



SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 7th January 2025 at 6pm.**

Present; Cllrs; Flunder, Gladwell, Goldsmith (Chair), Hurr and Wells.

Also, the Town Clerk.

1 - Apologies:

To receive and approve apologies for absence - Apologies were received from Cllrs Palmer and Temple – approved.

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. Cllr Flunder re DC/24/4432/FUL – Godell Pavilion. All cllrs as Trustees of the Common Southwold re DC/24/4432/FUL.
- 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 the Minutes of the meeting held on Tuesday 3rd December 2024.

The minutes of the meeting of 3rd December 2024 were recommended for approval by all.

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).

Nil.

5 - Planning Matters:

- a. To determine the Town Council response to the following applications:

DC/24/4432/FUL – Godell Pavilion, The Common - Replacement of existing cricket net base, playing surface and cricket nets. New base, playing surface and net frames to be located in slightly different location to comply with English and Wales Cricket Board (ECB).

Cricket nets need to move to fit new regulations. Needs to run south to north now.
STC has no objection to this application.

DC/24/4290/VOC Variation of Conditions No. 2 of DC/24/0965/FUL – 23 Ferry Road. Construction of Glazed Link – Minor alteration to annex.

Southwold Town Council would wish to ensure that the materials to be used are those that have already been approved. And that the alterations do not impinge on the space designated for the parking area.

DC/24/4211/FUL – 34 Victoria Street. Replacement of existing conservatory with shower room and new rear entrance lobby, replacement of existing kitchen window, first floor rear bathroom window and front entrance door.

STC has no objection to this application.

DC/24/4132 Variation of Condition No. 2 of DC/22/4444/FUL – 15 North Parade. Conversion of two apartments to a single home. Works include; side and rear extensions, alteration of internal layout, loft conversion with new rear dormer, alteration of front garden boundary including reinstatement of railings. Replacement garage with external store to rear of site - Zinc cladding to rear extension and additional entrance door.

The planning application for DC/24/4132/VOC states; *'The zinc cladding is also proposed to harmonise with a current application for a revised rear garage and store design to be similarly clad.'* The Town Council has not seen this application and is therefore not able to consider the impact of these 2 requests as a whole.

The original design materials for the application presently being considered is for red brick. Council considers that the request for zinc cladding as submitted by this VOC should be **refused** as the material(zinc cladding) is not in keeping with this part of the conservation area. The red brick should be retained.

The Town Council has no objection to the additional side door.

DC/24/4044/FUL – Sole Bay Fish Company, 22 Blackshore. Regularization of Freezer Unit.

STC has no objection to this application.

DC/24/3059/ADN – 5 Market Place. Non-illuminated Advertisement Consent – A board.

Southwold Town Council recommend that ESC Refuses this application on the following basis; The Town Council strategy for 2023 – 2027 includes work on improving pedestrian safety within the High Street and surrounds. In view of the lack of pavement space, and the proximity of pedestrians to traffic, much activity has taken place to improve the safety of pedestrians by encouraging businesses to reduce/ remove street furniture and to comply with the SCC guidelines in respect of both street furniture and A Boards. The Town Council has been working alongside SCC in this respect, and the SCC advice note ESE 01 and guidelines as attached are provided to business owners on an annual basis to ensure that all are aware of these.

The Town Council roads cttee has been liaising with businesses within the town that have street furniture, to ensure that they are aware of the guidelines and of their responsibilities to make pavements available to all. This has already resulted in some street furniture being removed. From Section 3 of the SCC ESE 01 guidelines the following matters need to be highlighted for this application.

3.0 SCC will require removal of advertising signs from a highway in the following circumstances;

1. Where advertising signs are larger than A1 size or more than 1.1m high. The A Board advertising space in this application is 86cm x 44cm which is larger than A1 size (84.1cm x 59.4cm).

10. where signs obstruct access along the highway or into adjacent property for highway users taking into account the needs of the mobility impaired. The available pavement width (1.49m) does not comply with the standards as set down on page 77 of the Suffolk Design Street Guide (as attached) which recommends at least a 2m width on routes with greater flows – see data below.

The footfall data for the Market Place shows the substantial number of people needing to access the pavements in this primary High Street location. Over 35,000 visitors were in this specific area of the town (as measured by the ESC footfall data) in the month of July 2024, over 40,000 people in August

2024, and 33,000 in October 2024. The full width of the pavement on this major location therefore needs to be fully accessible all year round and not impeded by street furniture or A Board, to prevent the need for people to walk into the road.

In addition to the above, the Department for Transport Inclusive Mobility A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure -p28 reinforces the requirement for a 2m width on pavements - The available pavement width (1.49m) does not comply with these standards

The Town Council requests that ESC supports the STC efforts to prioritise pedestrian safety by REFUSING this application on the basis of the above.

The Town Council would suggest that the applicant might like to consider applying for a hanging sign on the premises which would be more suitable for this location.

DC/24/3798/FUL – Pier Pavilion, North Parade. Reconfiguration of parking to front of building, construction of new infill section of decking and installation of carousel and paybooth.

UPDATED Jan 2025 - Southwold Town Council response to Planning application DC/24/3798/FUL – Pier Pavillion, North Parade, Southwold

- 1) Reconfiguration of parking to front of building. The Town Council is aware of the footfall volume in this location and appreciates the need to widen the footpath in front of the pier to improve safety for pedestrians and to make the pavement more accessible for all. However, the Town Council is aware that this area is not owned by the Pier.
STC RESPONSE - any alterations to the pavement and parking layout must be carried out in conjunction with ESC/ SCC/ and the owners of the land to ensure that the proposed layout, widths, disabled spaces, dropped kerbs, number of parking spaces is compliant with the requirements of the owners of this land. (There also is no indication as to whether the parking is to remain non chargeable as at present).
- 2) Construction of new infill section of decking. **STC response - The Town Council is not clear as to the ownership of this particular area and the rights / permissions required to infill the area. It is not clear from the application as to why the increase in decking is required – is it to increase the walkway area to ease congestion/ Is it to provide more tables/ chairs?**
- 3) Installation of Carousel and Paybooth on the Promenade. The Town Council is aware that the promenade area detailed in the proposal is not owned by the Pier but by ESC, and that the asset team at ESC is being consulted. With reference to the Carousel – The proposed siting of the carousel will reduce accessibility along the promenade in this location, taking up a significant area of the promenade in this heavy footfall location. This is of major concern. The width of the carousel is stated on the revised drawings as 6 m, to which should be added a further 1 m min all round for users to stand before getting on. The prom in this location is 12.8m wide – therefore only leaving a width of 5.8m available for pedestrian/ emergency vehicle movement. The present positioning of the carousel would reduce the width of the prom which is available for emergency vehicles. The ESC footfall data for this specific area indicates footfall of over 40,000 in August 2024, and the inclusion of the carousel would therefore create a reduction in available space for people to safely walk. There are no timings mentioned for the use of the Carousel. ESC advises that it will not have music. ESC has subsequently advised that the carousel would be seasonal in nature but there is no clarification as to dates on which it would be in use or the times of day that it would be available. There is no clarification as to whether the carousel will only be on the promenade whilst in use during the ‘season’ and then taken away for storage during the off season. **CAROUSEL - The Town Council considers that this is not a suitable year round location for this amenity – which, it feels, would be better sited on the Pier itself. The Pier is locked at night and the safety of the apparatus would therefore be safeguarded and the use/ safety and amenity of the promenade would not be affected. If permission is being sought for the carousel to be on the prom all year round then STC recommend that ESC refuses this application. (If the**

Carousel is only to be situated on the prom during the ‘season’ ie May – September, then please provide us with an update).

With reference to the Paybooth – The design and size of the paybooth is out of character for the area and not in keeping with the surrounding amenities. The surrounding areas reflect beach hut style shape and roof – which is not reflected in the proposed drawings. The materials should reflect those of the surrounds. The proposed size/ height of the paybooth is too large for the area and is not needed for something which is to be used as a paybooth. The proposed location of the paybooth will reduce accessibility at this heavy footfall location along the promenade, and causing a safety concern in view of the number of people who use the location (see footfall data). The siting of the paybooth as detailed in the PROPOSED_ELEVATION_FLOOR_BLOCK 5276265.pdf blocks off one side of the promenade completely as a through route for pedestrians. The siting/size of the proposed paybooth will close off access around this part of the prom for the trade waste vans, emergency service vehicles, coastguards, paramedics etc, as well as reducing the available pedestrian width of the promenade in this location. A paybooth is not required for the provision of a carousel – a member of staff can collect the relevant payment. There is no need for a permanent structure on the promenade.

PAYBOOTH – In view of the above, the Town Council would request that ESC REFUSES this part of the application.

DC/24/3794/ADN – 63 High Street. Non-illuminated Advertisement Consent – Install new hanging sign to shop front. STC has no objection to this application.

DC/24/4249/CON – Phone Box PC02 Ferry Road. STC has no objection to this application. STC will be asking to take on the phone box for community use.

b. ESC decisions – Noted.

c. Applications to ESC Committee.

DC/24/2854/VOC & DC/24/3106/LBC - 17 Market Place – ESC Committee approved.,
DC/24/2984/FUL – The Coach House, Park Lane – ESC Committee will do a site visit and it will then go back to ESC Committee. Cllr Flunder and the Town Clerk to attend the site visit.

d. Any Planning Inspectorate Appeals Lodged. Nil.

e. Any licence applications/decisions to consider; Nil.

f. Any consultations to consider.

Phone Box Ferry Road – see above.

g. Other Planning matters

ESC planning email as attached.

6 - Date of next Planning and Development Committee Meeting:

Tuesday 28th January 2025 at 6pm

Signed Dated

