



Saxmundham Town Council

All Members of the **Planning and Development Control Committee** are summoned to attend a meeting on

Wednesday 16th June 2021 at 6pm in the Market Hall, Saxmundham.

- 1) Apologies for Absence
To receive apologies for absence.
- 2) Pecuniary/Non-Pecuniary Interests
Councillors to declare any Pecuniary or Non-Pecuniary Interests and Consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
- 3) Minutes of the Previous Meeting
To receive and approve the minutes of the meeting held 2nd June 2021
- 4) Open Forum
To invite the public to comment on any item on the agenda. The public may not join in the meeting itself.

5) To consider the following planning application

Planning ref	Application date	Response deadline	Applicant name and site address	Proposal
DC/21/2598/FUL	27 May 2021	23 June 2021	5 Manor Gdns, IP17 1ET	Two-Storey Rear Extension and Replacement of Existing Roofs to Single-Storey Entrance Hall, Playroom and Garage.

6) To note any recent decisions on planning applications by East Suffolk Council.

7) Date and time of next meeting.

J. Morcom

J. Morcom

Assistant Clerk to Saxmundham Town Council Tel: 01728 604595 Email: assistanttownclerk@saxmundham-tc.gov.uk

Date: 9th June 2021



Saxmundham Town Council

Minutes of the Meeting of the Planning & Development Control Committee 6.00 PM 2nd June 2021 in the Market Hall

Councillors: Cllr. J. Fisher (Chair) Cllr. C. Hawkins Cllr. N. Hiley

Also Present: J. Morcom (Assistant Town Clerk (ATC))

22/21PD Apologies for absence
None have been received.

23/21PD Pecuniary/Non-Pecuniary Interests

Cllr Fisher and Cllr Hiley both declared a non-pecuniary interest in Item 5 as they are members of Ipswich Building Society.

24/21PD Minutes of the Previous Meeting held 19th May 2021

Amendments were made by hand to the title date on the minutes which was changed from 28th April 2021 to 19th May 2021, and to Item 20/21PD, DC/21/1722/LBC, in which 'pain' was amended to 'paint'. It was then unanimously **RESOLVED** to approve the minutes of the meeting held on 19th May 2021. The minutes were signed.

25/21PD Open Forum
No members of the public had joined the meeting.

26/21PD Planning Applications
DC/21/2258/FUL: 84 Fairfield Road. Single storey flat roof extension to rear of property. It was unanimously **RESOLVED** that the Town Council had no objections to the application.

DC/21/2491/LBC: Ipswich Building Society, 10 High St. Proposed replacement of brand signage to shop front and replacement of existing hanging sign and new branding. It was unanimously **RESOLVED** that the Town Council had no objections to the application.

27/21PD Recent Planning Decisions. – none to report.

The next meeting of the Planning and Development Control Committee will be at 6pm on Wednesday 16th June 2021.

The meeting closed at 6.30 p.m.

Jennifer Morcom, Assistant Clerk to Saxmundham Town Council
The Town House, Station Approach
Saxmundham, IP17 1BW

Signed _____ Date _____



Householder Application for Planning Permission for works or extension to a dwelling.
Town and Country Planning Act 1990

Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

1. Site Address

Number	5
Suffix	
Property name	
Address line 1	Manor Gardens
Address line 2	
Address line 3	
Town/city	Saxmundham
Postcode	IP17 1ET

Description of site location must be completed if postcode is not known:

Easting (x)	639119
Northing (y)	262958

Description

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2. Applicant Details

Title	Mr and Mrs
First name	C
Surname	Shotter
Company name	
Address line 1	5, Manor Gardens
Address line 2	
Address line 3	
Town/city	Saxmundham
Country	

2. Applicant Details

Postcode	IP17 1ET
Are you an agent acting on behalf of the applicant?	<input type="radio"/> Yes <input type="radio"/> No
Primary number	
Secondary number	
Fax number	
Email address	

3. Agent Details

Title	
First name	Paul
Surname	Merrett
Company name	Paul Merrett Planning and Building Design
Address line 1	10 Bent Lane
Address line 2	Rushmere St Andrew
Address line 3	
Town/city	Ipswich
Country	United Kingdom
Postcode	IP4 5RB
Primary number	
Secondary number	
Fax number	
Email	

4. Description of Proposed Works

Please describe the proposed works:

Two-Storey Rear Extension and Replacement of Existing Roofs to Single-Storey Entrance Hall, Playroom and Garage.

Has the work already been started without consent?

Yes No

5. Materials

Does the proposed development require any materials to be used externally?

Yes No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material):

Walls	
Description of existing materials and finishes (optional):	Buff coloured brickwork. White u.p.v.c. horizontal boarding.

5. Materials

Description of proposed materials and finishes:	Buff coloured brickwork to match existing. Painted render. Hardie-Plank (or similar) horizontal boarding.
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Roof	
Description of existing materials and finishes (optional):	Grey concrete roof tiles.
Description of proposed materials and finishes:	Grey concrete roof tiles to match existing.

Windows	
Description of existing materials and finishes (optional):	White u.p.v.c.
Description of proposed materials and finishes:	White u.p.v.c. to match existing.

Doors	
Description of existing materials and finishes (optional):	White u.p.v.c.
Description of proposed materials and finishes:	White u.p.v.c. to match existing.

Boundary treatments (e.g. fences, walls)	
Description of existing materials and finishes (optional):	N/A
Description of proposed materials and finishes:	N/A

Vehicle access and hard standing	
Description of existing materials and finishes (optional):	N/A
Description of proposed materials and finishes:	N/A

Lighting	
Description of existing materials and finishes (optional):	N/A
Description of proposed materials and finishes:	N/A

Other Guttering and downpipes.	
Description of existing materials and finishes (optional):	Brown u.p.v.c.
Description of proposed materials and finishes:	Brown u.p.v.c.

Are you supplying additional information on submitted plans, drawings or a design and access statement? Yes No

If Yes, please state references for the plans, drawings and/or design and access statement

Drwg. No. 554-01 - Survey as existing.
Drwg. No. 554-03 Rev. B - Proposed arrangement.
Location Plan.
Block Plan as Existing.
Block Plan as Proposed.

6. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development? Yes No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? Yes No

7. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? Yes No

Is a new or altered pedestrian access proposed to or from the public highway? Yes No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way? Yes No

8. Parking

Will the proposed works affect existing car parking arrangements? Yes No

9. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? Yes No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- The agent
 The applicant
 Other person

10. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? Yes No

11. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent. Yes No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

12. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/We the applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**.

* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run. ** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person role

- The applicant
 The agent

12. Ownership Certificates and Agricultural Land Declaration

Title	Mr
First name	Paul
Surname	Merrett
Declaration date (DD/MM/YYYY)	26/05/2021

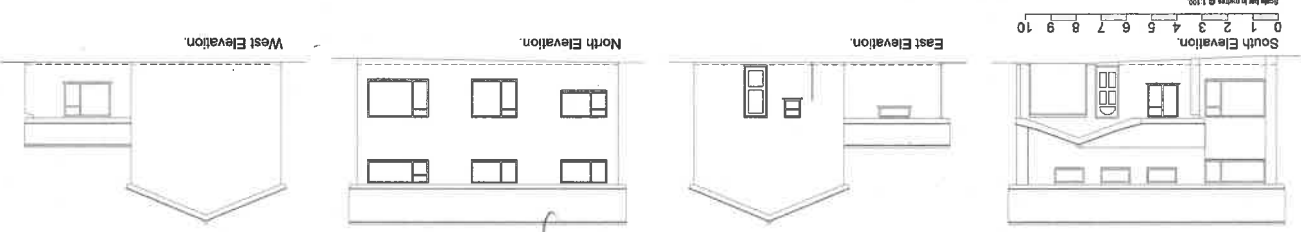
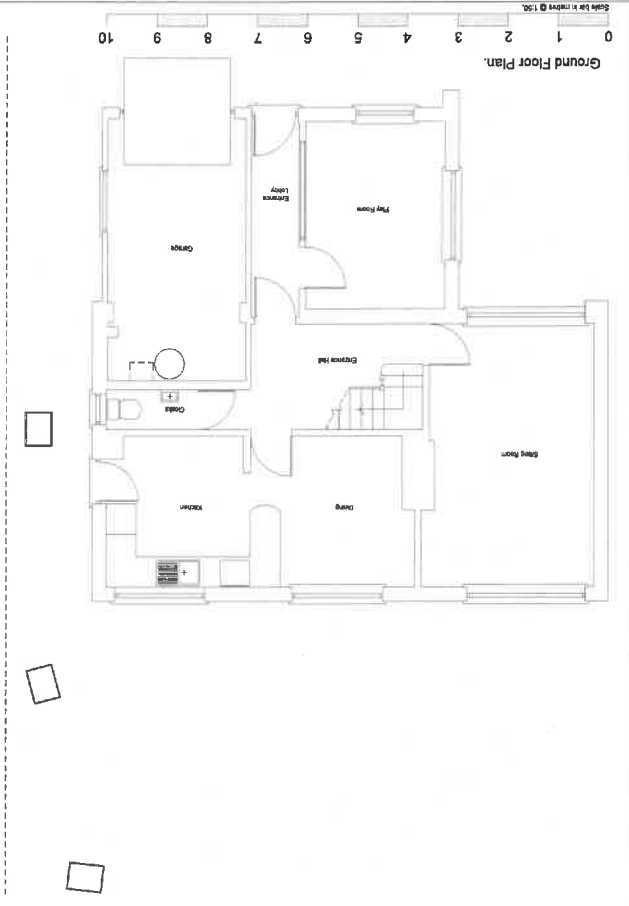
Declaration made

13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Date (cannot be pre-application)	26/05/2021
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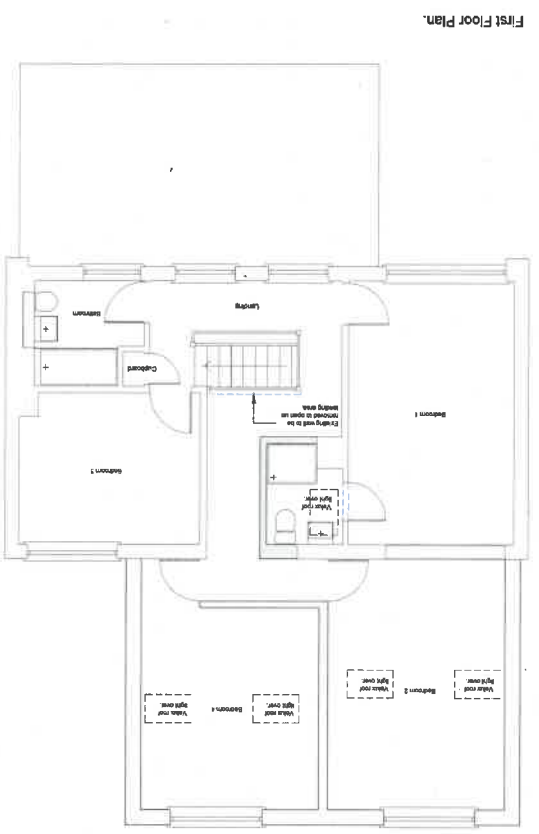
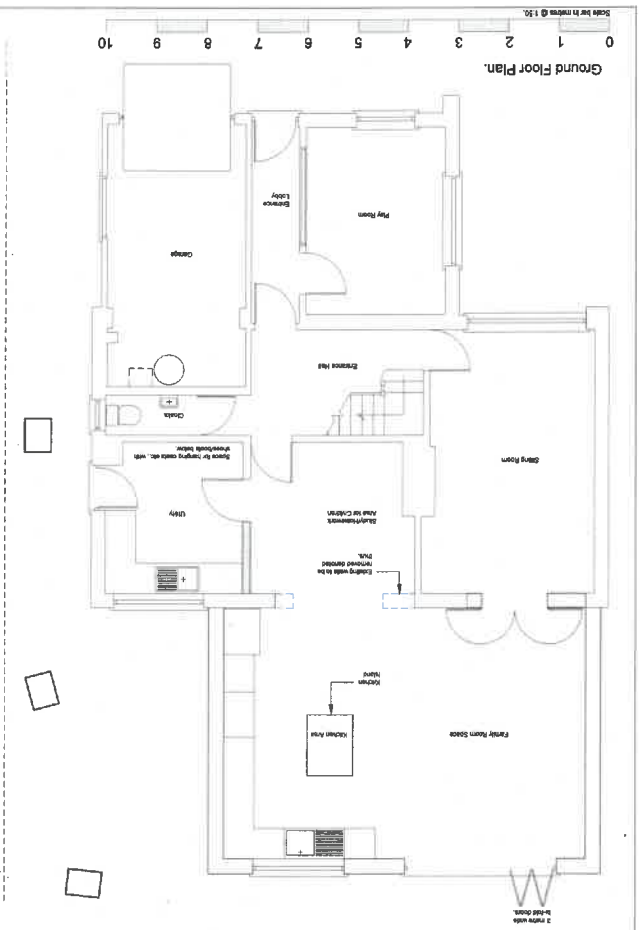
Drawn By: P. M.	Scale: 1:50 and 1:100 @ A1	Date: February 2021	Drawn No.: 554-01
Drawing Title: Survey as Existing.			
Job Title: Extensions and Alterations: 5 Manor Gardens Charltonham Suffolk			
Client: Mr and Mrs C. Shuter. E-mail: pshuter@bt.com Telephone: 01473 620246 Mobile: 07711 912218 Email: pshuter@bt.com 10 Bent Lane Plumtree St Andrew Ipswich IP4 5JB			
Copyright: Paul Mervin Planning and Building Design Architectural Technicians			
Date	Revision		



existing

All dimensions must be checked on site and not relied upon this drawing.

Rev.:	B
Drawg. No.:	554-03
Drawn By:	P.M.
Date:	March 2021
Scale:	1:50 and 1:100 @ A1
Drawing Title:	Proposed Arrangement
Client:	Mr and Mrs C. Smithe
Architect:	Paul Merritt Planning and Building Design Architectural Technician 10 Brent Lane Rushmore St Andrew P4 9TB Preston Lancashire Telephone: 01773 820246 Mobile: 07711 912213 E-mail: pmr@pmbd.co.uk
Copyright:	
Date:	
Revision:	
Issue:	
Rev.:	
Issue:	
Rev.:	
Issue:	



Proposed

All dimensions must be checked on site and noted on the drawing.

BLOCK PLAN AS PROPOSED 1:500

5. Manor Gardens, Saxmundham, Suffolk, IP17 1ET



Block Plan shows area bounded by: 630070.14, 262022.66 630160.14, 263012.66 (at a scale of 1:500), OSGridRef: TM39118236. The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

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