



## 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  
10<sup>th</sup> August 2023, at 7.00 pm at the Riverside Centre, The Staithe, Bungay NR35 IBF.**

#### **Members in Attendance:**

Cllrs: Atterwill, Hindes (Deputy Chair), Ken Lodge (Chair), and Pearmain

Also, present Cllr Adams, Roz Barnett (Town Clerk), Tina Newby (Locum Clerk)  
One non-councillor member attended Karen Lodge.

#### **PE&H-01- 10/08/2023 Apologies for Absence:**

Apologies were received and noted from Cllrs: Betts, and O'Neill.

Cllr Severyn who had informed the Clerk she would be available for the first part of the meeting but was unable to login as the Zoom link appeared not be working.

#### **PE&H-02- 10/08/2023 Declaration of Interest & Requests for Dispensations:**

The Chair Cllr Lodge recorded a non-pecuniary interest in item 13b, as he lives near Tin River.

#### **PE&H-03- 10/08/2023 To approve the minutes outstanding: for consideration:**

The minutes of the Planning, Environment & Highways Committee, 13<sup>th</sup> July 2023, were approved as an accurate record.

The Clerk explained that there had been a statement appended to the minutes for July and August, and as this was not an official paper it should not have been appended to the minutes. The Committee agreed that the Clerk should remove the addendum from both sets of minutes.

**RESOLVED to agree the minutes and approve the removal of the appended statement. Proposed by Cllr Lodge and seconded by Cllr Hindes, unanimously approved.**

#### **PE&H-04- 10/08/2023 Public Forum:**

A statement from Cllr Adams was discussed regarding the Bungay sewage system problems PE&H-11

The resume is as follows:

The fluctuation in weather patterns and the substantial housing development that has been approved will have a significant impact on the water waste systems of the Town. The sewerage system, ~~vehicle waste~~ and waste water system appear not to have been updated and are therefore no longer fit for purpose. There was a concern that sewage capacity was not fit for purpose.

**RESOLVED: Cllr. Lodge proposed the suspension of the standing orders to move the items on the agenda, this was seconded by Cllr. Atterwill and unanimously approved. Items 11 and then 8 were discussed.**

#### **PE&H -11- 10/08/2023 To consider the capacity of the Bungay sewage station:**

The Committee discussed the sewage capacity issue for the town. It was suggested that the County Councillor and new District Councillors be alerted to the issues. The Clerk was asked to contact Anglian Water and request information on what the plans are for Bungay and if possible, arrange a meeting to discuss implications.

**PE&H -8- 10/08/2023 To receive a verbal update on Annis Hill Green**

Karen Lodge provided a verbal update on Annis Hill. She stated that the Informal opening of Annis Hill went well with the volunteers enjoying the event. Her idea to delay the formal opening of Annis Hill until the spring was supported by the Committee Members.

The Committee also liked the idea of moving the location of the Community Garden to the vehicle access entrance to avoid the impact on the orchids that are growing naturally on the site. Maintenance of the site is continuing with the volunteers doing a tremendous job of watering of the trees. The tree and path clearance were discussed and signage erection has been arranged with the environment and premises co-ordinator.

**Standing Orders was resumed to continue to item 5.**

**PE&H-05- 10/08/2023 Planning Applications:** To consider the following planning applications:

- a. DC/23/2630/FUL | Demolition of existing conservatory and replacement with a larger single-storey extension | 47 Mountbatten Road Bungay Suffolk NR35 1PP (eastsoffolk.gov.uk)

**RESOLVED: a recommendation for approval of Planning Application DC/23/2630/FUL was proposed by Cllr Hindes, seconded by Cllr. Atterwill and unanimously agreed.**

- b. DC/23/1348/FUL | Construction of a new dwelling | Trees Bungalow Hillside Road West Bungay Suffolk NR35 1PJ (eastsoffolk.gov.uk)

The Committee asked the Clerk to raise concerns about run off and potential flash flooding. They suggested that the planning officer urge that permeable surfaces are used wherever possible. The Committee also could not see the location of the mandatory EV charging point on the proposed plans.

**RESOLVED: a recommendation for approval of Planning Application DC/23/1348/Ful was proposed by Cllr Hindes, seconded by Cllr. Atterwill and agreed with one vote against.**

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

**PE&H-06- 10/08/2023 Planning Decisions:**

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

- a. 43 Bridge Street approved.
- b. Granary House, Staithe Road approved

The above were noted as tree work applications.

**PE&H -07- 10/08/2023 To consider an updated report on enforcement issues that are outstanding:**

The committee noted that there had been no breach of planning at 67 Southend Road.

One member mentioned the UPVC windows installed in the house in Staithe Road. **Action Cllr Hindes** address details to be provided to the Clerk.

**PE&H-9- 10/08/2023 To consider land management issues:**

- a. To agree process for developing specification for management of the Town Council land. Site inspections for the Town Council Land to be organised with Town Clerk, Land Management Officer and Cllr Pearmain. This sub-group will supply a paper for the Committee to consider on the revised specification for the East Suffolk vegetation management contract for 2024-2025

**Action Clerk** to obtain a 'Bungay land ownership' map from East Suffolk Council.

- b. To discuss quote for tree survey from East Suffolk Services. A quote has been received from East Suffolk Services of £1,050, which does not include Annis Hill and allotments. There was a suggestion that it would be a good idea to have a different company providing the tree survey for the town and others for the works.

It was also noted that Annis Hill path needs building up, and quotes will be required.

**PE&H -10- 10/08/2023 To consider update on traffic, transport, Highways issues in the Town:**

- a. To note that the lorry watch scheme pilot will commence in September. Noted.
- b. To note the police have approved Speed watch volunteers and we are awaiting dates for assessment of sites and training. Noted. There are 6 volunteers and training is booked for the end of August.
- c. To note that the solar speed watch signs have been mounted and the software is functional. The software problems are being rectified so the Council will have consistent comparable data sets. Investigations are underway to install Bluetooth to make the collection of data easier.
- d. To note that the grant for £6000 for dropped kerbs for Earsham street has been submitted. Noted *application.*
- e. To receive an update on the ANPR guidance from Information commissioner. The Committee noted the guidance provided by the Information Commissioners Office. The guidance stated that you can only collect data for a legitimate purpose.

The chair reported on the recent meeting with the highways engineer and the County Councillor to look at the proposals for changes to traffic flow in the town centre. There was some common ground, and the Town Council welcomed the idea of new lorry signage on the approach to the Town from Halesworth. The Clerk was asked to call a meeting of the traffic working group to discuss options going forward.

**PE&H -12- 10/08/2023 To consider allotment projects and issues:**

- a. To note and approve mid-term monitoring report for the Field to Fork program. The Committee noted the Field to Fork expenditure report and noted the spending against the grant.
- b. To receive a verbal report on the outcome of recent allotment inspections. The Clerk's office inspected the allotments and the association sent out 4 warning letters, and one allotment holder had their tenancy terminated.

**PE&H -13- 10/08/2023 To note and respond to any correspondence:**

- a. Update on sandpit on the Common. The Town Council has asked to see the management plan, to see if there is no sand extraction. The Clerk was advised by the chair of the Outney Common Owners that they would not release the management for the site. **Action Clerk** The Committees requested that the Clerk challenge this decision and also request the information from the rural payments agency.
- b. The Tin River and the clearance regime. The chair reported that residents have not seen any clearance work on site including last November. He will continue to monitor the situation carefully and report back to the committee.
- c. To consider new timetables and a proposal to give money to ESTA to provide printed bus timetables (41 and 99A). Some people need printed versions. **Action Cllr Lodge** to investigate whether they would a grant for printing. There is now a colour printer in the office and could print at 4p per copy. Cllr Atterwill agreed to pick up a copy of the timetable for the office.
- d. East Suffolk Response to the Shipmeadow Solar Farm. The size of the site has been reviewed and decreased. There is a questionnaire based on the new proposals. The pre-planning information was noted by the committee.
- e. Access road by swimming pool Cripps's response. The Town Council knows no details of any changes to the planning approval. **Action Town Clerk** to ask East Suffolk whether the bus route to the back of the school playing field has been abandoned.
- f. To consider response to the challenge to Neighbourhood plans. The support letter has already been sent to District Councillors Hammond and Speca. **Action Town Clerk** to respond in support of the neighbourhood plan framework and send the letter to MP Peter Aldous.
- g. Emergency road closure – Trinity and Flixton Road. This was an emergency road closure and, in this respect, highways don't have to complete the same notification procedures.
- h. Planning query for residential accommodation. This is about holiday accommodation in Mettingham which is not part of Bungay area, so councillors declined to comment.
- i. Buttercross parking query. No response needed.

**PE&H -14- 10/08/2023 Date of next meeting:**  
**Date of next meeting: Thursday 8<sup>th</sup> September 2023.**

**Meeting closed at 9pm**

**Actions**

Investigate 7.5 tonne weight limit on Bridge Street

Replace faded CCTV sign on Trinity Street

Purchase Thermal Imaging camera

**Who**

All

Clerk

Clerk/ Cllr.

Hindes

**By When**

July onwards

July

July onwards

Signed by Chair

PE&H Minutes



Date *14 September 2023*

Join the Hedgehog Highway scheme	Clerk	July
House in Staithe Road installing UPVC windows, is there planning application for this (07) 10/8/23	Clerk	August
Obtain Bungay land ownership map Map from ESC (09) 10/8/23	Clerk	August
Write to Rural Payment Agency direct regarding the sandpit on the Common (13a) 10/8/23	Clerk	August
Write to ESTA and ask if they would like a grant to print the bus timetables (13c)	Cllr Lodge	August
Write to East suffolk about for plans of the access road and the bus route (13e) 10/8/23	Clerk	August
Challenge Neighbourhood Plan, write to the <sup>Council</sup> resident and copy Peter Aldous (13f) 10/8/23	Clerk	August

