



**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  
9<sup>th</sup> November 2023, at 7.00 pm at the Riverside Centre, The Staithe, Bungay NR35 1BF.**

**Members in Attendance:**

Cllr Atterwill, Cllr Hindes, Cllr Lodge (Chair), Cllr. Pearmain, Cllr O'Neill, Cllr Severyn, and Karen Lodge.  
Also, present Roz Barnett (Town Clerk), Tina Newby (Locum Clerk).

**PE&H-01 - 09/11/2023 Apologies for Absence:**

None

**PE&H-02 - 09/11/2023 Declaration of Interest & Requests for Dispensations:**

The whole committee declared an interest in planning 5c and 5d. Cllr O'Neill declared an interest in 5b.

**PE&H-03-09/11/2023 To approve the minutes outstanding:**

Cllr Lodge noted that if you would like to protect trees from developers, you must have a Tree Protection Order put on them, this information was a report from a SALC meeting.

**PE&H-04 - 09/11/2023 Public Forum:**

No public were present.

There was a resolution to suspend standing orders for item 9 to be discussed.

**Proposed by Cllr Lodge and seconded by Cllr O'Neill. Unanimously agreed.**

**PE&H-09 – 09/11/2023 To receive a verbal update on Annis Hill and receive any recommendations:**

- a. Email Cllr Lodge sent to District Cllr Hammond regarding Annis Hill Green Garages.  
This was noted and the Committee agreed to pursue this area for carparking for Annis Hill Green.
- b. Letter regarding tree overgrowth on Annis Hill Green approach.  
Cllr Lodge will post letter to resident and Paul Jackson will be doing a tree works on the 23<sup>rd</sup> November 2023.

Karen Lodge reported that the group have been busy preparing for the Christmas Fayre, they have made some lovely things to raise funds. The money raised could go to benches and seating area.

There will be a themed monthly craft meeting and Karen intends to link with the new WI group. The Clerk agreed to send contact details.

More people need to be aware that this area exists. The current website does not have the Annis Hill Green on there, but the new one has a dedicated page. Karen to send information to the Clerk for the dedicated page.

The coronation tree planting day 3/12/23 will need to be changed, The Clerk to seek alternate date from Mayor. **Action Clerk** To chase the signs, these should have been erected by 31/10/23.

The dead crabs on site have been reported to ESC and they have reported it to RSPCA.

Cllr O'Neill offered 1 or 2 Horse Chestnuts, if they would like them. There was a suggestion to get Cllr Dawes with his drone and make aerial views of the area. This was considered a brilliant suggestion for the whole of the Town too.

Resume Standing orders.

Karen Lodge left the meeting.

PE&H-05- 09/11/2023 **Planning Applications:** To consider the following planning applications:

a	<p>SCC/0039/22W Buckland, Flixton, site inspection, connection with item 11e                  There was a suggestion that the decision was made before the site visit.                  TN reported that at the first planning meeting at County Council offices, they could not decide. They requested a site visit. This was done, a few days later the County Council planning committee recommended Approval. At both meetings County Cllr Cloke objected to the application. She will be trying to go through the Environmental route and overturn the approval. There is a concern of the traffic through Flixton/Bungay, and the Waveney River.  <b>RESOLVED: to support County Cllr Cloke in her environmental report. Proposed by Cllr Lodge and seconded by Cllr O'Neill.</b></p>
b	<p><a href="#">DC/23/4208/TCA   T1 - Eucalyptus - Pollard to 3.5m as tree becoming to large for the location and inhibiting the growth of other ornamental trees. T2 - Cherry - Reduce by 2m to improve shape and control size. Remove one low limb over lawn. T3 - Hazel - Reduce by 2m to control size.   6 Trinity Street Bungay Suffolk NR35 1EH</a>                  There is still no photos to support this application. Cllr O'Neill stated that it is his neighbours, you can only see 2 of the 3 trees in the application.  <b>RESOLVED: to recommend approval proposed by Cllr Hindes and seconded by Cllr Lodge agreed with one abstention.</b></p>
c	<p><a href="#">BA/2023/0400/LBC   Ground &amp; 1st floor rear extensions. Internal alterations to modern rear extension.   43 Bridge Street Bungay Suffolk NR35 1HD</a>                  Cllr Severyn left the room whilst 5c and 5d were being discussed. The extension to the rear will not affect the design, it was considered a big improvement.  <b>RESOLVED: to recommend approval. Proposed by Cllr Hindes and seconded by Cllr O'Neill, unanimously approved.</b></p>
d	<p><a href="#">BA/2023/0399/HOUSEH   Ground &amp; 1st floor rear extensions. Internal alterations to modern rear extension.   43 Bridge Street Bungay Suffolk NR35 1HD</a>  <b>RESOLVED: to recommend approval. Proposed by Cllr Hindes and seconded by Cllr O'Neill, unanimously approved.</b>                  Cllr Severyn returned to the meeting.</p>
e	<p>To consider any late applications</p>
	<p><a href="#">DC/23/4194/LBC   Listed Building Consent - Remove and replace existing window W1 at front of the cottage   Quiet Waters Flixton Road Bungay Suffolk NR35 1PD</a>                  A LBC normally comes with a FUL application. There is no sight of the FUL application.  <b>RESOLVED: to recommend approval. Proposed by Cllr Hindes and seconded by Cllr O'Neill. Unanimously agreed.</b></p>
	<p><a href="#">DC/23/4028/FUL   Installation of three externally mounted extractor fan ducts that exceed the level of the roof line. The extractor are to be used in relation to the printing works undertaken on the site.   3 Popson Street Bungay Suffolk NR35 1EB</a>                  This is a retrospective noise assessment for Clays.  <b>RESOLVED: to recommend approval. Proposed by Cllr O'Neill and seconded by Cllr Pearmain. Unanimously agreed.</b></p>

PE&H-06-09/11/2023- **Planning Decisions:**

Signed by Chair

Date

	<a href="#">Listed Building Consent - Remove and replace 6 windows and the French Doors - 61 - 63 Earsham Street Bungay Suffolk NR35 1AF</a> Application Permitted
	<a href="#">Installation of 3no. air conditioning AHU units externally of the community centre building. - Bungay Community Centre Old Grammar Lane Bungay Suffolk NR35 1PU</a> Application Permitted Correspondence received relating to the above, Community Centre

The above decisions were noted.

**PE&H-07-09/11/2023 – To consider update on traffic, transport, and Highways issues in the Town:**

- a. Bungay Town Council Submission to SCC re Lorry Route:  
The Clerk explained that this was historical information requested by councillors on the lorry consultation.
  
- b. Traffic Working Group 07/11/23.  
The Committee noted the traffic report from that had been added to the pack late after the traffic working group suggested some changes. Councillors to send ideas for the specification to the office. The suggestions should be focussed on outcomes and use the SMART principle. An example would be – That lorries exceeding the weight limit are reduced by 80% on Bridge Street by March 2024 by a concerted campaign of reporting through lorry watch.

Another meeting of the working group will be required before sharing the document with stake holders.

The Clerk clarified the situation with Lorry watch.

- The Lorry watch is for a 3-month trial.
- All registered volunteers have training.
- It is restricted to daylight hours.
- Photographs should not be taken due to health and safety and GDPR.
- Volunteers are issued with instructions about how to report and register the registration number correctly.
- All reporting for lorry watch should be reported to Guy Bradley who will report to trading standards.

**RESOLVED: That Cllr Hindes will be the nominated Town Councillor to liaise with stakeholders on traffic issues was proposed by Cllr Lodge and seconded by Cllr O’Neill and agreed.**

**PE&H-08-09/11/2023 – To consider an updated report on the enforcement issues that are outstanding:**

- a. Enforcement issues Suffolk County Council: gate has been replaced at 5 Beccles Road. **Action Clerk** to check with highways on the situation.  
No other enforcements.

**PE&H-09-09/11/2023 – To receive a verbal update on Annis Hill and receive any recommendations:**

This was discussed at the beginning of the meeting.

Signed by Chair

Date

**PE&H-10-09/11/2023- To consider land management issues:**

- a. Beccles Road Drains – Bungay Tin River, correspondence received.
- b. To receive a report on the current flooding:  
Cllr Lodge updated the Council on the clearing of Tin River. The environment agency have committed to clearing this year.  
The Town Council has established an emergency WhatsApp Group for managing the Town's response to flooding. There is a small supply of sandbags at the Town Hall.

**PE&H- 11- 09/11/2023 To note and respond to any correspondence:**

- a. Report from SALC Forum. Noted
- b. Manor Road Bungay email. Bungay gutters full of weeds **Action Cllrs** to take photos of the issue in Manor Road and report back to the Clerk.
- c. 20 mph speed limit email.  
**RESOLVED: It was agreed to join the 20's plenty campaign was proposed by Cllr Severyn, seconded by Cllr O'Neill and agreed with one abstention.** It was agreed that the clerk will sign up with Cllr Severyn's email address.
- d. Consultation of ESC Street Trading Policy email – The Town Council would like to keep with Street Licensing and the existing licensing system.
- e. Flixton Quarry: noted.
- f. Temporary pavement licence application email: Too late to respond due to timescales

**PE&H -12- 09/11/2023 Date of next meeting:**

Meeting closed 8.53pm.

**Date of next meeting: Thursday 14<sup>th</sup> December 2023.**