



SOUTHWOLD TOWN COUNCIL

NOTICE

You are Summoned to the Meeting of Southwold Town Council Planning Committee which is being held on **Tuesday 16 December 2025 at 18:00** at the Town Hall.

Signed

L. J. Bevan

dated 09 December 2025

AGENDA

1 Apologies:

To receive and approve apologies for absence.

2 Declarations of interest:

- To receive any declarations of Disclosable Pecuniary Interest regarding the agenda.
- To receive any declarations of Other Registerable Interests regarding the agenda.
- To receive any declarations of Non Registerable Interest
- To receive any request for dispensations regarding the agenda.
- To receive details of any lobbying to members.

3 To approve the Minutes of the meeting held on Tuesday 18th November 2025.

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:

- To determine the Town Council response to the following applications: *See below for details of applications*

[DC/25/4342/FUL - 28 Park Lane](#)

[DC/25/3951/FUL - Church House, The Common](#)

[DC/25/4195/FUL - Nu Cottage, 2 Childs Yard](#)

[DC/24/4132/VOC - 15 North Parade](#)

[DC/25/4423/TCA - 14 Fieldstile Road](#)

- ESC decisions – see attached.

- Applications to ESC Committee.

[DC/25/1867/FUL - Woodleys, The Common](#) - 9th December 2025 - Cllr Flunder

- Any Planning Inspectorate Appeals Lodged.

[AP/25/0018/REFUSE - The Coach House, Park Lane](#) - not yet decided.

e. Any licence applications/decisions to consider;

- New street trading regulations with effect from 1st December 2025.

f. Any consultations to consider.

[Call for Sites](#)

g. ESC Enforcement action updates: Nil.

h. Other planning matters:

Gun Hill Cottage - storage

21 Church Street - update

100 High Street - update

[DC/25/4341/FUL - Pier Pavilion, North Parade](#)

6 Date of next Planning and Development Committee Meeting:

Tuesday 13th January 2026 at 6pm.

7 Reports Appendix

[18th November 2025 draft Planning Committee Meeting - Minutes.pdf](#)

[ESC Decisions - 16 Dec 2025.pdf](#)



SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 18th November 2025 at 6pm.**

Present; Cllrs; Goldsmith, Hurr, Palmer, Redington, Temple. And 2 members of the public and the Town Clerk.

1 - Apologies:

To receive and approve apologies for absence. Cllr Gladwell and Cllr Wells had provided apologies. Noted.

2- Declarations of interest:

- a. To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Nil.
- b. To receive any declarations of Other Registerable Interests regarding the agenda. Nil
- c. To receive any declarations of Non-Registerable Interest. Nil.
- d. To receive any request for dispensations regarding the agenda. Nil.
- e. To receive details of any lobbying to members. Nil.

3. To approve minutes of meeting of 4th November 2025. Approved by all.

4 - To receive comments from the public on matters on the agenda.

The members of the public spoke about the application for 21 Church Street which was on the agenda as well as the previous application from a few months ago.

Discussion about wood/ UPVC windows and doors. The members of the public advised that they had not realised that UPVC had been fitted which were non-compliant with the previous permitted application and that they would fit wood if this was a requirement of the STC Cttee.

The Chair advised that in accordance with the Southwold N Plan Policy SWD6, and to comply with the Conservation area requirements, and to comply with the planning application which had been submitted a few months ago, the STC cttee would request that wood be installed in this property for both windows and doors.

The members of the public advised that they would confirm to ESC Planning that wood will be installed on all windows and doors.

The members of the public spoke about the planning application for 100 High Street. The cttee were advised that a back door is being requested which will directly open onto the shared area at the rear and that this could be a concern for 21 Church Street.

5. Planning Matters:

- a. To determine the Town Council response to the following applications: *See below for details of applications.*

DC/25/3239/FUL - Blyth Hotel, Station Road

Southwold TC advise that as this is in a Conservation Area, Policy WLP 839 applies which states that applications should be of a high quality of design and materials in order to enhance or preserve the

character and appearance of the area. As the windows being requested are UPVC, Southwold TC would suggest that these do not preserve or enhance as per the above policy and would request that timber materials be used as at present. Policy SWD6 of the N Plan applies in relation to the above. If ESC is minded to approve the application for UPVC - STC would request that timber be used on all visible elevations as a minimum as this is a highly visible site to all those entering the town and should therefore reflect the high quality requirements of the Conservation Area

DC/25/3664/RG3 - 29 St Edmunds Road

DC/25/3665/RG3 - 21 St Edmunds Road

DC/25/3666/RG3 - 23 St Edmunds Road

DC/25/3667/RG3 - 11 St Edmunds Road

DC/25/3668/RG3 - 5 St Edmunds Road

Southwold TC advise that as this is in a Conservation Area, Policy WLP 839 applies which states that applications should be of a high quality of design and materials in order **to enhance or preserve** the character and appearance of the area.

The Heritage report confirms that *'The setting is a sensitive one in relation to its proximity to St Edmund's Church,'*

As the windows being requested are UPVC, Southwold TC would suggest that these do not preserve or enhance as per the above policy.

The Council understands the reason for the request for UPVC but would suggest that new timber windows would still provide the sustainability and efficiencies being sought in these properties.

Policy SWD6 of the NPlan also applies in relation to the above and supports the need for timber in these properties.

The Town Council require that timber materials be used at these properties, as would have been in the original cottages (see Heritage report for confirmation). This will enhance the setting as per Policy requirements.

DC/25/4149/FUL - 13 Hotson Road

There were no objections to this application.

DC/25/4125/FUL - 100 High Street

DC/25/4126/LBC - 100 High Street

The Town Council considered the application and made the following comments;

There is a door being created for the Coach House which enters / exits a busy shared vehicular access/ communal parking area. It is felt that this is a potential danger to all who use the area, and should be relocated.

There are cumulatively 4 bedrooms being created within this application, spread throughout 3 properties, as well as additional retail space. It is therefore considered that a minimum of 4 parking spaces will be required for this site to serve these individual units. There is no indication that the properties will be specified for principal resident use and the increase in parking provision is therefore considered essential.

Weather Board is referred to within the application for the extension – it is considered that red brick would better fit the historic context of the site and better suit N Plan policy SWD6.

DC/25/4237/VOC - 21 Church Street

See comments in public section above.

The Town Council will require all external windows and doors at this property to be of wood. This is as per previous ESC planning approval, and as required by N Plan SWD6.

b. ESC Decisions – Nil

c. Applications to ESC Committee.

DC/25/0179/FUL & DC/25/0567/LBC – 17 Market Place. Cllr Flunder attended ESC Planning meeting on 11th November 2025, and the application was Refused.

DC/25/1867/FUL – Woodleys – is likely to go to ESC planning cttee on 9th Dec. Cllr Flunder will attend on behalf of STC.

d. Any Planning Inspectorate Appeals Lodged.

AP/25/0018/REFUSE – The Coach House, Park Lane. Await decision.

e. Any licence applications/decisions to consider. Nil

f. Any consultations to consider.

Call for Sites – public notification. Dates noted.

g. ESC Enforcement action updates; Nil.

h. Any other planning matters. Nil

6. Date of next Planning and Development Committee Meeting:

Tuesday 2nd December 2025 at 6pm.

Results for Application Search

Proposal: 2no. Horse Chestnut (marked on submitted plan) - Reduce to previous pruning points approx. 2m. The trees are causing neighbours shading issues.

45 Stradbroke Road Southwold Suffolk IP18 6LQ

Ref. No: DC/25/4128/TCA | Received: Mon 27 Oct 2025 | Validated: Mon 27 Oct 2025 | Status: No Objections

Listed Building Consent - Single storey rear extension. Proposed extension to existing rear outbuilding to create a bedroom with en suite wet room. The existing two sheds and WC will be converted to form a link between the cottage and the bedroom in the former utility room. Conservation grade roof lights are proposed in the existing outbuilding and rear extension. Including associated internal alterations.

The Bolt Hole 10 Queens Road Southwold Suffolk IP18 6HG

Ref. No: DC/25/3315/LBC | Received: Tue 26 Aug 2025 | Validated: Mon 06 Oct 2025 | Status: Application Permitted

Single storey rear extension. Proposed extension to existing rear outbuilding to create a bedroom with en suite wet room. The existing two sheds and WC will be converted to form a link between the cottage and the bedroom in the former utility room. Conservation grade roof lights are proposed in the existing outbuilding and rear extension. Including associated internal alterations.

The Bolt Hole 10 Queens Road Southwold Suffolk IP18 6HG

Ref. No: DC/25/3314/FUL | Received: Tue 26 Aug 2025 | Validated: Mon 06 Oct 2025 | Status: Application Permitted

Alterations to complete conversion to Aparthotel

Blyth Hotel Station Road Southwold Suffolk IP18 6AY

Ref. No: DC/25/3239/FUL | Received: Wed 20 Aug 2025 | Validated: Mon 01 Sep 2025 | Status: Application Permitted