



Saxmundham Town Council

Minutes of the Meeting of the Planning & Development Control Committee 11 am on 19th October 2021 in the Town House.

Councillors:

Cllr. John Fisher (Chair)
Cllr Nigel Hiley

Cllr. Roger Hedley-Lewis
Cllr Charlotte Hawkins

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

73/21PD Apologies for absence

There were no apologies for absence.

74/21PD Pecuniary/Non-Pecuniary Interests

None declared.

75/21PD Minutes of the meeting held 15th September 2021

It was unanimously **RESOLVED** to approve the minutes of the meeting held on 15th September 2021.
The minutes were signed by the Chair.

76/21PD Open Forum

No members of the public had joined the meeting.

77/21PD Planning Applications

DC/21/4115/LBC 46 High St, IP17 1AB
and
DC/21/4114/FUL

1st floor conversion of former
part of shop to residential
dwelling and former ground
floor storeroom to workshop

It was unanimously **RESOLVED** to support to the application as it will improve and maintain the buildings behind the shop. The committee wished to add, however, feel that s.20 of the application requires a little clarification as it is difficult to work out the effect of the proposals on the shop floor area.

78/21PD Recent Planning Decisions.

The Committee noted the following decisions:

Planning ref	Applicant name and site address	Proposal	STC response	ESC decision
DC/21/3089/FUL	21 Montagu Drive	Single storey rear extension	P and D on 21 July	permitted
DC/21/3564/FUL	70 Fairfield Rd, IP17 1BB	Single storey rear extension	P and D 11 Aug 2021 12/8/21 STC supports this application	permitted
DC/21/3677/FUL	Saxmundham Free School	New fence	P and D 11 Aug 2021 12/8/21 STC supports this application	permitted
DC/21/3625/FUL	32 Albion St, IP17 1BL	Single storey extension	P and D 25 Aug 2021 26/8/21 STC has no objection to this application	permitted

Signed _____ Date _____

79/PD21 To discuss the search areas for the proposed Nautilus Interconnector Converter Station which include a site close to Saxmundham

The Committee discussed the consultation documents. The following points were raised

- The proposed site is on higher ground above the Town of Saxmundham and the converter would be housed in a large building up to 24 meters high. It is unclear what would happen on the rest of the site, but we presume that the development phase would involve considerable disruption and change.
- We are concerned about the general loss of visual amenity and productive farmland as well as the impact on local wildlife.
- We are concerned about how continuous noise from the plant may affect people living in Saxmundham.
- We are concerned that an unsightly and/or noisy building may prevent any future development of Saxmundham to the east.
- We are concerned about the impact of increased traffic flow through the Town particularly during the development phase.

It was unanimously RESOLVED that the ATC should draft a short consultation statement to be agreed by the Planning Committee before circulation to the Town Council as a whole in order to respond by the deadline of 26th October

80/PD21 To note the Hopkins Estate Report

The Committee noted the report in particular:

- Problems caused by parking on the estate roads especially near bends in the road.
- Lack of cutting of Fromus Green had reduced its usefulness during the summer.
- The common areas of the affordable housing are not well-maintained.

It was felt that this information would be important to inform new developments in Saxmundham in particular the Garden Neighbourhood. The survey also endorsed the development of a welcome pack for people moving into Saxmundham. Cllr Hedley Lewis also raised the need for training in consultation.

ATC to discuss this with the Clerk.

81/PD21 The next meeting will be held on 17th November at 6pm in the Town House

The meeting closed at 12.40 p.m.

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

Signed _____ Date _____



Saxmundham Town Council

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

Wednesday 17th November 2021 at 6pm in the Town House, 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 19th October 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/21/4889/FUL	9 Nov 2021	30 Nov 2021	32 High St, IP17 1AB	Erection of replacement building to provide three dwellings – change of use
DC/21/5038/LBC	11 Nov 2021	2 Dec 2021	10 chantry Rd, IP17 1DJ	Listed building consent – repairs to existing roof - replacement of small section of roof felt to stop water ingress.

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

7) To note and discuss how to respond to East Suffolk Planning Policy consultations

- Sustainable Construction Supplementary Planning Document, consultation period: Monday 1st November to 5pm on Monday 13th December 2021.
- Affordable Housing Supplementary Planning Document, consultation period: Monday 1st November to 5pm on Monday 13th December 2021.
- Cycling and Walking Strategy, consultation period: Monday 1st November to 5pm on Monday 10th January 2022.
- Draft East Suffolk Community Infrastructure Levy (CIL) Charging Schedule and Draft East Suffolk CIL Instalment Policy, consultation period: Thursday 11th November to 5pm Thursday 23rd December 2021

8) Date and time of next meeting.

J. Morcom

J. Morcom

Date: 11th November 2021

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

Our Ref: 2738
Dated: October 2021

Design & Access Statement

Planning Authority:
East Suffolk Council

Applicant:
Skinner Salter Partnership

Application Address:
32 High Street, Saxmundham, Suffolk, IP17 1AB.

Proposals:
**Change of Use to Form 3 no: Dwellings
Associated external works & materials**



Ian Garrett

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Design & Access Statement

1.0 Planning Authority:

East Suffolk Council

2.0 Applicant:

Skinner & Salter Partnership

3.0 Application Address:

32 High Street, Saxmundham, Suffolk, IP17 1AB.

4.0 Proposals:

Change of Use to Form 3 no: Dwellings

Associated external works & materials

5.0 **Design Statement:**

5.1 **Planning History**

The most recent approval – DC/14/0507/FUL

Pre-application Advice – DC/21/3043/PREAPP

5.2 **Current Use**

Currently the buildings are not fit for any use, being in a very poor condition having no water proof roof coverings. However they buildings were previously living accommodation and butchers shop/storage, etc.

5.3 **Proposals**

The proposals are for the refurbishment and demolition of the rear structures and roof/where applicable to convert/rebuild the structure within the current footprint to provide 3 no: dwellings, with car parking and on site cycle storage facilities.

The proposal will maintain the right off access from east to west.

The prior approval of 2014 “report into Architectural & Historic Significance of the Buildings” stated that the buildings were beyond economic repair. It is not intended to restate this with a further report, as the buildings are in a much poorer condition seven (7) years on from the report date of 2014

The proposals are for the removal of the current shop unit at ground floor level, where through sale and purchase by Hopkins Homes 12th July 2002 and sale to an office shore firm 8th November 2013; which the current owners & applicants then bought the site on the 11th November 2019 the building has been empty and sold several times over the last 19 Years so a marketing exercise that the pre-application advice discusses was we believe completed in those 19 years as no purchaser has come forward with a proposal for reinstating the ground floor as a shop, with no retail interest being found at that time or since through sale and purchase, so the council should we believe understand that the principal of retention of a shop unit at this particular location has long since expired. Should the council wish to peruse this particular route, then the buildings condition will further deteriorate, which the new owners do wish to avoid through the economics of the work required now, with further delay possibly stopping any works to improve this important passage way between the High Street & the large housing settlement & dwellings to the east.

Note that dwellings are a feature of the High Street interspersed within the retail layout of Saxmundham High Street Market Place and Back of Market Place with Blenheim Terrace to the north forming 3 no: dwellings for example within the High Street.

The number of empty shop units to the north & south/east & west of the application site do demonstrate a lack of take up of retail units in Saxmundham, and to force this upon this particular site would not enhance the façade of this part of the town centre, but have the potential opposite effect in creating another empty premises, which will not offer any economic benefit to Saxmundham, but the opposite as another boarded up shop unit.

The proposed dwellings will have an important and positive impact, inserting life into this particular area of the town centre where retail use would be prohibitive due to the location and size of the building. This redevelopment provides an important and sustainable development use, where retail use will only offer an empty building.

5.4 Amount:

The proposals are for three (3) dwellings, each supporting the "Department for Communities & Local Government – Technical housing standards – nationally described space standard/s":

No: 32 – 2 bedroom 3 person dwelling of 74.0 sq. m

No: 32A – 1 bedroom 2 person dwelling of 58 sq. m

No: 33B – 2 bedroom 3 person dwelling of 74.0 sq. m

The works we anticipate will not alter the buildings current foot print, or encroach upon the right of way created between the High Street to the west and the new development to the east of the site.

A small first floor over hanging or jettying as it is known providing a cantilever design will enable reasonable compliance with the floor plan areas discussed earlier, along with adding a valuable feature to the buildings design, and interest for the pedestrians that transverse between the High Street and the large modern development to the East. This we feel adds weight in design terms along with supporting the listed buildings and traditional vernacular houses of Saxmundham. The pre-application consultation noted that the while this feature was not uncommon, it would not detract from the character or have a material impact upon the conservation area.

External features match the current in so far as window openings will match the current layout and elevational design that exists enhancing the conservation area through sympathetic placement to match those that exist, thus respecting the original building with window designs/section subject to a conditional approval by the LPA.

5.5 Layout:

The proposals do not alter the site or buildings footprint at ground levels, other than the door placements within existing. opening/s on the south elevation.

Car Parking – To be allocated to the apartments within the overall external scheme works – 5 no: car parking spaces as Suffolk Highways car parking standards

Secure Cycle Storage & enclosed bin areas with gated access for appearance and security are to be placed within the car parking area.

The existing tree will be retained and pruned to maintain its current canopy spread

The car parking area will have boundary fencing but no gated access is proposed at this time

Car parking to be permeable

5.6 Scale & Appearance:

The scale of the proposed development is sympathetic to the current properties in the surrounding area. Together with providing reasonable compatibility access and egress.

5.7 Landscaping:

None proposed as good planting is offered on site.

6.0 Access Statement:

The access shall be level throughout for vehicles and pedestrians alike.

7.0 FRA:

Please see the flood statement Ref: 2775-RE-08-21-01

8.0 Site Future:

A future planning application submission is to remove the fencing on the East side of the site and from the bridge approach to the building line with a wall on the North side of the site that will mirror the new wall proposed on the East side of the bridge approach which is being erected as part of the flood defences.

In the last 10 years there has been little interest in restoring this site to a worthwhile use. Effectively we have an iconic and historic grade two listed building boarded up and decaying on a site that stands at the junction between the beach and the Town centre and is seen by the vast majority of visitors to Lowestoft. What message are we

sending out to the public? At the moment it's we don't care about our heritage. We all know that this is far from the truth with more work being done to preserve our heritage now than has been done for a generation. This building is part of our heritage and has got to come back in use and the proposed scheme has the best chance of success.

9.0 Pre-application notes as submitted:

Site - 32 High Street, Saxmundham, Suffolk, IP17 1AB.

A. The site was a butchers shop with living and commercial areas, with previously approval/consent for change of use to part of the site to residential and retention of the shop, which the current proposals do seek to establish all residential use throughout the site, as the shop area would not allow a suitable sub-division of the site to create complaint residential dwellings – See Government dwelling size requirements for the compliance shown on the proposals

The proposals will draw on the traditional design of dwellings in the area, with materials to compliment the original design features of 32 High Street, with colour washed brickwork and shiplap timber boarding to match the current first floor over link way element of 32 High Street & the rearmost section of the building (dilapidated) also at first floor. For reference building adjacent (south/East) has Hardiplank smooth boarding in a grey colour external boarding.

The small over hanging or jettying as it is known providing a cantilever design will enable reasonable compliance with the floor plan areas discussed earlier, along with adding a valuable feature to the buildings design, and interest for the pedestrians that transverse between the High Street and the large modern development to the East. This we feel adds weight in design terms along with supporting the listed buildings and traditional vernacular houses of Saxmundham.

The floor levels do drop towards the east of the site, with ridge levels also having a stepped effect towards the east, which allows the dwellings internally full storey height, while allowing an interesting design for the passer by.

B. To the north of the site - 28 and 30, High Street which each are Grade II Listed Building in Saxmundham – English Heritage Legacy ID: 462139

C. FRA data shown, with the Lowest floor level @ the 1:1000 year event + climate change

D. Previous site & associated site planning history

Erection of replacement building to provide two ground floor shop units with two first floor apartments above (existing vacant former shop building to be demolished) Previous consents refs C10/2793 and C10/2794

Ref. No: DC/14/0507/FUL | Status: Application Permitted

- Provide PV panels to south roof slope.

Ref. No: DC/14/1779/AME | Status: Application Permitted

- Details as required by Condition 3, 6 and 12 of Planning Permission DC/14/0507/FUL.

Ref. No: DC/14/1783/DRC | Status: Application Permitted

- Construction of 145 dwellings including 49 affordable units with associated access and the provisions of public open space, footpaths and cycleways and pedestrian links to the Town Centre.

Ref. No: C/07/0362 | Status: Application Permitted

- Construction of 149 dwellings including 49 affordable units with associated access and the provisions of public open space, footpaths and cycleways and pedestrian links to the Town Centre.

Ref. No: C/06/1351 | Status: Application Refused

- CONVERSION OF FIRST FLOOR TO FORM ONE RESIDENTIAL UNIT ABOVE EXISTING RETAIL SHOP TOGETHER WITH ERECTION OF GARAGE (EXISTING OUTBUILDINGS TO BE DEMOLISHED)

Ref. No: C/92/0654 | Status: Application Permitted

- CONSTRUCTION OF SINGLE-STOREY GARAGE BLOCK (PART OF EXISTING RANGE OF OUTBUILDINGS TO BE DEMOLISHED)

Ref. No: C/94/0082 | Status: Application Permitted

- Demolition of No.34 in connection with the construction of 4 residential units, access etc.

Ref. No: C/00/1681 | Status: Application Refused

- Construction of 4 residential units with new access road and footpaths (demolition of No.34)

Ref. No: C/00/1680 | Status: Application Refused

- Details as required by Conditions 2 and 3 on Conservation Area Consent C10/2794

Ref. No: C/12/0184 | Status: Application Permitted

- Demolition of existing vacant former shop building and erection of replacement building to provide two ground floor shop units with two first-floor apartments above.

Ref. No: C/10/2794 | Status: Application Permitted

- Erection of replacement building to provide two ground floor shop units with two first-floor apartments above (existing vacant former shop building to be demolished)

Ref. No: C/10/2793 | Status: Application Permitted

- DEMOLITION OF PART OF RANGE OF OUTBUILDINGS TO PROVIDE NEW ACCESS TO NO 34 HIGH STREET

Ref. No: C/94/0083 | Status: Application Permitted

- DEMOLITION OF EXISTING WORKSHOP AND OUTBUILDINGS TO MAKE WAY FOR REDEVELOPMENT

Ref. No: C/92/0655 | Status: Application Permitted

10.0 Photographs – Existing views of site and surroundings

View of buildings from public – Current state & window/door openings to be retained



**View of public access from the East to High Street
Clad building(grey) – Uses Hardiplank**



**View of buildings within proposed car parking area
Looking from the East towards the High Street**



Application for Planning Permission and for relevant demolition of an unlisted building in a conservation area

Town and Country Planning Act 1990 (as amended)

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 and 'The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

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 on Local 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.

1. Applicant Name and Address

Title:	<input type="text"/>	First name:	<input type="text"/>	
Last name:	<input type="text"/>			
Company (optional):	SKINNER SALTER PARTNERSHIP			
Unit:	<input type="text"/>	House number:	13	House suffix:
House name:	CARLTON PARK INDU. ESTATE			
Address 1:	MAIN ROAD			
Address 2:	CARLTON			
Address 3:	<input type="text"/>			
Town:	SAXMUNDHAM			
County:	SUFFOLK			
Country:	UK			
Postcode:	IP17 2NL			

2. Agent Name and Address

Title:	<input type="text"/>	First name:	<input type="text"/>	
Last name:	<input type="text"/>			
Company (optional):	Iain Gammeth Building Design Ltd			
Unit:	<input type="text"/>	House number:	<input type="text"/>	House suffix:
House name:	THE STORE			
Address 1:	OAKWOOD MEWS			
Address 2:	<input type="text"/>			
Address 3:	<input type="text"/>			
Town:	LONESTOFT			
County:	SUFFOLK			
Country:	UK			
Postcode:	NR32 2LG			

3. Description of the Proposal

Please provide a description of the proposal, including details of the proposed demolition:

Erection of replacement building to provide
3 no. dwellings - change of use
Associated works.
Previous consents ref C10/2703; C10/2704; DC/14/0507/FUL

Has the building, work or change of use already started?

☐ Yes ☒ No

If Yes, please state the date when building, work or use were started (DD/MM/YYYY):

(date must be pre-application submission)

Has the building, work or change of use been completed?

☐ Yes ☒ No

If Yes, please state the date when the building, work or change of use was completed (DD/MM/YYYY):

(date must be pre-application submission)

Reference number of permission in principle being relied on (technical details consent applications only):

Is the proposal for public service infrastructure development (within the meaning of article 2 of S.I. 2015/595 as amended by article 3 of S.I. 746/2021)?

☐ Yes ☒ No

4. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: Northing:

Description:

5. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

☒ Yes ☐ No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name:

Reference:

Date (DD/MM/YYYY):

(must be pre-application submission)

Details of pre-application advice received?

6. 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

Are there any new public roads to be provided within the site?

☐ Yes ☒ No

Are there any new public rights of way to be provided within or adjacent to the site?

☐ Yes ☒ No

Do the proposals require any diversions /extinguishments and/or creation of rights of way?

☐ Yes ☒ No

If you answered Yes to any of the above questions, please show details on your plans/drawings and state the reference of the plan (s)/drawings(s)

7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

☒ Yes ☐ No

If Yes, please provide details:

As noted on plans.

Have arrangements been made for the separate storage and collection of recyclable waste?

☒ Yes ☐ No

If Yes, please provide details:

As noted on plans.

8. Authority Employee / Member

It is an important principle of decision-making that the process is open and transparent. 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 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.

9. Explanation for Proposed Demolition Work

Why is it necessary to demolish all or part of the building(s) and/or structure(s)?

Very poor structural condition

10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls	Colour washed brick; render; timber & steel clad	Render; colour washed brick timber boarding	<input type="checkbox"/>	<input type="checkbox"/>
Roof	Slate clay pantiles	Slate - to match ext. clay pantiles - to match ext.	<input type="checkbox"/>	<input type="checkbox"/>
Windows	Timber	Timber - Casement & sash	<input type="checkbox"/>	<input type="checkbox"/>
Doors	Timber	Timber	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)	Close boarded timber	Close boarded timber	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard-standing	Type - 1	Real stone - permeable	<input type="checkbox"/>	<input type="checkbox"/>
Lighting			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others (please specify)			<input type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?

☒ Yes

☐ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

Drawing No's: 2738.21.1 & 2738.21.2

D&As

F&A

Contamination Questionnaire

Contamination & Environmental; Archaeological Evaluation

11. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of Vehicle	Total Existing	Total proposed (including spaces retained)	Difference in spaces
Cars	0	5	5
Light goods vehicles/ public carrier vehicles	—	—	—
Motorcycles	—	—	—
Disability spaces	—	—	—
Cycle spaces	0	6	6
Other (e.g. Bus)	—	—	—
Other (e.g. Bus)	—	—	—

12. Foul Sewage

Please state how foul sewage is to be disposed of:

- ☒ Mains sewer ☐ Cess pit
☐ Septic tank ☐ Other
☐ Package treatment plant

Are you proposing to connect to the existing drainage system? ☐ Yes ☐ No

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

13. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

☒ Yes ☐ No

If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)? ☐ Yes ☒ No

Will the proposal increase the flood risk elsewhere? ☐ Yes ☒ No

How will surface water be disposed of?

- ☒ Sustainable drainage system ☐ Existing watercourse
☐ Soakaway ☐ Pond/lake
☐ Main sewer

14. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species:

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

b) Designated sites, important habitats or other biodiversity features:

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

c) Features of geological conservation importance:

- ☐ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☒ No

15. Existing Use

Please describe the current use of the site:

Developer shop - no planning approval & Residential

Is the site currently vacant? ☒ Yes ☐ No

If Yes, please describe the last use of the site:

Developer shop - no planning approval & Residential

When did this use end (if known)? (DD/MM/YYYY):

Does the proposal involve any of the following?

If yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated? ☐ Yes ☒ No

Land where contamination is suspected for all or part of the site? ☐ Yes ☒ No

A proposed use that would be particularly vulnerable to the presence of contamination? ☐ Yes ☒ No

16. Trees and Hedges

Are there trees or hedges on the proposed development site? ☒ Yes ☐ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character? ☐ Yes ☒ No

If Yes to either or both of the above, you may need to provide a full Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

17. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste? ☐ Yes ☒ No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste

18. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units?
If Yes, please complete details of the changes in the tables below:

☒ Yes

☐ No

Proposed Housing							
Market Housing	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>	1	2				3
Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a + b + c + d + e + f) =							3

Social, Affordable or Intermediate Rent	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals $(a + b + c + d + e + f) =$							

Affordable Home Ownership	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a+b+c+d+e+f) =							

Starter Homes	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals $(a + b + c + d) =$							

Self Build and Custom Build	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a + b + c + d) =							

Total proposed residential units (A + B + C + D + E) =

Existing Housing							
Market Housing	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals $(a + b + c + d + e + f) =$							

Social, Affordable or Intermediate Rent	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a + b + c + d + e + f) =							

Affordable Home Ownership	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Sheltered housing	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Cluster flats	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a + b + c + d + e + f) =							

Starter Homes	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals $(a + b + c + d) =$							

Self Build and Custom Build	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						
Flats/maisonettes	<input type="checkbox"/>						
Bedsit/studios	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Totals (a + b + c + d) =							

Total existing residential units (F + G + H + I + J) =

TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total):

3

19. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ☐ Yes ☐ No

If you have answered Yes to the question above please add details in the following table:

Use class/type of use	Not applicable	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross internal floorspace proposed (including change of use)(square metres)	Net additional gross internal floorspace following development (square metres)
A1 Shops	<input type="checkbox"/>	66.7	66.7		
Net tradable area:	<input type="checkbox"/>				
A2 Financial and professional services	<input type="checkbox"/>				
A3 Restaurants and cafes	<input type="checkbox"/>				
A4 Drinking establishments	<input type="checkbox"/>				
A5 Hot food takeaways	<input type="checkbox"/>				
B1 (a) Office (other than A2)	<input type="checkbox"/>				
B1 (b) Research and development	<input type="checkbox"/>				
B1 (c) Light industrial	<input type="checkbox"/>				
B2 General industrial	<input type="checkbox"/>				
B8 Storage or distribution	<input type="checkbox"/>				
C1 Hotels and halls of residence	<input type="checkbox"/>				
C2 Residential institutions	<input type="checkbox"/>				
D1 Non-residential institutions	<input type="checkbox"/>				
D2 Assembly and leisure	<input type="checkbox"/>				
OTHER	<input type="checkbox"/>				
Please specify	<input type="checkbox"/>				
Total					

In addition, for hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

Use class	Type of use	Not applicable	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms
C1	Hotels	<input type="checkbox"/>			
C2	Residential institutions	<input type="checkbox"/>			
OTHER		<input type="checkbox"/>			
Please specify		<input type="checkbox"/>			

20. Employment

Please complete the following information regarding employees:

	Full-time	Part-time	Total full-time equivalent
Existing employees	0	0	0
Proposed employees	0	0	0

21. Hours of Opening

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not known

22. Site Area

Please state the site area in hectares (ha) 0.057

23. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal a waste management development? ☐ Yes ☒ No

If the answer is Yes, please complete the following table:

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational throughput in tonnes (or litres if liquid waste)
Inert landfill	<input type="checkbox"/>		
Non-hazardous landfill	<input type="checkbox"/>		
Hazardous landfill	<input type="checkbox"/>		
Energy from waste incineration	<input type="checkbox"/>		
Other incineration	<input type="checkbox"/>		
Landfill gas generation plant	<input type="checkbox"/>		
Pyrolysis/gasification	<input type="checkbox"/>		
Metal recycling site	<input type="checkbox"/>		
Transfer stations	<input type="checkbox"/>		
Material recovery/recycling facilities (MRFs)	<input type="checkbox"/>		
Household civic amenity sites	<input type="checkbox"/>		
Open windrow composting	<input type="checkbox"/>		
In-vessel composting	<input type="checkbox"/>		
Anaerobic digestion	<input type="checkbox"/>		
Any combined mechanical, biological and/or thermal treatment (MBT)	<input type="checkbox"/>		
Sewage treatment works	<input type="checkbox"/>		
Other treatment	<input type="checkbox"/>		
Recycling facilities construction, demolition and excavation waste	<input type="checkbox"/>		
Storage of waste	<input type="checkbox"/>		
Other waste management	<input type="checkbox"/>		
Other developments	<input type="checkbox"/>		

Please provide the maximum annual operational throughput of the following waste streams:

Municipal	
Construction, demolition and excavation	
Commercial and industrial	
Hazardous	

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

24. Hazardous Substances

Does the proposal involve the use or storage of any of the following materials in the quantities stated below? ☐ Yes ☐ No ☐ Not applicable

If Yes, please provide the amount of each substance that is involved:

Acrylonitrile (tonnes)	<input type="text"/>	Ethylene oxide (tonnes)	<input type="text"/>	Phosgene (tonnes)	<input type="text"/>
Ammonia (tonnes)	<input type="text"/>	Hydrogen cyanide (tonnes)	<input type="text"/>	Sulphur dioxide (tonnes)	<input type="text"/>
Bromine (tonnes)	<input type="text"/>	Liquid oxygen (tonnes)	<input type="text"/>	Flour (tonnes)	<input type="text"/>
Chlorine (tonnes)	<input type="text"/>	Liquid petroleum gas (tonnes)	<input type="text"/>	Refined white sugar (tonnes)	<input type="text"/>

Other:

Other:

Amount (tonnes):

Amount (tonnes):

25. Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

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* 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**

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.

* "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.

Signed - Applicant:

Date (DD/MM/YYYY):

29/10/2021

CERTIFICATE

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

25. Ownership Certificates and Agricultural Land Declaration (continued)**CERTIFICATE OF OWNERSHIP - CERTIFICATE C****Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14**

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

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

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

26. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.

The original and 3 copies* of a completed and dated application form:



The correct fee:

Collect



The original and 3 copies* of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:



The original and 3 copies* of a design and access statement, if required (see help text and guidance notes for details):



The original and 3 copies* of a fire statement, if required (see help text and guidance notes for details):



The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application:



The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D - as applicable) and Article 14 Certificate (Agricultural Holdings):



*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

Plans can be bought from one of the Planning Portal's accredited suppliers: <https://www.planningportal.co.uk/buyaplanningmap>

27. 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.

Signed - Applicant:

[Redacted Signature]

Date (DD/MM/YYYY):

25/10/2021

(date cannot be pre-application)

28. Applicant Contact Details

Telephone numbers

Country code:

National number:

Extension number:

[Redacted]

[Redacted]

[Redacted]

Country code:

Mobile number (optional):

[Redacted]

[Redacted]

Country code:

Fax number (optional):

[Redacted]

[Redacted]

Email address (optional):

[Redacted]

29. Agent Contact Details

Telephone numbers

Country code:

National number:

Extension number:

+44

1902-511821

[Redacted]

Country code:

Mobile number (optional):

[Redacted]

[Redacted]

Country code:

Fax number (optional):

[Redacted]

[Redacted]

Email address (optional):

inmagivettadesign.co.uk

30. 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? (Please select only one)

☒ Agent

☐ Applicant

☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

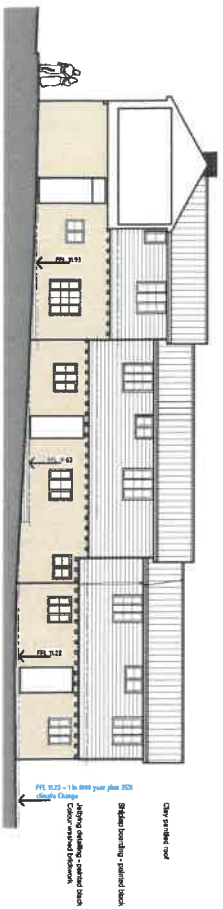
[Redacted]

Telephone number:

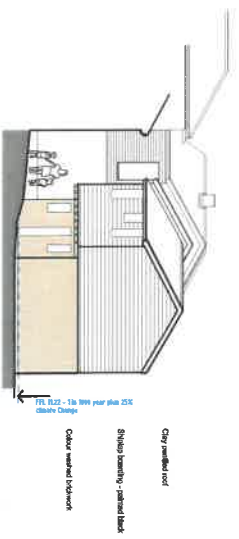
[Redacted]

Email address:

[Redacted]



Proposed South Elevation
Scale: 1:100



Proposed East Elevation
Scale: 1:100

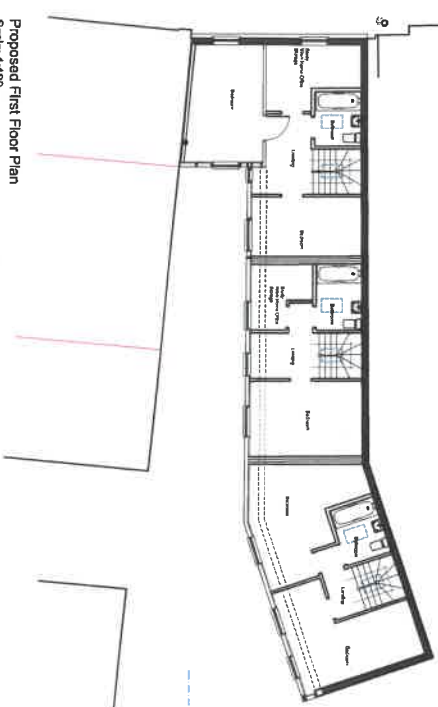
Proposed Materials:
Roof - Slate to match extg. as near as possible
Walls - Clay panicle to match extg. as near as possible
 Colour washed brickwork to match extg. as near as possible
 Timber boarding - Painted Black timber

HIGH STREET



Proposed Ground Floor Plan
Scale: 1:100

Dwelling House
 No. 32 283P - 74.0 sq m
 No. 32A 182P - 58.0 sq m
 No. 32B 283P - 73.0 sq m

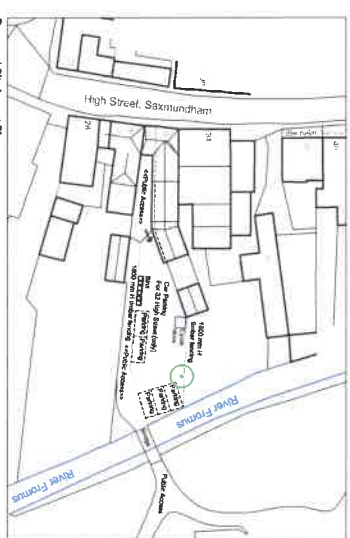


Proposed First Floor Plan
Scale: 1:100

Car Parking/Cycle Storage/Bins not shown for clarity
 Design layout to be provided within the site plan
 Design layout to be provided within the site plan
 Design layout to be provided within the site plan



Proposed High Street Elevation
Scale: 1:50



Proposed Site Layout Plan
Scale: 1:500

- NOTES:**
- The drawings are for the proposed development only and do not constitute a contract.
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 - The drawings are for the proposed development only and do not constitute a contract.

32 High Street
 Saxmundham
 Suffolk
 IP17 1AB
 Client: Skinner Sales Partnership

Proposals
 Drawing no: 2739.21.2
 Date: 11/25/2021
 Scale: 1:500, 1:100, 1:50

lan Garrett
 lan Garrett Ltd
 11/25/2021

Planning

lan Garrett Ltd
 11/25/2021
 11/25/2021

Paul Merrett Planning and Building Design

Proposed repairs to existing roof structure due to rain water ingress.

at

10 Chantry Road
Saxmundham
Suffolk
IP17 1DJ



Design and Access Statement
And
Heritage Statement

1. Introduction

The proposals within this listed building consent application are necessary to address a rain water leak within the existing pantiled roof structure at first floor level on the rear of the property.

2. Heritage



10 Chantry Road is one of a terrace of six cottages and is a Grade II listed building. The date of the listing was 6 September 1974 and the listing description reads:

"Terrace of 6 houses. Early C18 with later alterations. Painted brick on ground floor, plastered timber-frame to first floor: weatherboarded gable at left end; pantile roof with two red brick ridge stacks. EXTERIOR: 2-storeys; each house has 1-window front. Plank doors alternate from left to right side of ground floor window: No.2 has replacement glazed door. No.2 has one 8/8 unhorned sash to ground floor, remainder 3-light metal casements of late C18: two- and 3-light late C18 metal casements to first floor, except No.12, which is lit through a 5-light C20 casement. INTERIOR: not inspected."

Within East Suffolk Council's Saxmundham Conservation Area Appraisal document, Section 12.3 specifically relates to Chantry Road, and in relation to Chantry Cottages states:

"Beyond the late 19th century brick wall and Coach House is a terrace of six early 18th century Grade II listed cottages, No.s 2- 12, located on the back edge of the narrow footway. These simple cottages have walls of painted brick with render over a timber frame at first floor level - the upper floor being slightly jettied forward. The east end gable of the row has a weather-boarded elevation."

The application site is shown edged in red on the accompanying location plan.

The plans deposited with the planning application show the proposals for this development.

3. The Proposals - Design

3.1 Use

The application site lies within the town of Saxmundham and within the town's Conservation Area. The site is bounded to the east by residential property 8 Chapel Road, to the south by land approved for residential development under planning application DC/15/3197/FUL, to the west by residential property 12 Chapel Road, and to the north by a public footpath, public highway Chantry Road, and residential property 13 Chantry Road.

It is proposed to carry out works to repair a leaking roof on the rear of the property. An inspection carried out on the roof structure to the rear of the property has found rain water ingress at the junction of the rear pitched roof of 10 Chantry Road, and the first-floor flat roofed extension of the adjoining property, 12 Chantry Road.



Proposed works: Carefully remove the existing clay pantiles and ridge tiles as shown on the submitted plans (approximately 5 tiles wide x 5 tiles deep) and set aside for re-use. The exposed lengths of existing tiling battens are to be removed to enable replacement of damaged roofing felt as required for a satisfactory and permanent repair. The applicant purchased 10 Chantry Road, Saxmundham, in July 2002, and it is estimated the existing roofing felt that is to be replaced was installed in the late 1960's/early 1970's.

The damaged roofing felt is to be replaced with breathable roofing membrane and the previously removed lengths of tiling battens are to be re-fixed if their condition allows.

The previously set aside clay pantiles are to be re-laid and the previously set aside ridge tiles are to be bed on to the roof using matching mortar mix (appearance and colour).

The whole length of existing flashing at the junction between the rear pitched roof of 10 Chantry Road and the first floor flat-roofed structure of 12 Chantry Road is to be removed and replaced with new Code 4 lead flashing. The existing render drip at the bottom of the side wall of the flat roofed extension is to be removed enabling the existing flashing to be removed and the new 9-inch Code 4 lead to be dressed in to the structure correctly. Once the new lead flashing is in place on the flat roofed structure it is to be dressed down on to the existing clay pantiles of the pitched roof of 10 Chantry Road. A new render drip is to be fixed in place and the render finish repaired in matching render mix. The new lead flashing is to receive one coat of patination oil applied fully in accordance with the manufacturer's instructions.

3.2 Amount and Scale

The proposed works are limited to necessary repair works of the existing roof structure.

3.3 Appearance and Scale.

The façade of the cottage will be unchanged as the proposed works comprise only the removal and reinstatement of existing roof and ridge tiles, and the replacement of the existing flashing with new lead flashing.

3.4 Landscaping

Unchanged.

4. The Proposals - Access

4.1 Vehicular Access. Unchanged.

4.2 Pedestrian Access. Unchanged.

5. Heritage Justification Statement

5.1 Schedule of works to historic fabric.

- Removal of existing clay pantiles and clay ridge tiles enabling repair works to be undertaken.
- Re-lay existing clay pantiles and clay ridge tiles.
- Apply length of Code 4 lead flashing to roof/first floor wall abutment.
- Apply one coat of patination oil to new lead flashing.

5.2 Schedule of works to non-historic fabric.

- Removal of short lengths of roofing tile battens.
- Removal of small section of late 1960's/early 1970's deteriorated roofing felt.
- Removal of modern render drip.
- Removal of modern flashing.
- Fit small section of breathable roofing membrane.
- Re-fix short lengths of roofing tile battens (if serviceable), if not, replace.
- Fit new length of render drip.
- Repair modern render to the first-floor flat roofed extension of the adjoining property.

5.3 Impact.

There is no harm caused to the significance of the heritage asset in terms of paragraph 132 of the NPPF. The overall building form remains intact with little or no impact to the historical asset as works are limited to necessary repair works to protect the overall historic fabric of the cottage.

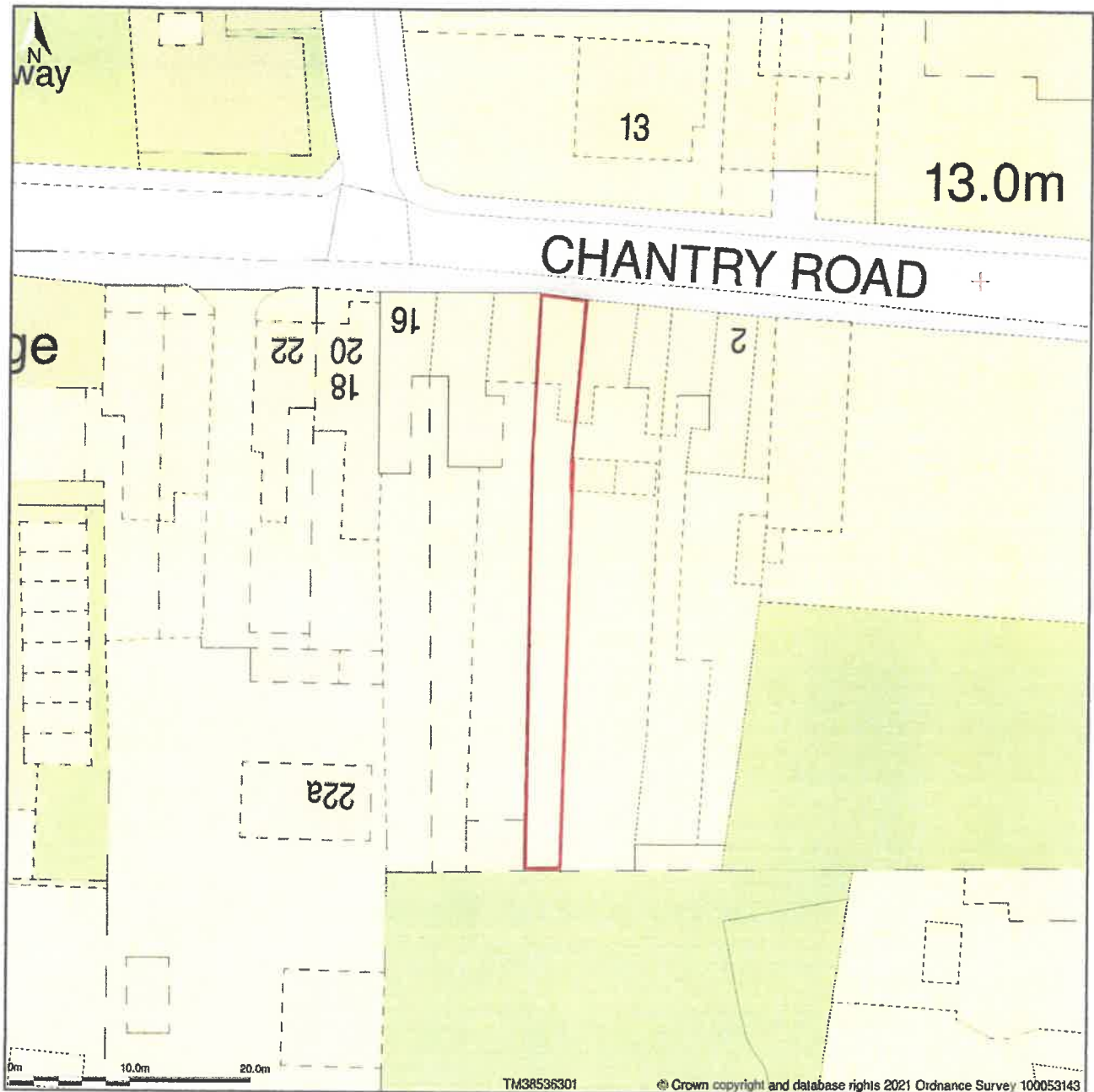
The retention of existing materials, and the replacement of the existing flashing with Code 4 lead flashing, results in the use of materials resonant with, and retaining the character of, these listed cottages. There is no demonstrable impact on the adjoining neighbours or the setting of the cottage within the street scene.

5.4 Justification.

There is no harm to the building in terms of paragraph 132 of the NPPF, and therefore public benefit is not required to justify the proposals.

BLOCK PLAN AS EXISTING 1:500

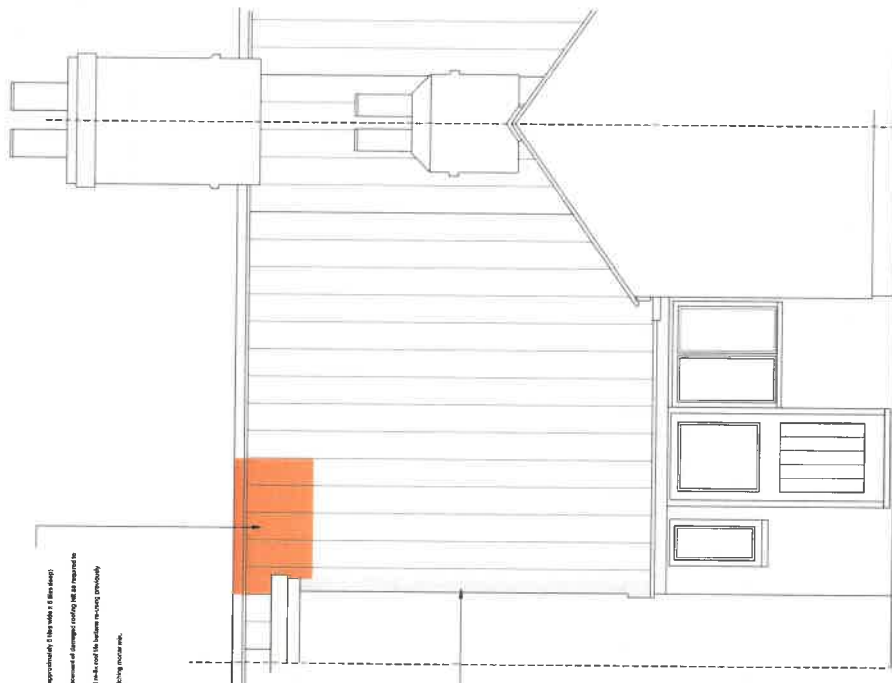
10, Chantry Road, Saxmundham, Suffolk, IP17 1DJ



Block Plan shows area bounded by: 638490.94, 262970.86 638580.94, 263060.86 (at a scale of 1:500), OSGridRef: TM38536301. 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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South Elevation (rear).



Scale bar in metres @ 1:20.

Drawing Title: General Arrangement.		Scale: 1/20 @ A1 Date: October 2021 Drawn by: P.M.	Dwg. No.: 588-01 Rev.:
Client: Ma. A. Enríquez-Fra.		Job Title:	
Telephone: 0473 500048 Mobile: 0771 122313 E-mail: pmmet@ol.com		10 Bow Lane Business St Andrew St Andrew JN4 8ST	
Project:		Project:	
Date:		Revision:	
Copyright:		Paul Merritt: Planning and Building Design Architectural Technicians	

Item 7: Recent East Suffolk Council Planning Decisions.

Planning ref	Applicant name and site address	Proposal	STC response	ESC decision
DC/21/2837/NOC	43 High St.	VOC to planning consent given in 2014 to change property from office to fish and chip shop – changes to agreed extraction/ventilation system	To P and D 7 July 2021 8 July 2021 STC notes the comments made by the Environmental Protection Team and cannot support the application until the proposed changes are judged by the Environmental Protection Team to be fully compliant with all regulations and do not pose risks in terms of fire, noise or smell.	Refused
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.	P and D 21 July 2021 30/7/21 STC supports 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.	Permitted
DC/21/3758/LBC and DC/21/3757/FUL	Old Bank House, Market Place, Saxmundham, Suffolk, IP17 1AG,	Form new opening and gated access in existing rear boundary wall for new disabled access route to Old Bank House, with erection of new boundary wall to severance plot	P asnd D 25 Aug 21 26/8/2021 STC supports this application as it will help disabled people.	Permitted

Item 7: East Suffolk Planning Policy Consultations

1.0 East Suffolk is consulting on the following Planning Policy documents and strategies:

- Sustainable Construction Supplementary Planning Document, consultation period: Monday 1st November to 5pm on Monday 13th December 2021.
- Affordable Housing Supplementary Planning Document, consultation period: Monday 1st November to 5pm on Monday 13th December 2021.
- Cycling and Walking Strategy, consultation period: Monday 1st November to 5pm on Monday 10th January 2022.
- Draft East Suffolk Community Infrastructure Levy (CIL) Charging Schedule and Draft East Suffolk CIL Instalment Policy, consultation period: Thursday 11th November to 5pm Thursday 23rd December 2021

2.0 Sustainable Construction Supplementary Planning Document (SPD)

2.1 The Sustainable Construction SPD will provide guidance on the implementation of the Council's Sustainable Construction planning policies and other planning policies related to mitigating the impact of climate change. The draft SPD addresses a range of topics including energy efficiency, renewable energy, water conservation, waste and use of materials.

2.2 The SPD has been drafted following an initial consultation on the proposed scope and content held in March and April 2021. A Consultation Statement has been published alongside the draft SPD which explains how the comments received have been taken into account in drafting the SPD.

2.3 Upon adoption the SPD will replace the following existing guidance document:

- Renewable Energy and Sustainable Construction SPD (September 2013, which relates to the former Waveney area).

3.0 Affordable Housing Supplementary Planning Document (SPD)

3.1 The Affordable Housing Supplementary Planning Document (SPD) will provide guidance on the implementation of the Council's planning policies related to affordable housing. The draft SPD covers a range of matters including types of affordable housing, identifying an appropriate mix of affordable housing, the design of affordable housing, legal agreements and carrying out local housing needs assessments.

3.2 The SPD has been drafted following an initial consultation that was held in November and December 2020 under which views were sought on the scope and content of the SPD. A Consultation Statement has been published alongside the draft SPD which explains how the comments received have been taken into account in drafting the SPD.

3.3 Upon adoption the SPD will replace the following existing guidance documents:

- Supplementary Planning Guidance 2 Affordable Housing (July 2004) – this relates to the former Suffolk Coastal area, and;

- Affordable Housing Supplementary Planning Document (May 2012) – this relates to the former Waveney local planning authority area.

4.0 **Cycling and Walking Strategy**

4.1 We are also preparing guidance on the Cycling and Walking Strategy, which identifies potential cycling and walking infrastructure opportunities across the district. It provides context and information to support detailed infrastructure proposals. The draft Strategy has been informed by an initial consultation that was held October-December 2020, and includes:

- **Key Corridors** - Key routes between, and through, settlements;
- **Local Plan Site Allocation Recommendations** - Recommendations for Local Plan site allocations;
- **Community Recommendations** - Recommendations submitted to the Council as part of the initial consultation.

4.2 Once adopted, the Strategy will replace the Waveney Cycle Strategy (2016).

5.0 **Consultation information**

5.1 To view and respond to the consultation material, including supporting information, please visit www.eastsuffolk.gov.uk/planning-policy-consultations.

5.2 The documents available as part of the consultation are:

- Draft Affordable Housing Supplementary Planning Document and supporting documents (Initial Consultation Statement, Strategic Environmental Assessment Screening Opinion, Habitats Regulations Assessment Screening Assessment and Equalities Impact Assessment Screening Opinion);
- Draft Sustainable Construction Supplementary Planning Document and supporting documents (Initial Consultation Statement, Strategic Environmental Assessment Screening Opinion, Habitats Regulations Assessment Screening Assessment and Equalities Impact Assessment Screening Opinion);
- Draft Cycling and Walking Strategy and supporting documents (Initial Consultation Statement, Draft Strategic Environmental Assessment Screening Opinion, Draft Habitats Regulations Assessment Screening Assessment, Equalities Impact Assessment Screening Opinion).

5.3 If you are unable to submit comments online you can email your response to planningpolicy@eastsuffolk.gov.uk or write to us at East Suffolk Council, Planning Policy and Delivery Team, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ.

5.4 Paper copies of the draft Supplementary Planning Documents and Draft Cycling and Walking Strategy, and accompanying Consultation Statements, have been made available at all libraries in the district and in the Council's Customer Service Centres at the Marina Centre, Lowestoft, NR32 1HH; Woodbridge Library, New Street, Woodbridge, IP12 1DT; and Felixstowe Library, Crescent Road, Felixstowe, IP11 7BY, for inspection during opening hours. For information on all library opening hours please see www.suffolklibraries.co.uk and for information on the Council's Customer

Service Centre opening hours please see www.eastsuffolk.gov.uk/contact-us/customer-services/.

- 5.5 Due to the ongoing impacts of the Covid-19 pandemic, if you are unable to view these documents online, at a library or in the Customer Service Centres, please contact us for assistance by emailing planningpolicy@eastsuffolk.gov.uk or calling 01394 444557. Please note that if you wish to contact us via telephone, we are currently operating under a voicemail service. Please leave a message including your contact details and your call will be returned as soon as possible.
- 5.6 The Strategic Environmental Assessment Screening Opinions that accompany each consultation document can also be requested by email or in hard copy by emailing or phoning the Planning Policy and Delivery Team on the contact details above.
- 5.7 The provisions above may be subject to review should there be any changes to national restrictions related to the pandemic.
- 5.8 Please submit any comments on the Draft Sustainable Construction Supplementary Planning Document and Draft Affordable Housing Supplementary Planning Document by **5pm on Monday 13th December 2021** and any comments on the Draft Cycling and Walking Strategy by **5pm on Monday 10th January 2022**.
- 5.9 All comments received will be considered and taken into account when finalising the documents.
- 6.0 Consultation on the Draft East Suffolk Community Infrastructure Levy (CIL) Charging Schedule and Draft East Suffolk CIL Instalment Policy.**
- 6.1 East Suffolk Council is inviting representations on the Draft East Suffolk Community Infrastructure Levy (CIL) Charging Schedule and Draft East Suffolk CIL Instalment Policy from Thursday 11th November to 5pm Thursday 23rd December 2021.
- 6.2 The Council has prepared a Draft East Suffolk CIL Charging Schedule (which will, when 'adopted', replace the existing two separate CIL Charging Schedules for the former Suffolk Coastal and former Waveney areas). As part of the process, an East Suffolk CIL Instalments Policy has also been prepared, which allows the payment of CIL in instalments (as with the CIL Charging Schedules, there are currently two separate Instalment Policies, one for the former Waveney area, and one for the former Suffolk Coastal area).
- 6.3 CIL is "*a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area*" (Planning Practice Guidance on CIL). CIL works alongside planning obligations (made under Section 106 of the Town and Country Planning Act 1990), which are used to secure on-site infrastructure and some other elements, the most significant of which is often affordable housing.

- 6.4 You are being contacted as a person or organisation who has previously asked to be consulted and/or has responded on Local Plan or other planning policy related matters. If you are a consultant/agent, please bring this consultation to the attention of your client(s).

6.5 Consultation information

- 6.5.1 To view and respond to the consultation material, including supporting information, please visit www.eastsuffolk.gov.uk/planning-policy-consultations.

The documents available as part of the consultation are:

- Draft East Suffolk CIL Charging Schedule
- East Suffolk CIL (Viability) Review (prepared by Aspinall Verdi)
- Draft East Suffolk CIL Instalment Policy
- Initial CIL Consultation Statement
- Statement of the Representations Procedure
- Draft East Suffolk CIL Charging Schedule – Legislation and Policy Conformity Statement
- Draft East Suffolk CIL Charging Schedule – Frequently Asked Questions
- Comments (representations) form
- Draft East Suffolk CIL Charging Schedule – Strategic Environmental Assessment Screening Opinion
- Draft East Suffolk CIL Charging Schedule – Habitats Regulations Assessment Screening Assessment
- Draft East Suffolk CIL Charging Schedule – Equalities Impact Assessment Screening Opinion

- 6.5.2 Online responses are preferred, but if you are unable to submit comments online you can email your response to planningpolicy@eastsuffolk.gov.uk or write to us at East Suffolk Council, Planning Policy and Delivery Team, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ.

- 6.5.3 Paper copies of the Draft East Suffolk CIL Charging Schedule, and accompanying documents, are available at all libraries in the district and in the Council's Customer Service Centres at the Marina Centre, Lowestoft, NR32 1HH; Woodbridge Library, New Street, Woodbridge, IP12 1DT; and Felixstowe Library, Crescent Road, Felixstowe, IP11 7BY, for inspection during opening hours. For information on all library opening hours please see www.suffolklibraries.co.uk. Please note that the Customer Service Centres are currently being manned part time. For information on the Council's Customer Service Centre opening hours please see www.eastsuffolk.gov.uk/contact-us/customer-services/.

- 6.5.4 Due to the ongoing impacts of the Covid-19 pandemic, if you are unable to view these documents online, at a library or in the Customer Service Centres, please contact us for assistance by

emailing planningpolicy@eastsuffolk.gov.uk or calling 01394 444557. Please note that if you wish to contact us via telephone, we are currently operating under a voicemail service. Please leave a message including your contact details and your call will be returned as soon as possible.

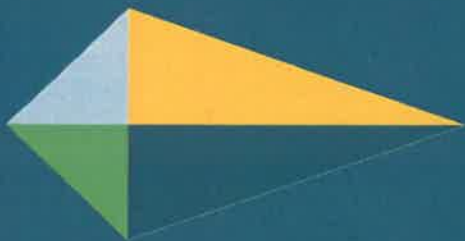
- 6.5.5 The provisions above may be subject to review should there be any changes to national restrictions related to the Covid pandemic.
- 6.5.6 People and organisations making representations may request the right to be heard by the examiner at the CIL examination; this request should be expressly stated in your representation. Please note that the CIL examiner is responsible for determining who can participate in the examination, including the ability to speak at any future examination hearing.
- 6.5.7 People and organisations making representations may also request the right to be notified at a specific address of any or all of the following:
- that the draft CIL Charging Schedule has been submitted to the examiner,
 - the publication of the recommendations of the examiner and reasons for those recommendations, and
 - the approval of the charging schedule by the charging authority.
- 6.5.8 **Representations cannot be kept confidential.** The information you have supplied is being collected in accordance with The Community Infrastructure Levy Regulations 2010 (as amended) and will be used to inform the preparation/finalisation of the East Suffolk CIL Charging Schedule.
- 6.5.9 By responding to this consultation, you are accepting that your name and response will be made available for public inspection and published online. However, other personal information such as email addresses and telephone numbers will not be published or shared with third parties. Your personal information will be retained for until the CIL Charging Schedule is superseded + 12 months (this is the East Suffolk Council Planning Policy local retention policy).
- 6.5.10 Data will be processed and held securely and in accordance with the Data Protection Act 2018 and General Data Protection Regulation (and any updates).
- 6.5.11 Further information about data protection and your rights can be found in our Privacy Notice <https://www.eastsuffolk.gov.uk/yourcouncil/access-to-information/general-data-protection-regulation-and-data-protection-act/gdpr-privacy-notices/>.

6.5.12 Please submit any comments on the Draft East Suffolk CIL Charging Schedule and Draft East Suffolk Instalment Policy by **5pm on Thursday 23rd December 2021.**

East Suffolk Community Infrastructure Levy

Draft Charging Schedule

Consultation 11th November to 23rd December
2021



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Purpose of this document

This document sets out East Suffolk Council's rates of Community Infrastructure Levy (CIL) that are charged on most types of new development in the area for which it is the Charging Authority. The Council is the Charging Authority for the entire council area, excluding the area covered by the Broads Authority. The money raised from the charge will be used to pay for infrastructure to support development within the Council area.

In setting its CIL rates in accordance with Regulation 14(1) of the Community Infrastructure Levy Regulations 2010 (as amended), East Suffolk Council has struck an appropriate balance between:

- the desirability of funding from CIL (in whole or part) the estimated total cost of infrastructure required to support the development of the council area, taking into account other actual and expected sources of funding; and
- the potential effects (taken as a whole) of the imposition of CIL on the economic viability of development across the Council area.

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1 Community Infrastructure Levy Charging Rates

Residential Rates

- 1.1 The rates for standard residential development (C3 and C4 Use Class¹) are set out in Table 1.1 below. The rates for specialist (principally retirement) accommodation are set out separately under paragraph 1.2. The zones are defined in Appendix A.

Table 1.1 - Residential Rates

Residential Charging Zone	Rate of CIL per sqm
Zone 1 Higher Value Zone	£300
Zone 2 Mid Higher Value Zone	£200
Zone 3 Mid Value Zone	£100
Zone 4 Mid Lower Zone	£0
Zone 5 Lower Zone	£0

Specialist Accommodation

- 1.2 The rates for specialist accommodation are set out in Table 1.2 below.

Table 1.2 – Specialist Accommodation

Specialist Accommodation	Rate of CIL per sqm
Sheltered Housing ²	£0
Extra Care Housing ³	£0
Residential Care Homes ⁴	£0

¹ As defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)

² This usually consists of purpose-built flats or bungalows with limited communal facilities such as a lounge, laundry room and guest room. It does not generally provide care services, but provides some support to enable residents to live independently. This can include 24 hour on-site assistance (alarm) and a warden or house manager. Purely age-restricted accommodation – without the typical range of support services – is not included within this definition

³ This usually consists of purpose-built or adapted flats or bungalows with a medium to high level of care available if required, through an onsite care agency registered through the Care Quality Commission (CQC). Residents are able to live independently with 24 hour access to support services and staff, and meals are also available. There are often extensive communal areas, such as space to socialise or a wellbeing centre. In some cases, these developments are known as retirement communities or villages – the intention is for residents to benefit from varying levels of care as time progresses.

⁴ These have individual rooms within a residential building and provide a high level of care meeting all activities of daily living. They do not usually include support services for independent living. This type of housing can also include dementia care homes

Strategic Sites

- 1.3 There are eight sites allocated in either the 2019 Waveney Local Plan or 2020 Suffolk Coastal Local Plan that have been identified as strategic sites and have been chosen to test separately. The residential CIL rates for these sites are set out in Table 1.3 below (other forms of development will be charged at the relevant CIL rate for that development).

Table 1.3 – Strategic Sites

Strategic Sites Charging Zone	Rate of CIL per sqm
Policy SCLP12.29: South Saxmundham Garden Neighbourhood	£90
Policy SCLP12.3: North Felixstowe Garden Neighbourhood	£100
Policy SCLP12.64: Land off Howlett Way, Trimley St Martin	£160
Policy SCLP12.19: Brightwell Lakes/Adastral Park, Martlesham	£0
Policy WLP2.16: Land south of The Street, Carlton Colville/Gisleham	£70
Policy WLP3.1: Beccles and Worlingham Garden Neighbourhood	£40
Policy WLP2.13: North of Lowestoft Garden Village	£60
Policy WLP2.4: Kirkley Waterfront and Sustainable Urban Neighbourhood	£0

Other Rates

- 1.4 The rates proposed for other types of development are set out in Table 1.4 below. Holiday lodge zones are shown in the map in Appendix A.

Table 3.4 - Other Rates

Type of Development	Rate of CIL per sqm
Holiday Lodges not complying with the Caravan Act ⁴ – in defined coastal areas (see Charging Zone map)	£210
Holiday Lodges not complying with the Caravan Act ⁴ – in all other areas	£0
Convenience Retail ⁵	£70
Comparison Retail ⁶	£0
Employment (offices, industrial, warehouses)	£0
All other development	£0

⁴ Permanent buildings for the purposes of tourist accommodation, restricted from permanent residential use by condition and which do not comply with the Caravan Act. Any structure which is compliant with the Caravan Act is not a 'building' and so is not liable for CIL

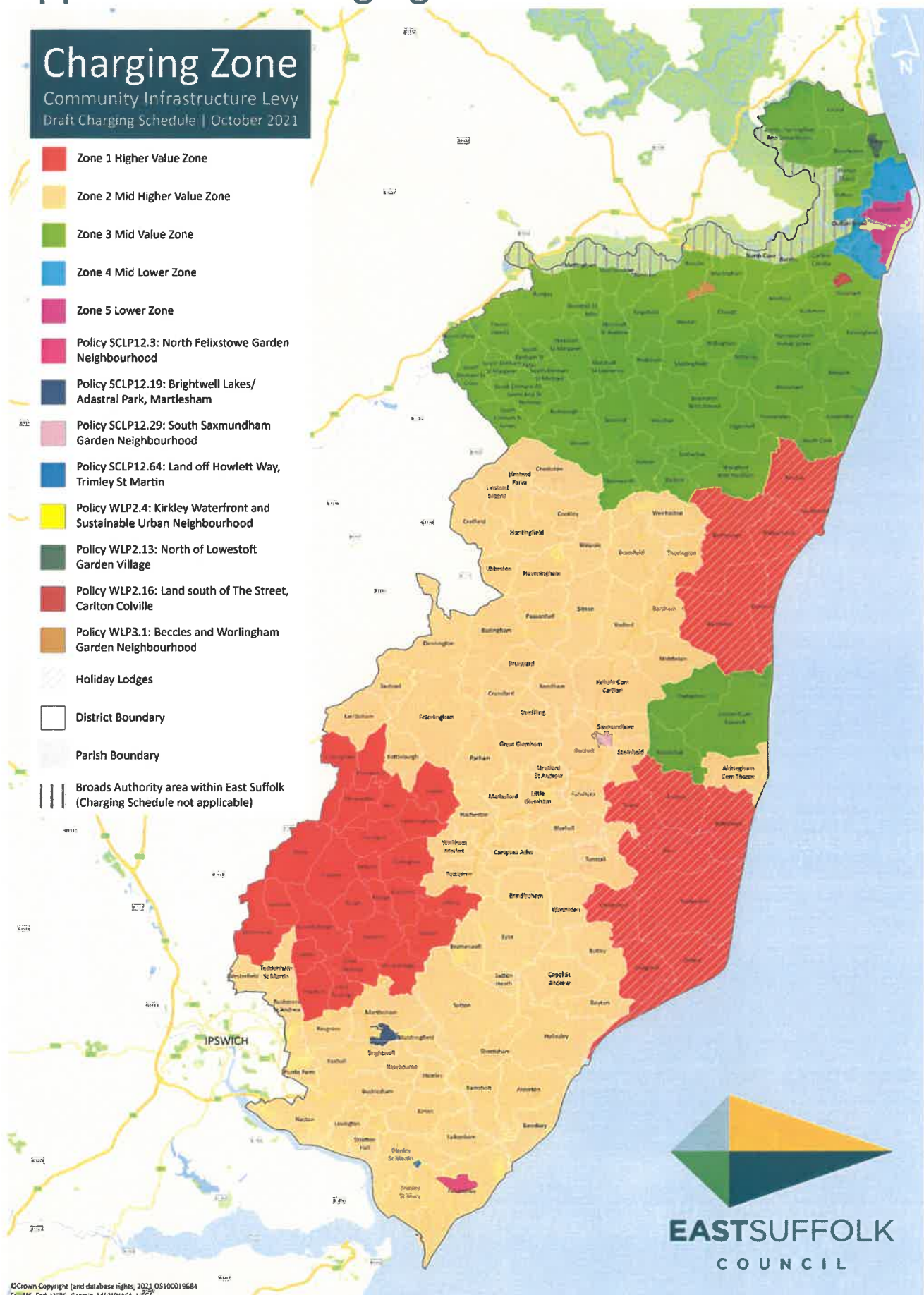
⁵ Convenience retail units sell everyday essential items such as food and drink. For the purposes of this CIL Charging Schedule, any comparison goods sold in a convenience store must make up no more than 49% of the floorspace, controlled by planning condition

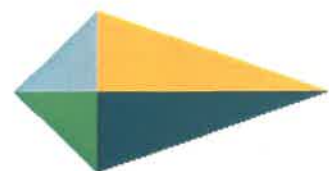
⁶ Comparison retail units sell items that are not typically purchased on an everyday basis, such as clothing, books or furniture

2 Monitoring


- 2.1 This Charging Schedule will be regularly monitored.
- 2.2 CIL rates in this Charging Schedule will be adjusted annually, on 1st January, using the RICS CIL Index, which is published in November of the preceding year by the Royal Institute of Chartered Surveyors.

3 Appendix A – Charging Zones





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Infrastructure Team
CIL@eastsoffolk.gov.uk

Planning Policy and Delivery Team
planningpolicy@eastsoffolk.gov.uk

Call us 

Customer Services
03330 162 000

Write to us 

East Suffolk Council
Riverside, 4 Canning Road, Lowestoft
Suffolk NR33 0EQ

This document is available in alternative formats and in different languages on request. If you need support or assistance to help you read and/or understand this document, please contact the Council using one of the methods above

CIL rates in the former Suffolk Coastal area

The Community Infrastructure Levy (CIL) is subject to indexation which allows the rates to be increased or decreased to reflect inflation. The Annual CIL Rate Summary provides details of the original CIL Charging Schedule rates and the updated rates applicable to planning permissions for the remainder of 2019 and for 2020. East Suffolk Council is currently reviewing its CIL rates and will consult on an East Suffolk CIL Charging Schedule during 2020.

- [Community Infrastructure Levy zones map](#)

Residential Charging Zone	CIL Charging Schedule Rate 2015 lc rate originally 244 ((nearest firm) then 259 from Annual Rate in 2017)	2020 Indexed CIL rate per sqm lc rate: 259 ly rate: 334	2021 Indexed CIL rate per sqm lc rate: 259 ly rate: 333
Adastral Park	£0	£0	£0
Low Zone	£50	£64.48	£64.29
Mid Zone	£90	£116.06	£115.71
High Zone	£150	£193.44	£192.86
Other types of development (applicable throughout the District)	CIL Charging Schedule Rate 2015 lc rate originally 244 ((nearest firm) then 259 from Annual Rate in 2017)	2020 Indexed CIL rate per sqm lc rate: 259 ly rate: 334	2021 Indexed CIL rate per sqm lc rate: 259 ly rate: 333
Convenience Retail	£100	£128.96	£128.57
All other development	£0	£0	£0

- [Community Infrastructure Levy Charging Schedule](#)
- [Instalments Policy](#)
- [Discretionary Social Housing Relief Policy](#)

- [How much money has been raised and what will CIL be spent on?](#)

Previous stages

Two periods of consultation were undertaken on the Charging Schedule before it was submitted to the Planning Inspectorate for independent examination and adopted by the Council. Find out more information about the [preparation of the Charging Schedule](#).