



BUNGAY TOWN COUNCIL

PLANNING, ENVIRONMENT AND HIGHWAYS COMMITTEE

Minutes of the Planning, Environment & Highways Committee

Thursday, 14th August 2025 at 7:00pm

At the Riverside Centre, The Staithe, Bungay NR35 1BF

Chair: Ken Lodge

Clerk: Julie Bird

Present:

Cllrs: Atterwill, Pearmain, O'Neill, Lodge, Laurence,

Also in attendance: Julie Bird (Town Clerk)

Public Forum:

- One member of public in attendance who spoke regarding Item 14b pertaining to waste collection and parking in Quaves Lane. The committee listened and thanked MOP. *

PE&H-1-14/08/2025 Apologies for Absence:

- Apologies received from Cllr Carlile.

PE&H-2-14/08/2025 Declarations of Interest & Requests for Dispensations:

- None declared at this stage

PE&H-3-14/08/2025 To approve the minutes outstanding – for consideration:

- Minutes of 10th July 2025:

RESOLVED: Proposed Cllr O'Neill, seconded Cllr Lodge– Unanimously **agreed**.

PE&H-4-14/08/2025 To consider and note Annis Hill Green updates:

a. Terms of Reference for AHG Working Group:

RESOLVED -Proposal to accept amended Terms of reference, Proposed Cllr O'Neill, seconded Cllr Lodge – Unanimously **agreed**.

b. AHG response to concerns raised by resident:

- **NOTED**

c. Information board for AHG:

- **NOTED**

PE&H-5-14/08/2025 To consider and if agreed to approve the co-option of new councillor Richard Laurence to the committee:

RESOLVED: Proposed Cllr Lodge, seconded Cllr O'Neill – Unanimously **agreed**.

PE&H-6-14/08/2025 Planning Applications:

a. DC/25/2720/TCA – 1 Laburnum Road

- **RESOLVED:** Recommended Approval – Proposed Cllr Lodge, seconded Cllr Atterwill Unanimously agreed.

b. BA/2025/0181/LBC – Bridge House, 34 Bridge Street

- **RESOLVED:** Recommended Approval – Proposed Cllr Pearmain, seconded Cllr Atterwill– Unanimously agreed.

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PROPOSAL to suspend standing orders and reorder agenda to allow discussion of item 14b as presented by MOP. Standing Orders to be suspended -Proposed by Cllr O'Neill, Seconded Cllr Lodge Unanimously **agreed**

Information received regarding the parking issues that has led to the lack of waste service collection in Quaves Lane and the difficulties that this brings to residents in terms of sanitary conditions and environmental health. Councillors discussed a variety of options that might assist, and the costs entailed, including a parking restrictions sign applying to the collection days .

- **RESOLVED:** Proposal for Clerk to contact SCC and ESC and request that this matter is addressed. Proposed Cllr Lodge, seconded Cllr O'Neill. Unanimously **agreed**

• **RESOLVED:** Proposal for Clerk to contact Waveney Waste Collection services and request an emergency collection. Proposed by Cllr O'Neill, Seconded Cllr Lodge
Unanimously **agreed**

PROPOSAL to resume standing orders -Proposed Cllr Lodge, seconded by Cllr O'Neill
Unanimously **agreed**

c. DC/25/2808/TCA – Keepers Cottage, Castle Orchard

• **RESOLVED:** Recommended Approval – Proposed Cllr O'Neill, seconded Cllr Atterwill –
Unanimously **agreed**. Comment to be noted, the application was of very poor quality

d. DC/25/2888/LBC – St Marys House, 52–54 Earsham Street

The committee had some concerns about the maintenance and toilet facilities of this listed property but noted that they were glad to see that it was being renovated

• **RESOLVED:** Recommended Approval – Proposed Cllr Pearmain, seconded Cllr O'Neill – Unanimously **agreed**.

e. Late Applications:

• None received.

PE&H-7-14/08/2025 Planning Decisions (to note):

a. DC/25/2099/TCA – 59 Lower Olland Street

• No objections – **NOTED**.

b. DC/23/1348/FUL (Amendment) – Trees Bungalow

• Permitted – **NOTED**.

c. DC/22/3727/FUL – 3 Fairfield Road

• Permitted – **NOTED**.

d. 28 Beccles Road – Vehicular Access

• Permitted – **NOTED**.

e. Lowlands Farm – Dairy House – T1 Oak

• Permitted – **NOTED**.

f. Stanley Cottage – 1 Boyscott Lane – T1 Cedar

• No objections – **NOTED**.

PE&H-8-14/08/2025 Updates on Enforcement Issues:

a. On the corner Beccles Rd/Kents Lane. Discussion and consideration that all trees that have died should be replaced and this has not been done

b. 44 Beccles Road. Site visit following BTC enquiry resulting in planning application enforcement **NOTED**

c. **Kents Lane.** Committee suggest sending the photo evidence and concern to ESC highlighting concerns regarding water runoff at property with no drain evident.

d. **Three Tuns.** The appearance of plastic window frames to the rear of the property were investigated by ESC and found to not be the case. It appears that the windows are further along the block and belong to another property.

RESOLVED: To recommend Items 8a,8c & 8d are sent to Enforcement for investigation with BTC concerns– Proposed Cllr Pearmain, seconded Cllr Lodge – Unanimously **agreed**.

PE&H-9-14/08/2025 Report from East Suffolk District Council Planning Forum:

- **NOTED.** To be included in Full Council agenda September 2025

PE&H-10-14/08/2025 Planning Document Consultation and Response:

- Discussion around the consultation closing date and best actions to take in order for councillors to contribute. • **RESOLVED:** Recommended Clerk circulates to all councillors and suggests individual responses – Proposed Cllr O'Neill, seconded Cllr Atterwill – Unanimously **agreed**.

PE&H-11-14/08/2025 Highways:

a. **Traffic Working Group – Amendments to Terms of Reference:**

Terms of reference to be amended to read **Membership** .7 The Working Group should consist of a minimum of 5 residents of the Town, of which at least 3 should be Town Councillors, up to a maximum of 8 persons in total

RESOLVED: Amendments approved, and Terms of reference adopted. Proposed Cllr O'Neill, seconded Cllr Atterwill – Unanimously **agreed**.

RESOLVED: Proposal to reconvene TWG as per Terms of Reference and initiate poll to schedule meeting. Proposed Cllr Pearmain, seconded Cllr Laurence – Unanimously **agreed**.

b. **Data Report.** Suggestion that Guy could provide a narrative summarised version of this to help people understand what the data means. Agreement that this is a public document and that Cllr Pearmain is free to share it with interested parties. **NOTED ACTION** Suggestion that Guy would include Lorrywatch on first Traffic Working group

agenda. **NOTED ACTION.** 11b Suggestion that the office could research what had happened to the Lorry redirection sign between the two roundabouts leading to Clays/Broad St and that actions could be taken to investigate cutting back the overhanging tree obscuring the sign in Broad Street. **NOTED ACTION**

PE&H-12-14/08/2025 Allotments:

a. Amendment to lit fires clause in allotment agreement:

- **NOTED** – Rewording to clarify fire usage was agreed for inclusion in revised agreement.
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PE&H-13-14/08/2025 Trees:

a. Annual Tree Inspection – Quotes:

- **RESOLVED** Quotes considered and compared, third quote was requested from various organisations but with no response. Proposed to accept quote 2 and engage the service with delegated financial responsibility of PEH committee. Proposed Cllr Pearmain, seconded Cllr Atterwill, 4 in favour and 1 abstention. **Agreed.**

b. Appointment of Bungay Town Council Tree Warden:

- Discussion that Full Council could be presented with the benefits of the tree warden scheme. Clerk to contact The Tree Council and arrange with Cllr Adams. **NOTED ACTION**
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PE&H-14-14/08/2025 Correspondence:

14a Discussion around the removal of the bollards and the frustration system involved for residents, to discuss this at the TWG. **NOTED ACTION**

14b **NOTED**

14c **NOTED**

14d Revisions have been accepted **NOTED**

14e Clerk to contact Beccles Council and raise concerns about Fly posting of promotion for their events. **NOTED ACTION**

PE&H-15-14/08/2025 Date of Next Meeting:

- **Next meeting scheduled for Thursday, 11th September 2025 at 7:00pm**

Meeting closed at: 20:39