



## Saxmundham Town Council

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

**Wednesday 28<sup>th</sup> September 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 7<sup>th</sup> September 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/22/3058	4 Beech Rd, IP17 1FP	Retrospective app. Erection of boundary fence and retrospective permission for raised bank at rear of garden
DC/22/3398/voc	32 High St, IP17 1AB	VOC construction of replacement building to provide 3 dwellings

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

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

**J. Morcom**

**Date: 22nd September 2022**

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





# Saxmundham Town Council

## Minutes of the Meeting of the Planning & Development Control Committee 4pm on 7<sup>th</sup> September 2022 in the Town House.

### Councillors:

Cllr John Fisher (Chair)      Cllr Tim Lock  
Cllr Nigel Hiley                Cllr John Findlay  
Cllr Di Eastman

**Also Present:** Jenny Morcom (Assistant Town Clerk (ATC)).  
Mr Ashley Beale, Landlord of the Bell.  
Mr John Edward, Architect.

### 39/22PD Apologies for absence

Apologies were received and accepted from Cllr Benjamin Gulliford is out of town.

### 40/22PD Pecuniary/Non-Pecuniary Interests

There were no declarations of interest.

### 41/22PD Minutes of the meeting held 11<sup>th</sup> August 2022

A minor amendment to remove the second iteration of Cllr Findlay's name was agreed and made by hand. **The Committee RESOLVED to approve the amended minutes of the meeting held 20<sup>th</sup> July 2022**  
The Chair signed the minutes and the amendment.

### 42/22PD Open Forum

No members of the public were present.

### 43/22PD Planning Applications

DC/22/3209/FUL	16 Albion St, IP17 1BN	Replace current rotten widows with double glazed sash windows, replace garage door with pedestrian door as access to the house. Internal change garage and utility room to entrance hall and kitchen. Enlarge small outhouse to become utility room and wc. New electrics, plumbing and heating system. Remove dividing walls of central section and add new zinc roof to this section. French doors to brick and flint store. Pedestrian gate to front garden.
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The Committee RESOLVED that it had no objection to the application.

### 44/22PD Recent Planning Decisions.

There had been no new applications since the last meeting.

### 45/22PD 1) Complaint in relation to planning consent on the Hopkins Estate.

The committee RESOLVED that this was a legal matter about which it could not advise.  
ATC to contact the resident.

### 46/22PD **The next meeting of the planning committee will be agreed by email when new applications are received.**

**The meeting closed at 4.35 p.m.**

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

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





## Householder Application for Planning Permission for works or extension to a dwelling

### Town and Country Planning Act 1990 (as amended)

#### Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

### Site Location

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

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

Number

4

Suffix

Property Name

Address Line 1

Beech Road

Address Line 2

Address Line 3

Suffolk

Town/city

Saxmundham

Postcode

IP17 1FP

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

Easting (x)

Northing (y)

639032

263027

Description

**Applicant Details**

**Name/Company**

Title  
Mrs

First name  
Samantha

Surname  
Lewis

Company Name

**Address**

Address line 1  
4 Beech Road

Address line 2

Address line 3

Town/City  
Saxmundham

Country  
United Kingdom

Postcode  
IP17 1FP

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

**Contact Details**

Primary number  
\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

## Description of Proposed Works

Please describe the proposed works

Has the work already been started without consent?

☒ Yes

☐ No

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

Has the work already been completed without consent?

☒ Yes

☐ No

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

## Materials

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

☐ Yes

☒ No

## Trees and Hedges

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

☐ Yes

☒ No

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

☐ Yes

☒ No

## Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

☐ Yes

☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

- ☐ Yes  
☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

- ☐ Yes  
☒ No

## Parking

Will the proposed works affect existing car parking arrangements?

- ☐ Yes  
☒ No

## Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☐ Yes  
☒ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☐ The agent  
☒ The applicant  
☐ Other person

## Pre-application Advice

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

- ☒ Yes  
☐ No

**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

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

First Name

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

Surname

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

Reference

DC/22/2245/PREAPP

Date (must be pre-application submission)

25/07/2022

Details of the pre-application advice received



The works that have been completed, which are documented in submitted photographs and description, would require planning permission. This is due to the works being beyond the scope of curtilage landscaping and within the realm of small-scale engineering works. That amounts to 'development' requiring permission.

As the rear of the garden has been raised into a rear bank with a retaining wall, there are concerns over the use of this section of curtilage in a way that may cause overlooking onto neighbouring properties.

## Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

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

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes  
☒ No

## Ownership Certificates and Agricultural Land Declaration

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

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

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

- ☒ Yes  
☐ No

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

- ☐ Yes  
☒ No

### Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- ☒ The Applicant  
☐ The Agent

Title

Mrs

First Name

Samantha

Surname

Lewis

Declaration Date

02/08/2022

☒ Declaration made

## Declaration

I / We hereby apply for Householder planning permission as described in this form and accompanying plans/drawings and additional information. I / We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website; our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

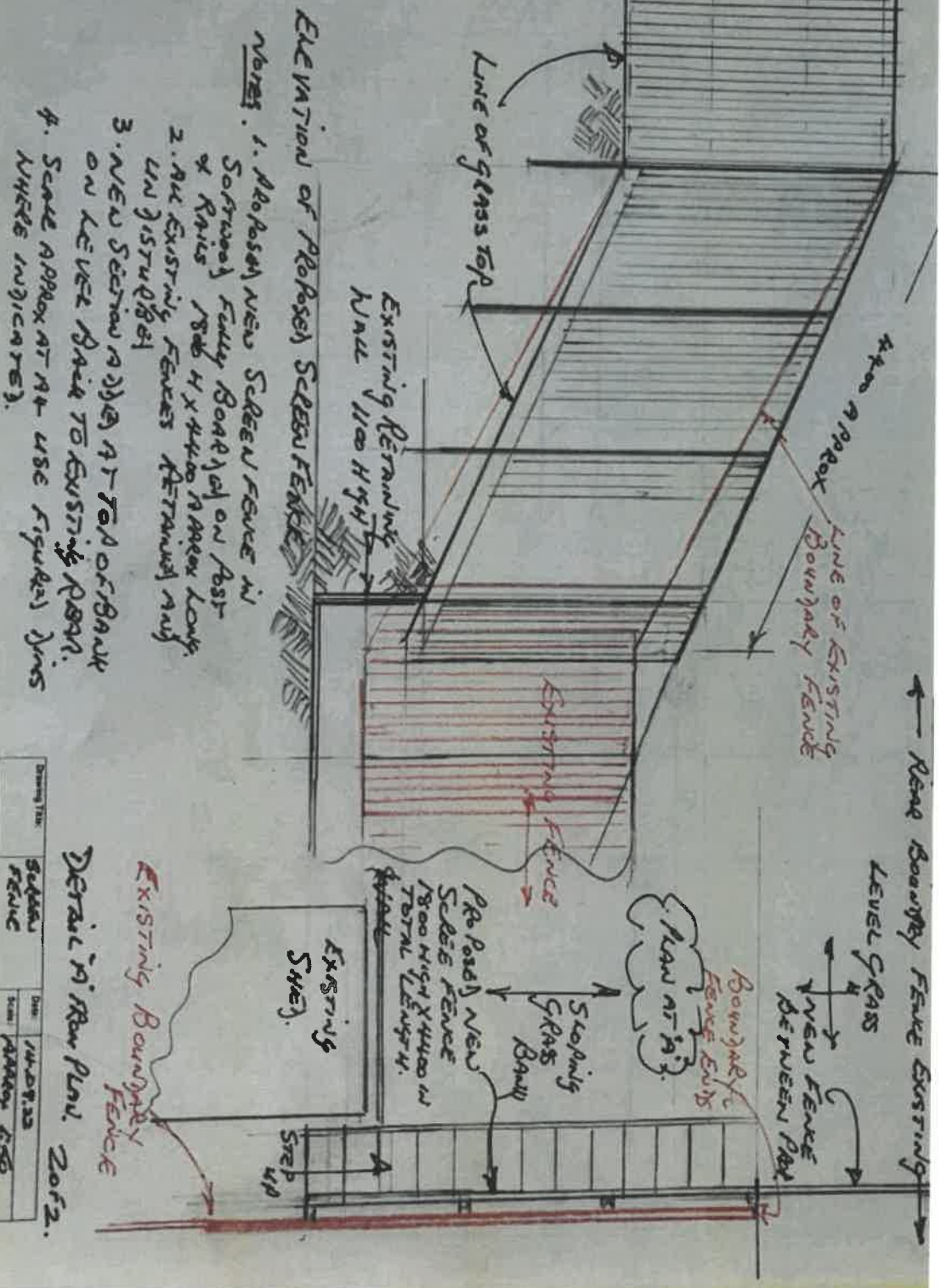
Samantha Lewis

Date

24/08/2022

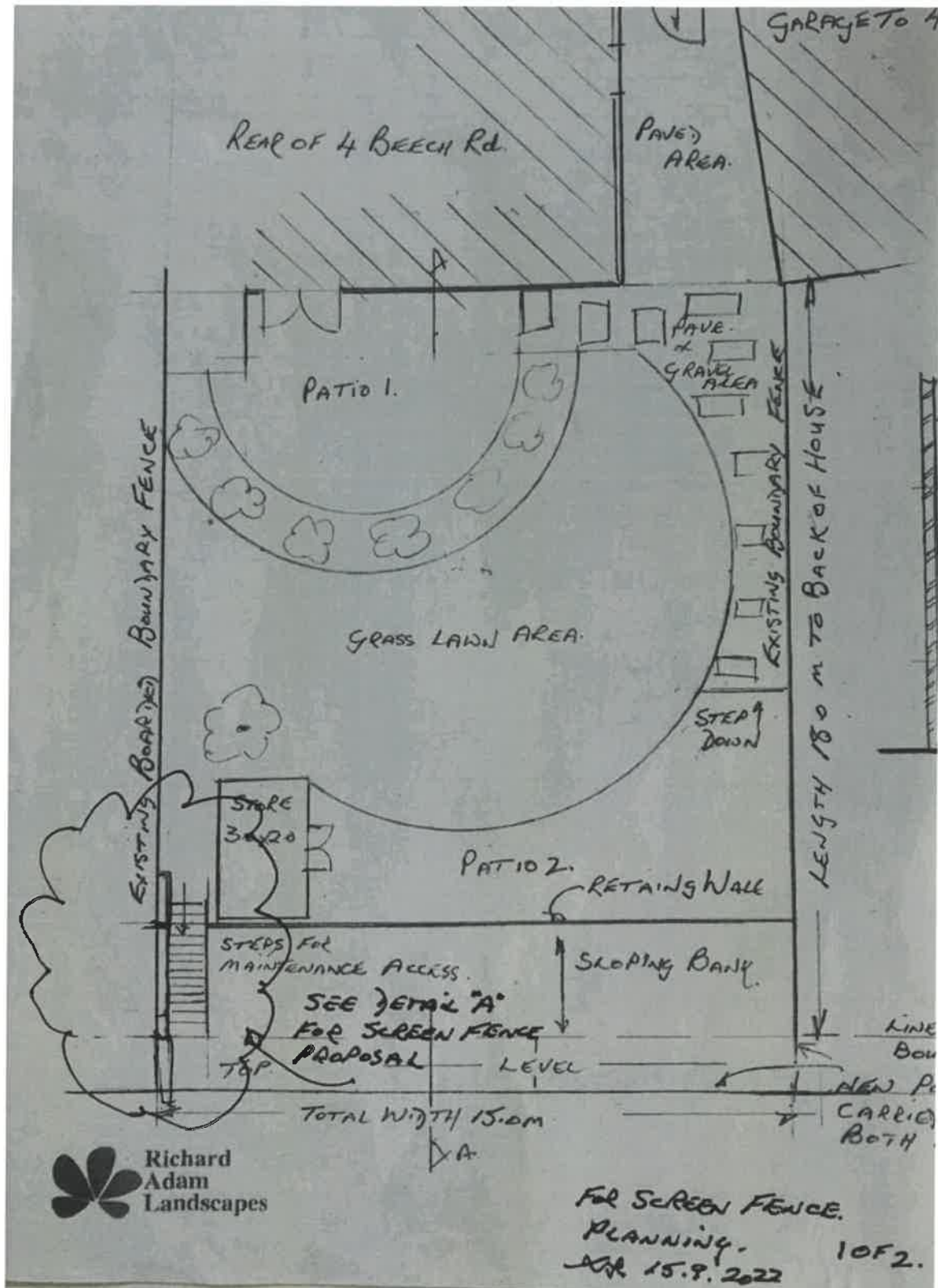
Amendments Summary

Addition of drawings



Drawing Title:	SCREEN FENCE	Date:	14.07.22
Drawing Number:	KE/01	Scale:	APPROX 1/250
		Status:	PENDING



























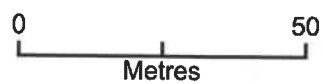








## 4 Beech Road



**Plan Produced for:** Mrs Samantha Lewis

**Date Produced:** 02 Aug 2022

**Plan Reference Number:** TQRQM22214085602129

**Scale:** 1:1250 @ A4



## Comments summary

Dear Sir/Madam,

Planning Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 19/09/2022 5:10 PM from Dr paul kiff.

### Application Summary

Address:	4 Beech Road Saxmundham Suffolk IP17 1FP
Proposal:	Retrospective application - Erection of boundary fence and retrospective permission for raised bank at rear of garden
Case Officer:	Freya Carroll

[Click for further information](#)

### Customer Details

Name:	Dr paul kiff
Address:	6 Yew Close, Saxmundham, Suffolk IP17 1FS

### Comments Details

Commenter Type:	Neighbour
Stance:	Customer made comments in support of the Planning Application

Reasons for  
comment:

- In support

Comments:

This is an additional comment further to my first. There are two matters:

1. I note that the site notice describes this application as retrospective for a rear garden bank. The bank at the rear of number 4 Beech road was in place before the property was constructed.

I believe the correct description should be to "modify the slope and height of an existing bank.  
2. My previous comments raised the issue of equitable treatment of the occupants of numbers 4 and 2 Beech Road. This comment remains valid. However I wish to make it explicit that I have not suggested that the occupants of number 2 Beech Road do not own the land which has been incorporated in their garden. Their situation is the same as many others bordering the Priors Grange estate boundary- the land now incorporated in their garden was designated by the relevant planning consent as public open space to provide a landscaped soft edge to the development.

Again although I believe they should be required to seek planning permission for the incorporation, I would not object to it being granted. However I would suggest that conditions on a planning consent restricting the use of the top of the banking to the rear of the garden of number 2 should be imposed to protect public privacy.

Kind regards

## Comments summary

Dear Sir/Madam,

Planning Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 06/09/2022 8:29 PM from Mrs Julie Crane.

### Application Summary

Address:	4 Beech Road Saxmundham Suffolk IP17 1FP
Proposal:	Retrospective application - Erection of boundary fence and retrospective permission for raised bank at rear of garden
Case Officer:	Freya Carroll

[Click for further information](#)

### Customer Details

Name:	Mrs Julie Crane
Email:	
Address:	7 Yew Close, Saxmundham, Suffolk IP17 1FS

### Comments Details

Commenter Type:	Neighbour
Stance:	Customer made comments in support of the Planning Application

Reasons for  
comment:

Comments:

The work has already been carried out which looks lovely. We were always informed of the work in progress. The landscapers were considerate to the neighbours trying to keep noise to a minimum. We have no issues what so ever with the planning. There is no overlooking from the bank even with our fence being lower than all the other neighbours.

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Kind regards

From: Paul Kiff  
Sent: 05 September 2022 12:17  
To: planning  
Subject: Planning application  
reference DC/22/3058/FUL

Dear Chief Planner

My wife and I are in receipt of  
consultation on the above  
application

We live next door at 6 Yew close

We have no concerns about this  
although the change of profile on the  
slope at the rear of number 5  
Beech road is just noticeable,  
the slope right through from our  
house past the backs of number 4 and  
number 2 Beech Road was in  
place when we all moved in.

We understand that without the change  
in profile and associated new  
underdrainage both number 4  
Beech road plus us at numbers 6 and 7  
Yew close would be at continued  
flooding risk

What we are more concerned about is  
the failure of the council to take  
enforcement action against the  
occupants of number 2 Beech Road who,  
by enclosing within their garden,  
land alongside Church hill  
which was designated as public open  
space in the relevant planning  
consent at the instigation of the  
local  
authority.

This incorporation really does cause

us privacy issue because it includes a steep bank alongside Church Hill and adds steps up that bank to the back of number 2's' garden that has a viewing platform

The fencing proposed in the current application will hopefully go some way towards mitigating the privacy concerns raised by number 2's incorporation of public open space in their garden.

Even if the council does eventually give planning consent to the land appropriation, seeking a planning application for it would at least give us an opportunity to raise our privacy concerns

Yours faithfully

Dr P and Mrs M Kiff

[Click here to report this email as spam.](#)



**32 high ST**

Variation of Condition No.1 of DC/22/0076/FUL – Construction of replacement building to provide 3 no. dwellings – change of use; retain shop, associated works. Previous consents ref C10/2793; C10/2794, DC/14/0507/FUL – Internal Layout



### 32 High St Planning committee response to original application

P and D 17 Nov 2021

18 nov 2021

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

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













**Item 6 Planning decisions since last meeting**

Planning ref	Applicant name and site address	Proposal	STC response	ESC decision
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	P and D 11 Aug  11 Aug - The Town Council supports this application as a welcome improvement to the town. And a second comment: Whilst the Town council is very supportive of this application it feels that further work is needed in the future to address the issue of the bins on the public highway	<b>permitted</b>
DC/22/2566/FUL and DC/22/2565/ADN	20 High St, IP17 1DB	Signage above ATM machine	P and D 11 Aug  11 aug – no objections	<b>permitted</b>

