



PLANNING AND TRANSPORT COMMITTEE

Minutes of an ordinary meeting of the Parish Council Planning and Transport Committee on Monday 21 October 2013 commencing at 19:00 in Conference Room 4, The Lindos Centre, Saddlemakers Lane Melton IP12 1PP

Present:

Cllr Mr JE Bale
Cllr Miss EA Barrington [Vice Chairman]
Cllr Mr GK Butterwick [Chairman]

Cllr Mrs EJJ Hilson
Cllr Mr MW Sherwen

Absent:

Cllr Mr AG Corston
Cllr Mr ML Webb

In Attendance:

Mr MJ Green Clerk to Melton Parish Council

13.122 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

13.122.01 Cllr Mr AG Corston – Family Matters

13.122.02 Cllr Mr ML Webb – Family Matters

Council considered these apologies and it was **RESOLVED** to accept the apology and consent to the absence.

Proposed by: Cllr Butterwick **Seconded by:** Cllr Barrington.

13.123 DECLARATIONS OF INTEREST

13.123.01 To Receive Amendments to the Register

There were no amendments to the register

13.123.02 To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda

There were no declarations of pecuniary interest in respect of items on the agenda.

13.123.03 To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda

There were no declarations of non-pecuniary interest in respect of items on the agenda.

13.123.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared

It was noted that there had been no written requests for dispensations.

As there were no members of the public present it was not necessary to lift standing orders.

13.124 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

There were no members of the public present.

13.125 TO APPROVE THE MINUTES OF PREVIOUS MEETING

13.125.01 Meeting held on 23 September 2013

It was **RESOLVED** that minutes PLA(13)M09 previously circulated were received, noted and signed as correct record by the Chairman.

Proposed by: Cllr Butterwick **Seconded by:** Cllr Barrington.

13.126 TO REVIEW NEW PLANNING APPLICATIONS RECEIVED

13.126.01 DC/13/2818/FUL – Whitwell House, St Audry’s Park Road, Melton IP12 1SY

Application for Planning Permission and listed building consent for alterations, extension or demolition of a listed building.

Town and Country Planning Act 1990.

Planning [Listed Buildings and Conservation Areas] Act 1990

Application for conversion of existing building to provide single residential dwelling house, together with provision of associated garaging and vehicular access.

Copy of application available in parish council office.

Extension of consultation period until after the Planning & Transport Committee on 21st October requested and granted.

It was RESOLVED not to object to the application as Melton Parish Council Planning and Transport Committee considers the application to be in line with the National Planning Policy Framework [2012], the Suffolk Coastal District Local Plan Core Strategy & Development Management Policies - Development Plan Document July 2013 and the remaining saved policies from the Suffolk Coastal Local Plan Incorporating 1st and 2nd Alterations; it has not received any objections from residents and has confirmed this with the SCDC Planning Website. The council would however wish to see a condition attached to any consent that the property should only be used as a private dwelling so as to avoid the problems associated with the ‘Party House’ at the Clubhouse on Melton Park.

Proposed by: Cllr Butterwick

Seconded by: Cllr Barrington.

13.126.02 DC/13/2819/LBC – Whitwell House, St Audry’s Park Road, Melton IP12 1SY

Application for Planning Permission and listed building consent for alterations, extension or demolition of a listed building.

Town and Country Planning Act 1990.

Planning [Listed Buildings and Conservation Areas] Act 1990

Application for conversion of existing building to provide single residential dwelling house, together with provision of associated garaging and vehicular access.

Copy of application available in parish council office.

Extension of consultation period until after the Planning & Transport Committee on 21st October requested and granted.

It was RESOLVED not to object to the application as Melton Parish Council Planning and Transport Committee considers the application to be in line with the National Planning Policy Framework [2012], the Suffolk Coastal District Local Plan Core Strategy & Development Management Policies - Development Plan Document July 2013 and the remaining saved policies from the Suffolk Coastal Local Plan Incorporating 1st and 2nd Alterations; it has not received any objections from residents and has confirmed this with the SCDC Planning Website. The council would however wish to see a condition attached to any consent that the property should only be used as a private dwelling so as to avoid the problems associated with the ‘Party House’ at the Clubhouse on Melton Park.

Proposed by: Cllr Butterwick

Seconded by: Cllr Barrington.

13.126.03 DC/13/2820 – Whitwell House, St Audry’s Park Road, Melton IP12 1SY

Applications for Planning Permission and listed building consent for alterations, extension or demolition of a listed building.

Town and Country Planning Act 1990.

Planning [Listed Buildings and Conservation Areas] Act 1990

Application for conversion of existing building to provide three residential dwellings, together with provision of associated garaging and vehicular access.

Copy of application available in parish council office.

Extension of consultation period until after the Planning & Transport Committee on 21st October requested and granted.

It was RESOLVED not to object to the application as Melton Parish Council Planning and Transport Committee considers the application to be in line with the National Planning Policy Framework [2012], the Suffolk Coastal District Local Plan Core Strategy & Development Management Policies - Development Plan Document July 2013 and the remaining saved policies from the Suffolk Coastal Local Plan Incorporating 1st and 2nd Alterations; it has not received any objections from residents and has confirmed this with the SCDC Planning Website. The council would however wish to see a condition attached

to any consent that the property should only be used as a private dwelling so as to avoid the problems associated with the 'Party House' at the Clubhouse on Melton Park.

Proposed by: Cllr Butterwick

Seconded by: Cllr Barrington.

- 13.126.04 DC/13/2821/LBC – Whitwell House, St Audry's Park Road, Melton IP12 1SY**
Applications for Planning Permission and listed building consent for alterations, extension or demolition of a listed building.
Town and Country Planning Act 1990.
Planning [Listed Buildings and Conservation Areas] Act 1990
Application for conversion of existing building to provide three residential dwellings, together with provision of associated garaging and vehicular access.
Copy of application available in parish council office.
Extension of consultation period until after the Planning & Transport Committee on 21st October requested and granted.
It was RESOLVED not to object to the application as Melton Parish Council Planning and Transport Committee considers the application to be in line with the National Planning Policy Framework [2012], the Suffolk Coastal District Local Plan Core Strategy & Development Management Policies - Development Plan Document July 2013 and the remaining saved policies from the Suffolk Coastal Local Plan Incorporating 1st and 2nd Alterations; it has not received any objections from residents and has confirmed this with the SCDC Planning Website. The council would however wish to see a condition attached to any consent that the property should only be used as a private dwelling so as to avoid the problems associated with the 'Party House' at the Clubhouse on Melton Park.
Proposed by: Cllr Butterwick **Seconded by:** Cllr Barrington.
- 13.126.05 DC/13/2743/FUL – Riverside, Fayrefield Road, Melton. IP12 1NX**
Householder and other minor extensions in Flood Zones 2 and 3
Householder Application for Planning Permission for works or extensions to a dwelling.
Town and Country Planning Act 1990.
Application for 2 storey side extension incorporating existing garage.
Copy of application previously circulated was received and noted.
It was RESOLVED not to object to the application as Melton Parish Council Planning and Transport Committee considers the application to be in line with the National Planning Policy Framework [2012], the Suffolk Coastal District Local Plan Core Strategy & Development Management Policies - Development Plan Document July 2013 and the remaining saved policies from the Suffolk Coastal Local Plan Incorporating 1st and 2nd Alterations; it has not received any objections from residents and has confirmed this with the SCDC Planning Website.
Proposed by: Cllr Butterwick **Seconded by:** Cllr Barrington.
- 13.127 TO REVIEW PLANNING APPLICATION NOTICES RECEIVED**
- 13.127.01 DC/13/2196/LBC – Park House St Audry's Park Road Melton IP12 1SY**
Notice of 'permission has been granted' previously circulated was received and noted.
- 13.127.02 DC/13/2280/EXT – Melton Playing Field**
Notice of 'permission has been granted' previously circulated was received and noted.
- 13.128 TO RECEIVE A REPORT FROM THE PARISH COUNCIL LOCAL TRANSPORT REPRESENTATIVE**
The invitation to join the Community Rail Partnership and send a representative to the first meeting of the CRP Line Group on 22nd October 2013 previously circulated was received and noted.
Paper PLA(13)P128 previously circulated was also received and noted.
The highlights from the report included:
- The reopening of the Old Cattle Market Bus Station following major reconstruction on 7th October but with National Express utilising Cardinal Park rather than the new bus station. It is anticipated that Tower Ramparts Bus Station will re-open on 15th November.
 - The new Park & Ride contract takes effect from 4th November when Ipswich Buses Ltd resumes services 800/802

- Suffolk Coastal District Council, which manages parking at Woodbridge Station, has agreed that short-term parking (up to 15 minutes) will be allowed in the layby adjacent to the bus shelter. This is for the benefit of people dropping off / picking up train passengers, and of people collecting pre-booked tickets from the machine at the station.
- As the CRP is funded under pre-existing arrangements for 2013/14, there is no subscription for membership of the Line Groups. Subscription levels for all categories of membership will be set at the Partnership's first AGM, in June 2014. Line Group subscriptions were likely to be nominal.

It was RESOLVED to apply for membership of the Community Rail Partnership Line Group South, with Cllr Butterwick as the nominated representative

Proposed by: Cllr Barrington **Seconded by:** Cllr Sherwen.

13.129 TO RECEIVE A PROGRESS REPORT ON ACTIONS TAKEN ON MATTERS ARISING FROM PREVIOUS MEETINGS NOT OTHERWISE ON THE AGENDA

Paper PLA(13)P129 previously circulated was received and noted.

Item 13.81 regarding the CIL was withdrawn from the action list as this is being considered on a county-wide basis by SALC's Planning Working Group.

13.130 TO RECEIVE REPORTS FROM THE PLANNING AND TRANSPORT COMMITTEE WORKING GROUPS

13.130.01 Neighbourhood Plan Working Group incorporating the Affordable Housing Working Group

The convenor of the working group reported that:

- The Working Group had formed six groups each with specific responsibilities as follows:
 - **New Residential developments:**
Adrian Craddock (Leading Group)
Claire McBurney
Mike Webb
Buffy Barrington
Geof Butterwick
 - **Infrastructure** (incl. traffic, transport, water, drainage etc.):
Jane Hilson (Leading Group)
Jill Dale
Mary George
Andrew Corston
 - **Business Community** (both existing and new developments):
Sue Bale (Leading Group)
John West
Buffy Barrington
 - **Built Environment** (*i.e.* Design criteria for new builds and conservation of historic architecture):
Pat West
Adrian Craddock
Claire McBurney
Geof Butterwick
 - **Natural Environment** (incl. formal and informal green spaces, local, regional, national and internationally designated sites within and adjacent to Melton as identified in the Natural England response to the Designated Area Consultation):
Jeremy Bale (Leading Group)
Richard Litchfield
Adrian Craddock
Mary George
 - **Public Engagement Group** (getting people interested and involved)
John Pitchford (leading group)
Fiona White
Buffy Barrington
Mike Webb
- It is aimed to have the questionnaire distributed in January

- Melton Primary School is taking an active role not only as a business but also with the children designing a logo and taking part in a referendum at the school that will give an indication of what young people are thinking about
- A simple majority is all that is required in the parish referendum – a minimum number of responses is not required for the results to be valid
- The boundary for the NP should have been agreed by SCDC at the end of June but there is still no agreement. It appears that as Woodbridge TC are to embark upon a NP SCDC are now wishing to agree the boundary urgently but to exclude the SCDC Offices site and Cedar House site from the Melton NP Boundary. SCDC are pushing for a quick response from MPC but this will need to be an item on the agenda of full council as it was not possible to put a formal motion on the PLA agenda in time. It was however reluctantly agreed to take a pragmatic approach and to recommend to full council that MPC adopts the changes to the boundary to exclude these two site in an attempt to have the MPC Neighbourhood Plan progressed by SCDC without further delay. It was noted that there is a financial incentive for SCDC to agree the boundaries for NPs in their district which might explain their current urgency

It was RESOLVED to recommend to Full Council in November that Melton Parish Council changes the Neighbourhood Plan Area Designation to exclude the SCDC Offices and Cedar House.

Proposed by: Cllr Barrington

Seconded by: Cllr Butterwick.

13.130.02 Traffic & Transport Working Group

In the absence of Cllr Corston the Chairman reported that:

- Quotations had been obtained as follows:
 - for the grass cutting of the amenity land in Orchard Close when it is divested to MPC at a cost of £75.20 per visit with a recommended number of visits per year at 12
 - for the installation of timber bollards to prevent parking on the plot of land where the village sign and bench are located in The Street had been received at a cost of £680.00
 - repairs to the land by the Telephone Box & Pillar Box at the entrance to Fison House and the installation of timber bollards had been received at a cost of £720.00
 - installation of timber bollards on the plot of land between the first plot and Fison House would be for a similar amount of £720.00
 - an alternative installation of dropped kerbs and hard standing on the first plot would be in the order of £7,500 to £8,500 depending on the materials used
 - maintenance of the two plots in the future would be £72.50 per visit with a recommended number of visits per year at 12
- The divestment of the land in Orchard Close is now in the hands of the solicitors
- Initial contact had been made with SCDC regarding the possibility of divesting the three plots of land at the entrance to Fison house together with the SCDC car park but as yet no formal response had been received therefore no further action can be taken other than including provision in the 2014/15 budget
- The Neighbourhood Plan questionnaire would include consultation on the future of the plot of land by the Telephone Box and Pillar Box at the entrance to Fison House assuming that the land will ultimately be divested to MPC to ensure that the needs of the residents are full considered before any action is taken
- Investigation on Quiet Lanes and signage for Saddlemakers Lane was on-going and either funding will need to be requested through Finance, Employment and Risk Management Committee with full council agreement to use reserves or to include provision in the 2014/15 budget

13.131 TO NOTE THE PLANNING AND TRANSPORT COMMITTEE INCOME AND EXPENDITURE FOR THE CURRENT FINANCIAL YEAR

Paper PLA(13)P131 previously circulated was received and noted.

13.132 TO CONSIDER ANY CHANGES TO THE PLANNING AND TRANSPORT COMMITTEE BUDGET FOR THE YEAR 2014/15

It was **RESOLVED** to include the following changes to the Planning and Transport Committee budget for the year 2014/15:

Item	Current Budget		Revised Budget	
	2013/14		2014/15	
Neighbourhood Plan	£	6,000	£	5,000
Bus Shelters	£	2,055	£	2,200
<i>Traffic & Pransport Proposals</i>				
Quite Lanes			£	800
Saddlemakers Lane signage etc			£	2,000
Plot 1 [Sign & Bench] - installation			£	680
Plot 1 [Sign & Bench] - maintenance			£	870
Plot 2 [Telephone Box] - maintenance			£	870
Plot 3 [Near to Fison House] - installation			£	720
Plot 3 [Near to Fison House] - maintenance			£	870
	£	8,055	£	14,010
Due to the number of variables it was decided not to budget for the installation of bollards or hard standing car park on Plot 2.				
The neighbourhood plan budget is for the contribution from Melton Parish Council that is in addition to the grant that has been received. Approximately £900 of the 2013/14 MPC budget has been spent hence the reason for reducing the amount required from the budget in 2014/15.				

Proposed by: Cllr Butterwick

Seconded by: Cllr Barrington.

13.133 TO CONSIDER ANY IMPLICATIONS FROM THE SUFFOLK COASTAL DISTRICT COUNCIL CABINET RESHUFFLE

The Chairman of Planning & Transport Committee reported the following areas of responsibility for the new SCDC Cabinet:

Councillor	Responsibilities
Cllr Ray Herring Leader of the Council	Council policy and strategy Council performance Shared services Communications Member development Parish liaison Consultation External issues
Cllr Andy Smith Deputy Leader of the Council Portfolio: Economic Development	Economic development and policy Business Skills Regional economy Economic partnerships – LEP, City Deal
Cllr Mary Neal Portfolio: Community Health	Health and Well being Licensing Food and safety Port health

	Health promotion/NHS Emergency Planning and Transport Committee Community safety
Cllr Geof Holdcroft Portfolio: Planning	Planning Local plan Development and building control Conservation and design Transport infrastructure Rights of way Information and communication technologies [ICT]
Cllr Terry-Jill Haworth Portfolio: Customers, Community & Leisure	Customer services Partnership development East Suffolk Partnership [ESP] Accessibility and social inclusion Local community transport Young people Community development and grants Leisure – indoor and outdoor Sport Theatre and arts
Cllr Andrew Nunn Portfolio: Green Environment	Environment protection Pollution control Waste management Joint environments sustainability policy Commercial partnerships [SCS/Norse] Environmental Partnerships [e.g. Suffolk Coasts and Heaths] Countryside management Car parks
Cllr Robert Whiting Portfolio: Resources	Revenue and capital budgets Council Tax and Business Rates Accounting Audit and risk management Asset management and estates Felixstowe South Seafront project Land charges Democratic services Human resources
Cllr Doreen Savage Portfolio: Housing	Housing enabling Private sector housing and travellers Homelessness Housing advice Housing benefits Fraud investigations Universal credit Older people

Whilst there is only one new councillor many have changed their portfolio responsibilities. The change most affecting the Planning and Transport Committee is that of the change of portfolio responsibility for Planning and the Local Plan from Cllr Smith to Cllr Holdcroft.

It was RESOLVED that the Chairman of Council and Chairman of Planning & Transport Committee should meet with Cllr Holdcroft in his new role to explain the rationale behind the approach by Melton Parish Council to planning issues.

Proposed by: Cllr Butterwick

Seconded by: Cllr Barrington.

13.134 PLANNING COMMITTEE CHAIRMAN'S URGENT BUSINESS

13.134.01 To receive a report on urgent business not otherwise on the agenda

(a) LDF Core Strategy

Waldringfield Parish Council had been successful in their bid for a judicial review. A date for the High Court hearing has yet to be set. It appears that, for the time being, the recently adopted District Local Plan (previously the Core Strategy) will remain in force.

(b) Pytches Road

It was noted that the bollard had once more been knocked over and it was suggested that this might be an area for the Traffic and Transport Working Group to investigate.

13.134.02 To receive items for future meetings

There were no items received for inclusion on the agenda for future meetings.

13.134.03 To agree items for inclusion in Melton Messenger

The following items were agreed for inclusion in the Melton Messenger:

- Whitwell House
- ESL Community Rail Partnership

13.135 DATE OF NEXT MEETINGS

13.135.01 November 2013

The next meeting will take place on Monday 18 November 2013 at 1900 in the Lindos Centre Conference Room 4.

13.135.02 Meetings in the Year May 2014 to April 2015

It was **RESOLVED** to agree the following proposed dates for the meetings of the Planning and Transport Committee in the year 2014-2015:

19/05/2014	15/09/2014	19/01/2015
16/06/2014	20/10/2014	16/02/2014
21/07/2014	17/11/2014	16/03/2015
18/08/2014	15/12/2014	20/04/2015

Proposed by: Cllr Butterwick

Seconded by: Cllr Barrington.

There being no further business the meeting closed at 21:00

Signed: _____

Date: _____

[Chairman]