



## Minutes of the Planning, Environment & Highways Committee Meeting held on Thursday 5<sup>th</sup> December 2019 at 7.00 p.m. in the Riverside Centre, The Staithe, Bungay. NR35 1EE.

### Members:

Cllr. R. Marshall (RM) Chair    Cllr. S. Collins (SC)    Cllr. K Lodge (KL)    Cllr. L. Richardson (LR) Vice Chair  
Cllr. G. Bradley - (GB)    Cllr. L. Harnden (LH)    Cllr. D. O'Neill (DO'N)    Cllr. S. Thompson (ST)

Also present: Jeremy Burton (JB) Clerk., and 2 members of the public.

PE&H-059    **Appointment of Vice Chair for Planning, Environmental and Highways Committee – For**  
2019/2020    **consideration.**  
**Following GB's decision to step down from this position due to personal reasons it was proposed by SC, seconded by KL and unanimously RESOLVED that LR be appointed to Vice Chair of this Committee.**

PE&H-060    **Apologies for Absence:** To receive any apologies for absence.  
2019/2020    **It was proposed by SC, seconded by DO'N and unanimously RESOLVED to accept the apologies of GB.**  
LH was not present at the meeting but had not offered apologies – **Noted.**

PE&H-061    **Declaration of Interest & Requests for Dispensations:** Councillors to declare any Pecuniary  
2019/2020    **or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.**  
**LR declared a non-pecuniary for Agenda Item PE&H-064 2019/2020 DC/19/4638/LBC as a relative has worked on the property.**

PE&H-062    **Public Forum:**  
2019/2020    **Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman, for no more than 15 minutes. Members of the public may not take part in the Committee meeting itself.**  
**The member of the public present at the meeting raised a number of issues regarding the traffic in Bridge Street. These included the suggested that the entrance to the road is blocked off with bollards, or traffic calming measures improved.**  
**At this point it was proposed by DO'N, seconded by KL and unanimously RESOLVED that Standing Orders be suspended to allow a conversation with the resident regarding the traffic scheme in the Town and in particular the traffic along Bridge Street.**  
**It was proposed by SC, seconded by DO'N and unanimously RESOLVED that Agenda Item PE&H-069 2019/2020 – Residents correspondence received regarding Bridge Street be brought forward and discussed.**  
**It was agreed that JB to Suffolk County Council Highways Department, with a copy to County Councillor David Ritchie and SCC Transport Portfolio Holder Councillor Andrew Reid to repaint the White Cycle lane on Bridge Street.**  
**Standing Orders were resumed at this point and the residents left the meeting.**  
**Kents Lane correspondence was discussed and JB to write to 1<sup>st</sup> Bus & Border Bus Companies to ask them not to use this road.**  
**JB to write to both correspondents regarding Bridge Street and Kents Lane with a reply.**



PE&H-063  
2019/2020

**To approve the minutes outstanding:**

To approve the minutes of the Planning, Environment & Highways Committee Meeting – 21<sup>st</sup> November 2019.

**It was proposed by DO’N, seconded by LR, and unanimously RESOLVED To approve the minutes, with no alterations, and these were signed by the Chair of the meeting.**

PE&H-064  
2019/2020

**Planning Applications:**

To consider the following planning applications:

DC/19/4504/FUL	Staithe House, Staithe Road.	Removal of glazed conservatory to rear and replaced with single storey garden room. (Along with internal alterations). Replacement of porch along with all external windows and doors.
DC/19/4591/TPO	60A Beccles Road.	T1 Sycamore & T2 Lime – Thin by removal of epicormic growth and remove dead wood. T3 T4 T5 Robinia – Remove all dead wood, reduce laterals overhanging neighbour’s property by 2.5m.
DC/19/4638/LBC	26 Bridge Street	Convert 26 Bridge Street into 2 apartments and convert 3 industrial/commercial listed buildings into sustainable 1- & 2-bedroom dwellings. Retain existing access and parking facilities on site.

DC/19/4504/FUL - Staithe House, Staithe Road - Removal of glazed conservatory to rear and replaced with single storey garden room. (Along with internal alterations). Replacement of porch along with all external windows and doors

**It was proposed by LR, seconded by DO’N, and unanimously RESOLVED that these plans are recommended for APPROVAL with no comments.**

DC/19/4591/TPO - 60A Beccles Road- T1 Sycamore & T2 Lime – Thin by removal of epicormic growth and remove dead wood. T3 T4 T5 Robinia – Remove all dead wood, reduce laterals overhanging neighbour’s property by 2.5m.

**It was proposed by DO’N, seconded by LR, and RESOLVED that these plans are recommended for REFUSAL with the comment that if laterals are reduced by 2.5m it will destroy the trees natural shape and the tree is some distance from neighbouring property.**

DC/19/4638/LBC - 26 Bridge Street - Convert 26 Bridge Street into 2 apartments and convert 3 industrial/commercial listed buildings into sustainable 1- & 2-bedroom dwellings. Retain existing access and parking facilities on site.

**It was proposed by ST, seconded by SC, and unanimously RESOLVED that these plans are recommended for REFUSAL with the following comments:**

- **There is concern with vehicular access onto Bridge Street.**
- **All works equipment, vehicles and materials must be contained on site during any works on the property.**
- **The Heritage Statement does not take into account that the former Abattoir Grade 2 Listed Building is being demolished and needs to be recorded 1<sup>st</sup>.**
- **Whilst recognising the need for the property to be restored and brought back to a habitable state the conversion plans do not do the building any favours.**



PE&H-062  
2019/2020

**Decision Notices** - for information

- i) DC/19/3933/FUL
- ii) DC/19/3526/FUL
- iii) DC/19/4132/TCA
- iv) BA/2019/0365/TCAA

Local Authority Decision Notices discussed by Committee Members – **Noted.**

PE&H-063  
2019/2020

**Introduction of East Suffolk Council Planning System** – For consideration

**It was proposed by ST, seconded by SC, and RESOLVED that Bungay Town Council introduces this Electronic route for future Planning Applications with East Suffolk Council.**

PE&H-064  
2019/2020

**Bungay Town Council Policy for Arboreal Planning Applications** – For consideration.

Arboreal applications were discussed by the Committee Members and whether these applications could be considered on a different basis however as each case is considered individually there will be no change to current policy – **Noted.**

PE&H-065  
2019/2020

**Bungay Town Council Environment Policy and Working Party Chair**– For consideration

**It was proposed by ST, seconded by SC, and unanimously RESOLVED that RM be elected as Chair of the Environment Working Group.**

RM to obtain an editable version of the current Environment Policy Draft paper and noted amends from the Committee Members to this paper which will be presented to the Full Town Council on the 19<sup>th</sup> December 2019 for Consideration – **Noted.**

The quarterly Action Points resulting from the Environment Policy to be taken forward to the Planning, Environment & Highways Committee Meeting scheduled for 2<sup>nd</sup> January 2020. – **Noted.**

JB to ask SCC how and where unused paint can be disposed of – **Noted.**

PE&H-066  
2019/2020

**Joint Town & Parish Council's letter regarding Energy Projects Planned for Suffolk Heritage Coast-**  
For consideration.

**It was proposed by DO'N, seconded by KL, and RESOLVED that Bungay Town Council add its name to the Joint Town & Parish Council's letter regarding Energy Projects Planned for Suffolk Heritage Coast.**

PE&H-067  
2019/2020

**Bungay Town Centre Lorry Watch Scheme** – For consideration.

**It was proposed by SC, seconded by DO'N and unanimously RESOLVED to discontinue with the Lorry Watch scheme in the Town unless the CCTV cameras can be used to monitor and report lorry movements. The Town Councillors recognised the issues with lorries in the Town however wanted to consider if there are effective measures than the Lorry Watch scheme.**

JB to ask if CCTV Cameras can be used for the Lorry Watch Scheme – **Noted.**

PE&H-068  
2019/2020

**Public Consultation for Street Crossing in St Marys Street** – For consideration

**It was proposed by LR, seconded by DO'N, and unanimously RESOLVED that a Public Consultation be carried out in respect of installing an accessible pedestrian crossing in St Marys Street and that a Working Group is formed at the Full Town Council meeting on 19<sup>th</sup> December 2019.**



It was discussed that there is currently is no audible pedestrian crossing point across St Marys Street and this is considered unlawful under the 2010 Equality Act – **Noted**.

**It was proposed by RM, seconded by DO’N, and unanimously RESOLVED that Standing Orders be suspended, as it was now 9.00 pm, to allow the meeting to continue for a further 10 minutes.**

PE&H-069  
2019/2020 **Residents correspondence received** - For consideration.

- **Kents Lane**
- **Bridge Street**

This item was dealt with under Agenda Item PE&H-062 2019/2020 on this Agenda – **Noted**.

PE&H-070  
2019/2020 **Planning, Environment and Highways Committee Budget proposals for Financial Year 2020/ 2021**  
– For consideration.

Committee Members to send to RM & JB items, together with costings, that they would like to be considered for the 2020 / 2021 Financial Year Budget by 19<sup>th</sup> January 2019 so that they can be included in the Full Town Council Budget. Items that were discussed included: Benches, Trees, VE/VJ Day Commemorations, Electric car charging points, Training, Environment Policy Launch, Park and Amenity spaces enhanced. - **Noted**

PE&H-071  
2019/2020 **Date of next meeting – 2<sup>nd</sup> January 2020** – For information

**The meeting closed at 9.10 pm**

**Minutes Dated: 6<sup>th</sup> December 2019**

**Jeremy Burton**  
**Clerk to Bungay Town Council,**  
1a, Broad Street  
NR35 1EE  
[clerk@bungaytowncouncil.gov.uk](mailto:clerk@bungaytowncouncil.gov.uk)

Signed \_\_\_\_\_

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Date \_\_\_\_\_