

Development Control Committee

Minutes of a meeting of the **Development Control Committee** held on **Wednesday 5 October 2022** at **10.00 am** in the **Conference Chamber, West Suffolk House**, Western Way, Bury St Edmunds, IP33 3YU

Present **Councillors**

Chair Andrew Smith

Vice Chairs Mike Chester and Jim Thorndyke

Carol Bull
Susan Glossop
Brian Harvey
Ian Houlder
James Lay

Sara Mildmay-White
David Palmer
David Roach
David Smith
Andy Neal

280. **Apologies for absence**

Apologies for absence were received from Councillors John Burns, Jason Crooks, Roger Dicker, Andy Drummond and Peter Stevens.

281. **Substitutes**

The following substitutions were declared:

Councillor James Lay substituting for Councillor Andy Drummond; and Councillor Sara Mildmay-White substituting for Councillor Peter Stevens

282. **Minutes**

The minutes of the meeting held on 7 September 2022 were confirmed as a correct record, with 10 voting for the motion and with 3 abstentions and were signed by the Chair.

283. **Declarations of interest**

Members' declarations of interest are recorded under the item to which the declaration relates.

284. **West Suffolk Development Control Committee: Review of Operation**

The Service Manager (Planning – Development) presented this item which explained that at the first meeting of the West Suffolk Development Control Committee in June 2019, it had been formally agreed for a review of the working practices of the Committee to be undertaken during 2020, in consultation with the Chair and Vice Chairs. However, due to the impact of

the Covid-19 pandemic, it had not been possible to undertake this review during 2020 or 2021.

The Development Control Committee had consistently operated well since June 2019. The training sessions which had been delivered since then (be those virtually or in-person) were always well attended and Members were robust in seeking to appoint substitutes when they could not attend a meeting.

The Service Manager (Planning – Development) explained that the (pandemic triggered) move to virtual meetings enabled the Delegation Panel to achieve and maintain high levels of Ward Member attendance and engagement, hence, the decision to retain these meetings on a virtual platform. Furthermore, the change brought about to meeting operation due to the pandemic in 2020 and 2021 had enabled the Committee to amend its working practices organically based on need and good practice, eg, the retention of some additional speaking arrangements and site visit videos, since reverting back to in-person meetings.

Going forward, West Suffolk Council was currently undertaking a corporate procurement process which sought to upgrade the audio/visual equipment within the Conference Chamber at West Suffolk House to enable hybrid meetings. The Committee would need to re-consider its speaking protocol to reflect this arrangement once new technology has been installed.

Therefore, it was being proposed that there was not a demonstrable need, at this stage, to undertake a wholesale review of the Committee's working practices. However, there may need to be reconsideration of speaking arrangements once hybrid meetings were able to be operated. The Committee also noted that the Chair and Vice Chairs had been consulted and also endorsed this proposal.

It was proposed by Councillor David Smith, seconded by Councillor Brian Harvey and with the vote being unanimous, it was resolved that

Resolved:

That in view of the Committee (and Delegation Panel) having amended various working practices since June 2019, and there being no demonstrable need for review, that a wholesale review is not required at this stage. But noting the need to reconsider speaking arrangements etc. once hybrid meetings are able to be operated.

285. Planning Application DC/22/0026/FUL & Listed Building Application DC/22/0027/LB - Replacement Dwelling 1, 83 - 84 Guildhall Street, Bury St Edmunds (Report No: DEV/WS/22/040)

DC/22/0026/FUL: Planning Application - conversion of existing offices and cart lodge to create three dwellings and associated works.

DC/22/0027/LB: Application for Listed Building Consent - conversion of existing offices and cart lodge to create three dwellings and associated works.

These applications had been referred directly to the Development Control Committee noting the Ward Member interest and the cancellation of the scheduled Delegation Panel meeting on 20 September 2022, at which this item was otherwise intended to be presented.

For clarification, the Case Officer informed the Committee that the application was for the conversion of the existing offices and, therefore, was not for a replacement dwelling, as was indicated in the address of the application within the committee papers.

Officers were recommending that the full Planning Application DC/22/0026/FUL be refused, which conflicted with Bury St Edmunds Town Council's comment of "no objection" to both applications.

Officers were also recommending that the Listed Building Application DC/22/0027/LB be approved, given that the works were considered acceptable by the Conservation Officer and in accordance with the relevant Development Management Policies. Whilst the recommendation to grant Listed Building Consent aligned with the Bury St Edmunds Town Council's stance, for transparency and given both applications were connected, that had been brought before the Committee together.

Speakers: Councillor Julia Wakelam (Ward Member: Abbeygate) spoke in support of the application.
Phil Cobbold (Agent for the applicant) spoke in support of the application.

A number of the Committee Members spoke in support of approving this application. They considered that the conversion of the former offices back to a residential dwelling would actually enhance the visual appearance of this area of Guildhall Street and would bring about improvements to the listed building. It was also considered that this conversion would not have a detrimental impact on the provision of retail and commercial properties within the town centre and that information about office vacancies in the area demonstrated that there was not a market need for the retention of the offices. The Committee particularly referred to the comments which had been received from Our Bury St Edmunds BID who also had no objections to the application for the conversion of the former offices.

It was proposed by Councillor Mike Chester, duly seconded by Councillor Jim Thorndyke, that Planning Application DC/22/0026/FUL be approved, contrary to the Officer recommendation.

Upon being put to the vote and with the vote being unanimous, it was resolved that

Decision – Planning application DC/22/0026/FUL

Planning permission be **GRANTED, CONTRARY TO THE OFFICER RECOMMENDATION**, subject to the following conditions:

1. Time Limit – Detailed (3 years).

2. Compliance with Approved Plans.
3. The site preparation and construction works, including road works, shall be carried out between the hours of:
08:00 to 18:00 Mondays to Fridays
08:00 to 13:00 Saturdays
And at no times during Sundays or Bank Holidays without the prior written consent of the Local Planning Authority.
(Reason: To protect the amenity of occupiers of adjacent properties from noise and disturbance, in accordance with policies DM2 and DM14 of the West Suffolk Joint Development Management Policies)
4. Prior to first occupation details of the areas to be provided for the storage and presentation of refuse and recycling bins shall be submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be carried out in its entirety before the development is brought into use and shall be retained thereafter for no other purpose.
(Reason: To ensure the incorporation of waste storage and recycling arrangements, in accordance with policies DM2 and DM14 of the West Suffolk Joint Development Management Policies Document 2015, Chapters 12 and 15 of the National Planning Policy Framework and all relevant Core Strategy Policies).
5. The development hereby permitted shall not be brought into use/first occupied until the cycle storage facilities indicated on Drawing no. 4302 16/P2 have been provided in their entirety and been made available for use. Thereafter these facilities shall be retained in accordance with the approved details and continue to be available for use unless the prior written consent of the Local Planning Authority is obtained for any variation to the approved details.
(Reason: To encourage the use of sustainable forms of transport and reduce dependence on the private motor vehicle, in accordance with policy DM2 and DM45 of the West Suffolk Joint Development Management Policies Document 2015, Chapter 9 of the National Planning Policy Framework and all relevant Core Strategy Policies)
6. Prior to first use of the development hereby permitted, the area(s) within the site shown on drawing No. 4302 16/P2 for the purpose of loading, unloading, manoeuvring and parking of vehicles shall be provided. Thereafter the area(s) shall be retained and used for no other purpose.
(Reason: To ensure that sufficient space for the on-site parking of vehicles is provided, in accordance with policy DM2 and DM46 of the West Suffolk Joint Development Management Policies Document 2015, Chapter 9 of the National Planning Policy Framework and all relevant Core Strategy Policies)
7. Prior to commencement of development, including any works of demolition, a Construction Method Statement shall be submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be adhered to throughout the construction period. The Statement shall provide for:
 - a. The parking of vehicles of site operatives and visitors
 - b. Loading and unloading of plant and materials

- c. Site set-up including arrangements for the storage of plant and materials used in constructing the development and the provision of temporary offices, plant and machinery
- d. The erection and maintenance of security hoarding including external safety and information signage, interpretation boards, decorative displays and facilities for public viewing, where appropriate
- e. Wheel washing facilities
- f. Measures to control the emission of dust and dirt during construction
- g. A scheme for recycling/disposing of waste resulting from demolition and construction works
- h. Hours of construction operations including times for deliveries and the removal of excavated materials and waste

(Reason: To ensure the satisfactory development of the site and to protect the amenity of occupiers of adjacent properties from noise and disturbance, in accordance with policies DM2 and DM14 of the West Suffolk Joint Development Management Policies Document 2015, Chapter 15 of the National Planning Policy Framework and all relevant Core Strategy Policies. This condition requires matters to be agreed prior to commencement to ensure that appropriate arrangements are put into place before any works take place on site that are likely to impact the area and nearby occupiers)

8. The building envelope, glazing and ventilation of the dwelling shall be constructed as recommended in the Sound Solution Consultant's report ref 37102-1-R1, dated 30 September 2021, so as to provide appropriate sound attenuation against noise.

(Reason: To protect the amenities of occupiers of properties in the locality, in accordance with policies DM2 and DM14 of the West Suffolk Joint Development Management Policies Document 2015, Chapters 12 and 15 of the National Planning Policy Framework and all relevant Core Strategy Policies)

9. Prior to the dwellings hereby approved being occupied, details of biodiversity enhancement measures to be installed at the site, including details of the timescale for installation, shall be submitted to and approved in writing by the Local Planning Authority. Any such measures as may be agreed shall be installed in accordance with the agreed timescales and thereafter retained as so installed. There shall be no occupation unless and until details of the biodiversity enhancement measures to be installed have been agreed in writing by the Local Planning Authority.

(Reason: To secure biodiversity enhancements commensurate with the scale of the development, in accordance with policies DM11 and DM12 of the West Suffolk Joint Development Management Policies Document 2015, Chapter 15 of the National Planning Policy Framework and all relevant Core Strategy Policies)

10. Prior to first occupation, all dwellings with off street parking shall be provided with an operational electric vehicle charge point at reasonably and practicably accessible locations, with an electric supply to the charge point capable of providing a 7kW charge. Prior to their installation, details of their design and external finish shall be submitted to and approved in writing by the Local Planning Authority.

The charge points shall be retained in the approved form unless otherwise agreed in writing by the Local Planning Authority.

(Reason: To promote and facilitate the uptake of electric vehicles on the site in order to minimise emissions and ensure no deterioration to the local air quality, in accordance with Policy DM14 of the Joint Development Management Policies Document, paragraphs 105 and 110 of the National Planning Policy Framework and the Suffolk Parking Standards)

11. No works involving new/replacement windows shall take place until elevation(s) to a scale of not less than 1:10 and horizontal and vertical cross-section drawings to a scale of 1:2 fully detailing the new/replacement windows to be used (including details of glazing bars, sills, heads and methods of opening and glazing) have been submitted to and approved in writing by the Local Planning Authority. Unless otherwise approved in writing by the Local Planning Authority all glazing shall be face puttied. The works shall be carried out in complete accordance with the approved details. The drawn details will illustrate the relationship of the proposed ground floor front window with masonry surround to include elliptical arches at a scale of 1:10 elevation and 1:2 continuous cross section.
(Reason: To protect the special character, architectural interest and integrity of the building, in accordance with policies DM15 and DM17 of the West Suffolk Joint Development Management Policies Document 2015, Chapter 15 of the National Planning Policy Framework and Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and all relevant Core Strategy Policies)
12. No works involving new/replacement doors shall take place until elevation(s) to a scale of not less than 1:10 and horizontal and vertical cross-section drawings to a scale of 1:2 fully detailing the new/replacement internal/external doors and surrounds to be used (including details of panels and glazing where relevant) have been submitted to and approved in writing by the Local Planning Authority. Unless otherwise approved in writing by the Local Planning Authority all glazing shall be face puttied. The works shall be carried out in complete accordance with the approved details. The drawn details of the doors and door case are to include columns, fan light, elliptical arches and sting course at a scale of 1:10 elevation and 1:2 continuous cross section both horizontal and vertical.
(Reason: To protect the special character, architectural interest and integrity of the building, in accordance with policies DM15 and DM17 of the West Suffolk Joint Development Management Policies Document 2015, Chapter 15 of the National Planning Policy Framework and Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and all relevant Core Strategy Policies)
13. All new external and internal works and finishes and works of making good to the retained fabric shall match the existing historic work adjacent in respect of materials, methods, detailed execution and finished appearance unless otherwise approved in writing by the Local Planning Authority.
(Reason: To protect the special character, architectural interest and integrity of the building, in accordance with policy DM15 of the West Suffolk Joint Development Management Policies Document 2015, Chapter 15 of the National Planning Policy Framework and Section 16 of the Planning (Listed

Buildings and Conservation Areas) Act 1990 and all relevant Core Strategy Policies)

14. The new facing brickwork shall match the existing brickwork adjacent in respect of material, colour, texture, face bond, mortar mix and pointing unless otherwise approved in writing by the Local Planning Authority. The masonry detailing shall include the recessed arrangement of ground floor window and associated brickwork, elliptical arches over window and door openings and string course to exactly match that of existing ground floor front window and door to 84 Guildhall Street.
(Reason: To protect the special character, architectural interest and integrity of the building, in accordance with policies DM15 and DM17 of the West Suffolk Joint Development Management Policies Document 2015, Chapter 15 of the National Planning Policy Framework and Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and all relevant Core Strategy Policies)
15. No works involving the installation of conservation rooflights shall take place until details of the works including a schedule and annotated plans/drawings showing the full extent of the proposed works have been submitted to and approved in writing by the Local Planning Authority. The approved works shall be carried out in full unless otherwise agreed in writing by the Local Planning Authority.
(Reason: To protect the special character, architectural interest and integrity of the building, in accordance with policies DM15 and DM17 of the West Suffolk Joint Development Management Policies Document 2015, Chapter 15 of the National Planning Policy Framework and Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and all relevant Core Strategy Policies)
16. Notwithstanding the provisions of Schedule 2 Part 1 Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order amending, revoking or re-enacting that Order), the dwellings hereby approved and referred to as No. 83, No. 84 and within the converted garage on proposed site plan 4302 16/P2 shall not be extended or altered in any way without the prior written agreement of the Local Planning Authority.
(Reason: To safeguard the character and appearance of the area and the residential amenity of neighbouring occupiers, in accordance with policies DM2 and DM22 of the West Suffolk Joint Development Management Policies Document 2015, Chapter 12 of the National Planning Policy Framework and all relevant Core Strategy Policies)
17. The dwelling(s) hereby approved shall not be occupied until the requirement for water consumption (110 litres use per person per day) in part G of the Building Regulations has been complied with and evidence of compliance has been obtained.
(Reason: To ensure that the proposal meets with the requirements of sustainability, in accordance with policy DM7 of the West Suffolk Joint Development Management Policies Document 2015, Chapter 14 of the National Planning Policy Framework and all relevant Core Strategy Policies. The higher standards for implementation of water efficiency measures set out in the Building Regulations are only activated if they are also a requirement of a planning condition attached to a planning permission)

Members were made aware that the precise wording of the pre-commencement conditions would need to be agreed with the agent, prior to the consent being issued.

It was proposed by Councillor Mike Chester, duly seconded by Councillor Jim Thorndyke that Planning Application DC/22/0027/LB for Listed Building Consent be approved, as per the Officer recommendation.

Upon being put to the vote and with the vote being unanimous, it was resolved that

Decision – Planning application DC/22/0027/LB

Listed Building Consent be **GRANTED**, subject to the following conditions:

1. The works to which this consent relates must be begun not later than three years from the date of this notice.
2. The development hereby permitted shall not be carried out except in complete accordance with the details shown on the following approved plans and documents, unless otherwise stated below.
3. No works involving new/replacement windows shall take place until elevation(s) to a scale of not less than 1:10 and horizontal and vertical cross-section drawings to a scale of 1:2 fully detailing the new/replacement windows to be used (including details of glazing bars, sills, heads and methods of opening and glazing) have been submitted to and approved in writing by the Local Planning Authority. Unless otherwise approved in writing by the Local Planning Authority all glazing shall be face puttied. The works shall be carried out in complete accordance with the approved details. The drawn details will illustrate the relationship of the proposed ground floor front window with masonry surround to include elliptical arches at a scale of 1:10 elevation and 1:2 continuous cross section.
4. No works involving new/replacement doors shall take place until elevation(s) to a scale of not less than 1:10 and horizontal and vertical cross-section drawings to a scale of 1:2 fully detailing the new/replacement internal/external doors and surrounds to be used (including details of panels and glazing where relevant) have been submitted to and approved in writing by the Local Planning Authority. Unless otherwise approved in writing by the Local Planning Authority all glazing shall be face puttied. The works shall be carried out in complete accordance with the approved details. The drawn details of the doors and door case are to include columns, fan light, elliptical arches and sting course at a scale of 1:10 elevation and 1:2 continuous cross section both horizontal and vertical.
5. All new external and internal works and finishes and works of making good to the retained fabric shall match the existing historic work adjacent in respect of materials, methods, detailed execution and finished appearance unless otherwise approved in writing by the Local Planning Authority.

6. The new facing brickwork shall match the existing brickwork adjacent in respect of material, colour, texture, face bond, mortar mix and pointing unless otherwise approved in writing by the Local Planning Authority.

The masonry detailing shall include the recessed arrangement of ground floor window and associated brickwork, elliptical arches over window and door openings and string course to exactly match that of existing ground floor front window and door to 84 Guildhall Street.

7. No works involving the installation of conservation rooflights shall take place until details of the works including a schedule and annotated plans/drawings showing the full extent of the proposed works have been submitted to and approved in writing by the Local Planning Authority. The approved works shall be carried out in full unless otherwise agreed in writing by the Local Planning Authority.

286. **Planning Application DC/22/1230/FUL - Abbey Gardens, Angel Hill, Bury St Edmunds (Report No: DEV/WS/22/041)**

Planning application - re roofing of existing mess room building

This application was being presented to the Development Control Committee as it was an application submitted by West Suffolk Council's Property Services department.

Previous work at the wider staff compound had been considered by the Development Control Committee on 2 March 2022 (Planning application DC/21/2261/FUL), where Members had voted to approve the application. Reference had been made to the re-roofing of the Mess Room but had not formed part of that particular application.

Officers were recommending that the application be approved.

Members generally supported approval of the application. However, some reservations were raised with regards to the shade of green (Laurel Green) which was to be used on the roof. Members also asked whether it would be possible to request that any necessary wall repairs were also undertaken.

The Case Officer confirmed that he would undertake to clarify the exact colour shade of the roof and would inform the Chair and Vice Chairs of the Development Control Committee accordingly and would include a specific condition if deemed appropriate to do so. The Case Officer also explained that the wall repairs did not technically form part of the application, but they would raise the Committee's concerns with the applicant accordingly.

It was moved by Councillor Ian Houlder, seconded by Councillor Jim Thorndyke that the application be approved, as per the Officer recommendation (also taking into account the comments which had been raised during the discussions with regards to the colour of the roof).

Upon being put to the vote and with the vote being unanimous, it was resolved that

Decision

Planning permission be **GRANTED** subject to the following conditions:

1. The development hereby permitted shall be begun not later than three years from the date of this permission.
2. The development hereby permitted shall not be carried out except in complete accordance with the details shown on the following approved plans and documents, unless otherwise stated below:

Reference number	Plan type	Date received
004	Existing and proposed elevations	12 July 2022
011	Sections	12 July 2022
002	Existing and proposed sections	12 July 2022
001	Existing and proposed sections	12 July 2022
003	Roof plans	12 July 2022
1625	Bat report	12 July 2022
(-)	Biodiversity checklist	12 July 2022
(-)	Design and access statement	12 July 2022
(-)	Heritage statement	12 July 2022
(-)	Application form	12 July 2022

3. A Biodiversity Enhancement Layout, providing the finalised details and locations of the enhancement measures contained within the Nocturnal Bat Surveys at Abbey Gardens Mess Room report (Adonis Ecology, 13th July 2022)), shall be submitted to and approved in writing by the local planning authority.
The enhancement measures shall be implemented in accordance with the approved details prior to occupation and all features shall be retained in that manner thereafter.
4. No provision of any external roofing shall take place until precise details of the specification of the roofing to be applied to the building, including the profile, colour and finish, have first been submitted to, and approved in writing by, the Local Planning Authority. All such work shall be carried out in accordance with the approved specification. (Reason: In the interests of the character and appearance of the area.)

The meeting concluded at 10.57 am

Signed by:

Chair
