



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
13th of July 2023, at 7.00 pm at the Riverside Centre, The Staithe, Bungay NR35 IBF.**

Members in Attendance:

Cllr. Hindes (Deputy Chair), Cllr. O'Neill, Cllr. Pearmain, Cllr. Atterwill, Cllr. Severyn and Karen Lodge (Left after Annis Hill item).

Also, present Roz Barnett (Town Clerk), Antony Wilde (Assistant)

PE&H-01- 13/07/2023 Apologies for Absence:

Apologies were received from Cllr. Lodge (Chair).

PE&H-02- 13/07/2023 Declaration of Interest & Requests for Dispensations:

A pecuniary interest was declared by Cllr. Severyn in relation to PE&H-05e.

PE&H-03- 13/07/2023 To approve the minutes outstanding: for consideration:

To approve the minutes of the Planning, Environment & Highways Committee, 8 June 2023.

RESOLVED: That the minutes of the Planning, Environment & Highways Committee Meeting of 8th of June are an accurate account was proposed by Cllr. O'Neill, seconded by Cllr. Pearmain and unanimously approved.

PE&H-04- 13/07/2023 Public Forum:

A member of the public attended the meeting via zoom and did not wish to speak.

At this point in the meeting, Cllr. Hindes asked to suspend the standing order to bring forward Agenda item PE&H-08.

RESOLVED: Cllr. O'Neill proposed the suspension of the standing order, this was seconded by Cllr. Atterwill and unanimously approved.

PE&H -8- 13/07/2023 To receive a verbal update on Annis Hill and costs for tree works:

Karen Lodge provided a verbal update on Annis Hill.

- Annis Hill is now open.
- There is new netting along the side of the access bridge.
- New gates provide suitable entry for accessibility vehicles.

- Anti-dog-fouling notices are fixed in position.
- The Meadow is looking wonderful, the paths are mown, and the edges are verdant and are being kept as a buffer to encourage biodiversity.
- A lot of watering has taken place and the trees are no longer stressed.
- The Jubilee Tree requires a stake to ensure it stands up. Karen asked for a tree stake to be arranged by the Clerk's team.
- There is a planned 'soft' opening day on the 30th of July between 12 noon and 4pm. Karen Lodge would like to advertise this, with posters, potentially with one placed in the Library.
- On the day, people can bring picnics, drinking water will be provided.
- Cllr. Betts has offered use of the Town Council's gazebo for the opening event.
- The Town Recorder, Jane Vass, will be contacted to attend the event and photograph the day.
- Karen requested a blank health & safety assessment form from the Town Clerk to complete a risk assessment.
- Karen explained that a number of wildflowers have been observed at Annis Hill, including Orchids and the positioning of a community garden there is being re-assessed. Groundworks East have been put on hold for now. Karen asked if the Council would consider placing the planned community garden at the Wherry Road site where there would remain ample space for play areas. This was part of the original Annis Hill plan. A consultation would be required, and a Working Group could be formed if the idea is taken further.
- The Councillors then discussed the potential to connect a water supply to Annis Hill with a stopcock. A previous quote for this was obtained, and would need to be re-quoted for, if it is to be explored. A water source at Annis Hill could also serve allotments if these are introduced in the area.
- An IBC (plastic container with wire cage) has been donated and three benches have been offered.
- Next steps: access needs to be improved, and a workman has been contacted to come and have a look at the path.

Signed by Chair

Date

- This was noted by the Committee. Karen Lodge and the team, together with Cllr. Pearmain were thanked for their input.

PE&H-05- 13/07/2023 **Planning Applications:** To consider the following planning applications:

- a. [DC/23/2187/FUL | Replacement windows to front of property. | 10 Scales Street Bungay Suffolk NR35 1EA \(eastssuffolk.gov.uk\)](#)

The Committee discussed the preference for wood windows over uPVC.

RESOLVED: a recommendation for approval of Planning Application DC/23/2187/FUL was proposed by Cllr. Hindes, seconded by Cllr. Serveryn and agreed with 1 objection, with the accompanying comment that the recommendation is based on having wood-effect uPVC window frames as a minimum, and that the Council would prefer real wood frames to be used.

- b. [BA/2023/0253/TCAA | T1: Ash - Crown reduction/re-pollard from 12m to 8m. T2: Poplar - Reduce limbs over shed to 5m. T3: Hazel - Crown reduction from 7m to 3m. | Granary House Staithe Road Bungay Suffolk NR35 1EU \(broads-authority.gov.uk\)](#)

[BA/2023/0272/TCAA | T1: Ash - remove \(superseding proposal for T1: Ash on notification BA/2023/0253/TCAA\) | Granary House Staithe Road Bungay Suffolk NR35 1EU \(broads-authority.gov.uk\)](#)

This Application has been made in two parts, as the works planned to one of the trees was updated following a site visit by a Broads Authority Agent who found that the Ash tree is dead, and hence an updated Application was submitted for its removal.

RESOLVED: a recommendation for approval of Planning Applications BA/2023/0253/TCAA & BA/2023/0272/TCAA was proposed by Cllr. O'Neill, seconded by Cllr. Atterwill and unanimously agreed.

- c. [DC/23/2079/LBC | Listed Building Consent - Fire Protection upgrade works | Quiet Waters Flixton Road Bungay Suffolk NR35 1PD \(eastssuffolk.gov.uk\)](#)

The Application was discussed as a necessary upgrade to fire protection.

RESOLVED: a recommendation for approval of Planning Application DC/23/2079/LBC was proposed by Cllr. O'Neill, seconded by Cllr. Atterwill and unanimously agreed.

- d. [DC/23/2545/FUL Proposal: Construction of single storey rear extension and associated alterations. Site address: 14 Bridge Street, Bungay, Suffolk, NR35 1HD \(eastssuffolk.gov.uk\) & DC/23/2546/LBC \(eastssuffolk.gov.uk\)](#)

The Application was discussed and viewed to be an improvement of the existing building arrangement.

RESOLVED: a recommendation for approval of Planning Application DC/23/2545/FUL & Listed Building Application DC/23/2546/LBC was proposed by Cllr. O'Neill, seconded by Cllr. Hindes and unanimously agreed.

- e. [BA/2023/0270/TCAA | T1: Cherry - crown reduction of 3m | Land To Rear Of 43 Bridge Street Bungay Suffolk NR35 1HD \(broads-authority.gov.uk\)](#)

Cllr. Severyn left the meeting while Agenda Item 5e was discussed by the Committee, due to a pecuniary interest in the Application.

RESOLVED: a recommendation for approval of Planning Application BA/2023/0270/TCAA was proposed by Cllr. O'Neill, seconded by Cllr. Atterwill and unanimously agreed.

- f. [DC/23/2511/OUT | Outline Application \(with some matters reserved\) - Construction of 1No single storey, dwelling with off-street parking. Re-submission of DC/23/0033/OUT. | 110 Beccles Road Bungay Suffolk NR35 1JA \(east Suffolk.gov.uk\)](#)

The Application is for a new detached dwelling on Beccles Road and is a re-working of a previously refused scheme. The Councillors commented on the reduction in scope to 1 bedroom, improved vehicle turning space at the front and on-site sustainable drainage which were all viewed positively. The nature of the Outline Application was also discussed, and that aspects of the design would still have to be approved as part of a Reserved Matters Application.

RESOLVED: a recommendation for approval of Planning Application DC/23/2511/OUT was proposed by Cllr. Hindes, seconded by Cllr. Atterwill and unanimously agreed with the condition that: an energy efficient home is built with an EV charging point included, 'Building for Life' standards are adhered to and that the new dwelling is limited to 1 bedroom.

- g. To consider late Applications: **None received.**

PE&H-06- 13/07/2023 Planning Decisions:

To note East Suffolk Council's and the Broads Authority Planning decisions declared since the last meeting.

- The Town Clerk noted that the Library Planning Application is included in the Councillor's information pack, and that there have been no objections. Cllr. O'Neill

commented on cycle parking and would like to check what provision is included within the Application.

- The Town Clerk referred to the recently submitted Listed Building Application for the Town Hall. Should Councillors wish to make a comment on the submission, this should be done personally to East Suffolk District Council.

PE&H -07- 13/07/2023 To consider an updated report on enforcement issues that are outstanding:

A discussion was held on outstanding enforcement issues with two properties. There has been no further progress to report.

PE&H-9- 13/07/2023 To consider an update on traffic issues in the Town:

a)

A meeting was set up between Bungay Town Council and Suffolk County Highways for August the 28th and will now take place at a later date. The focus of the meeting will be for the Town Council to listen to their proposals and as a fact-finding session. A second meeting is being set up with District Councillors, and a Working Group will be formed following the two meetings to review feedback and discuss options.

b)

Cllr. Pearmain enquired about Speedwatch. The Town Clerk confirmed that there are enough volunteers now and the Council are waiting to be contacted with confirmation of a date. Cllr. Pearmain also asked about Lorrywatch. The Town Clerk has written to the organising body to try to re-establish this also and is waiting to hear back when the next meeting is.

c)

Cllr. Severyn provided an update on traffic issues on Bridge Street. A Bridge Street Action Group has been formed and they have their own traffic camera. The Action Group have been encouraged to contact East Suffolk Council via their website to inform them of traffic problems. Cllr. Severyn has written to the District Council and has received a reply with the offer of a meeting with Suffolk County Highways and Trading Standards. The Town Clerk asked Cllr. Severyn for a copy of the emails to add to the file of communications to and from the Clerk's office on the issue.

- The Committee discussed the 7.5 tonne weight limit on Bridge Street and which type of heavy vehicles are exempt from the limit, such as farm vehicles, construction vehicles and buses. If the 7.5 tonne weight limit in fact applies to the bridge structure itself, this would likely place the weight limitation on all vehicle types. The Committee agreed to investigate the weight limit and its application.

d)

The parking bay area at the Buttercross was discussed along with restrictions. Cars parking here frequently receive parking tickets and it has been noted by some of the Councillors that in the past this has had a negative impact on businesses, as often it was their customers receiving tickets.

- Signage for the bay is in the wrong place and is obscured. The Committee discussed the option to double-yellow-line the area alongside other ways to improve and define the bay. The Committee asked the Town Clerk to contact Suffolk County Council and alert them to Bungay Town Council's intention to improve the situation. The communication should be in the form of a list of recommendations in order of priority.
- The Town Clerk suggested it would be good to work alongside the County Council. The Committee discussed the potential use of and value of independent vehicle parking and traffic reports. Noted.
- A Working Group will take the matter forward. The Bungay Town Council Working Group includes Cllrs. O'Neill, Pearmain, Dawes, Lodge, Hinds. Cllr. Severyn asked to join the Group.

e)

Cllr. Pearmain raised the topic of speed limits at Annis Hill. The Town Clerk will enquire with County Councillor Judy Cloke. Cllr. Pearmain also pointed out that there is a faded CCTV sign on Trinity Street, next to the bus stop, which the Town Clerk agreed to look into and have replaced.

PE&H -10- 13/07/2023 To consider benefits and purchase of an ANPR camera:

The Committee discussed the use of data collected by ANPR cameras. The Town Clerk has been in contact with the local Police department and has been informed that the only way to collect vehicle data would be via the Police and currently they are not intending setting any more cameras up. Furthermore, the Police are not legally allowed to store any information gathered. The Councillors agreed to clarify this and have it confirmed by the Information Commission.

Cllr. Hinds explained that the cameras can collect 'soft' data such as vehicle type which can help form a picture of traffic and offenders.

RESOLVED: the purchase of an ANPR camera was proposed by Cllr. Hinds, seconded by Cllr. Severyn and unanimously agreed pending receipt of more details on data use and collection from the Information Commission, making contact and enquiring with other Towns and Parishes within the NALC network on how they operate their equipment and the creation of suitable policies within the Town Council for camera use and data use/ collection.

Once sufficient information is gathered on data collection and storage, the Committee agreed that the item should move to the Working Group to navigate through the details and form the correct policies. The purchase should then go to Full Council if the cost is over £5,000.

PE&H -11- 13/07/2023 To consider the purchase of a Thermal Imaging camera:

The Committee discussed acquiring a thermal Imaging camera for use by the Council and residents. This type of camera shows a colour display of heat loss on a building and can inform homeowners (and business owners) where energy saving measures/ repairs can be made. Some time ago, Cllr. Judy Cloke of Suffolk County Council provided Bungay Town Council with a camera, and it was found to be very useful.

RESOLVED: the decision to purchase a Thermal Imaging camera was made; proposed by Cllr. O'Neill, seconded by Cllr. Hindes and agreed with 1 abstention.

PE&H -12- 13/07/2023 To consider allotment proposals:

- a) Following appraisal, Meadow Road is considered too small to accommodate a suitable number of allotments, together with high set-up costs to bring in services.

RESOLVED: a proposal was made to contact the Town Trust and inform them of Bungay Town Council's decision not to proceed with acquiring the land at Meadow Road: proposed by Cllr. O'Neill, seconded by Cllr. Severyn and unanimously agreed.

- b) The Town Clerk confirmed letters enquiring about obtaining suitable land for allotments have been sent to Landowners.
- It was noted that there is a waiting list for allotments. Bungay is below national standards for allotment provision.
 - Cllr. O'Neill suggested looking outside of the Town on surrounding land.

- c) The Town Clerk welcomes any further ideas.

PE&H -13- 13/07/2023 To note and respond to any correspondence:

- a. A scheme called the 'Hedgehog Highway Project' was discussed; Committee Members were provided with details in the Councillor's information pack. The scheme encourages homeowners to create access routes for Hedgehogs between gardens. To take part in the project would cost £150 and project material could be distributed from Community @ Number 8a, Wingfield Street and Schools.

RESOLVED: Bungay Town Council agreed to take part in the Hedgehog Highway Project at a cost of £150 : proposed by Cllr. Pearmain, seconded by Cllr. O'Neill and approved with 1 abstention.

- b.** Cllr. Lodge has provided a report of sand being removed from Outney Common. This was noted by the Committee and can be reviewed when more information is received.
- c.** Environment Agency (EA) consultation on flooding: Cllr. Hindes explained that Bungay Town Council has requested an additional monitoring point. The EA has responded making reference to a CCTV camera. Cllr. Hindes will clarify that a CCTV camera is not required and instead, either a monitoring point at a different height is required or a camera which takes photographs (budget option).
- d.** The Committee noted receiving correspondence from a resident in Flixton regarding lorries.

PE&H -14- 13/07/2023 Date of next meeting:

Date of next meeting: Thursday 10th of August 2023.

Actions	Who	By When
Provide support stake for Jubilee Tree at Annis Hill	Clerk	July
Provide risk assessment form for Karen Lodge	Clerk	July
Provide copy of communications for Bridge Street traffic issues to Clerk's office	Cllr. Severyn	July
Investigate 7.5 tonne weight limit on Bridge Street	All	July onwards
Contact Suffolk County Council about parking issues at the Buttercross.	Clerk	July
Replace faded CCTV sign on Trinity Street	Clerk	July
Contact NALC and the Information Commission regarding the capture and use of ANPR camera data	All	July
Purchase Thermal Imaging camera	Clerk/ Cllr. Hindes	July onwards
Contact Town Trust confirming intention not to acquire land at Meadow Road.	Clerk	July
Join the Hedgehog Highway scheme	Clerk	July
Ask the library for feedback from the library public consultation.	Clerk	June
Contact East Suffolk District Councillors to discuss working together on traffic issues.	Clerk	June

Signed by Chair

Date

Arrange meeting with highways engineer and Suffolk County Councillor to request additional information supporting their traffic calming proposals and discussing the need for a round-about/ traffic control at the St John's Hill junction with the new estate.
Investigate ANPR locking and master key.

Clerk
Chair
Deputy
Chair and
Cllr Dawes

June/July

Cllr.
Hindes

June/ July

Write to East Suffolk District Council to obtain their transport plans and Pre-Application advice for Shipmeadow Solar Farm.

Clerk
June/July

Signed by Chair

Date