

SUDBURY TOWN COUNCIL

**MINUTES OF THE PLANNING DEVELOPMENT AND HIGHWAYS COMMITTEE MEETING
HELD IN THE TOWN HALL MONDAY 17TH JULY 2023 COMMENCING AT 6.30 PM**

Committee members present: Mr N Bennett - in the chair

Mr S Hall
Mrs J Osborne
Mr A Osborne
Mrs J Rawlinson
Mr A Stohr
Mr N Younger

Mr C Griffin – Town Clerk
Mrs J Budd – Deputy Town Clerk

1. **Substitutes and Apologies**

Apologies for absence were received from Cllrs Ms J Carter and Miss A Owen.

Councillor Mrs Osborne was the substitute for Miss A Owen.

2. **Declarations of Interest**

Mr A Osborne declared that he was a Babergh District Councillor.

3. **Declarations of gifts and hospitality**

There were no declarations of gifts or hospitality.

4. **Requests for dispensation**

No requests for dispensation had been received.

5. **Minutes**

RESOLVED

That the minutes of the previous meeting held on the 3rd July 2023 be confirmed as an accurate record and signed by the Chairman.

6. **Actions from previous minutes**

The Deputy Town Clerk had requested that Suffolk County Council add the drains in Waldingfield Road to their schedule of works due to be completed by the end of July.

RESOLVED

That the report be noted.

7. **Planning Applications**

DC/23/03032 **Proposal:** Application for consent to display an Advertisement – Erection of new fascia signage and hanging sign to existing building.

Location: 98 North Street, Sudbury. CO10 1RF.

RECOMMENDED – Approve.

DC/23/03070 **Proposal:** Householder application – Internal layout changes including removal of ground floor bathroom to form new kitchen and replacement of existing bedroom on first floor with bathroom.

Location: 1 Ballingdon Street, Sudbury. CO10 2BP.

RECOMMENDED – Approve.

DC/23/03071 **Proposal:** Application for Listed Building Consent – Internal layout changes including removal of ground floor bathroom to form new kitchen and replacement of existing bedroom on first floor with bathroom.

Location: 1 Ballingdon Street, Sudbury. CO10 2BP.

RECOMMENDED – Approve.

DC/23/03122 **Proposal:** Planning application – Change of use from A1 shop to A4 drinking establishment, including re-wiring, installation of new hot water cylinder, additional toilet facilities, bar and new signage to front elevation.

Location: 26-27 Gainsborough Street, Sudbury. CO10 2EU.

RECOMMENDED – Approve.

DC/23/03123 **Proposal:** Application for Listed Building consent – Works to facilitate change of use from A1 shop to A4 drinking establishment, including re-wiring, installation of new hot water cylinder, additional toilet facilities, bar and new signage to front elevation.

Location: 26-27 Gainsborough Street, Sudbury. CO10 2EU.

RECOMMENDED – Approve.

DC/23/03175 **Proposal:** Application for Advertisement Consent – Erection of signage to front elevation for the establishment name: COURTYARD TAP.

Location: 26-27 Gainsborough Street, Sudbury. CO10 2EU.

RECOMMENDED – Approve.

DC/23/03162 **Proposal:** Application under Section 73 of the Town and Country Planning Act 1990 – Variation of condition 2 (Approved plans and documents) of planning Permission DC/23/01783 dated 0407/2023 – Erection of extension to gym.

Location: 26-27 Gainsborough Street, Sudbury. CO10 2EU.

RECOMMENDED – Approve.

DC/23/03209 **Proposal:** Application for prior approval under Schedule 2, Part 3, Class MA of the Town and Country Planning (General Permitted Development) Order 2015 – Change of use of Class E unit to Class C3 dwellinghouse.

Location: 36 Cross Street, Sudbury. CO10 2DL.

RECOMMENDED – Approve – subject to no objections being received from Suffolk County Council highways.

DC/23/03215 **Proposal:** Householder application – Conversion of existing attached garage into living accommodation, with new window to front elevation. New rooflight over stair well to front elevation, changes to rear fenestration and internal alterations.

Location: 7 Chelsea Road, Sudbury. CO10 2RU.

RECOMMENDED – Approve.

DC/23/03207 **Proposal:** Householder application – Remove existing rear flat roof to garage and garden room, replacing with vaulted slate pitched roof with 6no rooflights. Replacement of rear door to garage and insertion of 2no windows.

Location: The Forge House, 24 Ballingdon Street, Sudbury. CO10 2BT.

RECOMMENDED – Approve.

8. **Babergh District Council Hybrid Planning Meetings**

An email had been received from Babergh District Council regarding their protocol for Hybrid Planning Committee Meetings. A copy of the protocol is shown at minute 472.

Members were advised that this protocol was only for Babergh District Council meetings and did not apply to other town or parishes council meetings.

RESOLVED

That members welcomed this protocol and that the contents be noted.

9. **Neon Strip lights in North Street**

Complaints had been received regarding the unauthorised installation of two neon strip lights at a shop in North Street.

Babergh District Council had issued an enforcement notice and spoken to the new occupier who had been unaware of the advertising regulations. Now they understand, they have agreed to address the situation.

RESOLVED

That the information be noted.

10. **Hawkins Road/Hawkins Court**

Following recent discussions regarding the difficulty for visitors in finding Hawkins Court, Babergh District Council advised the following:

“As per our Street Name and Numbering Policy, we do not tend to use ‘leading to’ in our signs but we can see for this instance that this will help with the problem by having ‘leading to Hawkins Court’ on the bottom of the existing Hawkins Road signs”.

Sudbury Town Council would be required to fund the purchase of this additional sign. The cost had been estimated at £108.40 excluding VAT, but it would be safer to approve a slightly higher amount in case it was required. The Town Clerk confirmed that up to £200 could be made available from the budget line for Street Furniture in AC 302_4041.

RESOLVED

That, under the power of the Road Traffic Regulation Act 1984, s.72(1) members agree to approve expenditure of up to £200 excluding VAT for a ‘Leading to Hawkins Court’ sign.

That this would be a one-off payment for name signs and suggest that Babergh District Council review their Street Name and Numbering policy.

11. **Footpath in Ingrams Well Road**

An email had been received from a member of the public regarding the lack of footpath on the northern half of Ingrams Well Road.

The resident had been advised by Suffolk County Council that a new footpath along this part of the road would need to be supported and funded by the Town Council.

RESOLVED

Members noted the concerns of the resident; however, the Town Council do not have the funds for this.

Members also noted that in June 2022 Suffolk County Council had put forward proposals to make Ingrams Well Road a one-way street, which included building a footpath all the way along the western side. Officers were asked to investigate what was happening with this plan.

12. **Highways list**

The Deputy Town Clerk advised members on the outstanding TROs for Gaol Lane and Ballingdon Street. A copy of the details is shown at minute page 473.

An email had been received from County Councillor Ms Carter regarding parking issues in Humphrey's Road. A copy of the email is shown at minute page 474.

The overgrowing hedge that was encroaching on the footpath at the corner of East Street and Newmans Road had been reported to Suffolk County Council who would now take appropriate action.

Although the drains in Girling Street/East Street/Acton Lane had all been cleared, they still hadn't coped with a recent heavy downpour and a lot of surface water had remained for some time.

RESOLVED

That 'access protection marking' for driveways on Humphreys Road would be the best place to start, however residents must be aware that this would not be enforceable. That a letter be sent to the Police asking them to monitor dangerous parking near the junctions on Humphreys Road.

The meeting closed at 7.48 pm

Signed

Protocol for Hybrid Committee Meetings

1. The meeting will be held in person, with Officers and external speakers able to join the meeting virtually via MS Teams. Speakers will be able to join via invite only. Any person who wishes to speak at the meeting must contact Committee Services on committees@baberghmidsuffolk.gov.uk at least 24 hours before the start of the meeting.
2. Members of the Committee, the presenting Case Officers, the Planning Lawyer, and the Governance Officer must all be present in person.
3. The meeting will be live streamed and will be available to view on the Council's YouTube page as detailed below:
https://www.youtube.com/channel/UCSWf_0D13zmeqAf5Qv_aZSg
4. Participants should ensure that they have downloaded the MS Teams software ahead of the meeting to ensure that there is time to deal with any problems which may arise.
5. An email link will be sent to participants prior to the meeting. This email link is personal to the recipient and must not be shared. Participants are advised to follow the meetings proceedings via the livestream and join the meeting when the relevant item is to be considered.
6. Attendees are asked to ensure that the setting behind them is appropriate for the meeting. Please note that any person(s) in the background could be seen and heard by all attending the meeting and could be viewed on the live stream and recording.
7. Participants will be live on YouTube and in the Council Chamber once they have joined the meeting.
8. Participants should keep their microphones off at all times, unless addressing the meeting.
9. Participants should raise their hand using the hands up function to indicate to the Chairman that they wish to speak.
10. Participants joining the meeting virtually will be introduced by the Chair of the meeting at the appropriate point in the proceedings.
11. Please do not interrupt other speakers or hold separate conversations whilst others are speaking.
12. If you are attending the meeting to speak and persistently interrupt the meeting, you may be ejected from the proceedings.

Confidential items:

1. The Public and Press may be Excluded from the meeting by resolution in accordance with normal procedural rules. The Committee Officer will ensure that any members of the public and press are disconnected from the meeting.

Continuity plans / issues:

- We advise that a written copy of the representation be supplied for use in the event of unforeseen technical difficulties preventing participation at the meeting itself.
- Anyone wishing to speak virtually does so with the risk that they may not be able to join the meeting.

Jodie Budd

From: Susan Broom <Susan.Broom@suffolkhighways.org>
Sent: 17 July 2023 15:40
To: Jodie Budd
Subject: RE: TRO's

Hi Jodie,

There are now just two remaining sites – Gaol Lane and Ballingdon Street. The TRO to reduce the length of DYLS by half in Ballingdon Street has been approved by senior SCC officers. The TRO for Gaol Lane is being advertised from today (until 7th Aug), as the nearby development necessitated changes to the proposal. Following advertisement, a report is prepared and submitted to senior SCC officers for approval.

For cost and efficiency savings, both sites will be constructed at the same time. However, delivery is slightly complicated by the fact that the highways contract terminates at the end of September and so these schemes will be undertaken by the new service provider who will take over from 1st Oct onwards. Due to end of contract arrangements, the construction programme is already at full capacity until end Sept and so no further work can be pushed through the current contract.

However, I would hope that construction work is completed later this year before the bad weather begins to take hold.

As we are now so close to finally concluding these matters, I will continue to push for these to be delivered as soon as possible.

Kind regards,

Susan Broom
 Design Engineer

E: Susan.Broom@suffolkhighways.org

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From: Jodie Budd <jodie.budd@sudbury-tc.gov.uk>
Sent: 17 July 2023 14:25
To: Susan Broom <Susan.Broom@suffolkhighways.org>
Subject: RE: TRO's

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Hi Susan.

Are you able to advise or direct me in the right direction regarding our long running TRO's? I know a couple have been put on hold, but I am mostly interested in the removal of some of the double lines in Ballingdon Street?

Many thanks.

Jodie

From: Jessie Carter (SCC Councillor) <Jessie.Carter@suffolk.gov.uk>
Sent: 12 July 2023 10:17
To: Ciaran Griffin
Subject: Humphry Road

Ciaran,

I have been contacted by residents of Humphry Road who have said that over the past few years the volume of traffic has increased and with cars parking on both side of the street, manoeuvring on the road has become near impossible. Residents who have their own drives are finding it increasingly difficult to get in and out of their driveways safely. Speeding is also a massive issue.

I reported this issue to the highways team and was told that Potentially some of the side road junctions coming off Humphry Road could be considered for restrictions to protect the junctions, they could see it was very tight to swing round. This would require a TRO to be externally funded.

In the first instance they suggested that residents may wish to apply for an access protection marking for driveways which would likely alleviate any issues with visibility / obstruction : All the information they need on the criteria, application information, guidance notes and process is explained on the SCC webpage here: <https://www.suffolk.gov.uk/roads-and-transport/parking/apply-for-access-protection-markings> If approved the cost is £250 in total. (£100 assessment and £150 for installation). Apparently some residents already have them.

Would it be possible to speak about this at highways committee meeting please to see what councillors feel would be the best option or if they have any ideas?

Kind Regards

Cllr Jessie Carter
Suffolk County Councillor for Sudbury
07955 434 411
Jessie.carter@suffolk.gov.uk

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