

SUDBURY TOWN COUNCIL
MINUTES OF THE PLANNING DEVELOPMENT AND HIGHWAYS COMMITTEE MEETING
HELD IN THE TOWN HALL ON MONDAY 13TH JULY 2026 COMMENCING AT 6:30 PM

Committee members present: Mr N Bennett – the chair
Mr S Hall
Mr A Osborne
Mrs J Osborne
Mr T Regester
Mr A Stohr

Officers in attendance: Mr C Griffin – Town Clerk

1. **SUBSTITUTES AND APOLOGIES**

Apologies had been received from Councillor Ms J Carter. Councillor Mrs J Osborne was the substitute for Ms J Carter.

2. **DECLARATIONS OF INTEREST**

Councillors Mr A Osborne and Mr T Regester declared that they were Babergh District Councillors.

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 15th June 2026 be confirmed as an accurate record and signed by the Chairman.

6. **REVIEW OF ACTIONS FROM PREVIOUS MEETINGS**

There were no actions from the previous meetings that the Town Clerk needed to raise.

The committee agreed to bring forward item 11 (Highways) as there were two members of the public who wished to raise a concern.

HIGHWAYS

11. TO DISCUSS THE HIGHWAYS LIST

Members discussed the following points:

- Parking on Burkitts Lane. A member of the public expressed his concern about vehicles parked in the unrestricted parking bay on Burkitts Lane outside the former public conveniences. He stated that some vehicles parked in this bay were registered as SORN or not taxed, and that these vehicles were not allowed to park on a public highway. He said that two of these vehicles had been hit and damaged whilst parked in these bays and could be a danger to the public. Members discussed which local authority was responsible for removing vehicles that had been abandoned on the public highway and agreed that the problem should be reported to both the police and the district council.
- A request for bollards outside 101 Cross Street. The residents at 101 Cross Street had emailed the town council making a formal request for protective bollards outside their historic house on Cross Street. They reported that their house had been hit by traffic 6 times over the previous 25 years and the neighbouring houses another 14 times. This made it almost impossible to get insurance for the house and was dangerous to pedestrians walking past. As there were bollards at the other end of Cross Street, they hoped that the council could fit similar protective bollards at their end. Members were sympathetic to their problem and asked the Town Clerk to contact the county councillor responsible for this area and the Suffolk Highways team to better understand what types of bollards would be considered suitable, effective and safe in this particular location. Once there was a proposed design, detailed cost estimates could be produced and funding options examined.
- Damage to the public footbridge near Catesby Meadow. The public footbridge between Catesby Meadow and footpath 55 on the Valley Trail along the old railway line had deteriorated and now appeared to be unsafe. Residents had reported the damage, but it was not clear who was responsible for its maintenance. The bridge and the water channel underneath the bridge appeared on the Land Registry as part of parcel 46899835 which includes the roads Catesby Meadow, Woodpeckers and Kingfishers. This land may have belonged to the developer of the new estate and might have remained the responsibility of any successor company, if not adopted by Suffolk Highways. Members asked the Town Clerk to raise their concerns to both the district council and the county council to see who would need to take responsibility for this bridge.
- Parking on the Corner of Prince Charles Close. A councillor raised a complaint from a resident of Prince Charles Close that the district council could not empty her bins as the entrance to Prince Charles Close was blocked by a van parked on the junction with Acton Lane. Members noted that the Highway Code rule 243 stated that "DO NOT stop or park opposite or with 10 meters of a junction" and wondered how this rule could be enforced. As this would also restrict access for 'blue light' emergency vehicles, the police might be able to take action to prevent danger. The Town Clerk was asked to contact the police and ask for their help.
- A councillor raised his disappointment that Essex Highways had not informed the Town Council in advance of their intention to introduce a temporary reduction in the speed limit on part of the A131 on the way to Halstead where there was a construction site for the new electricity pylon line. He requested that Essex Highways inform Sudbury Town Council of any planned disruption of the A131 between Sudbury and Halstead.

7. TO REVIEW THE TERMS OF REFERENCE (TORs) FOR THE PLANNING, DEVELOPMENT AND HIGHWAYS COMMITTEE

The Town Clerk produced the revised terms of reference (TORs) for the Planning, Development and Highways Committee, which had been circulated with the agenda. Members agreed to add “cycle paths” alongside “footpaths” and to add “local public transport” under the development section. The Chair explained the new paragraph 6 which would allow the Town Clerk to comment on behalf of the council if time did not allow for a meeting.

RESOLVED

To recommend the revised terms of reference (TORs) for the Planning, Development and Highways Committee for approval by the Full Council as shown at **minute pages 693 to 694.**

8. PLANNING APPLICATIONS

The Babergh District Council planning website was not working and was scheduled to be off-line until Tuesday evening. Members agreed to email any comments on application DC/25/02649 to the Town Clerk and let him comment on behalf of the committee. They could not see any issues with the other three applications.

DC/26/02694 **Proposal:** Application for consent to display an Advertisement(s) - Installation of 10No. signs consisting of Totem 1 - Sign 1 - Other type, Aldi Logo SignCase; Totem 2 - Sign 2 - Other type, Aldi Logo SignCase; Totem 2 - Sign 3 - Other type, Opening Hours; Totem 2 - Sign 4 - Other type, Services Panels; Sign 5 - Other type, Aldi Welcome Vinyl; Sign 6 - Fascia type, Aldi Landscape Logo; Sign 7 - Fascia type, Aldi Landscape Logo; Sign 8 - Fascia type, Aldi Logo SignCase; Sign 9 - Fascia type, Aldi Logo SignCase; Totem 3 - Sign 10 - Other type, Aldi Logo SignCase. As detailed in submitted plans/documents.

Location: Aldi Store (Former Homebase), Waldingfield Road, Sudbury, Suffolk, CO10 2YH

RESOLVED – To recommend approval

DC/25/02649 **Proposal:** Application under Section 73 of The Town and Country Planning Act for DC/23/02432 (5no flats, 1no apartment new build) for the variation of Conditions 2 (approved plans & documents), 5 (cycle storage), 8 (acoustics), 10 (contamination), 11 (biodiversity), 12 (materials) & 16 (archaeologys).

Location: 10 Old Market Place, Sudbury, Co10 1TL

RESOLVED – To email any comments to the Town Clerk and let him make a recommendation on behalf of the committee.

DC/26/02548 **Proposal:** Householder Application - Erection of metal shed (following removal of existing shed)

Location: 6 Middleton Road, Sudbury, Suffolk, CO10 2DB

RESOLVED – To recommend approval

DC/26/02655 **Proposal:** Householder Application - Install an EV charger on garage

Location: 2 Salters Hall, Stour Street, Sudbury, Suffolk, CO10 2AX

RESOLVED – To recommend approval

DEVELOPMENT**9. TO COMPLETE THE RESPONSE TO THE JOINT LOCAL PLAN SCOPING CONSULTATION 2026**

The Town Clerk produced paper versions of the online form and the Chair asked each member to fill in their priorities for questions 7, 8, 12, 13 and 17 where the importance of each item needed to be placed in rank order. Member then agreed the answers to the remaining questions.

RESOLVED

That the Town Clerk submit the response on behalf of the Town Council with the answers as shown on pages 695 to 699

10. TO DISCUSS PROPOSED MOBILE PHONE BASE STATION UPGRADE AT Highbank Cottage, Highfields Riding School, Melford Road, Sudbury, Suffolk, CO10 1XU

A letter had been received from Cornerstone Telecommunications, a UK mobile infrastructure services company who own and manage sites across the country. Cornerstone intended to upgrade the mobile phone infrastructure at their site at Highbank Cottage, near the Melford roundabout. They planned to remove their existing 17m high monopole mast with 6 antennas and install a new 22.5m high monopole mast and headframe (top height of 23m) with 6 antennas and 2 no. transmission dishes. This proposed scheme constituted permitted development and did not require a prior approval/planning application to be submitted to the local planning authority however, they were notifying the Town Council to inform them of their intention to utilise permitted development rights for these works.

RESOLVED

To note the changes that will take place to the mobile phone infrastructure at Highbank Cottage.

The meeting closed at 7:51 pm.

Signed
Chairman

Planning, Development and Highways Committee - Terms of Reference 2026**Purpose of the Committee**

1. Planning, Development and Highways Committee is established to ensure planning consultations are dealt with in a timely manner and to co-ordinate all matters relating to proposed development, including the Local Plan. It also oversees all those matters within the Council's remit which relate to highways, roads, street lighting, car parking, cycle paths, footpaths and bridleways.
2. The Committee will consist of eight members appointed by the Full Council. The Mayor will be an additional ex-officio member, without voting rights. The Committee will normally meet on every other Monday commencing at 6.30pm.
3. The Committee may appoint working groups whose terms of reference and members shall be determined by the Committee. Members of working groups may include non-councillors.
4. The committee has delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget):
 - a. Planning
 - Consideration of all planning consultations received relating to Sudbury and determination of the Council's response to the planning authorities.
 - Consideration of the decisions of the local planning authorities in respect of local planning applications.
 - Consideration of local street naming proposals, planning appeals, planning appeal decisions and planning enforcement cases.
 - b. Development
 - Monitoring and advising the Town Council on new development proposals.
 - Drafting any local plan for Sudbury.
 - Commenting on the local plans and local public transport for surrounding areas.
 - c. Highways
 - Repair, maintenance and improvement of highways.
 - Repair, maintenance and improvements of cycle paths, footpaths and bridle ways.
 - Repair, maintenance and improvements of street lighting.
 - Car parking and residents' parking schemes.
 - Waiting restrictions and traffic orders.
 - Road safety and speed reduction schemes
 - Renaming and renumbering of streets.
 - Street cleansing.
 - Collection and disposal of refuse.
5. The Committee must produce a budget each year to cover forecast expenditure for all these areas for approval by the Full Council. Any proposed unbudgeted expenditure will require approval of the Finance Committee.
6. The committee delegates to the Town Clerk the authority to respond to planning application and consultations when a response is required before the next meeting. In these circumstances, the Town Clerk should email the details to all committee members asking for their thoughts on the subject. If members feel that an extraordinary committee meeting is necessary, they should

summon one in accordance with Standing Order 6, and the Town Clerk will not respond to the planning application until after the extraordinary meeting.

DRAFT

Babergh and Mid Suffolk Scoping Consultation – Planning Committee 13 July 2026**Introduction**

Babergh and Mid Suffolk District Councils are preparing a new local plan that will help to shape the future of the districts. This scoping consultation is an opportunity for us to gather early views from residents, businesses, and other stakeholders on key challenges, opportunities and priorities for the future.

All feedback at this stage will be reviewed and used to inform later stages of plan preparation, including draft policies and public engagement

To support this consultation we have prepared a baseline information document that provides information on the social, economic and environmental factors affecting the districts and a planning context document.

Further information and FAQs are available on our websites:

<https://www.midsuffolk.gov.uk/joint-local-plan> and <https://www.babergh.gov.uk/joint-local-plan>

All questions are optional

1. What is your relationship to Babergh and/or Mid Suffolk? (Select all that apply)

Resident

Business

Visitor

Landowner

Parish or Town Council

Organisation

Other: please state

2. If you are a resident, what is the first part of your postcode? (eg IP1 2)

CO10

3. If responding on behalf of an organisation or parish/town council, please tell us which one.

Town Council

4. What do you value most about the place where you live, work or spend time?

- **History**
- **Culture**
- **Viability**
- **Community**
- **Convenience (access to shops and services)**
- **Access to the countryside**

5. What are the biggest challenges facing your area over the next 20 years?

- **Town economy**
- **Infrastructure**
- **Increase in traffic**
- **Congestion**
- **Climate change**
- **Needs of an aging society**
- **Losing the town's identity**

6. What would most improve the quality of life in your community?

- **Moving the strategic lorry route from the A131 to the A134**
- **A bypass to reduce congestion and pollution from heavy traffic**
- **Improved public transport, including more, faster buses**
- **More skilled, well-paid jobs in the town**

7. What is most important when planning for new housing and community infrastructure? Rank the following options (1 = most important, 8 = least important).

- 1 Infrastructure**
- 6 Design quality**
- 7 Protecting countryside**
- 4 Affordability**
- 3 Access to transport**
- 2 Access to services**
- 8 Biodiversity**
- 4 Jobs**

8. What types of homes are most important to deliver in Babergh / Mid Suffolk? Rank the following options (1 = most important, 7 = least important).

- 1 Affordable homes**
- 3 Homes for older people**
- 2 Family homes**
- 6 Smaller homes**
- 4 Homes for younger people**
- 5 Accessible homes**
- 7 Self-build**

9. The Government has set a requirement for at least 28,000 homes to be built collectively across Babergh and Mid Suffolk – where should future housing growth be focused? Rank the following options (1 = highest priority, 6 = lowest priority).

- 2 Large towns**
- 3 Small towns**
- 4 Large villages**
- 5 Small villages**
- 1 Previously developed land**
- 6 Hamlets/countryside**

10. A new settlement is a large-scale development with homes, jobs and supporting infrastructure designed to create a new community. Do you think a new settlement should be considered as part of the future growth strategy? (select one)

Yes

~~No~~

~~Unsure~~

11. If yes, what size of new settlement do you think is most appropriate? Rank the following options (1 = most appropriate, 3 = least appropriate).

~~1,000-2,000 homes~~

~~3,000-4,000 homes~~

5,000+ homes

12. All new development will need to be supported by new and improved infrastructure. Which of the following infrastructure do you consider to be most important for new development?

Rank the following options (1 = most important, 11 = least important).

- 5 Roads**
- 4 Cycle paths**
- 1 Public transport**
- 2 Medical facilities**
- 6 Schools**
- 7 Education and training provision**
- 3 Employment and business infrastructure**
- 10 Community centres**
- 8 Leisure**
- 9 Sports**
- 11 Cultural facilities**

13. Which environmental issues concern you most? Please rank the following options (1 = highest concern, 7 = lowest concern).

- 1 Flooding**
- 5 Biodiversity loss**
- 2 Water supply**
- 3 Climate change**
- 4 Overheating**
- 6 Pollution**
- 7 Landscape impact**

14. What green spaces, landscapes or natural features are most important to protect?

- **Belle Vue Park**
- **The riverside in Sudbury, including the water meadows**
- **Existing small green playing areas**
- **Sports playing fields**

15. What types of jobs and businesses should the districts support in future?

- **Skilled work including tradespeople (electricians, plumbers, green energy, etc)**
- **Independent retailers**

16. Where should future employment growth be located in the districts?

- **Towns and larger villages with good transport links.**
- **Places with a good supply of workers within walking or cycling distance**
- **Places with a good allocation of employment land**
- **Places with brownfield sites**

17. What transport issues affect you most? Rank the following options (1 = highest concern, 7 = lowest concern).

- 3 Traffic**
- 2 Congestion**
- 1 Poor public transport**
- 4 Lack of cycle routes and walking routes**
- 5 Parking**
- 7 EV charging**
- 6 Travel times**

18. How could transport connections be improved across Babergh and Mid Suffolk?

- **Direct bus services from Sudbury to Stowmarket**
- **Direct bus services from Sudbury to Haverhill**
- **Direct bus services from Sudbury to Stansted Airport**
- **Direct bus services from Sudbury to Bury St Edmunds at peak times**

19. Has this consultation information been easy to understand and access?

Yes

No

Partly

20. What could we do to improve future consultation and engagement?

- **Public meetings held at weekends**

21. Are there any groups or communities we should focus on in future consultations?

22. How would you prefer to be involved in future stages of the Local Plan? (Select all that apply)

Online consultation

Drop-in events

Workshops

Social media

Focus groups

Parish meetings

Virtual events

Other: Please state

23. If there is anything we haven't asked in this questionnaire that you consider would ensure a better plan for the district, please add as free text below.