



## PLANNING AND TRANSPORT COMMITTEE

**Minutes** of an ordinary meeting of the Parish Council Planning and Transport Committee on Monday 16 December 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 Mr AG Corston

**Absent:**

Cllr Mrs EJG Hilson  
Cllr Mr MW Sherwen  
Cllr Mr ML Webb

**In Attendance:**

Cllr BK Abbott  
Mr MJ Green

Chairman Melton Parish Council [Neighbourhood Plan item only]  
Clerk to Melton Parish Council

**13.147 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE**

**13.147.01 Cllr Mrs EJG Hilson – prior engagement**

**13.147.02 Cllr Mr ML Webb - working**

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

**13.148 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**13.148.01 To Receive Amendments to the Register**

There were no amendments to the Register of Members' Interests

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

Cllr Corston declared a pecuniary interest in respect of items dealing with Budget and Precept.

**13.148.03 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.

**13.148.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared**

Under the delegated authority contained in the Disclosable Personal Interest Policy adopted by Melton Parish Council on 13<sup>th</sup> September 2012 that on the grounds that without a dispensation the number of councillors prohibited from participating would be more than one half of the councillors who would be entitled to vote at a meeting of the Council/committee/sub-committee transacting the business the Clerk received and approved an application from Cllr AG Corston.

The dispensation applies to any discussion on budget and precept by council and any committee/sub-committee for the duration of the current term of the council.

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

**13.149 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS**

There were no members of the public present.

**13.150 TO APPROVE THE MINUTES OF PREVIOUS MEETING**

**13.150.01 Meeting held on 18 November 2013**

It was **RESOLVED** that minutes PLA(13)M11 previously circulated were received, noted and signed as correct record by the Chairman.

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

**13.151 TO REVIEW NEW PLANNING APPLICATIONS RECEIVED**

**13.151.01 DC/13/3339/FUL – 10 Hope Crescent Melton IP12 1SJ**

Householder Application for Planning Permission for works or extension to a dwelling. Town and Country Planning Act 1990.

Application for erection of two story and single storey extensions to rear of dwelling

Copy of application previously circulated was received and noted.

Extension of consultation period until after 16<sup>th</sup> December 2013 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 1<sup>st</sup> and 2<sup>nd</sup> 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.

**13.151.02 DC/13/3441/FUL – The Old Chapel, 8 Calder Road, Melton. IP12 1TP**

Householder Application for Planning Permission for works or extension to a dwelling and for relevant demolition of an unlisted building in a conservation area.

Town and Country Planning Act 1990.

Application for erection of boundary fence

Copy of application previously circulated was received and noted.

Extension of consultation period until after 16<sup>th</sup> December 2013 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 1<sup>st</sup> and 2<sup>nd</sup> 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.

**13.151.03 DC/13/3545/PNH – 3 Blakes Close, Melton. IP12 1RQ**

Prior Notification of a home extension under The Town and Country (General Permitted Development) (Amendment) (England) Order 2013.

Householder Application for Planning Permission for works or extension to a dwelling.

Town and Country Planning Act 1990.

Application for erection of a Victorian style conservatory unit.

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 1<sup>st</sup> and 2<sup>nd</sup> 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.

Concerns were expressed about the date of issue of the application to the Parish Council being the same date as the deadline for submission of comments which was 5 days before receipt by the parish council. The Clerk to seek clarification from SCDC.

**13.152 TO REVIEW PLANNING APPLICATION NOTICES RECEIVED**

**13.152.01 DC/13/2743/FUL – Riverside, Fayrefield Road, Melton. IP12 1NX**

Notice of 'permission has been granted' previously circulated was received and noted.

**13.153 TO RECEIVE A REPORT FROM THE PARISH COUNCIL LOCAL TRANSPORT REPRESENTATIVE**

There was nothing to report.

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

Paper PLA(13)P154 previously circulated was received and noted.

**13.155 TO RECEIVE REPORTS FROM THE PLANNING AND TRANSPORT COMMITTEE WORKING GROUPS**

**13.155.01 Neighbourhood Plan Working Group incorporating the Affordable Housing Working Group**

*It was RESOLVED* to lift standing orders.

(a) Progress

The Convenor reported that all efforts currently were concentrated on preparing the draft questionnaires.

(b) Draft Questionnaire

Paper PLA(13)P155.01(b) proposed questionnaire previously circulated was received and noted.

In respect of both items, the following points were noted:

- (i) Two versions were proposed one for residents and one for businesses
- (ii) Printing would be undertaken by a Woodbridge business and distribution would be by a Royal Mail subsidiary. Copies should be delivered to every dwelling in the parish towards the end of January 2014
- (iii) Printing and distribution costs were within the allocated budgets
- (iv) The two maps were being produced by Mary George
- (v) Methodology behind the analysis would follow a mixture of Yes/No type questions but with the flexibility for residents to contribute with free text
- (vi) A logo was being designed by children at Melton Primary School with a prize for the successful picture – to be decided by members of Planning & Transport Committee plus the council's Planning Aid advisor and the Chairman of Melton Parish Council
- (vii) SCDC had yet to approve the area designation application formally submitted on 11<sup>th</sup> January 2013, but a decision has been promised by Christmas following a joint meeting of Martlesham, Melton and Woodbridge Councils with SCDC on 4<sup>th</sup> December
- (viii) The MPC logo would be printed on the back page of the questionnaire
- (ix) A PO Box No would be applied for due to the possibility of a change in parish council's address
- (x) Prepaid envelopes would be obtained for the return address to be printed on. The use of a Freepost account would be considered, as this should improve the response rate
- (xi) No changes to the content of the questionnaires were suggested

*It was RESOLVED* to reinstate standing orders.

**It was RESOLVED** to approve the content of the questionnaire for distribution.

**Proposed by:** Cllr Butterwick

**Seconded by:** Cllr Corston.

**13.155.02 Traffic & Transport Working Group**

The convenor reported:

- (a) Use of slabs plus grassed area for the proposed car parking on the land by Winifred Fison House had been suggested by a resident
- (b) Problems with overhanging trees in Dock Lane being hit by passing HGV's had been reported by a resident as an issue that needs consideration
- (c) Quiet Lanes – contact will be made with other funding sources for assistance with the costs of providing the safety signs in Saddlemakers Lane and for the quiet lanes in Melton.

**13.156 TO CONSIDER CONDITION OF ROAD SURFACES IN AND AROUND MELTON**

Agenda item requested at a previous meeting of the Planning and Transport Committee. It was noted that some temporary repairs had been carried out on the potholes reported in Yarmouth Road and Woods Lane. The situation would be monitored carefully by councillors and reported to future meetings.

**13.157 TO RECEIVE THE MONTHLY FINANCE REPORT**

Management Accounts November 2013 previously circulated was received and noted.

**13.158 PLANNING COMMITTEE CHAIRMAN'S URGENT BUSINESS**

**13.158.01 To receive a report on urgent business not otherwise on the agenda**

- (a) Correspondence circulated by Cllr Bond regarding Old Maltings Approach and the need for both SCC and SCDC to take account of the need for off-street parking when considering applications for new development.
- (b) No application had yet been received for the Christchurch Properties development on Woods Lane.
- (c) Park Properties Applications for Woods Lane and Deben Mill – no further progress noted.

**13.158.02 To receive items for future meetings**

No items noted.

**13.158.03 To agree items for inclusion in Melton Messenger**

Neighbourhood Plan

**13.159 DATE OF NEXT MEETING**

The next meeting will take place on Monday 20 January 2014 1900 in the Lindos Centre Conference Room 4.

There being no further business the meeting closed at 20:25

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

[Chairman]