

**SUDBURY TOWN COUNCIL**  
**MINUTES OF THE PLANNING DEVELOPMENT AND HIGHWAYS COMMITTEE MEETING**  
**HELD IN THE TOWN HALL ON MONDAY 9<sup>TH</sup> MARCH 2026 COMMENCING AT 6:30 PM**

Committee members present: Mr N Bennett – the chair  
Mr S Hall  
Mr A Stohr  
Mr N Younger

Officers in attendance: Mr C Griffin – Town Clerk

1. **SUBSTITUTES AND APOLOGIES**

Apologies had been received from Councillors Mr A Osborne, Miss A Owen and Mr T Regester.

2. **DECLARATIONS OF INTEREST**

Councillors Mr S Hall declared that he knew the people who involved in planning application DC/26/00639 but that this was not a pecuniary interest.

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 23<sup>rd</sup> February 2026 be confirmed as an accurate record and signed by the Chairman.

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

The Town Clerk briefed members on the work to progress the SID pole applications.

7. **PLANNING APPLICATIONS**

DC/26/00685

**Proposal:** Full Planning Application – Demolition of the existing shop units and erection of 2no. Two-storey dwellings, together with an open carport, parking, boundary wall, and associated works.

**Location:** 50A-52A North Street, Sudbury, Suffolk, CO10 1RE

**RESOLVED – To recommend approval, with the same caveat as before, that that change of use from commercial to residential at street level is only suitable for this small area at the top end of North Street and must not be seen as setting a precedent for other areas of Sudbury.**

DC/26/00639

**Proposal:** Householder Application – Retrospective application for the partial retention of an existing cartlodge and reconstruction of roof to reflect scale of previous approval: DC/18/03992.

**Location:** The Old Dairy, 73 Ballingdon Street, Sudbury, Suffolk, CO10 2DA

**RESOLVED – To recommend approval**

**DEVELOPMENT**

8. There were no development issues.


**HIGHWAYS**

9. **TO DISCUSS THE HIGHWAYS LIST**

Members discussed the following points;

- Suffolk Highways Town, Parish Council & Parish Meeting Survey – Members completed the survey and a copy is included at pages 199 to 202.
- Sink Hole – A member raised his concern that a sink hole was reappearing in Girling Street as the tarmac in new repairs was sinking down and recreating the problem.

The meeting closed at 7:22 pm.

Signed .....  .....  
Chairman

## Town & Parish Council Survey – Final Draft

This survey seeks your feedback on how Suffolk Highways can improve communication, support, and delivery for your council. Your responses will help shape future improvements across the county.

### Section 1: About Your Council

1. Council Name: Sudbury Town Council
2. Type of Council:  
 Town  
 Parish  
 Parish meetings
3. How would you describe the size and character of your parish? (For Parish Councils only):  
 Large  Medium  Small  
 Rural  Urban  Mixed
4. How often do you interact with Suffolk Highways?  
 Weekly  Monthly  Occasionally  Rarely

### Section 2: Access & Communication

5. How easy is it to contact Suffolk Highways when needed?  
 Very easy  Easy  Difficult  Very difficult
6. Do you feel your council is treated differently from members of the public when reporting issues?  
 Yes  No  Sometimes
7. How satisfied are you with the clarity and tone of responses you receive?  
 Very satisfied  Satisfied  Neutral  Dissatisfied  Very dissatisfied
8. Would a dedicated council portal or phone line improve your experience?  
 Yes  No  Unsure
9. What would make communication easier for your council?

Real time response from an officer

### Section 3: Local Safety & Speed Management

10. Are you aware of the Council's Speed Limit Policy?  
 Yes  No

11. If 'Yes' to Q10, is the policy easy to understand when considering whether a local issue qualifies for a speed limit change?  
 Yes  No
12. How confident are you that speed limit policies are applied consistently across Suffolk?  
 Very confident  Confident  Not confident  Unsure
13. Do you feel your concerns about speeding and unsafe junctions are addressed?  
 Yes  No  Sometimes  Not applicable
14. If a speed-limit request is refused, do you receive clear feedback?  
 Yes  No  Sometimes
15. Would you support a speed-limit review panel for local proposals?  
 Yes  No  Unsure
16. What improvements would you like to see in speed management?

*Better communications*  
*Better enforcement*

#### Section 4: Community Self-Help Scheme

17. Are you aware of the Community Self-Help Scheme?  
 Yes  No
18. If 'Yes' to Q17, which activities does your council undertake?  
 Grass cutting  Tree pruning  Weed clearance  
 Footway siding  Gully cleaning  Sign cleaning  
 Painting street furniture
19. If 'Yes' to Q17, which of the following initiatives supported by the Community Self-Help Scheme are you aware of (select all that apply)  
 Buying services from a contractor  
 Using trained volunteers  
 Using community volunteers  
 Buying additional services from Suffolk Highways
20. Would your council be interested in starting or expanding its use of the scheme?  
 Yes  No  Unsure
21. What type of support would help most?  
 Training  Funding  Equipment  Other:

22. What changes would you like to see in the Self-Help scheme?

*None*

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**Section 5: Digital Tools & Reporting**

**23. How effective is the Suffolk County Council online reporting tool for your needs?**

- Very effective  Effective  Neutral  Ineffective

**24. Do you receive enough updates on reported issues?**

- Yes  No  Sometimes

**25. Would you use a council-specific reporting Interface if available?**

- Yes  No  Unsure

**26. How do you prefer to report issues?**

- Digital tools  Direct human contact  Both equally

**27. Are you aware of the following resources? (select all that apply)**

- The Suffolk Highways website for service information  
 Quick Guides outlining available services  
 Social media channels (e.g., Facebook, X)  
 *one.network* for real-time information on roadworks

**28. What challenges do you face using the reporting tool?**

*Software issues with android phones*

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**Section 6: Community Liaison Engineers (CLEs)**

**29. Are you aware of our Community Liaison Engineers? If 'No', skip to Q36.**

**If 'Yes', proceed with Q30-36**

- Yes  No

**30. Do you know how to contact them?**

- Yes  No

**31. Are you aware of the advice and support they can provide?**

- Yes  No

**32. How valuable do you find their role?**

- Very valuable  Valuable  Neutral  Not valuable

**33. How often does your council have direct contact with a CLE?**

- Regularly  Occasionally  Rarely  Never

**34. Would more regular meetings improve communication?**

- Yes  No  Unsure

**35. Any feedback on the CLE service?**

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**Section 7: General Feedback**

36. What are the top three things Suffolk Highways does well?

Grit the roads

37. What are the three biggest challenges your council faces with highways?

Potholes and lack of resurfacing  
Blocked drains and gullies  
Early engagement on active travel

38. Which improvements would make the greatest difference?

Preventative maintenance of the road surface

39. Have you attended any Suffolk Highways forums hosted by Suffolk Association of Local Councils (SALC)?

Yes  No

40. If 'Yes' to Q39, which forums did you attend?

Grass & Weeds  Community Self-Help  Roadworks  
 Winter  Drainage

41. If 'No' to Q39, what prevented you from attending? Not aware

42. If 'Yes' to Q 39, did you find the forums useful?

Yes  No  Partly

43. If 'Yes' to Q39, what could we do to improve our forums?

44. Please list your top three highways topics you would like to hear more about

Preventative maintenance of roads, drainage, speeding

45. Overall, how satisfied are you with the support and communication provided?

Very satisfied  Satisfied  Neutral  Dissatisfied  Very dissatisfied