**KETTLEBURGH POUND – BRIEFING PAPER**

This agenda item was brought to the attention of the Clerk, who has a legal duty to dvise and inform the Kettleburgh Parish Council of their responsibilities for the assets of the Parissh Council, to ensure that the residents of the parish gain best value from any asset.

[quote legal statute ]

Thank Mrs Katie Harris and Mr [XXXXXX] for her care and attention carrying out the maintenance of this asset owned by the Parish Council. While Mrs Harris has volunteered kindly to do his, it has not been the correct way to manage its asset.

This has been overlooked for some time [Date xxx] and council mustmake a resolution with regard to its future management.

**HISTORY OF THE POUND:**

* Any papers, documentation, correspondence

**LEGAL ASPECTS:**

* History / how it was obtained /donation / purchase / donor in perpetuity / return to donor if no longer required?

**LAND REGISTRY**

* Any Riparian responsibilities
* Rights of Way
* Access

**VALUATION**

* Donation is £1.00
* Current Valuation
* Valuation for insurance

**LOCAL AUTHORITY :**

**PLANNING INFORMATION:**

**LAND SURVEY**

**TREE SURVEY**

**SUFFOLK WILDLIFE**

**PARISH POLL**

DUTY OF CARE FOR ASSET -RECOMMENDATIONS:

Immediate actions: - Valuation

 Surveys

 Insurance

Extra info;

Historical information enquiring about watermill 2021- name, any paper published etc.

The Pound



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| **Angus Wheeler-Rowe <angus@wheeler-rowe.com>** |

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Martin, David,

I promised at the last Parish Council meeting to communicate my view of the status of The Pound discussions.  Here it is.

**STRATEGY**

**The Parish Council has previously agreed to adopt the following strategy for The Pound:-**

1. The Pound will be retained for the Parish by KPC.
2. The Parish Council’s priorities in relation to The Pound will be:-
	1. Environmental benefits
	2. Ease of maintenance
	3. Ease of access & use
3. The Pound will be nurtured as an environmental green space, with counsel from Suffolk Wildlife trust.
4. The existing Pound Management plan will be refreshed in line with the above priorities.  The management plan will seek minimum cost and long-term sustainability .
5. A formal maintenance agreement shall be put in place, directly linked to the refreshed Pound Management plan. Wherever possible KPC will seek that establishment and implementation of this agreement be nil cost to KPC.
6. A “health-check” of the maintenance agreement and management plan will be taken no more frequently than annually. Only in the exceptional circumstances of perceived breaches of the agreement will the matter be raised at Parish Council.  Any Councillor will have the power to request this action. KPC standing orders will be changed to reflect this.

**IMPLEMENTATION**

**The Parish Council agreed to implement this strategy in the following manner:**

1. Agreement of report amongst working group.                                   (Cllr Wheeler-Rowe)

COMPLETED

1. Presentation of agreed report to full Parish Council.                        (Cllr Jessop)
COMPLETED
2. Publication of strategy in Parish Newsletter                                         (Parish Clerk).

COMPLETED

1. Review of feedback from Parishioners                                                   (Pound Working Group).

COMPLETED – THERE WAS NO FEEDBACK

1. Refresh of Pound Management Plan with Suffolk Wildlife Trust.  (Pound Working Group, with input from all Councillors)

*If the Council still believes this is appropriate, then a consultation with SWT (or similar body) should be arranged.
I suggest (I can no longer propose as I am not a Councillor) that the Parish Clerk organises said consultation and minutes the meetings.*

*The result of the consultation to be published by the Pound Working Group.*

1. Creation of Pound Maintenance agreement                                       (Working Group)
2. Modification of Standing Orders                                                               (Parish Clerk)
3. Ratification of Management Plan, Maintenance Agreement & Standing Orders.  (Full Council)

**Minutes Jan 2005**

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|  **g) Management of the Pound** Cllr Chase produced options for a management plan, which were discussed. Option 2 was proposed and unanimously adopted. The chairman thanked Cllr. Chase for his work in producing the plan. Cllr Scott suggested a “Picnic in the Pound” as an event to increase villagers’ awareness of the open space available. Option 2: Continue mowing central area with spurs off, 2-4 times a year as present proposal. Rake up grass into a compost heap. Cost £100.  | **AP05/6:** Clerk to produce maintenance  |

**Minutes 8th march 2005**

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|  **g) Management of the Pound** Copies of the management plan were distributed to councillors. The chairman reported that Mr Harris was pleased to see a copy of this plan. His offer to trim the hedges of the Pound and to pollard the willow at a cost of £30 was gratefully received. The Clerk is to write a letter of thanks to Mr Harris. **Minutes 10th May 2005**

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|  **g) Management of the Pound** The pollarding of the willow will not now take place until next season. **AP05/12:** Grass will soon be mown in accordance with the maintenance plan and Cllr Chase reported that until that takes place the nettles will be an attraction to butterflies.  |

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**Minutes 25th June 2005**

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|  **f) Management of the Pound** The chairman read a letter from Mr Harris, which identified problems arising with ongoing maintenance of the Pound: 1. Clearing of mown grass and nettles: **AP/05/15:** Cllr Bater will weed wipe the nettles and clear away mown grass. 2. Poplar and willow: In liaison with Mr Harris, the clerk will obtain estimates for the pollarding of these trees and will reply to Mr Harris’ letter, outlining the action to be taken. A working party, comprising Cllrs Bater, Booth and Norman, will discuss alternative arrangements for the future of the Pound, and report back to the next Council meeting.  |

**Minutes 8th September 2005**

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|  **f) Management of the Pound** The chairman reported back from the working party composed of Cllrs Bater, Norman and Booth. Three options for the future of the Pound were explored. After lengthy and involved discussion, sale and leasing were discounted. The third option, continued maintenance, was agreed. Council accepted the recommendation that a maintenance committee, headed by John Bater, be set up. Mr Patrick Garland has agreed to offer practical help and Mr David Harris is to be asked to join this sub-committee. Cllr Butcher offered to help if required. This sub-committee will report back to council twice yearly. The clerk will provide Cllr Bater with information gathered for maintenance ideas.  |
| **g) Trees:** No report**.**  |

**Minutes 22nd Nov 2005**

 **3. The Pound**

**i) Tree Risk Survey Report:** Two trees, a Lombardy Poplar and a White Willow, were identified as presenting management problems, due to their proximity to power lines and buildings. In both cases, the recommendation is to fell the trees to ground level. Cllr Bater has obtained a quotation for the removal of the poplar for £790.00 + VAT, but he suggested that the clerk first writes to the Electricity Board, enclosing a copy of the report and asking that the identified trees be removed. If necessary, more quotes will be obtained before any action is taken by the council.

**ii) Insurance Cover:** Following a letter from a parishioner, **it was agreed that the clerk should investigate the council’s insurance policy and ensure that adequate cover is provided for the Pound.**

**Minutes KPC : 12st September 2012**

**8. Village Pound:**

After explaining the Terms of Reference then work of the Pound Working

Group, Cllr Wheeler-Rowe expounded the Group’s proposal. The meeting

agreed to publish the strategy in the PC Newsletter asking for feedback from

parishioners before refreshing the Pound Management Plan, creating a Pound

Maintenance Agreement (without cost to the Council) and modifying the

Council’s Standing Orders.

Mr Upson pointed out that exact specification of hedge heights and like figures

would be very difficult. Cllr Wheeler-Rowe agreed stating that this is one

reason why the proposal includes refreshing the advice from the Suffolk

Wildlife Trust (henceforth SWT).

Cllr Bell stated that in her experience consulting with the SWT about the

Kettleburgh Green they only expressed interest in plants and not in animals or

insects and that therefore it would be important to have input to the Pound

Management Plan from Cllr and Mrs Harris. Cllr Wheeler-Rowe agreed.

Cllr Harris expressed his willingness to adopt the proposal and stated that he

always used experts for his maintenance work. He then raised the issue of a

Poplar which had been felled but not killed which is now regrowing and should

be taken out completely.

Cllr Bater suggested that there should always be a view into the Village Pound

for passers by on the road and received general agreement.