K N Cooke	Public Conveniences Wings Road Repairs	£51.60
07.03.2016 *	3506	Railton TPC Ltd	Preparation of Transport & Highways Report	£600.00
07.03.2016 *	3507	Lakenheath Peace Memorial Hall	Hire cost for Annual Parish Meeting	£40.00
07.03.2016 *	3508	Bussens & Parkin Ltd	Fence Preserver, paint brush & padlock	£46.09
07.03.2016 *	3509	County Graphics (Norfolk) Ltd	Lakenheath Times (December & January editions)	£800.00
07.03.2016 *	3510	Anglian Water	Cemetery	£232.53
07.03.2016 *	3511	Lakenheath Peace Memorial Hall	Parish Office Rent & Electricity (01.10.2015 to 31.03.2016)	£1,117.46

* Cheques for signing