



Saxmundham Town Council

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

Wednesday 22nd December 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 1st December 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.

DC/21/5398/FUL	Hope Cottage, 14 north Entrance, IP17 1AU	Single storey rear extension. Retrospective planning application
DC/21/5265/FUL	Park Lodge, 32 South Entrance, Saxmundham, IP17 1DQ,	To build a 4x8mt in ground outdoor swimming pool in our back garden.

6) To note any recent decisions on planning applications by East Suffolk Council – there have been no new decisions.

7) To continue discussions arising from East Suffolk Planning Policy consultations

- a) Sustainable Construction Supplementary Planning Document, consultation period: Monday 1st November to 5pm on Monday 13th December 2021.
To discuss further the idea of a Town Council sustainability statement in relation to planning consultations. – Cllr Hiley
- b) Cycling and Walking Strategy, consultation period: Monday 1st November to 5pm on Monday 10th January 2022.
To discuss further ideas about the cycling and walking strategy – Cllr Fisher.
- c) 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
To receive any feedback about East Suffolk's approach to CIL or S.106 in the Garden Neighbourhood – Cllr Fisher.

8) Date and time of next meeting.

J. Morcom

Date: 16th December 2021

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



Saxmundham Town Council

Minutes of the Meeting of the Planning & Development Control Committee 6pm on 1st December 2021 in the Town House.

Councillors:

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

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

90/21PD Apologies for absence

There were no apologies for absence.

It was noted that Cllr Hawkins had resigned from the Committee due to time pressures. The Committee wished to record its thanks to Cllr Hawkins for all her work and good advice.

The Committee asked the Assistant Clerk to ensure that there would be an opportunity to discuss co-option of another Councillor to the Planning Committee at the next meeting of the Town Council.

ATC to action

91/21PD Pecuniary/Non-Pecuniary Interests

None declared.

92/21PD Minutes of the meeting held 17th November 2021

It was unanimously RESOLVED to approve the minutes of the meeting held on 17th November 2021.
The minutes were signed by the Chair.

93/21PD Open Forum

No members of the public had joined the meeting.

94/21PD Planning Applications

DC/21/5135/CLP was noted.

The town council has not been asked to comment on this as it is a n application for a certificate of lawful use rather than a planning application. Cllr Fisher explained that the application was likely to be an attempt by new owners to regularise past works (the extension of the kitchen into the garage) which should have had planning permission.

ATC to check with East Suffolk that this is the correct interpretation.

95/21PD Recent Planning Decisions.

The Committee noted that there have been no planning decisions since its last meeting.

96/PD21 To note and discuss how to respond to East Suffolk Planning Policy consultations

- a) Sustainable Construction Supplementary Planning Document, consultation period: Monday 1st November to 5pm on Monday 13th December 2021.

Cllr Hiley explained that the document was extremely useful and did not suggest any comments to be made by the Town Council. He explained that the document had inspired him to research a number of good practice documents and initiatives that might form the basis of a proposal, for ratification by the Town Council, of a set of questions/requests to ask of all applications for major developments (or ask the planning authority to ask). For instance:-

- What measures have been/will be taken to reduce the energy demand associated with your proposed development beyond the minimum required by Building Regulations?

Signed _____ Date _____

- What measures have been/will be taken to limit carbon consumed through the implementation and construction process e.g. by reusing on-site materials or sourcing materials locally?.
- What measures have been/will be taken to use renewable or low carbon energy sources?
- What measures have been/will be taken to ensure building design and layout has been optimised to improve energy efficiency beyond minimum requirements in Part L of the building Regulations?
- What measures have been/will be taken to reduce the potential impacts of flooding associated with the proposed development?
- What measures have been/will be taken to reduce water stress associated with your proposed development e.g. water retention and minimisation measures?

Clr Hiley agreed to draft a brief discussion document for the next Planning Committee meeting.

- b) Affordable Housing Supplementary Planning Document, consultation period: Monday 1st November to 5pm on Monday 13th December 2021.

The Committee noted the short summary paper prepared by the ATC and RESOLVED to recommend that the Town council need not make comments.

- c) Cycling and Walking Strategy, consultation period: Monday 1st November to 5pm on Monday 10th January 2022.

There was a quick discussion about the need for maps alongside cycles routes, and the encouragement of safe cycling.

Clr Fisher agreed to draft some ideas for the next Planning Committee meeting.

- d) 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

The Committee RESOLVED to recommend that the Town Council need not comment on the document. Clr Fisher will also seek an update from East Suffolk as to whether S.106 will be sought in the case of the Garden Neighbourhood.

The Planning Committee noted the consultations and agreed to discuss these more fully at its next meeting.

97/PD21 The next meeting will be held on 22nd December 2021 at 6pm in the Town House

The meeting closed at 7.45 p.m.

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

Signed _____ Date _____



Householder Application for Planning Permission for works or extension to a dwelling and for relevant demolition of an unlisted building in a conservation area
Town and Country Planning Act 1990

Publication of applications on planning authority websites.

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

1. Site Address

Number	14
Suffix	
Property name	Hope Cottage
Address line 1	North Entrance
Address line 2	
Address line 3	
Town/city	Saxmundham
Postcode	IP17 1AU

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

Easting (x)	638538
Northing (y)	263517

Description

2. Applicant Details

Title	Ms
First name	C
Surname	Hawkins
Company name	
Address line 1	Hope Cottage, 14, North Entrance
Address line 2	
Address line 3	
Town/city	Saxmundham

2. Applicant Details

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

3. Agent Details

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="Philip"/>
Surname	<input type="text" value="Morphy"/>
Company name	<input type="text" value="Philip Morphy Architects"/>
Address line 1	<input type="text" value="The Morphy House"/>
Address line 2	<input type="text" value="Shop Lane"/>
Address line 3	<input type="text" value="Little Glemham"/>
Town/city	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text" value="IP130BD"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email	<input type="text"/>

4. Description of Proposed Works

Please describe the proposed works:

Has the work already been started without consent?

Yes No

If Yes, please state when the development or work was started (date must be pre-application submission)

Has the work already been completed without consent?

Yes No

4. Description of Proposed Works

If Yes, please state when the development or work was completed (date must be pre-application submission)

31/03/2015

5. Explanation for Proposed Demolition Work

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

Poorly constructed existing rear extension to be rebuilt

6. Materials

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

Yes No

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

Walls	
Description of existing materials and finishes (optional):	Painted render and red brick
Description of proposed materials and finishes:	Red brick

Roof	
Description of existing materials and finishes (optional):	Mixture of clay tiles and felt
Description of proposed materials and finishes:	Grey GRP

Windows	
Description of existing materials and finishes (optional):	White and painted timber
Description of proposed materials and finishes:	grey aluminium

Are you supplying additional information on submitted plans, drawings or a design and access statement?

Yes No

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

Drawings 100 through 104

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

Is a new or altered vehicle access proposed to or from the public highway?

Yes No

Is a new or altered pedestrian access proposed to or from the public highway?

Yes No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

Yes No

8. Parking

Will the proposed works affect existing car parking arrangements?

Yes No

9. Trees and Hedges

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

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

10. 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

11. Pre-application Advice

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

12. Authority Employee/Member

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

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

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

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

Do any of the above statements apply?

13. Ownership Certificates and Agricultural Land Declaration

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

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

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

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

Person role

- The applicant
 The agent

Title

First name

Surname

Declaration date (DD/MM/YYYY)

Declaration made

14. 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)

30/11/2021

P H I L I P M O R P H Y A R C H I T E C T S

R I B A C h a r t e r e d P r a c t i c e

THE MORPHY HOUSE, SHOP LANE, LITTLE GLEHAM, IP13 0BD

M: 0788 784 1720 E: info@philipmorphy.co.uk T: 01728 746250

14



North Entrance, Saxmundham

R e f e r e n c e P M A / 3 4 0

WORKS IN A CONSERVATION AREA

NOVEMBER 2021

Location and Brief

14 North Entrance, Saxmundham (Hope Cottage) is a semi-detached two storey dwelling probably built in the mid C19th.

It has been extended several times with the last single storey rear extension added in the late C20th. This was very poorly constructed.

The current owner purchased the property in 2014 and wished to rebuild the poor rear extension in order to create a more usable space.

Given this was a rebuild of a existing extension it was considered that a planning application was not required however the applicant now wishes to formalise the rebuilding in planning terms.

Photographs of the Site



Inside original extension. Note no insulation and plastic roof sheets



Rear extension existing

Heritage Statement

The demolition works are for a poorly designed and built rear extension.

The new extension is roughly the same footprint and to the rear of the house.

There is no detriment to the Conservation Area.

Access:

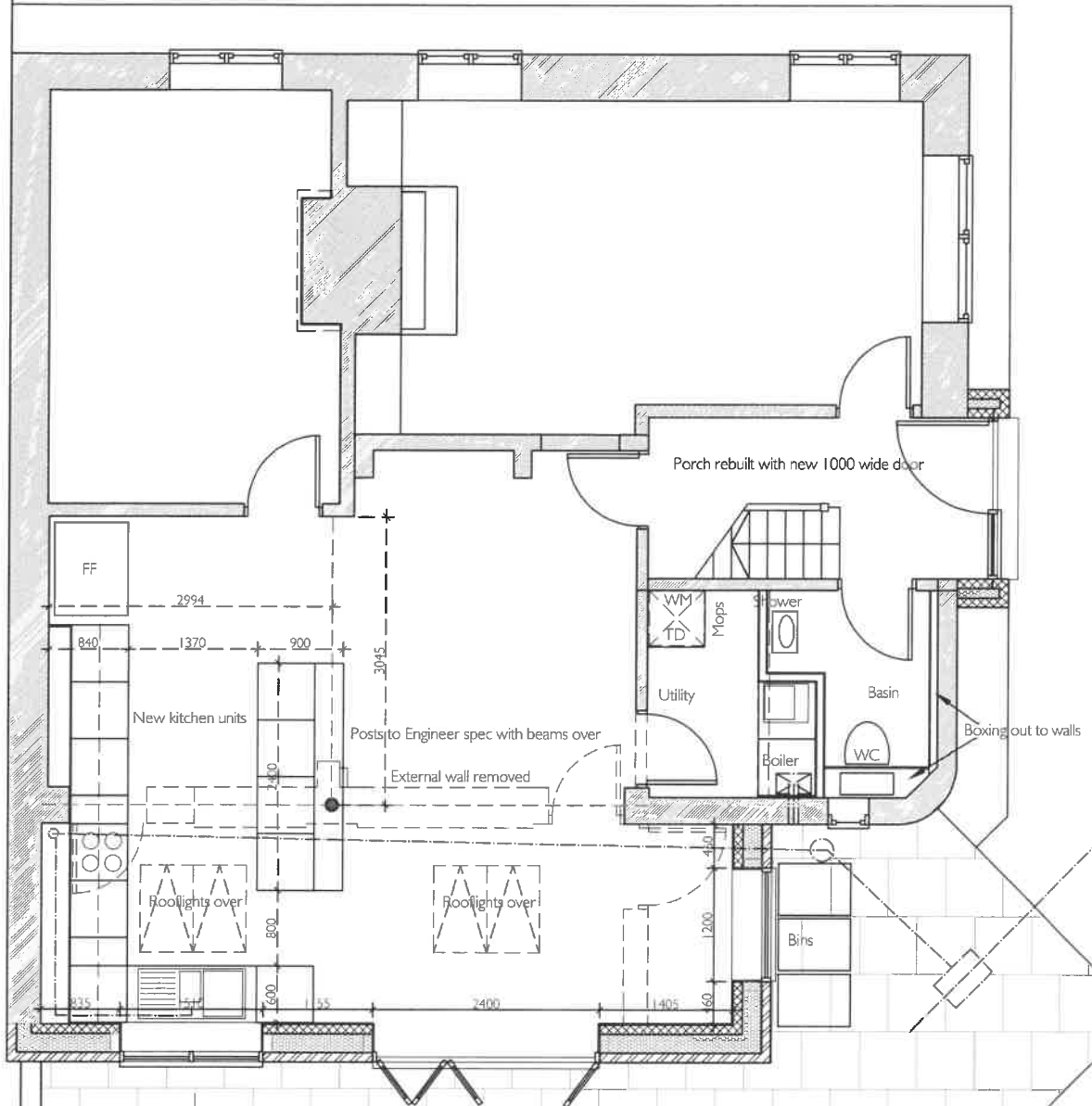
No change

Arboriculture and Ecology:

No effect in this instance. No buildings lost or constructed.

Flooding:

The site is not in a floodzone .



FLOOR SLAB

75mm screed on underfloor heating polypipe laid on 100mm Celotex FR5000 on DPM on 150mm slab on sand blinding and hardcore. Finish flush with existing floor level

WALL CONSTRUCTIONS

FACING BRICKWORK

102mm Red stock bricks in stretcher bond. 1:1:6 lime /white cement / fixton medium sand flush pointed. 150mm cavity with 275mm long Tepla type 2 wall tie by Ancon installed as recommended. 150mm Dritherm Ultimate 32 laid in two layers of with staggered joints. 100 Thermalite blockwork internally then plasterboard on dabs. Skim coat with tough uneven surface. 0.18W/m2K. Soldier brick courses to brick elevations over openings. Cavidloser-MWR200 by Cavity-Trays throughout 200x100x2.4m 60mins integrity

GROUND FLOOR PLAN AS PROPOSED 1:50

DO NOT SCALE DRAWINGS
the contractor is responsible for checking and reporting any discrepancy to the architect

REV.	AMENDMENT.	DATE.
A	Redrawn following client meeting	11.09.14



MORPHY LAWRENCE LTD
Beech House, North Entrance, Saxmundham, Suffolk IP17 1AP
0788 7841720 www.morphylawrence.co.uk 01728 602338

14 South Entrance, Saxmundham
Refurbishment and Extension
BUILDING AS PROPOSED

Robin Dann
Park Lodge
32 South Entrance
Saxmundham
IP17 1DQ

6th Dec 2021

Design and access statement.

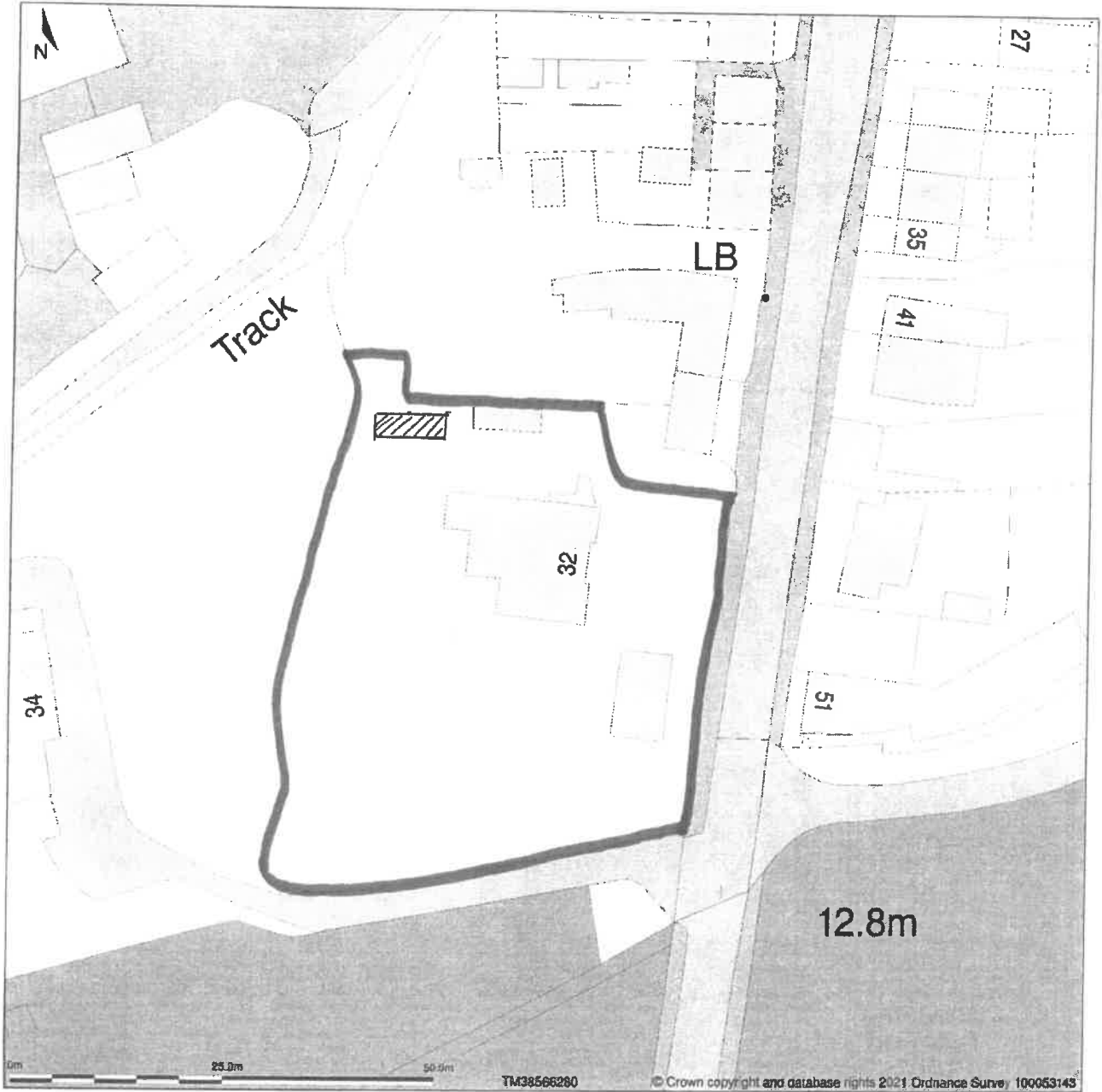
Design and access statement for proposed building of swimming pool at 32 south Entrance, Saxmundham, Suffolk IP17 1DQ. Ref number; DC/21/5265/FUL

The swimming pool will be approximately 8mt long by 4mt wide and around 1.8mt deep at one end.

It will be a small, in the ground pool with no building or roof etc above. Patio to be laid around the pool once completed to finish. We plan to build the pool at the rear corner of our property as shown in plans and at least 2mt from any boundary. If planning permission is granted we are keen to start the works in February. Letts swimming pools, from Hadleigh have designed it for us.

Many thanks,
Rob Dann.

Park Lodge, 32, South Entrance, Saxmundham, Suffolk, IP17 1DQ



Block Plan shows area bounded by 638503 1fr 262743 03 6716 11 1fr 262871 03 (at a scale of 1:500). OSGridRef: TM38566280. This 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. Produced on 1st Dec, 2021 from the Ordnance Survey National Geographic Database and incorporating surveyor revisions available at this date. Reproduction in whole or part is prohibited without the prior permission of Ordnance Survey. © Crown copyright 2021. Supplied by www.buyaplan.co.uk a licensed Ordnance Survey partner (100053143). Unique plan reference: #00689080-A70087. Ordnance Survey and the OS Symbol are registered trademarks of Ordnance Survey, the national mapping agency of Great Britain. Buy A Plan logo, pdf design and the www.buyaplan.co.uk website are Copyright © Pass Inc. Ltd 2021.



Pool marked on plan as shaded area
8 x 4 mt

POOL



HOUSE

ROAD

