**WALBERSWICK PARISH COUNCIL**

**NOTICE OF MEETING**

Dear Councillors

You are summoned to a meeting of Walberswick Parish Council on Monday 17th July 2017 at 7.15pm in the Annex of the Village Hall. **Planning Papers will be available from 6.45pm**

Yours faithfully



Clerk/RFO to Walberswick Parish Council

1. **Chairman’s welcome**
2. **To consider and approve any apologies for absence.**
3. **Declaration of Interest and Requests for Dispensation:** Councillors to declare any interests. Notwithstanding this item Members may declare an interest at any point in the Meeting.
4. **Open Forum:** The Chairman will open the Meeting for no longer than 15 minutes for members of the public to be invited to give their views on issues on this agenda or raise issues for future consideration in accordance with S.O. 3f – 3k. Members of the public may not take part in the Parish Council meeting itself.
5. **To consider the Minute of the Extraordinary Meeting of 5th June** for accuracy and for the Chairman to sign as a true record.
6. **To nominate Councillors to the following responsibilities:**
7. Vice Chairman
8. WPC property and playing field/playground equipment
9. Notice Boards
10. Footpaths/Litter
11. Highway Matters and traffic management
12. **Finance Matters**
13. Outsourcing financial administration. As authorised by the Council the Clerk has researched and found a suitable company to assist with the financial administration. Councillors to consider Clerk’s findings and approve the appointment.
14. Bank balances to be reported but a full report and budget comparison to be prepared for a meeting to be arranged in early August.
15. **The 20mph expenditure agreed at the Meeting of 05/06/2017.** £4,662.27 is outstanding and it was agreed to be paid on receipt of invoice. However the Clerk has referred back to the Meeting of 23rd November 2016, agenda item 47/16a) in which Councillor Catchpole committed £2000.00 to the 20mph project.
16. **The WPC insurance policy for Village Assets** is due to expire on 30 September 2017. The WPC to discuss the proposal that the Clerk, perhaps with another member of the Council who might volunteer to assist, be asked to arrange for a renewal of insurance including confirmation that all Village assets are covered by the policy.
17. **Payments as per Authorisation to Pay Sheet**
18. Invoice from Conservation Works for spraying around perimeter of playing filed to keep gorse under control as previously agreed. £250.00 + £50.00 VAT.
19. Walberswick VH for Council meetings April, May, June, July and October £68.00
20. **Heritage Hut and Scroll Committee Report**

In relation to the Heritage Hut the WPC will hear a report from Bill Ungless of the Heritage Hut/Scroll Committee. In particular, in addition to an update on discussions, the Committee recommends that the WPC considers the following proposals/recommendations:

1. **That the WPC request that the WCLC undertake, on behalf of the Village, a structural survey of the building** and an assessment of the trees overhanging the HH to ascertain what, if any, work may be needed. The WPC notes that the WCLC trustees agreed to undertake the structural survey at their June meeting if the WPC should so request.
2. That in line with the decision of the WPC at its May 2017 meeting, and the likelihood of receiving funds for the HH, **that the WPC Clerk establishes a bank account for this purpose as soon as possible**.
3. That the Committee noted that the HH was in an insecure state including an inappropriate door lock, windows left open, private property being left in the building and new damage to walls caused by recent exhibitions**. It therefore recommends to the WPC that it take action to hire a locksmith to secure the building and that the access to it be controlled by the keys being held by the Clerk and the Chairman of the WPC and a member of the HH/Scroll Committee.**
4. **Playing Field**

In follow up to the Extraordinary meeting of the WPC with regard to the License and maintenance of the playing field and questions received from the public, Councillor Bassinette to provide a brief update and history based upon a review of available documentation and input from various other Village organisations.

1. **Planning Matters**

**Ref. No: DC/17/2494/FUL** **Saltmarshes Lodge Road, Walberswick IP18 6UP** The proposal is to amend this extension with a pitched roof containing a master bedroom and a ensuite bathroom. The existing bedroom below will be adopted to be suitable for use by a disabled person.

Council to discuss this application and respond with reference to the PAG reports that the property lies on the north side of Lodge Road and is the third house from the west end of the village. It is not in the Conservation Area. It is a chalet-style bungalow with an existing flat-roofed side extension. Externally the proposals are in keeping with the main part of the house and relatively modest in character. The PAG have no objections to this application.

**DC/17/2296/FUL Single storey extension at White Barn, Leverett’s Lane.** *See report from PAG at bottom of this Agenda*

1. **Request from parishioner John Simpson for a Speed Indicator Display**

The following has been received from Mr Simpson:

*“I write to kindly request if you are able to include an item on the Agenda regarding the installation of a Speed Indicating Device (SID) on the Village Street.*

*You will recall that I raised this matter at the Annual Parish Meeting and that the County Councillor and District Councillor supported this project and urged the Parish Council to 'get on with it'. It was also pleasing to hear that the District Councillor and the Walberswick Common Lands Trust were willing to contribute to the cost!*

*Many vehicles, coming in and going out of the Village are still exceeding the speed limit and I had hoped that the Parish Council could have implement this device to be operational before the July/August busy holiday period.”*

**Councillors to consider this request and, if agreed, should approach County Councillor Richard Smith and WCLC for funding for the project. *Estimated cost in the region of £3000.00***

1. **Date of next meeting:**

The Clerk strongly recommends that a meeting be held on Monday 7th or 14th August in order for the Council to receive a full financial report and budget comparison.

***The Planning Advisory Group report for DC/17/2296/FUL***

*1.White Barn is one of several notable houses in the village designed by the Arts and Crafts architect, Frank Jennings. Conspicuously sited on a corner of Leveretts Lane, the house is described in the Conservation Area Appraisal as an unlisted building that contributes to the quality of the area. The house is subject to on-going restoration and alteration.*

*2. The garden of White Barn has an extensive frontage to Leveretts Lane which, until recently, was screened by the characteristic hedges and trees described in the Appraisal. These have now been cleared and replaced with very visible chain link and close boarded timber fencing, to the detriment of the special quality of the lane.*

*3. The character of the lane has also been eroded by the destruction of the interesting stepped entrance to White Barn, illustrated in the Appraisal and the Historic Assessment Report previously submitted by the applicant. Its replacement by a sheet metal gate flanked by tall brick pillars surmounted by urns is alien to the unpretentious atmosphere of the lane.*

*4. Following the refusal on appeal of a proposed two storey extension to White Barn, a revised application has now been submitted for a single storey studio extension with shower and utility rooms. Unlike the previous application, which sited the extension parallel to Leveretts Lane, the new proposal aligns the building with the existing house, extending towards the lane at an oblique angle.*

*5. The new scheme will be constructed of what is described as ‘brickwork dressed flint cobble walls’ together with plain tiled roofs, and oak framed windows with steel casements. The west facing terrace will be covered by translucent polycarbonate sheeting.*

*6. The reduction in the area and volume of the extension and its revised siting will result in a less obtrusive development. However, no elevational drawings have been provided to show the two buildings in relation to each other or their surroundings, and it is not possible to assess fully the impact of the proposal on the existing house or the local environment.*

*7.The Design and Access Statement submitted with the application refers to the proposed ‘brickwork dressed flint cobble walls [as] resonant with the materials and details used by Frank Jennings in the houses of this period’. The statement is not true of White Barn nor Jennings’s other Walberswick designs. The proposal is at odds with the context and does not comply with the requirements of policy DM21 of the Local Plan regarding the choice of materials for extensions to significant buildings.*

*8. The Design and Access Statement also refers to the importance of planting ‘to maintain privacy and tune the house into the landscape’ but makes no proposals either for the garden (except an ivy screen to the oil tank) or for the boundary with Leverett’s Lane, where screening and tuning are most needed. The shrubs planted along the bank are small in scale and ineffectual in screening the fences..*

*9. In the opinion of the Planning Advisory Group, the following issues should be addressed before the application can be determined:*

* *Drawings are required showing in full the elevations of the new building and the existing and the relationship between them and their surroundings*
* *The proposed walling of dressed flint cobble should be replaced by materials and finishes that reflect the appearance of the existing house.*
* *The polycarbonate sheeting specified for the roof of the covered terrace is*
* *not an appropriate material for use in the Conservation Area and is not consistent with the quality of the materials specified elsewhere in the project.*
* *Landscape proposals are required to screen the fencing along the boundary with Leveretts Lane and to restore the bank to its former appearance.*
* *Consideration should be given to reducing the height of the brick piers at the new pedestrian entrance and replacing the inappropriately designed metal gate*