



Saxmundham Town Council

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

Wednesday 3rd March 2022 at 4pm at the Town House.

Members of the public are welcome to attend.

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 9th February 2022.

4) Open Forum

To invite the public to comment on any item on the agenda. The public may not join in the meeting itself.

5) To consider the following planning application.

| | | |
|----------------|--|--|
| DC/22/0509/FUL | Red Cottage Farm, Clay Hills Road, IP17 2PR | Alterations and two-storey extension |
| DC/22/0613/TCA | 48 High St | Lift crown of ash and other trees, cut back ash to clear wall. |

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

7) Date and time of next meeting.

J. Morcom

Date: 24th February 2022

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 9th February 2022 by ZOOM.

Councillors:

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

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

127/21PD Apologies for absence

There were no apologies for absence.

128/21PD Pecuniary/Non-Pecuniary Interests

None declared.

129/21PD Minutes of the meeting held 19th January 2022 and 2nd February 2022

The Committee RESOLVED to approve both sets of minutes.

The Chair will sign these when he is next in the office.

130/21PD Open Forum

No members of the public had joined the meeting.

131/21PD Planning Applications

DC/22/0076/FUL 32 High Replace current building with 3 dwellings this time retaining
Street the shop but with living accommodation on first floor.

The Committee RESOLVED to recommended that the town council support this application, but to highlight the following in its response to the district

- We welcome the retention of the shop at the front of 32 High Street, and we note that the original large shop window has been replaced by two windows.
- 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.
- 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 entering and leaving.
- -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 also concerned about congestion and problems for shop deliveries on the High Street during the build and hope that construction methodology will minimise this.

DC/22/0137/FUL 5 St Johns Single storey rear extension and relocation of first floor
Road window

The Committee RESOLVED to recommended that the town council support this application.

Signed _____ Date _____

ATC to seek ratification from the rest of the Town council for these recommendations.

132/21PD Recent Planning Decisions.

The Committee noted the following decisions by East Suffolk Council.

;

| | | | |
|----------------|---|--|-----------|
| 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. | permitted |
| DC/21/5625/FUL | 19 Bittern Rd, IP17 1WT | Front porch extension | permitted |

133/21PD The next meeting will be held on 9th March 2022 at 6pm in the Town House.

The meeting closed at 6.29 p.m.

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

Signed _____ Date _____



Householder Application for Planning Permission for works or extension to a dwelling
Town and Country Planning Act 1990 (as amended)

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.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Red Cottage Farm

Address Line 1

Clay Hills Road

Address Line 2

Address Line 3

Suffolk

Town/city

Saxmundham

Postcode

IP17 2PR

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

Easting (x)

640220

Northing (y)

263706

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

Secondary number

Fax number

Email address

Description of Proposed Works

Please describe the proposed works

Proposed alterations and two storey extension

Has the work already been started without consent?

Yes

No

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)

Type:

Walls

Existing materials and finishes:

Painted brickwork

Proposed materials and finishes:

Brickwork

Type:

Roof

Existing materials and finishes:

Slate

Proposed materials and finishes:

Slate to match existing

Type:

Windows

Existing materials and finishes:

White UPVC

Proposed materials and finishes:

White UPVC to match existing

Type:

Doors

Existing materials and finishes:

White UPVC

Proposed materials and finishes:

White UPVC to match existing & 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

See attached drawings

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

Yes

No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

Yes

No

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

Parking

Will the proposed works affect existing car parking arrangements?

- Yes
 No

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

Pre-application Advice

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

- Yes
 No

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.

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?

- Yes
 No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Yes
 No

Is any of the land to which the application relates part of an Agricultural Holding?

- Yes
 No

Certificate Of Ownership - Certificate A

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

- Declaration made

Declaration

I / We hereby apply for Householder planning permission as described in this form and 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 persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website; our system will automatically generate and send you emails in regard to the submission of this application.

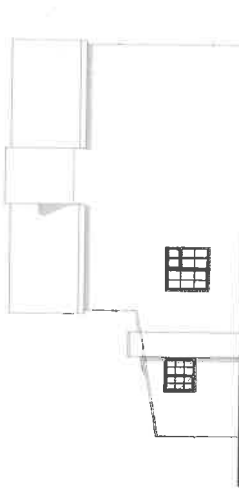
I / We agree to the outlined declaration

Signed

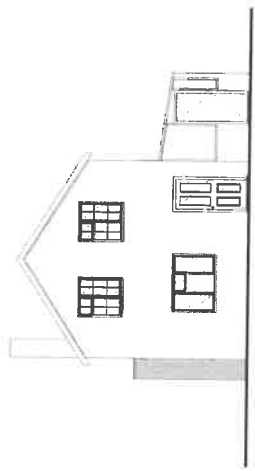
Tom Bryce

Date

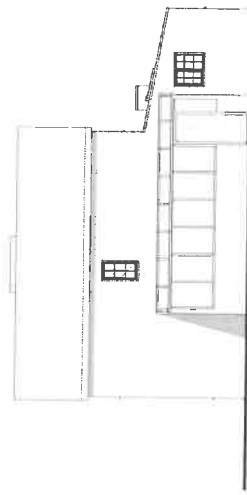
08/02/2022



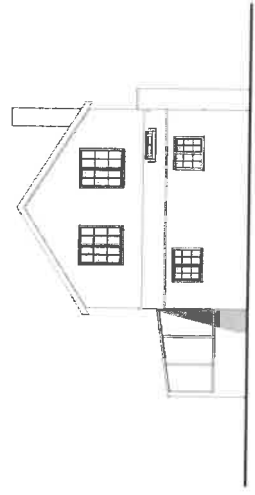
West Elevation as Existing
1:100



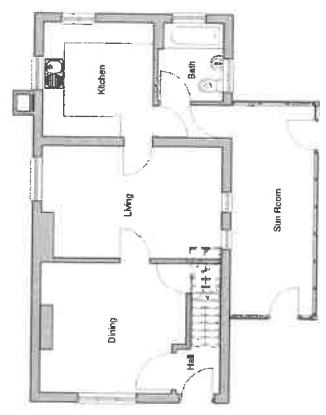
South Elevation as Existing
1:100



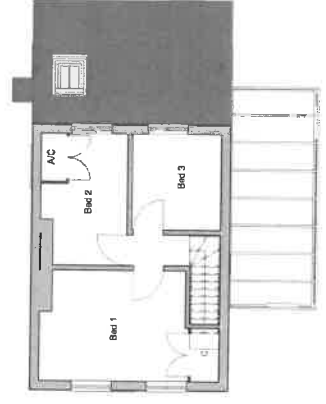
East Elevation as Existing
1:100



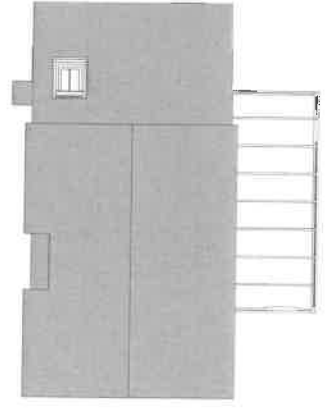
North Elevation as Existing
1:100



Level 0 - As Existing
1:100



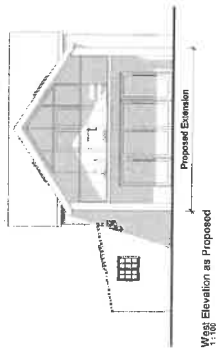
Level 1 - As Existing
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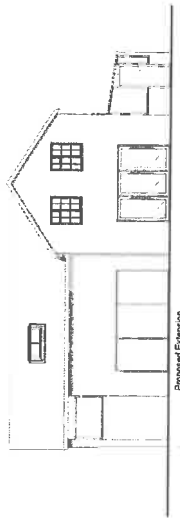
Roof Plan as Existing
1:100

NO DIMENSIONS TO BE SCALED FROM THIS DRAWING

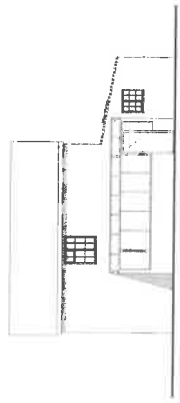
| | | | |
|---|--------------|--------|------------|
| Project: | Date: | Drawn: | Client: |
| P1 Planning | 08-02-22 | | |
| Project: | | | |
| Miss C. Williamson | | | |
| Project: | | | |
| Proposed Alterations & Extension to Red Collage Farm, Clayville Road, Kaitiaki. | | | |
| IP17 RPR | | | |
| Title: | | | |
| Existing Plans and Elevations | | | |
| Project No.: | Drawing No.: | Scale: | Sheet No.: |
| 142-01 | | | P1 |
| Scale: notes, dimensions etc. | | | Notes 1-7 |
| 1:100 @ A2 | | | Planning |



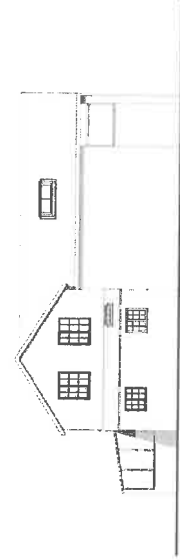
West Elevation as Proposed



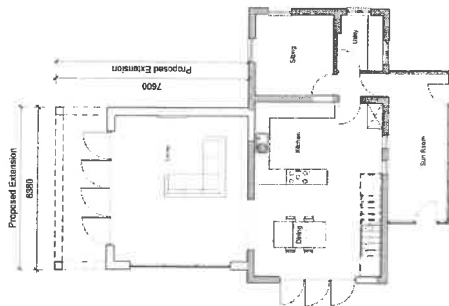
South Elevation as Proposed



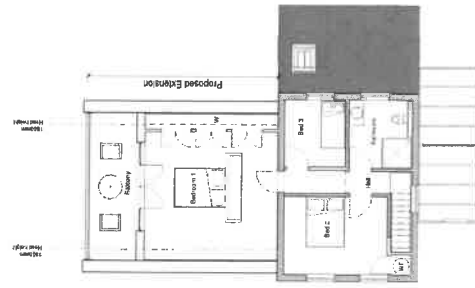
East Elevation as Proposed



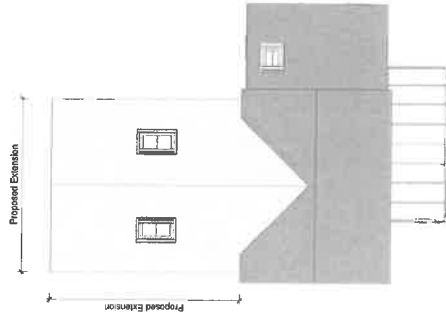
North Elevation as Proposed



Level 0 - As Proposed
1:100



Level 1 - As Proposed
1:100



Roof Plan as Proposed
1:100

| | |
|---------------------------------|---------|
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| Client Name | 1048/02 |
| Client Address | 1048/02 |
| Client Contact | 1048/02 |
| Client Phone | 1048/02 |
| Client Email | 1048/02 |
| Client Website | 1048/02 |
| Client Social | 1048/02 |
| Client Other | 1048/02 |
| Client Notes | 1048/02 |
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| Client Contact Us | 1048/02 |
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| Client Disclaimer | 1048/02 |
| Client License | 1048/02 |
| Client Warranty | 1048/02 |
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| Client Routines | 1048/02 |
| Client Rituals | 1048/02 |
| Client Traditions | 1048/02 |
| Client Customs | 1048/02 |
| Client Practices | 1048/02 |
| Client Procedures | 1048/02 |
| Client Processes | 1048/02 |
| Client Systems | 1048/02 |
| Client Methods | 1048/02 |
| Client Techniques | 1048/02 |
| Client Strategies | 1048/02 |
| Client Tactics | 1048/02 |
| Client Operations | 1048/02 |
| Client Activities | 1048/02 |
| Client Tasks | 1048/02 |
| Client Projects | 1048/02 |
| Client Programs | 1048/02 |
| Client Initiatives | 1048/02 |
| Client Campaigns | 1048/02 |
| Client Promotions | 1048/02 |
| Client Marketing | 1048/02 |
| Client Advertising | 1048/02 |
| Client Sales | 1048/02 |
| Client Distribution | 1048/02 |
| Client Logistics | 1048/02 |
| Client Supply Chain | 1048/02 |
| Client Procurement | 1048/02 |
| Client Purchasing | 1048/02 |
| Client Contract Management | 1048/02 |
| Client Vendor Management | 1048/02 |
| Client Supplier Management | 1048/02 |
| Client Customer Management | 1048/02 |
| Client Relationship Management | 1048/02 |
| Client CRM | 1048/02 |
| Client Marketing Automation | 1048/02 |
| Client Analytics | 1048/02 |
| Client Reporting | 1048/02 |
| Client Dashboard | 1048/02 |
| Client KPIs | 1048/02 |
| Client Metrics | 1048/02 |
| Client Benchmarks | 1048/02 |
| Client Goals | 1048/02 |
| Client Objectives | 1048/02 |
| Client Strategy | 1048/02 |
| Client Vision | 1048/02 |
| Client Mission | 1048/02 |
| Client Values | 1048/02 |
| Client Culture | 1048/02 |
| Client Leadership | 1048/02 |
| Client Management | 1048/02 |
| Client Organization | 1048/02 |
| Client Structure | 1048/02 |
| Client Culture | 1048/02 |
| Client Values | 1048/02 |
| Client Beliefs | 1048/02 |
| Client Attitudes | 1048/02 |
| Client Behaviors | 1048/02 |
| Client Habits | 1048/02 |
| Client Routines | 1048/02 |
| Client Rituals | 1048/02 |
| Client Traditions | 1048/02 |
| Client Customs | 1048/02 |
| Client Practices | 1048/02 |
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| Client Campaigns | 1048/02 |
| Client Promotions | 1048/02 |
| Client Marketing | 1048/02 |



Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) and/or
Notification of Proposed Works to Trees in a Conservation Area

Town and Country Planning Act 1990 (as amended)

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.

Tree Location

Please provide the address of the site where the tree(s) stands (full address if possible)

Number

48

Suffix

Property Name

Address Line 1

High Street

Address Line 2

Address Line 3

Suffolk

Town/city

Saxmundham

Postcode

IP17 1AA

Easting (x)

638682

Northing (y)

263278

If the location is unclear or there is not a full postal address, describe as clearly as possible where it is

(for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

Applicant Details

Name/Company

Title

First name

Surname

Royal Mail 755135

Company Name

Address

Address line 1

48 High Street

Address line 2

Address line 3

Suffolk

Town/City

Saxmundham

Country

Postcode

IP17 1AA

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

Country

Postcode

Contact Details

Primary number

Secondary number

Fax number

Email address

***** REDACTED *****

What Are You Applying For?

Based on the type of work proposed and the location and protected status of the trees involved, there are various details and supporting information that will need to be supplied in order for the Local Planning Authority to determine the application.

Are you seeking consent for works to tree(s) subject to a Tree Preservation Order?

- Yes
 No

Are you wishing to carry out works to tree(s) in a conservation area?

- Yes
 No

Documents and plans (for any tree)

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order.

A sketch plan is also advised when notifying the LPA of works to trees in a conservation area ([see guidance notes](#)).

It would also be helpful if you provided details of any advice given on site by an LPA officer.

Are you providing additional information in support of your application (e.g. an additional schedule of work for the question 'Identification of Tree(s) and Description of Works')?

- Yes
 No

Identification of Tree(s) and Description of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out

T1 Crown lift to 5m and cut back from building to give 1.5m clearance.
G1 lift overhanging crown back to fence line up to 3.5m in height.

You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work.

Where trees are protected by a Tree Preservation Order, please number them as shown in the First Schedule to the Tree Preservation Order where this is available. You should use the same numbering on your sketch plan (see below for sketch plan requirements).

Please provide the following information:

- Tree species
- The number used on the sketch plan; and
- A description of the proposed works.

Where trees are protected by a Tree Preservation Order you must also provide:

- Reasons for the work; and where trees are being felled
- Proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

e.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with one standard ash in same position.

Sketch plan requirements

Your plan needs to show the precise location of the tree(s) in relation to nearby property/roads/boundaries. It should, therefore:

- indicate the main features of the site where the tree(s) stand and its surroundings; in particular, you should:
 - mark and name surrounding roads
 - sketch in buildings, including adjoining properties
 - add house numbers or names
- mark the position of the tree(s) to which you want to carry out work and identify them by the number shown in the Tree Preservation Order where possible; if you use a different number, please make sure that this can be matched with your description of the tree(s)
- if there are many trees on the site, make clear which tree(s) are included in this application by:
 - marking all trees on the plan, but only numbering those to which you want to carry out work
 - showing the approximate distance between the application tree(s) and buildings
 - adding other relevant features on the site (e.g. greenhouse, paths)

If it is impossible to identify the tree(s) accurately on the plan (e.g. because they are part of a woodland or group of trees), please identify their approximate location on the plan and provide details of how the tree(s) are marked on site (e.g. high visibility tape, tree tags, paint, etc); trees must not be marked by scarring or cutting into the bark.

Tree Ownership

Is the applicant the owner of the tree(s)?

Yes

No

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.

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?

Yes

No

Declaration

I / We hereby apply for Tree works: Trees in conservation areas/subject to TPOs as described in this form and 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 options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website; our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

- Ground Control Ltd

Date

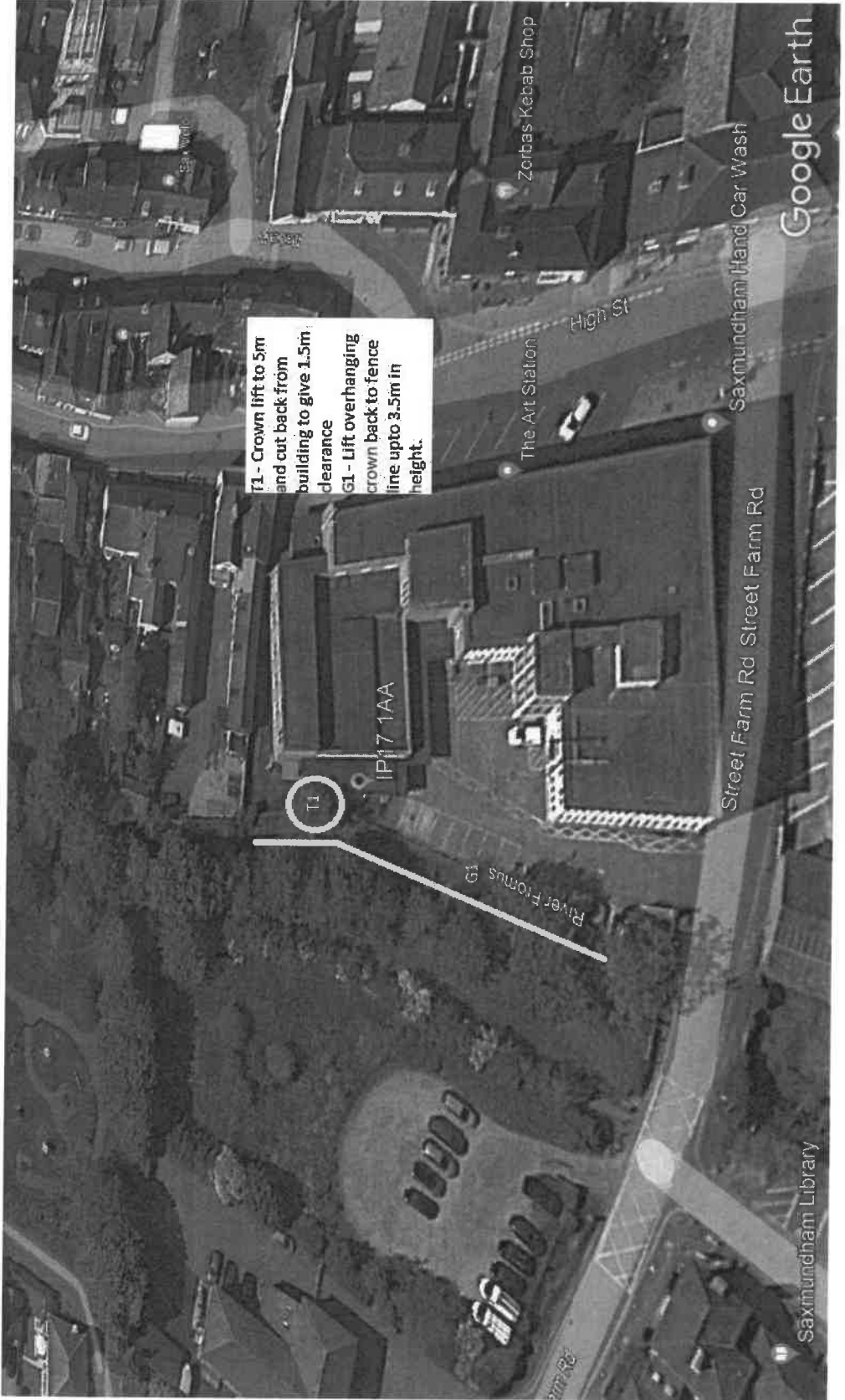
15/02/2022



THE QUEEN'S AWARDS
FOR ENTERPRISE.
INNOVATION
2018



Ground Control Limited
Kingfisher House
Radford Way, Billericay
Essex, CM12 0EQ



Item 6: Recent East Suffolk Planning Decisions

| Planning ref | Application date | Response deadline | Applicant name and site address | Proposal | STC response | ESC decision | Appeal date* |
|--------------|--|-------------------|---|--|---|--------------|--------------|
| 24 | DC/21/4181/FUL 8 Sept 21 | 29 Sept 21 | 91 Lincoln Ave, IP17 1BY | 2 storey side extension. | P and D 15 Sept 2021 16 Sept 21: STC has no objections and supports this application. | Permitted | |
| 25 | DC/21/4115/LBC and DC/4114/FUL 29 Sept 21 | 20 Oct 21 | 46 High St, IP17 1AB | 1 st floor conversion of former part of shop to residential dwelling and former ground floor storeroom to workshop. | P and D 15 Oct 2021 21 October 2021 Saxmundham town Council supports this application as it will improve and maintain the buildings behind the shop. We do 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. | Permitted | |
| 29 | DC/21/5398/FUL 14 Dec 21 | 7 Jan 22 | Hope cottage, 14 north Entrance, IP17 1AU | Single storey rear extension. Retrospective planning application | P and D 22 Dec 2021 23 Dec 21 – STC has no objections | Permitted | |
| 33 | DC/22/0011/FUL 18 Jan 22 | 8 Feb 22 | Fairfield, North Entrance, IP17 1AS | Single storey rear extension | P and D 2 Feb 22 3 Feb 22; support as it is an improvement to the building | Permitted | |

