



BUNGAY TOWN COUNCIL



Minutes of the Planning, Environment & Highways Committee Meeting held on Thursday 5th September 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)
Cllr. G. Bradley - (GB) Vice Chair Cllr. L. Harnden (LH) Cllr. D. O'Neill (DO'N) Cllr. S. Thompson (ST)

Also present: Jeremy Burton (JB) Clerk., Bungay Town Council, Emma Beese (EB) Assistant Clerk, Bungay Town Council and 1 member of the public.

PE&H-001 **To appoint a Committee Chair:** For Consideration
12019/2010 **It was proposed by GB, seconded by LR, and unanimously RESOLVED that RM be appointed as Chair of this Committee.**

PE&H-002 **To appoint a Committee Vice Chair:** For Consideration
12019/2010 **It was proposed by KL, seconded by DO'N, and unanimously RESOLVED that GB be appointed as Vice Chair of this Committee.**

PE&H-003 **Apologies for absence:** To receive any apologies for absence.
12019/2010 **It was proposed by KL, seconded by DO'N and unanimously RESOLVED to accept the apologies of SC, LH and ST.**

PE&H-004 **Declaration of Interest & Requests for Dispensations:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting
12019/2010 A non-pecuniary interest was declared by GB for Agenda item DC/19/3243/TCA – view from house – **NOTED.**
A non-pecuniary interest was declared by GB for Agenda item PE&H-008 12019/2010 – existing member of NDP – **NOTED.**
A non-pecuniary interest was declared by DO'N for Agenda item PE&H-008 12019/2010 – existing member of NDP – **NOTED.**

PE&H-005 **Public Forum:**
12019/2010 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 public present had no comments to make on the Agenda items but thanked the Town Councillors for their work in the community.

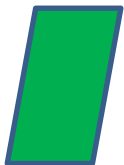
PE&H-006 **To approve the minutes outstanding:**
12019/2010 To approve the minutes of the Environment & Planning Committee Meeting - 15th August 2019.
It was proposed by DO'N, seconded by KL, and unanimously RESOLVED To approve the minutes, with no alterations, and these were signed by the Chair (RM).
To approve the minutes of the Highways & Transport Committee Meeting - 27th June 2019.
It was proposed by DO'N, seconded by KL, and unanimously RESOLVED To approve the minutes, with no alterations, and these were signed by the Chair (RM).

Signed _____

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Date _____



BUNGAY TOWN COUNCIL



PE&H-007
12019/2010

To adopt the Planning, Environment and Highways Committee Terms of Reference: For Consideration.

A draft Terms of Reference for this Committee had been presented by JB and amends were made to this document regarding frequency of meetings and Bus Services. With these amends corrected **It was unanimously RESOLVED to accept the attached Terms of Reference for this committee**

PE&H-008
12019/2010

To appoint Town Council members to the following Working Groups: For consideration

- a) Tourism Working Group
- b) Highways Working Group
- c) Heritage Working Group
- d) Neighbourhood Development Plan

It was and unanimously RESOLVED that the following Councillors be appointed as Working Party members:

Tourism	Richardson	Adams	Thompson	
Highways	Atterwill	Bradley	O'Neill	Thompson
Heritage	Collins	Richardson	Thompson	
NDP Members	Collins*	Prior	Lodge	O'Neill
	Adams			

- Also the NDP Representative on BTC

PE&H-009
12019/2010
PE&H-010
12019/2010

Planning Applications:

To consider the following planning applications:

DC/19/3155/TCA	9 Trinity Street.	Boundary between 9 & 11 Trinity Street. 1 x Holly – prune back to boundary.
DC/19/3164/LBC	31 Upper Olland Street.	Erection of single storey rear extension and internal alterations to form w.c. & en-suite shower room.
DC/19/3187/FUL	Land to rear of 51 & 55 Earsham Street.	Demolition of outbuilding and erection of two storey detached dwelling.
DC/19/3243/TCA	St Edmunds Church, St Marys Street.	T1 T2 T3 3XLimes – reduce canopy in height by 3 m, reshape canopy edge over building. T4 Beech – Remove ivy from main stem & significant branches.

DC/19/3155/TCA - 9 Trinity Street. - Boundary between 9 & 11 Trinity Street. 1 x Holly – prune back to boundary.

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

DC/19/3164/LBC - 31 Upper Olland Street - Erection of single storey rear extension and internal alterations to form w.c. & en suite shower room.

It was proposed by DO’N, seconded by KL, and unanimously RESOLVED that these plans are recommended for APPROVAL with the comments that materials used should match the existing building materials.



DC/19/3187/FUL - Land to rear of 51 & 55 Earsham Street - Demolition of outbuilding and erection of two storey detached dwelling.

It was proposed by DO'N, seconded by GB, and unanimously RESOLVED that these plans are recommended for REFUSAL with the following comments.

- a) This is back-fill development and other back-fill development in this area are all single storey properties
- b) This is a Conservation Area
- c) This will have an adverse effect on the settings of the scheduled ancient monument.

DC/19/3243/TCA - St Edmunds Church, St Marys Street. T1 T2 T3 3XLimes – reduce canopy in height by 3 m, reshape canopy edge over building. T4 Beech – Remove ivy from main stem & significant branches.

It was proposed by DO'N, seconded by KL, and unanimously RESOLVED that these plans are recommended for APPROVAL with no comments

7.29 pm ST arrived at this point of the meeting.

PE&H-010 **Decision Notices** – for information

12019/2010

BA/2019/ 0227/TCAA – 34 Bridge Street - Broads Authority – No Objection – **NOTED.**

DC/19/1431/FUL – 120 Beccles Road - East Suffolk - Approved – **NOTED.**

PE&H-011 **Correspondence** – For Information

12019/2010

DC/19/2435/FUL – 24 St Marys Street. – With reference to the District Councillor report Is was asked what advice Cllr. Cloke had given on this application – **NOTED.**

DC/18/4744/RG3 – 3,5, & 7 Staithe Road – It was asked that Cllrs are kept updated with the reply to this correspondence – **NOTED.**

PE&H-012 **Bungay Town Council Environmental Policy:** For Consideration.

12019/2010

A draft Environmental Policy for Bungay Town Council had been sent to Committee Members just prior to the meeting. Comments and amends to be sent in for this to be an Agenda item on the October P, E & H Committee Meeting. RM to put this into a shared document for amends- **NOTED.**

PE&H-013 **Date of next Meeting: - 12th September 2019 @ 6.30 pm** – For information

019/2010

The meeting closed at 7.58pm

Dated: 6th September 2019

Jeremy Burton

Clerk to Bungay Town Council,

1a, Broad Street

NR35 1EE

clerk@bungaytowncouncil.gov.uk

Signed _____

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Date _____



Planning, Environment & Highways Committee

Terms of Reference

The purpose of the Planning, Environment & Highways Committee is to:

- Deal with all matters of planning & environment such as planning applications and decisions, environmental issues and concerns and the Neighbourhood Plan, on behalf of Council.
- To oversee all those matters within the Council’s remit which relate to roads, transport car parking, footpaths and bridleways on behalf of the Council

All member Town Councillors of this committee are voting members of the committee. Members of the public may be asked to report on an item to this committee or to join this committee as a non-voting representative.

The Committee will elect a Chairman and Vice-Chairman at the start of the municipal year or when required.

The Committee will meet at least every calendar month to debate and discuss items such as the following with delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget):

- To consider all planning consultations received relating to Bungay and determine the Council’s response to the planning authorities.
- To consider the decisions of the local planning authorities in respect of local planning applications.
- To consider local street naming proposals, planning appeals, planning appeal decisions and planning enforcement cases
- To monitor and advise the Town Council on environmental issues and concerns and ensure compliance to legislation as much as is possible.
- To work with the Neighbourhood Development planning committee as required.
- General Street Furniture including such as items as public lighting, signs, Bus Shelters & furniture, Grit Bins.
- Repair, maintenance and improvement of Highways as much as is possible or in liaison with the Highways division.
- Flooding incidents on pavements & roads.
- Repair, maintenance and improvements of all footpaths and bridle paths as much as is possible or in liaison with the Highways division
- Car Parking
- Traffic Calming
- Cycle Paths & Routes
- Lorry Watch
- Waiting restrictions and Traffic Orders & liaison with the Police and transport companies.
- Bus services, including bus stops and routes
- Street Cleansing
- Proposing budgets and generating an action plan
- To consider any other item that Council determines is appropriate.
- **Any proposed unbudgeted expenditure will require approval of Legal & Finance committee or Full Council.**

Adopted: 5th September 2019.

Chair