



Saxmundham Town Council

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

Thursday 11th August 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 20th July 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/22/2487/FUL DC/22/2488/LBC	The Bell Hotel 31 High St, IP17 1AF	Alterations to improve accessibility, refurbish dilapidated structure and improve lettable rooms including new fire exit to rear
DC/22/2566/FUL and DC/22/2565/ADN	20 High St, IP17 1DB	Signage above ATM machine

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

7) To consider and recommend responses to the NALC/SALC consultation on the impact of second homes.

8) To consider a request from the owners of 2 Albion St for evidence to be presented to Suffolk County Council that the Town Council does not object to their application for a dropped curb.

9) Date and time of next meeting.

J. Morcom

Date: 4th August 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 20th July 2022 in the Town House.

Councillors:

Cllr John Fisher (Chair) Cllr Benjamin Gulliford
Cllr Nigel Hiley Cllr Tim Lock

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

22/22PD Apologies for absence

There were no apologies for absence.

23/22PD Pecuniary/Non-Pecuniary Interests

There were no declarations of interest.

24/22PD Minutes of the meeting held 26th May 2022

The Committee **RESOLVED** to approve the minutes of the meeting held 21st April 2022.
The Chair signed the minutes.

25/22PD Open Forum

No members of the public had joined the meeting.

26/22PD Planning Applications

DC/22/2683/TCA	11 Fairfield Place, IP17 1FH	Re pollard group of limes
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The Committee **RESOLVED** that there were no objections to the application.

27/22PD Recent Planning Decisions.

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

28/22PD To note the submission of the Draft East Suffolk Community Infrastructure Levy (CIL) Charging Schedule for public examination.

The Committee noted the following:

- A CIL levy of £90/100m² is proposed for the Garden Neighbourhood Strategic Site¹. This is the same as the 2015 CIL levy. (Since the meeting it has been discovered that with index linking had risen to £115.71/100m² by 2021)².
- Other parts of Saxmundham may fall into Zone 2 Mid higher Value Zone where a CIL levy of £200/100m² is proposed but the map is unclear.

29/22PD The next meeting is provisionally scheduled for 24th August 2022 at 4pm in the Town House. (TBC)

- The NALC/SALC consultation on the impact of short-term holiday lets will be an agenda item.

The meeting closed at 4.35 p.m.

¹ East Suffolk Council, (2021) East Suffolk Community Infrastructure Levy Draft Charging Schedule, [East Suffolk CIL Charging Schedule » East Suffolk Council](#)

² Suffolk Coastal District Council, (2015) Community Infrastructure Levy Charging Schedule, [CIL rates in the former Suffolk Coastal area » East Suffolk Council](#)

Signed _____ Date _____

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/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	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 26 May: STC does not feel it can comment on its own application	Permitted

Signed _____ Date _____



Bell

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

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	<input type="text" value="31"/>
Suffix	<input type="text"/>
Property Name	<input type="text"/>
Address Line 1	<input type="text" value="High Street"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text" value="Suffolk"/>
Town/city	<input type="text" value="Saxmundham"/>
Postcode	<input type="text" value="IP17 1AF"/>

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

Easting (x)	Northing (y)
<input type="text" value="638649"/>	<input type="text" value="263148"/>

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

Mr

First name

Tim

Surname

Hannon

Company Name

Brooks Architects Ltd

Address

Address line 1

16 Colonial House

Address line 2

Address line 3

Town/City

Leiston

Country

United Kingdom

Postcode

IP16 4JD

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

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)

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

If Yes, which of the following does the proposal involve?

a) Total demolition of the listed building

☐ Yes

☒ No

b) Demolition of a building within the curtilage of the listed building

☐ Yes

☒ No

c) Demolition of a part of the listed building

☒ Yes

☐ No

If the answer to c) is Yes

What is the total volume of the listed building?

3300000.00

Cubic metres

What is the volume of the part to be demolished?

12.00

Cubic metres

What was the date (approximately) of the erection of the part to be removed?

Month

June

Year

1850

(Date must be pre-application submission)

Please provide a brief description of the building or part of the building you are proposing to demolish

See attached drawings and design statement

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

Improve accessibility and viability of the hotel

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).

See attached drawings

Materials

Does the proposed development require any materials to be used?

☐ Yes

☒ No

Site Area

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

370.00

Unit

Sq. metres

Existing Use

Please describe the current use of the site

Hotel

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

If you answered Yes to any of the above questions, please show details on your plans/drawings and state their reference numbers

see site plan

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

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

Existing Employees

Please complete the following information regarding existing employees:

Full-time

3

Part-time

3

Total full-time equivalent

4.50

Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

5

Part-time

2

Total full-time equivalent

Hours of Opening

Are Hours of Opening relevant to this proposal?

☐ Yes

☒ No

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

Mr

First Name

Tim

Surname

Hannon

Declaration Date

21/06/2022

☒ 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

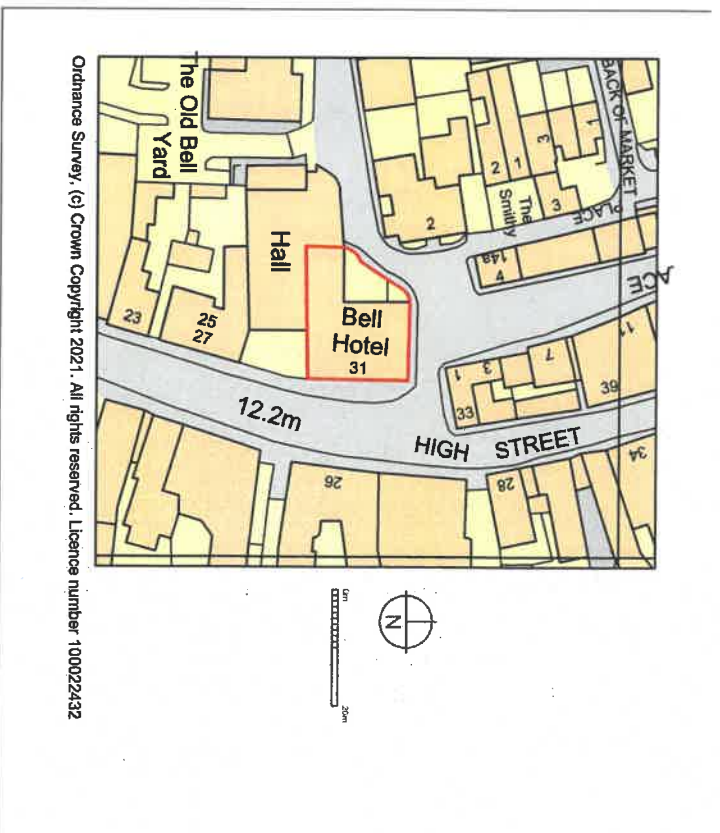
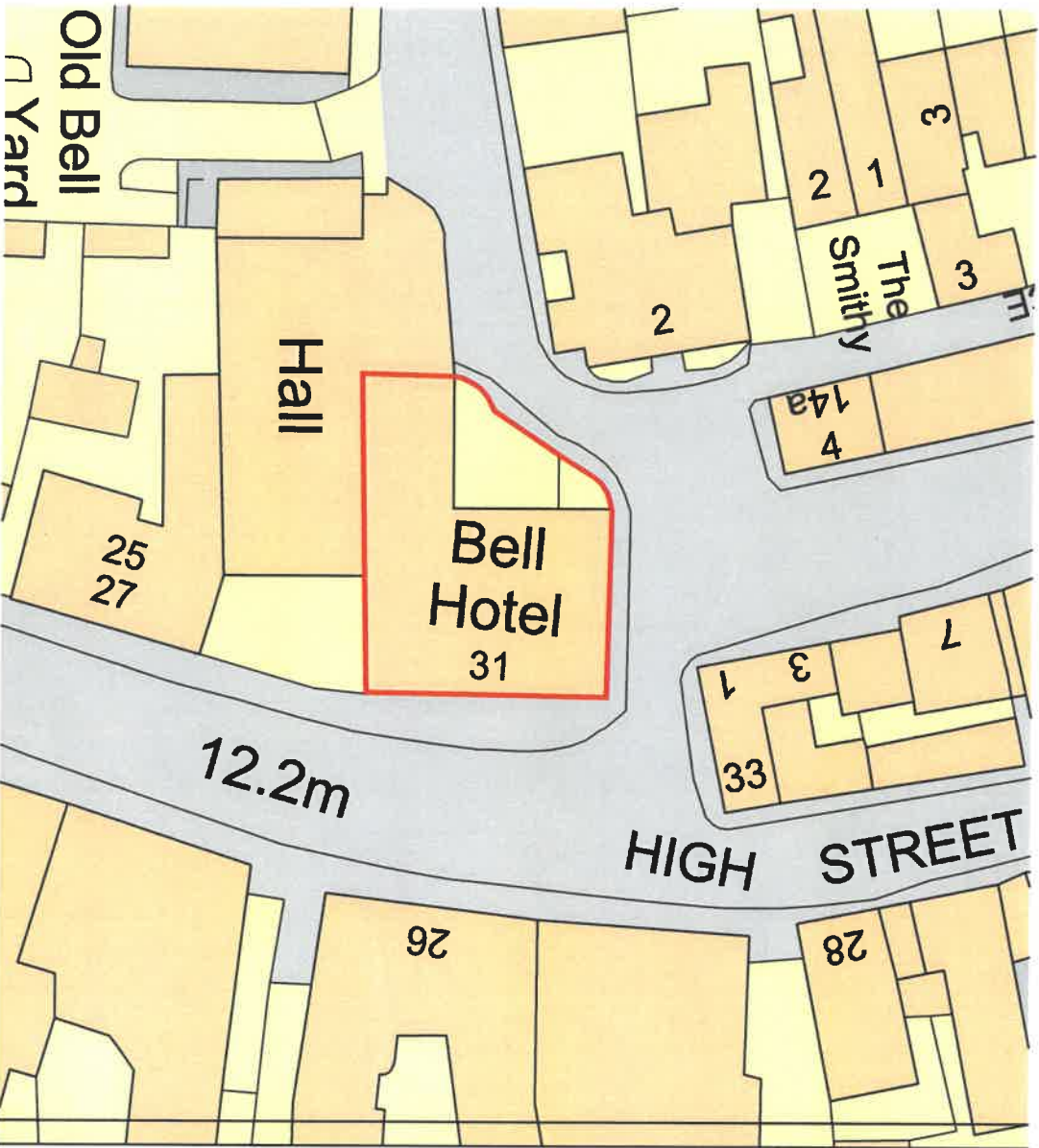
Tim Hannon

Date

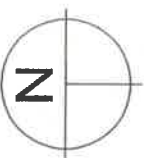
21/06/2022

Location - 1:1250
Block 1:500

Bell
location



Ordnance Survey, (c) Crown Copyright 2021. All rights reserved. Licence number 100022432



Rev	Date	Drawn	Checked

Planning

Project Name:	Bell Hotel
Project No:	2146
Drawn By:	LC 01
Rev:	

Scale:	1:1250 1:500 @ A
Drawn By:	
Checked By:	



18 Colver Hill, Letchworth, SG9 6AD
T: 01462 471100
E: info@brooksarchitects.com
www.brooksarchitects.com
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Design, Access Alterations to the Bell Hotel, Saxmundham

Context

This Design, Access statement has been prepared to support alterations to the Bell Hotel Saxmundham. The is listed Grade II and forms a very important part of the street scene for the market town of Saxmundham. The building had a significant redecoration some 12 years ago, little was done at that time to address some more fundamental issues with the hotel, particularly accessibility, asbestos and building fabric condition.

A new lease was agreed some 3 months ago with Beale Hotel who are undertaking a major redecoration programme to the rooms and public space, but also wish to make some alterations to the fabric to improve its use. These will have a small impact on the historic fabric, but after a pre-application meeting with planning and conservation from East Suffolk, it was agreed that these changes were minor and that the retention of the hotel as a functioning business is key to keeping the heart of Saxmundham strong. Other hotels (White Hart) and several pubs have been lost in recent years, with consequent loss of employment and positive support to the economy of the town.

Further future proposals will follow this phase to reconfigure the second floor to create further lettable rooms.

Proposal

The proposals are described in the attached drawings; however, we break out below each of the areas. References are to the room number on the accompanying plans

Ground floor

Bell

Design, Access Alterations to the Bell Hotel, Saxmundham

Alteration to the kitchen RG16,15,14

We propose to improve the redundant kitchen installation by removing part of a masonry wall dividing these service areas (piers retained) to create a more open kitchen environment, placing a new fire door in the corridor to RG11. To the exterior of the kitchen, we propose to fix louvred shutters to the window openings to create a separation between the kitchen and the refurbished courtyard area allow dining and drinking in this area without so much disturbance from the kitchen. The proposals will result in loss of some historic masonry however this is from the C19 later service wing, not the original hotel structure.

Alterations w/c's

The existing w/c's are formed from contemporary studwork and plasterboard breaking up the space into awkward areas, there is currently no accessible w/c in the building. We propose to remove the stud works and existing installation and reconfigure to create 1 wheelchair accessible w/c, male and female w/c's and a separate staff w/c / locker area. These proposals will result in the loss of no historic fabric.

Reception and lift

In order to improve the accessibility of the hotel, we propose to subdivide the current reception area and install a lift in this space to allow wheelchair users to access two or three bedrooms, the lift will have tow stops, ground and first floor only. To the rear of the reception a new doorway opening will be inserted to create a private dining room / meeting room improving the public spaces the hotel offers.

Other works on the ground floor were discussed with the conservation officer and are considered to be of a decorative nature and did not require planning or listed building consent

First floor

Design, Access Alterations to the Bell Hotel, Saxmundham

Lift - RF8

At first floor the accessible lift will emerge onto the landing of RF1. The enabling alterations include closing up the doorway to bedroom RF9 to form the shaft in this later rear area. No significant heritage impact.

Bedroom RF9

We propose to alter the entrance to bedroom RF9 by opening a section of wall off corridor RF10 alongside the existing chimney breast. This will allow the bedroom to comply with fire safety travel distances. Minor impact on heritage material although from the plasterwork there looks to have been an opening off this corridor in the past.

Bedroom RF2

Originally one of the principal assembly rooms of the hotel, we propose to alter the 20th century stud work which encloses the shower room, we propose to alter the studwork to allow for a more contemporary bathroom with a free standing bath. No impact on historic structure

Bedroom RF5

We propose to alter the 20th century shower room in this space to allow for an accessible shower room. The floor was raised in the 20th century to allow a revised drainage plan, we propose to lower this floor to allow for wheelchair access. Heritage fabric impact none.

Bedrooms RF6 and RF7

Design, Access Alterations to the Bell Hotel, Saxmundham

We propose to reopen the original corridor running to the west past these two bedrooms, this will provide access onto the new fire escape stair to the rear of the hotel. The alterations include removal of two 20th century shower rooms, closing up two doorways into RF7 and opening a new doorway off the corridor. Heritage will impact minor.

Fire escape (see also externals)

The hotel does not have a suitable fire escape route having been grand fathered by building control – new proposals have been discussed with both building control and the conservation officer who indicated support for the proposals at pore-app stage. To enable the new fire escape route we propose to remove the existing window WF11 and insert a new part glazed egress door in the opening, this will open onto an external landing and spiral staircase descending to the street level, heritage impact are significant due to loss of window, however the improvements in fire safety we believe far outweigh the loss of the windows.

Second Floor

The second floor has clearly had significant alterations over the years. Our adjustments to this floor allow us to create more lettable rooms to improve the viability of the hotel. Overall we feel the alterations will have any significant impact on historic fabric.

Bedroom RS9

This bedroom is severely compromised by head height from the restricted spring to the South of the dormer window. We propose to extend this dormer further South with a new matching window. A new opening will be created to the adjacent space (currently the staff w/c.) The existing entry door will be closed up with studwork and the earlier opening reinstated. A small section of stud wall will be formed to enclose the shower room.

Design, Access Alterations to the Bell Hotel, Saxmundham

Bedroom RS4

This bedroom requires little work other than refurbishing the existing stud dividing wall which is in poor condition, the bathroom will be refitted.

Bedroom RS6, RS 7 and RS8

These bedrooms will be re-organised to rebalance the spaces and insert showers rooms to each, the existing opening off the corridor will be partly closed up the for the doorway to RS7. We believe these changes will have minimal impact on the historic fabric of the building. The later stud wall partition between RS7 and RS8 will be reconfigured to ensure the windows are fully in each room rather than splayed as existing. A new shower room will be formed in the North West corner of RS8. We feel the above will have minimal impact on the historic fabric of the building.

Bedroom RS11 and RS12

These bedrooms require little work to make them useable as lettable rooms, the insertion of two shower rooms will allow configuration as superior rooms.

Rear corridor RS9

During the pre-app the conservation officer was keen to retain the rear corridor running East West. We propose to remove the window (as at first floor and insert a new door in that space accessing the rear escape stair. A fire door set in studwork will be inserted in the corridor to provide fire separation and the later opening (currently accessing

Design, Access Alterations to the Bell Hotel, Saxmundham

the staff bathroom) will be closed up. While these alteration result in the loss of some historic fabric (the window) the nett result is creating a hotel which has much improved viability.

Externally

Terrace / patio

The existing rear terrace / patio is very poor, being recent poured concrete paving, uneven and unwelcoming. We propose to improve this area by breaking out the concrete, resetting the drain covers, levelling and repaving with limestone slabs. A new arched opening will be created in the North facing wall (toward the market square) to allow and improved level access for ambulant and wheelchair customers.

Escape stair

A new escape stair will be formed at the rear of the hotel, a dramatic contrast to the existing dilapidated structure. The new stair will be spiral winding down from first and second floors to the terrace. We feel this dramatic intervention will add an appropriate new feature to the rear of the hotel, indicating its change of ownership and a new phase in its viability.

Access

A significant proportion of the proposed works to the hotel are to enable better accessibility for all. The provision of a new ramped access off the marketplace, level through into the public rooms, provision of and accessibility lift and at least two accessible bathrooms. Whilst the requirements of part M of the building regulations require building owners to make 'reasonable' alterations, the owners, Beales Hotels, are keen to improve access for all.

Design, Access
Alterations to the Bell Hotel, Saxmundham



Design, Access Alterations to the Bell Hotel, Saxmundham

Flood risk

The building is in zone 1 of the EA flood risk map and not liable to flooding.

Parking

There is a large public car park some 150m Northwest behind the market place.

Although there are some minor impacts on historic fabric, the most important features of the building are its appearance on the street scene and the arrangement of the internal spaces. Original interior finishes have all been lost over the years. There will be a small quantity of loss of older brickwork along with more contemporary stud work. The importance of retaining the hotel in its original with dining and lettable rooms, with all that contributes to the town centre, we feel, far outweighs that loss.

**Design, Access
Alterations to the Bell Hotel, Saxmundham**

Policy
East Suffolk planning policy seeks to support

Design, Access Alterations to the Bell Hotel, Saxmundham

Land contamination

The its proposed use is no more sensitive than the existing

Materials

See the attached drawings.

Access

Inevitably with listed buildings, alterations to improve access can be complex and is often compromised by historic fabric, we proposed access to the hotel be improved with a wheelchair / ambulant ramp to the rear, internally a lift will be fitted to allow access to two accessible bathrooms to allow wider use of the lettable rooms.

Parking and Highways

Unchanged

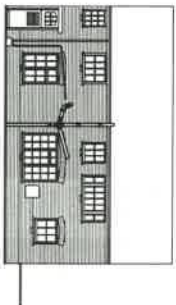
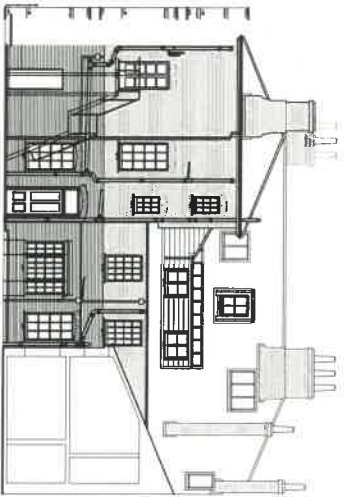
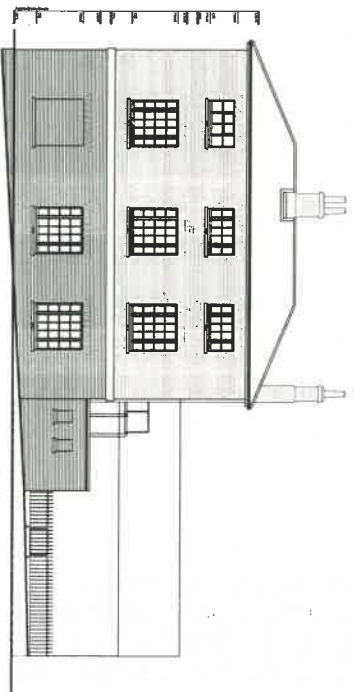
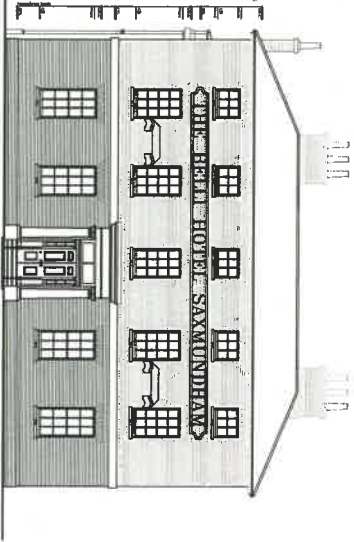
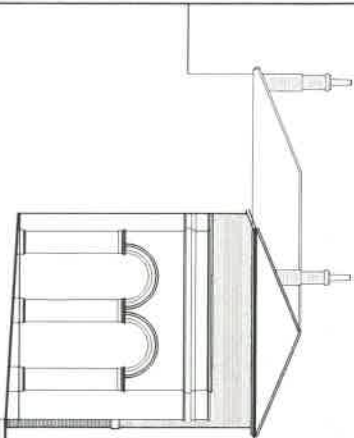
Flood risk

The proposals lie with zone 1 of the EA flood risk area.

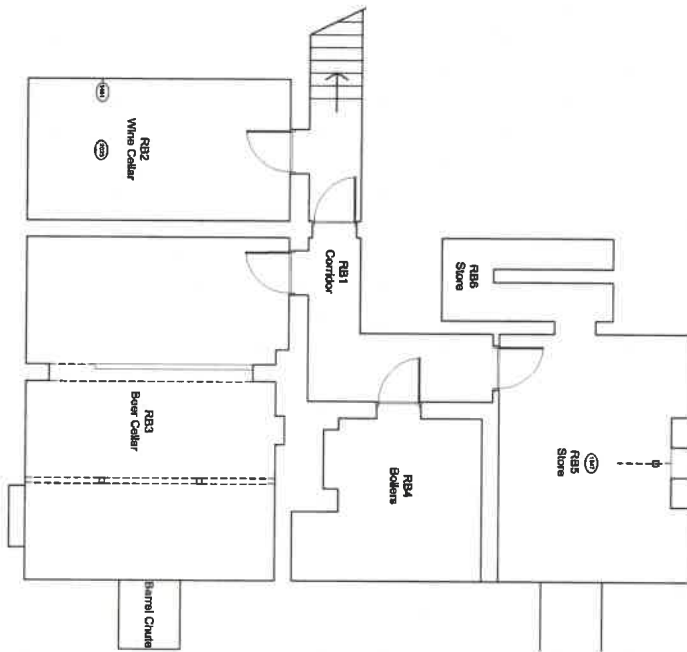
Brooks Architects Ltd

June 2022

North Elevation - courtyard

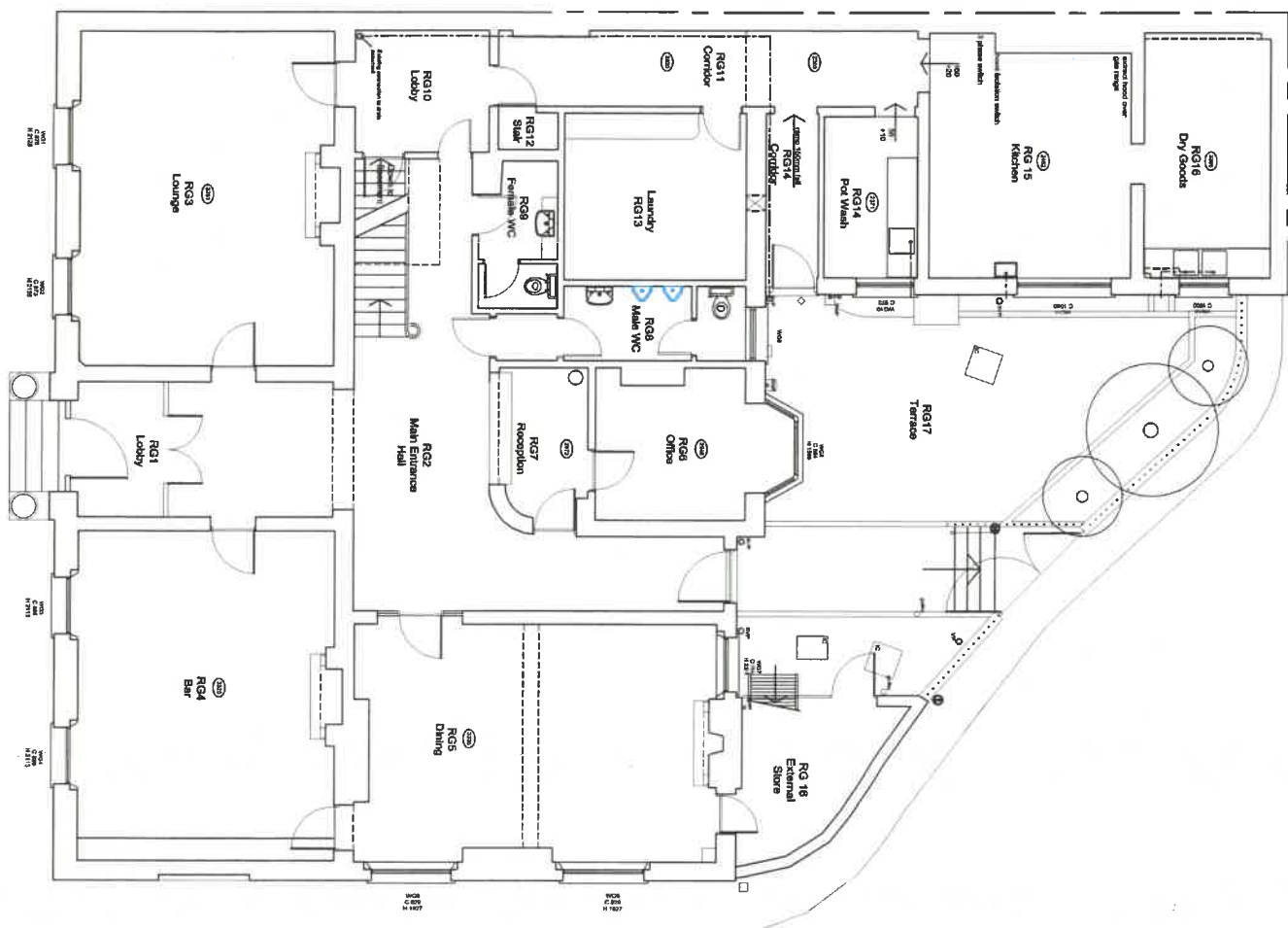


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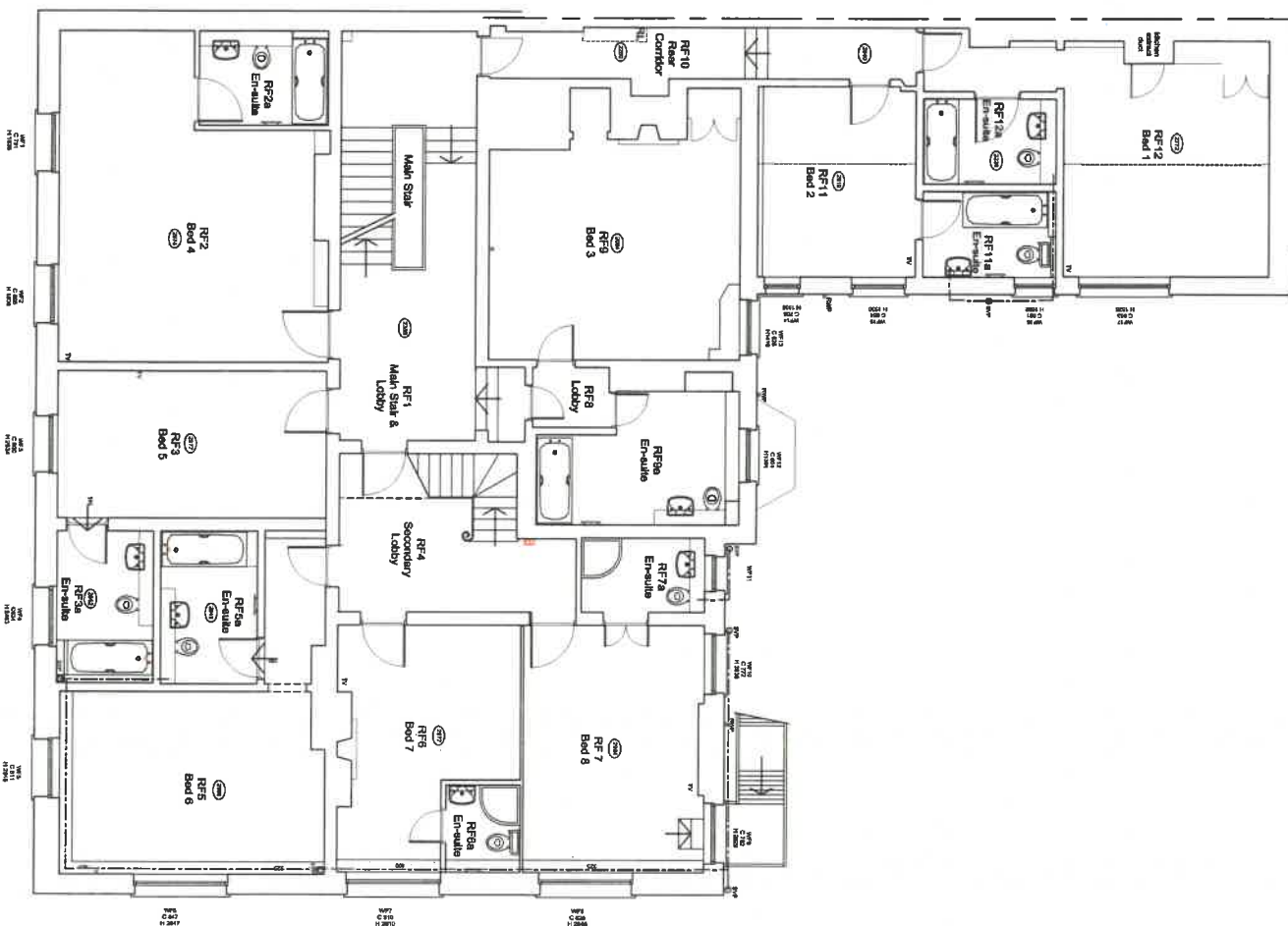


<p> <small> 8 17 22 23 Proposed New Listed Building A 19 22 23 existing previous extension Rev. Date Details </small> </p>		<p> <small> Drawn Checked </small> </p>
<p>PLANNING LISTED BUILDING</p>		
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Bell existing G



Ben
ex 18mp 1



17.03.20 Proposed for (a) 1st floor building No. 1
18.03.20 existing building footprint
Rev: 1 Date: 18.03.20
Drawn: 18.03.20
Checked: 18.03.20
Project: 18.03.20
Scale: 1:50
Drawing: 18.03.20
First Floor
as Existing

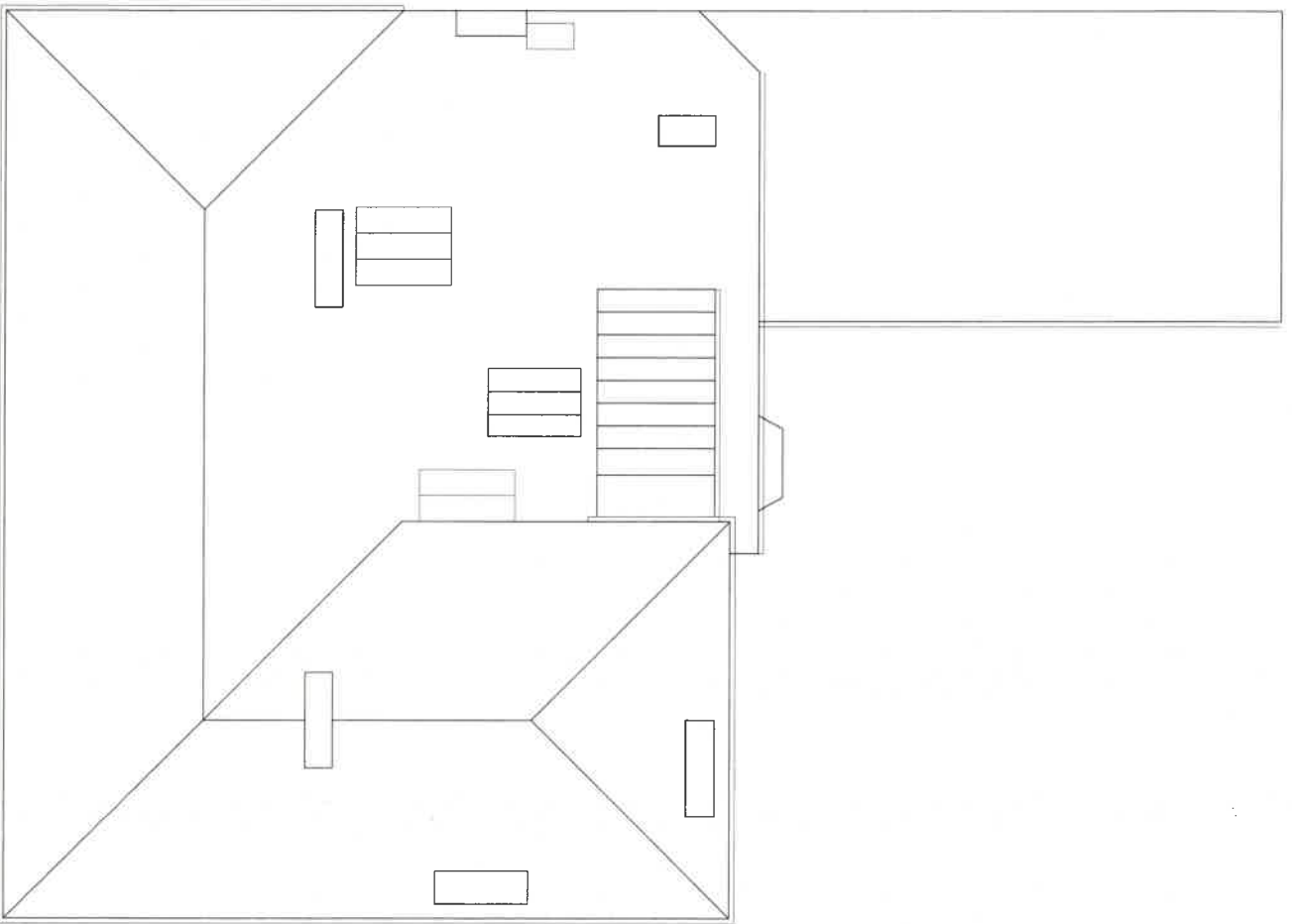
PLANNING LISTED BUILDING

Project: 18.03.20
Scale: 1:50
Drawing: 18.03.20
First Floor
as Existing



18.03.20 Proposed for (a) 1st floor building No. 1
18.03.20 existing building footprint
Rev: 1 Date: 18.03.20
Drawn: 18.03.20
Checked: 18.03.20
Project: 18.03.20
Scale: 1:50
Drawing: 18.03.20
First Floor
as Existing

Bell existing R



17.06.22 Proposed for Bell's House Building, 17.06.22
18.06.22 Existing and Proposed Building

Plan | Scale | Date | Created

PLANNING LISTED BUILDG

Project Name: Bell House

Location: Southampton

Proposed Alterations

Scale: 1:500

North Arrow

Roof: Existing

Created By: [Name]

Date: 15.06.22

Sheet: 1 of 1

Brooks Architects Limited

18 Colindale Avenue, London, Middlesex, W9 1AB
Tel: 020 7292 8200 Fax: 020 7292 8201
www.brooksarchitects.com

Heritage Impact Assessment

**BELL HOTEL, HIGH STREET,
SAXMUNDHAM, SUFFOLK IP17 1AF**

For Beales Hotels Ltd



Cover photo: Front elevation facing east to High Street

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March 2022



Bob Kindred
Heritage Consultants

4 HENLEY ROAD, IPSWICH IP1 3SF
Tel: 01473 259441 & 214545 & 214545 + Mob: 077 13245 485
E: bob.kindred@bobkindred.co.uk & bobkindred1951@gmail.com
W: www.bobkindredheritageconsultants.co.uk

Authorship of this Heritage Impact Assessment

This report is Bob Kindred MBE BA IHBC MRTPI - the former Head of Conservation, Urban Design & Planning Policy at Ipswich Borough Council with over 40 years' continuous experience in the public, private and voluntary heritage sectors. He was awarded the MBE for services to heritage in 1999.

He is a member of the Council of the Institute of Historic Building Conservation and Vice-Chair of its Education Training & Standards Committee; a Trustee of the Ancient Monuments Society and the Suffolk Preservation Society; a Casework Panel member of the Society for the Protection of Ancient Buildings; the heritage assessor member of the RIBA Suffolk Design Review Panel; an Honorary Member of the Suffolk Association of Architects since 1992; and a member of the St Edmundsbury & Ipswich Diocesan Advisory Committee.

He was the Standing Special Heritage Advisor to the House of Commons Culture Media & Sport Committee [2005 to 2012] advising on five major heritage inquiries; a member of the UK Commission for UNESCO [1999 to 2010]; and on the Main Committee of the Victorian Society [1987 to 1997].

He was a member of the Regulatory Working Group of the sector wide Power of Place Inquiry 1997-9 and was seconded to the DCMS to advise on Heritage Protection Reform 2004-7 and the draft Heritage Protection Bill 2009.

He initiated the concept of Heritage Partnership Agreements [HPAs] in 1992 (for the Grade 1 Willis Building in Ipswich) and these protocols were formally incorporated into heritage legislation via the Enterprise and Regulatory Reform Act 2013.

His definitive publication on Listed Buildings Repairs Notices was the only non-governmental reference source included in PPG15 and he advised ODPM on their Best Practice Guidance on Listed Building Prosecutions having established in 1996 (and continues to maintain) the national on-line database of Listed Building Prosecutions.

His portfolio of project involvements includes the assessment, evaluation and recording of historic buildings and heritage sites and has prepared numerous heritage impact assessments to accompany applications for planning permission and listed building consent relating to both designated and non-designated heritage assets of all forms and grades.

He was editor of the IHBC's professional journal *Context* from 1989-1999; has been one of the three Consultant Editors of the international *Journal of Architectural Conservation* since 2005; and is the author of a number of heritage publications including contributions to the professional literature on historic windows and the care and management of 20th century historic buildings and is the joint author of the *Dictionary of Architects of Suffolk Buildings 1800-1914*.

1. INTRODUCTION

1.1 Bob Kindred Heritage Consultants Ltd were commissioned by Brooks Architects Ltd on behalf of Beales Hotels Ltd to undertake a Heritage Impact Assessment for the Bell Hotel, High Street, Saxmundham in accordance with the National Planning Policy Framework [NPPF 07-2021] in support of planning proposals for minor internal and external alterations at the rear.

1.2 The Bell Hotel is Listed Grade 2 and sits on High Street and is prominently located prominently on a curve in the road. The hotel is also situated within the designated Saxmundham Conservation Area.



Fig.1 Location, not reproduced to scale – site ringed in red

1.3 A full external and internal inspection of the hotel was made on 7th January 2022 and a Statement of Significance [SoS] was prepared by this consultancy to inform these proposals.

1.4 This Assessment should therefore be cross-referenced to that Statement which included a photographic record relevant to the proposals. Those photos taken on that date are not included in this HIA but are cross-referenced, supplementing that coverage.

1.5 The Statement of Significance set out:

- o the national context for the significance of heritage assets (Section 2);
- o the listing of the hotel and brief descriptions and mapping of other relevant Saxmundham heritage assets in the vicinity (Section 3);
- o the historical context (Section 4);
- o considerations of heritage significance (Section 5);
- o a descriptive record of the exterior and interior of the hotel (Section 6);
- o and a summary and conclusions (Section 7) - also partly incorporated here.

1.6 The nature of the proposed works is set out in the accompanying Design & Access Statement and application drawings by Brooks Architects and this Heritage Impact Assessment should be read in conjunction with that documentation and the January 2022 Statement of Significance.

1.7 This report may be deposited with the Suffolk Historic Environment Record and a copy sent to the National Monuments Record maintained by Historic England if required.

2. NATIONAL LEGISLATIVE & POLICY FRAMEWORK

2.1 The law relating to listed buildings is enshrined in the Planning (Listed Buildings and Conservation Areas) Act 1990. This places a duty on local planning authorities to have special regard to the desirability of preserving listed buildings and any features of importance, and have regard to their settings (Sections 16 and 66). There is a similar duty with respect to the desirability of preserving or enhancing the character or appearance of conservation areas (Section 72).

2.2 The Heritage Impact Assessment to accompany the proposals for internal and external alterations to the Bell Hotel is intended to comply with the requirements of NPPF [07-2021] paragraph 194.

2.3 Applicants must describe the impact of proposals on the significance of any heritage asset to a level of detail proportionate to the assets' importance.

2.4 The assessment should be no more than is sufficient to understand the potential of that impact on the significance as set out in the preceding Statement; and further, to assist under the terms of paragraph 195 with an assessment of the relationship between the conservation of the special architectural and historic interest of the building.

2.5 Paragraphs 199 and 200 of the NPPF [07-2021] apportion great weight to a designated asset's conservation. The more important the asset, the greater the weight should be. The NPPF asserts that significance can be harmed or lost through alteration and any harm requires clear and convincing justification.

2.6 Where development proposals will lead to less than significant harm as is considered to be the case in this instance; paragraph 202 of the NPPF [07-2021] requires the special interest to be weighed against the public benefits, including securing its optimum viable use. This will be the responsibility of the Council as planning authority to determine.

2.7 The definition of optimum viable use is set out in the Government's online National Planning Practice Guidance (NPPG)¹ under the section headed 'Decision-taking: historic environment' sub-heading 'What is meant by the term public benefits?' states as follows:

"Public benefits may follow from many developments and could be anything that delivers economic, social or environmental progress as described in the National Planning Policy Framework (paragraph 7). (...) Public benefits do not always have to be visible or accessible to the public in order to be genuine public benefits (and public benefits) ...may include heritage benefits, such as: sustaining or enhancing the significance of a heritage asset and the contribution of its setting; and securing the optimum viable use of a heritage asset in support of its long-term conservation".

2.8 The vast majority of heritage assets are in private hands and some of these are commercial ventures. Not all heritage assets will have historic fabric of heritage significance of this may vary in its cultural value; however, sustaining heritage assets in the long term often requires an incentive for their active conservation that will involve alteration or extension. A heritage asset in a viable use is likely to lead to investment in the maintenance necessary for its long-term conservation.

2.9 The best use for a heritage asset is generally considered to be its original use and the only one viable use, that use is the optimum viable use without unacceptable alteration. (If there is a range of alternative economically viable uses, the optimum viable use is the one likely to cause the least harm to

¹ NPPG Paragraph: 020 Reference ID: 18a-020-20140306 - Revision date: 06 03 2014

the significance of the asset, not just through necessary initial changes, but also as a result of subsequent wear and tear and likely future changes). The optimum viable use may not necessarily be the most economically viable one. Nor need it be the original use.

2.10 Harmful development may sometimes be justified in the interests of realising the optimum viable use of an asset, notwithstanding the loss of significance caused provided the harm is minimised in accordance with the policy addressing substantial and less than substantial harm is set out in the NPPF [07-2021].

2.11 The Bell Hotel is in semi-public use and accessible to guests, visitors and casual patrons of its facilities: bars, restaurant, meeting rooms and guest rooms. Alterations to enhance viability and unpick some unsympathetic past alterations while retaining those elements of heritage significance set out in the SoS are considered to constitute a public benefit while also contributing positively to the character and appearance of the conservation area.

2.12 The NPPF [07-2021] defines criteria in paragraph 197 as the basis on which the Council should determine applications. In this instance the proposals for internal and external alteration therefore aim to: [a] sustain and enhance this listed hotel building and put it to a more efficient and practical use consistent with its long-term conservation maintenance and commercial viability; and [b] positively contribute to sustaining the centre of Saxmundham and its economic and social vitality.

Considering the National Framework as a whole

2.13 In weighing up the considerations in the NPPF [07-2021], the Framework makes clear in paragraph 3 that it should be read as a whole (including its footnotes and annexes) including the presumption of sustainable development in Section 2 paragraphs 7 and 8 and core land use principles.

2.14 The Framework sets out three overarching objectives as a means of achieving sustainable development through the planning system. These matters are interdependent and need to be pursued in mutually supportive ways so that opportunities can be taken to secure net gains across each of the different objectives.

2.15 Although the economic, social and environmental objectives (including the protecting and enhancement of the built and historic environment, including making effective use of land) should be delivered through the preparation and implementation of plans and the policies in the NPPF [07-2021] they are not criteria against which every decision can or should be judged.

2.16 The definitions of heritage assets and significance are set out in paragraphs 2.1 and 2.3 of the SoS.

3. HERITAGE ASSETS & HISTORY

Listing & Conservation Area status

3.1 The Statement of Significance, Section 3 set out:

- o the evolution of the statutory lists of buildings of special architectural or historic interest as background context to the Grade 2 listing of the Bell Hotel by the Department of the Environment in September 1974;
- o the somewhat perfunctory description of the building;
- o that only two internal features are identified: the main staircase (either incorrectly described or subsequently altered); and a "Plain undecorated Assembly Room on first floor" that no longer exists.

3.2 Section 3 of the SoS points out that designation descriptions from that era served more for the purposes of identification than as an objective evaluation of the degrees of significance and/or the component features contributing to a building's special architectural and historic interest; and having been written approximately 48 years ago does not represent current best practice regarding the assessment of significance compared with present-day designations.

3.3 The SoS also points out (paragraph 3.13) that (regrettably) such 'legacy' statutory list descriptions² are deficient for practical heritage management and thus are unhelpful to the owner/occupier; the local planning authority; any professional advisor; the statutory amenity bodies or to the general public in evaluating the relative merits of surviving historic fabric.

3.4 For the purposes of context, descriptions of listed buildings in Saxmundham in the vicinity of the Bell Hotel are summarised in paragraph 3.14 and Figures 2 to 4 of the SoS and the genesis and relevant aspects of the character and appearance of the Saxmundham Conservation Area are set out in paragraphs 3.15 to 3.23.

Historical overview

3.5 A historical overview is set out in Section 4 of the Statement of Significance. This includes an assessment of the history of Assembly Rooms (paragraphs 4.7 to 4.17) in the context of the one referred to in the 1974 List description but no longer extant³.

² See Historic England Research Report 27-2021 M.Saunders review of the statutory list

³ After the elapse of about 48 years what the DoE Listing Investigator saw in 1974 in now entirely obscure as the first floor comprises medium to small bedrooms only that may have sub-divided a single assembly space for which there is now no evidence in terms of fabric or layout.

4. CONSIDERATIONS OF HERITAGE SIGNIFICANCE

4.1 General consideration of heritage significance in relation to Historic England guidance are set out at some length in Section 5 of the SoS and are not reproduced again here other to note that they are grouped into four categories:

- o Evidential value: the potential of a place to yield evidence about past human activity
- o Historic value: the ways in which past people, events and aspects of life can be connected through a place to the present - it tends to be illustrative or associative
- o Aesthetic value: the ways in which people draw sensory and intellectual stimulation from a place
- o Communal value: the meanings a place for the people who relate to it', or for whom it' figures in their collective experience or memory.

and that these values are assigned to the external elevations and the component interiors under the Descriptive Record (Section 6 of the SoS) and the relative significance (or absence) of these elements has influenced the nature of the proposals.

4.2 Section 5 of the SoS concludes (paragraph 5.11) by noting that it has been long-standing government policy to recognize that:

- o change is often needed to ensure our historic buildings remain viable;
- o the best approach being to understand the building's heritage values from the outset to guide the process;
- o looking to minimize harmful intervention as much as possible by thinking creatively about how alterations could be cited, scaled and detailed; and,
- o looking for ways to preserve and enhance what is special about the building.

5. PROPOSALS

Introductory remarks

5.1 Section 6 of the SoS sets out a descriptive record of the exterior and interior spaces of the hotel. Each external elevation is described, commencing with the principal entrance front, followed by the side elevations and rear elevation to Station Approach and assesses the relative heritage significance of these external elevations.

5.2 The description of the interior commences with the basement and floor by floor upward to the second floor and assesses relative and variable heritage significance of the component interior spaces.

5.3 Following inspection the SoS notes in paragraphs 6.13 and 6.14 that the hotel had been much modernised internally with en-suite facilities added within most guest rooms; the top floor had been altered partly to form staff accommodation (including a large domestic kitchen); and overall, it was considered that the interiors, particularly the upper floors now exhibit a very low level of heritage significance and intrinsic architectural interest.

5.4 The proposals have been the subject of pre-application with discussion with both East Suffolk Planning Services and Building Control Departments and have responded to their observations.

Exterior

5.5 The exterior of the hotel is described and illustrated in the SoS as the following sequence: East (High Street) principal elevation paragraphs 6.1 to 6.4; North (Market Place) elevation paragraphs 6.5 to 6.8; South (High Street) side elevation paragraph 6.9; West (Station Approach) rear elevation paragraphs 6.10 to 6.12.

5.6 No external alterations are proposed to the principal entrance front elevation; south-facing or principal north-facing elevations.

5.7 It is intended to confine works of external alteration to the external store extension facing Market Place and the rear facing Station Approach elevation.

5.8 The 20th century, flat roofed single storey extension presently in use as an external store is of no heritage significance. Part of the external wall turning from Market Place into Station Approach will be retained but an opening will be formed from Market Place and a ramp created to form access for the ambulant disabled to the rear entrance door⁴. The existing gate to the railings enclosing the paved terrace will be removed and a matching plinth and railings installed to enclose the terrace.

5.9 On the rear elevation, the existing utilitarian metal fire escape⁵ will be removed and a new spiral staircase repositioned to the south (to the rear of the rear entrance door). This will have three resultant external alterations.

5.10 Firstly, the existing pair of first floor French fire-exit doors to Bedroom 8 will be removed and replaced by a six-over-six pane double-hung sash window to match the adjacent window; and a small nine-light arch-headed window serving a shower/WC to Bedroom 8 will be replaced by a part-glazed fire-exit door to the fire escape to match in design of the rear entrance door immediately below it.

⁴ Presently rear public access is obtained by four steps down to the rear entrance door from Station Approach

⁵ A straight run with a half-landing

5.11 Secondly, to facilitate emergency fire exit from the second-floor guest bedrooms; a small nine-light arch-headed window lighting a secondary rear corridor will be replaced by a part-glazed fire-exit door at the head of the fire escape and will match in design the two rear doors immediately below it.

5.12 It is considered that the reinstatement of the twelve-light sash window to the principal and most visually prominent part of the west facing elevation; and the reorganisation and repositioning of the emergency escape stair would both represent minor environmental enhancements to this façade while the repositioned and heightened fire escape, although prominent in views eastward in Station Approach will be an offsetting public benefit in optimising the use of the second floor as hotel guest accommodation.

5.13 A fourth minor alteration, unrelated to fire precaution works, is the minor extension southward of the continuous dormer to the rear (west facing) main roof slope. This presently has two four-light windows, one of which serves a staff WC and one of which serves Bedroom 9 and the proposed extension of the dormer would provide a matching window to this large bedroom to provide more natural light as illustrated in SoS Figure 30. [qv para 5.31]

Cellars

5.14 The cellars are described and illustrated in the SoS in paragraphs 6.15-17. In summary these have some historical but no aesthetic or communal value, and little evidential value. No works of alteration are proposed but the ground floor laundry (to be used for improved public WC facilities – see below) is to be relocated to the large northwest general cellar store⁶ illustrated in the SoS as Figure 13.

Ground Floor

5.15 The ground floor is described and illustrated in the SoS in paragraphs 6.18 to 6.28. Although the original early 19th century main staircase joinery to the first floor⁷ remains, the ground floor has few other noteworthy authentic early 19th century fixtures⁸ other than chimneypieces (SoS Figures 17, 20 & 23) and window shutters (SoS Figures 16 & 19). None of these are affected by the proposals, nor are there any intended alterations to the principal rooms.

5.16 The proposed ground floor alterations are essentially three-fold and considered to be uncontentious.

5.17 Firstly, it is intended to convert the existing hotel administrative office⁹ into a private dining room, exploiting the projecting single-storey canted window bay looking up Station Approach. This is considered a more appropriate use than its current function as the hotel office and would become more publicly accessible¹⁰.

5.18 Secondly, the somewhat contorted circulation layout to the first floor and numerous small changes of level to corridors (noted in SoS paragraph 6.41) is unsatisfactory. To improve access to the first floor for ambulant disabled guests and other patrons¹¹ it is proposed to install a passenger lift from ground to first floor. This will occupy part of the area currently in use as the hotel reception desk and above it partly the (step-up) lobby to an en-suite bathroom to Bedroom 3¹².

5.19 It is considered that in this location the impact on fabric of low heritage significance would be very limited and the low level of less than substantial harm would be offset by the public benefit of improved semi-public access and optimisation of the use.

⁶ with a modern concrete floor and internal concrete steps down from Market Place

⁷ Noted in the statutory listing description

⁸ None of which merit reference in the 1974 listing description

⁹ To the rear (west) of the hotel reception counter

¹⁰ Its historical function is unclear

¹¹ And improve the occupancy rates and therefore economic viability of the hotel

¹² Access to Bedroom 3 can be formed inconspicuously from a corridor on the south side and the en-suite retained and only very marginally smaller.

5.20 Thirdly, the present hotel laundry to the rear centre of the hotel in a much-altered area of no heritage interest [qv SoS paragraph 6.28] would be moved (as noted above) to the large cellar to the north west corner of the building.

5.21 This would enable this part of the ground floor area to be freed up and reconfigured as: public toilets (including disabled facilities currently lacking); a dedicated staff toilet; and a hotel office in place of the room to be converted to the private dining room. It is considered that this work would have no material impact on fabric assessed as having no material heritage significance.

First Floor

5.22 The first-floor is described and illustrated in the SoS in paragraphs 6.29 to 6.41. The first floor has very few noteworthy authentic early 19th century fixtures but the one surviving cast-iron grate in Bedroom 7 (SoS Figure 25) to be retained, is typical of the period. The bedrooms on this floor are otherwise noteworthy for an absence of other any other historic fixtures, and that en-suite facilities in or adjacent to all the guest rooms have been installed.

5.23 The proposed alterations to the first-floor are essentially three-fold and considered to be uncontentious.

5.24 Firstly, as noted above, a new passenger lift would exit to the first-floor main landing giving direct level access to five bedrooms.

5.25 Secondly, a small shower room/WC serving Bedroom 8 at the west end of the secondary lobby would be removed to enable a new escape corridor and external door to be formed to the new external spiral fire escape described above.

5.26 This means of escape will necessitate re-arrangement of existing bathrooms serving Bedrooms 7 and 8 to form back-to-back facilities and minor adjustment of positioning of corridor door openings¹³ to Bedroom 8. It is considered that this work would have negligible impact on fabric of no material heritage significance.

5.27 Thirdly, the present unsatisfactory fire escape in Bedroom 8 (shown in SoS Figure 27) can be rectified by the removal of the three incongruous timber escape steps and (as noted in paragraph 5.9 above) the removal of the existing pair of modern fire-exit doors and reinstatement of a double-hung sash window to match the adjacent west facing window. This is considered to be a minor but welcome internal and external enhancement by way of reinstatement of the traditional detailing.

Second Floor

5.28 The second-floor is described and illustrated in the SoS in paragraphs 6.42 to 6.47. The second-floor rooms are all plain with no surviving original 19th century fixtures or fittings other than one early 19th century 'reed and ball' painted timber fire surround and cast-iron grate¹⁴, but are otherwise notable for significant alterations to the original layout principally in order to form staff accommodation¹⁵.

5.29 This work has involved the long-past removal of some internal walls for example to form a staff lounge (SoS Figure 29); the formation of a large kitchen (SoS Figure 28); and the installation of modern panelled fire doors etc. to address means of escape in case of fire (via a secondary stair down to the first floor).

¹³ Sealing of two existing door openings and forming a new door opening to the corridor adjacent to the new fire escape door

¹⁴ To be retained

¹⁵ At the south end of the second floor (front range) and towards the rear (west) there are also two guest Bedrooms 9 and 10, both with en-suite facilities.

5.30 Without an external secondary means of escape from the second floor, the present fire precaution works have resulted in the introduction of modern fire doors and other compartmentation. In combination with the numerous small, incremental changes of level¹⁶ this has led to an unsatisfactory and incoherent, contorted circulation pattern that is awkward to negotiate.

5.31 Guest Bedrooms 9 and 10 are to be retained as are at present, but improving access to Bedroom 9 and extending an existing dormer window (SoS Fig.30) to improve both headroom and natural light. [qv para. 5.13]

5.32 The proposals are to increase the number of guest bedrooms to improve the commercial viability of the hotel while also meeting the necessary requirements for emergency egress in case of fire.

5.33 The intention is to reinstate the missing corridor wall to the staff lounge and amalgamate that space with an enlargement of the adjacent existing staff bedroom to form new guest Bedrooms 11 and 12 (both with en-suite facilities).

5.34 The staff kitchen would revert back to a bedroom with an en-suite to form guest Bedroom 13; and the two approximately equal sized bedrooms on the north side¹⁷ would be converted to guest Bedrooms 14 and 15 also with en-suite shower rooms/WCs.

5.35 As noted above the existing egress from the second floor is awkward to negotiate especially in case of emergency, with the existing secondary stair only leading to the first-floor secondary landing not directly to the ground floor.

5.36 It is therefore proposed that an existing rearward corridor dividing two existing staff bedrooms from an existing staff WC and the existing secondary stair be used as a dedicated escape corridor with an external door leading to the head of the new fire escape utilising and enlarging an existing nine light window to form a new fire exit.

5.37 The proposed works to the second floor involve some un-picking of unsympathetic/inappropriate past alterations to rooms that are generally lacking any architectural or historic interest but would beneficially introduce five additional bedrooms thus maximising the economic potential and commercial viability of the hotel and refund the expenditure necessary to implement the works.

5.38 As such overall, although the works are considered to have no material heritage impact, they are considered to represent a public benefit by helping ensure the future of The Bell.

¹⁶ Between bedrooms and bathrooms but also in corridors

¹⁷ One facing Market Place and the other with an additional return frontage to Station Approach

6. SUMMARY & CONCLUSIONS

6.1 The Bell Hotel is located prominently on the High Street and terminates townscape views in Market Place and Station Approach. It is thus a local architectural and historic landmark and signifies a transition from a traditional 19th century coaching inn to the principal Saxmundham town centre hotel and makes an important contribution to its urban character.

6.2 The hotel was listed Grade 2 in September 1974 but the statutory list description is typical of its era and is perfunctory, only referring to the interior in terms of the (unexceptional) main staircase joinery and a first floor Assembly Room of some sort that has long ceased to exist.

6.3 The hotel had been extensively modernised in tune with the constantly changing demands of a viable hotel operation; as licensed premises; in response to the casual demands of town-centre commerce; and the impact of continuously evolving non-heritage related regulatory regimes: fire precaution and food hygiene in particular. Overall, its architectural and historic interest internally is considered in the Statement of Significance to be distinctly limited.

6.4 The hotel has developed incrementally with a convoluted circulation pattern on the upper floors, adjusted to comply with fire safety regulations. This has led, for example, to deleterious alterations to facilitate egress from one of the bedrooms via a utilitarian, external fire escape at the rear and compartmentation.

6.5 Under the current proposals the three main elevations of architectural merit (south, east and north) will remain essentially unchanged but the west is a notably subsidiary elevation; utilitarian in character; provides the only practical service access; and is the only location where external alterations have in the past and would be unlikely in future to detract significantly from the overall special interest.

6.6 An opportunity has been taken as part of the internal re-organisation and increased guest accommodation to replace and reposition the fire escape while improving more level access externally to the rear at ground level and reinstating a large sash window at first floor in place of existing fire escape double doors and extending the fire escape upward to serve newly formed guest bedrooms on the second floor.

6.7 It is considered that these works would partly represent a minor but welcome environmental enhancement while the new fire escape although more prominent in Station Approach would enable optimum use of the second floor as guest bedrooms and by ensuring the commercial viability of this well-used semi-public building, would represent a public benefit.

6.8 On the ground floor the three large principal public rooms (retaining some fixtures of interest) will remain unchanged. Alterations will be confined to existing utilitarian and featureless 'core' areas: laundry, pot wash and patrons' toilets, with the laundry moved to one of the cellars. The resultant space created would be adapted to provide better toilets (including a disabled WC); office space (to free up the present office for a private dining room); and a passenger lift to the first floor, inconspicuously located adjacent to the hotel reception.

6.9 On the first floor the lift would exit onto the main landing and give level access to five bedrooms (access to the remainder being constrained by numerous small changes of level). Minor alterations to remove an existing en-suite to Bedroom 8 would enable a more usable emergency fire exit to be provided via a new fire-escape to the rear. None of the existing hotel bedrooms retain any noteworthy fixtures or fittings of historic merit and have been adapted to provide modern en-suite facilities by sub-division.

6.10 The second floor would see the reinstatement or relocation of some internal walls to form five new guest bedrooms from existing staff accommodation. The rooms on this floor have been extensively modernised and do not retain any fixtures or fittings of historic merit.

6.11 The works overall are therefore considered to amount to a low level of less than substantial harm to subsidiary parts of the building of very limited or no heritage value.

6.12 Paragraph 202 of the NPPF [07-2021] requires the special interest to be weighed against the public benefits, including securing optimum viable use as made explicit in the on-line National Planning Policy Guide [NPPG] under 'Decision-taking: historic environment' and "*may include heritage benefits, such as: sustaining or enhancing the significance of a heritage asset and the contribution of its setting; (...) and securing the optimum viable use of a heritage asset in support of its long term conservation*".

6.13 The NPPF [07-2021] defines criteria in paragraph 197 as the basis on which the Council should determine applications. In this instance the proposals aim to:

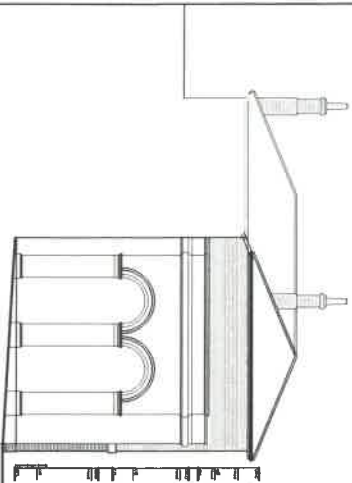
- [a] sustain and enhance the Grade 2 listed Bell Hotel and enhance its commercial viability without material detriment to its special architectural and historic interest, and put it to a more efficient and practical use consistent with its long-term conservation maintenance; and,
- [b] positively contribute to sustaining the centre of Saxmundham and its economic and social vitality.

6.14 It is thus recommended that the scheme should be approved.

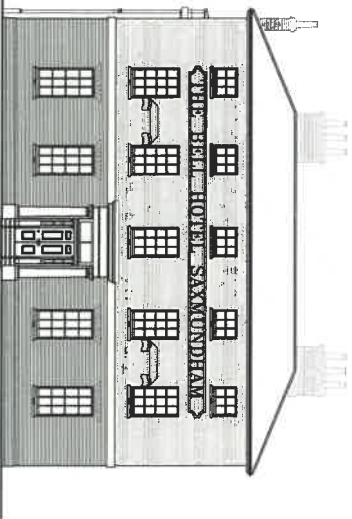
Bob Kindred MBE BA IHBC, Managing Director
Bob Kindred Heritage Consultants Ltd
March 2022

Best
proposed
elevation

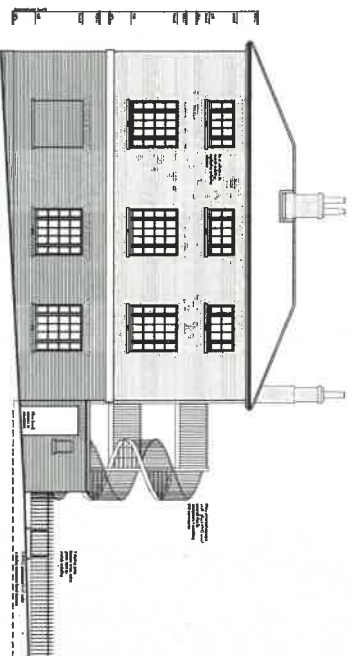
South Elevation



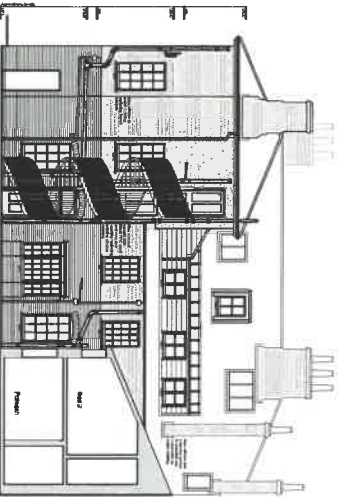
East Elevation - High Street



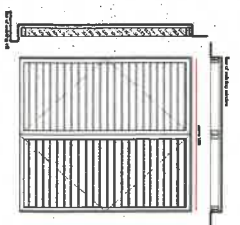
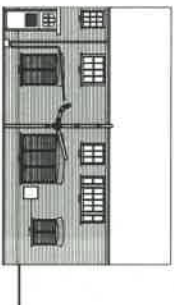
North Elevation - Station Approach



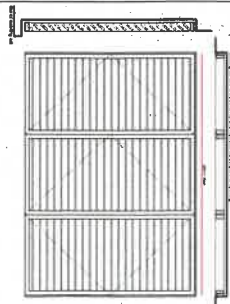
West Elevation - courtyard



North Elevation - courtyard



Shutter 12x W010



Shutter 12x W011



Part / Use / Details	Colour / Material
Planning Listed Building	
Project No:	2146
Project Name:	The Bell Hotel
Project Address:	Stamfordham
Scale:	1:100
Drawn By:	0/11
Checked By:	0/11
Date:	15.06.22
Version:	1
As proposed	

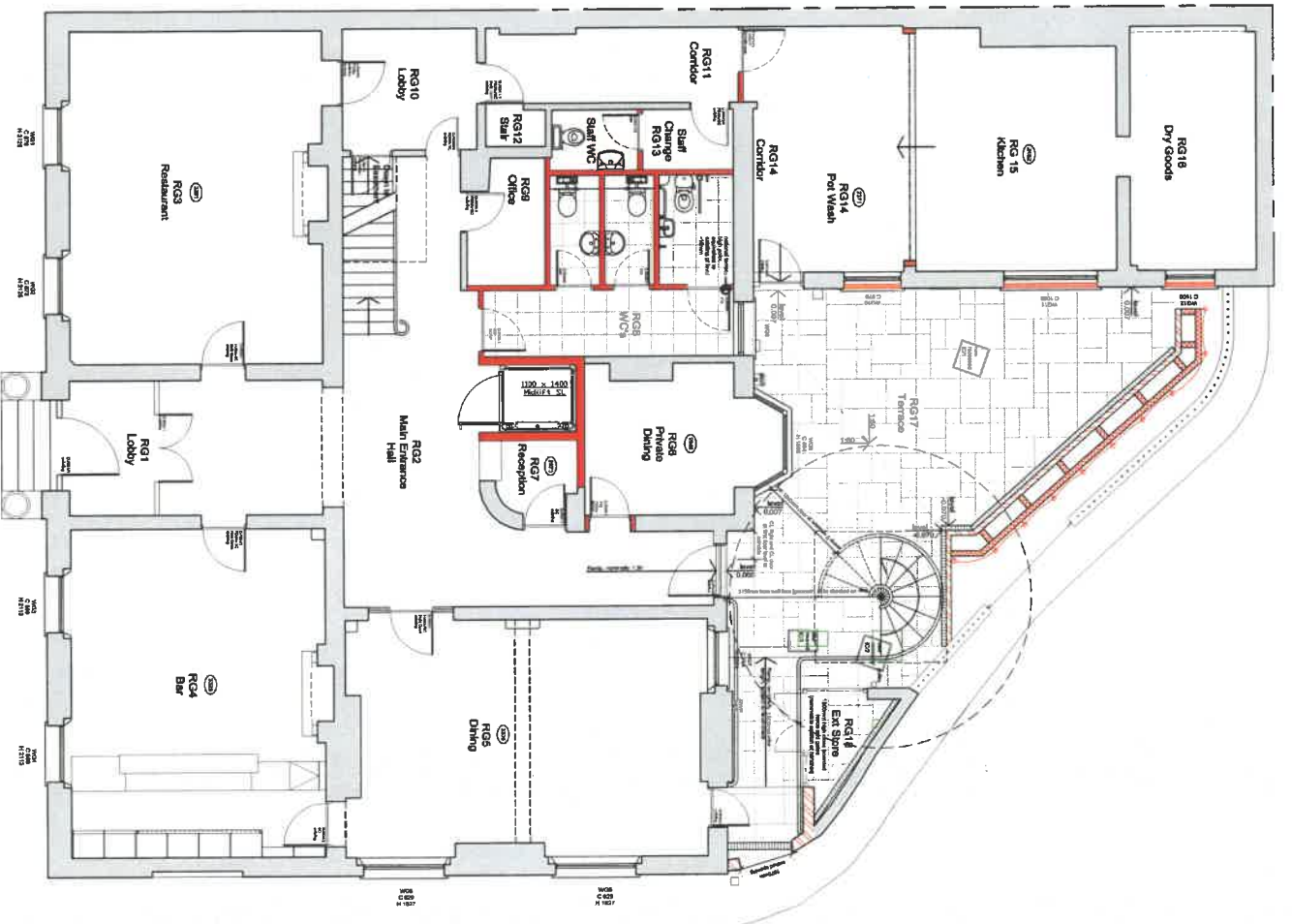
Brooks
Architects
Limited

18 Cornhill House, 1, Cornhill, London, EC3A 3BQ
Tel: 020 7478 1100 - 1101 / 1102
www.brooksarchitects.com

Rev	Date	Drawn	Checked
<h1>PLANNING LISTED BUILD</h1>			
Project Name	Bel-Hold		
Site	Surreyham		
Proposed Alterations	<p> <input type="checkbox"/> Demolish <input checked="" type="checkbox"/> Basement <input type="checkbox"/> as Proposed </p>		
Project No	2-166		
Draw No	PUD1		
Scale	1:50		
Date	8-7-82		
Notes	<p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p>		
Drawn By	16/03/82		
Checked By	DMS		

Bel proposed C

- Kitchen:** Existing partitions (refer to 2146/DO1) to be removed, new opening in existing load bearing wall by structural engineer.
- Existing finishes to be removed and replaced with hygienic compliant finishes throughout.
- Existing windows to be retained and new external aluminium framed panels - see detail.
- New kitchen layout by** proposed kitchen specialist including new ventilation system.
- New fire** existing door and existing fire alarm system and corridor RG11 to existing opening.
- WC Accommodation:** Existing partitions (refer to 2146/DO1) to be removed, new accessible and staff WCs.
- Existing finishes to be removed and replaced with hygienic compliant finishes throughout.
- Lift:** New lift shaft for accessible lift and new aperture through first floor to structural engineer design.
- Reception & Private Dining:** New reception desk.
- New door opening in existing** masonry wall to RG6 Private Dining.
- Existing Windows:** Existing windows to be repaired as required and replaced internally and externally.
- Existing Doors:** Existing doors to be removed, new doors to be reinstalled in existing position to match existing building.
- Existing railings to be retained and replaced with new railings to be retained and locked shut.
- Existing concrete paving to be removed and replaced with Italian Sandstone paving.
- New opening to be formed in** existing masonry boundary wall to create new accessible entrance to hotel.
- New black powder coated steel** external fire escape. Handrails to be integrated with new handrails to ramped access.
- New external storage area to be** formed with 1800mm high black staked close boarded fence and gates.



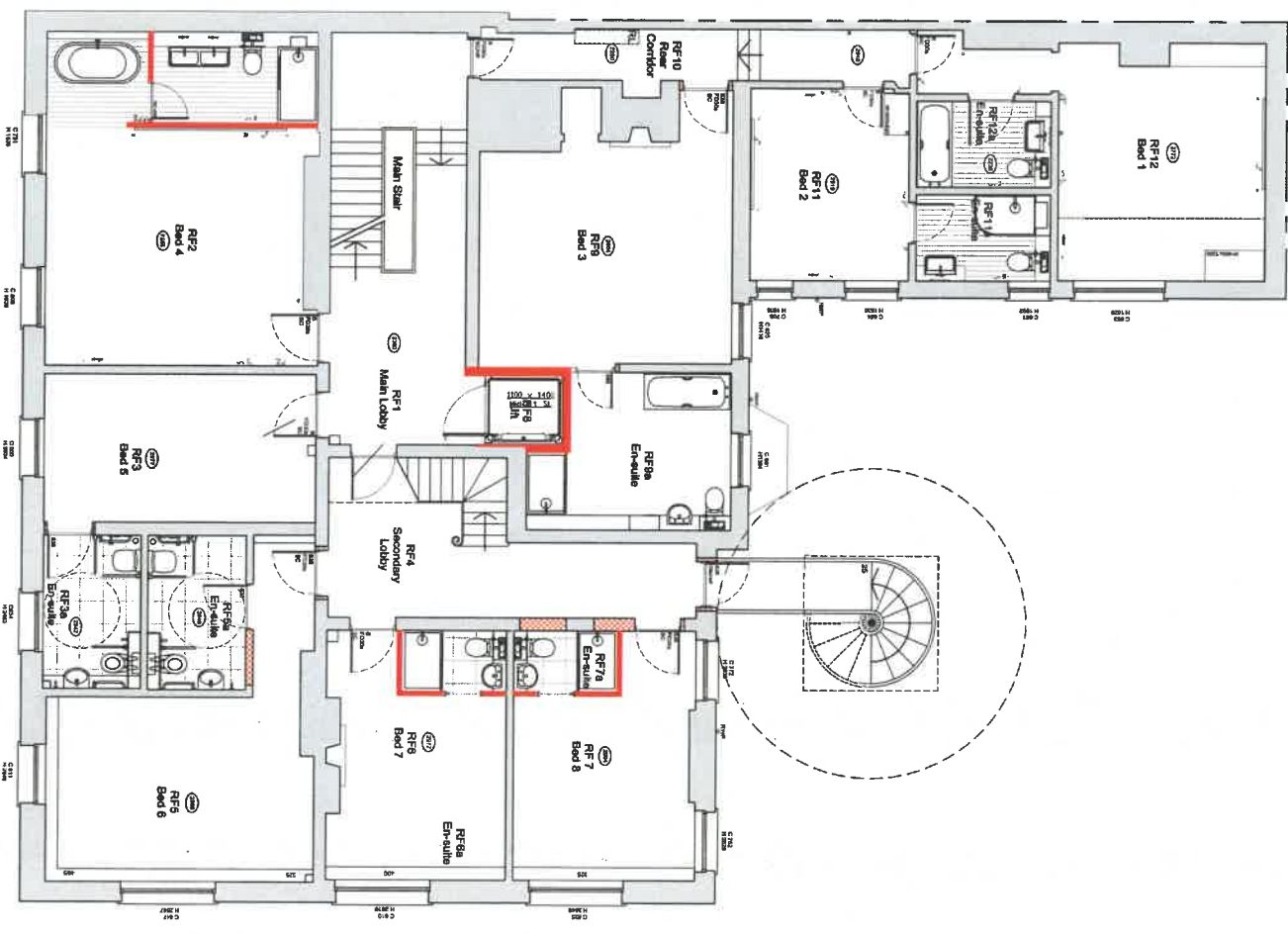
Plan	Scale	Date	Drawn	Checked
PLANNING LISTED BUILDING				
Project Name	2146			
Client	Seamurham			
Proposed Alterations	Planned			
Ground Floor				
Drawn By	15.04.22			
Checked By	15.04.22			

Brooks Architects Limited

16 Colindale Avenue, London, Greater London, N4 3DF
 Tel: 020 881 1111 Fax: 020 881 1112
 www.brooksarchitects.com

Ben proposed 1

- Bedroom 1** (RF 12) Existing en-suite to be upgraded with new fittings and fixtures. Existing kitchen extract duct to be removed. Bedroom to be redecorated.
- Bed 2** (RF 11) En-suite to be upgraded with new fittings and fixtures. Bedroom to be redecorated.
- Bed 3** (RF 9) New access doorway into en-suite to be formed in masonry wall. Existing chimney stack to be removed (see 4.4.003). En-suite to be upgraded with new fittings and fixtures. New access doorway into bedroom to be formed in existing masonry wall (see 4.4.003). Bedroom to be redecorated. New lift shaft for accessible lift and new aperture through first floor to structural engineers design.
- Bed 4** (RF 2) En-suite to be upgraded with new fittings and fixtures. Bedroom to be redecorated.
- Bed 5** (RF 3) Existing en-suite raised floor to be removed and upgraded with new fittings and fixtures. Access door opening to be unfilled and new repointed door opening formed. French Windows W/F3 to be replaced with new windows to match existing sliding sash windows. Bedroom to be redecorated.
- Bed 6** (RF 5) Existing en-suite raised floor to be removed and upgraded with new fittings and fixtures. Bedroom to be redecorated.
- Bed 7** (RF 6) Existing en-suite to be removed (see 2.14.003). New en-suite. Bedroom to be redecorated.
- Bed 8** (RF 7) Existing En-suite to be removed (see 2.14.003). New en-suite. Existing door opening to be unfilled and new repointed door opening formed. French Windows W/F3 to be replaced with new windows to match existing sliding sash windows. Bedroom to be redecorated.
- Fire Escape** New external door opening and escape route to be formed below to be formed to new fire escape.
- Existing Windows** Existing windows to be repaired as required and redecorated internally and externally.
- Existing Doors** Existing



Rev | Issue | Date | Drawn | Checked

PLANNING LISTED BUILDING

Project Name: Bell Hotel

Proposed Alterations: Conversion of the building into a hotel.

Drawn: [Signature]

Checked: [Signature]

Date: 10/02/22

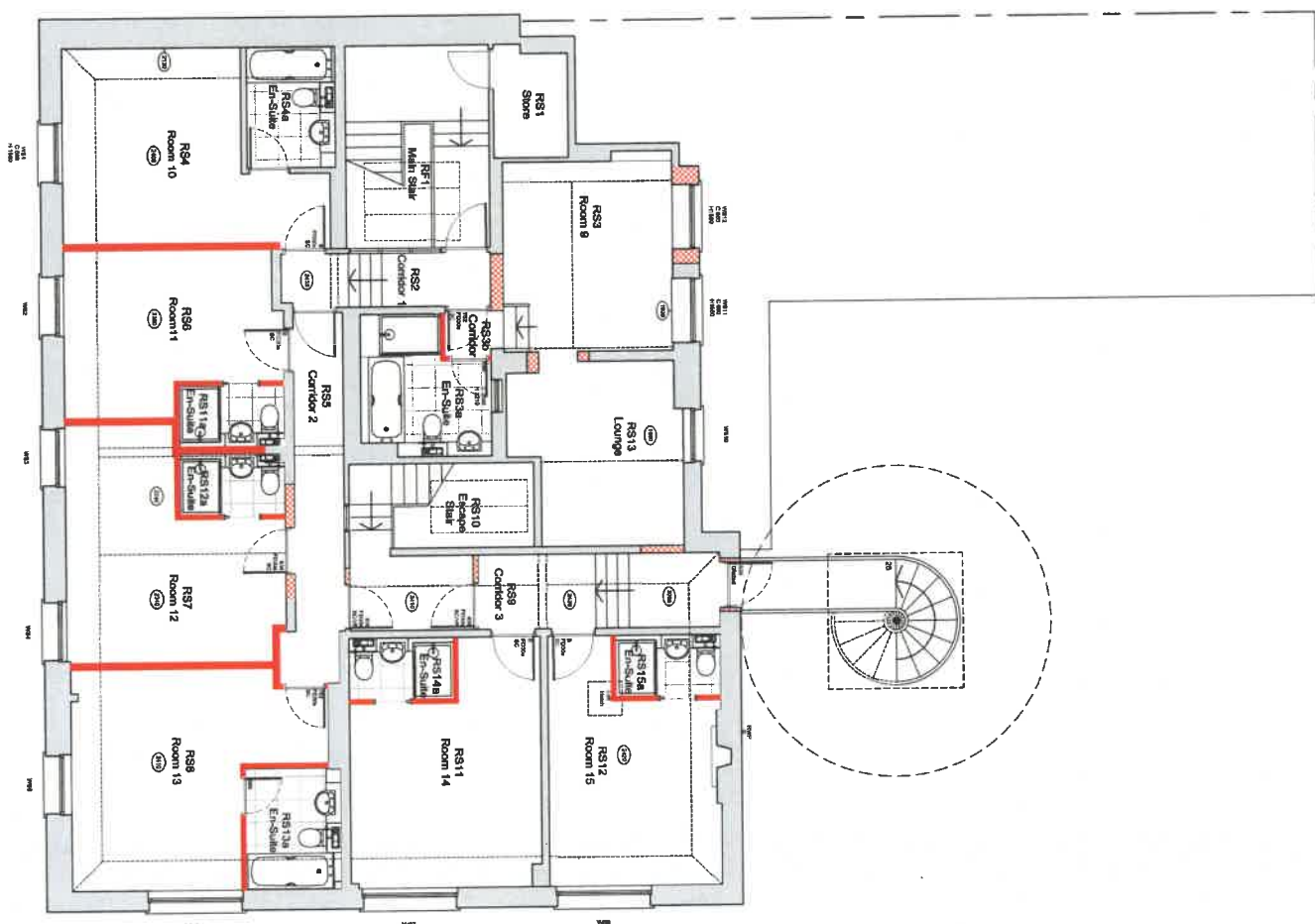
Created By: [Name]



Brooks Architects Limited
 11-13 The Old Mill, 11-13 The Old Mill, 11-13 The Old Mill
 11-13 The Old Mill, 11-13 The Old Mill, 11-13 The Old Mill
 11-13 The Old Mill, 11-13 The Old Mill, 11-13 The Old Mill

Bed
Proposed
2

Bedroom:.....
 Bed 9 (RS3) Room to be replaced with new en-suite. Existing dormer to be extended complete with new window to match existing to provide safe headroom over bed. Entrance door to be replaced with new entrance door with door to Main Stair. Existing en-suite, stone and corbel to be replastered as new bathroom complete with new en-suite. New opening in partition wall to integrate bedroom with new lounge area. Existing chimney raised floor area and existing ceiling to be removed and replaced with new ceiling. Existing door and steps to Corridor 3 to be removed and opening filled. Bedroom to be redecorated throughout.
 Bed 10 (RS4) Room footprint to be replastered (see 2146/D04). En-suite to be upgraded with new en-suite. Bedroom to be redecorated.
 Bed 11 (RS6) Room footprint to be replastered (see 2146/D04). New en-suite. Bedroom to be redecorated.
 Bed 12 (RS7) Room footprint to be replastered (see 2146/D04). Existing opening in filled ceiling to be replaced with new door opening. New en-suite. Bedroom to be redecorated.
 Bed 13 (RS8) Room footprint to be replastered (see 2146/D04). New door opening. New en-suite. Window W56 to be removed and replaced with existing unit. Bedroom to be redecorated.
 Bed 14 (RS11) New en-suite. Bedroom to be redecorated.
 Bed 15 (RS12) New en-suite. Bedroom to be redecorated.
Fire Escape:.....
 New external door opening and door to match pattern of existing door. Existing fire escape to be replaced with new fire escape. Secondary Stair to be removed (see 2146/D04). New partitions and fire doors forming new protected lobby to Secondary Stair in Corridor 3.
Existing Windows:.....
 Existing windows to be replastered as required and redecorated internally and externally.





ATM app

Application for Planning Permission; Consent to Display an Advertisement(s)**Town and Country Planning Act 1990 (as amended); Town and Country Planning (Control of Advertisement) (England) Regulations 2007 (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

20

Suffix

Property Name

Address Line 1

High Street

Address Line 2

Address Line 3

Suffolk

Town/city

Saxmundham

Postcode

IP17 1DB

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

Easting (x)

638676

Northing (y)

263112

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

Fax number

Email address

Site Area

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

Unit

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 any change of use

Has the work or change of use already started?

☐ Yes

☒ No

Existing Use

Please describe the current use of the site

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

Materials

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

- ☐ 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

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'.

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

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.

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

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

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade 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:

A2 - Financial and professional services

Unknown:

Yes

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

Type of Proposed Advertisement(s)

Please describe the proposed advertisement(s)

Signage above new ATM machine.

Please specify the type(s) and details of each proposed advertisement

Advertisement Type:

Fascia Sign

Height:

0.42 metres

Width:

0.72 metres

Depth:

0.3 metres

What is the height from the ground to the base of the advertisement?:

1.616 metres

What is the maximum projection of the advertisement from the face of the building?:

0.3 metres

What is the maximum height of any of the individual letters and symbols?:

10 centimetres

What materials will the advertisement be made of?:

Digitally printed aluminium.

The colour of text and background:

Black text on a white background.

Will the advertisement be illuminated?:

Location of Advertisement(s)

Is the advertisement(s) you are applying for already in place?

- ☐ Yes
☒ No

Is an existing advertisement(s) to be removed and replaced by the advertisement(s) in this proposal?

- ☒ Yes
☐ No
☐ Not Applicable

If Yes to either or both above, please show the existing sign(s) on an elevation drawing or photograph and state the references for the drawing(s) or photograph(s)

Saxmundham 21035 211 PA 01 ExElevation
Saxmundham 21035 211 PA 10 ExPhotosheet
Saxmundham 21035 211 PA 21 PrElevation
Saxmundham 21035 211 PA 22 PrExternalMachineDetails

Will the proposed advertisement(s) project over a footpath or other public highway?

- ☐ Yes
☒ No

Advertisement(s) Period

Please state the period of time for which consent is sought for the advertisement

From Date

13/03/2023

To Date

13/03/2028

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

Interest in the Land

Interest in the land

Does the applicant own the land or buildings where the adverts are to be placed?

☒ 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 Full planning & display of advertisements 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

AQP AQP

Date

27/06/2022

ATM

HSBC UK BANK PLC

**HSBC UK Saxmundham
20 High Street,
Saxmundham,
Suffolk
IP17 1DB**

Design & Access Statement

21035 211 PA 110 Design & Access Statement

June 2022

Site Address: 20 High Street, Saxmundham, Suffolk, IP17 1DB

Date: 24th June 2022

Contact Details:

Applicant

HSBC CRE
30th Floor
8. Canada Square
London
E14 5HQ

Agent

A & Q Partnership (London) Ltd
Hamilton House
6 Nantillo Street
Poundbury
Dorchester
Dorset
DT1 3WN

Tel: 01305 267120

1.1 Introduction:

This document should be read in conjunction with the submitted application form, drawings and associated supporting documents.

1.2 Design/Description of Development:

HSBC UK is currently rolling out a programme to review and replace its existing external ATM devices for new more advanced devices.

This application is to replace the existing external ATM for one of the new machines. The body of the existing device is within the branch and passes through an aperture in the shop front glazing. This has a digitally printed aluminium sign attached to the external side of the glass above the machine face.

The new device will replace the existing in the same location and will pass through the window in the same manner. The signage for the machine, will also need to be replaced to allow for a sign that states the functionality of the new device.

The new device is to be installed at a suitable height for wheelchair users and already has ramped access to allow them to gain access to the machine unassisted from the general level of the immediate street.

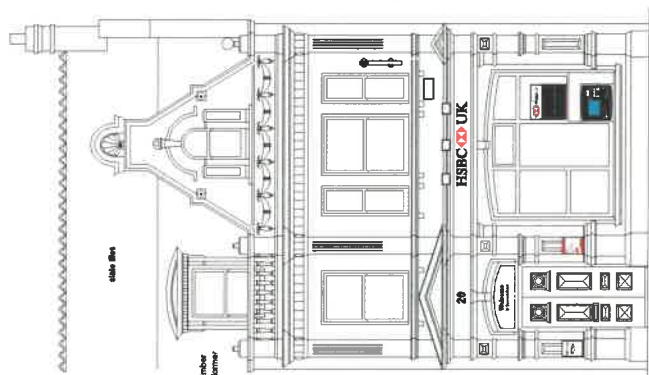
The shop front is glazed with a timber painted timber frame and the existing machine has a painted timber surround rather than the glass meeting directly to the collar of the machine. Other than the glass and associated signage for the machine, the only alterations will be internal.

1.3 Key issues of the design:

- a. **Approach:** The approach to the building will remain unchanged via the ramped pedestrian access.
- b. **Entrances/Access:** The main entrance to the bank will remain unchanged.
- c. **External Appearance:** The proposal seeks to replace an existing ATM for a new device in the same location with replacement associated signage.
- d. **Community safety:** As part of HSBC's commitment to customer safety and security we are applying for a new CCTV camera to cover the external machine and entrance doors.
- e. **Signage:** All external HSBC signage will be replaced with new simplified versions resulting in a decluttered appearance and maintained in a condition in accordance to the standard conditions set out in the control of advertisement regulations 2007.
- f. **Environmental Sustainability:** Where possible sustainable methods will be used during the works including the recycling of removed material / furniture from site.



ATM
exhib
elershm



01 Existing Elevation
1-100BA3

 A&Q PARTNERSHIP architects • design • engineering • interiors united kingdom • india • singapore www.aq.co.uk	REVISION		BY		DATE		REVISION		BY		DATE		CONTRACTOR MUST CHECK ALL DIMENSIONS PRIOR TO CONSTRUCTION. TO BE FINISHED ROOMS ARE TO BE FINISHED TO THE DIMENSIONS SHOWN UNLESS REPORTED TO THE ARCHITECT OTHERWISE. THE CONTRACTOR IS TO BE RESPONSIBLE FOR THE DIMENSIONS SHOWN IN THIS DRAWING IS CORRECT	PLANNING	CLIENT: CORPORATE REAL ESTATE	DRAWING NO: 21035 211 PA 01	SCALE: 1:100 @ A1	TYPED AT 10/08/17	DRAWING / OFFICE: ALL LONDON	PUBLIC



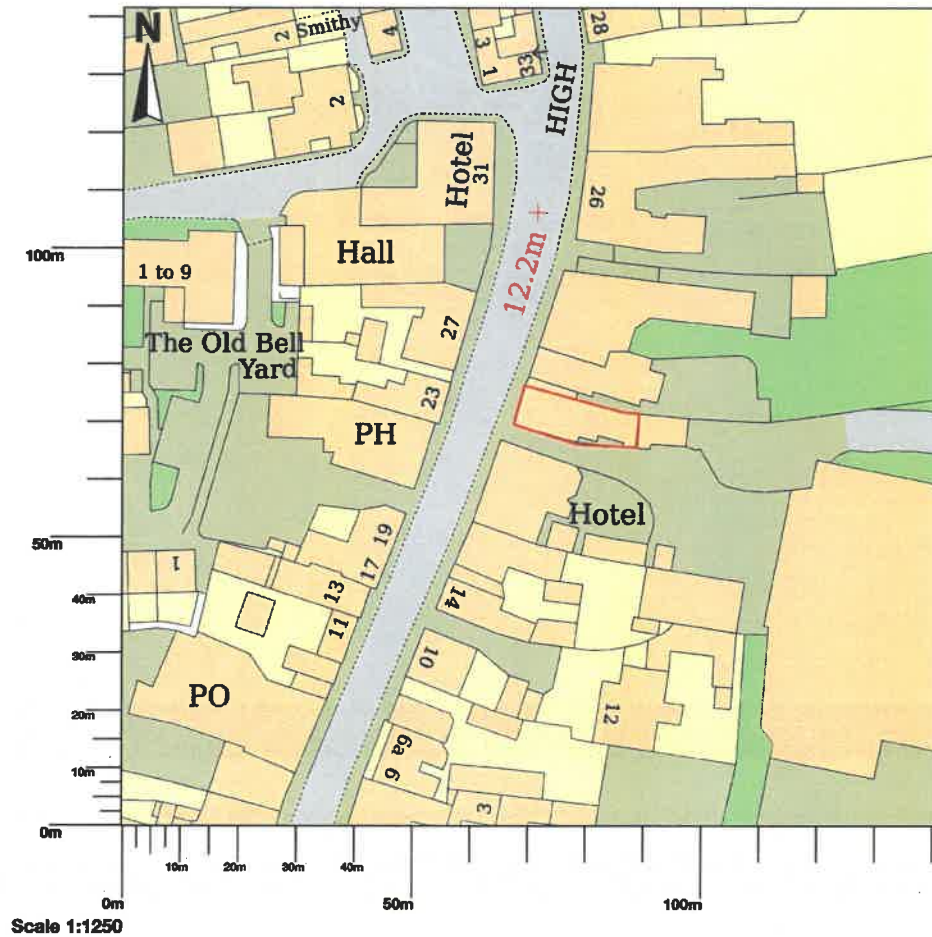
**UK
Planning
Maps**

ATM

location



Saxmundham Site Plan



Map area bounded by: 638605,263041 638747,263183. Produced on 23 March 2022 from the OS National Geographic Database. Reproduction in whole or part is prohibited without the prior permission of Ordnance Survey. © Crown copyright 2022. Supplied by UKPlanningMaps.com a licensed OS partner (100054135). Unique plan reference: p2c/uk/772107/1044396



ATM
proposed
elevations
+ plans

ATM to be installed on new clients

Staircase to be reduced in depth by approx 50mm to allow ATM to be installed up to existing window frame

A&Q
PARTNERSHIP
UNITED KINGDOM + HONG KONG
www.aq.co.uk
0204 629491 (always) | contact@aq.co.uk

UNITED KINGDOM • HONG KONG
www.tiff.co.uk

CONTRACTORS MUST CHECK ALL
DIMENSIONS ON SITE.
ONLY QUALIFIED DIMENSIONERS ARE
TO BE WORKED FROM.
DISCREPANCIES MUST BE
REPORTED TO THE ARCHITECT
BEFORE PROCEEDING.

PLANNING

CLIENT:
CORPORATE REAL ESTATE

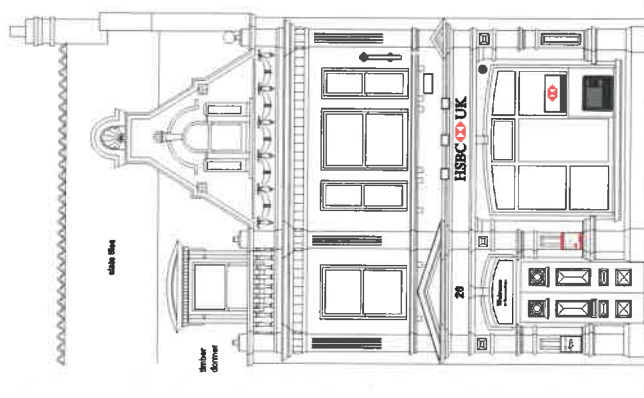
PUBLIC

DRAWING:
[Pr] External Machine Details

As Noted @ A 1

INFORMA 2000

Table 1



ATM
proposed
elevations

61 Proposed Elevation
1:100@13

A&Q PARTNERSHIP UNITED KINGDOM • HONG KONG www.aq.co.uk architect • design • interior design • planning		REVISION		BY	DATE	REVISION	BY	DATE	DRAWING CHECKLIST DRAWING NO. 21035 211 PA 21 SCALE 1:100 S.A. 150 S.A. PROJECT: SARMUNDHAM PIN 087187 © THE DRAWING IS COPYRIGHT OF THE DRAWING IS COPYRIGHT		PLANNING		CLIENT: CORPORATE REAL ESTATE PROJECT: SARMUNDHAM PIN 087187	DRAWING: Proposed Elevation 21035 211 PA 21 SCALE 1:100 S.A. 150 S.A. PROJECT: SARMUNDHAM PIN 087187		PUBLIC	
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Item 6: East Suffolk Council planning decisions since the last meeting of the Planning and Development Control Committee.

Planning ref	Application date	Response deadline	Applicant name and site address	Proposal	STC response	ESC decision
DC/22/2683/TCA	12 July 2022	2 August 2022	11 Fairfield Place, IP17 1FH	Re pollard group of limes	P and D 20 July 21 July 22 : The town council has no objections	No objections

18 JULY 2022

PC6-22 | SHORT TERM HOLIDAY LETS

Summary

The Department for Culture, Media and Sport (DCMS) has recently launched a consultation into short term holiday lets. The aim of the consultation is to garner potential solutions, including measuring regulation, to fix the problems caused across England by short term property lettings.

The main consultation document can be downloaded [here](#) . The consultation closes at DCMS on 21 September 2022.

Context

The consultation seeks insight on:

- changes and growth in the short-term letting market.
- benefits of short term lets.
- challenges, including compliance with the existing regulatory framework and housing and community impacts.
- the impact of potential policy responses.

NALC will be responding to this consultation as many coastal local councils and several rural local councils will have an interest in feeding in their own experiences over the summer period of the problems caused by short term holiday lets.

NALC's current policy positions

NALC will be arguing very strongly to DCMS that any review of regulation or other solutions surrounding short term holiday lets must include mandatory registration and strengthened legislation to bring AirBnB under the same ambit of regulation as other landlord systems. Powers of local inspection and monitoring must be delegated to local planning authorities to achieve this. However, recognising that planning departments have been severely depleted and under much strain in recent years, it will be necessary to ensure that they are properly resourced in order to take on this extra task.

Consultation Questions

The main consultation questions NALC will be responding to in this consultation are as below and NALC seeks the views of county associations and member councils in response to these questions to help inform its own submission to DCMS:

Effect on labour supply

Q6. Do you consider the increase in short term and holiday letting in England to have had adverse consequences in the housing market?

Option 1 Yes this is a major problem

Option 2 Yes but this is only a minor problem

Option 3 No there is no problem

Please provide evidence in brief to supplement your response.

Noise, anti-social and other nuisance behaviour by guests

Q7. Do you consider noise, anti-social or other nuisance behaviour in other short term or holiday lets in England to be a problem?

Option 1 Yes this is a major problem

Option 2 Yes but this is only a minor problem

Option 3 No there is no problem

Please provide evidence in brief to supplement your response.

Impact on local communities and residents

Q.8 Aside from the impacts on housing and incidents of anti-social/nuisance behaviour, do you consider the increase in short-term and holiday letting in England to have had other adverse impacts on local communities and residents?

- **Option 1 - Yes**

- **Option 2 - No**

Please provide evidence in brief to supplement your response.

Potential impacts

Q9. Which of the following do you consider to be the most appropriate form of response in the short-term letting market?

1 - Do nothing

2 - Provide more information to the sector

3 - Develop a self-certification registration scheme

4 - Develop a registration scheme with light-touch checks

5 - Develop a licencing scheme with physical checks of the premises

Please provide evidence in brief to supplement your response.

6 - Regulatory alternative to a registration system, such as extension of the Deregulation Act 2015

Question 10: What do you consider to be the costs and associated burdens of these options, who would bear the costs and how might they be mitigated?

Supplementary question

Does you have any interest in being part of the registration or monitoring process for short term holiday lets?

Your evidence

Please email your responses to this consultation to chris.borg@nalc.gov.uk by 17.00 on Tuesday 30 August 2022. County associations are asked to forward this briefing onto all member councils in their area.

© NALC 2022

4 AUGUST 2022

Chairman of Saxmundham

Dear Sir, Madam

Could you please supply for me
permit for parking car in my front
garden at 2 Albion Street.

My house is located in Conservation
Area and I need permit from Council to
use garden for parking car, before I will
apply for dropped kerb to highway.

Thank you.

Kind Regards

E. Halliday

Address

2 Albion Street
Saxmundham
Suffolk
IP17 1BN
tel. 07751888828

