

TRIMLEY ST MARTIN PARISH COUNCIL

You are hereby summoned to attend the meeting of Trimley St Martin Parish Council to be held at the Trimley St Martin Memorial Hall on Tuesday 7 February 2017 at 7.30 p.m.

**Caroline Ley, Parish Clerk
01 February 2017**

Public Session

Please Note: residents are warmly welcomed and invited to give their views at this stage of the proceedings and to question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may stay to observe, but may not take part in the Parish Council meeting that follows.

- County and District Councillor Reports (items raised for decision at this time will be placed on the agenda for the next meeting).
- Public Question Time

Parish Council Meeting

1. To Receive Apologies for Absence

2. To Receive Declarations of Interests

For Councillors to declare any interests in matters on the agenda.

3. To Receive and Determine Requests for Dispensations

To receive and determine requests from Councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest

4. To Approve the Minutes of the Meeting Held 3rd January 2017

To approve the minutes of the meeting held on 3rd January 2017

5. To note the response from Network Rail to our comments on the Felixstowe Branch Line Improvement Project and decide whether to seek a meeting for further discussion

To note the detailed response from Network Rail (pages 5 to 8) to our comments on the Felixstowe Branch Line Improvement Project. This is a detailed response which Alex Kirk of Network Rail has offered to discuss at a meeting should it be required. Alongside this the Clerk has received a copy of a letter from Timothy Collins of Bidwells (pages 9 to 12) in which they suggest a meeting with Network Rail and other interested parties. Councillors will wish to consider whether they wish to seek a meeting with Alex Kirk and, if so, whether they would like to join in a group meeting of interested parties or meet separately.

6. To receive a report from Councillor Owen on the condition of Thorpe Lane and decide on any further action

To receive a report from Councillor Owen on the condition of Thorpe Lane and decide on any further action.

7. To Consider the Request for a donation from Headway

To consider a request for a donation from Headway. Headway is a local charity that offers rehabilitation, support and care to help people with an acquired brain injury, stroke or other neurological condition. Information about its work and its local role can be found on page 13

8. To Receive an Update on the Development Proposed for Land Opposite the Hand in Hand

To receive an update on the development proposed for land opposite the Hand in Hand.

9. To Receive an Update on the Innocence Farm Proposals

To note that the time limit for commenting on the scoping opinion request has now passed. The Parish Council's comments are recorded on the East Suffolk website and on the PC's own website. The Clerk has emailed Philip Ridley asking for a meeting to be held with representatives of the local parish council and with the relevant cabinet members.

10. To Approve the Following Cheque Payments:-

To approve the following payments:

Date	Cheque No.	Payable to	In Respect of	Amount £	
07/02/2017	300135	Mr B Dunningham	Cleaning of Bus shelter	£54.00	
07/02/2017	300136	G Mussett	Locum clerk's salary	£120.00	
07/02/2017	300137	Caroline Ley	Clerk's Salary	£384.28	
07/02/2017	300138	HMRC	Tax due on clerks' salary	£119.40	
07/02/2017	300139	Caroline Ley	Clerk's expenses	£155.14	
07/02/2017	300140	JAS landscapes	Howlett Way roundabout Grass cutting, trimming of shrubs, weeding etc	£275.00	

11. To Agree the Budget & Precept for 2017/18

Pages 3 and 4 refer. The budget is based on expected out-turn for 2016/17 and assumes that no new projects are taken on during 2017/18. In the event of the death of the Monarch and a Coronation occurring it is expected that funds will be made available nationally to commemorate the Coronation and that this Council will bid for those funds.

The number of Band D equivalent properties has hardly changed since 2016/17; the Mushroom Farm development will be occupied during 2017/18 and this will impact upon the Council Tax base for 2018/19 and subsequent years. A cautious approach has been taken in forecasting the base for that year.

Members will notice the reduction in general (unearmarked) reserves. There will be CIL contributions in future years to off-set this reduction but these remain uncertain both in their timing and value and have been omitted from the future forecast.

The precept of £26,750 will mean a Band D Council Tax of £40.81 per annum, or roughly 80p per week. Members are recommended to agree this budget and set a precept of £26,750.

12. To Note the Problem of Flooding in the Car Park to the front of the Memorial Hall

To note the problem of flooding of the carpark in front of the Memorial Hall after rain and to ask the clerk to the Corporate Trustees to arrange for the problem to be investigated.

13. To Consider an Increase in the Working Hours of the Clerk

To consider an increase in the working hours of the clerk from 12 to 15 hours per week to allow for the increased workload attributable to planning applications for major schemes and the requirement to complete CILCA training.

14. Close

EXPENDITURE			
ITEM	Expenditure to 31/12/16	Expected Final Spend to 31/3/17	Proposed Budget 2017/18
Clerk's Salary	5281	7150	£ 7,500
General Expenses	1505	1800	£ 1,800
Audit Fees	959	959	£ 1,000
Insurance	433	433	£ 433
Clerk Training	24	750	£ 750
Councillor Training	600	800	£ 1,000
Chairman's Allowance	350	350	£ 350
Subscriptions	693	693	£ 750
Grants/Donations	0	150	£ 750
Bus Shelter Cleaning	594	780	£ 800
Flower Beds & Roundabout	1435	1750	£ 1,500
Parish Pump	0	250	£ 450
New Dog Bin	430	430	£ -
Memorial Hall	2000	2860	£ 1,945
Queen's Birthday Commemoration	611	611	£ -
TOTAL	£ 14,915	£ 19,766	£ 19,028
INCOME			
Bank Interest		5	£ 5
Grant Funding		415	£ -
TOTAL		420	£ 5
NET REQUIREMENT		£ 19,346	£ 19,023
Contribution to Earmarked Reserves			
Corporate Trustee Longterm Maintenance Funding			£ 6,000
Election Fees Future Reserve			£ 300
Employee Reserve			£ 1,000
Parish Council Longterm Maintenance Commitment			£ 3,000
TOTAL			£ 10,300
GROSS REQUIREMENT			£ 29,323
PRECEPT 2017/18			£ 26,750

Five Year Forecast

	0	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Council's Expenditure		£ -	£ 19,028	£ 19,979	£ 20,978	£ 22,027	£ 23,129	£ 24,285.09
Council's Income		£ -	£ 5	£ 5	£ 5	£ 5	£ 5	£ 5
Council's Net Requirement		£ -	£ 19,023	£ 19,974	£ 20,973	£ 22,022	£ 23,124	£ 24,280
Plus contribution to Reserves		£ -	£ 10,300	£ 10,300	£ 9,300	£ 9,300	£ 9,300	£ 9,300
Council's Gross Requirement		£ -	£ 29,323	£ 30,274	£ 30,273	£ 31,322	£ 32,424	£ 33,580
0	£ -	£ -	£ -	£ -	£ -	£ -	£ -	0
Proposed Council Tax		£ 26,460	£ 26,750	£ 28,750	£ 28,750	£ 31,322	£ 32,424	£ 33,580
Percentage Increase in Council Tax		8%	0%	2%	5%	5%	6%	6%
Likely Band D Properties		650	655	690	700	705	715	720
Likely Band D Council Tax		£ 40.72	£ 40.81	£ 41.67	£ 41.07	£ 44.43	£ 45.35	£ 46.64
0	0%	0%	0%	0%	0%	0%	0%	0
0	£ -	£ -	£ -	£ -	£ -	£ -	£ -	0
Reserves at start of year		£ -	£ -	£ -	£ -	£ -	£ -	0
Unearmarked		£ 6,000	£ 6,600	£ 4,027	£ 2,503	£ 979	£ 979	£ 979
Earmarked		£ -	£ -	£ -	£ -	£ -	£ -	£ -
Corporate Trustee Longterm Maintenance Funding		£ 6,000	£ 12,000	£ 18,000	£ 24,000	£ 30,000	£ 36,000	£ 42,000
Election Fees Future Reserve		£ 300	£ 600	£ 900	£ 1,200	£ 300	£ 600	£ 900
Employee Reserve		£ 1,000	£ 2,000	£ 3,000	£ 3,000	£ 3,000	£ 3,000	£ 3,000
Parish Council Longterm Maintenance Commitment		£ 3,000	£ 6,000	£ 9,000	£ 12,000	£ 15,000	£ 18,000	£ 21,000
Total Reserves		£ 16,300	£ 27,200	£ 34,927	£ 42,703	£ 49,279	£ 58,579	£ 67,879



Caroline Ley
Parish Clerk
37 Meadowlands
Kirton
Ipswich

For written responses:

Alex Kirk
Network Rail
One Stratford Place
Montfichet Road
Stratford
E20 1EJ

20 January 2017

Felixstowe Branch Line Improvements

Dear Caroline,

Thank you for your email response to the Felixstowe Branch Line Improvement project consultation on 28th November 2016, as well as your attendance at our consultation event at Trimley Sports and Social Club. The Project Team were pleased to speak with you.

Thank you also for your response to the Environmental Impact Assessment (EIA) Scoping Report.

We thank you for your comments on the current proposals and hope to address some of your concerns below.

1. Changes to works since 2008 Order

The Felixstowe Dock and Railway Company (FDRC) secured the consent (through a Transport and Works Act Order) to build a second track along part of the Felixstowe branch line in 2008 & 2014. Network Rail has applied to transfer the powers from FDRC to implement the scheme in part (1.4km rather than the 7km FDRC proposed).

The 2008 order consented for the construction of 7km of dual track, Network Rail are proposing to only use some of the powers to construct 1.4km of second track. The second track will be located from Trimley Station to approximately Grimston Lane foot crossing. The track will form a 'dynamic' passing loop, it is designed for trains to pass rather than dwell in the second track. The signalling has been designed so that any waiting, where possible will be avoided near residential properties. The project will also use the powers at road crossings at Westerfield road level crossing (Ipswich), Levington, Morston Hall and Thorpe Lane.

2. Location of the track work

Network Rail undertook a study to identify how to meet the freight demand along the Felixstowe branch line by modelling the route. The model identified the best position to locate the track is at Trimley because it links up with the existing double track that runs through the Port. The project is designed so that it does not affect the ability to double the rest of the Felixstowe Branch Line which is a long term aspiration of Network Rail.

3. Noise and air pollution

The new loop has been designed to be 'dynamic' which means trains should pass through the loop rather than idling there. However, if the timetable gets disrupted there may be some dwelling in the loop. As part of the scheme we will be looking at removing signals to ensure that if trains have to wait, they are as far away as reasonably practicable from residential dwellings. There will, of course, be an increase in the number of trains, which will mean additional noise.

When FDRC applied for consent in 2008, they completed an Environmental Impact Assessment (EIA), this identified that the increase in noise would be most pronounced at night rather than day and would affect properties directly adjacent to the branch line. The suggested mitigation measures are to 'make good the fish plate joints at certain level crossings'. The only remaining fish plates on the branch line are at Trimley LX and as part of the track upgrade works all fish plate joints at level crossings along will be removed; so this mitigation measure will be implemented by the end of the project.

Additional noise modelling was undertaken in Autumn 2016 by the project. This identified that the new turnout at the Grimston Lane footpath crossing is more than 60 metres from the nearest residential dwelling and will not result in a significant increase of future noise levels. Further, detailed noise modelling will be undertaken in the next project phase before works commence, to determine whether some of the residential properties along the Felixstowe branch line may be expected to qualify for noise insulation works under the Regulations.

4. Closure of level crossings

4.1 Diversionary routes

Wherever there is an increase in the number of trains using a line we need to reassess the level crossings, the more trains the greater the risk. Many of the crossings in the Trimley vicinity do not have adequate protection against the increase in trains. The closure of the six level crossings as part of the scheme is consistent with Network Rail's national level crossings strategy. This will lead to safer railways. We do however understand how important level crossings are for maintaining access to the countryside. The crossings we are proposing to close are in close proximity to each other. Where possible we have provided an onward diversionary route and a bridge at Gun Lane that will be fully accessible and can carry horses and riders. We are also proposing to build new footpaths and upgrading many existing footpaths.

4.2 Emergency Access

Both Thorpe Lane and Gun Lane only permit vehicular access for specified land; the rights to cross do not exist for other reasons. Therefore the emergency access arrangements at Cody's Lane, Grimston Lane and Thorpe Lane will remain the same once Gun Lane and Keeper's Lane are closed. In the event that either Thorpe Lane or Trimley Station level crossing failed, Network Rail would either manually control the crossing or stop trains from operating to ensure access could be maintained.

5. The Bridleway Bridge at Gun Lane

5.1 Accessibility

The Bridleway Bridge has been designed with British Horse Society (BHS) guidance. The Felixstowe Branch Line Project Team met with representatives of BHS from the Suffolk branch on 8th December 2016, who agreed that provision of a bridge at Gun Lane is the only solution as the crossings have to close.

Taking into account the advice of the BHS, the following specifications were agreed and will be incorporated into the design;

- The BHS agreed that mounting blocks should be provided to give riders the option to dismount. The preferred location of these should be away from rail edge.
- The BHS agreed that the rail side ramp side should be solid infill; whereas the country side could be left as mesh.
- The BHS stated that, in line with BHS guidance, the sides of the ramps and parapets on the bridge should be high enough for a horse not to be able to see over – 1.8m.
- The BHS agreed that the 3.5m width of the bridge is sufficient (same as Great Barton Bridge).
- The BHS stated that a surface like that at Gt Barton Railway Bridge is suitable and should be replicated for the proposed bridleway bridge at Gun Lane.

At the meeting on 8th December, the BHS representatives asked if the project could investigate installing a mesh cage over the span of the bridge for additional protection. Network Rail are not currently proposing this solution as it adds significant height to the bridge (3-3.5m) resulting in negative visual impact.

5.2 Visual impact of the bridge

Network Rail has committed to landscape restoration to provide visual screening of the proposed bridge, which will also provide compensation for the habitat lost due to the construction of the bridge. This will include trees, scrub, and ground flora vegetation to provide visual screening and habitat replacement. The bridge will also be painted green to blend in with the surrounding environment. Users of the public rights of way and the new bridge are classed as 'visitors' within the EIA and have been considered as part of the Assessment within the Landscape and Visual Amenity chapter.

6. Provision of an underpass

Network Rail has considered the provision of an underpass in place of the Bridleway Bridge at Gunn Lane. This option has been reviewed and discounted as a result of the following:

- Increased flood risk
- Quantity of land required
- The environmental impact
- The impact on the running railway
- The size of the structure
- The cost of the structure

7. Construction impacts

Network rail have followed the EIA process which identifies whether there are predicted to be environmental impacts or effects from the scheme and if so recommends appropriate mitigation in the Environmental Statement (ES). The Noise and Vibration Section states that due to the large distance between the main bridge construction area and the nearest receptors, the proposed construction activities and equipment at the main bridge construction area, the minimal work required at the level crossings, there are no anticipated significant construction noise impacts. Given that the closest sensitive receptor to the proposed location of piling works is located at a distance of 300m, significant construction vibration impacts are also not anticipated. The nature of the proposed works is such that no significant operational noise or vibration impacts would be expected.

The development at Cavendish Grove that is nearing completion has been considered within the baseline of the Noise and Vibration Assessment which assumes the occupants as residential receptors of the proposed works. There are no anticipated construction noise impacts. Construction activities and appropriate mitigations will be further developed in the detailed design phase and outlined in the Contractor Environmental Management Plan which will be appended to the environmental impact assessment.

I hope that the above information has clarified your concerns. We would be pleased to meet with you in February if this is convenient, to close out any further issues. If this is something that you feel would be useful, please get in touch via email at Alex.Kirk@networkrail.co.uk so that we can arrange a date.

It is still the intention to submit the Transport and Works Act Order in March 2017. We will notify you when this has been submitted.

Yours sincerely,



Alex Kirk
Senior Development Manager



Your ref:
Our ref: TJC/TJ/Newwork Rail
DD: 01394 694631
E: timothy.collins@bidwells.co.uk
Date: 25/01/2017

Mr Alex Kirk
Network Rail
Felixstowe Branch Line Project
One Stratford Place
Montfichet Road
London
E20 1EJ

Email and post

Dear Mr Kirk,

Trinity College Cambridge / Trimley Estate / Network Rail

Thank you for your letter of 20th January 2017, in response to Annabel Farbon's letter of 3rd January to which Bidwells, as Agents for the affected landowner, Trinity College, Cambridge, respond as follows:

Consultation:

Whilst accepting that some concept of a scheme is required in order to consult affected parties, we remain of the opinion that, as the landowner principally affected, your Gunn Lane Bridge Proposal was too far forward by the time you commenced consultation. That notwithstanding we remain of the view that the proposals put forward on behalf of the College for an alternative Bridge Location and Design with a package of associated public rights of way benefits represents a viable and deliverable way forward.

Taking your points in turn:

1. PROW:

Rights of Way Officers for Suffolk County Council acknowledged in a meeting held in Ipswich on the 22 September 2016 that their opinions had been formed without prior consultation with the adjoining landowner and had therefore failed to give them the opportunity to look at the wider picture and the PROW network in the area as a whole.

Clearly the impact of the proposed changes to existing as well as the creation of new rights of way will need to be considered in conjunction with an overall settlement agreement with the landowner - rather than in isolation. We will also urgently require from you detailed plans and proposals as to the proposed width of new or amended rights of way, clarity as to whether ownership of new track side paths is part of the permanent land take, specification for fencing these to protect unauthorised access to the College's adjacent land, path surfacing, proposals for ongoing maintenance of track surface and boundary structures, etc. Only once these have been provided, and if necessary that the areas have been plotted out on the ground, can we consider Carter Jonas' proposals for compensation and can we comment on any additional works that may be required (such as the widening of existing farm tracks, the relocation of underground irrigation mains and irrigation hydrants).

Trimley Estate Office, Searsons Farm, Cordy's Lane, Trimley St Mary IP11 0UD
T: 01394 694630 E: info@bidwells.co.uk W: bidwells.co.uk

Bidwells is a trading name of Bidwells LLP, a limited liability partnership, registered in England and Wales with number OC344563.
Registered office: Bidwell House Trumpington Road Cambridge CB2 9LD. A list of members is available for inspection at the above address.

2. Bridge location:

It is disingenuous to suggest that either bridge proposal is in closer proximity to the AONB or housing in real terms - the differences are marginal and we suggest not of relevance (see attached plan Appx A by way of illustration).

Similarly, the pedestrian survey fails to assess the complete area route impact which is from Cordys Lane through to beyond Thorpe Lane and we consider your assessment fundamentally flawed. In addition, a survey period of only one week in September is not representative of how the PROW network is used; it would not be unreasonable to expect the PROW network in this area to have some significant seasonal variations and also to have higher usage in school holiday and summer periods when users are more likely to extend their usage.

3. Specification of the bridge:

You will be aware from past discussions that the College's agricultural estate is currently going through a major reorganisation by virtue of various smaller tenanted farms being surrendered and incorporated into a single large in hand operation. The Keepers Lane Crossing had previously linked areas not part of the in-hand operation but now do so, so the tail off in previous traffic is very much a reflection of the run down in previous tenants' activities to 10th October 2016, rather than current or emerging needs. Your letter comments only on agricultural use; it is our understanding that the College's vehicular crossing rights are general and not restricted to agricultural use – for instance the College owned Keeper's Cottage would have historically used this crossing.

The removal of vehicular crossing rights removes the flexibility from the Trimley farming operation to avoid using the public road network – which, contrary to the statement in your letter, does not serve agricultural traffic well with roads often being double parked and leaving inadequate width for large farm vehicles to pass freely. The increase in frequency of rail movements will also increase the waiting times and therefore the cost of farm operations, which is particularly time sensitive in the harvest period. The provision of a vehicular bridge would in fact remove Trimley Estate agricultural traffic from public roads, reduce the impact of the increase in rail traffic on the farming operation and provide the connectivity that currently exists between land blocks and associated buildings.

Environment and land take:

As you do not appear to have commissioned a full options report / full base line study or landscape and visual impact study to accompany your proposals, let alone engage with the landowner prior to predetermining your output, we fail to see how you can come to any balanced conclusions at this juncture. Environment hasn't featured heavily as a scheme requirement in the discussions that we have had with you thus far, and we remain of the opinion that our counter-proposal on the bridge has less of an environmental impact than your metal equestrian bridge.

We disagree with your commentary on landscape and visual impact and potential impacts outweighing those of your own proposal. Soil embankments and screen planting increase the ecological diversity.

Land take is not a substantive issue as the College have already indicated that the "right scheme" for their Estate is of more importance to them than minimising land take.

Cost:

The College's engineers have, as you know already, indicated that a budget of cost of c £ 1.6 million excluding planning fees, based on prior experience, is deliverable for the College's alternative proposal, on the basis of a turnkey project. We do not accept the costings put forward by Network Rail at £ 7 million are a realistic comparable.

4. Financial mitigation:

We note your comments and await proposals from Carter Jonas, in order to consider the financial mitigation, we will require full details as to temporary and permanent land take, accommodation works, etc. The total compensation will depend upon the start and end date for works and the impact that this has on the farming operations in addition to the capital considerations, compensation for the loss of crossing rights, if the scheme proceeds in its current form, and any ongoing future increased liabilities as a result of the works.

5. Land take:

We have now completed the information request received from Carter Jonas; please note however that this does not identify what land is required on a temporary or permanent basis – this may have a material impact upon Estate infrastructure that is in place or where works are currently underway to install additional infrastructure. We are still woefully short of scale plans that clearly identify the proposed land take and how this relates to existing features and existing rights of way and any prescribed widths as recorded on the County Council's Definitive Map and we look forward to receiving these as soon as possible in order that we can provide additional information that may be relevant to your scheme and the costs thereof.

Other queries:

With regards to various statements contained within the FAQs issued to us by email today, notwithstanding our objections in principle to your Gunn Lane Bridge Proposal, please note that we have concerns over the statements that there will be passive provision for lighting columns to be installed at a later date to your Gunn Lane bridge; this would have a huge impact in landscape terms – particularly upon the Grade II listed Grimston Hall Farmhouse (which is to be subject to a significant refurbishment and improvement programme in 2017) and it is our opinion that lighting installed on the bridge, and thus at high level, would have an unacceptable impact on the rural setting of the bridge. We believe that the TWAO and any planning application should be conditioned such that lighting on the bridge will be prohibited. We also note that the FAQs note that a mesh cage could be retro-fitted, increasing the bridge height by 3 metres. Again we find this completely unacceptable and contrary to your claims that the equine bridge has less landscape impact than our alternative proposal. The FAQs issued to us by email today also indicate that consultation with the British Horse Society on the proposed equine bridge occurred after the decision had effectively been made rather than at the design stage.

Are you able to confirm the detail of the public consultation responses received to date? We understand you have recently shared details with the local authority, so would hope that information can be released to us.

We can reciprocate on the offer to keep in touch and updated as this project commences so thank you for that - clearly it is in both parties' interests to do so.

We have a number of ongoing discussions with interested parties and suggest that a joint meeting with Network Rail and the key participants might be a sensible way forward at this stage.

Kind regards



Timothy Collins
Partner, Fund Management

Enclosures : Appx A Plan

Copy : Annabel Farbon – Bidwells – Email
Lisa Chandler – Suffolk Coastal & Waveney District Council – Email
Steve Kerr – Suffolk County Council Highways – Email
D. Smith – Port of Felixstowe – Email
Jane Stanbridge – Port of Felixstowe – Email
Martin Woor – Port of Felixstowe - Email

Headway Suffolk



Ground Floor
Epsilon House
Ransomes Euro Park
West Road
Ipswich
Suffolk IP3 9FJ
Tel. 01473 712225

Website: www.headwaysuffolk.org.uk

Email: helenfairweather@headwaysuffolk.org.uk

16 January 2017

Dear Parish Council

Re: Headway Suffolk

Headway Suffolk is a local charity that offers rehabilitation, support and care to help people with an acquired brain injury, stroke or other neurological condition. I thought you might like to know what we have achieved during the last year.

The therapists have been giving our clients physiotherapy, occupational therapy, speech and language therapy and counselling. The counsellors have been able to offer counselling to family carers as well as to clients. They have organised a number of courses including an Understanding Brain Injury Course. For the first time they have run a UBI course for family carers. We have been funded by the LEP to help clients to get back to work. This work has been led by the therapy team

Headway's specialised home care scheme, gives people with neurological conditions help in their home and local community. Some folk are helped to do their shopping, follow a leisure activity and become part of the local community. We operate 7 days a week, 24 hours a day.

Our unique scheme, called Brainy dogs, takes dogs from rescue kennels to be trained by Hollesley Bay Prisoners to become companion dogs to our clients. Due to a change in personality following a brain injury majority of clients lose all their friends. It is hoped a dog will help to fill this gap. Some dogs live in client's homes; others stay at the centre and are becoming a very important rehabilitation tool, encouraging people to go for walks, to stand and groom a dog or to help to relax. During the year the project has visited people one day a week in their home and visited several care homes.

Headway has a very successful satellite services in Haverhill and Felixstowe. This is to prevent people having to travel to Bury St Edmunds or Ipswich in order to receive a service.

The highlight of the year has to be Headway Suffolk neuro conference in October which 1000 people attended across 3 sites at Kesgrave Conference centre, and 2 halls at BT Adastral Park. We had several impressive speakers, including Professor Stephen Hawking who spoke about his journey with MND. This was attended by clients, family carers and professionals. The conference made the Local National and international news, with a reach of over 3 million people.

Our ambition for 2017 is to keep all our service operational and to open a housing and respite project for this client group.

In previous years some Parish Councils have been able to give us a grant to help us with our work. We wondered if your council could award us a grant which will allow us to give support to people in your Parish.

Yours sincerely

Helen Fairweather
Chief Executive

Pasted in below is the text of an email response from Headway seeking further information on the activities of the organization locally

Dear Caroline

I understand that you have asked for information regarding Headway Suffolk's Felixstowe hub, in connection with our application for a grant.

The Felixstowe hub now meets on a Monday and a Friday, at St John The Baptist Church, Orwell Road, Felixstowe. The Friday session is new and was started at the beginning of 2017. We attract about 10 people a session. The clients like this small number as they find it hard to mix in large groups. It is attended by several males with dementia which means we have been able to give this a focus. Our Occupational therapist has spent a lot of time at Felixstowe designing a cognitive therapy approach which has been proven to be beneficial to the clients. Our aim is to open on a Wednesday at some point in 2017. People from Kirton attend our Felixstowe hub but they also attend our Ipswich hub., Some of our employees also live in your village. I hope this has been useful.

Regards

Helen Fairweather

CEO Headway Suffolk

