



Saxmundham Town Council

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

Deferred to Thursday 26th May 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 4th May 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 applications.

DC/22/1701/TCA	Hope Cottage, 14 North Entrance, IP17 1AU	Trimming an Oak Tree
DC/22/1382/FUL	27 Gilbert Rd, IP17 1FE	Retrospective app for retention of raised fence 2.55 m to retain privacy of garden
DC/22/1791/TCA	31 High St, IP17 1AF	Fell 2 leylandii and 1 maple
DC/22/1802/FUL and DC/22/1803/LBC	29 High St, IP17 1AF	Internal alterations to improve toilet provision and reinstatement of original arched frontage to the High St.

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

7) To note that East Suffolk Council adopted a new Affordable Housing Supplementary Planning Document (SPD) on 3rd May 2022. This may be viewed on the East Suffolk Council website at www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/supplementary-planning-documents/

8) Date and time of next meeting.

J. Morcom

Date: 19th May 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 4pm on 21st April 2022 in the Town House.

Councillors:

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

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

08/22PD Apologies for absence

There were no apologies for absence.

09/22PD Pecuniary/Non-Pecuniary Interests

None declared.

10/22PD Minutes of the meeting held 7th April 2022

The Committee **RESOLVED** to approve the minutes of the meeting held 7th March 2022 with a handwritten amendment to the date of the next meeting, correcting it to 21st April 2022.
The Chair signed the minutes.

11/22PD Open Forum

No members of the public had joined the meeting.

12/22PD Planning Applications

DC/22/1135/FUL	46 Lincoln Ave, IP17 1BZ	Ramp and handrails
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The Committee **RESOLVED** to support the application.

DC/22/1355/OUT	Land off Saxon Rd	Outline application for erection of up to 7 dwellings, car parking, soft landscaping and creation of new open space.
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The Committee **RESOLVED** to support the application.

ATC to also make the following comments:

We are concerned about access to the shared play space for maintenance and grass cutting as there does not appear to be an alley way. We are also concerned about maintenance arrangements for the valley gutters, and we would seek to encourage the highest standards of design, build, accessibility, habitat preservation and energy efficiency as set out in the design codes in our emerging neighbourhood plan.

13/22PD Recent Planning Decisions.

The Committee noted the East Suffolk Council Decision not to object to the following application.
The town council had supported the application.

DC/22/0613/TCA	48 High St Lift crown of Ash and other trees, cut back Ash top clear	Lift crown of Ash and other trees, cut back Ash top clear wall.
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14/22PD The next meeting will be held on 4th May 2022 at 4pm in the Town House.

The meeting closed at 4.30 p.m.

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

Signed _____ Date _____

AP037659

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

Privacy Notice

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

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

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

Local Planning Authority details:

EAST SUFFOLK COUNCIL

Publication of applications on planning authority websites

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

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

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

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

1. Applicant Name and Address

Title:	DR	First name:	CHARLOTTE		
Last name:	HAWKINS				
Company (optional):					
Unit:		House number:		House suffix:	
House name:	HOPE COTTAGE				
Address 1:	14 NORTH ENTRANCE				
Address 2:					
Address 3:					
Town:	SAXMUNDHAM				
County:	SUFFOLK				
Country:	ENGLAND				
Postcode:	IP17 1AU				

2. Agent Name and Address

Title:		First name:			
Last name:					
Company (optional):					
Unit:		House number:		House suffix:	
House name:					
Address 1:					
Address 2:					
Address 3:					
Town:					
County:					
Country:					
Postcode:					

3. Trees Location

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

Unit:	<input type="text"/>	House number:	<input type="text"/>	House suffix:	<input type="text"/>
House name:	<input type="text"/>				
Address 1:	<input type="text"/>				
Address 2:	<input type="text"/>				
Address 3:	<input type="text"/>				
Town:	<input type="text"/>				
County:	<input type="text"/>				
Postcode (if known):	<input type="text"/>				

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

Description:

4. Trees Ownership

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

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Company (optional):	<input type="text"/>		
Unit:	<input type="text"/>	House number:	<input type="text"/>
House name:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Town:	<input type="text"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
Postcode:	<input type="text"/>		

Telephone numbers

Country code:	National number:	Extension number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country code:	Mobile number (optional):	
<input type="text"/>	<input type="text"/>	
Country code:	Fax number (optional):	
<input type="text"/>	<input type="text"/>	
Email address (optional):	<input type="text"/>	

5. What Are You Applying For?

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

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

6. Tree Preservation Order Details

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

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

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

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

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

OAK - FELL BECAUSE OF EXCESSIVE SHADING* + REPLACE WITH SUITABLE MORE COMPACT SPECIES eg CRAB APPLE / HAWTHORN

* PRESUMABLY A SAPLING OF MATURE OAK ADJACENT TO BROOK, HAS BECOME TOO BIG FOR THE GARDEN. (PAUL BUSH HAS ADVISED. REMOVAL IT IS 4-5m high & about 6m wide IS BEST OPTION)

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

8. Trees - Additional Information

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

For all trees

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

For works to trees covered by a TPO

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

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

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

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

If YES, you are required to provide for:

Subsidence

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

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

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

Documents and plans (for any tree)

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

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

① SITE PLAN

② SATELLITE VIEW OF SITE

9. Authority Employee / Member

It is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "relating to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the local planning authority.

Do any of the following statements apply to you and/or agent? ☐ Yes ☒ No

With respect to the authority, I am:

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

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

(NB I AM A SAXMUNDHAM TOWN COUNCILLOR)

10. Application For Tree Works - Checklist

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

Sketch Plan

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



For all trees

(see Question 7)

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



For works to trees protected by a TPO

(see Question 7)

Have you:

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



11. Declaration - Trees

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Or signed - Agent:

13. Agent Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

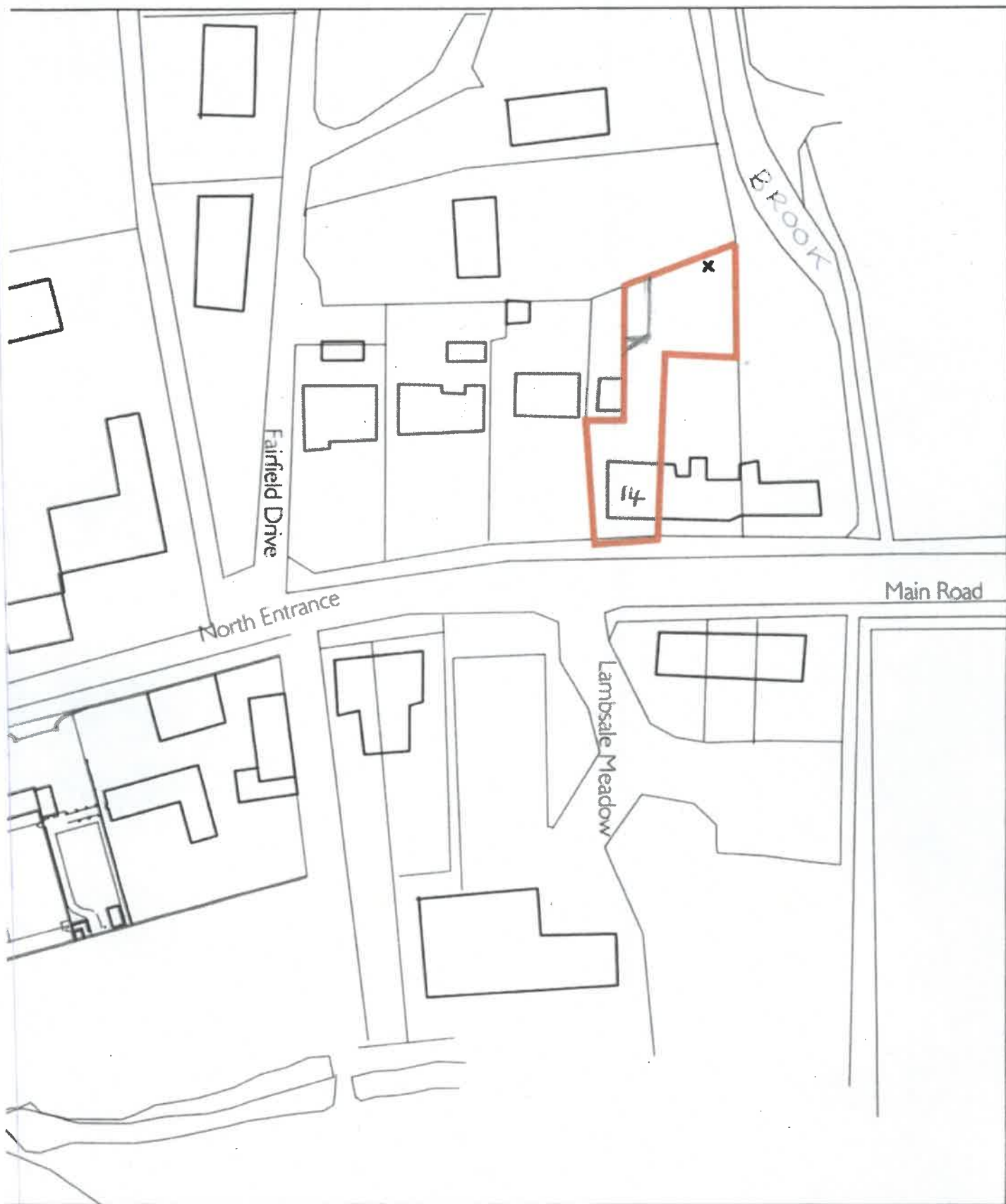
Email address (optional):

REFERENCE (2)



SATELLITE VIEW PRE-DATES NEIGHBOUR'S BUILDING WORKS 2021

REFERENCE ①





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

27

Suffix

Property Name

Address Line 1

Gilbert Road

Address Line 2

Address Line 3

Suffolk

Town/city

Saxmundham

Postcode

IP17 1FE

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

Easting (x)

637737

Northing (y)

263110

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

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

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

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)

<p>Type: Boundary treatments (e.g. fences, walls)</p> <p>Existing materials and finishes: Fence panels</p> <p>Proposed materials and finishes: Fence panels</p>
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Are you supplying additional information on submitted plans, drawings or a design and access statement?

☐ Yes

☒ No

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

Mrs

First Name

Emma

Surname

Flatt

Declaration Date

14/03/2022

☒ 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 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

Emma Flatt

Date

06/04/2022

Fence location



0 50
Metres



Plan Produced for: East Suffolk Council

Date Produced: 05 Apr 2022

Plan Reference Number: TQRQM22095182644200

Scale: 1:1250 @ A4





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

31

Suffix

Property Name

Address Line 1

High Street

Address Line 2

Address Line 3

Suffolk

Town/city

Saxmundham

Postcode

IP17 1AF

Easting (x)

638649

Northing (y)

263148

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

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

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

If Yes, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application

Remove 2 no Leylandii, 1 no very poor condition maple
Replace with 4 no prunus - flowering cherries in large planters (1800 high nursery specimens)

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

Remove Tree A, B ,C
Leylandii inappropriate to location
Maple dying/poor condition

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.

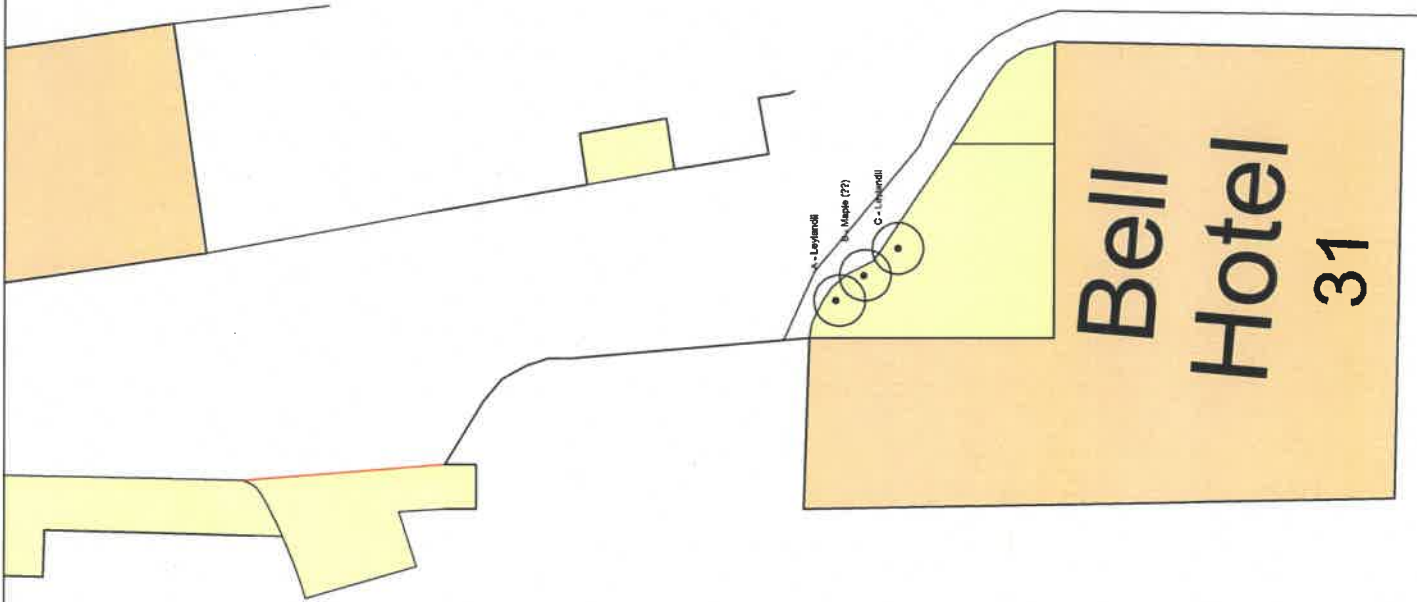
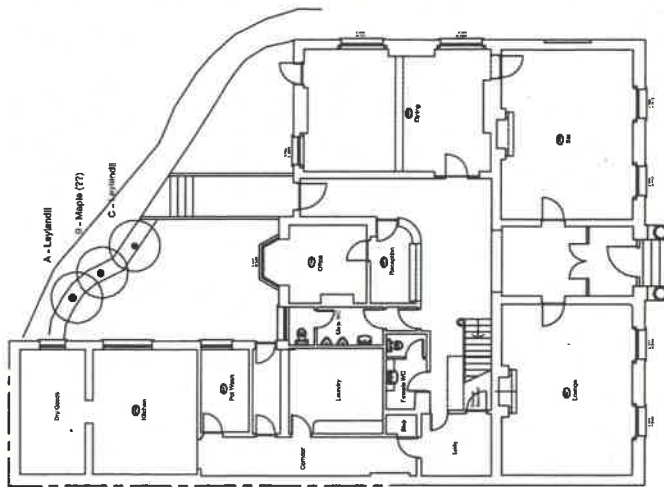
☒ I / We agree to the outlined declaration

Signed

Tim Hannon

Date

03/05/2022



Drawn By	Check By	Issue	Comment
1	2	3	4

Planning

Project Name	2148
Project Ref	2148
Project Date	PP 02
Project Ref	2148

Drawn By	191121
Check By	191121
Issue	191121
Comment	191121

Brooks Architects Limited

18 Colindale Avenue, London, NW9 1AD
Tel: 020 8834 1121
Fax: 020 8834 1122
Email: info@brooksarchitects.com
Website: www.brooksarchitects.com



Application for Planning Permission; Listed Building Consent for alterations, extension or
demolition of a listed building

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation
Areas Act) 1990 (as amended)

Publication of applications on planning authority websites

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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

29

Suffix

Property Name

Market Hall

Address Line 1

High Street

Address Line 2

Address Line 3

Suffolk

Town/city

Saxmundham

Postcode

IP17 1AF

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

Easting (x)

638638

Northing (y)

263139

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

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

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

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

Internal alterations to improve toilet provision, and reinstatement of original arched frontage to the High Street

Has the development or work already been started without consent?

- ☐ Yes
☒ No

Listed Building Grading

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

- ☐ Don't know
☐ Grade I
☐ Grade II*
☒ Grade II

Is it an ecclesiastical building?

- ☐ Don't know
☐ Yes
☒ No

Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- ☐ Yes
☒ No

Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- ☐ Yes
☒ No

Listed Building Alterations

Do the proposed works include alterations to a listed building?

- ☒ Yes
☐ No

If Yes, do the proposed works include

a) works to the interior of the building?

- ☒ Yes
☐ No

b) works to the exterior of the building?

- ☒ Yes
☐ No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

- ☒ Yes
☐ No

d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

- ☒ Yes
☐ No

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

Please see accompanying information

Materials

Does the proposed development require any materials to be used?

- ☒ Yes
☐ No

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

Type:

Windows

Existing materials and finishes:

Painted timber windows set into later infill including concrete canopy

Proposed materials and finishes:

Glazing within coloured aluminium framing

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

Please see accompanying information

Site Area

What is the measurement of the site area? (numeric characters only).

420.00

Unit

Sq. metres

Existing Use

Please describe the current use of the site

Community Hall

Is the site currently vacant?

☐ Yes

☒ No

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

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular 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

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- ☐ Yes
☒ No

Foul Sewage

Please state how foul sewage is to be disposed of:

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

Are you proposing to connect to the existing drainage system?

- ☒ Yes
☐ No
☐ Unknown

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

Please see accompanying information

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- ☐ Yes
☒ No

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 water course
- ☐ Soakaway
- ☒ Main sewer
- ☐ Pond/lake

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 the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The 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'.

Biodiversity and Geological Conservation

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?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

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

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the 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 has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Waste Storage and Collection

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

- ☐ Yes
☒ No

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

- ☐ Yes
☒ No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- ☐ Yes
☒ No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- ☐ Yes
☒ No

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

- ☐ Yes
☒ No

Hours of Opening

Are Hours of Opening relevant to this proposal?

- ☒ Yes
☐ No

Please add details of the of the Use Classes and hours of opening for each non-residential use proposed.

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. Multiple 'Other' options can be added to cover each individual use. [View further information on Use Classes.](#)

If you do not know the hours of opening, select the Use Class and tick 'Unknown'

Use Class:

D2 - Assembly and leisure

Unknown:

No

Monday to Friday:

Start Time:

08:30

End Time:

11:00

Saturday:

Start Time:

08:30

End Time:

00:00

Sunday / Bank Holiday:

Start Time:

09:30

End Time:

10:30

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

☐ Yes

☒ No

Is the proposal for a waste management development?

☐ Yes

☒ No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

☐ Yes

☒ No

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

☐ 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

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):

Officer name:

Title

First Name

Surname

Reference

Date (must be pre-application submission)

Details of the pre-application advice received

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 & Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

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

30/04/2022

☒ Declaration made

Declaration

I / We hereby apply for Full planning & listed building consent 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

Tim Buxbaum

Date

02/05/2022

Saxmundham Market Hall

Application for Planning Permission and Listed Building Consent for Internal alterations to improve toilet provision, and reinstatement of original arched frontage to the High Street

Design & Access Statement V1

1 May 2022

INTRODUCTION

Saxmundham Market Hall, built circa 1840 as a Corn Exchange to the design of Robert Appleton, occupies a prominent position in the High Street. Its Grade II-listed neo-classical façade fronts a sheltered courtyard area set back from the pavement. The building is held in trust for the benefit of the community by Saxmundham Market Hall Trust, a registered charity. The sole trustee is Saxmundham Town Council. The Hall is currently used for public meetings, discos, concerts, indoor markets, classes etc all of which are generally entered from the south-facing main street elevation through a lobby that serves the toilets. The apparent first floor windows on that elevation with their arched heads simply illuminate an inaccessible platform serving as the ceiling to the toilets.

The Market Hall is a large, spacious, fully accessible hall in the centre of Saxmundham. With a stage and 300 square meters of floor space it can accommodate up to 200 people standing and 120 seated. Chairs and tables are stowed for use under the stage and hire comes with access to WiFi, projector and screen. It is suitable for performances, meetings, training courses, exercise, yoga, dance, conferences, parties and social events. There is a fully equipped kitchen/servery. The hall was re-roofed between the 1970-90s when it seems an older roof with a central lantern was removed, and the existing trussed rafter roof installed.

To the east of the main hall an office and kitchen abut the pavement to Station Approach, and the rest of that side of the building is separated from the road by the kitchens of The Bell Hotel. The western side of the hall abuts the rear garden of Crisps, the adjacent stationary shop. To the north, a small, freestanding single-storey storage building services the adjacent flats which are in separate ownership by a Housing Association.

PROPOSAL

The proposal is to re-open and fully glaze the original arcade facing the street, relocating the existing toilets and making a lighter foyer more welcoming and attractive to visitors and users of the building. The plans show a single disabled toilet retained and a small servery installed to assist with refreshment and the management of visitors.

The balance of the toilets to be relocated to the rear of the building, as male and female toilets rather than unisex which are felt to be less satisfactory even though they may be more space-efficient. To achieve this, some modern walls and fittings are shown removed, the void in the boiler room floor covered over, and new stud walls and ceilings constructed. Both existing rear access/egress routes to the street remain, and a short length of the east wall of the hall is shown taken down and splayed to provide better circulation in what would otherwise be a cramped area at the foot of the steps up to the stage.

PRE-APP

In 2018 the Local Authority was involved in discussions of a much larger scheme to significantly extend the building. A pre-app was prepared and a response was received on 14 Sept 2018. Since this scheme included glazing the former arcade and internal alterations, relevant extracts are included below:-

APPLICATION REF: DC/PREAPP/18/2844 **LOCATION:** Market Hall 29 High Street Saxmundham Suffolk IP17 1AF

PROPOSAL: Pre-Application Advice - Internal and external alterations, insertion of a new first floor, reconstruction of part of the north eastern corner of the site, rebuilding of the adjacent storage building (in separate ownership), and associated external works

This pre-application enquiry relates to Market Hall, 29 High Street Saxmundham. The building fronts onto, but is set back from High Street. The rear and part of the side elevation adjoin Station Approach and a parking area associated with flats to the west. The building is a Grade II Listed Building, located within Saxmundham Conservation Area, and within the defined Town Centre. The adjoining buildings, The Bell, and Nos 25 and 27 also Grade II Listed, The building is currently in use as a community building. The proposal seeks to alter the building, to improve the facilities, to enable a wider range of services and events. Listed Building Consent would be required for all of the proposed alterations. Planning Permission would also be required, as the external alterations and additions require consent.



Above, archive photo showing the arcade in the early 1900s, below aerial view showing the subsequent infill



Planning Considerations - Principle and use

The existing community facility use would be retained and the facilities improved. Both National and Local Planning Policy generally seek to retain and improve community facilities. Therefore the principle of such a proposal are likely to be supported. However, as part of the consideration of any planning and listed applications, a number of other material planning considerations and planning policies would also be relevant. These include heritage matters relating to the Listed Building and Conservation Area, which are covered in the Heritage Section below. In addition to heritage, other key considerations are likely to be residential amenity and highway safety.

It would be useful if within your planning application, a statement explaining the proposed uses, and hours of use etc could be included. This may assist with consultees understanding of the proposal, and would assist in ensuring that if conditions are included on a consent, they are suitable and reasonable for the way in which the building is intended to be used.

In terms of parking provision, due to the limited size of the site and the inability to provide on site parking, the scheme is unlikely to meet the SCC Highways Parking Standards. However, consideration would have to be given to the fact that this is a town centre location, close to public car parks, bus stops and the railway station, and therefore in the view of planning officers, this is a location where it would not be necessary to provide the level of parking provision that SCC Highways may be seeking.

"I met the architect, Tim Buxbaum, on site on the 13th August 2018 to discuss the proposals.....The front façade will be restored to its historic form, evidenced through an historic photograph, through the opening up of the three front arches. Further details are required for some elements of the scheme".

The Grade II listed Market Hall is of early 19th century origin and was previously used as a Corn Exchange and indoor market. It is held in trust for the benefit of the community by Saxmundham Market Hall Trust, a registered charity, with the Town Council as the sole trustee. It is available to hire by the community. The hall was restored in the 20th Century. Its significance is derived from:

- Its known designer, Robert Appleton*
- Its central location in the town*
- Its neo-classical front façade*
- Its community use*
- Its internal layout which partially evidences its original use*
- Key features including the coat of arms, stucco laurel wreaths and arcades of round arches on the front elevation*

The restoration of the original opening size of the three front arches, evidenced by historic photographs, is supported. Fully glazing the openings will allow more inter-visibility with the street.

The existing rear element is a later addition and does not contribute to the special interest of the listed building; therefore its loss could be supported subject to its replacement being of suitably high quality design providing a public benefit. The existing arched doorway is an important feature and will be retained

The alterations to the kitchen are minor and would allow it to be used more effectively as a community facility therefore they are supported. The existing single storey rear extension is a later addition and its demolition would therefore result in less than substantial harm to the significance of the listed building. The public benefits of the scheme would outweigh this harm. The existing toilets, stage, kitchen, heating system, service, and suspended ceiling in the hall are also proposed to be removed. None of these features are original and therefore their loss is acceptable given the benefits of the overall scheme.

There is an attractive interior doorway into the main hall space with historic text and detailing, this is important to the significance of the listed building and should be retained (as is proposed).

- Heritage Asset Assessment - Statement of Justification*
- Impact Assessment*
- Impact on the listed building, setting of surrounding listed buildings, and conservation area*

Case Officer: Katherine Scott, Team Leader (Central Area) (01394) 444503 Authorising Officer: Liz Beighton, Team Leader (South Area), (01394) 444778

ACCESS STATEMENT

No change proposed to existing access arrangements into the building which include a ramp, but the more generous floor area proposed immediately inside the building will make easier the management of wheelchairs and those with restricted mobility.

FLOOD RISK ASSESSMENT

The Environment Agency's Flood Risk Map (extract below) confirms the site is not within the area of potential flood risk



DETAILS OF THE PROPOSED GLAZING TO THE FRONT ELEVATION

To be double glazed safety glass let into white aluminium framing

Dear Sirs,

Re: Saxmundham Market Hall



We thank you for your recent enquiry for the above project and have pleasure in offering the following budget quotation for your consideration: -

To supply, fabricate and install into openings fully prepared by others, Kawneer Series AA100 curtain walling and a series 190TB door with aluminium components in a standard, non-metallic colour, polyester powder coated finish (40microns), as follows: -

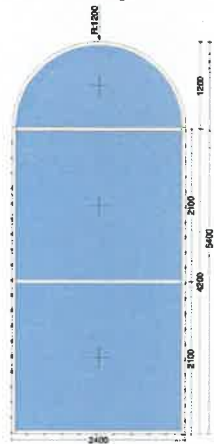
Series 190TB door complete with over-head concealed closer, anti-finger trap stile, multi-point hook lock, cylinder and 450mm x 32mm S/S cranked pull handles with back-to-back fixings.

Glazing comprises:

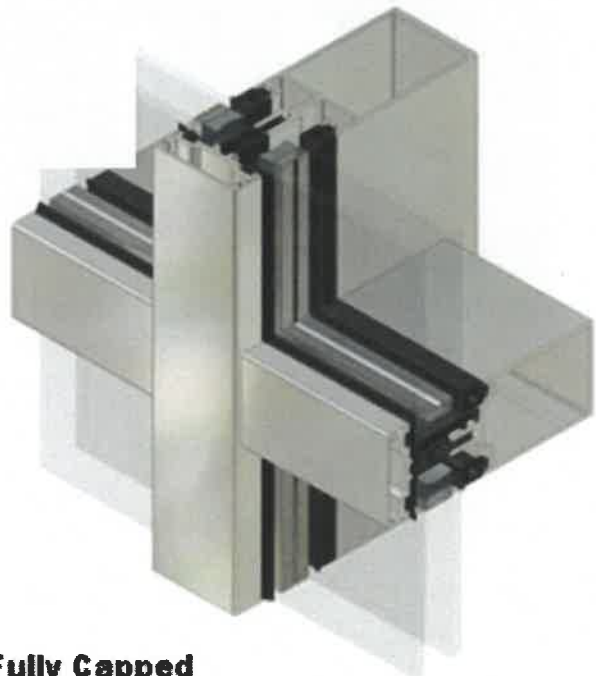
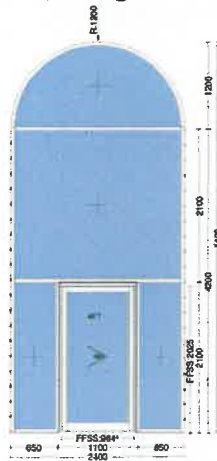
6mm SN70/35 toughened safety glass outer pane / argon gas filled cavity with warm edge spacer / 8.8mm clear laminated safety glass inner pane.

Option 2

2no 2400mm wide x 5400mm high curtain walling screens each comprising,
3no fixed lights



1no 2400mm wide x 5400mm high curtain walling screen comprising,
1no single door,
4no fixed lights



Fully Capped



As existing (above) and sketch from an earlier scheme (below) from which the staircase and high level lettering are no longer relevant, but shows the effect of glazing the existing arches once the infill has been removed.

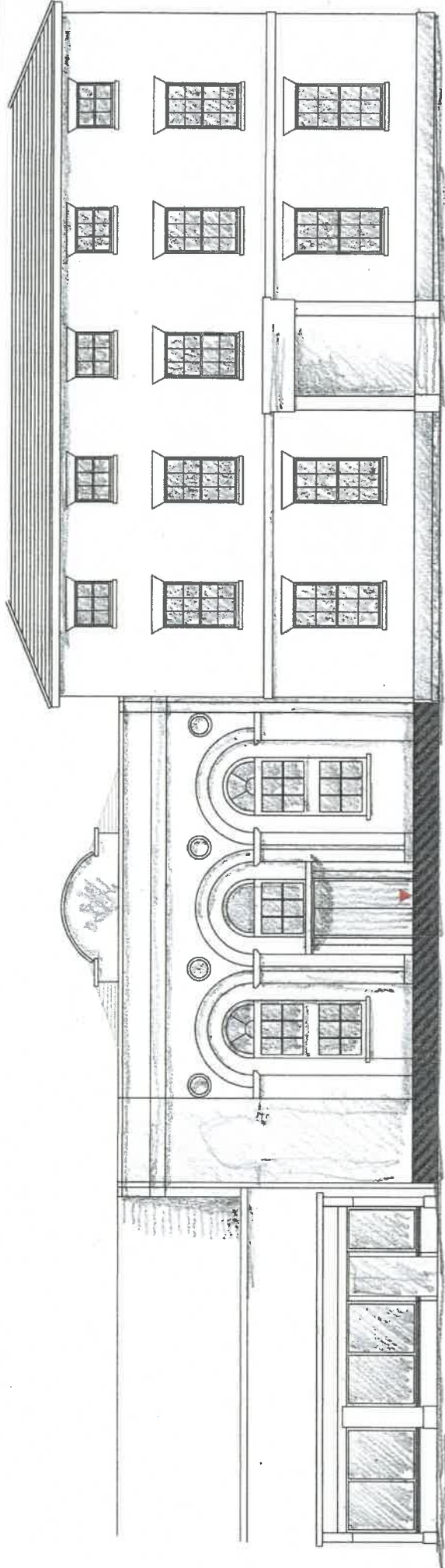


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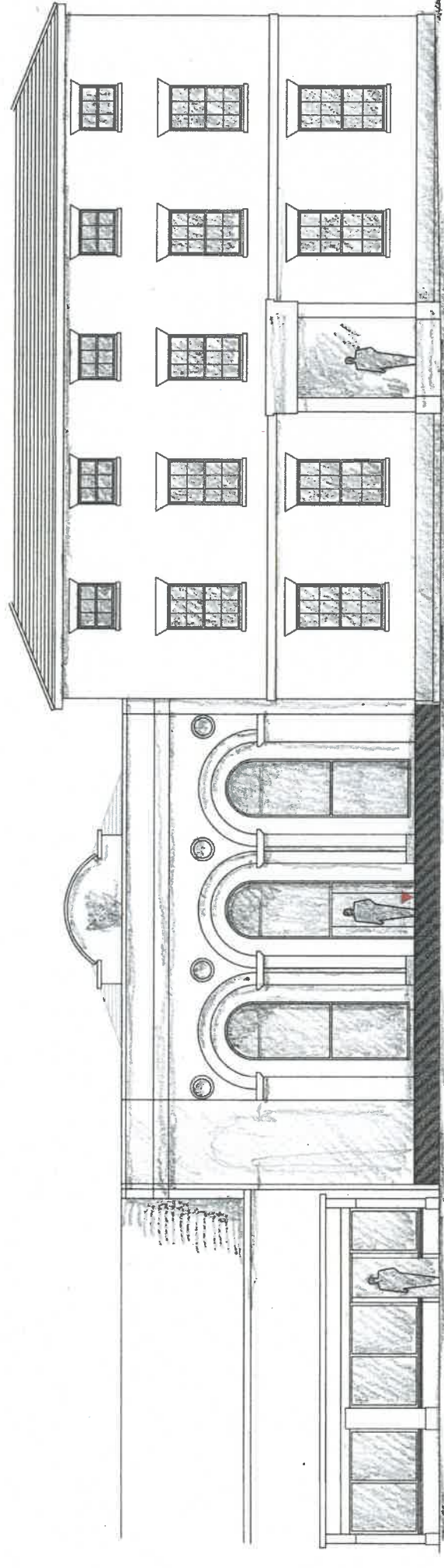
SAXMUNDHAM MARKET HALL
PROPOSALS 1 MAY 2022
DRAWING 1060/22/SYI EXISTING
TIM BUXBAUM ARCHITECT
BROOK COTTAGE THE AVENUE
LOWER UFFORD SUFFOLK IP13 6DT
TEL 01394 461483 / 0771 408 9786
TIMBUXBAUM@AOL.COM





FRONT ELEVATION EXISTING

THE BELL HOTEL



FRONT ELEVATION PROPOSED

THE BELL HOTEL

SAXMUNDHAM MARKET HALL
 SKETCH APRIL 2021
 FRONT ELEVATION EXISTING AND PROPOSED
 TIM BUXBAUM ARCHITECT
 BROOK COTTAGE THE AVENUE
 LOWER UFFORD SUFFOLK IP13 6DT
 TEL 01394 461485 / 0771 408 9786
 TIMBUXBAUM@AOL.COM

PRINT SCALE 1:100@A3

Item 6: East Suffolk decisions

Planning ref	Application date	Response deadline	Applicant name and site address	Proposal	STC response	ESC decision
DC/21/5724/FUL	12 Jan 22	2 Feb 22	The Lodge, South Entrance, IP17 1DG	Single and two-storey extensions and alteration workd	P and D 19 Jan 22 20 Jan 22 STC supports this application as it is an improvement to the building	Permitted
DC/22/0509/FUL	11 Feb 2022	4 March 2022	Red Cottage Farm, Clay Hills Road, IP17 2PR	Alterations and two-storey extension	P and D 3 rd March 22 3 Mch - supported	permitted
DC/22/0839/FUL	15 March 2022	5 April 2022	BT Exchange, street Farm Rd, IP17 1AL	Replace two windows with louvres	P and D 7 april 22 7 april 22: The town council supports this application and hopes that the new windows will be finished to a high standard in keeping with the rest of the building.	permitted
DC/22/1135/FUL	8 april 22	4 May 22	46 Lincoln Ave, IP17 1BZ	Ramp and handrails	P and D 21 April 22 26 April 22: STC supports this application:	Permitted

