



**To all members on the Planning Committee**  
**You are hereby summoned to attend a meeting of Southwold**  
**Town Council Planning Committee to be held at the **Town Hall****  
**on **Monday 6<sup>th</sup> December 2021 at 6pm** for the purpose of**  
***transacting the following business.***

Signed *L. J. Beard*

Dated 30<sup>th</sup> November 2021

This meeting is being held in person in order to comply with the Local Government Act 1972.

### **AGENDA**

1. **Apologies:** To receive apologies for absence.
2. **Declarations of interest:**
  - a) To receive any declarations of Personal Interest regarding the agenda.
  - b) To receive any declarations of Pecuniary Interest regarding the agenda.
  - c) To receive any request for dispensations regarding the agenda.
  - d) To receive details of any lobbying to members.
3. **To receive and approve Minutes of meeting held on Tuesday 16<sup>th</sup> November 2021.**
4. **To receive comments from the public on matters on the agenda** (*each will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes*).
5. **Planning Matters:**
  - (a) To determine the Town Council response to the following applications:  
*See attached for details of applications.*
  - (b) ESC decisions and applications to ESC Committee.
  - (c) Any new Planning Inspectorate Appeals Lodged?
  - (d) Other planning matters:
    - i) Conservation Area Appraisal – meeting 23rd November 2021.
6. **Date of next Planning and Development Committee Meeting:** TBC – suggested date 14<sup>th</sup> December 2021 at 6pm prior to Town Council at 7.30pm).

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Planning and Development Committee held in the Council Chamber. at the Town Hall, Southwold on Tuesday 16<sup>th</sup> November 2021 at 6.30pm.**

PRESENT: Councillor  
“ S Flunder  
“ P Goldsmith  
“ R Temple  
“ W Windell

Also, present: Cllr Jeans and 2 members of the public on Zoom, and the Town Clerk and one member of public at the Town Hall.

### BUSINESS

1. **Apologies:** To receive apologies for absence. Apologies were received from Cllr Sutton.
2. **Declarations of interest:**
  - a) *To receive any declarations of Personal Interest regarding the agenda.*  
Cllr Temple and Cllr Sutton declared a Personal Interest in Agenda item 5(a) Planning application regarding Constitutional Club.
  - b) *To receive any declarations of Pecuniary Interest regarding the agenda.*  
Nil.
  - c) *To receive any request for dispensations regarding the agenda.* Nil
  - d) *To receive details of any lobbying to members.* Nil.
3. **To receive and approve Minutes of meeting held on Tuesday 2<sup>nd</sup> November 2021.**  
**It was noted that Cllr Goldsmith had attended, whilst Cllr Temple was absent. It was proposed, seconded and agreed to take the Minutes of Tuesday 16<sup>th</sup> November 2021 as read subject to this one amendment. All agreed.**
4. **To receive comments from the public on matters on the agenda** *(each will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes.*  
There were no members of the public present.  
Written representations from the public had been circulated and received by Councillors prior to the meeting.

*Re DC/21/4797/FUL.* Cllr Jeans explained that the previous application was withdrawn as ESC had not considered it satisfactory. This application is for 39 pitches rather than for 46 pitches as in original application. STC had objected to the original planning application as it was not clear what was being requested and STC had concerns regarding its use within an AONB, and concerns re footpath use, and about protecting the wildlife area close by. Cllr Jeans explained the background to the new application and what the changes appear to be, and the need to consider whether the application has addressed the issues of previous concern. Cllr Jeans advised that in the last reply from STC it was said that the applicant should be working with Suffolk Wildlife Trust on the application – and that perhaps this ought to be suggested to the applicant on this occasion too.

*2 Dunwich Road.* Architect has listened to the requests from the Pre-application visit. But wants to create a parking space and rubbish bin area out the front.

DC/21/4882/FUL – Landscape design to front garden area, being mainly paving, 24 Fieldstile Road. Cllr Jeans advised that there is a policy in Neighbourhood Plan re parking in front garden – loss of garden space. Does not improve or enhance Conservation Area – and that these are policies on which to refuse if so required.

DC/21/4971/FUL – 23 Ferry Road. Cllr Jeans advised that the previous application was refused. This one has been to Pre-app. Cllr Jeans explained present materials and proposed materials.

5. **Planning Matters:**

(a) To determine the Town Council response to the following applications:

*See attached for details of applications.*

(i) DC/21/4797/FUL – Change of use of agricultural field to 30 pitch campsite (no caravans, no hardstanding), siting of 9 timber glamping pods and repair and renovation of existing agricultural barn to provide washroom, bike store, wash-up and campsite reception and shop facilities, Broadside Park Farm, Lowestoft Road, Reydon.

Cllr Flunder advised that there were concerns regarding the location and what can be seen as it is in AONB, together with concerns regarding access to the site.

Cllr Flunder also queried whether there is there sufficient parking area - and that having seen a report from a member of the public there would appear to be some risk to flora and fauna. However, it was acknowledged that the site would provide somewhere for people to stay and enjoy the local area, and that farm owners need to diversify their income streams.

Cllr Temple expressed concern regarding the location being within an AONB.

Cllr Goldsmith suggested that it is in the wrong place as it is in AONB. There are not enough parking spaces as there could be up to 80 cars on the area and that there is wildlife, flora, fauna concerns regarding it being within an AONB. Concerns were also expressed regarding the amount of people who potentially will be using the footpath which is within a sensitive farm area.

Cllr Windell advised that there is mention of mobile homes on the site within the application.

Natural England, as statutory consultee, have advised that they need further information before they will consider approval.

Suffolk Preservation Society have not yet responded. Town Clerk to request a copy of their response.

It was suggested that an alternative plan be requested by the applicant, working with Suffolk Wildlife Trust.

Discussion took place regarding this proposal.

**On the proposal of Cllr Goldsmith., seconded by Cllr Flunder, it was agreed by all to refuse the application as it stands, but that it be requested that the applicant works with Suffolk Wildlife Trust/Natural England and LPA about ways in which to improve the application. All agreed - unanimous.**

(ii) DC/21/4674/FUL – Construction of a single space Garden room, Ferndale Cottage, 1 High Street

**No objection. All agreed.**

(iii) DC/21/4809/FUL – Conversion, alteration and change of use of building (B8) to form a single dwelling (C3), 2 Dunwich Road.

Cllr Goldsmith advised that there are sympathetic changes and was pleased that the architect has listened – with no drastic alteration to the appearance but it will improve

the street scene. It would seem that the owner will want to do long-term letting of the one-bedroom property.

**It was agreed by all to Approve the application. Subsequent to the meeting it was agreed by all to ask that a principal residence clause be placed on the property as per the Policy in the Southwold Neighbourhood Plan.**

*(iv) DC/21/4882/FUL – Landscape design to front garden area, being mainly paving, 24 Fieldstile Road.*

**Discussion about whether there is a garage. No – only on street parking. However, there is room to park a car by front door and keep the grass area as had been the case with previous owners. The application is not improving the Conservation Area. Refusal of application agreed by all.**

*(v) DC/21/4841/FUL – The Constitutional Club seeks to make improvements to its tired & awkward entrance. The proposal is to make wheelchair access a little easier by centralising the entrance at the end of the courtyard, to modernise the appearance of the main entrance to the building & to create a small waterproof canopy in order to provide a small degree of shelter outside the main entrance door. The Club lies within Southwold's Old Town Conservation area and is seeking to make the improvements in a subtle way, so as not to be detrimental to the Conservation Area. The existing entrance is ugly & disjointed & the club seeks to present a more welcoming entrance when guests are arriving. There are no proposed changes to the footprint of the building. Other than the entrance door, the only other proposed change is the replacement of a ugly white painted flush door to the club hall (marked A on the enclosed plans). This door will be replaced with a glazed door to the same pattern as the main front entrance door to give some continuity, Southwold, Reydon & District Conservative Club, Woodleys Yard.*

**Discussion – will improve wheelchair access. It was agreed by all to Approve the application.**

*(vi) DC/21/4971/FUL – To demolish a single-storey side addition and replace this with a new single-storey side entrance, a two-storey rear extension, and internal alterations. Erect a single detached garage to the side and upgrade the boundary fence, 23 Ferry Road.*

**Locally listed property. The application is causing a loss of symmetry. Altering a locally listed building adversely. It was agreed that there is a need to keep it symmetrical and that it needs to be sympathetic to the area. It was suggested that the side extension be removed from the application in order to retain symmetry but that the rear proposal would be appropriate as this keeps the symmetrical look. It was agreed by all that the application as is be refused, but that the applicant be asked to consider options to retain symmetry for the Locally Listed property. External materials to also be considered, to ensure that it is not considered to be a grey mass.**

*(vii) DC/21/4926/TCA – Ash – Pollard to main union & Fig – Reshape from driveway and property. Conifer, Pine & Beech – Fell to ground level. Reason for works – property is completely shrouded by trees and shrubs to the extent where accessing drive is not possible. Trees in for removal are of poor quality and offer no amenity value. Manor Lodge, Woodleys Yard. It was requested that the tree be replaced (in line with climate objectives).*

- (b) ESC decisions and applications to ESC Committee. Noted.
  - (c) Any new Planning Inspectorate Appeals Lodged? Nil.
  - (d) Other planning matters:
    - i) Conservation Area Appraisal – meeting 23rd November 2021 – apologies from Cllrs Temple and Flunder. It was noted that James Darwin and Paul Bradley are part of the Conservation Area Appraisal team.
    - ii) Housing Needs Survey. Noted.
    - iii) National Model Design Code. Has been included in the Neighbourhood Plan.
6. **Date of next Planning and Development Committee Meeting:** Tuesday 14<sup>th</sup> December 2021 – time to be decided subject to how many applications there are. 6.30pm if possible but 6pm if needs to be.

There being no further business the meeting closed at 7.45pm.

## SOUTHWOLD TOWN COUNCIL

### APPLICATIONS FOR DEVELOPMENT PERMISSION UNDER THE PLANNING ACTS

The following applications for planning permission have been received and are available for inspection, in the reception area of the Town Hall, Southwold, by Ratepayers or their authorised representatives.

Any person wishing to make representations on any of the following applications, must do so in writing addressed to East Suffolk Council, 4 Canning Road, Lowestoft, NR33 0EQ, or by emailing [planning@eastsoffolk.gov.uk](mailto:planning@eastsoffolk.gov.uk) with a copy being sent to Southwold Town Council [admin@southwoldtowncouncil.com](mailto:admin@southwoldtowncouncil.com).

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- 1) DC/21/5053/ADI – Illuminated Advertisement Consent – Display of 1 no. internally illuminated, internally suspended logo; and 4 no. vinyl window treatments, 2 Market Place. **ESC consultation deadline 6<sup>th</sup> December 2021.**
- 2) DC/21/5052/VOC - Variation of Condition Nos 2 and 4 of DC/18/2406/FUL - The demolition of the existing buildings and re-development of the site to create a mixed use development consisting of flexible office space, retail units and residential accommodation - 2: Amendments required to the approved scheme to reflect market changes and to make the scheme viable as an Employment Hub following market testing. 4: Amendment requested to wording of car parking condition to allow for the area of the proposed car parking to have temporary surfacing to allow use as contractors parking for the duration of the contract with the final car park with its final kerbs, finishes, etc to be constructed as part of the construction project and to be ready by completion of the project / before occupation of the building. This to provide a contractors car parking area for the duration of the contract and avoid damage to the final finishes by such use during the construction project. Also, to allow time for co ordination with the proposed larger car parking provision within the site of the 10 spaces related to this development. In addition the 10 spaces are to be provided for the use of the users of the Employment Hub and the users will not be using this until they have occupied the premises so there is no advantage in having the final car park earlier. 2: Condition to be changed to replace list of previously approved drawings with amended drawings as included within this application to reflect amendments to the proposed scheme 4: Amendment requested to wording of car parking condition to allow for the area of the proposed car parking to have temporary surfacing to allow use as contractors parking for the duration of the contract with the final car park with its final kerbs, finishes, etc to be constructed as part of the construction project and to be ready by completion of the project / before occupation of the building, 1 Station Road. **ESC consultation deadline 8<sup>th</sup> December 2021.**
- 3) DSC/21/5150/FUL – Alterations and additions and thermal/green energy upgrades, 3 North Road. **ESC consultation deadline 13<sup>th</sup> December 2021.**

Matters not consulted on:

All plans may be viewed online at <https://publicaccess.eastsoffolk.gov.uk/online-applications>

**Please respond to the planning application via the online system prior to 5<sup>th</sup> December 2021 in order that your responses can be considered when the Town Council Planning Cttee considers their own response to the applications on 6<sup>th</sup> December 2021.**