**MINUTES**

**Present:** Cllrs Wendy Brooks, Peter Knight (Chair), Alan Green, and Alice Taylor

**In attendance:** Sarah Foote (Deputy Town Clerk)

**Public:** There was one member of the public in attendance at Hamilton House.

# 104. Welcome

# The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

# 105. Apologies for absence

# Apologies were received from Cllr Pearce and Cllr Lang and accepted. Proposed by Cllr Taylor, seconded by Cllr Green and unanimously agreed. Cllr Newsome was absent.

# 106. Declarations of Interests and dispensations

a. Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the Agenda:

Cllr Knight declared an interest in applications DC/21/4515 and DC/21/4514 and stated he would leave the meeting when these were discussed.

b. Written requests for dispensations for Disclosable Pecuniary Interests – There were none.

# 107. The draft Minutes of 5 October 2021 – it was proposed by Cllr Taylor, seconded by Cllr Green and unanimously agreed to accept the minutes.

# 108. Advance comments from the public on any matters on this agenda – none.

# 109. Planning applications

**a**. Consideration of the following planning applications (all available on [www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk)) and decide the recommendations of the Council:

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| Reference | Address and Description | District Ward |
| DC/21/4313/FUL | North Quay Retail Park Peto Way - [Standalone office pod erected for the purpose of purchasing vehicles from the general public](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QZHAQLQXFV200&prevPage=inTray) | Harbour and Normanston |
| It was proposed by Cllr Taylor, seconded by Cllr Green and agreed (three votes in favour, one against (Cllr Brooks))to recommend approval. |
| DC/21/4515/LBC | 29 High Street - Listed Building Consent - Erection of replacement garden room | Harbour and Normanston |
| At 16.37 Cllr Knight left the meeting. It was proposed by Cllr Brooks, seconded by Cllr Green and agreed to recommend approval. |
| DC/21/4514/FUL | 29 High Street - Erection of replacement garden room  | Harbour and Normanston |
| It was proposed by Cllr Brooks, seconded by Cllr Green and unanimously agreed to recommend approval. At 16.39 Cllr Knight returned to the meeting. |
| DC/21/3946/FUL | 2 Christ Church Square, Whapload Road - Change of use from 'light industrial' to storage and distribution with a small retail element | Harbour and Normanston |
| It was proposed by Cllr Brooks, seconded by Cllr Taylor and unanimously agreed to recommend approval subject to consideration of comments from Suffolk Fire and Rescue.  |
| DC/21/4361/FUL | The Hog Hotel 41 London Road - [Retrospective Application - Change of use from Garden Land to Commercial use for the benefit of the hotel, residents and neighbouring locals.](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QZMMCKQXFXO00&prevPage=inTray) | Kirkley and Pakefield |
| It was proposed by Cllr Knight, seconded by Cllr Brooks and unanimously agreed to recommend approval subject to the appropriate licences being in place for this type of operation in a residential area. |
| DC/21/4249/FUL | 86 All Saints Road - Construction of single and two storey extensions | Kirkley and Pakefield |
| It was proposed by Cllr Taylor, seconded by Cllr Green and unanimously agreed to recommend approval. |
| DC/21/4450/FUL | The Mission Hall, St Georges Road - Conversion of Mission Hall into dwelling and construction of new dwelling | Kirkley and Pakefield |
| It was proposed by Cllr Brooks, seconded by Cllr Taylor and agreed (five votes in favour, one against (Cllr Brooks)) to recommend approval.  |
| DC/21/4378/FUL | 110 Walmer Road - Rear extension and change of materials | Kirkley and Pakefield |
| It was proposed by Cllr Taylor, seconded by Cllr Brooks and unanimously agreed to recommend approval. |
| DC/21/4362/FUL | 633 London Road South  - Replace pre-fab garage with log cabin | Kirkley and Pakefield |
| It was proposed by Cllr Brooks, seconded by Cllr Taylor and unanimously agreed to recommend approval. |
| DC/21/4560/FUL | 4 Pennygate Drive  - Single storey side extension and alterations to convert existing garage to habitable use | Carlton and Whitton  |
| It was proposed by Cllr Green, seconded by Cllr Taylor and agreed (three votes in favour, one abstention (Cllr Brooks) )to recommend approval subject to the extension remaining part of the main dwelling and not creating a separate dwelling |
| DC/21/4424/FUL | 84 Oulton Road - Demolition of garage. West side two storey extension. North rear single storey extension | Gunton and St Margaret’s |
| It was proposed by Cllr Taylor, seconded by Cllr Green and unanimously agreed to recommend approval. |
| DC/21/4454/FUL | Balnacraig Stanton Close - to install a log cabin/shed in rear garden size - 9.3 metres x 4 metres. Height 3.51 metres to the top of dual pitched roof. 2 rooms. Eaves height 2.23 metres | Gunton St Margarets |
| It was proposed by Cllr Green, seconded by Cllr Taylor and unanimously agreed to recommend approval. |

b. Applications for tree works - To note that the Planning Authority has received the following applications for works for trees subject to a tree preservation order (TPO) and/or proposed works to trees within a Conservation Area (TCA) and comment as appropriate.

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| Reference | Address and Description | District Ward |
| DC/21/4492/TPO | 13 Gainsborough Drive  - TPO 1-4 T1 Oak - Crown reduce and shape by up to 30% Reason: general maintenance | Gunton St Margarets |

c. It was noted that the Planning Authority had received the following applications for repair/replacement windows within a Conservation Area and these would be assessed in line with East Suffolk Councils window policy scoring system. https://www.eastsuffolk.gov.uk/planning/design-and-conservation/conservation-areas/value-your-historic-windows/window-policy-scoring-system/

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| Reference | Address and Description | District Ward |
| DC/21/4237/FUL | 29 Kirkley Park Road  - Replace existing front door with new white UPVC door | Kirkley and Pakefield |
| DC/21/4477/FUL | 8 St Margaret’s Road - Replace existing front windows and door with new white UPVC | Harbour and Normanston |

d. There were no reports from the East Suffolk Council Referral Panel

e. DC/21/0749/VOC Pakefield Caravan Park, Arbor Lane – It was noted that an appeal had been made to the Secretary of State against the decision of East Suffolk Council to refuse planning permission for Variation of Condition No 2 of W8089/7 - Use of approx 7.1 acres as static holiday caravan site and the construction of roads, drains and hard-standings for reorganised layout ("The Bushes Site") - Allow 12 month, all year round holiday occupation.

**110.** Date of the next meeting – Tuesday 2 November 2021 at 17.15.

# 111. Items for the next Agenda – There were no requests for items to be added to the next agenda.

# Meeting closed 17.05.