



To all members on the Planning Committee
You are hereby summoned to attend an online meeting of Southwold Town Council Planning Committee to be held on ZOOM on Tuesday 2nd February 2021 at 4pm for the purpose of transacting the following business;

Signed *H. J. Beard*

Dated 27th January 2021

The purpose of the meeting is for Councillors to discuss Town Council business and whilst the attendance of electors is welcomed, they are not allowed to join in the discussions of the Councillors.

During each meeting the council will adjourn for a period for public questions. During this time, electors can put questions to the Chairman regarding matters on the agenda. Where possible, the Chairman will respond but the matter may have to be deferred and placed on a later month's agenda for discussion.

Login via ZOOM

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 19th January 2021.**
4. **To receive comments from Southwold electors on matters on the agenda** (*each elector 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
ESC matters considered by referral panel?
DC/20/4603/FUL Pilot Cottage, East Street
Applications to ESC Committee – Cllr Jeans to report.
 - (c) Any new Planning Inspectorate Appeals Lodged?
 - (d) Other planning matters:
Draft Historic Environment Supplementary Planning Document Consultation – 7th December 2020 to 1st February 2021.
Supporting Housing Delivery & Public Service Infrastructure Consultation - 3rd December 2020 – 28th January 2021.
6. **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.
7. **Date of next Planning and Development Committee Meeting:** 16th February 2021.

SOUTHWOLD TOWN COUNCIL

Minutes of the Planning and Development Committee held on Tuesday 19th January 2021 at 4pm via Zoom.

PRESENT:	Councillor
	“ D Beavan
	“ I Bradbury
	“ S Flunder
	“ J Jeans – Chairman
	“ M Ladd
	“ W Windell

Also, present: The Town Clerk and 5 members of the public.

BUSINESS

1. **Apologies:** Apologies for absence were received from the High Steward.
2. **Declarations of interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*
Cllr Ladd and Cllr Flunder declared a Personal Interest in Agenda item 5(a)((i) as Millennium Foundation Trustees.
 - 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 12th January 2021.**
On the proposal of Cllr Windell seconded by Cllr Bradbury **it was RESOLVED by all** to approve the Minutes of the meeting held on Tuesday 12th January 2021.
4. **To receive comments from Southwold electors on planning matters on the agenda** (*each elector will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes*).
Neighbouring resident spoke re 46 Hotson Road - is concerned regarding this application. The house is in the dip of Hotson Road. The extension for 46 Hotson Road is on the boundary fence and the height will cause concern. Concern re design/light effect/amenity. Will need to erect scaffolding on neighbour's property to build and no permission has been sought or might not be given.

Questions to neighbour:

- i) *Can Southwold Town Council enter the garden?* Neighbour gave permission for Southwold Town Council to enter the garden to view the situation.
- ii) Neighbour will send photos to Southwold Town Council.

A resident spoke regarding the application for the Millennium car park. Concern was expressed that the Visitor Centre could be subject to vandalism. The resident asked why 2 surfacing materials were being used.

As public members Michael Ladd and Simon Flunder spoke re Millennium car park. Michael Ladd advised that Southwold Town Council gifted the land to the Millennium Foundation. The Millennium Foundation has been working on the car park for 6 years. Planning has previously been agreed but interceptors were a condition and project has been costed approx. £1m. The option now is to put a membrane down hence the application.

Visitor Centre – Leader funding grant has been received and the Centre is being repositioned. Materials are cost driven. There will be room for 80 cars on grass, 80 cars on hardstanding – 160 spaces in total.

The Millennium Foundation do not believe there would be the need for 160 spaces 24/7 as it is usually an overflow car park. There is still a community garden on the site.

Re CCTV suggestion. Michael Ladd advised that the Millennium Foundation will look into CCTV and they are putting in low level lighting. The Millennium Foundation doesn't have a parking problem but the town does hence why the Foundation is trying to complete this project - doing it for the community.

5. **Planning Matters:**

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

Applications.

(i) *DC/20/5296/FUL – Two storey extension to rear of existing property plus demolition of existing front porch due to subsidence and rebuilding of same to the identical footprint, but slightly modified design, 46 Hotson Road.*

Cllr Jeans described the application. Cllr Windell suggested that the materials aren't clear. (Seem to be options in the application). See pre-app comments provided in the application form. This application allows 4 separate bedrooms each with its own ensuite.

Application:

Front porch – ok

Rear extension – conservatory gone.

Pitched roof going on on extension and a new taller roofline on east elevation going on whole extension and the extension is going out – creates a doubling of the extension area. 2 doors on new extension have got Juliet balconies and see first floor extension plans.

Discussion re going onto someone else's land to build the extension (i.e. onto 46a). This seems to need to be a civil agreement between the 2 parties and building regulations will need to be involved.

Matters of concern within the application;

- Mass is too large
- Impact on neighbours
- Too overpowering
- Too high and too large
- 2 new Juliet doors

It was Resolved by all to ask ESC to seek reductions in mass reduce/lessen roof height, extent of extension, change of top door to a window.

(ii) *DC/21/0009/FUL – the proposal to build a ground floor extension onto the garden elevation to accommodate a larger living space with a newly configured kitchen and utilities requiring an*

overall length of 5220mm and a width of 5500mm. An existing ground floor extension, built in the 80s, measuring 2350mm in length with a width of 5500mm either to be removed or added onto giving a net additional length of 2900mm, 23 North Road.

Locally listed. Extension is adding 2.9m. A resident advised that they are filling the whole garden in at number 23 North Road (same as numbers 17/19/21). Cllr Windell advised that the extension is coming out past the backs of all the neighbouring properties. As a non designated Heritage asset, the design needs to be sympathetic to the surrounds.

Discussion re infill.

It was Resolved by all to advise ESC that there are concerns about all of the infill along North Road. Loss of garden is a concern - it is bad for the environment and bad for the water system in Southwold. Extension is too large. All agreed

(iii) DC/20/5217/LBC – Listed Building Consent – Internal and external works in connection with the new use of the shop unit as a grab-and-go takeaway that offers mainly sandwiches, salads, snacks and drinks, 63 High Street.

See Heritage Statement. No objections.

iv) DC/20/5213/VOC – Variation of Condition Nos. 2, 3, 4, 9 and 12 of DC/18/4621/COU – Change of use of land to include visitor information point, community garden and public car park, Millennium Foundation Trust Land, Rights Road.

Discussion re footpath to the Fire Station/Police Station. It was established that there is a walkway.

Discussion re Visitor Centre. Discussion re drainage system for the toilets/rainwater. It was established that there is a sewage treatment plant for the centre.

Question re cycling facilities?

Question re shower facilities?

Question re Visitor Centre?

Michael Ladd advised that the plan was originally for an education facility but funding is now for tourism. There is an area for a small meeting/education area – takes 2 tables and a few chairs. Michael Ladd advised that the building has been split in half to enable toilets to be open if/when the Visitor Centre is closed. Michael Ladd advised that cycle hire may be able to operate on the site in future.

Cllr Windell asked whether a few cycle racks could be included at all? Michael Ladd advised that he could see no reason why not, a few cycle racks could be placed by the Visitor Centre.

A resident – asked about the steps to Visitor Centre – is there disabled access?

Michael Ladd advised that there is disabled access and no steps/hill need to be used.

Simon Flunder and Michael Ladd did not vote on this application.

It was Resolved by all to advise ESC that there are no objections to this application.

(b) ESC decisions – see Fieldstile Road.

ESC matters considered by referral panel? Pilot Cottage, 22 East Street application.

ESC decision re 9 Trinity Street. Cllr Beavan advised that ESC had no grounds for refusal but Cllr Beavan did advise the LPA about holiday lets and the volume of them in the town.

Applications to ESC Committee. Nil

(c) *Any new Planning Inspectorate Appeals Lodged?* Nil.

(d) Other planning matters:

Draft Historic Environment Supplementary Planning Document Consultation – 7th December 2020 to 1st February 2021. Draft Historic Environment Supplementary Planning Document response to be sent in.

Supporting Housing Delivery & Public Service Infrastructure Consultation - 3rd December 2020 – 28th January 2021. The Housing Delivery consultation will not affect Southwold as we are AONB.

6. **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.

49 High Street – on last weeks' STC planning application list. Advice has been sought from Ruth Summers who considers that the Heritage Statement is not adequate. There will be a loss of Historic fabric and damage will be caused by the alterations. There is no evidence that the property ever had dormers. This advice has been sent to ESC as part of STC response.

ESC Ward Cllr Beaven re Whitepoint – tomorrow is the last day for the applicant to respond to LPA. It would appear that works are on hold there at the moment.

The Hog, Forest Lodge – advertising. ESC enforcement is aware of the situation. SCC have advised that leaflets cannot be put outside.

ESC Ward Cllr Beavan was asked to advise ESC that residents have noted that statutory notices have not been sent to neighbours of some of the planning applications.

Neighbourhood Plan – Cllr Jeans advised that there has been low response to Regulation 14 Consultation. Media posts will remind people of the deadline for comments.

Discussion re the Regulation 14 Consultation. The Neighbourhood Plan Team will have a discussion with the consultant tomorrow to see whether anything else needs to be done?

Cllr Ladd re Regulation 14 consultation – SCC will be providing a response.

Cllr Beavan advised that he will put something onto Facebook to promote the Neighbourhood Plan Consultation expiry date.

7. **Date of next Planning and Development Committee Meeting:** 2nd February 2021.

There being no further business the meeting closed at 6pm.

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 with a copy being sent to Southwold Town Council admin@southwoldtowncouncil.com.

- 1) DC/21/0119/FUL – Demolition of an existing residential garage and replace and extend to provide for additional residential accommodation, 26 Fieldstile Road – **ESC consultation deadline 5th February 2021**
- 2) DC/21/0166/FUL – Single storey rear extension, 64 Pier Avenue – **ESC consultation deadline 15th February 2021.**

Matters not consulted on:

DC/21/0307/TCA - Tree identified on form as Elm but from photo looks more like an ornamental fruit tree. 1 x young tree – crown reduce and shape by up to 30%. Reason: to keep to suitable size for location, 5 Simons Path - **ESC consultation deadline 16th February 2021.**

DC/21/0221/TCA – Rear garden 2 x overgrown Holly and 1 x old unhealthy Cherry – Fell to ground level. Reason: complete renovation of the garden and these 3 trees to be replaced with up to 8 x pleached Holm Oaks, 3 x Silver Birch and Yew hedging as per the attached plan, 78 High Street - **ESC consultation deadline 10th February 2021.**

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 1st February 2021 in order that your responses can be considered when the Town Council Planning Cttee considers their own response to the applications on 2nd February 2021.



Miss Charlotte Pither
Little House Design
Little House
Coast Road
Walcott
NR12 0ND

Refusal of Planning Permission

Town and Country Planning Act 1990

The Town and Country Planning (Development Management Procedure) (England) Order 2015

Our reference	DC/20/4603/FUL
Date valid	23 November 2020
Site	Pilot Cottage , 22 East Street, Southwold
Parish	Southwold
Proposal	Replace lean to with flat roof

East Suffolk Council as local planning authority hereby **refuse** to permit the development proposed in your application and plan(s) attached thereto.

The reason for the decision to refuse permission is:

1. The proposed alterations to replace the existing lean-to roof with a flat roof would have a detrimental impact on the character and appearance of the building. It would change the shape and profile of the existing traditional roofline and the raised eaves of the extension compared to that of the eaves of the left hand part of the cottage, would result in the scale of the addition appearing larger and more bulky than this element. These changes will have a negative impact on the roofscape of this part of the Southwold Conservation Area, failing to preserve and enhance its character and appearance.

It would therefore be contrary to policies WLP8.29: Design Quality, WLP8.37: Historic Environment, WLP8.38: Non Designated Heritage Assets and WLP8.39: Conservation Areas of the East Suffolk Council - Waveney Local Plan, the NPPF, and the requirements of the Town and Country Planning (Listed Buildings and Conservation Areas) Act, which seek to safeguard visual amenity, through the preservation and enhancement of the character and appearance of Conservation Areas.

LEGAL ADDRESS East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT

POSTAL ADDRESS Riverside, 4 Canning Road, Lowestoft NR33 0EQ

Notes

1. The Council offers a pre-application advice service to discuss development proposals and ensure that planning applications have the best chance of being approved. The applicant did not take advantage of this service. The local planning authority has identified matters of concern with the proposal and the report clearly sets out why the development fails to comply with the adopted development plan. The report also explains why the proposal is contrary to the objectives of the National Planning Policy Framework and local plan to deliver sustainable development.

Yours sincerely,



Philip Ridley BSc (Hons) MRTPI | Head of Planning & Coastal Management
East Suffolk Council

Date: 27 January 2021

LEGAL ADDRESS East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT

POSTAL ADDRESS Riverside, 4 Canning Road, Lowestoft NR33 0EQ

2. Please read notes below

Note

Most work, including change of use, has to comply with Building Regulations. Have you made an application or given notice before work is commenced?

Town and Country Planning Act 1990

Notification to be sent to an applicant when a local planning authority refuse planning permission or grant it subject to conditions

Appeals to the Secretary of State

- If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.

Planning applications: Sections 78 Town & Country Planning Act 1990

Listed Building applications: Section 20 Planning (Listed Buildings and Conservation Areas) Act 1990.

Advertisement applications: Section 78, Town and Country Planning Act 1990 Regulation 15, Town & Country Planning (Control of Advertisements) Regulations 2007.

- Notice of appeal in the case of applications for advertisement consent must be served within eight weeks of receipt of this notice. Notice of Householder and Minor Commercial Appeals must be served within 12 weeks, in all other cases, notice of appeal must be served within six months of this notice.
- If an enforcement notice has been/is served relating to the same or substantially the same land and development as in your application and if you want to appeal against your local planning authority's decision on your application, then you must do so within: 28 days of the date of service of the enforcement notice, or within 6 months [12 weeks in the case of a householder appeal] of the date of this notice, whichever period expires earlier.
- Appeals can be made online at: <https://www.gov.uk/planning-inspectorate>. If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form on tel: 0303 444 5000.
- The Secretary of State can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

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- The Secretary of State need not consider an appeal if it seems to the Secretary of State that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.
- If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the appeal. [Further details are on GOV.UK.](#)

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DC – REFULZ v.1