



BUNGAY TOWN COUNCIL
PLANNING, ENVIRONMENT & HIGHWAYS COMMITTEE
Bungay Town Council, 1a Broad Street, Bungay. NR35 1EE, 01986 894236

**Minutes of the Planning, Environment & Highways Committee held on
11th of May 2023, at 7.00 pm at the Riverside Centre, The Staithe, Bungay NR35 1BF.**

Members in Attendance:

Cllr Lodge (Chair), Cllr. Atterwill, Cllr. O'Neill, and Cllr Hindes, Karen Lodge, Sue Collins
Cllr Pearmain attended although not yet a formal member of the Committee.
Also, present Roz Barnett (Town Clerk), Antony Wilde (Assistant)

PE&H-01- 11/05/2023 Apologies for Absence:

None received.

PE&H-02- 11/05/2023 Declaration of Interest & Requests for Dispensations:

A non-pecuniary interest was declared by Sue Collins in relation to PE&H-05d.

PE&H-03- 11/05/2023 To approve the minutes outstanding - for consideration.

To approve the minutes of the Planning, Environment & Highways Committee, 9 March 2023.

RESOLVED: That the minutes of the Planning, Environment & Highways Committee Meeting of 13th of April were an accurate account, with the correction that one dog bin will be placed at each entrance to Annis Hill, was proposed by Cllr Atterwill, seconded by Cllr Hindes and unanimously approved.

PE&H-04-11/05/2023 Public Forum

One member of the public attended but did not raise any questions.

PE&H-05-11/05/2023 Planning Applications: *To consider the following planning applications:*

- a. [DC/23/1550/FUL | To demolish existing utility room and build a single storey extension | 49 St Johns Road Bungay Suffolk NR35 1DH \(eastsoffolk.gov.uk\)](#)

The Councillors are concerned about the addition of a step into the ground floor plan and this being contrary to the principles of Design for Life. Based upon this, a recommendation to refuse the Application has been made.

If the Applicant were able to rework the design to remove the step, or provide a compelling reason for why existing constraints necessitate the inclusion of a step within the design, the Application can be reviewed again and may be considered for approval.

The design of flat roofing was also considered; after debate, it was noted that the existing building includes flat roofing elements and the design reflects this.

RESOLVED: It was proposed by Cllr O'Neill, seconded by Cllr Hindes, and agreed by councillors with 2 abstentions, to recommend refusal of the Application due to concern that the design introduces a step into the ground floor plan.

- b. [DC/23/0813/FUL | Conversion of existing garages and former undertakers' premises to residential accommodation with on-site parking. | The House 12 Chaucer Street Bungay Suffolk NR35 1DT \(eastsuffolk.gov.uk\)](#)

The Councillors agreed that the Application can be approved on the basis that East Suffolk District Council and other Statutory Consultees seek confirmation from the Applicant on how all sewage-related matters will be successfully dealt with, and that the design is approved with the inclusion of Electric Vehicle (EV) charging points. Councillors welcomed town-centre developments of this kind.

RESOLVED: It was proposed by Cllr O'Neill, seconded by Cllr Hindes, and unanimously agreed by councillors to recommend approval of the Application on the basis that new drainage and sewage related matters are first clarified by the Applicant, and that Electric Vehicle (EV) charging points are provided as a condition of approval.

- c. [DC/23/1038/FUL | Side and Rear Extensions and internal alterations. | 26 Tower Mill Road Bungay Suffolk NR35 1RJ \(eastsuffolk.gov.uk\)](#)

RESOLVED: It was proposed by Cllr Hindes, seconded by Cllr O'Neill, and unanimously agreed by councillors to recommend approval of the Application.

- d. [DC/23/1813/TCA | Rear garden 1x Ash - Crown reduce and shape by up to 30%. Reason: the trunk on the left has become misshapen and now over-hangs the horse path between nos. 7 & 5 neighbours concerned if a limb fall, it may damage the listed brick wall around their premises. | 7 Outney Road Bungay Suffolk NR35 1DZ \(eastsuffolk.gov.uk\)](#)

The Councillors commented positively on the provision of Photographs to accompany the Application.

RESOLVED: It was proposed by Cllr O'Neill, seconded by Cllr Hindes, and unanimously agreed by councillors to recommend approval of the Application.

- e. To consider any late Planning Applications:

1. An Application for Number 5 Beccles Road was received (DC/23/1677/FUL).

RESOLVED: It was proposed by Cllr O'Neill, seconded by Cllr Hindes, and unanimously agreed by councillors to recommend referral back to East Suffolk, as the car port had

previously been withdrawn under advice from East Suffolk planners and the dropped kerb is a matter for Suffolk Highways.

2. East Suffolk District Council have returned to Bungay Town Council on previously considered Applications at 30 and 32 Outney Road, Bungay. Further information has been provided to the Town Council and assessed in the meantime. The Councillors maintain their concern for the proposed materials being out-of-keeping with the original building. If approved, the design and layout must prevent overlooking issues onto neighbouring land.

RESOLVED: It was proposed by Cllr Hindes, seconded by Cllr O’Neill, and agreed with 1 abstention to recommend approval of the Application, with the note made by Bungay Town Council to East Suffolk Planning Department, this is on the basis that all proposed materials are assessed by East Suffolk District Council to be in-keeping with the original building and that any potential over-looking issues are addressed and removed from the design.

PE&H -06-11/05/2023 Planning Decisions.

Councillors noted the Updated Planning list supplied by the Clerk.

PE&H -07-11/05/2023 To consider any Enforcement issues

The Committee discussed a new door and frame positioned on the King’s Head. The Councillors asked the Clerk to write to the owners and ask them about the door construction, and if this was a temporary measure for use during the works.

PE&H -08-11/05/2023 To receive an update on Annis Hill

a. To consider costs for access improvements.

Karen Lodge in consultation with Clerk has attempted to obtain 3 written quotes for works at Annis Hill but has only received one to date. An increase in the allotted budget was discussed to include for a kissing-gate. As there was evidence that efforts had been made to acquire quotes, it was agreed that Clerk could progress the project without securing the recommended 3 quotes.

RESOLVED: It was proposed by Cllr O’Neill, seconded by Cllr Atterwill, and unanimously agreed by councillors to increase the project budget to £3,500.00 for inclusion of the kissing-gate. It was also agreed for the Town Clerk and Karen Lodge to negotiate with the tenderers to obtain the cheapest quote so the project can be progressed as soon as possible, without securing 3 quotes.

PE&H -09-11/05/2023 To receive an update on Meadow Road and appropriate land for allotments

A meeting was held with the Town Trust and the Town Council are unable to obtain a larger area of land for allotments at the Meadow Road site. The area of land currently being costed by the project team is considered unlikely to provide much allotment space due to natural site constraints.

Alternative sites will be investigated: land at Flixton Road, Skinner’s Meadow, and other sites identified by councillors. Ideas were discussed to incorporate biodiversity elements adjacent to any new allotments.

RESOLVED: It was proposed by Cllr O’Neill, seconded by Cllr Hindes, and unanimously agreed for the Town Council to contact landowners, to enquire about obtaining suitable land for allotments.

PE&H -10-11/05/2023 To note and respond to any correspondence.

- a. The Committee reviewed the Environment Agency’s (EA) Wainford Mill Sluice proposal and the need to return comments to them. Suspected flawed data modelling was discussed, based on comparisons between actual river depth/ levels and the computer models being used by the Environment Agency. The Town Clerk will write to the District/ County Council and the Environment Agency with a copy to Peter Aldous, MP and pass on observations and comments made by Cllr. Hindes seeking clarification on the accuracy of the EA modelling. Cllr. Hindes asked for a new river level monitoring station to be requested in the correspondence.
- b. The Tin River was discussed in association with item 10 a. The Town Clerk will write to Suffolk County Council to enquire about maintenance. The last scheduled maintenance was in November 2022 and did not seem to have taken place. The Town Clerk suggested organising a follow-up with Suffolk and Waveney Trust.

PE&H -11-11/05/2023 Date of next meeting: 8th June 2023.

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Actions	Who	By When
Clerk/PO to arrange for mapping of sites with trees	Clerk/PO	March 2023
Write to King’s head about front door.	Clerk	May 2023
Write to SCC about the Tin River.	Clerk	May 2023
Contact landowners about allotments	Clerk	May 2023
Write ESC, SCC and EA about Wainford Mill Sluice and new river level monitoring station	Cllr Hindes Clerk	May 2023
Install bridge at Annis Hill	Clerk Karen Lodge	May/June 2023
ANPR Camera booked for Bridge Street	Clerk	Ongoing

Signed by Chair

Date