



Saxmundham Town Council

All Members of the **Planning and Development Control Committee** are summoned to attend a meeting on

Wednesday 28th April 2021 using ZOOM at 6.00pm.

(If a member of the public wishes to attend, please contact the Assistant Clerk on the details below)

- 1) Apologies for Absence
To receive apologies for absence.
- 2) Pecuniary/Non-Pecuniary Interests
Councillors to declare any Pecuniary or Non-Pecuniary Interests and Consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
- 3) Minutes of the Previous Meeting
To receive and approve the minutes of the meeting held 14th April 2021.
- 4) Open Forum
To invite the public to comment on any item on the agenda. The public may not join in the meeting itself.
- 5) To consider the following planning application

Planning ref	Application date	Response deadline	Applicant name and site address	Proposal
DC/21/0317/FUL	20 April 2021	12 th May 2021	Saxmundham Free School Seaman Avenue Saxmundham IP17 1DZ	Amendments to plans for new two-storey teaching block.
DC/21/1797/FUL	21 April 2021	13 May 2021	BT, land to the rear of the telephone exchange, 48 high ST IP17 1AB	Two storage/shipping containers to be used as offices

- 6) To note any recent decisions on planning applications by East Suffolk Council – no new decisions at 4pm on 22 April 2021.
- 7) Date and time of next meeting.

J. Morcom **Date: 22nd April 2021**
Assistant Clerk to Saxmundham Town Council Tel: 01728 604595 Email: assistanttownclerk@saxmundham-tc.gov.uk



Saxmundham Town Council

Minutes of the Meeting of the Planning & Development Control Committee 6.00 PM 14th April 2021 by Video Conference

Councillors: Cllr. J. Fisher (Chair) Cllr. C. Hawkins Cllr. N. Hiley

Also Present: J. Morcom (Assistant Town Clerk (ATC))

1/21PD Apologies for absence
None have been received.

2/21PD Pecuniary/Non-Pecuniary Interests
None declared at this point.

3/21PD Minutes of the Previous Meeting held 22nd February 2021
It was unanimously **RESOLVED** to approve the minutes of the meeting held 22nd February 2021. These will be signed when the Chairperson is able to come to the office.

4/21PD Open Forum
No members of the public had joined the meeting.

5/21PD Planning Applications
DC/21/1255/ADN: Fingerpost close to junction of Market Place and high St. This is the town council's own application.
The Committee noted the application.

6/21PD Recent Planning Decisions.
The Committee noted the decision to permit DC/20/4835/FUL, alterations to the rear windows of 34 Church St.

7/21PD To discuss and recommend a response to East Suffolk planning protocol survey from Theberton and Eastbridge Parish Council.
This is a survey seeking support for criticism of East Suffolk's planning protocols.
Cllr Fisher declared a non-pecuniary interest in the item as he is an East Suffolk councillor. This rendered that Planning Committee inquorate and, therefore, unable to recommend a response to the Town Clerk.
The Committee suggested that the Town Clerk contact individual councillors about the survey. ATC to discuss the matter with the Clerk.

8/21PD To note, and, if appropriate, to recommend responses to East Suffolk consultation documents
8a. East Suffolk Community Infrastructure Levy charging Schedule:
It was unanimously **RESOLVED** that the ATC should respond regarding the Committee's concerns that CIL rates would not be fixed for large strategic sites and may be zero, with no guarantee that S.106 would be used to deliver community infrastructure instead.

8b. Sustainable construction Supplementary Planning Document;
It was unanimously **RESOLVED** that the ATC should respond regarding the Committee's concerns that the document does not mention wildlife friendly design.

Cllr Hawkins left the meeting at 6.50pm because of internet problems.

9/21PD To discuss/report back any concerns on energy projects
9a Sizewell C:

Signed _____ Date _____

Cllr Hiley reported that he had attended the preliminary meetings with the Planning Inspector and the timetable was under review. He had also reported back to the Full Council.

9b. Off-shore windfarms:
The Committee noted the timeline.

The next meeting of the Planning and Development Control Committee will be at 6pm on Monday 28th April 2021.

The meeting closed at 7 p.m.

**Jennifer Morcom, Assistant Clerk to Saxmundham Town Council
The Town House, Station Approach
Saxmundham, IP17 1BW**

Signed _____ Date _____

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ESSENTIAL	Comments on how well the candidate meets the person specification.	
		Qualifications & Training Countryside Management or Horticultural qualification BTec/diploma/degree or equivalent.
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Drawing Number: SAXSEN-IWD-XX-ZZ-DR-A-2500
 State Purpose of Issue: D5
 Revision: P7
 planning

Proposed Floor Plans

Client: Seckford Education Trust
Project: SET Saxmudham School
 Seaman Avenue
 Saxmudham
 IP17 1DZ

Room and function

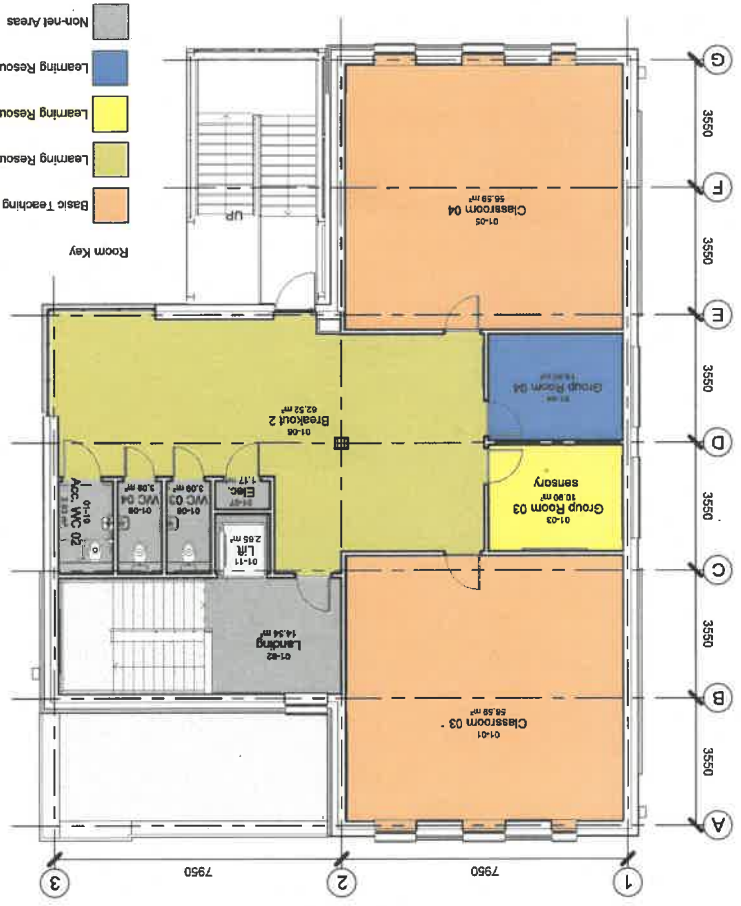
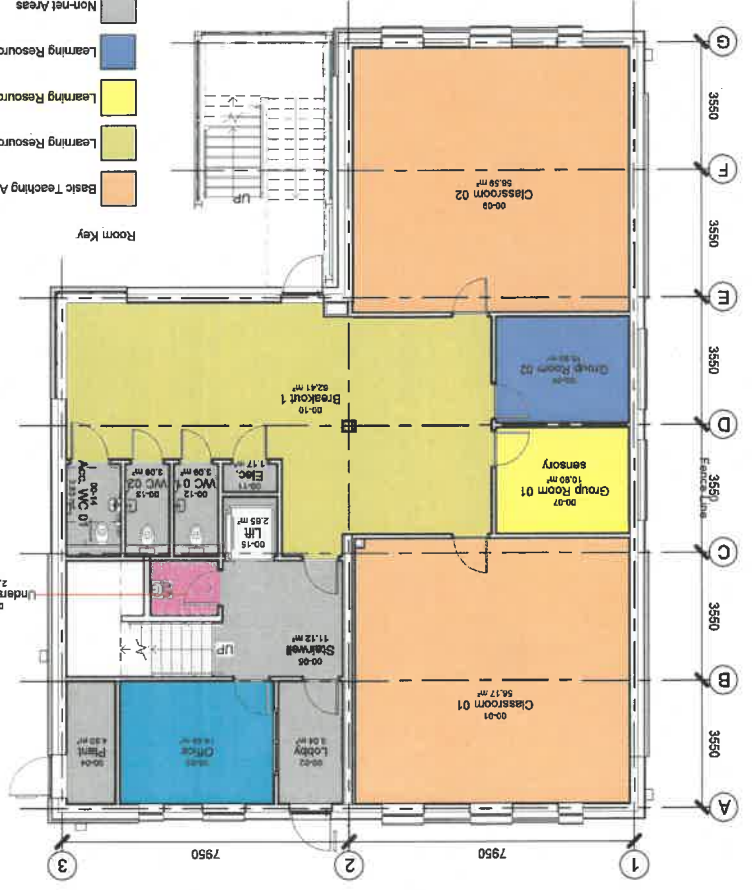


P7	21/04/18	MC	Approved revision
P6	21/03/18	MC	Final 3 BAHs
P5	21/03/04	MC	Final 3 BAHs
P4	21/03/04	MC	Final 3 BAHs
P3	21/03/07	MC	Revised to client comment
P2	21/02/10	MC	GA approval
P1	06/11/17	MC	Planning issue
CHK			Drawn By: SF
Scale @ A2:	1 : 100		Project No: 501822

2 | First Floor Plan

1 : 100

- Staff
- Non-teaching Storage
- Non-net Areas
- Learning Resource Area
- Learning Resource Area/Sensory
- Learning Resource / Breakout
- Basic Teaching Area



Area	Room	Name	Number
56.2 m²	Classroom 01	Classroom 01	00-01
14.5 m²	Staff	Staff	00-03
4.8 m²	Non-net Areas	Lobby	00-02
11.1 m²	Non-net Areas	Stairwell	00-05
10.9 m²	Learning Resource Area/Sensory	Group Room 01	00-07
19.9 m²	Learning Resource Area	Group Room 02	00-08
56.5 m²	Basic Teaching Area	Classroom 02	00-09
82.4 m²	Learning Resource / Breakout	Breakout 1	00-10
17.2 m²	Non-net Areas	Elec.	00-11
3.1 m²	Non-net Areas	WC 01	00-12
3.1 m²	Non-net Areas	WC 02	00-13
3.0 m²	Non-net Areas	Lcd. Wc. 01	00-14
3.1 m²	Non-net Areas	Lobby	00-15
56.6 m²	Basic Teaching Area	Classroom 03	01-01
14.3 m²	Non-net Areas	Landing	01-02
19.9 m²	Learning Resource Area	Group Room 03	01-03
56.9 m²	Basic Teaching Area	Classroom 04	01-05
82.5 m²	Learning Resource / Breakout	Breakout 2	01-06
17.2 m²	Non-net Areas	Elec.	01-07
3.1 m²	Non-net Areas	WC 03	01-08
3.1 m²	Non-net Areas	WC 04	01-09
3.0 m²	Non-net Areas	Lcd. Wc. 02	01-10
3.0 m²	Non-net Areas	Lobby	01-11
2.7 m²	Non-net Areas	Lobby	01-12
2.7 m²	Non-net Areas	Lobby	01-13
2.7 m²	Non-net Areas	Lobby	01-14
2.7 m²	Non-net Areas	Lobby	01-15
2.7 m²	Non-net Areas	Lobby	01-16
2.7 m²	Non-net Areas	Lobby	01-17
2.7 m²	Non-net Areas	Lobby	01-18
2.7 m²	Non-net Areas	Lobby	01-19
2.7 m²	Non-net Areas	Lobby	01-20
2.7 m²	Non-net Areas	Lobby	01-21
2.7 m²	Non-net Areas	Lobby	01-22
2.7 m²	Non-net Areas	Lobby	01-23
2.7 m²	Non-net Areas	Lobby	01-24
2.7 m²	Non-net Areas	Lobby	01-25
2.7 m²	Non-net Areas	Lobby	01-26
2.7 m²	Non-net Areas	Lobby	01-27
2.7 m²	Non-net Areas	Lobby	01-28
2.7 m²	Non-net Areas	Lobby	01-29
2.7 m²	Non-net Areas	Lobby	01-30

Ingleton Wood LLP and have no liability to the Employer arising out of any unauthorised modification or amendment to, or any cancellation, copy or use of the original, or any proprietary works contained therein, by the Employer, other than those specifically authorised in writing. All drawings are to be checked and approved by the client. Contractor to comment on any discrepancies. Any discrepancies reported to the Client Administrator. The drawing is to be read in conjunction with all other relevant drawings and specifications. Do Not Scale

**Application for Planning Permission.
Town and Country Planning Act 1990**

Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

1. Site Address

Number	48
Suffix	
Property name	Ground Floor Office
Address line 1	High Street
Address line 2	
Address line 3	
Town/city	Saxmundham
Postcode	IP17 1AB

Description of site location must be completed if postcode is not known:

Easting (x)	638673
Northing (y)	263266

Description

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2. Applicant Details

Title	
First name	
Surname	British Telecom plc
Company name	BT
Address line 1	Land to the rear of 48, High Street
Address line 2	
Address line 3	
Town/city	Saxmundham
Country	

2. Applicant Details

Postcode	<input type="text" value="IP17 1AB"/>
Are you an agent acting on behalf of the applicant?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

3. Agent Details

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="Gareth"/>
Surname	<input type="text" value="Smyth"/>
Company name	<input type="text" value="CBRE"/>
Address line 1	<input type="text" value="39 Lynda Meadows"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Newtownabbey"/>
Country	<input type="text"/>
Postcode	<input type="text" value="BT370AT"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email	<input type="text"/>

4. Site Area

What is the measurement of the site area? (numeric characters only).	<input type="text" value="625.00"/>
Unit	<input type="text" value="Sq. metres"/>

5. Description of the Proposal

Please describe details of the proposed development or works including any change of use.

If you are applying for Technical Details Consent on a site that has been granted Permission in Principle, please include the relevant details in the description below.

Siting of 2Nr 20ft storage/shipping containers on the land to the rear of the Telephone Exchange at Saxmundham. The containers are to be enclosed in a heras fence with access from the existing car parking area.

Has the work or change of use already started?

Yes No

6. Existing Use

Please describe the current use of the site

The area is currently overgrown waste land to the rear of the car parking area.

Is the site currently vacant? Yes No

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated Yes No

Land where contamination is suspected for all or part of the site Yes No

A proposed use that would be particularly vulnerable to the presence of contamination Yes No

7. Materials

Does the proposed development require any materials to be used externally? Yes No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material):

Walls	
Description of existing materials and finishes (optional):	
Description of proposed materials and finishes:	Steel shipping container
Boundary treatments (e.g. fences, walls)	
Description of existing materials and finishes (optional):	
Description of proposed materials and finishes:	Metal heras fence with weighted black hard composite feet.

Are you supplying additional information on submitted plans, drawings or a design and access statement? Yes No

If Yes, please state references for the plans, drawings and/or design and access statement

Details and elevations of the shipping container

8. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway? Yes No

Is a new or altered pedestrian access proposed to or from the public highway? Yes No

Are there any new public roads to be provided within the site? Yes No

Are there any new public rights of way to be provided within or adjacent to the site? Yes No

Do the proposals require any diversions/extinguishments and/or creation of rights of way? Yes No

9. Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces? Yes No

10. Trees and Hedges

Are there trees or hedges on the proposed development site? Yes No

10. Trees and Hedges

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

Yes No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of your local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

11. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's Flood map for planning. You should also refer to national standing advice and your local planning authority requirements for information as necessary.)

Yes No

If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

Yes No

Will the proposal increase the flood risk elsewhere?

Yes No

How will surface water be disposed of?

Sustainable drainage system

Existing water course

Soakaway

Main sewer

Pond/lake

12. Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

b) Designated sites, important habitats or other biodiversity features:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

c) Features of geological conservation importance:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

13. Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains Sewer
 Septic Tank
 Package Treatment plant
 Cess Pit
 Other
 Unknown

13. Foul Sewage

Other

n/a

Are you proposing to connect to the existing drainage system?

Yes No Unknown

14. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

Yes No

If Yes, please provide details:

Skips to be provided in the compound

Have arrangements been made for the separate storage and collection of recyclable waste?

Yes No

If Yes, please provide details:

Skips to be provided in the compound

15. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

Yes No

16. Residential/Dwelling Units

Please note: This question has been updated to include the latest information requirements specified by government. Applications created before 23 May 2020 will not have been updated, please read the 'Help' to see details of how to work around this issue.

Does your proposal include the gain, loss or change of use of residential units?

Yes No

17. All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?
Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

Yes No

Please add details of the Use Classes and floorspace.

Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. View further information on Use Classes.

Use Class	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
B8 - Storage or distribution	0	0	30	30
Total	0	0	30	30

Loss or gain of rooms

For hotels, residential institutions and hostels please additionally indicate the loss or gain of rooms:

18. Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

Yes No

19. Hours of Opening

Are Hours of Opening relevant to this proposal?

Yes No

20. Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

Yes No

Is the proposal for a waste management development?

Yes No

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make it clear what information it requires on its website

21. Hazardous Substances

Does the proposal involve the use or storage of any hazardous substances?

Yes No

22. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

Yes No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- The agent
- The applicant
- Other person

23. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

Yes No

24. Authority Employee/Member

I certify/The Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

Yes No

25. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run. ** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person role

- The applicant
- The agent

Title

25. Ownership Certificates and Agricultural Land Declaration

First name

Surname

Declaration date
(DD/MM/YYYY)

Declaration made

26. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Date (cannot be pre-application)

