

**MINUTES OF THE MEETING OF THE TRUSTEES
HELD ON, 10th March 2025, AT 6.00 PM
DUNWICH READING ROOM, ST JAMES STREET DUNWICH**

| Item | | Action |
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| 1. | <p>Welcome and apologies Present: Dr Dennis Cox (DC), Chair Sharon Earp (SE), Vice-Chair (by Zoom link) Jane Hamilton (JH), Trustee Julian Perry (JP), Trustee Patricia Boechler, (PB) Trustee</p> <p>Jon Dawson (JD), DTT Treasurer</p> <p>In attendance: Julia Davison-Wilson, (JDW) DTT Clerk</p> <p>Apologies: Henry Tomlinson (HT), Trustee</p> <p>It was confirmed that a quorum was present</p> <p>Conflicts of loyalty: Jane Hamilton, Item 9</p> | |
| 2. | <p>MINUTES OF THE MEETING HELD ON 13th January 2025 The trustees unanimously agreed the Minutes of the last meeting.</p> | |
| 3. | <p>MATTERS ARISING NOT OTHERWISE ON AGENDA None</p> | |
| 4. | <p>CLERK'S REPORT All rents have been paid and the grants awarded at the 13th January 2025 meeting have been paid. Natural England have agreed to site the vegetated shingle sign where Rod Smith suggested.</p> | |
| 5. | <p>HOUSING Drainage and flooding, 1 Town House, Fencing 2 Town House, 1 and 2 Barne Cottages PB presented details of the 4 quotes she had sought for the fencing work. The trustees followed her suggestion to opt for Jeff Redgrave to carry out the fencing work round 1 and 2 Barne Cottages and 2 Town House and Ian Moore to do the drainage and fencing work at 1 Town House. It had been decided at the last meeting that Ian Moore was the most qualified to cure the flooding problem. Both jobs will commence soon.</p> | PB |

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| 6. | <p>FINANCIAL REPORT</p> <p>JD is about to send his end of year 2024 accounts to Ensors. JD reported that expenditure had been as forecast for December 2024 – February 2025. Income had exceeded his forecast for the first quarter, because the Fisherman’s Hut advance weekly bookings for the 30 weeks of tourist season (April – October) are paid in advance. So far £4365.00 has been received. 3 weeks remain unbooked to date in October.</p> | JD |
| 7. | <p>GOVERNANCE</p> <p>Julian Perry and Henry Tomlinson are standing for their terms of office to be renewed at the DPM on Friday 25th April 2025. They were duly proposed and seconded and JDW will send signed forms to Helen Morris and display on the notice boards.</p> | JDW |
| 8. | <p>AREAS OF DTT RESPONSIBILITY</p> <p><u>Consideration of Operational Plan – April – September 2025</u></p> <p>DC suggested a slow escalating plan, DTT have tried polite notices which are ignored by overnight camper vans – particularly during the few weeks of hot summer weather each year. The next stage should be more officious signs. Trustees discussed the location of such signs, and decided that HT should go back to the parking company IPSERV (who partner with East Suffolk District Council) and get a quotation for a more officious sign that could be used to impose fines and take their advice on the best locations for such signs in the car park.</p> <p><u>Car Park Policy</u></p> <p>DC has written to DTT’s main stakeholders asking for their views on the proposed car park policy. DC wanted to discuss responses to the policy with the trustees before replying to the stakeholders. The Endurance Life event last October caused much disruption in Dunwich. The new procedure will be that event organisers, should go through Dunwich Town Trust who will decided on a case-by-case basis. JH and PB will approach Christian Elsley and work out how many car park spaces are leased by the Tearooms, using the map from the Flora Tea Rooms’ lease, so that it is clear how many spaces are available not leased by the café.</p> <p><u>Aggregate for repairs to car park</u></p> <p>John Earp has offered to fill in potholes when rain causes damage. Trustees thought this was a good idea. The sleepers were put in to make the view from the Fisherman’s Hut better.</p> <p><u>Winch Huts</u></p> <p>Trustees agreed that JDW should write to any winch hut owner who hasn’t got a padlock as this a requirement of the Insurance underwriters.</p> | <p>HT</p> <p>DC JH/PB</p> <p>SE/JE</p> <p>JDW</p> |

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| <p><u>Winch Hut 3</u> DPM voted in favour of the planning application – 6 voted and the others abstained. However, DPM will not write to the planners as DPM do not take sides on planning applications. To date there is no decision on the planning application.</p> <p><u>Fisherman’s Hut</u> 27 of the 30 tourist season weeks are booked already, leaving 20 weeks available to the village. During the tourist season the weekly charges are £150 April, £180 May, £200 June, £225 July and August, £150 September, £145 October. SE has already received enquiries about 2026 and has pencilled in these dates. SE suggested reviewing the rent rates at the DTT November meeting when the costs for the year have been taken into account. Pencilled in reservations can then be confirmed. SE has taken bookings and had email/phone conversations to vet what the exhibition will be and make sure that it is suitable for Dunwich, e.g. selling things bought on Ebay is not suitable. Trustees thanked SE for her hard work. John Cary has done a fine job making an information board for the hut and the trustees wanted their congratulations to be minuted. Trustees thanked SE for her hard work.</p> <p><u>Refuse Area</u> SE suggested that Christian Elsley could be approached to see if he would be open to ordering lockable commercial bins from the council. If he is in agreement then the problem of the public using his bins would be solved. SE who has experience of using commercial bins will talk to Chrisian.</p> <p><u>Environmental Protection</u> JDW reported that Jeff Redgrave will be starting on repairs to the existing paling fence and making a second paling fence by week commencing 17th March.</p> <p><u>Corporation Marshes</u> The lease has been returned to Nicholsons with answers to their questions. They will send it to Natural England to make sure they are in agreement with the terms. Natural England are paying for the drawing up of the lease.</p> <p><u>Gallows Field</u> JH reported that over 4 days 850 hedging plants were planted by Dunwich residents and National Landscape volunteers. Dunwich residents are keen to volunteer and it is a great community activity. A big thank you to Alasdair Hardy who mowed the pathways for free and to Greyfriars Trust for the 110 plant protectors. The £2,450 grant that JH obtained went a long way to paying for the hedging, stakes, protectors, digging work and wood chipping. JH requested an estimated £569 towards plumbing work providing a tap and hosepipe connector, drip line irrigation pipe to watering the</p> | <p>JDW/agenda</p> <p>SE</p> |
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| 9. | <p>plants during this first year. The trustees awarded £1000 towards these extra costs. Trustees also agreed an Invertebrate Survey, Adrian Knowles, Invertebrate expert, estimates taking 4 days in different months of the year to do a baseline survey and 1 day to write it up costing £1,250.00.</p> <p>Discussion involved having a page on the website devoted to Gallows Field, including its history.</p> <p>GRANTS See Confidential Minutes. One grant application received.</p> | |
| 10. | <p>WEBSITE RS reported that the contract with Community Action Suffolk has been signed, they are the current website designers and will be re designing the website in conjunction with RS. RS will consult other trustees at each stage, alerting them that a decision is required. DTT will pay 25% deposit of £1065 initially, the hosting and security certificate will cost £105 per year, no VAT is payable on either cost. CAS were economical compared with the other quotations.</p> <p>The Home page is very important as this is where the links will be. DTT can add any number of new pages. The re-design will be for a new structure and method of moving through the links. DC would like more pictures on the website, linking to ongoing projects. RS would like trustees to begin thinking about what background colour they prefer. The background colour will be the biggest proportion of colour on each page.</p> | |
| 11. | <p>DTT Open Meeting – 22nd March, 2025 Reading Room SE referred to the Open Meeting invitation as the Agenda for the afternoon. She suggested timing be agreed for each item and which Trustee will lead each item.</p> <p>Welcome and Introductions – Dennis Cox approx. 5 minutes Corporation Marshes - Dennis Cox Beach and Car Park - Sharon Earp Fisherman’s Hut - Henry Tomlinson Grants - Dennis Cox will cover in introduction Housing - Dennis Cox will cover in introduction Finance and Investments - Jon Dawson Questions Refreshments</p> | All |
| 12. | <p>A.O.B. and date of next meeting <u>Pill Box</u></p> | |

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| | As mentioned at the last DTT meeting, JH was awarded funding to make a display about WW2 at the Pill Box. JH is now coming up with options as to how to display the information on a permanent basis and will report back. Next meeting Monday 12 th May 2025 | JH |
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Signed

12th May 2025

Date