



Saxmundham Town Council

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

Wednesday 1st 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 17th November 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/5135/CLP	15 Felsham Rise, IP17 1EZ	Certificate of lawful use sought to extend sitting room into the garage
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6) To note any recent decisions on planning applications by East Suffolk Council – there have been no new decisions.

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

Date: 25th November 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 17th November 2021 in the Town House.

Councillors:

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

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

82/21PD Apologies for absence

There were no apologies for absence.

83/21PD Pecuniary/Non-Pecuniary Interests

None declared.

84/21PD Minutes of the meeting held 19th October 2021

Minute 77/21PD was amended by hand with the addition of 'that they' to read 'the Committee wished to add, however, that they feel that

It was unanimously RESOLVED to approve the minutes of the meeting held on 19th October 2021 with the addition of the above amendment. The minutes were signed by the Chair.

85/21PD Open Forum

No members of the public had joined the meeting.

86/21PD Planning Applications

DC/21/4889/FUL: 32 High St, IP17 1AB: Erection of replacement building to provide three dwellings – change of use

It was unanimously RESOLVED to submit the following response to the Planning Authority:

Whilst Saxmundham Town Council welcomes the redevelopment of 32 High Street, we do have some concerns as follows:

- There does not seem to be room for private gardens for the three dwellings, although there are parking spaces, bin store, and a cycle store. We feel that some kind of small shared green space/seating area would improve the general amenity of the development.
- We would have preferred the dwelling fronting onto the High Street to be a live/work space to retain its potential for commercial use.
- With parking at the back of the dwellings, we are concerned about the number of cars entering and leaving via the pedestrian walkway that joins the High Street to Fromus Green Park. The walkway meets a narrow part of the High Street and is already used to access a parking bay for the building next door. This gives a potential for six cars to be entering and leaving a narrow space shared with pedestrians.
- We would like to see the 'shop-style' frontage respected in the design in keeping with other premises along the High Street.
- We would like the development to include environmentally friendly and sensitively angled lighting to the pedestrian walkway at the side of the development, as well as improvements to the surface of the walkway.
- We are very concerned about congestion on the narrow High Street during the construction period with deliveries of plant and materials and 'muck away'. The Construction Methodology must satisfactorily address this.
- Lastly, we would like to point out that there are mistakes in the Design and Access Statement which refers to Lowestoft, a beach and 'office -shore' which lead us to doubt its accuracy.

Signed _____ Date _____

**DC/21/5038/LBC: 10 Chantry Road, repairs to roof.
It was unanimously RESOLVED to support the application**

87/21PD Recent Planning Decisions.

The Committee noted the following decisions:

DC/21/2837/VOC 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. **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. **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 .

88/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.
- b) Affordable Housing Supplementary Planning Document, consultation period: Monday 1st November to 5pm on Monday 13th December 2021.
- c) Cycling and Walking Strategy, consultation period: Monday 1st November to 5pm on Monday 10th January 2022.
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The Planning Committee noted the consultations and agreed to discuss these more fully at its next meeting.

In the meantime individual members of the Committee will read and prepare recommendations with regard to any proposed Town Council responses for the next meeting as follows:

- Sustainable Construction – Cllr Nigel Hiley
- Affordable Housing – Jenny Morcom (ATC)
- Cycling and Walking – Cllr John Fisher
- The Committee felt it would be difficult for the Town Council to comment on the CIL Instalment Policy, however Cllr Fisher also agreed to try to find out whether East Suffolk intends to press for CIL or S.106 with respect to the Garden Neighbourhood.

It was also agreed that the Assistant Clerk should invite the Chair of the Town Council to the next meeting of the Planning Committee and invite his comments.

89/PD21 The next meeting will be held on 1st December 2021 at 6pm in the Town House

The meeting closed at 7.05 p.m.

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

Signed _____ Date _____



Application for a Lawful Development Certificate for a Proposed use or development.
Town and Country Planning Act 1990: Section 192, as amended by section 10 of the Planning and
Compensation act 1991.
Town and Country Planning (Development Management Procedure) (England) Order 2015

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	15
Suffix	
Property name	
Address line 1	Felsham Rise
Address line 2	
Address line 3	
Town/city	Saxmundham
Postcode	IP17 1EZ

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

Easting (x)	638258
Northing (y)	263530

Description

2. Applicant Details

Title	Ms
First name	L
Surname	Wood
Company name	
Address line 1	15, Felsham Rise
Address line 2	
Address line 3	
Town/city	Saxmundham

2. Applicant Details

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes No

Primary number

Secondary number

Fax number

Email address

3. Agent Details

Title

First name

Surname

Company name

Address line 1

Address line 2

Address line 3

Town/city

Country

Postcode

Primary number

Secondary number

Fax number

Email

4. Description of Proposal

Does the proposal consist of, or include, the carrying out of building or other operations?

Yes No

If Yes, please give detailed description of all such operations (includes the need to describe any proposal to alter or create a new access, layout any new street, construct any associated hard-standings, means of enclosure or means of draining the land/buildings) and indicate on your plans (in the case of a proposed building the plan should indicate the precise siting and exact dimensions)

Does the proposal consist of, or include, a change of use of the land or building(s)?

Yes No

Has the proposal been started?

Yes No

5. Grounds for Application

Information about the existing use(s)

5. Grounds for Application

Please explain why you consider the existing or last use of the land is lawful, or why you consider that any existing buildings, which it is proposed to alter or extend are lawful

Residential garage

Please list the supporting documentary evidence (such as a planning permission) which accompanies this application

Drawings 100 , 101 and 102

Select the use class that relates to the existing or last use. Please note that following changes to Use Classes on 1 September 2020, the list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. See help for more details on Use Classes.

C3 - Dwellinghouses

Information about the proposed use(s)

Select the use class that relates to the proposed use. Please note that following changes to Use Classes on 1 September 2020, the list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. See help for more details on Use Classes.

C3 - Dwellinghouses

Is the proposed operation or use

Permanent Temporary

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

Conversion of garage, already partially carried out, is Permitted Development

6. 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

7. Pre-application Advice

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

Yes No

8. 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?

9. Interest in the Land

Please state the applicant's interest in the land

- Owner
- Lessee
- Occupier
- Other

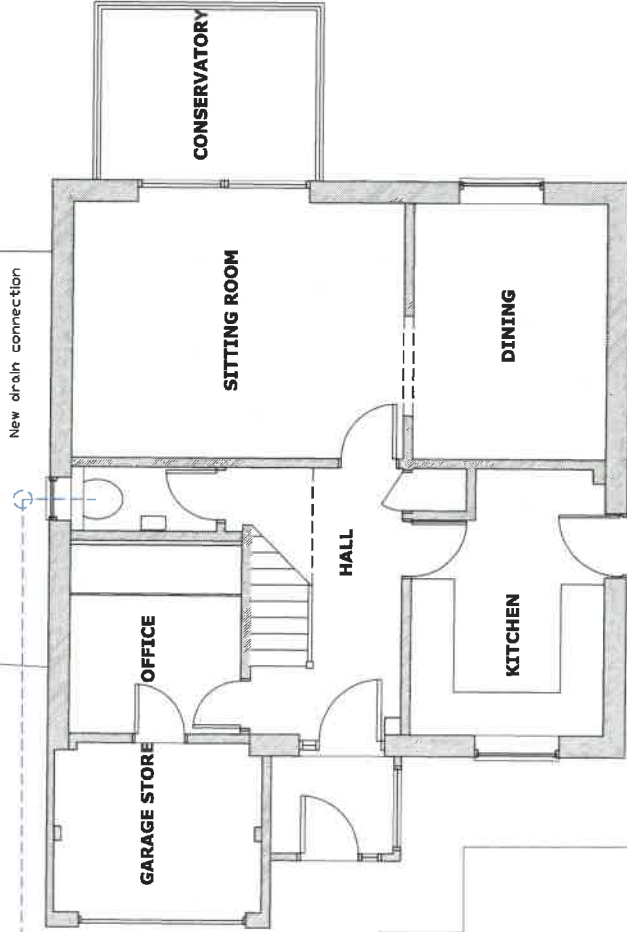
10. Declaration

I/we hereby apply for a Lawful Development Certificate 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)

12/11/2021

BOUNDARY

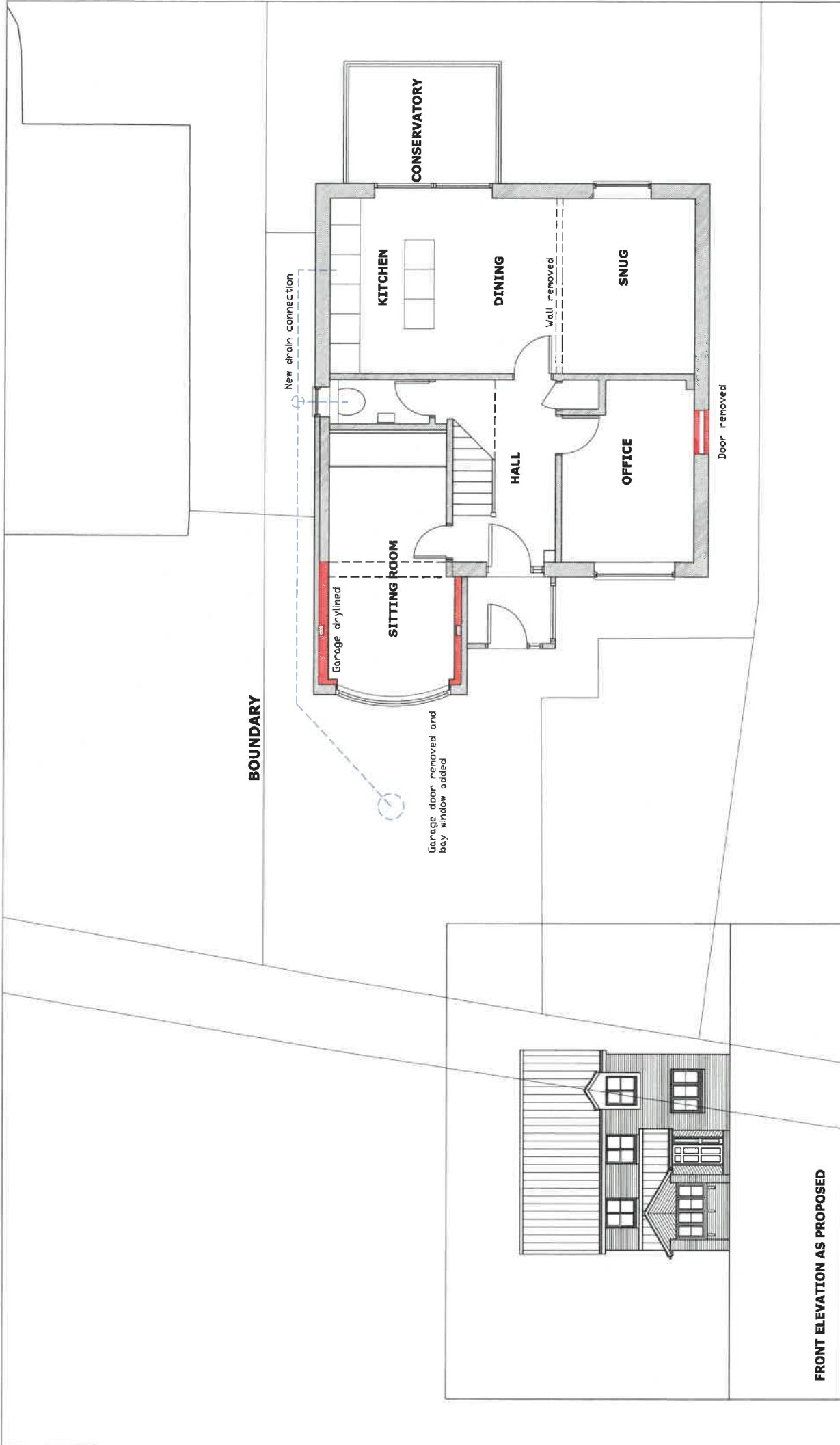


FRONT ELEVATION AS EXISTING



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

PHILIP MORPHY ARCHITECTS
 SHOP LANE, LITTLE GLEHAM, IP13 0BD
 0788 7841720 www.philipmorphy.co.uk 01728 602338
 15 FELSHAM RISE, SAXMUNDHAM, IP17 1EZ
 GARAGE CONVERSION PERMITTED DEVELOPMENT
 BUILDING EXISTING
 PMA/578 1:100/50/A2. OCT 21 AB101



BOUNDARY

FRONT ELEVATION AS PROPOSED

DO NOT SCALE DRAWINGS
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 REV: AMENDMENT 01.11.21
 A Client comments and date



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 15 FELSHAM RISE, SAXMUNDHAM, IP171EZ
 GARGE CONVERSION PERMITTED DEVELOPMENT
 BUILDING AS PROPOSED
 PMA/578 1:100/50/A2. OCT21 AB102A

Item 7: Affordable Housing Supplementary Planning Document, East Suffolk Council November 2021

Consultation deadline: 5pm Monday 13th December 2021

1.0 Summary

1.1 This is a summary of the Affordable Housing Supplementary Planning Document which is out for consultation. It is proposed that the Town Council need not make any specific comments in response to the consultation.

1.2 The Document pulls together the affordable housing policies from the Suffolk Coastal District Council Local Plan and the Waveney Local Plan which cover East Suffolk district. The purpose of the Document is to assist in the delivery of the Affordable Housing Policies set out in the two local plans and once adopted it will be a material consideration in planning decisions.

2.0 Housing need.

2.1 The introduction to the Document outlines the affordability issues identified for East Suffolk in the last Strategic Housing Market Assessment (SHMA) which found that average house prices were 8.6 times average earnings meaning that many people would not be able to meet their housing needs through the housing market, including private rental.

2.2 To address this problem the SHMA, identifies a need for 94 affordable houses per year in the Suffolk Coastal Local Plan area and 208 affordable houses per year in the Waveney Local Plan area¹. It should be born in mind, however, that Waveney includes Lowestoft with elevated levels of deprivation, while the relative affluence of the more rural former Suffolk Coastal masks large discrepancies in income between better off households and those in poverty which are hidden by average figures.

3.0 Types of affordable housing

3.1 All affordable housing is at least 20% cheaper than its equivalent market housing, but new build housing is more expensive than second-hand housing.

Affordable rent : Set at 80% of average market rents and usually managed by a housing association.

Social rent: Usually 50%-60% average market rents and usually managed by a local authority or housing association.

Shared ownership: Residents buy a share of the property and rent the other portion.

Shared equity: Residents buy 70-80% of the equity and the other part remains with the original owner. Residents do not pay rent on the part they do not own, and this part of the equity is redeemed by its owner when the property is sold.

Discounted home ownership: Is sold outright at 80% market price and includes various schemes which differ in detail including eligibility:

- Starter homes (80% market value, income and price capped)
- Rent to buy (an affordable rent is paid until the household can afford to buy the property e.g. until they have saved a suitable deposit.)
- First Homes (brought in in 2021 with a more generous 70% market value, income and price capped)

¹ It is unclear whether the document is referring to new affordable homes or simply to their annual availability to buy or let.

3.2 There are also several types of community lead affordable housing including , co-ops, co-housing (partly communal) and community land trusts.

4.0 Current affordable housing policies

4.1 These are applied to all developments above the following site thresholds.

Summary

Local Plan and policy	Site threshold	Affordable housing requirement	Tenure
Suffolk Coastal Local Plan SCLP5.10	10 dwellings or 0.5 ha or more	1 in 3	50% affordable rent/social rent 25% shared ownership 25% discounted home ownership to be applied as First Homes ie 30% discount.
Waveney Local Plan. WLP8.2	11 dwellings or more	20% in Lowestoft and Kessingland 40% in Southwold and Reydon 30% elsewhere	50% affordable rent 50% affordable home ownership of which 25% must be First Homes.

4.2 The SMHA identified different size needs for the different affordable housing tenures in both of the former districts. These are set out fully in the Document but as a general rule affordable housing needs are for smaller 1, 2 and 3 bedroomed homes. The former Suffolk Coastal, however, has a surprisingly high proportion (59%) of families requiring four or more bedrooms (page 60). The district-wide allocations policy expects a family with 4 young children to need a three bedroomed home and for the same family to need a four bedroomed home as the children get older depending on their genders and ages.

5.0 Other issues covered in the document.

5.1 The Document also sets out policies with regard to exception sites. These are sites which would not normally be given planning permission for market housing. They are usually brought forward by Neighbourhood Plans and enabling terms to meet very specific local housing need. The availability of exception sites is dependent on the tightness of the settlement boundary as they are often on greenbelt land, or similar.

5.2 Design standards, including construction layout and sustainability, are also covered with particular stress on ‘tenure-blind’ design which means no-one should be able to guess the tenure of a home from its design. Affordable homes should be either pepper potted (sprinkled) or clustered (for ease of housing management) throughout the development rather than grouped together in the least desirable part of the site.

5.3 S.106 and CIL definitions and requirements are set out, as well as how Neighbourhood Planning Groups can commission local housing needs surveys to justify a departure from local plan affordable housing policies.

6.0 Conclusion

6.1 Although this a useful document for anyone who wishes to gain a basic grasp of how affordable housing works, I do not think it is necessary for the Town Council to comment on it.