



Saxmundham Town Council

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

Wednesday 7th September 2022 at 4pm at the Town House deferred from 31st August 2022

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 11th August 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/22/3209/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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6) To note any recent decisions on planning applications by East Suffolk Council.

7) Complaint in relation to planning consent on the Hopkins Estate.

8) Date and time of next meeting.

J. Morcom

J. Morcom

Date: 31st 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 11th August 2022 in the Town House.

Councillors:

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

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

30/22PD Apologies for absence

Apologies were received and accepted from Cllr Benjamin Gulliford is at work.

31/22PD Pecuniary/Non-Pecuniary Interests

There were no declarations of interest.

32/22PD Minutes of the meeting held 20th July 2022

The Committee **RESOLVED** to approve the minutes of the meeting held 20th July 2022
The Chair signed the minutes.

33/22PD Open Forum

Mr Beale and Mr Edward described the work to be undertaken at the Bell hotel and answered questions from the Committee members. The size will be increased, and accessibility improved. Hopefully, the Bell will re-open in November/December.

There was also some discussion of how to manage the bins which are currently on the public highway. The Bell is applying for a wedding licence.

34/22PD 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
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The Committee **RESOLVED** to support the application.

A little later in the meeting concern was expressed about the bins on the public highway, however. ATC to add a note that this issue should be further addressed to the Council's positive response to the application.

DC/22/2566/FUL and DC/22/2565/ADN	20 High St, IP17 1DB	Signage above cash machine
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The Committee **RESOLVED** that it had no objections to the application.

35/22PD Recent Planning Decisions.

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

36/22PD To consider and recommend responses to the NALC/SALC consultation on the impact of second homes.

The consultation document is a call for evidence to help the government decide whether to introduce a registration scheme for various new types of holiday accommodation. The committee felt that, at present this type of accommodation had negligible impact on Saxmundham but that it could impact on the affordability and availability of housing in the future. The document however asks for views on

Signed _____ Date _____

the impact in England as a whole. The committee felt that some sort of light touch registration scheme would be prudent.

ATC to respond on behalf of the Committee.

37/22PD To consider a request from the owners of 2 Albion St for evidence that the Town Council has no objection to their having a dropped curb.

The Planning Committee noted that the resident must make a planning application to East Suffolk Council as well as an application to Suffolk County Council's Highways Department. The Town Council's Planning Committee will then have an opportunity to comment on the planning application and its comments may be given to the County Council if necessary. It is not within the gift of the Town Council to agree a dropped curb, however.

ATC to explain the situation to the resident.

38/22PD The next meeting of the planning committee will be on 31st August at 4pm in the town House

The meeting closed at 5.15 p.m.

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

Appendix A: Recent Decisions by East Suffolk Council

Planning ref	Application date	Response deadline	Applicant name and site address	Proposal	STC response	ESC decision
DC/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

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

16

Suffix

Property Name

Address Line 1

Albion Street

Address Line 2

Address Line 3

Suffolk

Town/city

Saxmundham

Postcode

IP17 1BN

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

Easting (x)

638407

Northing (y)

263108

Description

Applicant Details

Name/Company

Title

Mrs

First name

Amanda

Surname

Hodgkinson

Company Name

Brook Cottage

Address

Address line 1

Days Road

Address line 2

Capel St Mary

Address line 3

Town/City

Country

United Kingdom

Postcode

IP9 2LB

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

16 Albion Street is a detached, two-storey, residential dwelling located within the centre of Saxmundham. The house is made of brick (approx 1870) with a brick built, two storey flat roof extension attached (built in approx 1920) This 1920 section has a garage on ground floor with a bathroom above. The house has been neglected for many years and needs essential repair work and improvements to appearance and its living spaces.

16, Albion Street does not fall within the Conservation Area and is not a listed building. It falls on the south side of the road approximately halfway along the street. It is set back from the street with a small front garden and parking space. The house is considered to hold some traditional character along with other dwellings within the area. There is no other relevant planning history. We have had a favourable pre-app report from East Suffolk Planning (Application ref: DC/22/2755/PREAPP) which states that:

"Overall, the scheme seeks to renovate and improve the appearance and internal quality of the building. The proposals are minor in nature and will only increase the footprint and massing negligibly. Parts of the proposal will require planning permission. The alterations are minor and would improve the dwelling overall with minimal harm to neighbours amenity."

The proposal seeks to:

Replace the current rotten windows with double glazed sash windows replicating the original style of the property.

Replace the garage door with a pedestrian door as access to the house.

Internally change the garage and utility to an entrance hall and kitchen area.

One small, brick-built outhouse at the rear of the property will be enlarged to provide a utility room and WC.

New electrics, plumbing and heating system.

The central section of the 1920s extension will have dividing interior walls removed to make the rooms bigger for the kitchen area. Across this section, a new zinc flat roof will be put in with a roof lantern. This will not change existing roof height.

French doors inserted into the brick and flint store looking out into garden (not overlooking any other property).

We propose to make an opening in the front garden (at present a low wall with shrubs) to fit a pedestrian gate so as to offer direct access to the front door of the property.

Has the work already been started without consent?

☐ Yes

☒ No

Materials

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

☒ Yes

☐ No

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

Type:

Walls

Existing materials and finishes:

red brick and gault brick -

Proposed materials and finishes:

red brick and gault brick

Type:

Roof

Existing materials and finishes:

pantiles

Proposed materials and finishes:

zinc and roof lantern (glass and wood) and for the outbuilding extension, we will replace pantiles with pantiles

Type:

Windows

Existing materials and finishes:

wooden single glazed, top hung casement windows

Proposed materials and finishes:

Timber double glazed, sash windows to front elevations Timber double glazed casement windows to rear elevations

Type:

Doors

Existing materials and finishes:

timber doors

Proposed materials and finishes:

timber doors

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

at rear of property concrete post and timber panel fence

Proposed materials and finishes:

3 metres of this is to be replaced by Brick (proposed outhouse extension)

Type:

Vehicle access and hard standing

Existing materials and finishes:

concrete (broken and in poor state)

Proposed materials and finishes:

stone paving

Type:

Other

Other (please specify):

rear elevation of House

Existing materials and finishes:

Flaking and spoiled exterior pink paint on brickwork

Proposed materials and finishes:

Exterior Masonry paint (cream)

Type:

Other

Other (please specify):

pedestrian gate

Existing materials and finishes:

Existing low wall and shrubs form the front garden border

Proposed materials and finishes:

Railings and front garden pedestrian gate (metal similar to other properties in street and in keeping with 19th century architectural style) to open onto pathway to front door

Are you supplying additional information on submitted plans, drawings or a design and access statement?

☒ Yes

☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

dwg.no 11b existing plans

dwg.no 12b existing elevations

dwg.no 13b existing sections

dwg.no 15c proposed plans

dwg.no 15c proposed elevations

dwg.no 17c proposed sections

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

If Yes to any questions, please show details on your plans or drawings and state their reference numbers:

At present, the front garden is shrubs in a wide border with a low brick wall alongside the pedestrian pavement. To be able to access the front door easily, we would like to make a pedestrian gateway directly leading to the front door. To improve the appearance of what is a neglected and overgrown front garden border, we would like to put railings along the low brick border. These would be in keeping with the 19th C architectural style of the house and would improve ease of use for the property and the look of the property and the street.

Dwg.no 15b proposed plans

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/22/2755/PREAPP

Date (must be pre-application submission)

28/07/2022

Details of the pre-application advice received

LEGAL ADDRESS East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT

POSTAL ADDRESS Riverside, 4 Canning Road, Lowestoft NR33 0EQ

DC – PRPREZ v.1

Your ref:

Our ref: DC/22/2755/PREAPP

Date: 1 August 2022

Please ask for: Jamie Behling

Direct dial: 07919 303788

Amanda Hodgkinson

16 Albion Street

Saxmundham

Suffolk

IP17 1BN

Email: planning@eastsuffolk.gov.uk

Pre-application planning advice

Application ref: DC/22/2755/PREAPP

Location:

16 Albion Street

Saxmundham

Suffolk

IP17 1BN

Proposal:

Pre Application Advice - Alterations and renovations

Case Officer: Jamie Behling, Trainee Planner (Development Management)

Authorising Officer: Katherine Scott, Principal Planner (Development Management)

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

Amanda

Surname

Hodgkinson

Declaration Date

07/08/2022

☒ 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

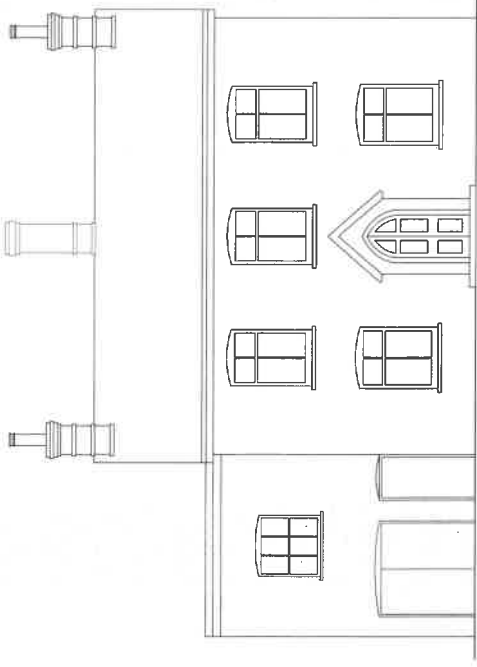
Signed

Amanda Hodgkinson

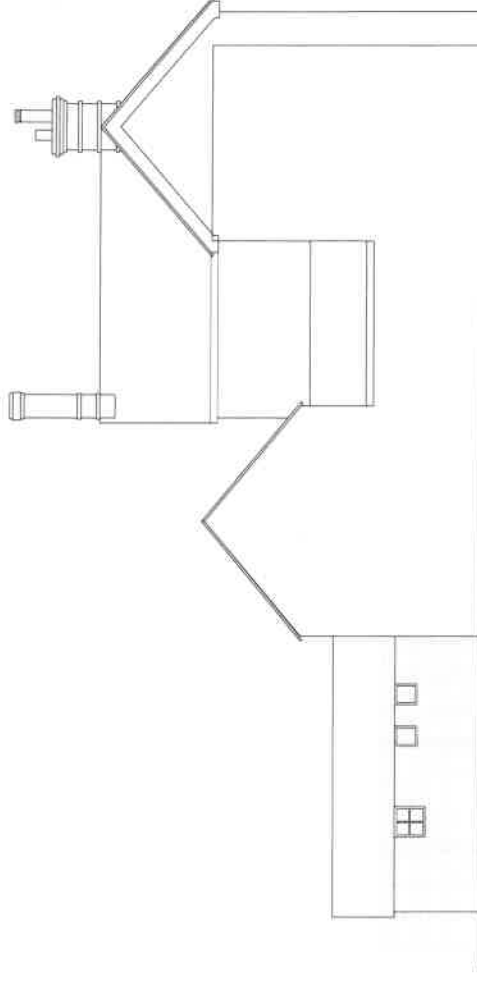
Date

11/08/2022

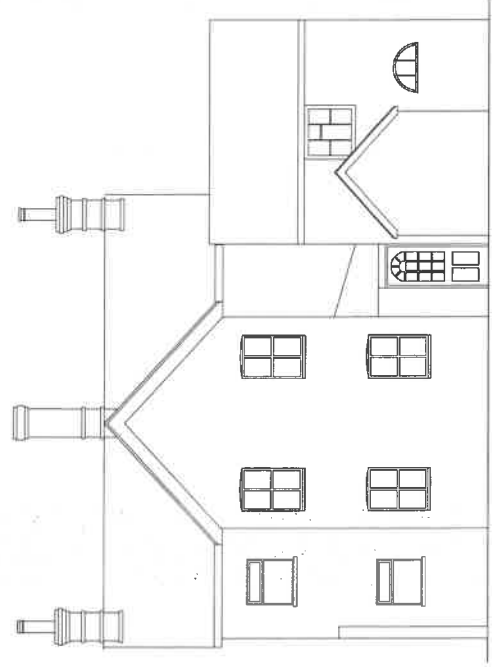
5. Existing



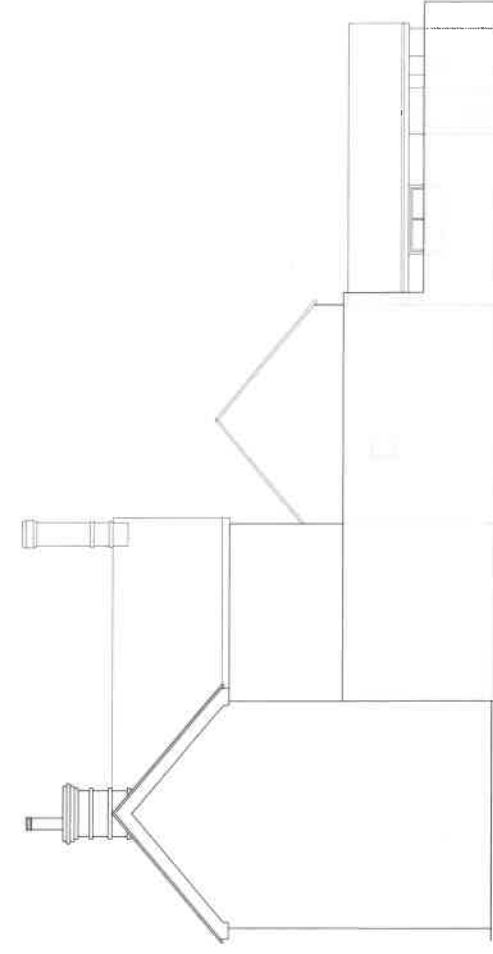
NORTH ELEVATION



EAST ELEVATION

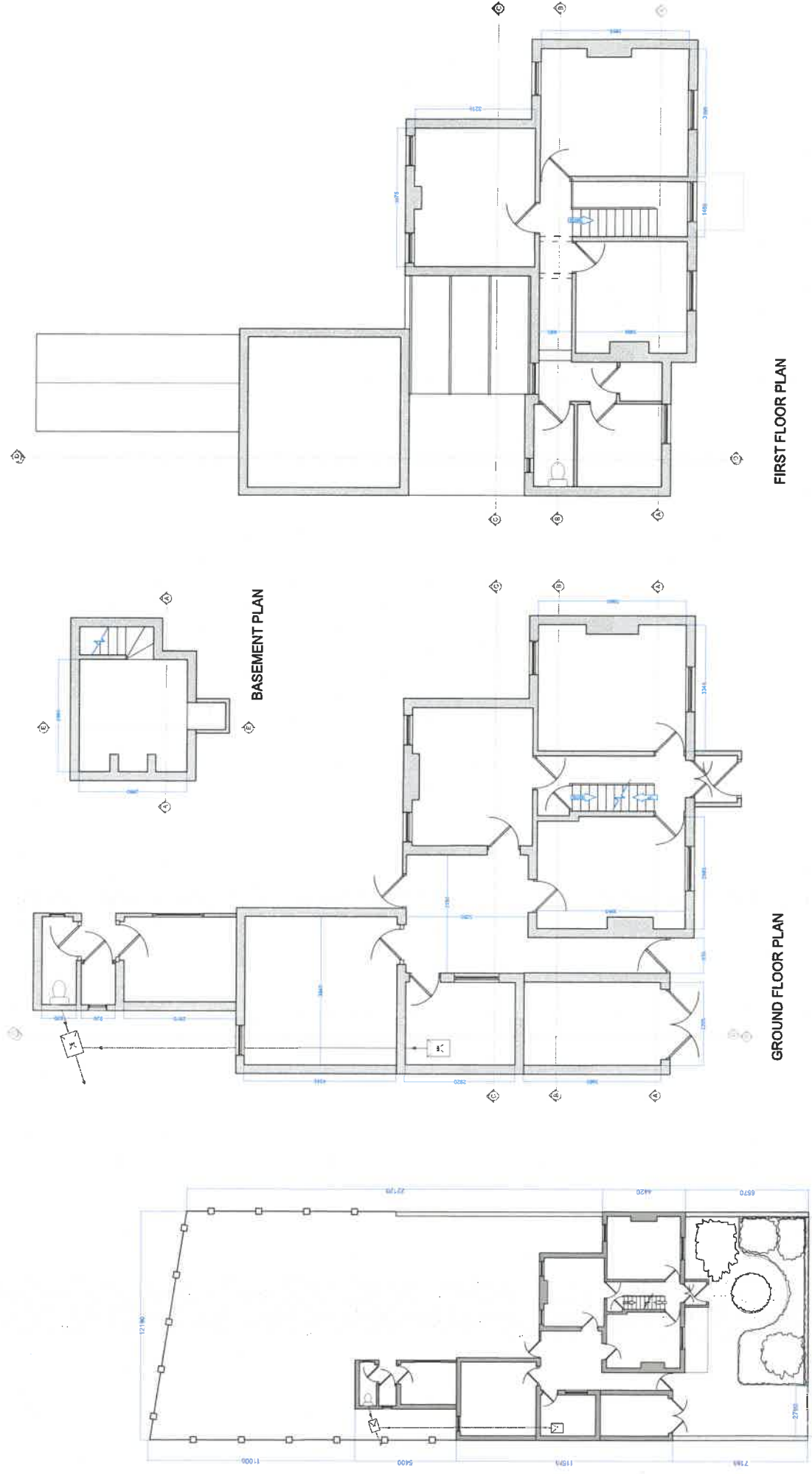


SOUTH ELEVATION



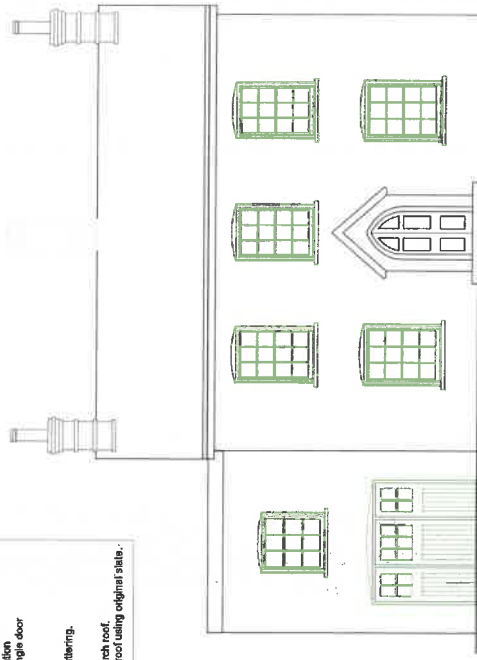
WEST ELEVATION

5. Exstg

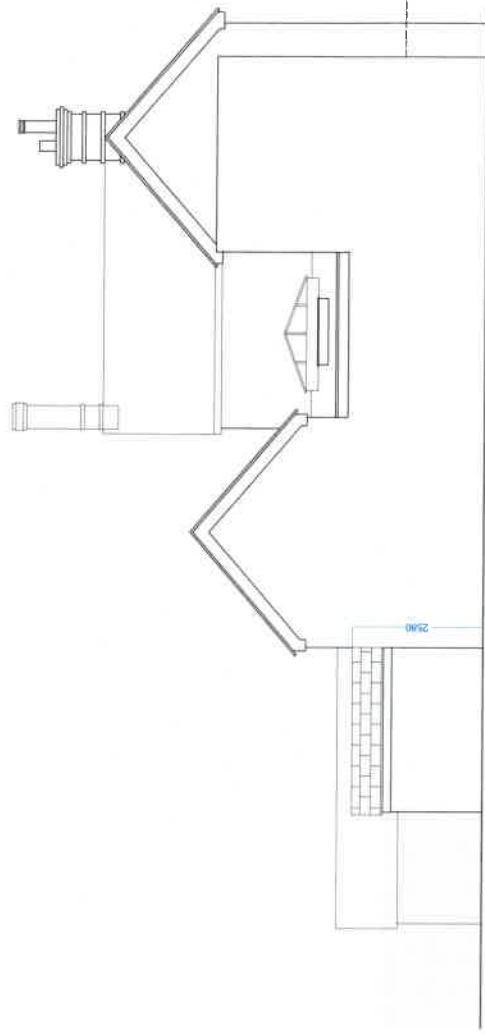


5. Proposed

FRONT ELEVATION:
Replace all existing rotten windows with new windows as per specification.
Rebuild arched door opening as per Structural Engineer's specification.
Replace garage doors and single door with new garage style doors.
ROOF:
Make good barge boards & guttering.
PORCH:
Remove existing slates on porch roof.
Repair woodwork and restate roof using original slates.

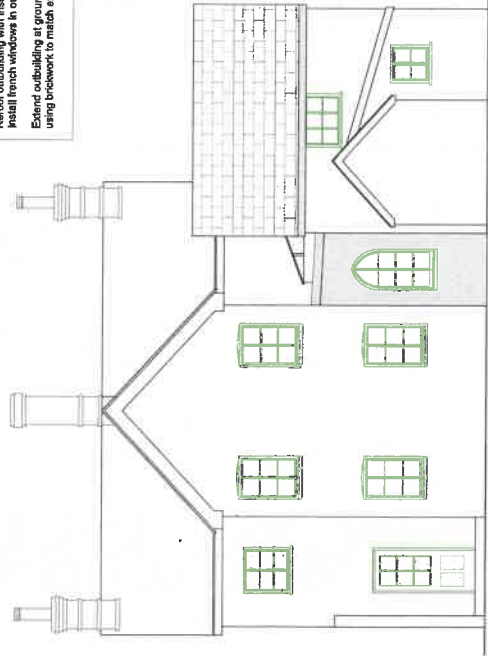


NORTH ELEVATION

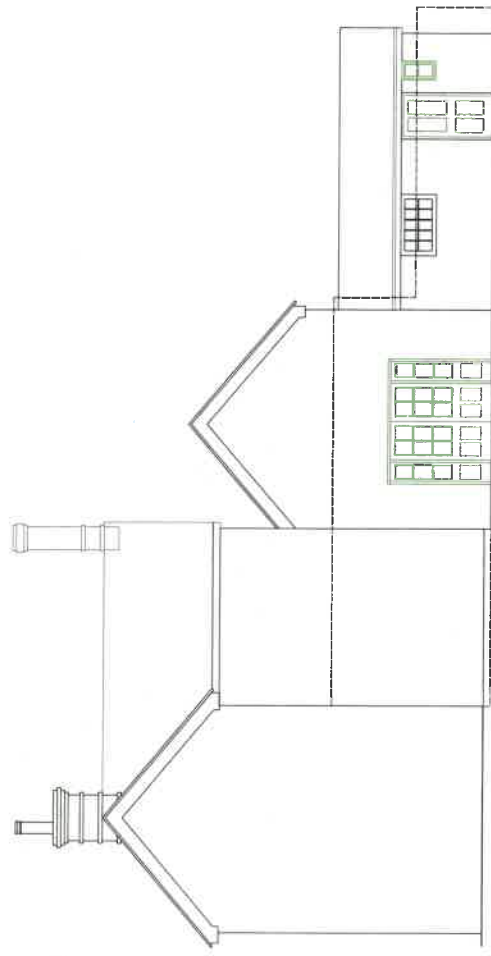


EAST ELEVATION

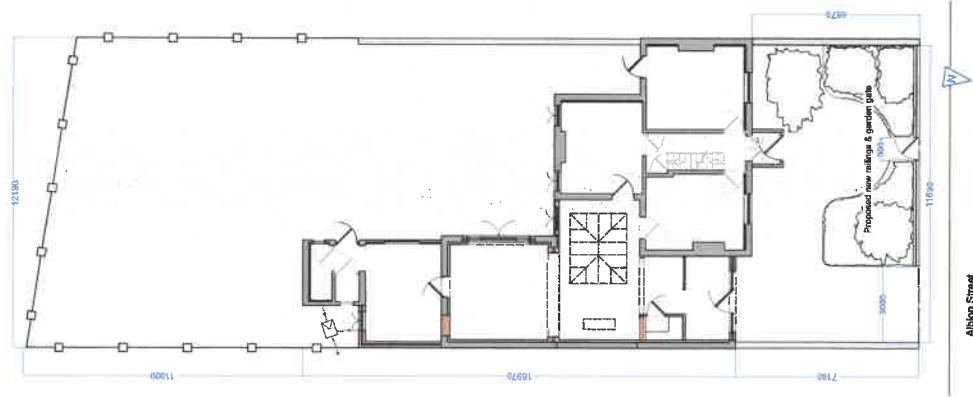
REAR ELEVATIONS:
Replace all windows with double glazed casement windows.
Increase height of existing window opening to create door into living room.
Replace existing polycarbonate roof over yard with new roof with lantern.
Replace existing wall & door with new wall & window.
Reroof outbuilding with insulation using existing pantiles.
Install french windows in outbuilding.
Extend outbuilding at ground floor level using brickwork to match existing & pantile or slate roof.



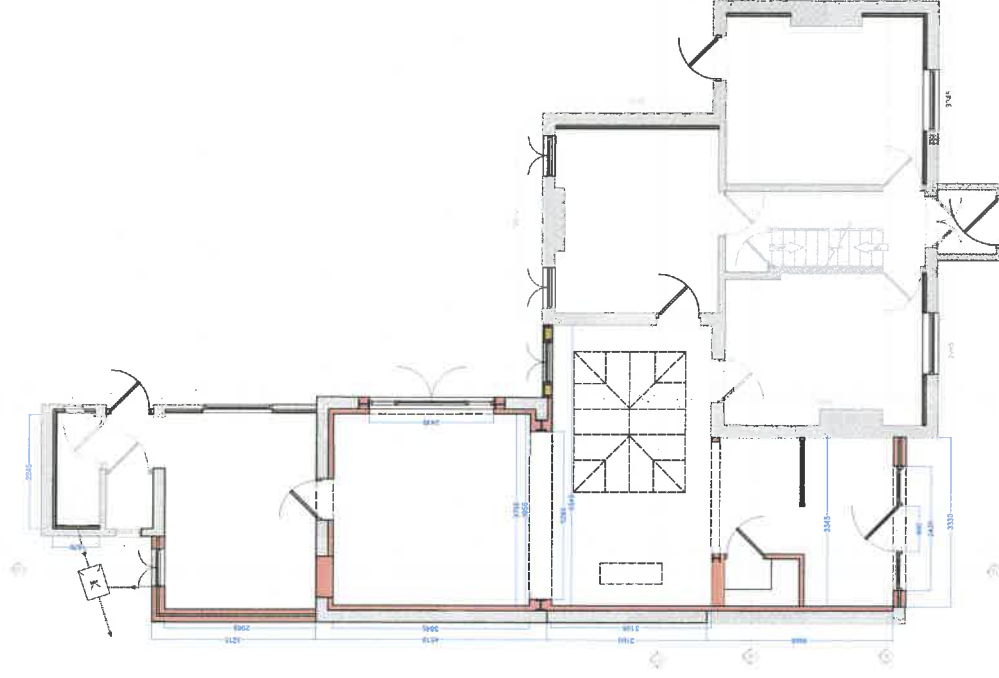
SOUTH ELEVATION



WEST ELEVATION



SITE PLAN 1/100



GROUND FLOOR PLAN



FIRST FLOOR PLAN

57 K 20 X 1

16, Albion Street, Saxmundham IP17 1BN - Location Plan



Plan Produced for: Amanda Hodgkinson

Date Produced: 20 Aug 2022

Plan Reference Number: TQRQM22232092438458

Scale: 1:1250 @ A4

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1) Item 7: Complaint in relation to planning consent on the Hopkins Estate.

From: Paul Kiff <plkiff@aol.com>

Sent: 30 August 2022 18:55

To: Karen Forster <townclerk@saxmundham-tc.gov.uk>

Subject: Infringement of planning consent

Dear Town Councillors

My wife and I were very happy with our 2020 move from Essex to the Hopkins estate on Church Hill

We thought it well designed with many sensitively located areas of incidental public open space

You can imagine how dismayed we were to find that more recent newcomer decided within a few weeks to appropriate an area of public open space adjacent to Church Hill and fence it off as part of his private garden

Like many of us he owned at least some of the land occupied by the public open space but we all accepted the constraints imposed by the planning consent granted to Hopkins

We have been even more dismayed by the resistance of the District Council to take enforcement action to ensure reinstatement of the public open space. After first trying to deny that the land was in fact public, they now claim it is not a material change of use which it most certainly is. It therefore sets a precedent which we are concerned may be emulated by other owners of such land to the detriment of the pleasantness of the estate and other locations

Therefore I am appealing to the Town Council to take this matter up on our behalf

Yours faithfully

Dr Paul Kiff

6, Yew Close

Saxmundham

IP17 1FS

