

Minutes
Planning Committee
Planning

Date	13/02/2024
Time	19:00 – 21:25
Location	King's House; Council Chamber.
Present	Carla Barreto, David Blackburn, Chris Harvey, Terry Jermy, Terry Land, Mac MacDonald (Vice Chair), Hazel McCambridge, Matthew Stirrup, Stuart Terry, Ronald Wood and Stuart Wright (Chair).
Officers	Alan Yorke (Acting Town Clerk). Karen Robinson (Committee Clerk)
Members of the Public	There were two members of the public in attendance. There were also 2 officers from Breckland Council in attendance.

MINUTES

657/23 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

658/23 APOLOGIES FOR ABSENCE

Apologies: Councillors Ann Blackburn, Mike Brindle, Kristopher Brooks, David Evans, Douglas Jefferson and Victor Peters.

Absent: Councillor Adam Mitchell.

659/23 MINUTES

RESOLVED: The minutes of the Planning Committee meeting held on 16th January 2024 which were received by Council on 30th January 2024, are a true record and signed/initialled by the Committee Chairman.

660/23 PLANNING APPLICATIONS TO CONSIDER

To discuss and agree the Town Council decisions on each of the applications below to be submitted to Breckland Council Planning.

A) Plan No 0004 Consultation - Full

Applicant: Freeman Historic Properties. Conversion of the church of St Mary the Less into five residences, restoration and alterations to existing church. Church of St Mary the Less. Bury Road. Thetford. IP24 3AR.

Supporter

Additional comments: Require a management plan to be put in place to ensure that public access to listed tombs and artefacts is still possible.

Retain flint walls wherever possible and ensure that existing flint wall is made good.

B) Plan No 0005 Consultation – Listed Building

Applicant: Freeman Historic Properties. Conversion of the church of St Mary the Less into five residences, restoration and alterations to existing church. Church of St Mary the Less. Bury Road. Thetford. IP24 3AR.

Supporter

Additional comments: Require a management plan to be put in place to ensure that public access to listed tombs and artefacts is still possible.

Retain flint walls wherever possible and ensure that existing flint wall is made good.

C) Plan No 0007 Consultation – Householder

Applicant: Mr Robert Snowling. Proposed part garage conversion into utility room, bathroom & all internal alterations, removal of existing conservatory polycarbonate sheets & replaced with shingled insulated flat roof & Reconstruction of gable end chimney breast using matching brick. 6 Ouse Avenue. Thetford.

Supporter

No additional comments

D) Plan No 0066 Consultation – Variation of Conditions

Applicant: Waves of London Ltd. Variation of Conditions 4,10,13 on application ref: 3PL/2018/0515/F. 23 Old Market Street. Thetford.

Supporter

Additional comments: Unable to determine from the planning documents whether applying to have condition reversed or whether condition fulfilled.

E) Plan No 0089 Consultation - Variation of Conditions

Applicant: Waves of London Ltd. Variation of Conditions 4, 10, 13 & 15 on 3PL/2018/0194/F. 25 -27 Old Market Street. Thetford.

Supporter

Additional comments: Unable to determine from the planning documents whether applying to have condition reversed or whether condition fulfilled.

F) Plan No 1076 Consultation - Full

Applicant: Venture Contract Lighting Ltd. Conversion and extension of annexe and outbuilding to form 1 no. dwelling and erection of 1 no. dwelling; closure of existing vehicular access, creation of new vehicular access and provision of landscaping. Land To the Rear Of 57 Bury Road. Thetford.

Objection

Over-development in a conservation area.

Concerns remain of the potential destruction of a scheduled ancient monument in a conservation area.

Road safety aspect. Mill Lane classification is incorrect due to its high traffic volumes.

Access and visibility splay obscured by legal and existing parking. Parking restrictions unlikely to improve visibility splay.

G) Plan No 1155 Consultation – Listed Building

Applicant: Mr A Rouf. Replacement of three windows, like for like replacement. 7 Norfolk Houses, White Hart Street, Thetford

Objection

Support the concerns raised by the Historic Building Consultant.

661/23 LATE PLANNING APPLICATIONS RECEIVED AFTER AGENDA WAS PUBLISHED

None.

662/23 OTHER PLANNING APPLICATIONS

The Committee discussed the following planning matters distributed by Breckland Council Planning:

H) 3PL/2023/1150/LU – Planning application for which there is no consultation.

For information purposes.

I) 3PL/2023/0416/F – Notification that applicant intends to appeal to Secretary of State. It was agreed that the Council would confirm its objection.

Action Point:

Letter to be sent to Breckland Council confirming the Council's objection.

663/23 DECISIONS OF VARIANCE

None.

664/23 ITEMS TO BE REFERRED TO THE GREATER THETFORD PARTNERSHIP (GTP)

None.

665/23 COUNCIL RESPONSE TO THETFORD CONSERVATION AREA

The Committee discussed a presentation on the Thetford Conservation Area consultation given by Emma Crampton and Simon Wood from Breckland Council:

- Suggested locally important buildings to be included - the main Post Office and Riversdale and historical plaques on the Bury Road and Newtown which are important.
- Listed buildings can be located online and Historic England is responsible for these. Some walls can also be listed.
- Suggested amendment to proposed boundary change would be to retain The Canon's Church site and barn walls along with School Plain.
- Inconsistent street furniture and signage issues plus differing flooring types throughout the town, to be replaced with like-for-like standard.
- Breckland Council to be made aware of inconsistency with shop frontages.
- Thetford's Welcome signs are out of date and require updating for map changes.
- Potential funding available via Breckland.
- The consultation period is open till 23rd February 2024.

Action Point: Email to be sent to Simon Wood and Emma Crampton regarding Thetford's local history and ownership of properties for inclusion in the consultation.

The Mayor was authorised to submit a response of the Council.

666/23 COUNCIL RESPONSE TO BRECKLAND DESIGN GUIDE PUBLIC CONSULTATION

The Committee discussed the Breckland Design Guide Public Consultation, which was circulated prior to the meeting. The purpose of the design consultation was to better inform planning decisions and create a framework for planning officers at Breckland to use and enforce.

It was also confirmed that some councillors had already participated in the design of the guide.

Councillors were encouraged to respond to the Design Guide.

667/23 REVIEW OF THE PROCEDURES GOVERNING THE OPEN PUBLIC FORUM

The Committee reviewed the procedures governing the Open Public Forum at Council meetings, which was circulated on a document prior to the meeting.

- Officer recommendations were considered:
 - Options 1-3 being rejected.
 - Option 4 being accepted.
 - Option 5 being accepted, subject to amendment of the wording for consistency.

- Option 6 being accepted, subject to guidance from the Chair and/or the Clerk at the meeting.
- Option 7 being accepted, subject to a break of five minutes between the open public forum and the commencement of the Council meeting.
- Further discussions included where members of the public store filmed and recorded data in relation to GDPR, the Council's duty of care to residents, accountability, compliance, enforcement and democracy.
- Attendance of enforcement officers in relation to suspected breaches of the peace.

During the course of discussing this item, the meeting resolved to suspend Standing Orders 3(x) so that the meeting could continue beyond 2 hours in duration.

RESOLVED: That the new procedures for the Open Public Forum be approved and that the Council's Standing Orders do not require amendment.

668/23 COMBINING THE ANNUAL TOWN MEETING WITH MAYOR MAKING

The Committee discussed combining the Annual Town Meeting with Mayor Making in future:

- The Annual Town Meeting (The proceedings (at an Annual Town Meeting) shall not commence earlier than 6 o'clock in the evening. S14.4 LGA 1972, to be followed by Mayor Making in The Guildhall.

RESOLVED: That the Annual Town Meeting be combined with Mayor Making in the future.

669/23 FEEDBACK FROM VISIT TO PORTUGUESE EMBASSY

The Committee received feedback from the visit to the Portuguese Embassy and considered ideas for future collaboration. Three Councillors attended. An outline was given of a Portuguese Trade Show Event with the hope of making Thetford the base for operations in Spring 2025.

The feedback was noted.

670/23 COMMUNITY ENGAGEMENT

None.

671/23 COMMITTEE OFFICERS UPDATE

Planning Training will be organised for training by Simon Wood of Breckland Council.

Chairman