

**MINUTES OF THE MEETING OF THE TRUSTEES
HELD ON 13th JANUARY 2025 AT 5.45 PM
DUNWICH READING ROOM, ST JAMES STREET DUNWICH**

| Item | | Action |
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| | <p>Mick Palmer – Presentation on Coastal Erosion Mick is worried about tidal surges that can sweep down the North Sea. In the last 20 years, the damage has been minimal, but it could be catastrophic. He talked about local sea defences. Mick was in favour of the Trust's decision to install a second Paling Fence. He believes that Dunwich and the Town Trust should be proactive and meeting with the Environment Agency and East Suffolk District Council to obtain more hard stone defences i.e. Norwegian granite, although this is very expensive. The Chair thanked Mick for his informative presentation.</p> | |
| 1. | <p>Welcome and apologies Present: Dr Dennis Cox (DC), Chair Jane Hamilton (JH), Trustee Julian Perry (JP), Trustee Henry Tomlinson (HT), Trustee Patricia Boechler, (PB) Trustee By Zoom: Rod Smith Jon Dawson (JD), DTT Treasurer Julia Davison-Wilson, (JDW) DTT Clerk Apologies: Sharon Earp, SE, Vice Chair was delayed in London so was unable to attend It was confirmed that a quorum was present Conflicts of interest/loyalty: None</p> | |
| 2. | <p>MINUTES OF THE MEETING HELD 11th November 2024 JH wanted it noted that there is a difference between a Conflict of Interest and a Conflict of Loyalty. This was in reference to her involvement with Dunwich Museum, and the grant applied for in November.</p> | |
| 3. | <p>MATTERS ARISING NOT OTHERWISE ON AGENDA None</p> | |
| 4. | <p>CLERK'S REPORT</p> | |

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| | <p>All rents have been paid to date. On DTT's property agent's advice (Clarke and Simpson) a new boiler was installed at one of the tenant's houses after repairs to the old one had been attempted and failed. Grants awarded at the November Trustees' meeting and Winter Grants were paid promptly and many thank you letters were received. DTT insurance policies were paid in December.</p> <p><u>Drainage and Flooding Problems at 1 Town House</u> Clarke and Simpson, DTT's property agents and another drainage contractor (who declined to quote against him) recommended Ian Moore as the best drainage contractor in the area. The trustees agreed that they will take this advice and use him. PB will obtain a second quotation from Ian to change the level of the left-hand side of the front garden and create a gravel drive and soakaway. 4 contractors are providing quotations for refencing the front garden and installing a gate to make a safe place for the children to play and to improve the value of the property.</p> <p><u>Fencing around other DTT Properties</u> JH and PB are obtaining 4 quotations for this work – which is long overdue as some of the fencing and posts are rotten. They will circulate them to the trustees.</p> <p>The Chair summed up by saying these projects can be actioned before the next meeting. JD asked PB when the work will be done. She is aiming for by the end of May.</p> | <p>PB</p> <p>JH/PB</p> |
| 5. | <p>Financial Report JD presented a very detailed financial breakdown, comparing the Trust's expenditure and income in 2022/2023 and 2023/2024 and a projected forecast for 2025. Also transactions for 2 months. In 2023 income was £116,000. 2024 income was 122,000 in part the increase was due to rent from the Sauna, and an increase in dividend payments £18,000 pa, and £60,000 from the houses, and £36,500 from the Tea Rooms and £750 charge paid by National Grid. Expenditure was £56,000 in 2023 and £88,000 in 2024. The expenditure was due to more winter grants being issued, maintenance on the tenants' houses, and the Fishermans Hut purchase and renovation costs, JD proposes to update the projected 2025 forecast and circulate the figures to the trustees before each meeting to further enable their decision making.</p> <p>All agreed that the newly renovated Fisherman's Hut was a great new amenity for the village – the building work is to a high standard and will last for many years. Bookings to hire the hut are coming in, 15 already at the date of this meeting. Any future bookings to be emailed to all trustees to keep them informed. JD will email list to date 13.1.25</p> | <p>JD</p> <p>JD/SE</p> |
| 6. | <p>Governance Nominations for JP and HT's renewal of term of office are posted on the</p> | |

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| | <p>notice boards and the election will be held on 31st January 2025 at the next DPM meeting.</p> <p>DC reiterated that the current trustees are still consolidating as a group and have many unfinished projects to complete so for the moment DTT does not want to co-opt new trustees.</p> | |
| 7. | <p>Beach and Car Park</p> <p>DC said DTT has a vision for the car park and that the Fisherman's Hut renovation, tidying up of the refuse area are part of this vision as is controlling mass events and protecting the Flora Tea Rooms' half of the car park that they lease from DTT.</p> <p><u>Generic Contract</u></p> <p>DC has drafted a letter to DTT main stakeholders asking for their views on DTT's suggested plan for controlling parking. The Flora Tea Rooms' lease has a map that shows about half the car park is rented by them leaving only 30-50 spaces left for parking. This will have a bearing on any request to use the car park for events. It is DTT's responsibility to manage the car park.</p> <p>The trustees decided not to include the Dunwich Dynamo in the consultation process this year because there is no central point of contact and it is a highlight for cycling enthusiasts. This year DTT will tackle the camper vans staying overnight (if this is agreed) and the mass events that want to use the car park, making it difficult for members of the public to park.</p> <p><u>Trek Event request from Stuart Rogers – 2nd August 2025</u></p> <p>PB will check with Christian Elsley that he has no objections to the trek organisers having 3 gazebos with food and drink for the walkers (there is no charge, and the refreshments are only for the walkers). Once PB has discussed with Christian to check he has no objections JDW can approve the trek request advising to put the gazebos at the Walberswick end of the car park away from Christian's half. The trek is an all-day walk of either 26 or 13 miles along the coast to raise money for Alzheimers, and they want to make Dunwich car park a stopping/break point for the walkers.</p> <p><u>Maintenance of Car Park</u></p> <p>JDW will check with SE if John Earp thinks the condition of the car park needs maintenance work. If he does, then JDW will obtain a quotation for repairs.</p> <p><u>Refuse Area</u></p> <p>Trustees thought the area looks very smart but that there is still no clear division between rubbish bins for the public and those belonging to the Flora Tea Rooms, or signage advising what the area is. PB proposed that SE obtains another quotation to add a dividing fence between the public and private area and a second door. One door for the public recycling and waste area and one door marked Private for the Tea Rooms' commercial waste.</p> <p><u>Pop-Up Winter Coffee and Tea</u></p> <p>PB spoke to Christian Elsley but he is not interested in running a pop up caravan for winter coffees/teas. As long as DTT do not give permission</p> | <p>DC/JDW</p> <p>PB/JDW</p> <p>SE/JDW</p> <p>PB/SE</p> |

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| | <p>to others to sell food and drink in the car park when he is open, Christian has no objections to a Winter Pop Up Coffee/Tea stall. The trustees decided to wait for a proposal from an interested party rather than advertising the opportunity. Tom Sutton, who runs the Sauna Box, has expressed an interest to Christian.</p> <p><u>Winch Huts</u></p> <p>The trustees decided to reissue the winch hut licences as most of them were repaired in November/December and two will be renovated this Spring. Two of the licensees have not put a padlock on their winch huts and JDW will remind them that the insurers require them to do this immediately or the huts will not be insured.</p> <p><u>Winch Hut 3</u></p> <p>The Chair is writing to ESDC objecting to Ian King's planning application, DC will copy the trustees into the letter. The DPM have asked for planning contact details and will also be objecting. The trustees did not reissue the licence for Winch Hut 3 – it will be held in abeyance awaiting Planning Enforcement's decision. DC will write to the licensee.</p> <p><u>Paling Fence</u></p> <p>The contractor, Jeff Redgrave, ordered the 50 mm spaced paling before Christmas but the lead time is 8 weeks. Once this has arrived, he will begin work, in late February 2025, repairing the existing fence and installing a second fence no more than 1 metre from the old one on the seaward side.</p> | <p>JD/JDW</p> <p>DC/ JDW</p> |
| 8. | <p>GRANTS</p> <p>See Confidential Minutes</p> <p>JDW to put a note on the website that grant applications should be submitted 2 weeks before a Trustee meeting to give the Trustees time to read and think about the application.</p> | JDW |
| 9. | <p>WEBSITE</p> <p>Rod is obtaining 3 quotes from mainstream web designers and from local web designers and will copy the trustees in when he receives them.</p> | RS |
| 10. | <p>CORPORATION MARSHES</p> <p>Nicholsons are drawing up the Lease</p> | |
| 11. | <p>GALLOWS FIELD</p> <p>JH reported that 500 hedge plants were planted on Friday 10th January. Volunteers from the National Landscaping Voluntary Group were very helpful. HT and PB also helped. PB employed a digger driver to help plant the hedging and dig out birches. She also managed to find someone to mow Gallows Field. The digger driver did not charge for the landscaping work he did on 10th January as he was impressed that the community volunteers were planting hedging for everyone to enjoy and wanted to give his service for free.</p> <p>The Chair congratulated Jane Hamilton on organising the grant to pay for the hedging and this productive planting community event.</p> | |

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| 12. | OPEN MEETING – 22nd March 2025 This item was postponed to March as Sharon Earp was unable to attend today. | |
| 13. | ANY OTHER BUSINESS <u>Coastal footpath – Vegetated Shingle signs</u> The Chair asked Rod Smith to put his objections in writing and send a draft to JDW who will email it to Sarah Haigh, Natural England. There was a discussion about the proposed sites for the signs and Rod will be requesting that only one sign is put up near to the other sign about birds near to the Walberswick end of the car park. The trustees did not want a second Vegetated Shingle sign 200 metres further towards Walberswick on the shingle. | RS/JDW |
| | The meeting ended at 8.50 pm The date of the next meeting is 10 th March 2025. | |



Signed

10th March 2025

Dated