



## Saxmundham Town Council

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

**Wednesday 4 August 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 21 July 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 applications**

Planning ref	Application date	Response deadline	Applicant name and site address	Proposal
DC/21/3319/LBC	16 July 2021	6 Aug 2021	11 Albion St, IP17 1BN	Paint exterior of brick built outbuilding and rear of 1970s extension.
DC/21/3457/TCA	22 July 2021	12 Aug 2021	Fairfield House South, Fairfield Rd, IP17 1AX	Fell one leylandii and reduce another.
DC/21/3453/TCA	22 July 2021	12 August 2021	24 North Entrance, IP17 1AU	Fell three trees, two thuja, one beech, and prune a copper beech.

- 6) To note any recent decisions on planning applications by East Suffolk Council.**
- 7) To receive an update on the derelict building at 32 High St.**
- 8) Date and time of next meeting.**

**J. Morcom**

**Date: 29<sup>th</sup> July 2021**

**Assistant Clerk to Saxmundham Town Council** Tel: 01728 604595 Email: [assistanttownclerk@saxmundham-tc.gov.uk](mailto:assistanttownclerk@saxmundham-tc.gov.uk)





# Saxmundham Town Council

## Minutes of the Meeting of the Planning & Development Control Committee 6.00 PM 21<sup>st</sup> July 2021 in the Market Hall

### Councillors:

Cllr. John Fisher (Chair)      Cllr. Roger Hedley-Lewis  
Cllr. Charlotte Hawkins      Cllr. Nigel Hiley

**Also Present:** Jenny Morcom, (Assistant Town Clerk (ATC)).

**40/21PD**      **Apologies for absence**  
There were no apologies for absence.

**41/21PD**      **Pecuniary/Non-Pecuniary Interests**  
Cllr Charlotte Hawkins declared a non-pecuniary interest in Item 5, DC/21/3058/FUL as she is an immediate neighbour.

**42/21PD**      **Minutes of the meeting held 16<sup>th</sup> June 2021**  
Although the minutes of 16<sup>th</sup> June 2021 had been agreed and signed as an accurate record at the meeting held 7<sup>th</sup> July 2021, Cllr Hedley-Lewis had since noticed that he had not been recorded as present. The ATC confirmed that, according to her notes, Councillor Hedley-Lewis was indeed present at the meeting.  
**It was unanimously RESOLVED that the ATC should make a hand-written amendment to the minutes of 16<sup>th</sup> June, adding Cllr Hedley Lewis to the list of those present.** The amendment was then signed and dated by the Committee Chair.

### **Minutes of the Previous Meeting held 7<sup>th</sup> July 2021**

**It was unanimously RESOLVED to approve the minutes of the meeting held on 7<sup>th</sup> July 2021.** The minutes were signed.

**43/21PD**      **Open Forum**  
No members of the public had joined the meeting.

### **44/21PD**      **Planning Applications**

DC/21/3274/DRC	Saxmundham Railway Station, IP17 1BW	Proposal: Discharge of Condition 3 on Application DC/20/2930/VOC Variation of Condition 2 of Planning Permission DC/19/2685/FUL - Remodelling and weatherproofing of the station building including the construction of a new flat and pitched roofs to the single- storey brick structure and replacement of new doorways and windows
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**The was noted by the Planning Committee. No decision was required.**

DC/21/3252/FUL and DC/21/3253/LBC (listed building consent):	Hurts Hall, South Entrance, IP17 1ER:	Erection of a single storey tennis pavilion
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**It was unanimously RESOLVED that although the Planning Committee did not wish to object to the application it would like the following to be noted:**

- The Committee is concerned about the number of trees to be removed. The application is silent on the age and type of the tree and whether they will be replaced, indeed although the plans identify trees to be removed the application itself states that no trees will be removed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

- The Committee notes that the Pavilion will be visible from the Layers on the approach road to Saxmundham.

DC/21/3308/FUL: The Lodge, 3 South entrance, IP17 1DG: Internal alterations, retiling of the roof from concrete to slate and erection of modest stairwell to the rear of South Entrance.

**It was unanimously RESOLVED to support the application as it shows a rational design and will improve the quality of the building. It was noted however, that there were a number of mistakes in the application in section 2 where the address of Hurts Hall and the address of the agent making the application have been muddled.**

DC/21/3058/FUL Kroyde, 10 North Entrance, IP17 1AU Erection of a wooden garage 6x4x2.5m on concrete base 2ms from boundary.

**It was RESOLVED on majority (with one abstention) to object to the application for the following reasons:**

- The proposed materials are not suitable for a garage, and in the longer term the proposed wooden building will degenerate.
- The proposed wooden building is not in keeping with the 1960s style main property which is built of pale coloured brick.
- The application states incorrectly that neighbouring houses were built in the 1930s, however the property abuts a terrace of houses that are at least 200 years old.

**45/21PD Recent Planning Decisions.**

There were no recent decisions to report, but the ATC had spoken to a planning officer with regard to the Town Council's application for permission to erect a fingerpost in Market Place. The application will be agreed but the officer has to add some new regulations to the decision notice.

**The next meeting of the Planning and Development Control Committee will be at 6pm on Wednesday 28<sup>th</sup> July 2021.**

The meeting closed at 6.50 p.m.

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

Signed \_\_\_\_\_ Date \_\_\_\_\_



Application for listed building consent for alterations, extension or demolition of a listed building.

Planning (Listed Buildings and Conservation Areas) 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	<input type="text" value="11"/>
Suffix	<input type="text"/>
Property name	<input type="text"/>
Address line 1	<input type="text" value="Albion Street"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Saxmundham"/>
Postcode	<input type="text" value="IP17 1BN"/>

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

Easting (x)	<input type="text" value="638467"/>
Northing (y)	<input type="text" value="263137"/>

Description

**2. Applicant Details**

Title	<input type="text" value="Ms"/>
First name	<input type="text" value="Sue"/>
Surname	<input type="text" value="totton"/>
Company name	<input type="text"/>
Address line 1	<input type="text" value="11 Albion Street, Saxmundham"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Saxmundham"/>

## 2. Applicant Details

Country

Postcode

Are you an agent acting on behalf of the applicant?  Yes  No

Primary number

Secondary number

Fax number

Email address

## 3. Agent Details

No Agent details were submitted for this application

## 4. Description of Proposed Works

Please describe details of the proposed development or works including details of proposals to alter, extend or demolish the listed building(s):

Has the development or work already been started without consent?  Yes  No

## 5. Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

- Don't know
- Grade I
- Grade II\*
- Grade II

Is it an ecclesiastical building?  Don't know  Yes  No

## 6. Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?  Yes  No

## 7. Related Proposals

Are there any current applications, previous proposals or demolitions for the site?  Yes  No

## 8. Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?  Yes  No

## 9. Listed Building Alterations

Do the proposed works include alterations to a listed building?  Yes  No

If Yes, do the proposed works include

a) works to the interior of the building?  Yes  No

## 9. Listed Building Alterations

- b) works to the exterior of the building?  Yes  No
- c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?  Yes  No
- d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?  Yes  No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

I do not wish to make any structural changes.  
This application is purely for painting the exterior walls of the outbuilding and the 1970's rear extension located opposite the outhouse to the rear of the property

## 10. Materials

Does the proposed development require any materials to be used?  Yes  No

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

Please add materials by using the dropdown list to select the type, clicking 'Add' and entering all the details in the popup box

Type	Existing materials and finishes	Proposed materials and finishes
Other Paint	Plain red brick	Exterior masonry paint

Are you submitting 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

Site plan.  
Heritage and design statement.  
Paint description.  
Photographs.

## 11. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?  Yes  No

If Yes, please provide details:

Verbal confirmation and there are no issues from either side neighbours.

## 12. 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

## 13. Pre-application Advice

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

## 14. 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

#### 14. Authority Employee/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?

#### 15. Certificates

##### CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which the application relates.

Person role

- The applicant  
 The agent

Title

First name

Surname

Declaration date (DD/MM/YYYY)

Declaration made

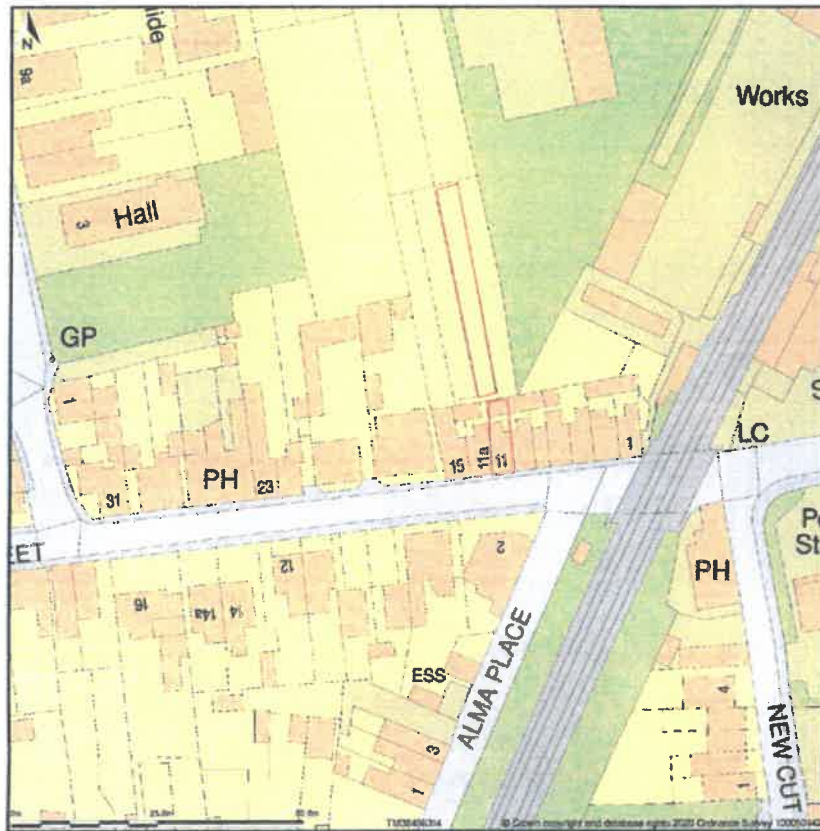
#### 16. Declaration

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)



11, Albion Street, Saxmundham, Suffolk, IP17 1BN



Site Plan shows area bounded by: 638383.35, 263089.57 638524.77, 263210.89 (at a scale of 1:1250), OSGridRef: TM38456314. 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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# Heritage and Design and Access Statement

11 ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

## Outline

To seek listing building consent -to paint the exterior of a brick-built outbuilding. And rear extension

This document supports a listed building consent application for permission to make changes to the exterior of an outbuilding at 11 Albion Street, Saxmundham, Suffolk, IP17 1BN and covers the necessary visual change to the outbuilding building and rear 1970s extension to make good and protect it from degradation for the current and future owners or occupiers.

The application is not for new development but for a change to an existing single storey outbuilding. There are no changes being made to the main dwelling house itself aside from painting the exterior of the rear extension. There are no changes being made to the garden.

## Historical context

The main house dwelling is historic by its nature and age. It is a grade two listed building in a conservation area. It is not clear whether the outbuilding was ever incorporated in the listing when it was done in September 1974.

According to the Historic England website the property, Number 11, is grade two listed and forms part of the statutory address made up of numbers 1 to 15 Albion Street, Saxmundham, Suffolk, IP17 1BN. The list entry number is 1268179. Its National Grid Reference is TM3847563136.

The same properties, numbers 1 to 15, are also within a conservation area because of its historic interest. The terrace, including no 11, forms part of the Saxmundham conservation area and is mentioned in the Conservation Area Appraisal document for Saxmundham which is on the East Suffolk.gov website.

Number 11 is a mid-terrace dwelling in a row of 4 properties, with numbers 9 to 15 to the left hand side of an archway and to its right numbers 1 to 7. The archway provides a right of access way to the rear of numbers 7,9,11,11A and 15.

The terrace is directly adjacent to Saxmundham railway station and was built in the mid-19th century, by the same builder as housing for employees working at Saxmundham railway station. It is understood the terrace was built prior to the railway station which was completed in the late 1850s.

[Type text]

# Heritage and Design and Access Statement

11 ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

## Map showing location within Saxmundham



### Street scene

The house part of the property forms part of a street scene based on a terrace of 8 all built at the same time, in the same design by the same builder. It was built in the Mid C19 and comprises white brick; with black Suffolk pantile roof with 4 gault brick ridge stacks and sash type windows. It fronts directly onto the pavement from the wooden front door.

The outbuilding which this statement relates to is not visible from a road or public footpath and is built of red brick and a Suffolk pan tile roof. It has one access door made of wood that is painted and a larger window and one smaller window, the frame of which are painted white gloss.

[Type text]

# Heritage and Design and Access Statement

11 ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

The immediate area around the building has a mixture of similar age properties such as Saxmundham Railway Station and those in Alma Place, however there are some that appear to have been built much later such as the 1960s/70s style 'new' police station' (now closed and used by the local council as offices) opposite the Railway Station.

## Front Elevation

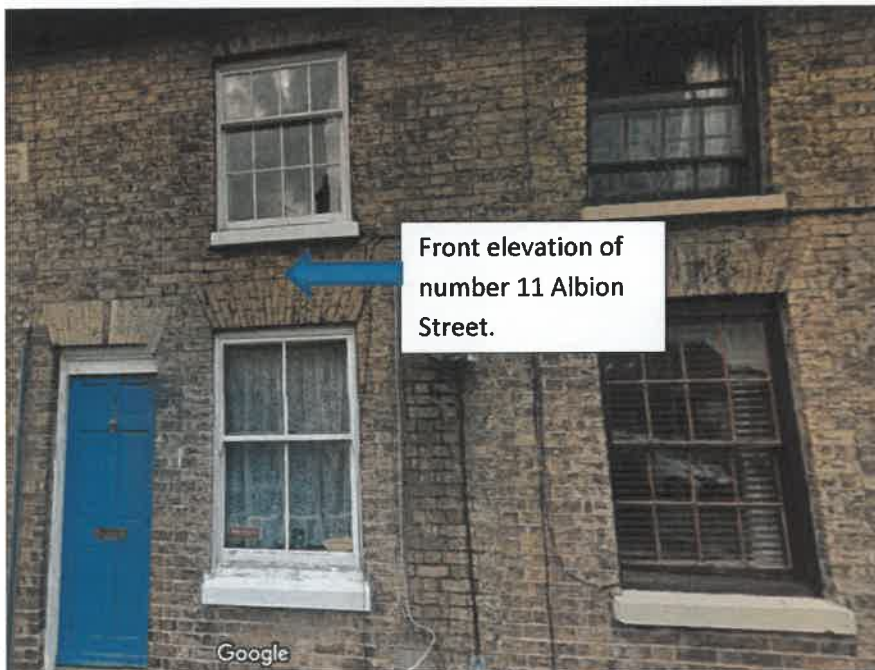
The main dwelling is 2 storeys which have one wooden sash window per storey and a basement which has a non-opening small window. The terraces wooden front entrance doors are alternatively set right and left of the downstairs window and all have been replaced over time.

The terrace has cast iron rainwater guttering.

A fall in ground level requires that the front entrance door is approached by two steps directly onto the pavement. Outside of the front of the property the tarmac road has double yellow lines on both sides. The terrace is opposite the old police station.

**There are no changes being made to the front elevation of the dwelling house.**

The image (google maps 2016) below shows the front elevation/exteriors of nos 11 (left side of photo) and 9 Albion Street (right side of photo).



[Type text]

# Heritage and Design and Access Statement

11 ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

## Outhouse/Outbuilding

Directly opposite the kitchen at the rear of the property is a single storey red brick outhouse with a Suffolk pan tile roof, the same as the house.

The following photos are of the outhouse which measures 4 meters in length by 2.6 meters wide.

Photo 1. Front elevation of the outhouse facing my main dwelling. It is in one block of two outhouses - the other belonging number 9 Albion Street – on the right hand side, see photo 1A. They are separated by a solid brick built internal wall.



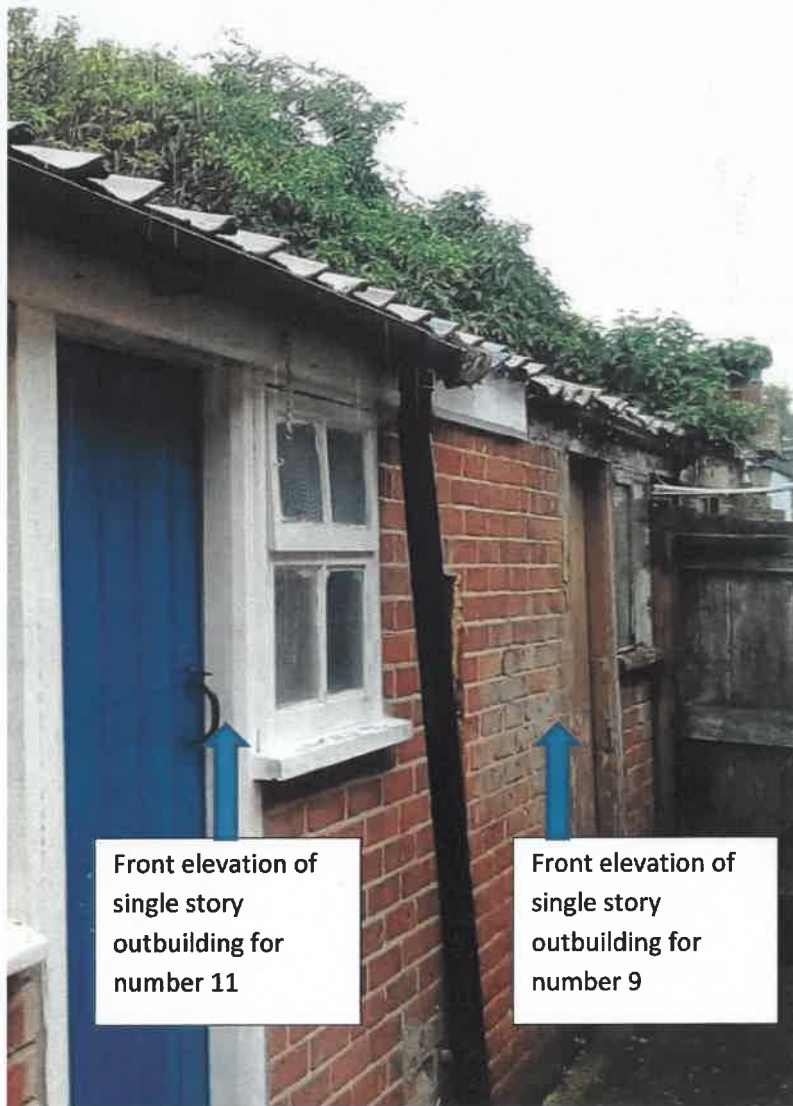
[Type text]

# Heritage and Design and Access Statement

11 ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

Photo 1A

Front elevation of the outhouse facing my main dwelling. For context this shows the outhouse belonging to number 9 Albion Street – on the right hand side with a brown door and small window. The outhouse for my dwelling, number 11 finishes approximately where the black down pipe is and 16 inches past the window.



[Type text]

# Heritage and Design and Access Statement

11 ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

Photo 2. Side elevation of the outhouse. It leads to the entrance to my garden on the left of the photo and the garden of number 9 by turning right (on the left hand side of the photo)



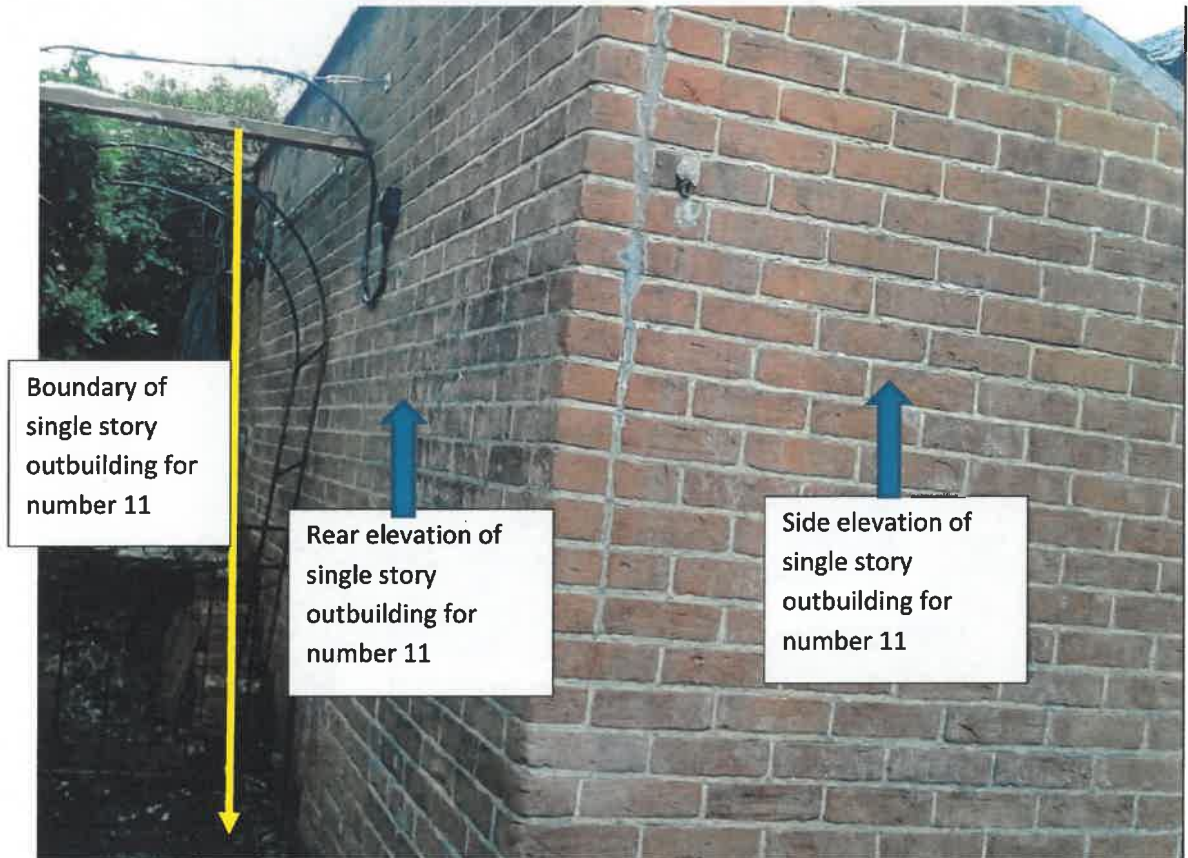


[Type text]

# Heritage and Design and Access Statement

11 ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

Photo 3 – Rear elevation of the outhouse – The gate is the entrance to the garden of number 9 but the rear of my outhouse actually extends to where their BBQ and exterior power source plug is.



[Type text]

# Heritage and Design and Access Statement

11 ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

## Rear Extension

Photo 4 – Front elevation of 1970s single story extension which measures 1.88 meters wide and 2.76 meters long.

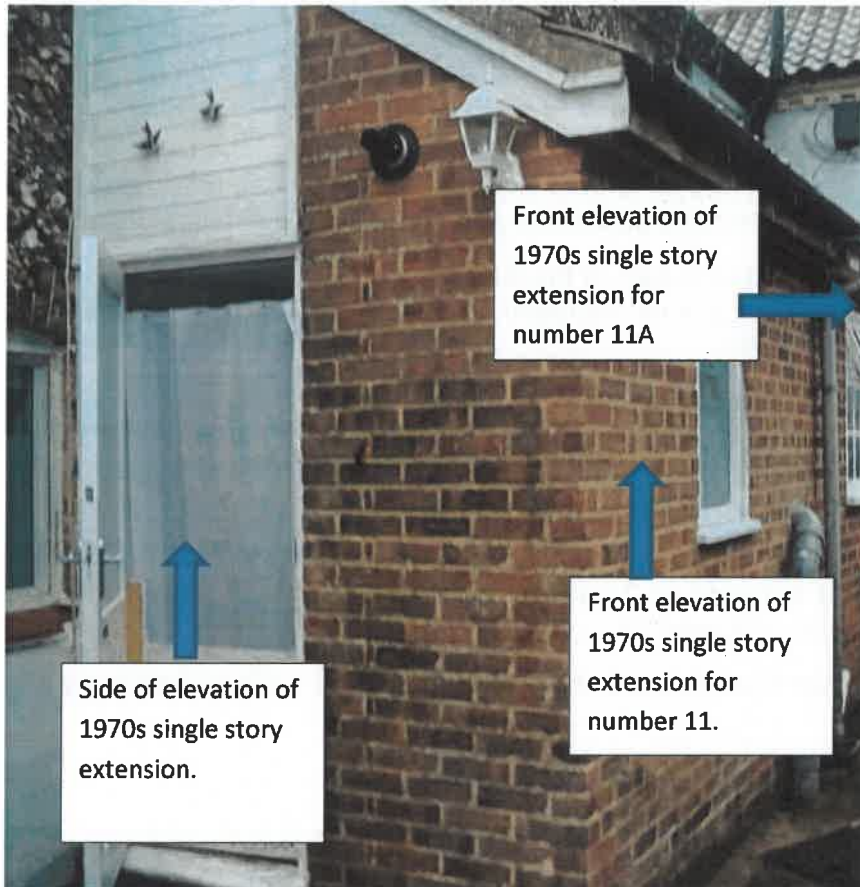


[Type text]

# Heritage and Design and Access Statement

11 ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

Photo 5 side elevation of 1970s single story extension.



[Type text]

# Heritage and Design and Access Statement

11 ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

## Community context

Saxmundham is a historic market town which has a mixture of old properties with new housing developments being built within the last few years towards the A12, Saxmundham bypass and on the Leiston road. The town is popular with tourists to the area and has a population of approx. 4000 permanent inhabitants.

The front of the terrace makes a good contribution to the history of the town, and when comparing with very old photos is unchanged since it was originally built other than replacement door and windows and some properties having satellite dishes.

The terrace, including no 11, forms part of the Saxmundham conservation area and is mentioned in the Conservation area appraisal document for Saxmundham which is on the East Suffolk.gov website.

The terrace is directly adjacent to Saxmundham railway station and was built in the mid 19<sup>th</sup> century to house railway employees. It is understood that the terrace were built prior to the railway station which was completed in the late 1850s. It also predates the old police station which is opposite.

The property sits in the middle of a small terrace of 8 dwellings comprising nos 1 to 15. There is an archway between no 7 and 9 that provides a right of access way to the rear of numbers 7,9,11,11A and 15.

The whole terrace is white brick built with black Suffolk pantile roofs and sash type windows.

## Assessment of significance

The dwelling is historic by its nature and age. It is a grade two listed building in a conservation area.

The exterior is unchanged since it was originally built other than replacement door and windows

It contributes positively to the sense of the place that sets Saxmundham as a historic market town.

**The outbuilding the rear 1970s extension are not visible at all from the street/highway or public footpath.**

## Design concept

The overall aim is to improve and preserve the outbuilding without downgrading its significance to the locale. Particular attention will be given to the choice of materials used.

## Exterior of the property

There are no changes to be made to the front elevation of the main property, **the only changes will be to the outbuilding and the 1970s extension at the rear of the property.** The only change to the rear elevation of the main

[Type text]

# Heritage and Design and Access Statement

11 ALBION STREET, SAXMUNDHAM, SUFFOLK IP17 1BN

property will be to over paint the 1970s brickwork to match that of the outbuilding in the same paint and colour.

## Interior of the property

There are no changes to the interior of either the main dwelling or the outbuilding.

## Impact on the heritage asset

None of the work to be carried out, will have a detrimental effect to the interior or exterior, character or setting of the property. In-fact it could be that by painting the outbuilding brings it more inline visually with the other outhouses that have been overpainted in the past. There is no visual impact to the exterior of the main house from the front or rear elevations.



AP036021

If you would rather make this application online, you can do so on our website:  
<https://www.planningportal.co.uk/apply>



Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.  
 Town and Country Planning Act 1990

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Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

**Local Planning Authority details:**



**Publication of applications on planning authority websites**

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

**1. Applicant Name and Address**

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

**2. Agent Name and Address**

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:





### 3. Trees Location

If all trees stand at the address shown in Question 1, go to Question 4. Otherwise, please provide the full address/location of the site where the tree(s) stand (including full postcode where available)

Unit:  House number:  House suffix:   
House name:   
Address 1:   
Address 2:   
Address 3:   
Town:   
County:   
Postcode (if known):

If the location is unclear or there is not a full postal address, either describe as clearly as possible where it is (for example, 'Land to the rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road') or provide an Ordnance Survey grid reference.

Description:

### 4. Trees Ownership

Is the applicant the owner of the tree(s):  Yes  No  
If 'No' please provide the address of the owner (if known and if different from the trees location)

Title:  First name:   
Last name:   
Company (optional):   
Unit:  House number:  House suffix:   
House name:   
Address 1:   
Address 2:   
Address 3:   
Town:   
County:   
Country:   
Postcode:   
Telephone numbers  
Country code:  National number:  Extension number:   
Country code:  Mobile number (optional):   
Country code:  Fax number (optional):   
Email address (optional):

### 5. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a TPO?  Yes  No

Are you wishing to carry out works to tree(s) in a conservation area?  Yes  No

### 6. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number below.

### 7. Identification Of Tree(s) And Description Of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out. Continue on a separate sheet if necessary. You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work. Where trees are protected by a TPO, please number them as shown in the First Schedule to the TPO where this is available. Use the same numbers on your sketch plan (see guidance notes).

Please provide the following information below: tree species (and the number used on the sketch plan) and description of works. Where trees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

E.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with 1 standard ash in the same place.

T1) — LEYLAND CYPRESS, MULTISTEMMED. TO REDUCE BY 50%, APPROX  
TO CONTROL GROWTH & FACILITATE LIGHT

7. Identification Of Tree(s) And Description Of Works continued ...

T2 - LEYLAND CYPRESS - FELL TO GROUND  
TO FACILITATE LIGHT

8. Trees - Additional Information

Additional information may be attached to electronic communications or provided separately in paper format.

**For all trees**

A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

**For works to trees covered by a TPO**

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. Condition of the tree(s) - e.g. it is diseased or you have fears that it might break or fall:  Yes  No

If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. Alleged damage to property - e.g. subsidence or damage to drains or drives.  Yes  No

If YES, you are required to provide for:

*Subsidence*

A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

*Other structural damage (e.g. drains, walls and hard surfaces)*

Written technical evidence from an appropriate expert, including description of damage and possible solutions.

**Documents and plans (for any tree)**

Are you providing separate information (e.g. an additional schedule of work for Question 7)?  Yes  No

If YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. If they are being provided separately from this form, please detail how they are being submitted.

9. Authority Employee / Member

It is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "relating 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 following statements apply to you and/or agent?  Yes  No

With respect to the authority, I am:

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

If Yes, please provide details of their name, role and how you are related to them.

## 10: Application For Tree Works - Checklist

Only one copy of the application form and additional information (Question 8) is required. Please use the guidance and this checklist to make sure that this form has been completed correctly and that all relevant information is submitted. Please note that failure to supply precise and detailed information may result in your application being rejected or delayed. You do not need to fill out this section, but it may help you to submit a valid form.

### Sketch Plan

- A sketch plan showing the location of all trees (see Question 8)

### For all trees (see Question 7)

- Clear identification of the trees concerned
- A full and clear specification of the works to be carried out

### For works to trees protected by a TPO (see Question 7)

#### Have you:

- stated reasons for the proposed works?
- provided evidence in support of the stated reasons? in particular:
  - if your reasons relate to the condition of the tree(s) - written evidence from an appropriate expert
  - if you are alleging subsidence damage - a report by an appropriate engineer or surveyor and one from an arboriculturist.
  - in respect of other structural damage - written technical evidence
- included all other information listed in Question 8?

## 11. Declaration - Trees

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.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

16/07/2021

(This date must not be before the date of sending or hand-delivery of the form)

## 12. Applicant Contact Details

### Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

## 13. Agent Contact Details

### Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

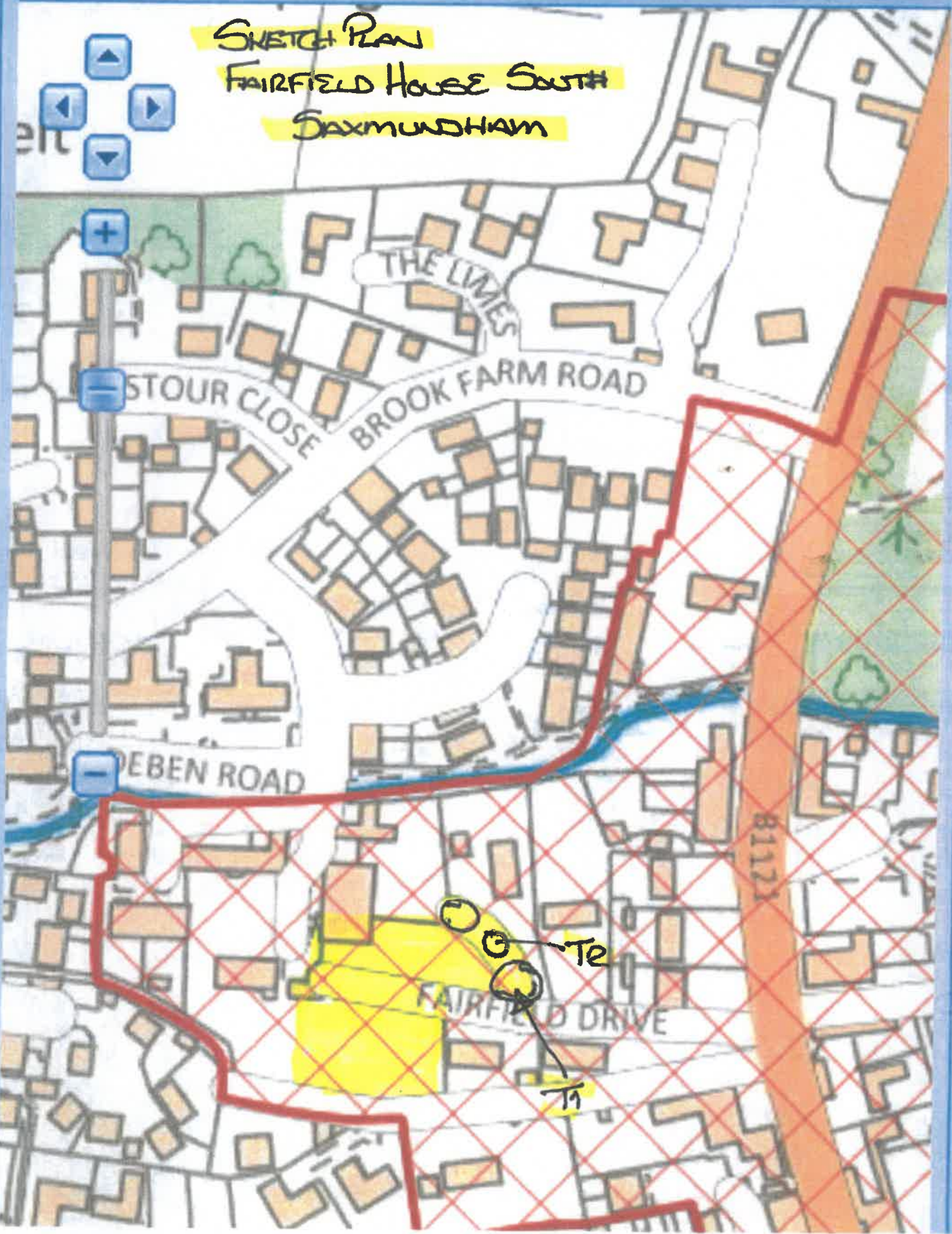
Country code: Fax number (optional):

Email address (optional):



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SKETCH PLAN  
FAIRFIELD HOUSE SOUTH  
SAXMUNDHAM



Te  
T1

81121



**Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.**  
**Town and Country Planning Act 1990**

**Privacy Notice**

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

**Local Planning Authority details:**



**Publication of applications on planning authority websites**

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

**1. Applicant Name and Address**

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

**2. Agent Name and Address**

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

### 3. Trees Location

If all trees stand at the address shown in Question 1, go to Question 4. Otherwise, please provide the full address/location of the site where the tree(s) stand (including full postcode where available)

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (if known):

If the location is unclear or there is not a full postal address, either describe as clearly as possible where it is (for example, 'Land to the rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road') or provide an Ordnance Survey grid reference:

Description:

### 5. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a TPO?  Yes  No

Are you wishing to carry out works to tree(s) in a conservation area?  Yes  No

### 4. Trees Ownership

Is the applicant the owner of the tree(s)?  Yes  No  
If 'No' please provide the address of the owner (if known and if different from the trees location)

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone numbers

Country code:  National number:  Extension number:

Country code:  Mobile number (optional):

Country code:  Fax number (optional):

Email address (optional):

### 6. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number below.

### 7. Identification Of Tree(s) And Description Of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out. Continue on a separate sheet if necessary. You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work. Where trees are protected by a TPO, please number them as shown in the First Schedule to the TPO where this is available. Use the same numbers on your sketch plan (see guidance notes).

Please provide the following information below: tree species (and the number used on the sketch plan) and description of works. Where trees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

E.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with 1 standard ash in the same place.

T1 - THUJA - FELL TO GROUND { OVERGROWN GARDEN CAUSING  
T2 - BEECH - FELL TO GROUND { NUISANCE TO NEIGHBOURS  
(CROWDING & LACK OF LIGHT.)  
T3 - COPPER BEECH - TARGET PRUNE TO BOUNDARY & REDUCE HEIGHT



7. Identification Of Tree(s) And Description Of Works continued ...

By 2 METRES - To CONTROL GROWTH  
T4 THUJA - FELL TO GROUND, - TO MAKE SAFE, TREE HELD  
By TIMBER PROP.

8. Trees - Additional Information

Additional information may be attached to electronic communications or provided separately in paper format.

For all trees

A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

For works to trees covered by a TPO

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. Condition of the tree(s) - e.g. it is diseased or you have fears that it might break or fall:  Yes  No  
If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. Alleged damage to property - e.g. subsidence or damage to drains or drives.  Yes  No  
If YES, you are required to provide for:

*Subsidence*

A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

*Other structural damage (e.g. drains, walls and hard surfaces)*

Written technical evidence from an appropriate expert, including description of damage and possible solutions.

Documents and plans (for any tree)

Are you providing separate information (e.g. an additional schedule of work for Question 7)?  Yes  No

If YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. If they are being provided separately from this form, please detail how they are being submitted.

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Country code: Fax number (optional):

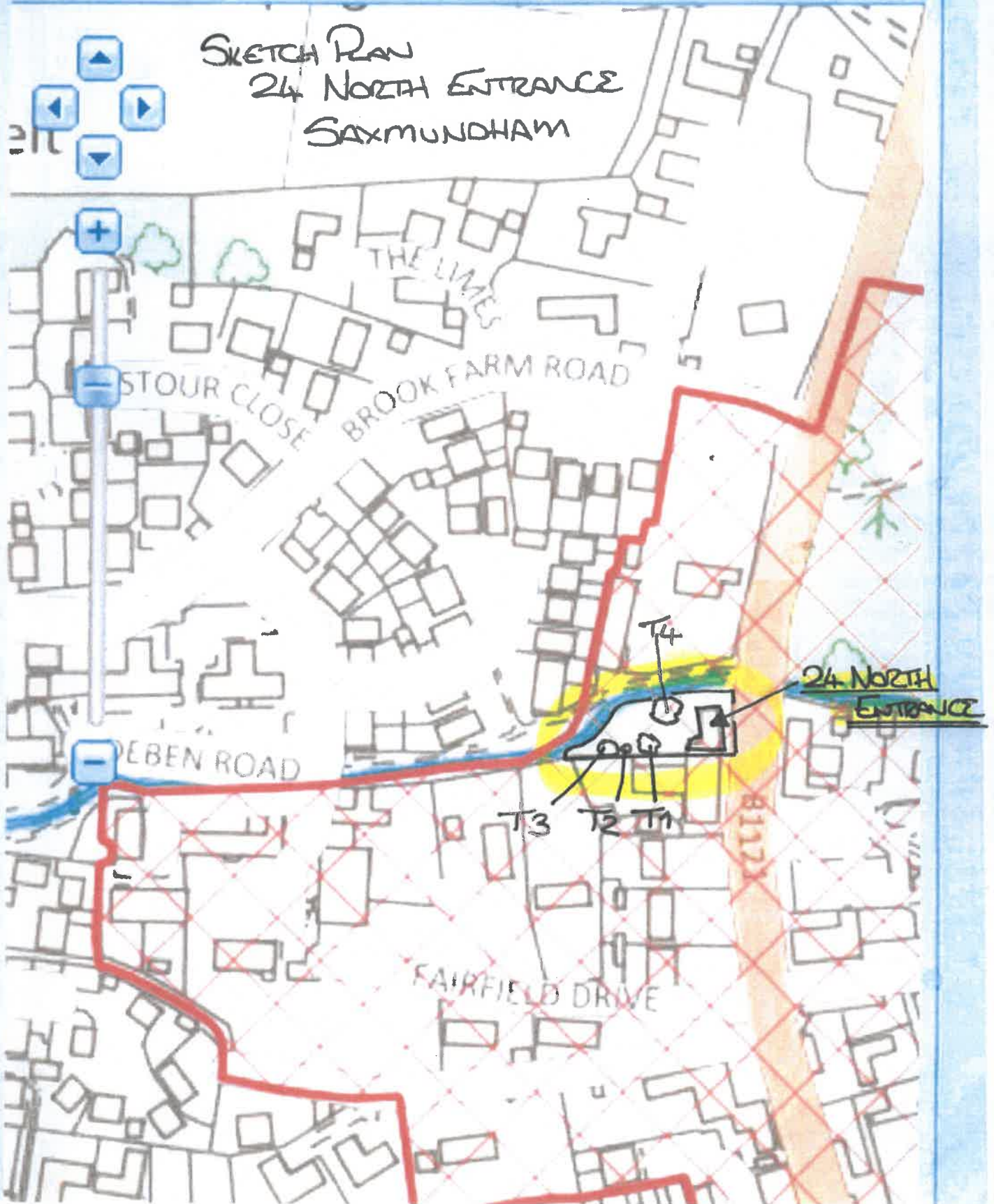
Email address (optional):

paulbush360@gmail.com

Electronic communication - If you submit this form by fax or e-mail the LPA may communicate with you in the same manner. (Please see guidance notes)

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# SKETCH PLAN 24 NORTH ENTRANCE SAXMUNDHAM





**Item 6: Recent Decisions by East Suffolk Council**

Planning ref	Application date	Response deadline	Applicant name and site address	Proposal	STC response	ESC decision	Appeal date*
DC/21/0317/FUL	12 Feb 2021	5 March 2021	Saxmundham Free School, Seckford Trust	Construction of new 2-storey AP building and assoc hard and soft landscaping	To P and D 22 Feb 2021  24/2/2012: Saxmundham Town Council has no objections to this application. We are a little concerned about loss of light to the back gardens of Lincoln Road	Permitted	
DC/21/2136/FUL	30 April 2021	2 June 2021	10 Manor Gardens, IP17 1ET	Replacement of side extension to form open plan kitchen, alteration to first floor bedroom ensuite, changes to fenestration, cladding to exterior and proposed single garage	P and D 19 May 2021  STC comments 26 <sup>th</sup> May 2021 – no objections	Permitted	
DC/21/2491/LBC	27 May 2021	18 June 2021	Ipswich Building Society, 10 High St	Proposed replacement of brand signage to shop front and replacement of existing hanging sign and new branding.	P and D 2 June 2021  3/6/21 - STC has no objections to this application	Permitted	
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.	P and D 16 June 20-21  17/6/2021 STC supports the application as the proposed design seems rational and sympathetic to the design of the house.	Permitted	

