

**SUDBURY TOWN COUNCIL**

**MINUTES OF THE PLANNING DEVELOPMENT AND HIGHWAYS COMMITTEE MEETING  
HELD IN THE TOWN HALL TUESDAY 29<sup>TH</sup> AUGUST 2023 COMMENCING AT 6.30 PM**

Committee members present: Mr N Bennett - in the chair.

Mr S Hall  
 Mr A Osborne  
 Mrs J Osborne - ex-officio as the Mayor  
 Miss A Owen  
 Mr T Regester  
 Mr A Stohr  
 Mr N Younger

Mr C Griffin - Town Clerk  
 Mr B Smith - Community Warden Manager

1. **Substitutes and Apologies**

Apologies were received from Councillor Ms J Carter.  
 Councillor Mr T Regester was the substitute for Ms J Carter.

2. **Declarations of Interest**

**Councillors A Osborne, A Owen and T Regester declared that they were Babergh District Councillors.**

**All members declared an interest in planning application DC/23/03736 as it was Sudbury Town Council that had applied for permission to attach a memorial plaque to the library.**

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 14<sup>th</sup> August 2023 be confirmed as an accurate record and signed by the Chairman.**

6. **Actions from previous minutes**

The Town Clerk gave an update on the following:

- Item 7 – The Planning Inspectorate had been advised of the Town Council’s change of recommendation relating to The Dell, Newton Road.

- Item 10 – Double yellow lines on Chaucer Road and Clermont Avenue – The reply from SCC had been sent to all members via email. Members were not happy with the response and asked for a reply to be sent to Suffolk Highways confirming the Town Council's position.
- From a previous meeting when New HGV Signage was discussed, SCC had responded with *'The designer working on this project will send a copy of any drawings for approval before construction is ordered on site. Please note these will be plans (top-down) – not 3D elevations.'*

## RESOLVED

**That the report be noted.**

**That a reply be sent to Suffolk Highways confirming the Town Council's position that "Sudbury Town Council support limited double yellow lines on the narrow link road between Chaucer Road and Clermont Avenue and on the curved areas of curb on the adjacent road junctions to allow emergency vehicles access. However, they were concerned that the lines on the proposed drawing extended too far from the junctions and were not required on the opposite (north) side of Clermont Avenue."**

## 7. Planning Applications

DC/23/03706 **Proposal:** Full planning application – Replacement of existing timber windows to shops and flats above and doors to shops.

**Location:** 1 – 7 North Street Parade, Sudbury. CO10 1GL.

**RESOLVED – Approve**

DC/23/03736 **Proposal:** Application for Listed Building Consent – Erection of a memorial wall plaque.

**Location:** Sudbury Library, Market Hill, Sudbury CO10 2EN.

**RESOLVED – Approve**

DC/23/03857 **Proposal:** Notification for Works to trees in a Conservation Area – Prune back 1no Yew Tree by 1.5 – 2m back to previous pruning points to a approximate height of 7m and a crown spread of 6m.

**Location:** Yew Tree Lodge, 1 Red House Lane, Sudbury. CO10 2BY.

**RESOLVED – Approve**

DC/23/03870 **Proposal:** Application for works to a tree within a Conservation Area – Re-pollard 1no Sycamore tree back to previous points in rear garden causing damage to wall and nearby property.

**Location:** 14 Gainsborough Street, Sudbury. CO10 2EU.

**RESOLVED – Approve**

DC/23/03885 **Proposal:** Householder application – Erection of front porch, new roof to first floor side elevation and new window to front and side elevation.

**Location:** 158 Melford Road, Sudbury. CO10 1JZ.

**RESOLVED – Approve**

DC/23/03893 **Proposal:** Householder application – Erection of front porch and rear extension including pitched roof to garage and conversion to additional living accommodation (amended scheme to DC/22/01489).

**Location:** 21 Deben Drive, Sudbury. CO10 2QH.

**RESOLVED – Approve, but with an additional condition that the public open green space on the opposite side of Deben Drive must not be used to support the construction process.**

8. **Street Name for the Chilton Woods Development**

Members discussed a request to use the name ‘Simmons’ as a street name within phase 3 of the Chilton Woods Development.

**RESOLVED**

**To support the addition of “Simmons” to the list of road names for use in Chilton Woods Phase 3.**

9. **Responsibilities for Maintaining Public Spaces**

Members discussed a table produced by the Town Clerk and Community Warden Manager showing the responsibilities and duties for maintaining public spaces. A copy is shown at page 512.

Members noted that a new highways contractor was taking over in September and anticipated improvements in the efficiency and coordination of repairs.

**RESOLVED**

**That the table of responsibilities be made available on the Town Council’s website.**

**That Babergh District Council be asked to provide a schedule for their street cleaning work in Sudbury and that this be linked to the Town Council’s website.**

**That Suffolk Highways be asked to confirm when they would be weed killing plants growing on the roads in Sudbury (this had been scheduled for 28 August).**

**That the Suffolk Highways online reporting tool be promoted as widely as possible.**

**To ask members representing Sudbury on the district and county councils to help drive these matters forward.**

10. **Highways list**

**RESOLVED**

**To report the vegetation that was overgrowing the footpath on the A131 Ballingdon Hill to Essex Highways as, although this was across the county boundary and not in Sudbury, this affected people walking into Sudbury.**

The meeting closed at 7:43 pm

Signed .....

**Responsibilities for Maintenance of Public Spaces**

Space	Primary Responsibility	Secondary Responsibility	Sudbury Town Council Involvement	References
Highways – Roads	Suffolk County Council Suffolk Highways		Reporting damage	
Highways – Potholes	Suffolk County Council Suffolk Highways		Reporting damage	
Highways – Markings	Suffolk County Council Suffolk Highways		Reporting damage	
Highways – Signage	Suffolk County Council Suffolk Highways		Reporting damage	
Highways – Streetlights	Suffolk County Council Suffolk Highways	Sudbury Town Council own some streetlights	Reporting damage to any lamps. Sudbury Town Council lamps are also maintained by Suffolk County Council.	
Highways – Cleaning	Babergh District Council sweeping as the principal litter authority	Sudbury Town Council receive funding from Babergh District Council for the Street Warden	Street Warden sweeping schedule for the Sudbury town centre	
Highways – Drainage	Suffolk County Council Suffolk Highways		Reporting blockages	
Highways – Bollards	Suffolk County Council Suffolk Highways		Reporting damage	
Highways – Pavement	Suffolk County Council Suffolk Highways	Some of the Springlands Estate is maintained by Babergh District Council as it is owned by their Housing Revenue Account.	Reporting damage	
Highways – Footpaths	Suffolk County Council Rights of Way		Reporting problems	
Highways – Verges	Suffolk County Council Suffolk Highways	Subcontracted some to Babergh District Council Public Realm team others to local farmers	Reporting problems	

Space	Primary Responsibility	Secondary Responsibility	Sudbury Town Council Involvement	References
Highways – Private land (overhanging vegetation)	Suffolk County Council Suffolk Highways contact the land owner and give them 28 days to cut it back	Owner’s responsibility to deal with this. They will be re-charged if they do not comply	Reporting problems	
Weeds in road/kerbs	Suffolk County Council Suffolk Highways spray weedkiller or sweep with a metal wire brush		Sudbury Town Council can choose to do extra weeding	Highways Maintenance Operation Plan (dated July 2021 but refreshed every 3 months)
Grassed areas within residential estates	Babergh District Council Public Realm and Public Realm for the Housing Revenue Account. Private estates remain the responsibility of the builder/management firm.		Reporting problems	
Collecting of leaves/debris from footpath	Babergh District Council as leaves are classed as litter.		Sudbury Town Council are responsible for the land it owns e.g. Croft and Mill Acre.	
Closed churchyards	Sudbury Town Council are responsible for St Gregory’s and All Saints.		Community Warden team	
A Boards	Joint policy adopted by all three levels of local authority. Sudbury Town Council are responsible for initial enforcement with serious problems referred to Babergh District Council or Suffolk County Council			