



Paper submitted by the Clerk to the Council at the Parish Council meeting on 06 November 2024

Parish Clerk's Report – November 2024

a) To review actions from the previous meeting

MINUTE NO.	ACTION	DISMISSED/ ONGOING
PC 10.24.06	Add an item about double yellow lines between New Village and Cattawade St <i>Completed – added to agenda for discussion</i>	Dismissed
PC 10.24.08	Defer decision for FC to approve/review policies <i>Completed – added to agenda for discussion</i>	Dismissed
PC 10.24.07	Email Mike Brookes and point out the dual intake <i>Completed</i>	Dismissed

b) To receive the reports of items actioned under delegated powers

- Booked new (and new-ish) Councillors on to Councillor Basics training

c) To receive items of correspondence for noting only

ITEM ONE

From: Michael Brooks <Michael.Brooks@suffolk.gov.uk>

Sent: 14 October 2024 13:35

To: Brantham Parish Council <clerk@branthamparishcouncil.gov.uk>

Cc: Mal Bridgeman <mal.bridgeman@branthamparishcouncil.gov.uk>; assistantclerk@branthamparishcouncil.gov.uk

Subject: RE: Brooklands - car issues

Hi Sarah

Apologies for the delay in replying – having completed site surveys here I'm afraid there isn't the footfall to justify a School Crossing Patrol.

I'm sorry we weren't able to help here,

Best wishes

Mike

ITEM TWO

From: Eloise Markwick

Sent: 15 October 2024 12:25

To: Brantham Parish Council <clerk@branthamparishcouncil.gov.uk>

Cc: assistantclerk@branthamparishcouncil.gov.uk

Subject: RE: Expression of Interest to Install 'Welcome to National Landscape' Highway Signs

Dear Sarah

Thank you for getting back to me. We are very pleased that Brantham Parish Council are interested in the idea in principle and recognise that more detailed information is required before a firm commitment can be made. For your reference, we have received a positive response in principle from the majority of Parish Council's contacted.

Our plan is to pilot the proposal with Waldringfield Parish Council and we expect a 'Welcome' sign to be installed there in the next 6 months or so. Once we have a sign in place, we would like to get in touch with Brantham PC again to see if there is still interest. At this point, the Parish Council will have the opportunity to see a sign in situ and have the benefit of our experience from the pilot. I'm sure that Waldringfield Parish Council would be willing to provide advise too.

We are piloting the installation of 'Welcome Signs' in the Suffolk & Essex Coast & Heaths National Landscape first but we agree that we would have to think about how that would work with the Dedham Vale boundary when it comes to installing a sign at Brantham. We are keen to liaise with Brantham Parish Council to agree the best way forward but I think the first step is for the Parish Council to assess the pilot project at Waldringfield once the sign is installed and see if there's still interest.

Realistically, the pilot project at Waldringfield won't be completed until April next year. However, do feel free to get in touch if you would like an update on our progress.

Regards, Eloise

ITEM THREE

From:

Sent: 16 October 2024 16:47

To: clerk@branthamparishcouncil.gov.uk

Subject: Pattles Fen

Dear Sarah,

My wife and I are purchasing a home in Brantham, 10 minutes away from where I grew up. We have a two year old daughter and one of the primary reasons for moving is so she can grow up around green space. Pattles Fen will be very close to where we are moving to and I wanted to understand whether there was any intention to build on this area of land in the future? Would it ever be possible to build on that land, given it is a nature reserve? I can see it is managed by the Woodland Trust but believe the land is owned by Brantham Parish Council.

Thank you kindly in advance for any advice you can give.

Best wishes,



Paper submitted by the Finance Committee to the Council at the Parish Council meeting on 06 November 2024

POLICY MANAGEMENT POLICY

a) BACKGROUND

Over the last few years non-statutory policies and procedures have been considered, reviewed and amended (if necessary) by Brantham Parish Council's Finance Committee. This process has not been formalised in the Brantham Parish Council's [Terms of Reference](#) for Committees, Sub-Committees, Working Groups and representatives.

This was discussed at the October 2024 Parish Council meeting and it was agreed that a proposal for formalisation would be presented to the next Parish Council meeting.

This has since been reviewed by the Finance Committee and the following proposal is now being presented to the Council.

b) PROPOSAL

In future, all NEW policies will be drafted at Finance Committee and will all be reviewed and signed off at Full Council.

All EXISTING policies will be reviewed by the Finance Committee.

All policies will be allocated an "ongoing review category" which is reviewed and approved by Full Council, at least once annually.

The Ongoing Review category will be either:

1. Needs approval at full Council
2. Needs approval by the Finance Committee
3. Needs to be shared because it is more directly affected by the Policy

c) NEXT STEPS

Council to consider/approve the proposal as outlined above.

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024/25

This advice note was last updated on 23 October 2024.

The Local Government Association has informed us that the National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2024-25 to be implemented from 1 April 2024. Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2024. If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2024 to the employee’s last day of employment.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be retrospectively applied from 1 April 2024.

Hourly rates have been calculated using the NJC agreed formula by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

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SCP	1 April 2024		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	
4	£24,404	£12.65	
5	£24,790	£12.85	
5	£24,790	£12.85	LC1 (5-6) (below substantive range)
6	£25,183	£13.05	
7	£25,584	£13.26	LC1 (7-12) (substantive benchmark range)
8	£25,992	£13.47	
9	£26,409	£13.69	
10	£26,835	£13.91	
11	£27,269	£14.13	
12	£27,711	£14.36	

13	£28,163	£14.60	LC1 (13-17) (above substantive range)
14	£28,624	£14.84	
15	£29,093	£15.08	
16	£29,572	£15.33	
17	£30,060	£15.58	
18	£30,559	£15.84	LC2 (18-23) (below substantive range)
19	£31,067	£16.10	
20	£31,586	£16.37	
21	£32,115	£16.65	
22	£32,654	£16.93	
23	£33,366	£17.29	
24	£34,314	£17.79	LC2 (24-28) (substantive benchmark range)
25	£35,235	£18.26	
26	£36,124	£18.72	
27	£37,035	£19.20	
28	£37,938	£19.66	
29	£38,626	£20.02	LC2 (29-32) (above substantive benchmark range)
30	£39,513	£20.48	
31	£40,476	£20.98	
32	£41,511	£21.52	
33	£42,708	£22.14	LC3 (33-36) (below substantive range)
34	£43,693	£22.65	
35	£44,711	£23.17	
36	£45,718	£23.70	
37	£46,731	£24.22	LC3 (37-41) (substantive benchmark range)
38	£47,754	£24.75	
39	£48,710	£25.25	
40	£49,764	£25.79	
41	£50,788	£26.32	
42	£51,802	£26.85	LC3 (42-45) (above substantive benchmark range)
43	£52,805	£27.37	
44	£54,071	£28.03	
45	£55,367	£28.70	

46	£56,708	£29.39	LC4 (46-49) (below substantive range)
47	£58,064	£30.10	
48	£59,300	£30.74	
49	£60,903	£31.57	
50	£62,377	£32.33	LC4 (50-54) (substantive benchmark range)
51	£63,881	£33.11	
52	£65,943	£34.18	
53	£68,000	£35.25	
54	£70,065	£36.32	
55	£72,145	£37.39	LC4 (55-62) (above substantive benchmark range)
56	£74,198	£38.46	
57	£76,277	£39.54	
58	£78,315	£40.59	
59	£80,247	£41.59	
60	£82,221	£42.62	
61	£84,243	£43.67	
62	£86,319	£44.74	

The integrity of the Council's finances is to be protected by two of the four signatories checking and reviewing the invoices for payment for which they will have seen a copy.

The authority is to be determined by; * the council for all items over £5000; * a duly delegated committee for all items over £1000 * the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Accounts Paid since 02 October 2024

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff	October 2024 Salaries, Clerk Office Allowance	BACS	2780.38		2780.38
Microsoft	Monthly Subscription Charges – October 2024	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs –October 2024	BACS	416.67		416.67
NEST	Clerk's pension	DC	102.29		102.29
Village Hall Brantham	Hall Hire – Inv. 1087	BACS	24.00		24.00
Virtual Landline	Parish Council Phone number	DD	7.29	1.46	8.75
Smarty	3 x SIM cards for CCTV camera	DD	27.00		27.00
GiffGaff	SIM card for Assistant Clerk	DD	6.00		6.00
Tesco	Printer Paper	DC			14.25
Community Action Suffolk	Onesuffolk Website hosting	DC	50.00	10.00	60.00
Amazon Business	Envelopes	DC	12.42	2.48	14.90
Office Boffins	Filing Cabinet for file storage at Village Hall	DC	167.95	33.59	201.54
HMRC	Tax & NI	BACS	1542.38		1542.38

Items paid following authorisation at meeting of 02 October 2024

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (inv. 2035)	BACS	240.00		240.00
PKF Littlejohn LLP	External Audit 2024-25	BACS	504.00		504.00
Richard Blay	Cattawade Picnic site project	BACS	702.00		702.00

Presented by:..... **Sarah Keys, Responsible Finance Officer**

Countersigned by:..... **Chair to the Parish Council**

All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Note: Council resolved at the 2023 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2027. This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 refers.

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Who	Detail	Method	Amount
Lloyds Bank	Bank Interest – Oct 2024	DEP	TBC
P. Brackley	Private Road Contribution 2024-25	DEP	40.00
Mircrosoft	Refund due to change of account	DEP	7.22
Brantham Scout and Guide Group	Annual rent 2024-25	DEP	1.00
Babergh District Council	CIL Payment	DEP	24,987.32

Presented by:..... Sarah Keys, Responsible Finance Officer

Countersigned by:..... Chair to the Parish Council

Brantham Parish Council

Donations for the year ending 31 March 2025 using the General Power of Competence*

Recipient	Reason for request	Amount Requested	Actioned	Funded Elsewhere	Minute no.
Village Hall Brantham	Purchase of new tables	£233	£233		PC 05.24.09
Manningtree & District Community Bus	Contribution towards bus costs	£500	£250		FC 05.24.06
Brantham Cricket Club	Contribution towards running costs	£500	£250		FC 06.24.05
Brantham Open Spaces Group	Purchase of leaf blower	£150	£0	£150	FC 06.24.06
Acacia Court Community Garden	Extra long hose	£100	£0	£120	FC 09.24.05

Subtotal of expenditure incurred in 2024-25 to date			£733
Donations budget for 2024-25			£3,000
Funding carried over from 2023-24			£151
Donations over/underspend for 2024-25			£2,418

* The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. At its Annual Parish Council Meeting of 10 May 2023 the Parish Council resolved that it fulfilled the eligibility criteria set by the SoS (Localism Act 2011 s8) and that it was enabled to use the General Power of Competence (GPC)



Paper submitted by the Finance Committee to the Council at the Parish Council meeting on 06 November 2024

AFFORDABLE HOUSING PROJECT

a) BACKGROUND

Following the recent Brantham Parish Consultation exercise the Council noted that residents had highlighted their concerns over the lack of affordable housing in the village.

A presentation was received from Sue Downs at Community Action Suffolk on 03 July 2024. Sue works with communities to create opportunities to develop affordable housing in local areas. Following that presentation the Council agreed that it would like to investigate options to create affordable housing in Brantham.

b) UPDATE

An initial meeting was held on 30 September 2024 which was attended by Parish Councillors Heywood and Osben, the Clerk and Assistant Clerk along with Sue Downs (CAS), Phylis Ndonu (CAS) and Sunila Osborne (Babergh District Council). This meeting outlined the steps necessary for a project of this type.

A further meeting was held on 28 October 2024 where Sue Downs presented possible sites for affordable housing and these were initially reviewed and those that were deemed unsuitable were identified. This document has now been updated and will form the basis of next steps.

c) NEXT STEPS

The possible identified sites will now be reviewed for suitability by Babergh District Council who will eliminate any sites that are not feasible.

Once sites that could be considered have been identified a walk round of the sites will take place (all Councillors are welcome to attend – date to be confirmed.)

The next stage will be for a Housing Needs Survey to be undertaken by Babergh District Council.

Councillors Cherry and Osben will be attending a Rural Housing Conference on 06 November 2024 to gather further information to inform the process and to begin to identify possible housing providers.

For now, Council is not required to consider any proposals or next steps whilst the possibilities are explored. If any Councillor would like to be involved with this project please let the Clerk know.

PAPER 12

BRANTHAM PARISH COUNCIL MEETING – Councillor Reports Wednesday 06 November 2024

Recreation Sub-Committee – Cllr Heywood

In response to Sarah's email regarding her draft budget for the next financial year, requesting proposals from the committees and sub-committees for future expenditure, I met with my fellow sub-committee members to have a look at, and to discuss, possible play area improvements. We decided that we would like consideration for some extra play equipment at the Gravel Pit Lane play area. We believe that the Merriam Close play area and the Lower Playing Field are very good as they are, especially the LPF if, at some time in the future, there is to be a skate park on the site.

The equipment at GPL looks somewhat sparse in such a large area. We had three new pieces of equipment for toddlers installed a couple of years ago and that is looking really good, but there is an area beyond the swings which would benefit from the installation of one largish item. We did think that something like a large nest swing, suitable for older children, would be appreciated.

Also at GPL, we would like to ask Dave to do some remedial work beneath the monkey bars. There are virtually no bark chippings remaining on the ground so there is little or no safety surface. If that is to be done, we would need Dave to replace the timber edging around that area as new chippings would migrate out on to the grass very quickly without a little barrier.

The Merriam Close play area has been closed for a while this week for some tree pruning work to be carried out.

Village Hall Management Committee – Cllr Cherry

After writing to all the existing list of village groups that are entitled to sit on the Village Hall committee. I have received no replies asking to join us. There are currently 7 trustees but only 3 are actually mentioned in the Charter.

At the moment, the parish council cover the hourly cost of the work that Sarah Keys (clerk) does for the village hall. This is all accounting time, and her work as the village hall Secretary. Sarah is not a Trustee but does the majority of all the work at the hall that does not fall under the remit of the manager. Without this support, which I stressed to the other trustees at the last meeting, the Village Hall committee would not be able to function.

I have spoken on 3 occasions to the Charity Commission to get advice. It appears that it is very common for these charters, which are all dated in about 50 years ago, to be changed. They do not recommend a course of action, but they are currently changing several from the system we have, to the Parish Council becoming the sole Trustee of the village hall. This is the course of action I would like to recommend to the parish council. SALC have a training course for this which I am attending in November.

There are several advantages for both the council and the existing trustees:

For the Parish Council, we can safeguard this village asset, for which we are already Custodial Trustees. We can ensure that it is run fairly with all the users of the hall being treated equally. Moving forward VAT can be reclaimed on any refurbishment projects. A small subcommittee, we currently have 2 reps on the VH charity, could run the hall with the support of the clerk/assistant clerk, which we are already paying for.

For the existing Trustees. The legal responsibility and the personal liability would be removed. It would also not allow for a group represented on the committee to have an unfair advantage over other users of the Hall. I would recommend that we engage with the existing trustees to offer them places on the subcommittee, so the process remains fair and open.

I have not yet put this proposal to the existing trustees, as I will need the Parish Council to be fully behind this process. We would need a majority, of the current trustees, of 75% to carry this forward. In effect it means 6 out

of 7 voting for the Parish Council becoming the sole trustee. Although I am not sure as some of the current trustees are not mentioned in the Charter whether that would apply.

Other matters

It was reported by BATs that one of the sockets was tripping in the new consumer unit. I met the electrician and the socket was checked and shows no faults. This made us look at the Bats Lighting. 2 issues were immediately apparent. No PAT testing had been done since 2013. Plastic clips were securing the many lighting wires around the hall. The village hall wires had the same issue and this was addressed in the recent upgrade of the electrics. Plastic melts during a fire and this has caused wires to drop down.

As Chair I wrote formally to Bats requesting the PAT testing is undertaken before the lights are used when the public are in the building. The wiring, for the stage lighting, should also be secured with metal clips. Some go over the fire exit so this is a matter of urgency. Also included in this letter was that no one should interfere with any wiring in the hall without the trustee's approval, as we are liable in the event of a safety issue. It is clear that previously, BATs have added wiring to the consumer units at the back of the stage area, this was done by someone with some knowledge but it did not meet current safety regulations. I have received a reply with an apology and stating that they will sort out all the issues. They will be supplying appropriate paper work to the clerk/assistant clerk every year.

Sadly, I noticed that our own PAT testing was also a year overdue, so I have arranged for this to be undertaken and will hopefully have been done by this meeting.

The Quiz was a huge success and raised much needed funds. I am writing this ahead of the spooky Halloween event. The Jazz concert is still on the cards but due to availability of musicians will be delayed.

Toilet refurbishment update.

Sarah and I met with representatives from Babergh Cil. It was immediately clear that they would not be able to help us with our existing plans. They will only help with projects that are completely remodelling and adding value to the existing toilets.

After discussion about what would be covered, Sarah and I agreed that a total rethink was required. With that in mind we are now proposing to swap the toilets round. The ladies will now be situated first along the corridor where the men's toilets are currently. This will allow for 4 cubicles, 2 basins and 2 hand dryers in the ladies. (adding 2 cubicles and one hand dryer) In the men's, it would allow for one repositioned cubicle and 4 urinals, 2 hand basins and one dryer. (adding 2 urinals and one hand basin) The whole area will be insulated, with an industrial extractor fan, PIR lighting and emergency lighting to meet current requirements in both sets of toilets. This will now require building reg approval. But we hope that nearly all of the proposed changes will be covered by the 75% available grant. This has increased the overall cost to £26,370 from £23,320. A second quote is required and also architect drawings of the toilets for the building reg application. I am currently seeking both of these.

Skate Park Project – Cllr Edevane

Legal Sub-Committee – Cllr Bridgeman

Nothing to report

Footpaths and Services Report for PC meeting – Cllr Cherry

The survey of the bins has been undertaken by 2 of the litter pickers, identifying several grit bins that require topping up. Babergh has been informed via the reporting portal. Bus stop cleaning has kindly been undertaken by BOS.

Speed indicator Displays are working well with the new batteries, which now outlast the older 6 still in use. There is no need to replace any further at the moment, but this may become an issue in the future.

I have had to dispatch Adrian 3 times since the last meeting to clear small areas of bushes that have been impacting pathways at the pippins end of the village. All reported to me as I was walking my dog. I rely on other PC members to let me know about other areas of the village, so please do let me know if anything needs work. I

only use Adrian for small jobs, anything requiring significant work would go through the Clerk and Dave Childs as always.

PLANNING STATEMENT BY THE SHOTLEY PENINSULA PARISHES ALLIANCE

Introduction

The Shotley Peninsula Parishes Alliance (SPPA) was set up earlier this year in recognition of the common issues we face and in the belief that we could be more effective at looking after the interests of our 10,500 plus residents if we worked together as a collective. SPPA represents the eleven parishes bounded by the Orwell and Stour Estuaries and the A137 in the west. We have identified planning as our main focus and concern.

Planning Issues

We believe that, in the Babergh District, the Shotley Peninsula has a unique set of planning issues, largely borne out of the area's geography; a relatively isolated community on a peninsula. The peninsula has only two main points of access onto and off it. These two roads then converge onto one central spine road running eastwards to Shotley Gate. All the main communities on the peninsula are within the Suffolk Coast & Heaths National Landscape or related Project Area. The area is devoid of any significant employers, yet has a disproportionate number of traffic generators including three secondary schools, Alton Water Reservoir and a number of other visitor honeypots around the estuaries. At the same time services, including the two doctor's surgeries, and shopping facilities on the peninsula are either very stretched or absent.

The cumulative effects of all this are principally twofold: 1) Development and other activity in one parish will inevitably have an impact on most residents on the peninsula with its few and over-stretched services. Or, put another way, the interdependency between parishes and its residents, is probably greater here than it is in any other part of Babergh; 2) The level of traffic coming onto and off the peninsula is, proportionately, greater and is also more concentrated onto just two roads than it is in other similar sized areas, with the consequent impact on all road users, including cyclists.

The SPPA feel that, to date, the planning of the peninsula has not been considered or executed in a holistic enough way. There appears to be too little regard paid to the cumulative and knock-on impacts of individual developments and the pressure these place on our few roads and key junctions and our limited and stretched services. At the same time, we have seen a number of planning application decisions, particularly for housing, being approved contrary to planning policy. The protected landscapes and open countryside are also being subjected to a slow but persistent suburbanisation. We are concerned that the application of the Council's settlement policy appears to be inconsistent and sometimes ad hoc.

We appreciate that we are now in the early stages of the JLP Part 2 and that this could present an opportunity to address a number of these issues. We would therefore like the opportunity to start engaging with the Council now and to work together to explore and address our concerns. To help initiate this process we have set out below a number of questions we would like to discuss with you in the coming months.

Key Questions to explore

1. Can we recognise the interdependency of the communities on the peninsula and hence the importance and relevance of assessing the cumulative impact of development and other changes on the peninsula ?
2. Can this desire for a more holistic approach to the planning of the peninsula in future be addressed in the JLP Part 2 by the introduction of appropriate area-wide policies, particularly with regard to settlement and housing policies and other development ? And, if not, how can it be addressed?
3. What research and data would need to be carried out and collected in order to facilitate the approach posed above and could the SPPA help with any of this ?
4. How can the County Highway Authority best be involved in this discussion and assessment ?
5. In the short-term, that is before the JLP Part 2 is adopted, how much reassurance can the Council give us about the weight that can be given to those housing policies and allocations which are now 10 years old, and can the Council, at the same time, retain a 5 year housing supply?
6. What role does the Council see Neighbourhood Plans playing in future and can they help address the issues raised in this statement?

SHOTLEY PENINSULA PARISHES ALLIANCE

October 2024

Version 2

Members of the Shotley Peninsula Parishes Alliance: Brantham PC, Chelmondiston PC, Freston PC, Harkstead PC, Holbrook PC, Shotley PC, Stutton PC, Tattingstone PC, Wherstead PC and Woolverstone PC.