

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Planning and Development Committee held in the Council Chamber at the Town Hall, Southwold, at 7.00pm on Tuesday 21<sup>st</sup> August 2018**

PRESENT:                   Councillor    W Windell (Chairman)  
                                  “                S Flunder  
                                  “                J Jeans  
                                  “                D Palmer

Also present: The High Steward, 8 members of the public and the Town Clerk.

#### BUSINESS

1. **Apologies:** Apologies were received from Cllr Bradbury and Cllr Tucker,
2. **Declarations of interest:**
  - a) *To receive any declarations of Personal Interest regarding the agenda.*  
Cllr Jeans declared a personal interest in planning application DC/18/3104/FUL RE 37 High Street.
  - b) *To receive any declarations of Pecuniary Interest regarding the agenda.*  
There were no Declarations of Pecuniary Interest.
  - c) *To receive any request for dispensations regarding the agenda.*  
There were no requests for dispensation.
  - d) *To receive details of any lobbying to members.*  
Nil.
3. **To receive comments from Southwold electors on matters on the agenda (each elector will be allowed a maximum of 3 minutes).**  
Members of the public wished to speak to voice their concerns on the planning application for 37 High Street. Mr Jon Blair of Manor Park Road presented a number of objections that had been sent to WDC by his neighbours. Mr Blair also presented his own letter of objection which had also been sent to WDC highlighting the areas of concern. Mrs Gill Robinson of Manor Park Road voiced her concerns on the same application in relation to privacy and noise pollution. Other members of the public who had sent their objections to WDC highlighted concerns on right to light, refuse collections, noise, smells, opening hours, capability of the drains and sewerage to cope, privacy loss, and parking concerns.
4. **Minutes-** *To confirm the minutes of the meeting held on 7<sup>th</sup> August 2018. It was RESOLVED by all to approve the Minutes of 7<sup>th</sup> August 2018.*
5. **Planning Matters:**
  - (a) To determine the Town Council response to the following applications:
    - i) *DC/18/3076/FUL – Replacing existing UPVC windows with new UPVC windows to front and rear elevations. The front windows will be the same style as the existing, 31 St Edmunds Road, for Waveney District Council.*  
The Planning Committee discussed this application at length. The application relates to Corporation Cottages which is a locally listed property within the Conservation Area. The original windows would have been in wood.

It was suggested that to conserve the character of the area, wooden windows should be installed rather than the UPVC that the application requests. Members of the Committee noted that the windows are already UPVC and that this was therefore not a request to change the windows from wood to UPVC, but rather a request to replace the existing UPVC. Discussions took place regarding the environmental effectiveness of UPVC and the increased warmth that these can provide the property, against the planning principle of restoration to original character. This policy is within the NPPF and within the emerging Neighbourhood Plan. After full discussion it was agreed to advise WDC that the preference would be for timber frames as these are in accordance with the requirements of the NPPF and the emerging Neighbourhood Plan policies.

ii) *DC/18/3113/LBC – Conservation roof light to rear (South-west) facing roof. Internal obscured glass to ceiling to rear first floor hall (boarded and plastered within roof space) to create light shaft to provide natural light for an area that currently has no natural light source, Stone House, Gun Hill, for Mr J Hopkins.*

It was agreed to advise WDC that there were no adverse comments for this planning application.

iii) *DC/18/3270/FUL & DC/18/3271/LBC – Listed Building Consent – renovate and insulate main roof to improve sustainability while retaining existing distinctive appearance; update basic facilities and layout to improve accessibility; modify rear lean-to roofs to remove flat roofs and improve appearance; retain and restore original features throughout, displaying them wherever practicable, 46 Victoria Street, for Mr J Hedges.*

It was agreed to advise WDC that there were no adverse comments for this planning application.

iv) *DC/18/3145/ADN – Non illuminated advertisement – 2 fascia sign: hardwood, individual letters, painted with external grade paint to match F&B railings (dark grey), 31 High Street for Mr A Borrow.*

It was agreed to advise WDC that there were no adverse comments for this planning application

*Cllr Jeans did not participate in the discussions for application (v).*

v) *DC/18/3104/FUL – Creation of a restaurant extension to rear with new roof terrace over, 37 High Street, for Dr J Miller.*

The Planning Committee considered the objections received both in person from those present at the meeting, and those that had already been lodged on the WDC planning portal. In addition to the comments raised by the public, Planning Committee members were concerned with regards to the safety aspect of the proposed application – specifically placement of fire exits, and the fire escape risk throughout the building. No fire reports had been provided and there appear to be a lack of exits from the proposed top terrace and a lack of accessibility to a fire escape route.

The Planning Committee also noted that no application has been received for change of use to a café/restaurant.

The Planning Committee agreed to recommend that WDC seek to refuse the application on the basis of all the concerns that neighbours had highlighted in their letters to WDC. In addition WDC to note the concerns of the Planning Committee as detailed above.

On a separate but related matter, Committee members noted that plans showing the back of the properties seem to refer to differing boundaries for the alleyway running along the back of 37 High Street.

(b) To receive decisions from WDC on previous planning applications:

*DC/18/337/AME – Non Material Amendment of DC/17/4320/FUL - The Shed, 45 Ferry Road - WDC Decision: Permitted.*

Noted.

(c) Any other planning matters

- *To consider WDC Planning Cttee agenda items of relevance to Southwold*
- *Any other Planning matters/ Enforcement matters raised since last meeting including outstanding change of use applications – signage/tables and chairs on pavements. The Planning Committee noted that despite the concerns of SCC Highways, seats were still being placed along Pinkneys Lane – SCC Highways to be updated.*
- *Future meeting with enforcement officer – date to be arranged.*
- *WDC Local Plan – examination – the Planning Committee have requested to speak at the public examination – dates for Southwold are 17th/19th October.*
- *Suffolk Preservation Society Training – 16<sup>th</sup> October 2018 10am – 1pm*

7. **Urgent Business:** to act upon any matter of a planning urgency, within the meaning of the Standing Orders, which may be brought to the attention of the Committee with the consent of the Chairman previously obtained.

The Chairman advised that a copy of the Section 106 Agreement for the St Felix School planning application was available to view at the Town Hall. Deadline for comments 31<sup>st</sup> August 2018. Cllr Flunder offered to provide a summary overview.

Landscaping/planting scheme for corner of Pier Avenue/Mights Road – the Chairman advised that the design framework had already set out guidelines for the landscaping requirement for the front of town and that the developer of the old Service Station site had provided a proposed planting scheme. Members of the Planning Committee to consider the appropriateness of the scheme bearing in mind the need for the Town Council to maintain this area in the years to come. Re the wooden bus shelter on the site – it is understood that this is still well used and unless information is received to the contrary, this will be retained within the scheme. The developer is liaising direct with Anglian Water regarding the brick compound that is also on the site – with regards to whether this is still required. This matter to be discussed again at the next Planning Committee meeting.

8. **Date of next Planning and Development Committee Meeting:**

Tuesday 4<sup>th</sup> September 2018 at 7pm at the Town Hall.

Chair .....

Date .....