

Membership as from May 2021

Councillor Appleby
Councillor Berry
Councillor Clover
Councillor Drummond
Councillor Hall
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor O'Neill
Quorum = 3



Newmarket
TOWN COUNCIL

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

TEL: 01638 667227

You are hereby summoned to attend a meeting of the
Development and Planning committee
to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

Monday 20th September @ 6.15pm

Agenda

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. Report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

- 1. Chair to read fire safety notice and announce that proceedings may be filmed or recorded.**
- 2. Apologies** - To receive and accept apologies for absence
- 3. Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
- 4. Minutes of previous meetings held 6th September 2021**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
- 5. Public participation** – an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors
- 6. To consider where Newmarket Neighbourhood Plan policies impact on planning applications for consideration**
- 7. Planning applications** – West Suffolk Council, weeks commencing 30/08/2021, 06/09/2021
- 8. Planning applications** – Amended and Deferred Plans
 - a) DC/21/1026/FUL – Calder Park Stables, Hamilton Road, Newmarket
- 9. Planning applications** – East Cambs
- 10. Planning decisions and plans withdrawn** – West Suffolk Council-week commencing 30/08/2021, 06/09/2021
- 11. Delegation Panel decisions** - To discuss any decisions by Delegation Panel
 - a) DC/21/0706/VAR – Oakfield Surgery, Vicarage Road, Newmarket
- 12. Licensing** – To discuss any Licensing Applications
- 13. Tree Warden Scheme** – to receive information from the Tree Council regarding the Suffolk Tree Warden Network
- 14. AIR BnB Properties** – to receive an update
- 15. DC/19/0063/FUL** – to discuss the Allied Mechanical application with regard to reinstatement of the footpath
- 16. Correspondence**
- 17. Date of next meeting** – Monday 4th October 2021
- 18. Items for consideration at the next meeting**

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date: 14/9/2021

To: Chair & Members of D&P Committee, Other Council Members, Press & the Public

Material Planning Considerations

Site specific issues	- adequacy for turning, loading - availability/capacity of local infrastructure (eg public drainage or water systems) - car parking - deficiencies in community/social facilities (eg spaces in schools) - design, appearance and materials - layout and density of building(s) - road access - traffic generation
Environmental effects	- effect on street scene - hazardous materials, contaminated land - landscaping - light (including overshadowing) - loss of trees - nature conservation & biodiversity issues - noise & disturbance resulting from use - overlooking/loss of privacy - smells and fumes - visual amenity
Listed buildings/ conservation areas	- The need to preserve or enhance the special character or appearance of designated conservation areas and protect listed buildings - Effect on archaeological interest
Usage	- Incompatible or unacceptable uses - Desire to retain and promote certain uses e.g. stables in Newmarket.
Previous decisions	Previous planning decisions, including appeal decisions
Policies	- Statutory provisions contained in planning acts, statutory regulations & planning case law - Central Government planning policy and advice - National Planning Policy Framework (NPPF) - Supplementary planning guidance/documents eg. Affordable Housing SPD, Master plans, development briefs - WSC Local Plan policies - Newmarket Neighbourhood Plan - Newmarket Conservation Area Appraisal (adopted September 2009)

Key principle of the NPPF – presumption in favour of sustainable development.

For decision-taking this means granting permission unless:

- the application of policies in the NPPF that protect areas or assets of particular importance provides a clear reason for refusing the development proposed; or
- any adverse impacts of doing so would significantly and demonstrably outweigh the benefits*

Matters which are not material planning considerations

Greater weight is attached to issues raised which are supported by evidence rather than solely by assertion.

Competition (unless in relation to adverse effects on a town centre as a whole)	Moral and religious issues
Breach of private covenants or other private property or access rights, including boundary disputes	Council interests (eg land ownership or contractual matters)
Devaluation of property	Identity or motives of an applicant or occupier
Protection of a private view	Private disputes between neighbours
Impact of construction work	



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 6th September 2021 at 6.15pm**

Attendance:

Councillor C O'Neill (Chairman)
 Councillor A Appleby
 Councillor A Drummond

Councillor D Hall
 Councillor P Hulbert
 Councillor M Jefferys

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant and 1 Member of the Public

Minute

D/21/09/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting, read out the fire safety briefing and announced that no fire alarm was planned and that the meeting may be filmed or recorded.

D/21/09/2 Apologies

Apologies were received from Cllrs Berry, Clover and Hood.

D/21/09/3 Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

None noted.

D/21/09/4 To Confirm the Minutes of the Meeting Held on 16th August 2021 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 16th August 2021 and the following was agreed:

D/21/09/4.01 Resolved

That the minutes of the Development & Planning Committee held on 16th August 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/21/09/5 Public Open Session

A member of the public spoke to application DC/21/1612/FUL and welcomed the new hospital facilities but raised concerns about the location of the proposed development within the hospital site in relation to its proximity to White Lodge residential apartments on Exning Road. The new hospital building is not in keeping with the existing hospital building or other buildings on the site, being 50% taller and therefore there are issues of light block and loss of privacy to the residents of White Lodge.

The Chairman proposed to bring forward application DC/21/1612/FUL and the following was agreed:

D/21/09/5.01 Resolved

That application DC/21/1612/FUL be brought forward.

D/21/09/6 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

NNP Tree Policies and Policy 70 relating to facilities at the Newmarket Community Hospital.

D/21/09/7 Planning Applications

Week Commencing 09/08/2021

D/21/09/7/1 DC/21/1612/FUL- Planning application – two storey 32 bed inpatient ward Newmarket Community Hospital 56 Exning Road Newmarket Suffolk.

D/21/09/7.01 Recommendation

The Committee requested an extension until the end of the month to allow for a site visit. The Committee welcomed the new facility and were pleased to support the new building, but requested that other sites be considered; in particular site C, and that the opinions of nearby residents should be seriously considered

A member of the public left the meeting

Week Commencing 09/08/2021

D/21/09/7/2 DC/21/1649/TCA - Trees in a conservation area notification - a. group of mixed trees/shrubs (G1 on plan) fell; b. group of mixed trees/shrubs (G2 on plan) crown lift to 0.5 metres off boundary wall - Barkway House 18 Bury Road Newmarket.

D/21/09/7.02 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application.

Week commencing 16/08/2021

D/21/09/7/3 DC/21/1570/HH – Householder planning application - front porch - 211 Tulyar Walk Newmarket.

D/21/09/7.03 Resolved

The Committee voiced no objections.

D/21/09/7/4 DC/21/1563/HH – Householder planning application - single storey rear extension (following demolition of existing conservatory) - 10 Hill Close Newmarket.

D/21/09/7.04 Resolved

The Committee voiced no objections.

D/21/09/7/5 DC/21/1117/FUL – Planning application – partial change of use of first floor from offices/retail (class E) to residential (class C3) to create five flats - 116-118 High Street Newmarket.

D/21/09/7.05 Resolved

The Committee objected on the grounds of the layout and density of the building. The building is too small for 5 flats to meet minimum space requirements and feels that 4 flats would be more appropriate.

Week commencing 23/08/2021

D/21/09/7/6 DC/21/1590/FUL – Planning application - a. one mezzanine floor in Unit 1d b. nine ground floor windows, two ground floor pedestrian doors and six first floor windows c. two external floor mounted condenser units - Unit 1B And Unit 1C And 1D Newmarket Business Park Studlands Park Avenue Newmarket Suffolk.

D/21/09/7.06 Resolved

The Committee voiced no objections.

D/21/09/7/6 DC/21/1580/FUL – Planning application - storage warehouse (class B8 - storage and 7distribution) - Unit 4 Albion Court 9 Studlands Park Avenue Newmarket Suffolk.

D/21/09/7.07 Resolved

The Committee voiced no objections subject to ensuring that the trees in the drawings are planted as stated and that WSC enforces a condition for appropriate hedging and greenery to the rear for screening and that additional lighting be installed to improve the lighting on the Yellow Brick Road. The Committee would ask that consideration is given to the close proximity of the site to the Yellow Brick Road with respect to Policy 17 of the Newmarket Neighbourhood Plan.

D/21/09/8 Amended and Deferred Planning Applications

D/21/09/8/1 DC/21/0604/FUL - Planning application - a. construction of one dwelling b. conversion of existing detached garage to dwelling c. associated car port, outbuildings, parking, garden and associated infrastructure - Nowell Lodge Fordham Road Newmarket.

D/21/09/8.01 Resolved

The Committee voiced no objections.

D/21/09/8/2 DC/21/0988/FUL – Planning application - Installation of six floodlights to existing rugby pitch, following removal of existing 3No. floodlights on south-eastern boundary - Scaltback Middle School, Clubhouse, Elizabeth Avenue, Newmarket.

D/21/09/8.02 Resolved

The Committee voiced no objections.

Cllr Drummond abstained from voting on the following application.

D/21/09/8/3 DC/21/0152/FUL – Hybrid Planning Application - A. Full planning for 205 dwellings, garages, new vehicular accesses, pedestrian/cycle accesses, landscaping and associated open space and B. Outline planning - early years education facility - Land South Of, Burwell Road, Exning, Suffolk.

D/21/09/8.03 Recommendation

The Committee commented regarding the cumulative impact of development on

Book Number 57 2021 - 2022

and beyond Exning Road with regard to increased traffic and requested that this is considered as part of any Section 106 agreement to improve the infrastructure.

It was noted that this application had been deferred at the Development and Planning Committee at WSC.

Cllr Drummond abstained from the vote.

D/21/09/9 East Cambs Planning Applications

D/21/09/10/1 21/00599/FUL – Proposed erection of 8 no. dwellings all associated works – Site South of 104 Crockfords Road Newmarket Suffolk.

This application was withdrawn.

D/21/09/10 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 9/08/2021, 16/08/2021 & 23/08/2021

Applications	Description	Address	WS Decision	NTC Decision
DC/21/1318/HH	Householder planning application - a. two storey side and rear extension (following demolition of existing garage, workshop and shed) b. single storey rear extension	14 Exning Road Newmarket	Approved	No objections
DC/21/1312/HH	Householder planning application - single storey partial front extension and single storey side extension with one roof light	11 Golden Miller Close Newmarket	Approved	No objections
DC/21/0653/FUL	Planning application - change of use of first floor vacant beauty salon (sui generis) into two dwellings (class C3)	6-7 Crown Walk Newmarket Suffolk	Approved	No objections
DC/21/1298/HH	Householder planning application - alterations to fenestration of front Elevation	80 Drinkwater Close Newmarket	Approved	No objections

D/21/09/11 Delegation Panel Decisions

None noted.

D/21/09/12 Licensing

None noted.

D/21/09/13 Air BnB Properties

A meeting with WSC Planning Officers is still awaited.

D/21/09/14 Correspondence

None noted.

D/21/09/15 Date of Next Meeting

Monday 20th September 2021 at 6.15pm at the Memorial Hall.

D/21/09/16 To Note any Items for Next Meeting

- Air BnB Properties
- Request from West Suffolk for Tree Wardens.

Meeting closed at 6:56pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/21/09/7.01 Recommendation</u>	The Committee requested an extension until the end of the month to allow for a site visit. The Committee welcomed the new facility and were pleased to support the new building, but requested that other sites be considered; in particular site C, and that the opinions of nearby residents should be seriously considered
<u>D/21/09/7.02 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application.
<u>D/21/09/7.03 Resolved</u>	The Committee voiced no objections.
<u>D/21/09/7.04 Resolved</u>	The Committee voiced no objections.
<u>D/21/09/7.05 Resolved</u>	The Committee objected on the grounds of the layout and density of the building. The building is too small for 5 flats to meet minimum space requirements and feels that 4 flats would be more appropriate.
<u>D/21/09/7.06 Resolved</u>	The Committee voiced no objections.
<u>D/21/09/7.07 Resolved</u>	The Committee voiced no objections subject to ensuring that the trees in the drawings are planted as stated and that WSC enforces a condition for appropriate hedging and greenery to the rear for screening and that additional lighting be installed to improve the lighting on the Yellow Brick Road. The Committee would ask that consideration is given to the close proximity of the site to the Yellow Brick Road with respect to Policy 17 of the Newmarket Neighbourhood Plan.
<u>D/21/09/8.01 Resolved</u>	The Committee voiced no objections.
<u>D/21/09/8.02 Resolved</u>	The Committee voiced no objections.
<u>D/21/09/8.03 Recommendation</u>	The Committee commented regarding the cumulative impact of development on and beyond Exning Road with regard to increased traffic and requested that this is considered as part of any Section 106 agreement to improve the infrastructure.

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Item 7 planning applications 06 09 202106 September 2021

Application	Constraints	Case Officer	Applicant name	Ward Member	Consultation expiry date
<u>Householder planning application - first floor front extension over existing garage</u>  1 Station Approach Newmarket CB8 9BB Ref. No: DC/21/1721/HH Received: Fri 20 Aug 2021 Validated: Fri 10 Sep 2021 Status: Pending Consideration		Alice Maguire	Mr And Mrs Venner	Councillor Andy Drummond Councillor James Lay	Fri 01 Oct 2021
<u>Householder planning application - single storey rear extension following demolition of existing conservatory</u>  49 Heasman Close Newmarket CB8 0GR Ref. No: DC/21/1693/HH Received: Tue 17 Aug 2021 Validated: Wed 08 Sep 2021 Status: Pending Consideration		Isabella Taylor	Mr Luka Mhishi	Councillor Michael Anderson Councillor Karen Soons	Wed 29 Sep 2021

Application	Constraints	Case Officer	Applicant name	Ward Member	Consultation expiry date
There is no applications in this week for Newmarket Town Council to consider					



Parish Consultation
Newmarket Town Council
King Edward VII Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP

Please ask for: Ed Fosker
Direct Line: 07971 534107
Email: planning.help@westsuffolk.gov.uk

Application no: DC/21/1026/FUL
Consultation Expiry: 24 September 2021

Today's date: 3 September 2021

Dear Sir/Madam,

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal	Planning application - a. extension and refurbishment of existing stables with two apartments at first floor; b. three detached dwellings with associated landscaping and parking
Location	Calder Park Stables Hamilton Road Newmarket CB8 0NY
Applicant	Mr J Donsanjh

The above application can be viewed by downloading it from the planning section of our website.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QSQTBNPDJEX00>

The supporting documents should be available for viewing within 2 working days of the date of this letter.

If your Council has observations to make regarding this proposal please respond online via consultee access (<https://planning.westsuffolk.gov.uk/online-applications/login.jsp>). Alternatively, please e-mail your response to planning.help@westsuffolk.gov.uk. Comments should be received in writing by 24 September 2021.

It is very important that your Council indicates very clearly whether it objects or supports the application and the reasons why. You can also indicate if the Council has no comments to make.

If the application is to be considered by the Development Control Committee, you will be notified of the meeting date where you or a nominated representative can speak to support your comments. For advice on how to speak at committee please refer to the 'Right to Speak' information guide which may be viewed on our website www.westsuffolk.gov.uk.

Yours faithfully

Ed Fosker

Ed Fosker
Planning Officer

PARISH COUNCIL RESPONSE FORM

Planning and Growth, West Suffolk
Council, West Suffolk House, Western
Way, Bury St Edmunds, Suffolk, IP33 3YU

The Case Officer is: Ed Fosker
Direct Line: 07971 534107
Application No: DC/21/1026/FUL
Consultation Period Expires: 24 September 2021

3 September 2021

CONSULTATION ON APPLICATION RECEIVED BY LOCAL PLANNING AUTHORITY

PROPOSAL Planning application - a. extension and refurbishment of existing stables with two apartments at first floor; b. three detached dwellings with associated landscaping and parking

LOCATION Calder Park Stables , Hamilton Road, Newmarket, CB8 0NY

APPLICANT Mr J Donsanjh

AGENT Mr Dennis Brocklesby

Name of Town/Parish:

Signature of Chairman/Clerk:

Parish Council response to this application:	No Comment	☐
	Object	☐
	Support	☐

Parish Council Observations:

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Decision List

Week commencing 30/08/2021

[Planning application - installation of Medpoint machine](#)

Lords Pharmacy The Guineas Shopping Centre Newmarket CB8 8EQ

Ref. No: DC/21/1416/FUL | Received: Tue 06 Jul 2021 | Validated: Tue 06 Jul 2021 | Status: Decided

[Advertisement application - non illuminated vinyl graphic on Medpoint machine](#)

APPROVED

Lords Pharmacy The Guineas Shopping Centre Newmarket CB8 8EQ

Ref. No: DC/21/1417/ADV | Received: Tue 06 Jul 2021 | Validated: Tue 06 Jul 2021 | Status: Decided

[Prior approval application under part 3 of the Town and Country Planning \(General Permitted Development\) \(Amendment and Consequential Provisions\) \(England\) Order 2015 - change of use from office to dwellinghouse\(s\) \(class C3\) to create two dwellings](#)

APPROVED

116-118 High Street Newmarket Suffolk CB8 8JP

Ref. No: DC/21/1256/P3OPA | Received: Thu 10 Jun 2021 | Validated: Thu 10 Jun 2021 | Status: Decided

APPROVED

Week commencing 06/09/2021

[Householder planning application - first floor front extension over existing garage](#)

1 Station Approach Newmarket CB8 9BB

Ref. No: DC/21/1721/HH | Received: Fri 20 Aug 2021 | Validated: Fri 10 Sep 2021 | Status: Pending Consideration

DECISION PENDING

[Householder planning application - single storey rear extension following demolition of existing conservatory](#)

49 Heasman Close Newmarket CB8 0GR

Ref. No: DC/21/1693/HH | Received: Tue 17 Aug 2021 | Validated: Wed 08 Sep 2021 | Status: Pending Consideration

DECISION PENDING

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To: **Recipients of Delegation Panel papers**

Contact Planning Department
Email planning.help@westsuffolk.gov.uk

8 September 2021

Dear all

Delegation Panel - Tuesday 7 September 2021

Following consultation with the members of the Delegation Panel on the above date, the Director (Planning and Growth) has determined that the following decisions will either be delegated to Officers or referred to the Development Control Committee for consideration, as indicated against each item.

Those applications agreed to be delegated are not strategic in their scale or nature and do not raise any significant material planning issues to justify referral for wider discussion at the Development Control Committee.

Those applications agreed to be referred to the Development Control Committee for determination were considered to have significant public interest, raising material planning issues that justify wider discussion and debate.

Any queries in relation to the Delegation Panel meeting and/or the applications should be directed to
planning.help@westsuffolk.gov.uk

Yours sincerely



Julie Baird
Director – Planning & Growth

Delegation Panel list

Date: Tuesday 7 September 2021
Time: 1.00pm
Location: Via MS Teams
Attended by: Councillor Andrew Smith, Jim Thorndyke, Mike Chester, Robert Everitt and Clive Springett
Together with Sarah Drane and Gary Hancox

The Delegation Panel advised the Director (Planning and Growth) of their opinion as to whether these applications should be referred to the Development Control Committee for determination or whether they should otherwise be determined using delegated powers

1.	Application number	DC/21/0706/VAR
	Proposal:	Planning application - removal of conditions five and six and variation of condition two of DC/17/1614/FUL to allow the use of UPVC windows and doors
	Location:	Oakfield Surgery, Vicarage Road, Newmarket, CB8 8HP
	Case officer:	Gary Hancox
	Parish:	Newmarket Town Council
	Ward:	Newmarket East
	Member comment:	Ward Members Councillors Rachel Hood and Robert Nobbs confirm their support for an OBJECTION to UPVC windows in this development as such windows are, in their view, not appropriate for the Conservation Area.
	Officer 'minded to' position:	GRANT
	Recommendation of the Panel:	DCC
	Reason for DCC referral:	Concerned about use of UPVC in the Conservation Area – want to better understand why these would be acceptable in this case
	Director decision:	DCC

Townclerk

From: Cockell, Laura <Laura.Cockell@westsuffolk.gov.uk>
Sent: 07 September 2021 14:33
Subject: Tree Wardens - Message from Cllr Andy Drummond, Portfolio Holder for Regulatory and Environment, West Suffolk Council
Attachments: The-Role-or-a-Tree-Warden.pdf; STWN information parish council.docx

Email sent on behalf of Cllr Andy Drummond

Dear Town and Parish Councils,

As Portfolio Holder for Regulatory and Environment at West Suffolk Council I am responsible for championing environmental matters as well as regulatory services. I am also the Tree Champion for West Suffolk Council and would like to take the opportunity to encourage you to appoint a tree warden, if you have not done so already.

In our Environment action plan we have a commitment to "encourage sustainable tree retention and increase canopy cover", and one way we can do that is to ensure that at a very local level trees are championed and cared for. Further information is available on the attached documents. SALC are also promoting it so you may hear about it through them too.

We are also looking at what we can do to support the [The Queen's Green Canopy \(queensgreencanopy.org\)](https://queensgreencanopy.org) where all organisations are being encouraged to plant a tree for Her Majesty's Platinum Jubilee. Given we planted 1500 trees last year I am sure West Suffolk Council can play its part.

I do hope you can support this locally

With kind regards,
Andy

Cllr Andy Drummond
Portfolio Holder for Regulatory and Environment
West Suffolk Council

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The Role of a Tree Warden – the Do's and Don'ts

The Tree Warden Scheme gives people who feel that trees matter an opportunity to champion their local trees and woods by carrying out or encouraging practical projects and involving their neighbours whenever possible. Community involvement is a central aim of the scheme.

Volunteer Tree Wardens work closely with local authority officers and conservation bodies, who are fundamental to the scheme's success – whether by coordinating local networks, offering practical advice, or providing training.

Always remember: Whilst all Tree Wardens are valued volunteers, Tree Wardens are not qualified tree experts, and you do not have any special powers or authority.

The range of Tree Warden activities includes:

- Championing trees in your local community
- Planting and caring for trees, and managing local woods
- Setting up tree nurseries using seeds collected locally
- Surveying trees and gathering information about them
- Providing early warning of threats, disease, decay, or vandalism
- Getting together with like-minded people for training and field trips
- Working with local groups and schools – supporting The Tree Council's schools orchard programme and Young Tree Champions
- Developing imaginative initiatives, such as tree adoption, to encourage others to value the community's trees – and so help to reduce vandalism
- Leading guided tree walks and giving talks to local groups
- Spearheading Tree Council initiatives and campaigns throughout the year
- Helping farmers to lay hedges or tag hedge trees for protection
- Recommend trees for protection under Tree Preservation Orders to your local authority
- Work with your tree officer or parish/town council to provide comment on applications for works to trees subject to a Tree Preservation Order or in Conservation Areas.



As a Tree Warden you should NEVER:

- Enter private land without the owner's agreement, even if this is to carry out simple tree maintenance activities such as removing tree ties or carrying out hedgerow or tree surveys.
- Advise whether a tree is safe: if it falls you would be liable, and you are not insured for this. This is the role of a professional arborist/tree officer.
- Undertake practical work without appropriate training and permissions or outside your physical ability.
- Attempt to handle tree disputes yourself or antagonise situations, trees can be an emotive subject and there are many reasons why people may not like trees just as there are many reasons why Tree Wardens love trees! Remember this is the local community in which you live so act reasonably and be willing to listen and compromise. If in doubt, refer to your local authority Tree Officer.
- Carry out chemical weed control without having completed the certificated training.
- Use a chainsaw without having completed the certificated training or without insurance.
- Carry out work on trees that could result in the disturbance of or destruction of wildlife during their breeding/nesting season.
- Bring your Tree Warden Network and/or The Tree Council into disrepute.



Suffolk Tree Warden Network - Calling on Parish/Town Councils

Your help is needed to have a Tree Warden in every town, parish or group of small parishes in Suffolk.

What are Tree Wardens?

Tree Wardens are volunteer tree champions caring for trees in their parish or town. The Tree Warden Scheme is a national initiative set up by The Tree Council to enable local people to play an active role in conserving and enhancing their local trees and woods.

Why are Tree Wardens needed?

- As local people, Tree Wardens know their area and can take the most effective action to protect and enhance their local environment.
- Trees, hedgerows and woodland are under threat from development, pests and disease, climate change and pollution.
- Action is needed now if future generations are to enjoy the beauty and variety that trees, hedgerows and woodland bring to the Suffolk landscape.

Background information

- There have been Tree Wardens in Suffolk since the early 1990's
- Suffolk Tree Warden Network (STWN) was established in 2017 in response to District Council cut backs, including withdrawal of training opportunities and Tree Warden coordination
- New Tree Wardens are always welcome. Our aim is to have at least one Tree Warden in every town, parish or group of small parishes in Suffolk.
- There are currently (June 2021) more than 200 Tree Wardens across all three districts (East, Babergh/Mid and West Suffolk) registered with STWN.
- STWN receives support from Suffolk County Council and The Tree Council
- STWN works in partnership with the Woodland Trust supplying trees and hedging – just under 30,000 trees & shrubs have been planted by Tree Wardens and local volunteers over the last 3 years!!

Do Tree Wardens have to be a Parish/Town Councillor?

Not necessarily but it can be helpful if they are. Parish/Town councils usually appoint their Tree Warden and there can be more than one Tree Warden in a parish/town. Tree Wardens often report tree related matters to their Parish/Town council on a regular basis.

What can Tree Wardens do?

First and foremost Tree Wardens are local volunteers who care about their local trees/woods and do not need to be tree experts. Help is on hand through training modules, mentoring and other learning opportunities.

Working with their Parish or Town Council, and depending on interest, skill and time available, activities can include:

- Plant and care for trees
- Survey/monitor trees and gather information about them
- Provide early warning from threat of disease, decay, vandalism
- Get together with like minded people for training, exchanging ideas, field trips
- Set up a *Tree Nursery* using seeds collected locally, especially from native, older, well established trees such as veteran and ancient Oaks.
- Set up a *Community Wood or Community Orchard*
- Work with Parish/Town Council to provide comment on applications for works on trees, planning applications involving new developments, Tree Preservation Orders
- Work with schools and other youth groups to champion local trees and woods.

For more information please visit:

STWN website - www.suffolktreewardens.org.uk

The Tree Council website: www.treecouncil.org.uk

Or contact Frances Jannaway, Coordinator, Suffolk Tree Warden Network

Tel: 01379 672987; Email - coordinator@suffolktreewardens.org.uk



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Sustainable Settlements Matrix - September 2021 update

Settlement	Former St Edmundsbury area 2010 designation	Former Forest Heath area 2010 designation	2020 Category	Dwelling stock within current settlement boundary and environs (May 2021)	Population (parish mid-year estimate 2019)	Primary school	Early years	GP	Public house	Convenience food shop	Community run shop/post office	Permanent Post office	Library building	Village Hall/community meeting place	play area and/or recreation ground	Train station (or within 1km of train station)	Red/amber/green bus service rating (based on best connection to higher order settlement, or larger settlement over the district boundary)	Within 2km of higher order settlement using established walking/cycling routes	Within 5km of higher order settlement using established cycling routes
Brandon		Town	1. Town	4379	9343	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Amber		
Bury St Edmunds	Town		1. Town	19974	41,139	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Green		
Haverhill	Town		1. Town	11209	27,481	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Green		
Mildenhall		Town	1. Town	3957	9,054	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Amber		
Newmarket		Town	1. Town	8278	16,599	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Green		
Barrow	Key service centre		2. Key Service Centre	766	1887	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	Red		
Clare	Key service centre		2. Key Service Centre	990	2173	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Amber		
Ixworth	Key service centre		2. Key Service Centre	910	2256	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	No	Amber		
Kedington	Key service centre		2. Key Service Centre	788	2032	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	No	Amber		
Lakenheath		Key service centre	2. Key Service Centre	2229	5149	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Amber		
Red Lodge		Key service centre	2. Key Service Centre	2703	6055	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes	No	Amber		
Stanton	Key service centre		2. Key Service Centre	1136	2830	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	Amber		
Bardwell	Local service centre		3. Local Service Centre	289	862	Yes	No	No	Yes	No	No	Yes	No	Yes	Yes	No	Amber		
Barningham	Local service centre		3. Local Service Centre	357	941	Yes	No	No	Yes	Yes	No	Yes	No	Yes	Yes	No	Amber		

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Beck Row		Primary village	3. Local Service Centre	1376	5902	Yes	Yes	No	Yes	Yes	No	No	No	Yes	Yes	No	Amber		
Cavendish	Local service centre		3. Local Service Centre	401	999	Yes	No	No	Yes	No	Yes	No	No	Yes	Yes	No	Amber		
Exning		Primary village	3. Local Service Centre	951	2171	Yes	Yes	No	Yes	Yes	No	Yes	No	Yes	Yes	No	Green	Yes - Newmarket	
Great and Little Whelnetham	Local service centre		3. Local Service Centre	266	1039	Yes	Yes	No	Yes	Yes	No	Yes	No	Yes	Yes	No	Amber		
Great Barton	Local service centre		3. Local Service Centre	643	2313	Yes	Yes	No	Yes	Yes	No	Yes	No	Yes	Yes	No	Amber		Yes - Bury St Edmunds (town)
Hopton	Local service centre		3. Local Service Centre	235	634	Yes	Yes	No	Yes	Yes	No	No	No	Yes	Yes	No	Amber		
Hundon	Local service centre		3. Local Service Centre	339	1891	Yes	Yes	No	Yes	No	Yes	No	No	Yes	Yes	No	Amber		
Moulton		Secondary village	3. Local Service Centre	353	1290	Yes	Yes	No	Yes	Yes	No	Yes	No	Yes	Yes	No	Amber		Yes - Newmarket (town)
Rougham	Local service centre		3. Local Service Centre	289	1207	Yes	Yes	No	Yes	Yes	No	Yes	No	Yes	Yes	No	Red		
West Row		Primary village	3. Local Service Centre	561	1725	Yes	Yes	No	Yes	Yes	No	No	No	Yes	Yes	No	Amber		
Wickhambrook	Local service centre		3. Local Service Centre	245	1286	Yes	No	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	Amber		

Sustainable Settlements Matrix - September 2021 update

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Barnham	Infill village		4. Type A Village	135	609	Yes	No	No	No	No	No	No	No	Yes	Yes	No	Amber		
Barton Mills		Secondary village	4. Type A Village	330	1163	No	No	No	Yes	No	No	No	No	Yes	Yes	No	Amber	Yes - Mildenhall (town)	
Chedburgh	Local service centre		4. Type A Village	264	668	No	Yes	No	No	No	No	No	No	Yes	Yes	No	Amber		
Fornham All Saints	Infill village		4. Type A Village	326	1342	No	No	No	Yes	No	No	No	No	Yes	Yes	No	Amber	Yes - Bury St Edmunds (town)	Yes - Bury St Edmunds (town)
Fornham St Martin	Infill village		4. Type A Village	361	1260 (with Fornham St Genevieve)	No	No	No	Yes	No	No	No	No	Yes	Yes	No	Amber	Yes - Bury St Edmunds (town)	Yes - Bury St Edmunds (town)
Freckenham		Secondary village	4. Type A Village	123	366	No	Yes	No	Yes	No	No	No	No	Yes	Yes	No	Red		
Great Thurlow with Little Thurlow	Local service centre		4. Type A Village	95	403	Yes	Yes	No	Yes	No	No	No	No	Yes	Yes	No	Amber		
Honington and Sapiston	Infill village		4. Type A Village	177	1545	Yes	Yes	No	Yes	No	No	No	No	Yes	No	No	Red		
Horringer	Infill village		4. Type A Village	369	1080	Yes	Yes	No	Yes	No	No	No	No	Yes	Yes	No	Amber		
Icklingham		Secondary village	4. Type A Village	148	370	No	No	No	Yes	No	No	No	No	Yes	Yes	No	Amber		
Ingham	Local service centre		4. Type A Village	174	423	No	No	No	Yes	Yes	No	Yes	No	Yes	Yes	No	Amber		
Kentford		Primary village	4. Type A Village	428	470	No	No	No	Yes	Yes	No	Yes	No	Yes	No	Yes	Amber		

Sustainable Settlements Matrix - September 2021 update

Settlement	Former St Edmundsbury area 2010 designation	Former Forest Heath area 2010 designation	2020 Category	Dwelling stock within current settlement boundary and environs (May 2021)	Population (parish mid-year estimate 2019)	Primary school	Early years	GP	Public house	Convenience food shop	Community run shop/post office	Permanent Post office	Library building	Village Hall/community meeting place	play area and/or recreation ground	Train station (or within 1km of train station)	Red/amber/green bus service rating (based on best connection to higher order settlement, or larger settlement over the district boundary)	Within 2km of higher order settlement using established walking/cycling routes	Within 5km of higher order settlement using established cycling routes
Pakenham	Infill Village		4. Type A Village	191	901	No	Yes	No	Yes	Yes	No	Yes	No	Yes	Yes	No	Red		
Risby	Local service centre		4. Type A Village	320	869	Yes	Yes	No	Yes	No	No	No	No	Yes	Yes	No	Amber		
Stoke by Clare	Infill village		4. Type A Village	163	506	No	No	No	Yes	No	Yes	No	No	Yes	Yes	No	Amber		
Stradishall	Infill village		4. Type A Village	63	468	No	No	No	No	No	No	No	No	Yes	Yes	No	Amber		
Troston	Infill village		4. Type A Village	131	810	No	No	No	Yes	No	No	No	No	Yes	Yes	No	Amber		
Tuddenham		Secondary village	4. Type A Village	162	410	No	No	No	Yes	Yes	No	No	No	Yes	Yes	No	Amber		
Worlington		Secondary village	4. Type A Village	181	521	No	No	No	Yes	No	No	No	No	Yes	Yes	No	Amber		
Bradfield St George	Infill village		5. Type B Village	71	408	No	No	No	No	No	No	No	No	Yes	Yes	No	Red	Yes - Rougham (LSC)	
Chevington	Infill village		5. Type B Village	215	612	No	No	No	Yes	No	No	No	No	Yes	No	No	Amber		
Coney Weston	Infill village		5. Type B Village	122	397	No	No	No	Yes	No	No	No	No	Yes	Yes	No	Amber	Yes - Barningham (LSC)	
Cowlinge	Infill village		5. Type B Village	64	602	No	No	No	Yes	No	No	No	No	Yes	No	No	Red		
Elveden		Secondary village	5. Type B Village	49	229	Yes	No	No	Yes	No	No	No	No	Yes	No	No	Amber		
Eriswell		Secondary village	5. Type B Village	48	3378	No	No	No	Yes	No	No	No	No	Yes	Yes	No	Amber		
Gazeley		Secondary village	5. Type B Village	284	660	No	No	No	Yes	No	No	No	No	Yes	No	No	Red		Yes - Moulton (LSC)
Great Bradley	Infill village		5. Type B Village	109	380	No	No	No	No	No	No	No	No	Yes	Yes	No	Red		

Sustainable Settlements Matrix - September 2021 update

Settlement	Former St Edmundsbury area 2010 designation	Former Forest Heath area 2010 designation	2020 Category	Dwelling stock within current settlement boundary and environs (May 2021)	Population (parish mid-year estimate 2019)	Primary school	Early years	GP	Public house	Convenience food shop	Community run shop/post office	Permanent Post office	Library building	Village Hall/community meeting place	play area and/or recreation ground	Train station (or within 1km of train station)	Red/amber/green bus service rating (based on best connection to higher order settlement, or larger settlement over the district boundary)	Within 2km of higher order settlement using established walking/cycling routes	Within 5km of higher order settlement using established cycling routes
Hargrave	N/A		5. Type B Village	65	Not available	No	No	No	No	No	No	No	No	Yes	No	No	Amber		
Hawkedon	Infill village		5. Type B Village	30	120	No	No	No	Yes	No	No	No	No	Yes	No	No	Red		
Hepworth	Infill village		5. Type B Village	147	565	No	No	No	No	No	No	No	No	Yes	Yes	No	Amber		
Holywell Row		Secondary village	5. Type B Village	135	(included with Beck Row)	No	No	No	No	No	No	No	No	Yes	No	No	Amber	Yes - Beck Row (LSC)	
Lidgate	Infill village		5. Type B Village	75	223	No	No	No	Yes	No	No	No	No	Yes	Yes	No	Red		
Lords Walk		N/A	5. Type B Village	572	Not available	No	No	No	No	Yes	No	No	No	No	Yes	No	Amber		
Market Weston	Infill village		5. Type B Village	67	243	No	No	No	Yes	No	No	No	No	Yes	Yes	No	Amber	Yes - Hopton (LSC)	
Ousden	Infill village		5. Type B Village	65	235	No	No	No	Yes	No	No	No	No	Yes	Yes	No	Red		
RAF Honington*	Infill village - sustainable military settlement		5. Type B Village	344	Not available	No	No	No	No	Yes	No	Yes	No	No	No	No	Red		
Rede	Infill village		5. Type B Village	39	152	No	No	No	Yes	No	No	No	No	Yes	No	No	Amber		
Stanningfield	Infill village		5. Type B Village	150	Not available	No	No	No	Yes	No	No	No	No	Yes	No	No	Red		
Stansfield	Infill village		5. Type B Village	52	214	No	No	No	No	No	No	No	No	Yes	Yes	No	Red		
Thelnetham	Infill village		5. Type B Village	32	254	No	No	No	Yes	No	No	No	No	Yes	No	No	Red	Yes - Hopton (LSC)	Yes - Hopton (LSC)
Whepstead	Infill village		5. Type B Village	38	441	No	No	No	Yes	No	No	No	No	Yes	Yes	No	Amber		
Withersfield	Infill village		5. Type B Village	105	717	No	No	No	Yes	No	No	No	No	Yes	No	No	Red		

Sustainable Settlements Matrix - September 2021 update

Settlement
Former St Edmundsbury area 2010 designation
Former Forest Heath area 2010 designation
2020 Category
Dwelling stock within current settlement boundary and environs (May 2021)
Population (parish mid-year estimate 2019)
Primary school
Early years
GP
Public house
Convenience food shop
Community run shop/post office
Permanent Post office
Library building
Village Hall/community meeting place
play area and/or recreation ground
Train station (or within 1km of train station)
Red/amber/green bus service rating (based on best connection to higher order settlement, or larger settlement over the district boundary)
Within 2km of higher order settlement using established walking/cycling routes
Within 5km of higher order settlement using established cycling routes

Red/amber/green bus service rating (based on best connection to higher order settlement, or larger settlement over the district boundary)

Red - Services that are less frequent than hourly, or operate during limited times

Amber - At least an hourly service from 9am (at the latest) to 5pm (at the earliest)

Green - At least an hourly service running from at least 7am (at the latest) to 7pm (at the earliest)

**2021 West Suffolk sustainable
comments form**

settlements review –

Name of parish:

Email address:

Please tell us about any settlements in your parish where the sustainability criteria information is factually incorrect and what the amendments should be.

Please tell us about any settlements in your parish **not** identified in the matrix which have **one or more** of the sustainability criteria (setting out which of the criteria they have.)

Do you have any other comments on the matrix you would like to make?

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To all parish councils in West Suffolk

Contact: Planning Policy

Email: planning.policy@westsuffolk.gov.uk

Tel: 01284 757368

Date: As postmark/email

Dear parish clerk

West Suffolk Local Plan: September 2021 review of services and facilities

The council is in the early stages of preparing a new local plan for West Suffolk. The first formal public consultation on the issues and options draft of the plan took place in late 2020 and officers are now preparing the preferred options draft plan for consultation commencing in March 2022.

You may recall that in October 2019 we contacted every parish to invite comments on a draft matrix in respect of its factual accuracy of the sustainability criteria recorded for settlements in their areas. The purpose of this exercise was to understand which were the most sustainable settlements in the district through applying a set key sustainability criterion, such as the presence of shops, schools etc. This information was used to help draft a new settlement hierarchy which was part of the issues and options consultation. The final matrix was included within the sustainable settlements study which is evidence to support the hierarchy and can be viewed on the council's website at [West Suffolk Sustainable Settlements Study](#)

We are now reviewing the sustainable settlements study, criteria and matrix to help assess whether any changes need to be made to the hierarchy ahead of the consultation next year. It is important to note that the revised matrix presents a snapshot in time and will be kept under regular review as the local plan progresses.

As a result of comments received at the last consultation and further evidence work, the following changes have been made to the 2019 matrix;

- The replacement of a scoring system of one point per criteria with a 'yes' 'no' to ensure a simple and factual capture of services and facilities.
- The inclusion of the following sustainability criteria which will help draw out further differences between settlements:

- community run shop and/or post office
- village hall and/or community meeting place
- train station (or within one kilometre of a train station)
- the commutable bus service criteria has been strengthened and replaced with a red, amber, green rating (based on best connection to higher order settlement, or larger settlement over the district boundary)
- The proximity criteria have been amended to capture linkages between all higher order settlements and not just towns through the use of established walking and/or cycling routes.
- The services and facilities in the matrix reflect the situation as of end of August 2021, following officer research and site visits as well as feedback from local councillors.

We are now inviting all parishes to comment on the revised matrix (attached to the email) in respect of the factual accuracy of the sustainability criteria recorded for settlements in their parish. Also attached to this letter is a response proforma for recording your comments with some notes for clarification on dwelling stock numbers, mid-year population estimates and the exclusion of small settlements from the matrix. We would be grateful if you could complete and return the proforma this to the email address above by **30 September 2021**.

If you have any questions on the local plan process or the sustainable settlements study, please do not hesitate to contact planning policy using the contact details above.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'MSmith', with a long horizontal flourish extending to the right.

Marie Smith
Strategic Planning Service Manager

2021 West Suffolk sustainable settlements review

Name of parish:
Email address:
Please tell us about any settlements in your parish where the sustainability criteria information is factually incorrect and what the amendments should be.
Please tell us about any settlements in your parish not identified in the matrix which have one or more of the sustainability criteria (setting out which of the criteria they have.)
Do you have any other comments on the matrix you would like to make?

Notes on matrix for clarification:

Location of services and facilities

The information in the matrix reflects services and facilities within each settlement or located in close proximity to it by an established walking/cycling route.

Dwelling stock within current settlement boundary and environs (May 2021)

This information is generated from all properties paying council tax within the settlement boundary of the place listed. This is included in the matrix for information only and will be updated prior to the next local plan consultation to take account of any new properties built.

Population (parish midyear estimates 2019)

This is the most up to date information held at the parish level from the Office of National Statistics (ONS). The 2020 estimates will be available later in the year and the matrix updated ahead of the next local plan consultation.

The exclusion of smaller settlements in the matrix

The matrix includes those settlements which have a red-line settlement boundary and defines the places considered the most sustainable in planning terms. Policies that would allow some small-scale growth in smaller settlements and hamlets without red-line boundaries (in the countryside) will be looked at through the preparation of the local plan. There may also opportunities for growth in these places through affordable housing exception sites where there is a defined local need.