



## Saxmundham Town Council

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

**Wednesday 20<sup>th</sup> July 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 26<sup>th</sup> 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/22/2683/TCA	11 Fairfield Place, IP17 1FH	Re pollard group of limes
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**6) To note any recent decisions on planning applications by East Suffolk Council.**

**7) To note the submission of the Draft East Suffolk Community Infrastructure Levy (CIL) Charging Schedule for public examination.**

**8) Date and time of next meeting.**

**J. Morcom**

**Date: 14<sup>th</sup> July 2022**

**Assistant Clerk to Saxmundham Town Council** Tel: 01728 604595 Email: [assistanttownclerk@saxmundham-tc.gov.uk](mailto:assistanttownclerk@saxmundham-tc.gov.uk)





# Saxmundham Town Council

## Minutes of the Meeting of the Planning & Development Control Committee 4pm on 26<sup>th</sup> May 2022 in the Town House.

### Councillors:

Cllr. John Fisher (Chair)

Cllr Nigel Hiley

Cllr Tim Lock

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

### 15/22PD Apologies for absence

There were no apologies for absence.

### 16/22PD Pecuniary/Non-Pecuniary Interests

All Town Councillors declared a non-pecuniary interest in Item 5: DC/22/1802/FUL as the property belongs to the Town Council.

### 17/22PD Minutes of the meeting held 21st April 2022

The Committee **RESOLVED** to approve the minutes of the meeting held 21<sup>st</sup> April 2022.

The Chair signed the minutes.

### 18/22PD Open Forum

No members of the public had joined the meeting.

### 19/22PD Planning Applications

DC/22/1701/TCA	Hope Cottage, 14 North Entrance, IP17 1AU	Trimming an Oak Tree
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The Committee **RESOLVED** that there were no objections to the application.

DC/22/1382/FUL	27 Gilbert Rd, IP17 1FE	Retrospective app for retention of raised fence 2.55 m to retain privacy of garden
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The Committee **RESOLVED** to support the application but to comment that the fence looks to be only six feet tall.

DC/22/1791/TCA	31 High St, IP17 1AF	Fell two leylandii and one maple
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The Committee **RESOLVED** that there were no objections to the application.

DC/22/1802/FUL and DC/22/1803/LBC	29 High St, IP17 1AF	Internal alterations to improve toilet provision and reinstatement of arched frontage to the High St.
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The Committee **RESOLVED** that it would not comment on the Town Council's own application.

There was however some discussion regarding the proposed design and the position of the WCs. It was agreed that the ATC should seek advice from the Town Clerk as the design has already been agreed by the Town Council.

### 20/22PD Recent Planning Decisions.

The Committee noted the East Suffolk Council Decisions attached as appendix A

### 21/22PD The next meeting is provisionally scheduled for 15<sup>th</sup> June 2022 at 4pm in the Town House TBC

Signed \_\_\_\_\_ Date \_\_\_\_\_

The meeting closed at 5.30 p.m.

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

**Appendix A: Recent Decisions by East Suffolk Council**

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 work	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 <sup>rd</sup> 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

Signed \_\_\_\_\_ Date \_\_\_\_\_



**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

11

Suffix

Property Name

Address Line 1

Fairfield Place

Address Line 2

Address Line 3

Suffolk

Town/city

Saxmundham

Postcode

IP17 1FH

Easting (x)

638512

Northing (y)

263397

**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

Ms

First name

Gemma

Surname

Phipps

Company Name

Flagship Services (RFT Services)

### Address

Address line 1

King Street

Address line 2

King Street

Address line 3

Town/City

Norwich

Country

United Kingdom

Postcode

NR1 1PD

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

### Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

## Agent Details

Name/Company

Title

Mr

First name

Jonny

Surname

Worden

Company Name

Flagship Services - Arboriculture

## Address

Address line 1

6 Thrextton Road

Address line 2

Address line 3

Town/City

Watton

Country

undefined

Postcode

IP25 6NG

## Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

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

3527 - Land Terrier Victory Map  
3527 - Google Map  
Tree Image

## 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

Re-pollard row of Limes on the southern boundary of no 11, Pollarded: 2.5m high. : Ivy - Moderate,  
Contacting buildings - requires re-pollarding

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 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

Jonny Worden

Date

06/07/2022

**Item 6: Recent decisions by East Suffolk council**

Planning ref	Application date	Response deadline	Applicant name and site address	Proposal	STC response	ESC decision
DC/22/1633/TCA	28 April 2022	20 May 2022	8 southwood close, IP17 1EN	Gleditsia tricanthos: Honey Locust: Remove eastern lowest lateral limb (Second Order) back to collar of 1st order branch. This is due to repeat contact damage by bin lorries and the only suitable reduction point being back to the first order branch.	P and D 4 May 22 – meeting cancelled – agreed by email no objections.  11 May 2022: STC has no objections to this application.	No objections
DC/22/1701/TCA	5 May 22	26 May 22	Hope Cottage, 14 North Entrance, IP17 1AU	Trimming an Oak Tree	P and D 25 or 26 May  26 May: STC supports the application as the tree will be replaced with native species	No objections
DC/22/1382/FUL	6 May	27 May 22	27 Gilbert Rd, IP17 1FE	Retrospective app for retention of raised fence 2.55 m to retain privacy of garden	P and D 25 or 26 May  26 /May: STC supports the application - the fence in the picture appears to be only 6 feet high however.	Permitted
DC/22/1791/TCA	12 May 22	6 June 22	31 High St, IP17 1AF	Fell 2 leylandii and 1 maple	P and D 26 May  26 May: STC supports this application	No objections
DC/22/1802/FUL and DC/22/1803/LBC	12 May 2022	6 June 2022	29 High St, IP17 1AF	Internal alterations to improve toilet provision and reinstatement of original arched frontage to the High St.	P and D 26 May	Permitted

Planning ref	Application date	Response deadline	Applicant name and site address	Proposal	STC response	ESC decision
					26 May: STC does not feel it can comment on its own application	

# **East Suffolk Community Infrastructure Levy**

## **Draft Charging Schedule**

Consultation 11<sup>th</sup> November to 23<sup>rd</sup> December  
2021



**EASTSUFFOLK**  
COUNCIL

# Purpose of this document

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

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

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

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# 1 Community Infrastructure Levy Charging Rates

## Residential Rates

- 1.1 The rates for standard residential development (C3 and C4 Use Class<sup>1</sup>) are set out in Table 1.1 below. The rates for specialist (principally retirement) accommodation are set out separately under paragraph 1.2. The zones are defined in Appendix A.

*Table 1.1 - Residential Rates*

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

## Specialist Accommodation

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

*Table 1.2 – Specialist Accommodation*

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

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

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

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

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

## Strategic Sites

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

*Table 1.3 – Strategic Sites*

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

## Other Rates

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

*Table 1.4 - Other Rates*

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

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

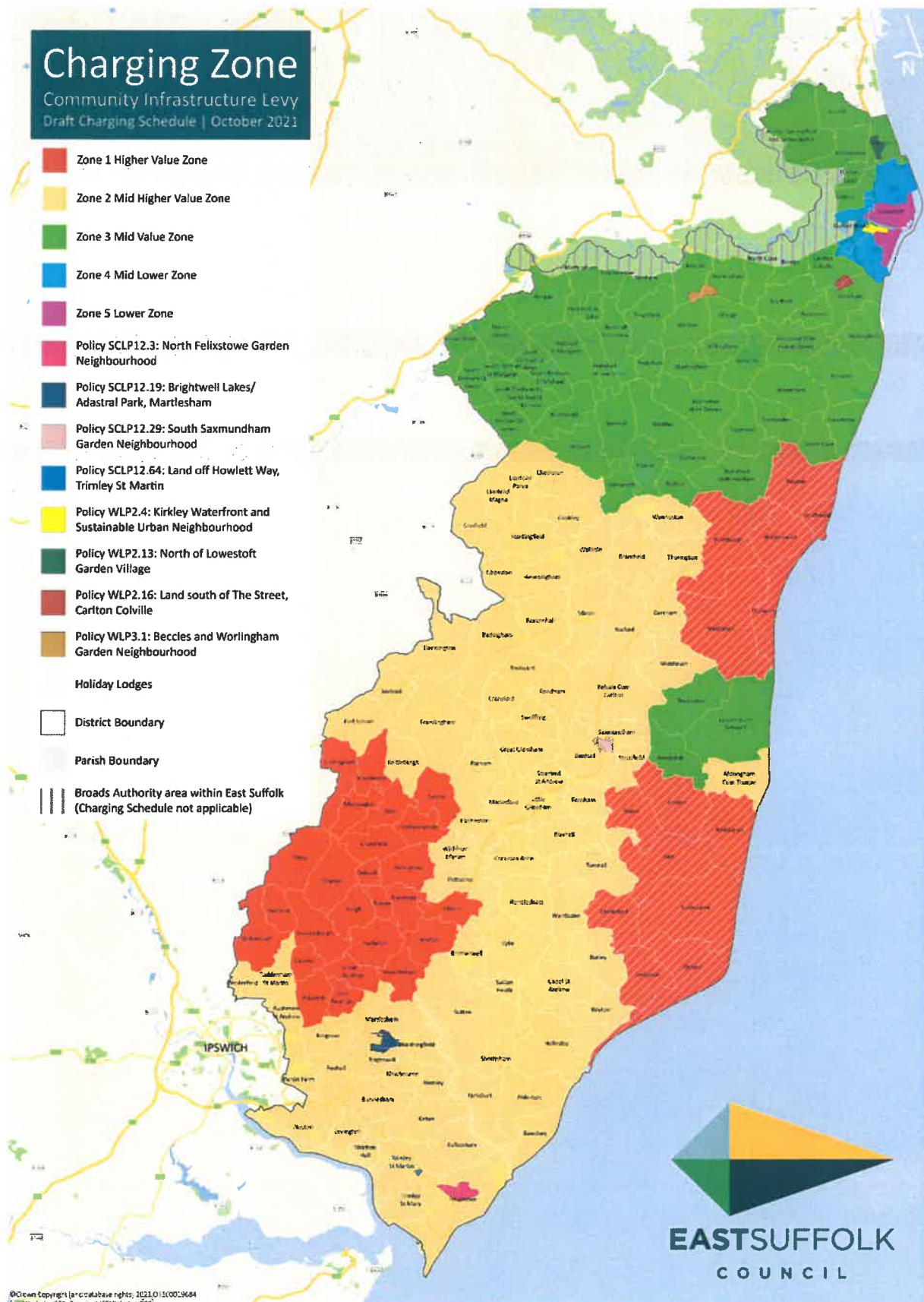
<sup>5</sup> Convenience retail units sell everyday essential items such as food and drink. For the purposes of this CIL Charging Schedule, any comparison goods sold in a convenience store must make up no more than 49% of the floorspace, controlled by planning condition

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

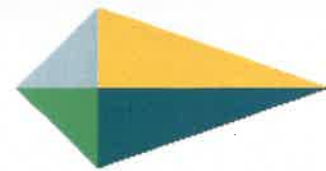
## 2 Monitoring

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

# 3 Appendix A – Charging Zones







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Email us



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