

# Town and Parish Council Forum

Welcome and Introduction

Philip Ridley, Head of Planning and Coastal  
Management

and

David Ritchie, Cabinet Member for Planning and  
Coastal Management



# Review of Planning at ESC 2020-21

- Work of the planning service is to help deliver the objectives of the Council's Strategic Plan.
- Strategic Planning Committee meets at least quarterly to be informed on key performance data and outcomes including decisions, appeals, enforcement, complaints etc as well as being informed on the data in the links below.
- [Information on infrastructure delivery to support growth](#)
- [Parish and Town profiles](#)
- [Open Data Portal](#)
- [Online map of planning policies](#)
- [Summary of the Authority Monitoring Report 2019/20](#)

## Emerging National Planning Issues

- Consultation on Planning White Paper-with government
- Energy White Paper/Freeports/Towns Bids. East Suffolk in the spotlight
- Housing requirements and algorithms
- Permitted Development Rights changes – office to resi etc
- Digitalisation/e-enabled
- Covid19 Pandemic has accelerated change and will continue to do so?

## ESC Planning work during the last year. What's next?

- (fortunately) ESC had invested in remote working kit for all staff before March 2020 – all staff working remotely and doing a great job
- We embraced the challenge
- Electronic engagement with T and PC's was already planned and was needed!! Newsletters and other communication
- Emergency decision processes enacted
- Remote Planning Committee meetings in place from May 2020. We await government's views on future meetings
- What will be the new normal?
- No current vacancies – new posts to backfill work on Energy projects
- Looking forward – many planning challenges ahead

## Discussion and Q and A

- The last year has been a challenge for everyone.
- What lessons have we all learnt/what could we all do that we haven't done/what could we all do differently to improve the process and outcomes?
- Have virtual Committee meetings been more accessible? Have you watched on YouTube?
- Have you accessed information/data off the website to inform your council?
- Is the newsletter read by your council?

# The Benefits of Community Led Housing

PC/TC Forum

Stephanie Baxter MA, CIHCM

[Stephanie.baxter@eastsoffolk.gov.uk](mailto:Stephanie.baxter@eastsoffolk.gov.uk)

07880 105 421



# Introduction

- What are the benefits of community led housing to Parish and Town Councils and the communities they represent?

# Community Led Housing

- **Community** Led Housing (CLH) is housing schemes & other assets designed, **owned** or **managed** by ordinary people within the community. They do not have to set them up but they do have to **support** the delivery of new homes.
- The homes are provided through a **democratic**, non profit legally defined organisation that has an 'asset lock' which **protects** the homes in perpetuity.
- [Examples and information on Community Led Housing](#)



## Benefits to community

Affordability  
Democracy  
Empowerment  
Ownership  
Stewardship

= Governance & sustainability

# Affordability

Average income  
**£28,472**  
(East Suffolk)\*

40% earn less than  
£20,361  
(East Suffolk)\*

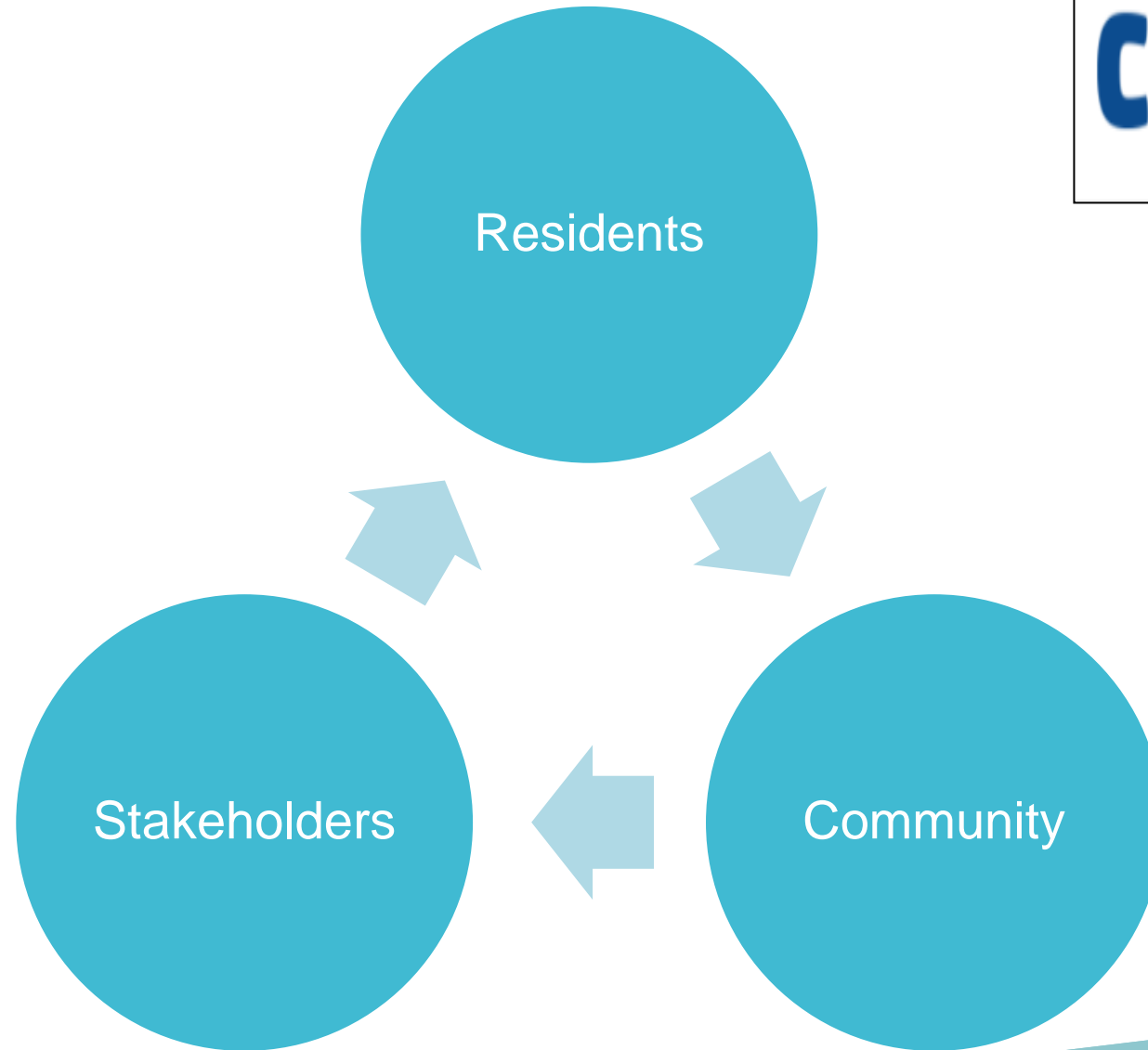
Median income  
£24,193  
(East Suffolk)\*

**60% earn less than  
£28,306**  
(East Suffolk)\*

Residents need 8 X income  
= median priced home  
Source  
2 bed flat £110,200  
Hometrack 2020

\*Source:  
Table 8.7a  
Table 8.7a

# Democracy



**CCH** The Confederation  
of Co-operative  
Housing

[CCH](#)



[CLT](#)

# Empowerment



[St Clements CLT \(Mile End\)](#)



People power changed policy for the benefit of local people through negotiation & discussion on 23 homes for low cost home ownership linked to incomes not value (London)

5 CLT schemes (60+ homes) on site on LA land across London (in 5 years)

Proactively meet housing need [Hedgehog Coop](#)

# Ownership



Converted 5 open market homes to 4 affordable rent and 1 shared ownership partnership HA.  
Delivery expected Autumn 2021  
Plus – café & children's nursery provision – community shares  
Experience guided Neighbourhood Plan policies



Bought 4 affordable homes for rent in partnership HA.  
Scheme starts later 2021  
Ambition to deliver future schemes locally



# Stewardship

[Christow CLT - Dartmoor National Park](#)



Homes protected for future residents

[High Bickington CLT - Devon Countryside](#)



Community amenities



Doctors surgery & workspace

*Manor Farm, Stretham, but with  
more than a hint of Letchworth*

[Stretham and Wilburton CLT - East Cambridgeshire](#)

# Governance & sustainability

- Neighbourhood Plans [Lavenham CLT](#)
- Localism Act – Community Rights
  - Right to Bid
  - Right to Build
  - Right to Challenge
- Right to Regenerate (forthcoming)  
Regeneration [Granby4StreetsCLT](#)  
Choice of tenure/ values [self build plots](#) / [LILAC](#)

## Issues affecting your Parish?

- Isolation or exclusion (all ages)
- Insufficient staff – care/agricultural
- Loss of skills/knowledge
- Lack of social cohesion
- Derelict land or buildings (ASB?)
- Poverty/struggling families



Conclusion

Community. Led.

# Resources & links Q and A

- <https://communityfirstyorkshire.org.uk/plannersguide/wp-content/uploads/2019/07/190709-Planners-Guide-to-CLH-FINAL.pdf>
- <https://www.communityledhomes.org.uk/what-community-led-housing>
- <https://www.uttlesford.gov.uk/community-led-housing>
- <https://www.uttlesford.gov.uk/article/4439/Community-led-housing-resources>
- <http://www.students.coop/our-network/birmingham-student-housing-co-operative/>
- <https://cohousing.org.uk/gallery/lilac/>
- <https://www.facebook.com/londonclt/>
- [http://www.clteast.org/ugc-1/1/2/0/swclt\\_case\\_study\\_april\\_2017.pdf](http://www.clteast.org/ugc-1/1/2/0/swclt_case_study_april_2017.pdf)
- <https://www.uk.coop/directory/location/high-bickington-community-property-trust-r001459>
- <https://www.gypsy-traveller.org/advice-section/community-land-trusts/>

Schemes and organisations above provide regular newsletters. Sign up to keep informed of developments and site visits.

[Stephanie.Baxter@EastSuffolk.gov.uk](mailto:Stephanie.Baxter@EastSuffolk.gov.uk)

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## Questions and Answers



# Building Control

Presented by Mark Harvey MCABE C . Build E

East Suffolk and Ipswich Building Control Partnership Manager



Building Control Teams

In Partnership

# Building Control

1. The East Suffolk and Ipswich Building Control Partnership
2. What is Building Control?
3. Building Control Changes
4. Building Control success

# East Suffolk and Ipswich Building Control Partnership

- The Building Control team employs 18 Highly qualified and competent surveyors who all live and work within the communities we proudly serve.
- The Building Control team provides independent Building Control services dedicated to ensure Buildings remain safe, sustainable and accessible for all who live within and visit our Districts.
- The Building Control Partnership with Ipswich is 4 years old and has seen service efficiencies and improvements provide greater resilience to the service for the benefit of all.
- Building Control work closely with Planning and many other external partners, one key partner being Suffolk Fire and Rescue Service.
- Building Control are one of 56 Local Authority Building Control teams who combine to form the LABC (Local Authority Building Control), the LABC are the governing body of Local Authority Building Control services.
- The Building Control surveyors are all independently chartered building engineers or are working towards professional chartership, we are committed to being to being the best we can be.

# The Team

## East Suffolk Area

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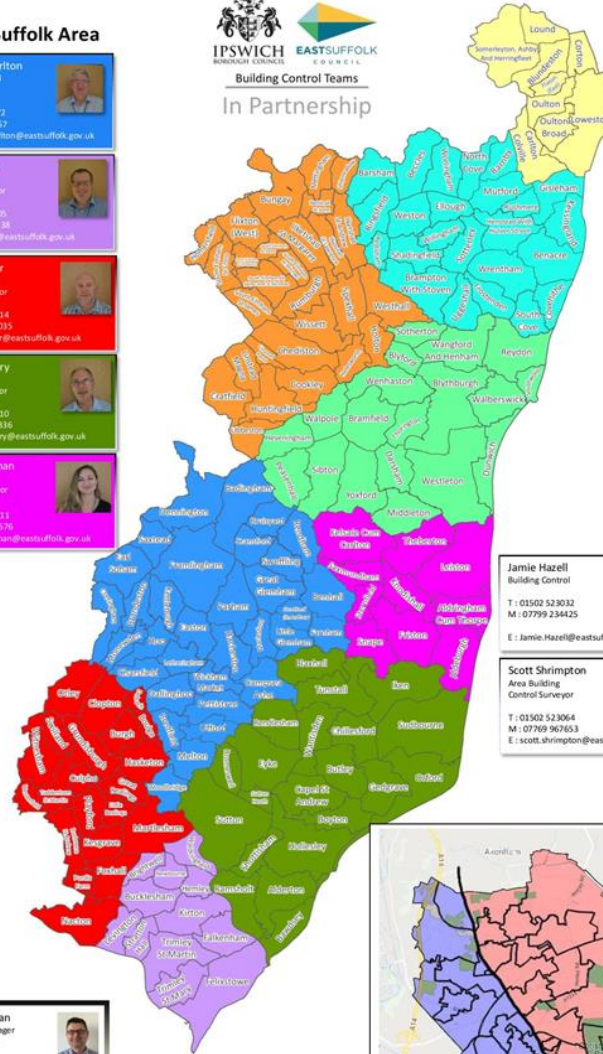
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For a Fee Quote for your Building Regulations Application please email your plans to [bcfeequotes@east Suffolk.gov.uk](mailto:bcfeequotes@east Suffolk.gov.uk) or [building\\_control@ipswich.gov.uk](mailto:building_control@ipswich.gov.uk)

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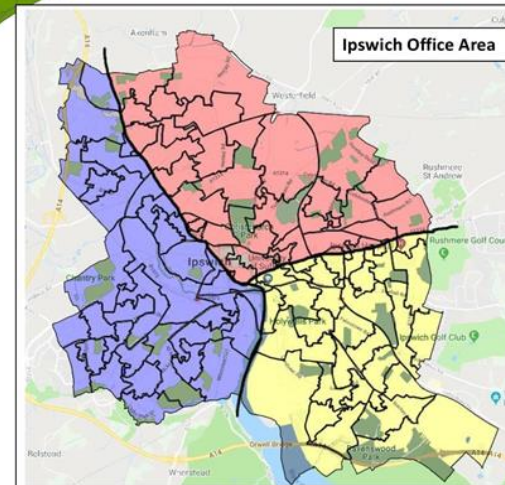
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# Building Control Legislation

Without going into detail, Building Control decisions, compliance and statutory powers are provided by the following legal documents and associated guidance

- The Building Act 1984 – soon to be updated as part of the Building Safety Bill following the tragic events at Grenfell Tower
- The Building Regulations – these are presented as guidance devolved from the Building Act 1984 as the wider known Approved Documents

# Major Change is on the way

## **Building Safety Bill**

The creation of the Building Safety Bill will see enhanced scrutiny on competence across the entire construction sector.

Building Control will play a huge part in the industry changes due to our statutory approval, inspection and enforcement powers.

The creation of the Bill came directly after the tragic events at Grenfell Tower.

## **Changes to part F and L**

The Building Regulations guidance of part F (Ventilation) and Part L (Thermal compliance) will see extensive changes to further improve the effectiveness and efficiencies of new buildings in particular.

Building Control take responsibility to ensure the new standards are met through approval and inspection, we strive to be the first choice for our local developers.



# Compliance in collaboration

- Building Control interact with our colleagues across the Planning teams daily, providing regulatory support at the earliest possible stage of every development.
- Collectively we take responsibility for ensuring practical, sustainable and compliant designs are achieved during the appropriate consultation period.
- Our Planning colleagues support Building Control further with direct early-stage promotion of our Building Control services, knowing how very important it is to appoint surveyors with a far greater project interest other than just the financial gain.
- It is also important to state how the strong link between Planning and Building Control is unrivalled in comparison to our private sector competitors, we guarantee we will still be operating tomorrow something further the private sector cannot rival, with many instances of private companies leaving the market-place suddenly despite having live projects in need of control and sign off.

# The role of Building Control

- We are responsible for enforcement of the Building Regulations to ensure that new build properties, extensions and alterations are constructed to a compliant, sustainable and safe standard. Across all construction sectors (domestic, residential, industrial, commercial, education).
- We work closely with Builders, Architects and homeowners, advising, approving and inspecting to reasonable and practical standards.
- We provide a next day inspection service for all of our clients and the public.
- We are a not for profit self funding service, but are in **competition** with the private sector (this makes us unique as a charged public sector service), we command close to 80% market share.
- We respond 24/7, 365 days a year to reports of dangerous structures, with public safety our priority.
- We have a statutory responsibility to register and monitor demolitions.
- We have powers of enforcement where construction works fall below the required standard.

# Building Control Inspections

- We Inspect projects at the following stages, but tailor our service for each project individually
- **Foundation** – prior to concrete being poured
- **Oversite/Suspended floors** – the base layer prior to concrete being poured on the floor slab
- **Drainage** – laid and bedded in shingle prior to backfilling
- **Floor and Roof structures** - Any structural opening lintels/steel beams prior to covering
- **Thermal insulation** – once installed
- **Advice visits** – Can be discussed and agreed directly with your surveyor by phone
- **Drains test** – Prior to new build completion
- **Completion inspection** – Final inspection of completed build
- We pride ourselves on being very easy to contact and each surveyor will encourage regular communication directly, communication is so very important to us.

# Building Control Applications

## Application methods

### Full Plans application

- Detailed plans and specifications are submitted and they are checked for compliance with the Building Regulations by a dedicated surveyor who will then seek to issue a formal approval prior to works commencing, within 4 weeks of submission. The client and builder has peace of mind that as long as the plans are followed the works will comply with the regulations and can be inspected confidently on site.

### Building Notice application

- No plans are submitted using this method of application. We only accept Building Notice applications for minor works or less complex schemes. Each site inspection will see us agree technical details directly with the applicant on site to achieve the expected level of reasonable compliance.

### Regularisation application

- Unauthorised works require retrospective certification after completion, this can be difficult and can lead to works being uncovered or removed to allow remediation.

# Building Control Excellence

- Our service delivery is not boundary specific and we can deliver projects alongside our valued partners across the Region and Country.
- The Local Authority partnership scheme allows clients to employ our expertise for schemes in partnership with other local Authority teams. Our extensive customer base speak very highly about this service and pay particular compliment to retaining the single point of professional contact with a trusted and experienced surveyor.
- We are a key member of the LABC (Local Authority Building Control) network and have received Regional and National awards recognition alongside our clients for the past ten years consecutively. Our proudest moment being a more than respectable second place for National project delivery only beaten by the Olympic stadium and Olympic velodrome project.
- As a team we are very proud and supportive of each other which has seen surveyors individually recognised Regionally and Nationally for their excellence as superstars or rising stars year on year.
- We celebrate and promote our success widely to further market our service in the highly competitive market place in which we work, this also makes us unique.

# Building Control Awards and Q and A



## Questions and Answers

# Planning Policy Guidance Work Programme

Desi Reed – Planning Policy and Delivery Manager

Laura Mundy – Principal Planner (Policy & Delivery)





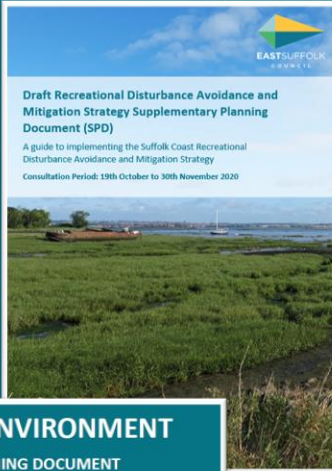
# Supplementary Planning Documents (SPDs)

## Draft Coastal Adaptation Supplementary Planning Document

Covering the coast from Holkham in Norfolk to Felixstowe in Suffolk

Initial consultation document

Consultation dates 4 September 2020 – 16 October 2020



## Draft Recreational Disturbance Avoidance and Mitigation Strategy Supplementary Planning Document (SPD)

A guide to implementing the Suffolk Coast Recreational Disturbance Avoidance and Mitigation Strategy

Consultation Period: 19th October to 30th November 2020

## DRAFT HISTORIC ENVIRONMENT SUPPLEMENTARY PLANNING DOCUMENT

December 2020



- Recently adopted Local Plans for East Suffolk so now focusing on delivery of the policies.
- In particular, a range of guidance documents being prepared to assist in the interpretation and implementation of topic specific adopted policies
- Thank you to everyone who has contributed to date
- Sustainable Construction SPD – Initial consultation to define the content March/April 2021
- Recreation Disturbance Avoidance Mitigation Strategy SPD – adoption May 2021
- Historic Environment SPD – adoption June 2021
- Coastal Adaptation SPD – draft consultation August/September 2021
- Affordable Housing SPD – draft consultation August/September 2021
- Health and Planning SPD – early stage
- Other – Statement of Community Involvement (adoption April 2021) Cycling and Walking Strategy, CIL Charging Schedule
- Timelines on the East Suffolk website



# Residential Development Briefs



- Working on a series of guidance documents/development briefs to guide and support the implementation of housing sites allocated in the Local Plans to encourage high quality design and placemaking
- Visual template approach – already consulted on
- Over the next year or so preparing the following with local consultation and engagement (sites and timelines subject to change depending on developer progress on sites):
- WLP2.14 Land to North of Union Lane, Oulton – draft consultation/engagement early summer 2021
- WLP2.15 Land Between Hall Lane and Union Lane, Oulton – draft consultation/engagement summer 2021
- SCLP12.46 Land behind 15 St Peters Close, Charsfield – draft consultation/engagement summer 2021
- SCLP4.5 Brackenbury Sports Centre, Felixstowe - draft consultation/engagement summer 2021
- WLP7.8 Land North of Chapel Road, Wrentham - draft consultation/engagement winter 2021
- WLP7.15 Land East of Mill Road, Rumburgh - draft consultation/engagement winter 2021/22
- WLP7.4 Land North of Pickwick Drive, Blundeston - draft consultation/engagement winter 2021/22
- Others to follow.....

# Cycling & Walking Strategy Update

Anthony Taylor - Senior planner (Policy and Delivery)  
Jason Beck – Planner (Policy and Delivery)



# Scope of Strategy

- Identify the **key corridors** within East Suffolk where there may be significant benefits from improving cycling and walking connections between settlements;
- Produce **cycling and walking suitability maps** for the 'major centres', 'market towns' and some of the more sustainable 'large villages' in East Suffolk (as identified in the Suffolk Coastal Local Plan and Waveney Local Plan);
- Assess **cycling and walking infrastructure improvements** throughout East Suffolk (as identified through Initial Consultation – 19/10/2020-07/12/2020) and create a list of prioritised improvements; and
- Produce an **implementation map** to monitor the delivery of cycling and walking opportunities identified in the Strategy, which will be updated when identified cycling and walking solutions are implemented.

# Consultation overview

- 797 responses were submitted to our initial map based consultation (19/10/2020 – 07/12/2020)
- Consultation comments can be broadly grouped into the following topics:
  - New routes and connections
  - Junction alterations
  - Improvements to existing network i.e. wayfinding signage, marked crossings
  - Modal filters (i.e. separation of walking and/or cycling routes from road traffic)
  - Alterations to public rights of way (PROWs)
  - General non-place specific points
  - Maintenance (e.g. vegetation trimming)
  - Speed limit reduction requests
  - New surfacing/re-surfacing
- The Consultation map shows the geographical spread of the consultation responses - <https://eastsuffolk.maps.arcgis.com/apps/webappviewer/index.html?id=810e5f8977e144509f13120a00a341d6>

# Timeline

- Strategy drafted – May 2021
- Formal consultation – June-July 2021
- Modify draft Strategy – August-September 2021 (dependent on number of consultation responses received)
- Adoption – November 2021

# Community Infrastructure Levy

Adam Nicolls - Principal Planner (Policy and Delivery)

Nicola Parrish – Infrastructure Delivery Manager (Policy and Delivery)



# NCIL Reminders

- **Neighbourhood CIL (NCIL) Reminders**

- Paid each 28 April and 28 October (only if we have received CIL in your area)
- 5 years to spend – from date of receipt
- Annual Report published on PC Website and sent to
- [CIL@eastsuffolk.gov.uk](mailto:CIL@eastsuffolk.gov.uk)
- Publish by 31 December each year
- Use the New Template – CIL Regs changed in 2019!
- Separate Report for each financial year
- Only report actual Expenditure
- Do not report ringfencing for projects as NCIL spend
- Be prepared to pay back unspent CIL
- If you spend Collaboratively – better/bigger projects – still “local”

# CIL Regulation 59c – Spending NCIL

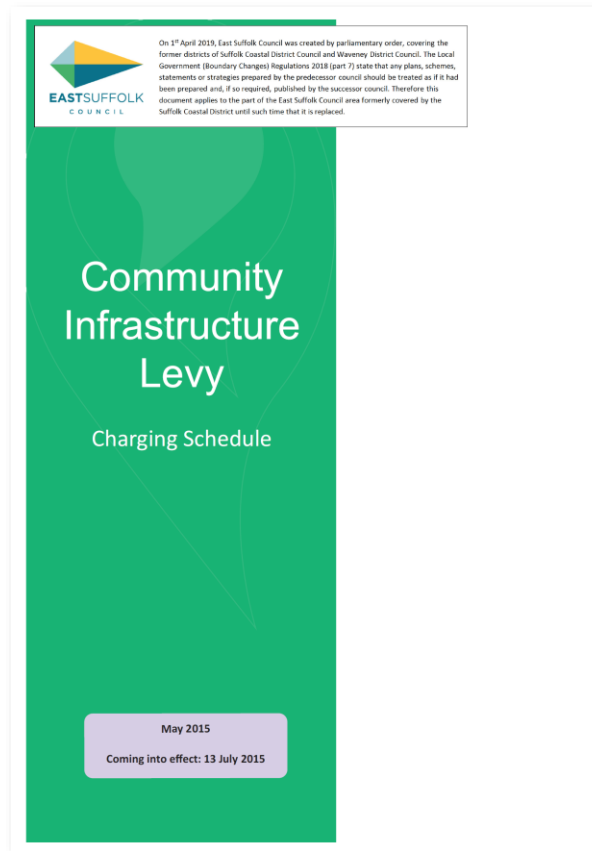
Regulation 59c of the CIL Regulations 2010 (as amended) states that the parish councils must spend Neighbourhood CIL on:

- (a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) Anything else that is concerned with addressing the demands that development places on an area.

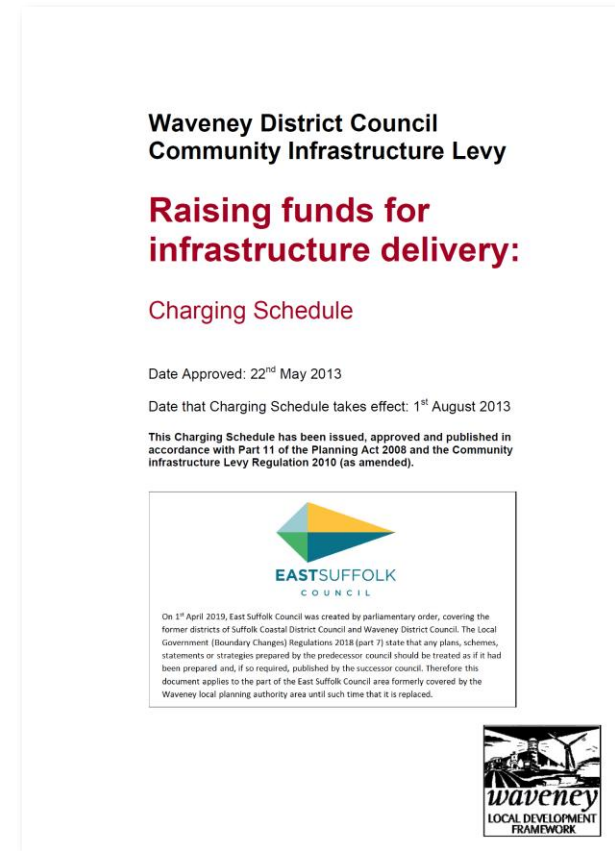


# Two existing CIL Charging Schedules

## Suffolk Coastal (2015)



## Waveney (2013)

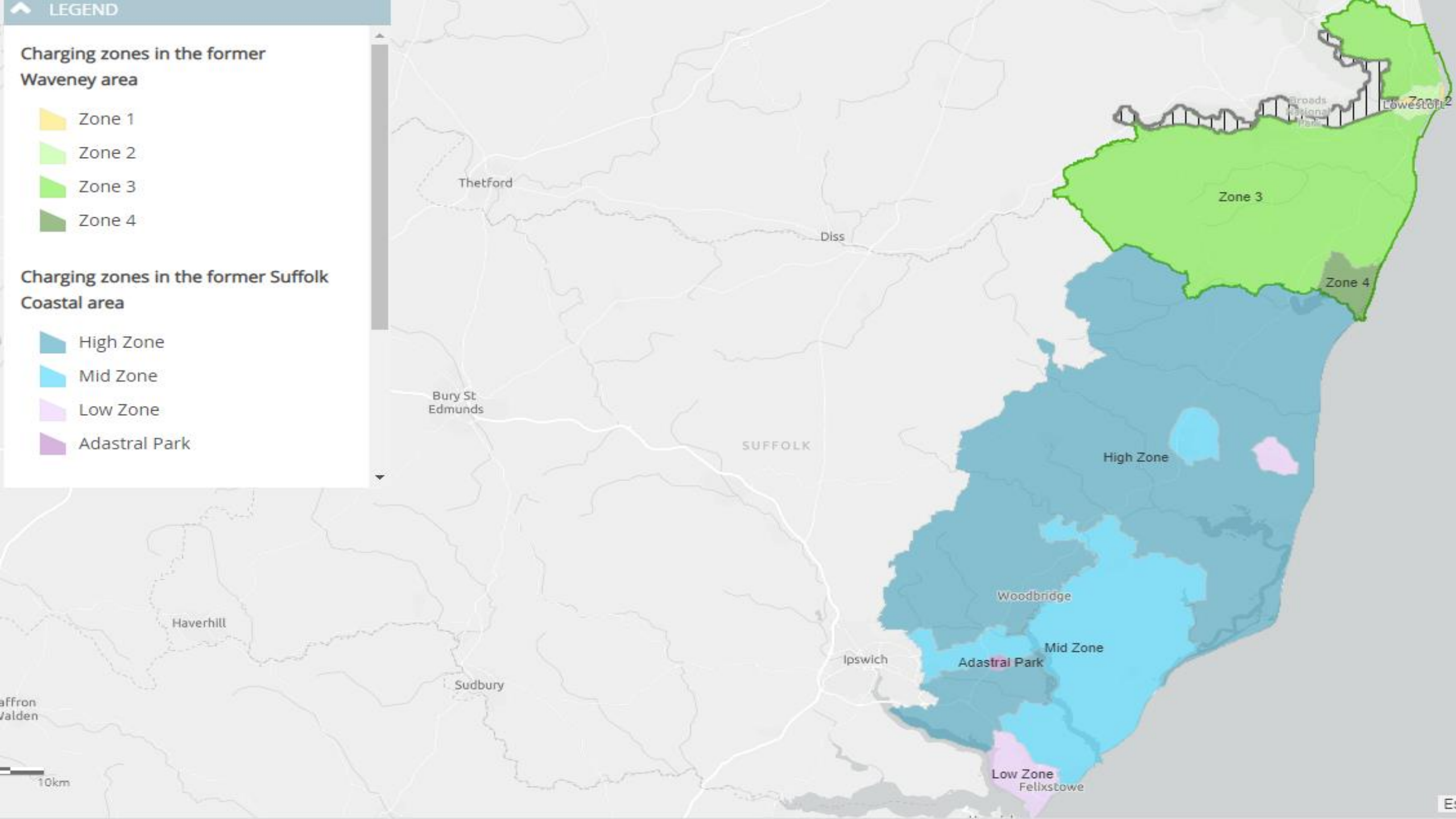


Charging zones in the former Waveney area

- Zone 1
- Zone 2
- Zone 3
- Zone 4

Charging zones in the former Suffolk Coastal area

- High Zone
- Mid Zone
- Low Zone
- Adastral Park



# List of CIL charges

## Suffolk Coastal

Residential (C3/C4) Charging Zone	CIL Charging Schedule Rate 2015  Ic rate originally 244 ((nearest firm) then 259 from Annual Rate in 2017)	2020 Indexed CIL rate per sqm  Ic rate: 259 ly rate: 334	2021 Indexed CIL rate per sqm  Ic rate: 259 ly rate: 333
Adastral Park	£0	£0	£0
Low Zone	£50	£64.48	£64.29
Mid Zone	£90	£116.06	£115.71
High Zone	£150	£193.44	£192.86
Other types of development (applicable throughout the District)	CIL Charging Schedule Rate 2015  Ic rate originally 244 ((nearest firm) then 259 from Annual Rate in 2017)	2020 Indexed CIL rate per sqm  Ic rate: 259 ly rate: 334	2021 Indexed CIL rate per sqm  Ic rate: 259 ly rate: 333
Convenience Retail	£100	£128.96	£128.57
All other development	£0	£0	£0

## Waveney

Zone	Residential Charging Zone	CIL Charging Schedule Rate 2013  Ic rate originally 222 ((nearest firm) then 224 from Annual Rate in 2014)	2020 Indexed CIL rate per sqm  Ic rate: 224 Ip rate: 334	2021 Indexed CIL rate per sqm  Ic rate: 224 Ip rate: 333
1	Lake Lothing flood zone and the Sustainable Urban Neighbourhood and Kirkley Waterfront site	£0	£0	£0
2	Inner Lowestoft	£45	£67.10	£66.90
3	Oulton, Lowestoft, Beccles, Bungay, Halesworth and surrounding rural areas	£60	£89.46	£89.20
4	Reydon and Southwold and surrounding rural areas	£150	£223.66	£222.99

Other types of development (applicable throughout the District)	CIL Charging Schedule Rate 2013  Ic rate originally 222 ((nearest firm) then 224 from Annual Rate in 2014)	2020 Indexed CIL rate per sqm  Ic rate: 224 Ip rate: 334	2021 Indexed CIL rate per sqm  Ic rate: 224 Ip rate: 333
Holiday lets	£ 40	£59.64	£59.46
Supermarkets, superstores and retail warehouses	£130	£193.84	£193.26
All other development	£0	£0	£0

# Preparation of East Suffolk CIL Charging Schedule

- Both CIL Charging Schedules are now quite dated
- Local Plans adopted in 2019 (Waveney) and 2020 (Suffolk Coastal)
- Time right to review, update and simplify CIL charges
- Consultancy Aspinall Verdi appointed to help prepare viability information (development costs, land value, likely house sales prices etc)

# Timetable

*(dates subject to change)*

Stage	Time
Consultation on CIL viability 'basics'	March-April 2021
Special 'virtual' meeting with interested parish councils	March 2021 (date TBC)
Formal agreement of draft CIL Charging Schedule by Cabinet	Summer 2021
Public consultation	Summer 2021
Submission for examination	Late summer 2021
Examination hearing(s)	Autumn 2021
Examiner's report	Late 2021/early 2022
Adoption (Council)	Early 2022
CIL Charging Schedule comes into effect	1 <sup>st</sup> April 2022

# Policy Team Q and A

- Planning Policy Guidance Work Programme: [Desi.reed@eastsoffolk.gov.uk](mailto:Desi.reed@eastsoffolk.gov.uk) or [Laura.mundy@eastsoffolk.gov.uk](mailto:Laura.mundy@eastsoffolk.gov.uk)
- Cycling and Walking Strategy : ([Jason.beck@eastsoffolk.gov.uk](mailto:Jason.beck@eastsoffolk.gov.uk)) or ([Anthony.taylor@eastsoffolk.gov.uk](mailto:Anthony.taylor@eastsoffolk.gov.uk))
- Community infrastructure Levy: [Adam.Nicolls@eastsoffolk.gov.uk](mailto:Adam.Nicolls@eastsoffolk.gov.uk) or [Nicola.parrish@eastsoffolk.gov.uk](mailto:Nicola.parrish@eastsoffolk.gov.uk)



# QUALITY OF PLACE AWARDS 2020

Karolien Yperman - Design and Conservation Officer





# COMMUNITY NOMINEES



St Michael's Church, Beccles



Westleton Village Hall



# COMMUNITY WINNER: WESTLETON VILLAGE HALL



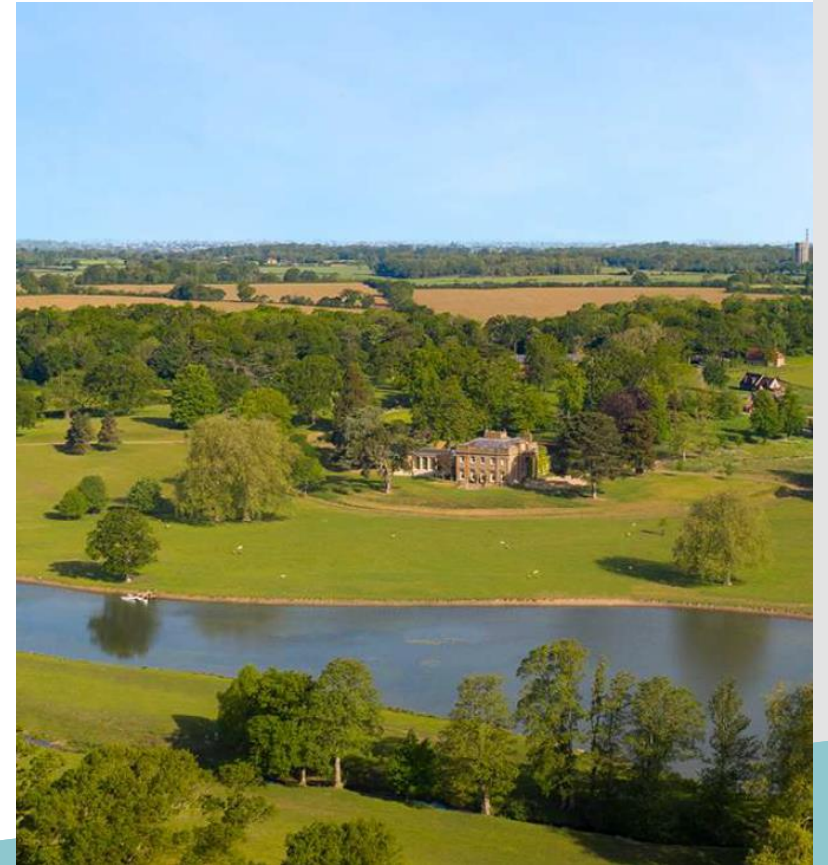
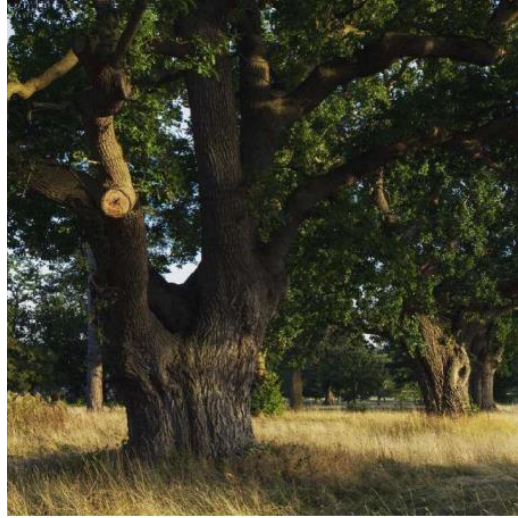


# LANDSCAPE WINNER: SIBTON PARK





# LANDSCAPE WINNER: SIBTON PARK





# CONSERVATION NOMINEES





# CONSERVATION WINNER: WINGFIELD HOUSE





# DESIGN NOMINEES



1 to 6 Bakers Mews



64-66 New Street



CEFAS



Gainsborough House



Oak Lodge



Pightle House



Shotts Meadow



Sibton Orangery



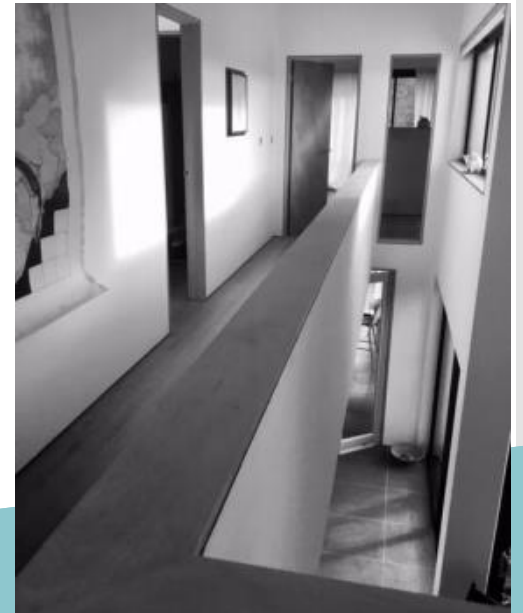
Tamarisk



The Threshing Barn



# DESIGN JOINT WINNER: PIGHTLE HOUSE





# DESIGN JOINT WINNER: GAINSBOROUGH HOUSE







# QUALITY OF PLACE AWARDS 2021

Nominations opening in March



# Development Management Team

Liz Beighton – Planning Manager (Development Management)  
Katherine Scott – Principal Planner  
Joe Blackmore – Principal Planner



# Topics to cover

1. Team structure – welcome to the new starters!
2. Scheme of Delegation – a refresher
3. Performance
4. Planning Enforcement



# Planning (Development Management)

Planning Manager  
(Development Management)  
Liz Beighton  
01394 444778

## Development Management North Team

### Principal Planner

Joe Blackmore  
01344 444733

Senior Planner  
Michaelle Coupe  
01394 444440

Senior Planner  
Iain Robertson  
01502 523067

Senior Planner  
Natalie Webb  
01394 444275

Senior Planner  
Rachel Smith  
01394 444628

Senior Planner  
Danielle Miller  
01394 444594

Planner  
Matthew Gee  
01502 523021

Planner  
Stephen Milligan  
01394 444416

Planner  
Grant Heal  
01394 444779

Planner  
Mark Brands

Planner  
Charlie Bixby  
01394 444572

Assistant Planner  
Debbi Wicks  
01502 523020

Assistant Planner  
Freya Carroll  
01394 444505

Assistant Planner  
Alexis Bruns  
01394 444351

Assistant Planner  
Eleanor Attwood  
01394 444512

Assistant Planner  
Beth Hughes  
01502 523018

Trainee Planner  
Megan Rodwell  
01502 523023

Trainee Planner  
Jamie Behling  
01394 444412

## Development Management South Team

### Principal Planner

Katherine Scott  
01394 444503

## Planning Enforcement

Senior Enforcement Officer  
Cate Buck  
01394 444290

Enforcement Officer  
Mia Glass  
01502 523081

Assistant Enforcement Officer  
Dominic Starkey  
01394 444294

## Specialist Services

Arboriculture and Landscape Manager  
Nicholas Newton  
01394 444241

Arboriculture and Landscape Officer  
Fiona McKeown  
01502 523075

Design and Conservation Manager  
Robert Scrimgeour  
01394 444616

Senior Design and Conservation Officer  
Elizabeth Martin  
01502 523078

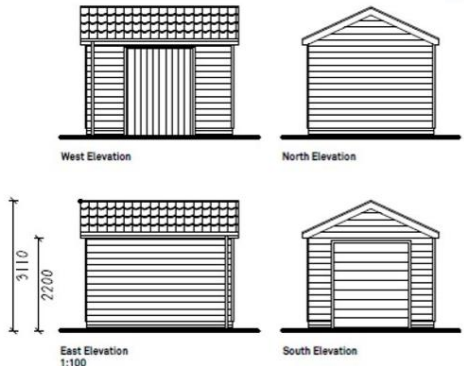
Design and Conservation Officer  
Karollien Yperman  
01394 444296

Ecologist  
James Meyer  
01394 444595

Planning Services Support Manager  
Terri Caylor  
01394 444409



What we deal with



# Scheme of Delegation

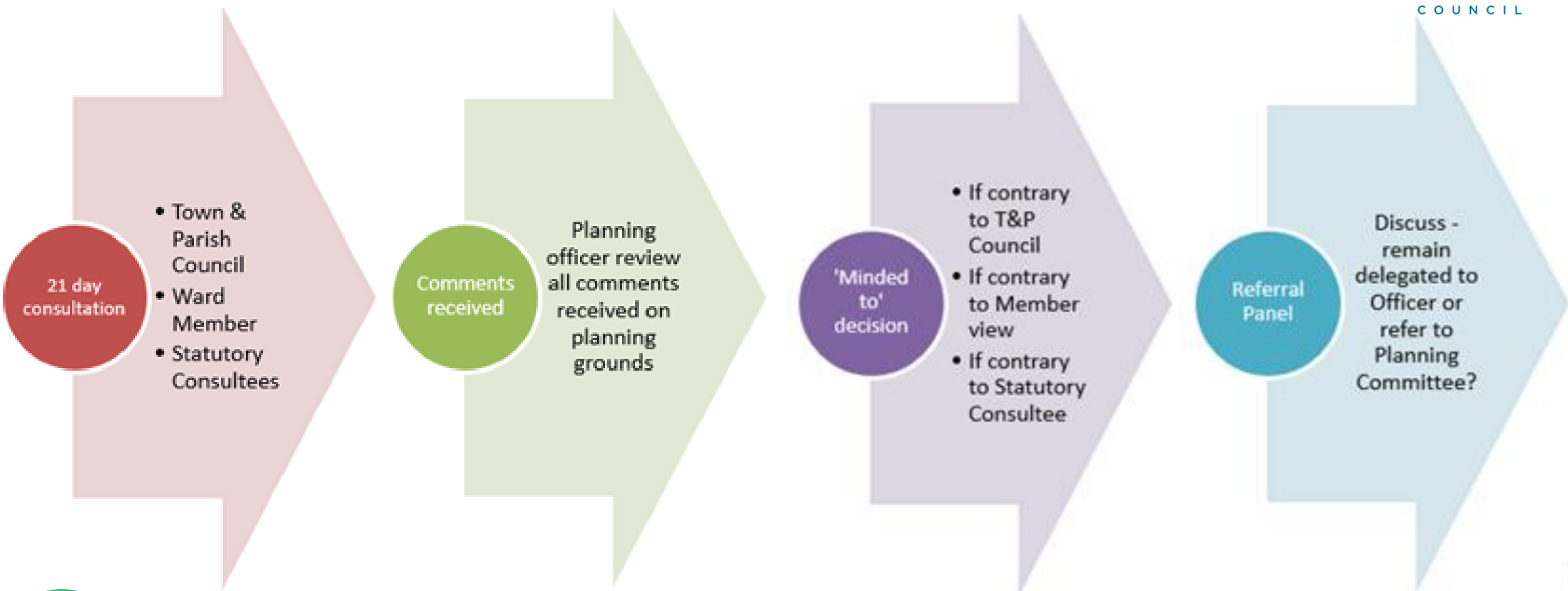


**All planning application** decisions including decisions concerning Environmental Impact Assessment (EIA) decisions or considerations requiring Habitat Regulation Impact Assessments (HRA) are **delegated** to Head of Planning and Coastal Management UNLESS:

1. The Planning Application is, in the opinion of the Head of Planning and Coastal Management and/or the Chair and Vice Chair of the Planning Committee, of significant public interest; would have a significant impact on the environment; or should otherwise be referred to Members due to its significance in some other respect;
2. The applicant or landowner is East Suffolk Council;
3. The applicant, or agent, is an East Suffolk Councillor or an East Suffolk Council employee, or the applicant, or agent, is a close relative of an East Suffolk Councillor or East Suffolk Council employee; or
4. The referral process is triggered (see next slide) –

In which case, if item 4 is invoked, the Planning Application will be referred to the Referral Panel – the panel will discuss with the Head of Planning and Coastal Management (based on planning grounds) to either refer the application to Planning Committee for decision or remain delegated to the Head of Planning and Coastal Management.

# Referral Process





## Speaking at Planning Committee

Subject to the procedure detailed below, there is a right to speak for, or against, any applications for rights of way, planning permission or similar applications (e.g. Listed Building). There is no right to speak on enforcement issues, which appear on the agenda of the Planning Committee.

### PROCEDURE WHEN AN ITEM IS SCHEDULED TO BE REPORTED TO A PLANNING COMMITTEE

Progress on applications can be monitored online by visiting the Council's website – [www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk). This will indicate if the application is going to be considered by the Planning Committee and, if so, when. The following would normally be permitted to speak:

- Representative of Town/Parish Council or Parish Meeting;
- Applicant or representative;
- Objector;
- Relevant ward members

The intention is that only one person would speak from each of the above parties.

### PROCEDURE AT PLANNING COMMITTEE MEETINGS

Interested parties who wish to speak will need to register before the start of the meeting. The registration to speak at meetings can take place any time in the five days leading up to the Committee date, up to 5pm the day prior to the meeting.

### ORDER OF SPEAKING

The Order of debate will be as follows:

1. Introduction by the Planning Officer;
2. Representations by objector,
3. Representations by relevant town or parish council (in exceptional circumstances the Chairman may allow more than one parish council to send a representative by prior agreement where a development proposal is of such magnitude that affects several parishes);
4. Ward member(s);
5. Representations by applicant or representative;
6. Planning Committee general debate.



# Speaking / Sharing illustrative material at Planning Committee

## East Suffolk Council Constitution

### **ILLUSTRATIVE MATERIAL**

If a speaker wishes to refer to illustrative material, which they wish to be displayed at the meeting, then this must be provided to the Officers 24 hours in advance of the meeting so that appropriate arrangements can be made for its display.

If the application is deferred until the next meeting for further information, negotiations or a site visit, either before or after public speaking, speakers will have the opportunity to present their views again.

There will be an Officer present at all meetings to ensure that procedures are properly followed.

# Planning Application and Appeal - performance



## Planning Application Performance Q1, Q2 and Q3 – 2020-2021 year

	Q1 – Q3 Percentage	Q1 – Q3 Total	Targets
Major Development	86%	24/28	60% national 65% stretched
Minor Development	83%	365/441	65% national 75% stretched
Other Development	90%	1159/1283	80% national 90% stretched



## Appeals Performance – Q1, Q2 and Q3 – 2020-2021 year

National average is 36% of all appeals are successful

71% of all appeals have been dismissed (i.e. determined in the council’s favour) with the balance of 29% allowed (i.e. determined in the applicants favour).

Of the nine appeals against enforcement notices served, the council has defended seven of those notices.

In terms of claims of costs against the Council, two full awards have been made and one partial award. The Council has defended its position on the remaining three.

All the performance statistics are presented to the Strategic Planning Committee (meet every quarter) and the reports are publicly available and include a synopsis of all the appeal decisions received.

All appeal decisions can be viewed via the following link : [Planning Inspectorate](#)



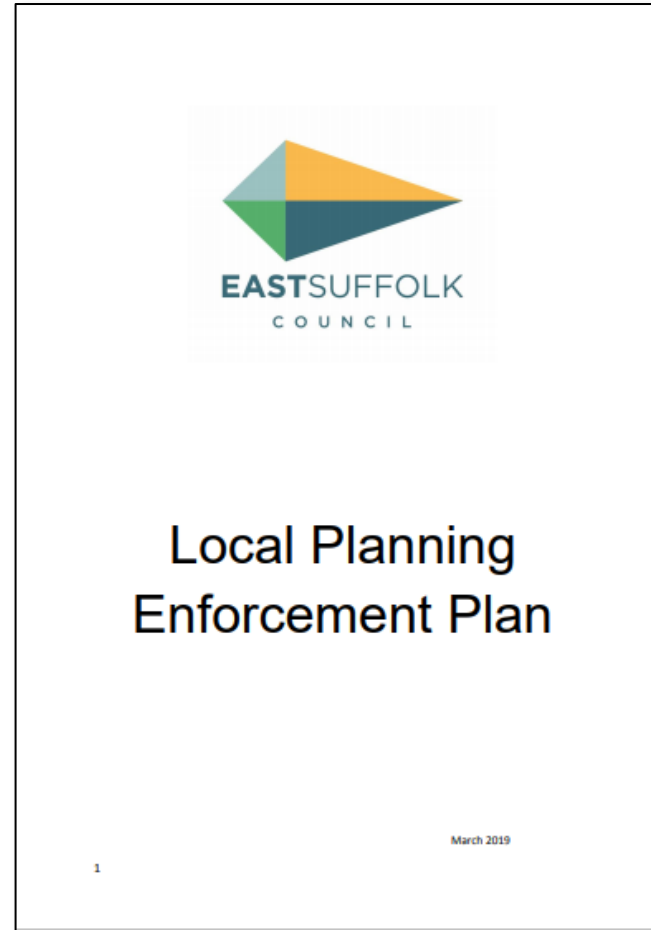
# Planning and Enforcement Team

## Planning and Enforcement – meet the team

Cate Buck – Senior Enforcement Officer

Mia Glass – Assistant Enforcement Officer  
Planning and Enforcement

Dominic Starkey – Assistant Enforcement  
officer

A red poster with a white crown at the top. The text reads: "KEEP CALM AND DEAL WITH YOUR ENFORCEMENT NOTICE".

**KEEP CALM  
AND  
DEAL WITH YOUR  
ENFORCEMENT  
NOTICE**

# Planning Enforcement

Planning Enforcement within ESC is undertaken in accordance with the Council's Enforcement Plan (March 2019) .

The decision to enforce in each case is at our discretion; there is no legal requirement for us to provide a planning enforcement service at all. However, we take planning enforcement very seriously. The power to correct breaches of planning control allows us to protect the quality of life for the people who live, work and visit East Suffolk and the quality of the district's built and natural environment.

There are certain breaches of planning control that constitute criminal acts from the outset and can be subject to high penalties. Such breaches include:

- unauthorised work to a listed building;
- unauthorised demolition of an unlisted building in a conservation area; or
- unauthorised works to "protected" trees;
- unauthorised advertisements;

Other than the items listed above, it is not therefore an offence to undertake development without firstly obtaining planning permission. However, if enforcement action is taken against unauthorised development and the requirements of an enforcement notice are not satisfied within the specified period, an offence has then occurred, which can be pursued in the Court.



# Planning Enforcement

On average we receive requests for around 500 planning enforcement investigations a year across the district.

Some **60% of these result in a finding of no breach of planning control** at all; others range from small scale breaches to very serious incidents.

In the end, the test of a breach is the amount of harm it causes. Harm from breaches of planning control takes many different forms, including the following:

- impact on visual or residential amenity,
- impact on highway safety,
- loss of amenity for the public in general,
- loss of amenity for occupiers and users of surrounding land and buildings or on the environment in general

Regardless of who has made the complaint, when the complaint is logged onto our recording system we will assign it a priority category. Prioritisation of the complaint then sets a performance standard for the first site visit.

The list of priorities reflects the importance it places on the quality of life for its residents and businesses, and the need to protect the special character of the built and natural environment of the District.

We will acknowledge all requests for planning enforcement investigations in writing within 14 working days of receiving it, and we will give the requester the name and contact details of the enforcement officer who will be involved. We will visit all sites within the period set out above for each of the four priorities wherever possible. We will endeavour to visit a high priority investigation on the same day that we receive the request or the following day.

# Planning Enforcement – Four levels of Priority

## **Priority One** – first inspection within 2 working days from receipt of complaint by the investigating officer resulting in;

- a serious threat to health and/or safety of the public (e.g. traffic hazard, storage of hazardous materials)
- a serious threat, permanent or irreparable damage to the built, historic or natural environment e.g. damage to a listed building,
- damage to a Site of Special Scientific Importance (SSSI), a Scheduled Ancient Monument, an Area of Outstanding Natural Beauty, etc\*
- works being undertaken in contravention of an Enforcement Notice, Stop Notice or Injunction

(\* effective action in respect of these breaches will require support from specialist officers within the Council's Conservation and Design Team, and in some case, action will need to be taken in conjunction with Historic England and Natural England)

## **Priority Two** – first inspection within 5 working days of receipt of complaint by the investigating officer resulting in;

- a breach of listed building, or conservation area controls not included in priority one
- a breach of control that conflicts with planning conditions where amenity problems arise

# Planning Enforcement – Four levels of Priority

## **Priority Three** – first inspection within 15 working days of receipt of complaint by the investigating officer resulting in;

- a breach causing problems which may be resolved by limited modification or the imposition of conditions on a permission
- a breach which conflicts with planning policy and is unlikely to be given planning permission without substantial modification
- a breach of a minor/temporary nature raising limited planning or listed building concerns
- untidy land or a building whose condition adversely affects the amenity of the surrounding area
- a breach that conflicts with planning conditions where no amenity problems arise

## **Priority Four** – first inspection within 20 working days of receipt of complaint by the investigating officer resulting in;

- the unauthorised display of advertisements
- an anonymous complaint where the alleged breach of control is unlikely to adversely affect the amenity or the character of the location.

# Development Management and Quality of Place Awards

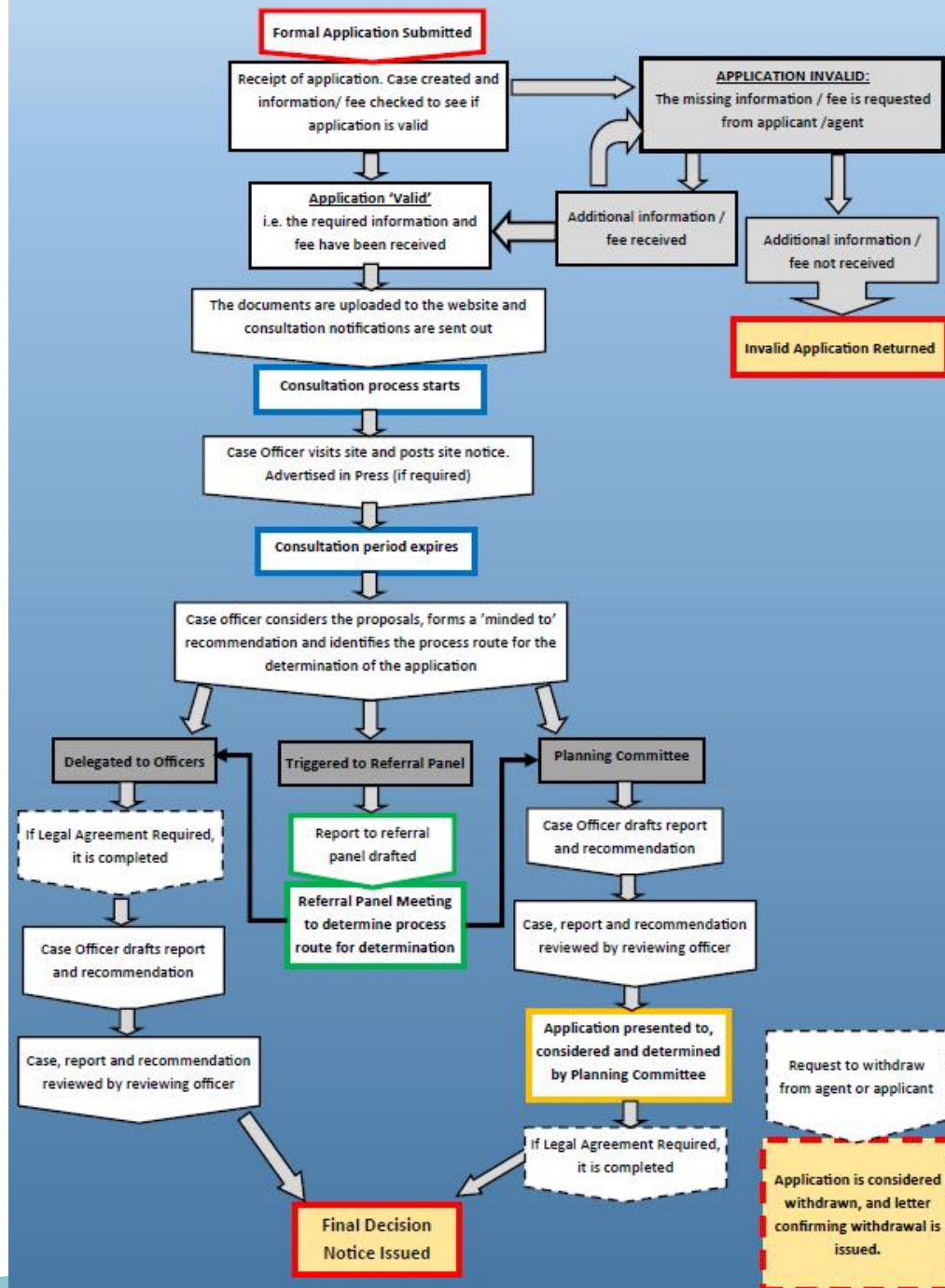
## Q and A

- Quality of Place Awards: [Karolien.yperman@eastsoffolk.gov.uk](mailto:Karolien.yperman@eastsoffolk.gov.uk)
- Development Management: [liz.Beighton@eastsoffolk.gov.uk](mailto:liz.Beighton@eastsoffolk.gov.uk)



# The life of a planning application

This table details all the processes necessary to consider and determine a planning application. In terms of timescales, the determination date for major applications is 13 weeks and is 8 weeks in all other instances



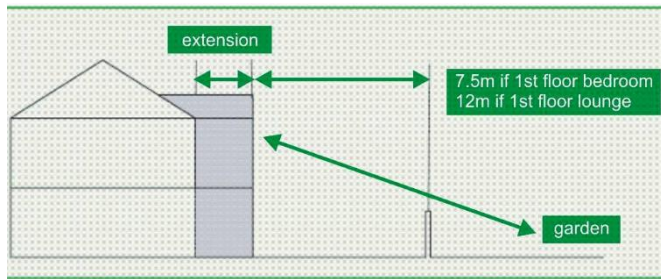
# Material Planning Considerations

- What they are and are not - decided by statements of national policy or by decisions of the courts
- The weight that should be attached to each consideration in any particular case is for the decision maker.

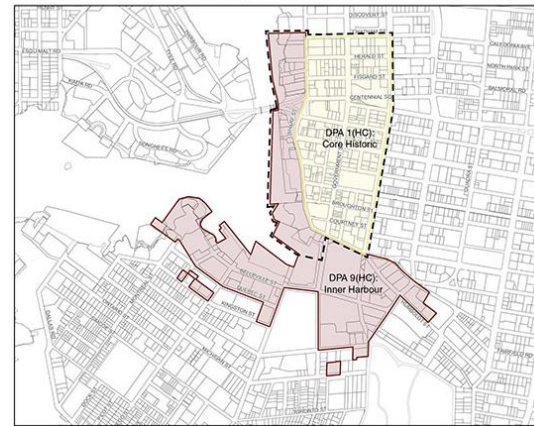


# Material Planning Considerations (e.g.s)

- Overlooking / loss privacy
- Loss of light / overshadowing
- Effect on listed building
- Layout, density
- Policies in the Development Plan (including Local Plan and Neighbourhood Plan)
- Previous decisions/appeals/court cases
- Nature conservation and Ecology
- Parking
- Highway safety
- Traffic
- Noise
- Design, materials
- Govt. policy



Development Permit/Heritage Conservation Areas: Old Town



# What should I include in my comments?

Comments on applications should be made in writing to [planning@eastsoffolk.gov.uk](mailto:planning@eastsoffolk.gov.uk) within the specified timeframe

You should include:

- The application reference number (this will be in the form DC/21/\*\*\*\*/\*\*\*\*)
- The address of the application,
- Your contact details,
- Whether you:
  - object (i.e. are against the scheme),
  - have no objections (you wish to make comments but do not object or support)
  - or**
  - support the scheme (i.e. you are in favour).

And

Your specific views/comments on the proposals referring to material considerations (see overleaf).

It is important that the response is clear on the stance and raises material considerations to enable a greater chance of the referral process being triggered and called to committee.

If comments do not have a clear stance then they leave open ambiguity and may leave your comment as being neutral.

If the item is passed to the Referral Panel, then the Panel will look at what planning reasons there are for debating the matter round the Committee table.

A response saying – “we object” or “we support” will reduce any change of the matter being referred. Likewise raising non-material considerations will also weaken the Town or Parish Council’s position. We would suggest therefore that all formal responses are qualified by appropriate supporting text.

# Final Questions and Answers

Philip Ridley -Head of Planning and Coastal Management  
and

David Ritchie – Cabinet Member for Planning and Coastal  
Management