



BUNGAY TOWN COUNCIL

PLANNING, ENVIRONMENT & HIGHWAYS COMMITTEE

Bungay Town Council, 1a Broad Street, Bungay. NR35 1EE, 01986 894236

**Notes of the Planning, Environment & Highways Committee held on
10th October 2023, at 7.00 pm at the Town Hall Chambers, Bungay NR35 IEE.**

Members in Attendance:

Cllr Lodge (Chair), Cllr. Pearmain and Karen Lodge.

Also, present Roz Barnett (Town Clerk), Tina Newby (Locum Clerk).

PE&H-01 - 12/10/2023 Apologies for Absence:

Apologies were accepted for Cllrs: Atterwill, Hindes, O'Neill, Severyn.

Due to the fact that the meeting was not quorate. The meeting proceeded as advisory only. Planning, trees and budget will be discussed and ratified at the Full Council on 19th October 2023

PE&H-02 - 12/10/2023 Declaration of Interest & Requests for Dispensations:

Agenda item not covered.

PE&H-03-12/10/2023 To approve the minutes outstanding:

Agenda item not covered.

PE&H-04 - 12/10/2023 Public Forum:

No public were present.

PE&H-05- 12/10/2023 Planning Applications: To consider the following planning applications:

a	DC/23/2601/FUL To replace the present single ply corrugated polycarbonate roof to a rear conservatory (approx date 1980) with a triple ply flat polycarbonate roof 29 Upper Olland Street Bungay Suffolk NR35 1BE
b	DC/23/3323/LBC Listed Building Consent - To replace the existing single ply corrugated clear polycarbonate roof on a late 20th century lean to conservatory on the back of the late 20th century extension, supported on white painted wooden struts by a triple ply clear polycarbonate roof on white painted struts. 29 Upper Olland Street Bungay Suffolk NR35 1BE
c	DC/23/3728/TCA T1 - Reduce Birch Tree by 1-3m From 9m tall to 7-8m tall, and crown raise to 3m. T2 - Thin maple of end weight by 20%. 12 Castle Orchard Bungay Suffolk NR35 1DD
d	DC/23/3702/TEL Prior Notification - Replacement monopole, 3 no. new and 3 no. replacement antennas, and associated ancillary development. Existing Telecommunications Site Bungay Sewage Treatment Works Hillside Road East Bungay Suffolk NR35 1JX
e	DC/23/3648/LBC Listed Building Consent - Remove and replace dormer window W17 at rear of the cottage Quiet Waters Flixton Road Bungay Suffolk NR35 1PD
f	To consider any late applications
	DC/23/3855/FUL Loft Conversion with Dormers, Side Extension with "Wrap Around" 15 Beccles Road Bungay Suffolk NR35 1HS
	DC/22/3184/FUL Conversion of commercial building to 2no. residential properties 29 Lower Olland Street Bungay Suffolk NR35 1BY - This is an appeal to the Secretary of State, not a current application.
	BA/2023/0382/TCAA T1: Sycamore (<i>Acer Pseudoplatanus</i>) - height reduction to 7m and width reduction to 5m 38 Bridge Street Bungay Suffolk NR35 1HD (broads-authority.gov.uk)

Signed by Chair

Date

	DC/23/3899/TCA 1no. Silver birch (T1 on plan) – Fell Brae Cottage 9 Flixton Road Bungay Suffolk NR35 1HQ
--	--

All the above planning applications were discussed, and all would recommend approval to Full Council.

PE&H-06-12/10/2023- Planning Decisions:

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

The above decisions were noted.

PE&H-07-12/10/2023 – To review Annual Action Plan 23/24 and suggest priorities for 24/25:

- a. Budget for Annis Hill (including mow and rake), £1,000 for the event, £1000 for general maintenance and twice annual mow and rake. Funding will also be need for the capital project for the main gates, fencing pull in area (£12,000 required in addition to the £6,000 in reserves). The committee asked the clerk to allow for the Traffic Survey (£15,000) and 50% funding for Annis Hill speed limit sign of £800. The rest of the budget lines to be lifted by inflation.

PE&H-08-12/10/2023 – To consider update on traffic, and Highways issues in the Town:

- a. To record Traffic working group notes. *Not discussed*
- b. To consider recommendations from the Traffic Working Group. *Ongoing.*
- c. To discuss the extension of the speed limit to 30mph on Annis Hill. County Councillor Cloke was told this was going ahead, there is no need for TRO's just moving the sign.
- d. Routing of works traffic into Barsham site. *Not discussed.*
- e. To receive data report from SIDS and update of speed on lorry watch. *Not discussed.*
- f. UKSPF – High Street Improvement Grant – To consider expenditure on drop kerbs. It was noted that the budget is £6,000. **Pass to Full Council for approval.**
- g. To agree working group terms of reference. *Ongoing.*

The chair asked the clerk to call a working group meeting to discuss the traffic issues.

PE&H-09-12/10/2023 – To consider an updated report on the enforcement issues that are outstanding:

- a. Verbal update on Kings Head Pub – *Not discussed.*

PE&H-10-12/10/2023- To receive a verbal update on Annis Hill and receive any recommendations:

- a. To receive a verbal update on Annis Hill – There has been 2 people on the management committee resign and new volunteers are needed. The field has been cut and raked and the invoice is expected to be £180, and the contractor took the hay bales.
For next year the Committee should consider a 3-year contract for twice yearly mowing. Advice to be sought from Plant life.
The Annis Hill chair reported that for fundraising, volunteers are making items to sell, this is very low key until established.

Signed by Chair

Date

Karen offered to source the memorial Oak, in addition to the two trees that will need replacing. The group will be working towards the opening day on 6/5/24. Cllr Pearman offered to track down an address for the Clerk.

- b. To discuss and agree the quote for Annis Hill Green signage. *Ongoing*
- c. To discuss tree encroachment over Annis Hill site. *Ongoing*

PE&H-11-12/10/2023- To consider land management issues:

- a. Beccles Road Drains – Bungay Tin River, correspondence received.
- b. To consider quotes for tree surveys. Consider a tree warden and pay an Honorarium, job specification under environmental. This fits into the Town Plan.
- c. Consider tender document. 7 quotes received. Norfolk Trees are very good and the lowest quote. However, Oakfield survey quote is £1,500 consisting of 1200 annual survey and £300 for a computerised map of the trees.

The Committee agreed to recommend the Oakfield s they provided a mapping service.

PE&H- 12- 12/10/2023 To note and respond to any correspondence:

- a. BTC Support for Climate and Ecology Bill
- b. Letter to Environment Agency (this is the same as 11a)
- c. Promotion of Slow Project – carry forward to next meeting.
- d. Royal Mail collection times.
- e. Suffolk Preservation Society – DC/23/3133/FUL, eco home, Willow Fen Castle Lane.
- f. Community Speed watch article.

To be considered at a future meeting

PE&H -12- 12/10/2023 Date of next meeting:

Meeting closed 8.17pm.

Date of next meeting: Thursday 9th November 2023.