



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
8th of June 2023, at 7.00 pm at the Riverside Centre, The Staithe, Bungay NR35 IBF.**

Members in Attendance:

Cllr Lodge (Chair), Cllr Hindes (Deputy Chair), Cllr Blowers O'Neill, Cllr O'Neill, Cllr Pearmain
Cllr Crickmore and Sue Collins.

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

PE&H-01- 08/06/2023 To consider election of Chair:

The election of Chair for the Planning, Environment & Highways Committee was considered.

**RESOLVED: Cllr. Lodge was proposed as Chair by Cllr. Hindes, seconded by Cllr. O'Neill and
unanimously approved.**

PE&H-02- 08/06/2023 To Consider election of Deputy Chair:

The election of Deputy Chair for the Planning, Environment & Highways Committee was
considered.

**RESOLVED: Cllr. Hindes was proposed as Deputy Chair by Cllr. Lodge, seconded by Cllr.
O'Neill and unanimously approved.**

PE&H-03- 08/06/2023 Apologies for Absence:

Apologies were received from Cllr. Atterwill and Karen Lodge.

PE&H-04- 08/06/2023 Declaration of Interest & Requests for Dispensations:

A non-pecuniary interest was declared by Cllr. O'Neill in relation to PE&H-09.

PE&H-05- 08/06/2023 To approve the minutes outstanding: for consideration.

To approve the minutes of the Planning, Environment & Highways Committee, 11 May 2023.

**RESOLVED: That the minutes of the Planning, Environment & Highways Committee Meeting
of 11th of May are an accurate account was proposed by Cllr Hindes, seconded by Cllr O'Neill
and unanimously approved.**

PE&H-06- 08/06/2023 Public Forum

Cllrs. Dawes and Betts attended as non-committee members. At the commencement of the
meeting, Cllr. Dawes was invited by the Chair to read his prepared statement on traffic related

Signed by Chair 

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issues covered later in the meeting in PE&H -11. Cllr Dawes' statement is recorded in the appendix of these minutes.

One member of the public attended via zoom in relation to correspondence sent into the Town Council in PE&H -13 item(b).

PE&H-07- 08/06/2023 **Planning Applications:** *To consider the following planning applications:*

- a. [SCC/0033/23W Proposal: Replacement of existing foyer within library for larger entrance and storeroom. \(Suffolk County Council\).](#)

The Committee discussed the planned development at the Library being a good idea. Anticipated costs were considered, and reference was made to the Library's CIL funding application to East Suffolk Council. The Committee discussed the scope of the project and that Bungay Town Council has yet to see the results of a public consultation that was undertaken prior to plans being submitted.

RESOLVED: It was proposed by Cllr. O'Neill, seconded by Cllr. Hindes, and agreed unanimously to support approval of the Application with a request made to Suffolk County Council/ the Library to share feedback with Bungay Town Council from the public survey used to inform the scope of the project.

- b. To consider late applications:

[DC/23/2126/FUL | Construction of single storey rear extension | 19 Messenger Close Bungay Suffolk NR35 1PW \(eastsoffolk.gov.uk\)](#)

The Councillors agreed that the design submitted as part of the Application is acceptable through the use of matching materials, a pitched roof, low-impact design with sustainable drainage.

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

PE&H-08- 08/06/2023 **Planning Decisions:**

Councillors noted the updated Planning list supplied by the Town Clerk.

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PE&H -09- 08/06/2023 **To consider an updated report on enforcement issues that are outstanding:**

i) Councillors again noted the updated Planning list supplied by the Clerk that highlights Enforcement.

ii) The Town Clerk has received a complaint from a member of the public concerning the removal of a wall to the rear of the King's Head. The Clerk had reported this to East Suffolk Council.

PE&H -10- 08/06/2023 **To receive a verbal update on Annis Hill:**

Karen Lodge provided a written update for the Committee, as follows:

19/ 05/ 2023: Met with John Earl re: the bridge. Awaiting quote.

21/ 05/ 2023: 8 Volunteers cut back overgrowth on access path.

07/ 06/ 2023: Message received from Volunteer to say paths are cut and look good-concerned about wilting trees.

25/ 06/ 2023: Meeting arranged with Groundworks East re: bid.

Further to the report of wilting trees, the Committee mentioned there not being any water sources at the site, and that this may need to be looked into. Cllr. Hindes suggested one solution that could be considered would be to form a well, created using an auger, depending on the output of any further investigation.

PE&H-11- 08/06/2023 **To consider response to recent traffic issues in the Town:**

A recent traffic incident involving damage caused by a lorry in the Town, is the latest in a series of incidents, and continues to be a major concern for residents. The central issue is that the narrow, tightly woven streets of the Town Centre are not designed for large, heavy vehicles, and alongside damage to buildings, the safety of residents is being challenged. There are several related documents to PE&H-11 included in the Committee Member's information pack including a report containing a proposal to introduce an experimental traffic scheme in Bungay Town Centre, from Suffolk County Council.

The Committee Members discussed suggestions contained in the report, deciding that due to the significance of the issue and the requirement for more information, a Working Group within the Town Council is needed, together with a more detailed description from the County Council on how their recommendations have been formulated and on which data the proposals are based. This should enable the Town Council and District Council to enter into more in-depth discussion on potential solutions to successfully alleviate issues.

The Committee Members recommended also speaking to two District Councillors for Bungay at this stage to ask for support on the issue.

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RESOLVED: It was proposed by Cllr. Hindes, seconded by Cllr. O'Neill, and unanimously agreed to contact the two East Suffolk District Councillors for Bungay, to seek their input and support on the issue, and in parallel, to return to Suffolk County Council with a request for further information on how their proposals have been developed, with confirmation and supply of data that the proposals are based upon.

This should enable Bungay Town Council to review and comment on the County Council's proposals. The Working Group will then be formed by the Town Council. Members were asked if they knew of any professionals resident in the Town, such as Highways Planners, that may wish to get involved with a Working Group. Cllr Dawes and Cllr O'Neill expressed a wish to be part of the Working Group. This was noted by the Town Clerk.

Cllr. Pearmain mentioned that there is an official HGV/ lorry route available on the Suffolk County Council Website. This was noted by the Committee.

PE&H -12- 08/06/2023 To receive a verbal update on the deployment of the SIDS and ANPR cameras:

- Cllr. Hindes began with an introduction to the two solar powered units that have been installed on Beccles Road at the bottom of Watch House Hill, and on St John's down from the Swimming Pool corner.
- There is a new scheme being run by Suffolk County Council with ANPR cameras available for set periods, on an application basis. Bungay are applying for a camera on Broad Street.
- Cllr. Hindes asked the committee to consider the purchase of an ANPR camera that has number plate capture.
- Cllr. Hindes has access to a machine-learning engineer who has software where data can be collected and presented like the Place Informatics platform. This may be trialled with Bungay. Cllr. Hindes intends to present more information on the ANPR cameras at the next PE&H meeting.
- The Town Clerk confirmed there are 6 traffic camera sites approved with Suffolk County Council. The highways engineer said they would consider a possible 2 more sites.
- Further clarification on the Bridge Street Camera needs to be received from the County Council.

PE&H -13- 08/06/2023 To note and respond to any correspondence:

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- a. The Committee discussed the Planning Application that is forthcoming for Shipmeadow Solar Farm. A document is included in the Committee Member's information pack. Though the site of the Application is outside of Bungay Town Council's jurisdiction, there will likely be an effect on the Town. Traffic was discussed in relation to the planned works, particularly additional HGV's, which has already been spoken about as a concern by a local resident.

It was reported that the Applicant has discussed contributing to traffic calming and safety features.

The Town Clerk was asked by the Council to contact East Suffolk District Council to obtain their data for proposed transport plans. Cllr. Hindes asked the Town Clerk to request a full copy of the submitted Pre-Planning Application advice for the proposal.

- b. A traffic issue has been reported by a resident at St John's Hill. The resident is having trouble getting in and out of their driveway due to traffic volume. The Town Clerk has already responded to the resident confirming this is a County Council issue due to the nature of the complaint affecting Highways.

The Committee discussed the issue and considered it in relation to vehicular access serving the new CRIPPS housing development. A roundabout was proposed as part of the scheme, by the Bungay Neighbourhood Plan group, but this was ignored.

The Committee agreed to contact the Highways Department reminding them of the need for a roundabout/ traffic control. This will be done once data has been collected from the new SIDS cameras.

PE&H -14- 08/06/2023 **Date of next meeting: 8th June 2023.**

Date of next meeting: Thursday 13th July 2023.

Actions	Who	By When
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
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.	Clerk Chair Deputy Chair and Cllr Dawes	June/July
Investigate ANPR locking and master key.	Cllr. Hindes	June/ July

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Write to the County Council to enquire if this camera can be upgraded to include number plate capture. Clerk June

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 

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