

**MINUTES OF THE PLANNING, TRANSPORTATION AND ENVIRONMENT  
COMMITTEE HELD ON THURSDAY 19 JULY 2018 AT 7.00 PM  
IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER**

**Present:-**

Chairman – Cllr. T. Adams,  
Cllr. T. Bartlett, Cllr. P. Harris, Cllr. R. Leeds. Cllr. B. Stibbons

Janet Warner PSLCC AICCM– Deputy Clerk  
1 member of the public

**1. MINUTES OF THE MEETING HELD ON 24 MAY 2018**

The minutes of the meeting held on 24 May 2018 were signed by the Chairman.

**2. DECLARATIONS AND REQUESTS FOR DISPENSATIONS.**

There were no declarations of interest.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Cllr. Bossingham (family commitment) and Cllr. Plewman (ill health).

**4. PUBLIC PARTICIPATION**

A member of the public advised that a painting of Cromer by John Thirtle c1830 was painted in an area of NNDC land off Howards Hill. He asked that the Town Council support a request to get the footpath which accesses the land to be opened.

It was **AGREED** to move forward agenda item 12.13.

**5. HOWARDS HILL FOOTPATH (also refer public participation above)**

It was **AGREED** to arrange a site visit for Town Councillors, District Councillors, NNDC Officers and the member of the public. Cllr. Adams will provide an overlay of maps.

*The member of the public left the meeting.*

**6. PRE-SUBMISSION PLANNING APPLICATIONS**

There were no pre-submission matters.

**7. PLANNING APPLICATIONS:- Appendix A attached.**

## 8. OTHER PLANNING MATTERS

### 8.1 Existing planning applications:-

Camping at Beef Meadow – It was noted that the application has been re-advertised and that a bat survey has been carried out.

Proposed EE Rail Installation – It was noted that subject to the completion of the lease agreement with the landowner, the mast at Middlebrook Way may be constructed in the autumn. The Holt Road mast is to provide coverage to a different section of the railway line.

PF/18/0176 – Boating Lake – It was noted that a suggestion to list the boating lake has been received. It was **AGREED** to suggest to the person concerned that they contact English Heritage for advice re listing of structures.

### 8.2 Scaffolding at 61-63 Church Street

It was noted that the scaffolding has been removed and that Costa will be applying graphics to the hoardings while the shopfront is installed.

### 8.3 CL/18/0952 Certificate of Lawfulness, Jaymic Workshop

It was **AGREED** to support this application.

### 8.4 Planning Policy

Members were in receipt of the Planning Policy which was **APPROVED** and **ADOPTED**.

### 8.5 Other Planning Matters:-

There were no other matters to report.

## 9. TRAFFIC ORDERS

9.1 **High Street & Jetty Street** – Noted,

## 10. HIGHWAY MATTERS

10.1 **Parish Partnership Schemes & Dropped Kerbs:-** It was **AGREED** to contact Mr Bond and ask whether he would like members to assist with the analysis.

It was noted that Cllr. Adams is trying to arrange a meeting to discuss various issues.

10.2 **Highway Works:-** Cllr. Adams provided an update on upcoming highway works.

10.3 **Holt Road Roundabout** – It was noted that Highways are to reseed and soil the damaged areas later in the year. HGV damage is being monitored.

**10.4 Building on Jetty Street**

Cllr. Adams advised that there are on-going issues with damage to the property from vehicle contact. It was noted that a request for a bollard fell outside of the Highways Remit. Further discussions are likely with the property owner re the potential for planters.

**10.5 Planters on junction of Church Street / High Street**

It was noted that Cromer in Bloom are dealing.

**10.6 Request for Controlled Crossing on A149 Norwich Road**

Refer item 10.2 above

**10.7 Other Highway Matters (for information only)**

Crossing on Price of Wales Road - It was noted that there are no recorded incidents requiring emergency services. Cllr. Adams advised that consideration has been made in respect of a controlled crossing or the addition of a pedestrian refuge but this could cost £100k. Thus, it is unlikely to be possible as there are currently no means of financing any changes.

Car Park Signage – It was suggested that directional signage to parking needs to be improved especially to the long stay car park. It was **AGREED** to ask District Councillors at the next CTC meeting.

Coach Drop Off Point – It was suggested that a coach drop off point could be installed outside the boating lake. This will be placed on the next agenda for consideration.

Runton Road Bus Shelter – It was noted that there is no timetable or case. Cllr. Adams will pursue this.

Beach Road Bus Stop – Concern was raised at the number of buses parked on Beach Road.

**11. FOOTPATHS & PUBLIC RIGHTS OF WAY**

**11.1 West Cliff path from No 1 to Craft Burger** – Members were in receipt of the report which has been submitted to NNDC. A response is awaited.

**11.2 Annual Inspection of Public Rights of Way** – It was noted that Walkers are Welcome will be inspecting all the Public Rights of Way in Cromer.

**11.3 Other footpath and Public Rights of Way matters (for information only)**  
There were no other matters to report.

## 12. TRANSPORTATION

**12.1 Bittern Line:-** Members were in receipt of a response from Greater Anglia which included the details of the planned improvement initiatives.

**12.2 Other transportation matters (for information only)**  
There were no other matters to report.

*It was **AGREED** to suspend Standing Orders to continue the meeting beyond 9pm.*

## 13. CORRESPONDENCE AND OTHER MATTERS

**13.1 Fire safety – Flats and Rented Accommodation:-** It was noted that Mr Hems has been invited to meet with members. Cllr. Adams will also speak to the Chief Fire Officer.

**13.2 Parking Obstructions on The Gangway –** It was noted that the project to remove parking from the lower section of the Gangway is progressing.

**13.3 Local Plan Working Group –** It was noted that the group are yet to meet.

**13.4 FP11:-** An email from a member of the public was noted.

**13.5 Building on Hamilton Road –** It was noted that some repair works have been carried out.

**13.6 Request for yellow lines on Colne Place –** Members were in receipt of an email the contents of which were noted.

**13.7 Norwich Western Link:-** Members were in receipt of the consultation which closed on 03 July.

**13.8 Bus station:-** It was noted that NCC are replacing the vinyl on the bus shelter with a new Perspex panel and are repairing the timetable cases. Cllr. Adams has asked for graffiti to be removed.

**13.9 Local Plan - Protecting our Green Spaces:-** Members were in receipt of a study paper the contents of which were noted.

**13.10 Trees on Norwich Road-** It was noted that Cllr. Adams, as County Councillor, has responded to an enquiry from Norman Lamb's office. It was **AGREED** that no further response is necessary.

**13.11 Letter from Visitor:-** Members were in receipt of an email from a visitor and a response from District Councillor Cox which was noted.

**13.12 Grass Banks:-** Cllr. Adams advised that he has a list of grass banks which need to be added to the verge cutting list. It was **AGREED** to ask Highways for advice.  
Concern was also raised in respect of the area outside 'Buffers' which needs to be tidied.

**13.13 Other Correspondence** (for information only)

Cromer Coastal Protection Scheme Phase 2 – It was **AGREED** to invite representatives from NNDC to the meeting on 06 September.

**14. DATE OF NEXT MEETING** Thursday 09 August 2018 at 7.00 pm.

There being no other business the Chairman closed the meeting at 9.25 pm.

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**Chairman**

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**Date**

## APPENDIX A

### Applications decided under planning protocol

CTC NO	Planning reference	Detail of application	Location
1	PF/18/0918	<p>Variation of condition 2 (approved plans) of planning permission PF/17/1269 to introduce a window to the side elevation</p> <p><i>Planning Protocol - No objection</i></p>	Crimond Norwich Road
2	DP/18/0984	<p>Prior notification of intention to demolish swimming pool</p> <p><i>Planning Protocol - CTC has been unable to reach a consensus as to whether to support or object to this application within the constraints of the agreed protocol to planning applications outside of committee. Comments received by planning committee members included concerns raised over CT3 compliance re loss of amenities without any relevant viability assessment and concern that it has been dealt with as an urgent application.</i></p>	Cromer Academy
3	PF/18/1027	<p>Change of use of ground floor from retail (A1 use) to café/restaurant (A3 use) (retrospective)</p> <p><i>Planning Protocol - Support on economic grounds</i></p>	Hatters Tea Shop Woolwich House Prince of Wales Rd
4	PF/18/1053	<p>Change of use from shop (A1) to hot food takeaway (A5)</p> <p><i>Planning Protocol - Support on economic grounds</i></p>	9a Hamilton Road

5	LA/18/1051	<p>Works to install fascia and projecting signs</p> <p><i>Planning Protocol - No objections.</i>  <i>Comments: Would be preferable that sign is not made of a glossy reflective material given situation in Conservation are as per EN8 Policy &amp; Design Guide.</i>  <i>The banner attached to the pedestrian refuge barrier is not a planning consideration and a separate street furniture permit is required from Norfolk County Council.</i></p>	1a Church Street
6	LA/18/1016	<p>Renovation of wooden sash windows</p> <p><i>Planning Protocol - Support on grounds that application safeguards heritage EN4 &amp; EN8</i></p>	Flat 8, Peele House Tucker Street
7	LA/18/1103	<p>Works to facilitate replacement cladding to second floor of east elevation</p> <p><i>Planning Protocol - No objections</i></p>	10 Jetty Street
8	PF/18/1047	<p>Single storey front extension and new window in south elevation</p> <p><i>Planning Protocol - Support on grounds that application seeks to retain and improve existing facilities</i></p>	Cromer Community Centre Garden Street
9	ADV/18/1009	<p>Display of illuminated fascia and projecting sign and non-illuminated roadside banner</p> <p><i>Planning protocol - No objections.</i>  <i>Comments: Would be preferable that sign is not made of a glossy reflective material given situation in</i></p>	1 Church Street

		<p><i>Conservation are as per EN8 Policy &amp; Design Guide.</i></p> <p><i>The banner attached to the pedestrian refuge barrier is not a planning consideration and a separate street furniture permit is required from Norfolk County Council.</i></p>	
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### **Applications decided at meeting**

1	PF/18/1226	<p>Conversion of existing garage to annexe accommodation ancillary to main house</p> <p><i>No objections</i></p>	<p>1 Warren Cottages 37 Overstrand Rd</p>
2	PF/18/1244	<p>Construction of a new 3 court tennis enclosure with adjoined fitness suite, changing facilities, social area and studio/meeting room. Addition of 4 disabled car parking spaces.</p> <p><i>Cromer Town Council withhold application of the application until the following points are addressed:</i></p> <ul style="list-style-type: none"> <li><i>- The selection of car parking is confusing.</i></li> <li><i>- The application is not informed by an overall outdoor sport strategy.</i></li> <li><i>- Concern that Mill Road does not have the capacity for additional development.</i></li> <li><i>- Concern re the loss of mature trees including ash and oak.</i></li> <li><i>- Concern re the poor quality design of the building.</i></li> <li><i>- The application states in the transport statement that there is good cycling but there are no dedicated cycle paths in Cromer.</i></li> <li><i>- There is an implication that customers will be from Cromer but people will travel from beyond the walking distance stated so will travel by car or public transport.</i></li> </ul>	<p>Cromer Academy Norwich Road</p>



		<p>- If this does go ahead, nearby footpath FP19 needs to be upgraded for connectivity with residences on Roughton Road and the railway station.</p> <p>- Could the disabled changing room incorporate a changing places facility?</p>	
3	PF/18/1120	<p>Removal of existing single-storey extension/outbuilding and erection of single-storey rear extension</p> <p><i>No objections</i></p>	<p>Shamrock Villa 8 Meadow Road</p>
4	PO/18/1313	<p>Erection of two-storey dwelling (outline-all matters reserved)</p> <p><i>No objections subject to satisfactory access and parking arrangements</i></p>	<p>32 Sandy Lane</p>

**CROMER TOWN COUNCIL**  
**Planning, Transportation & Environment Committee Policies**

**1. Planning Policy Guidance**

1.1 Cromer Town Council is expected to give responses to planning applications, consultations and appeals occurring in the wards of Cromer Town and Suffield Park in its role as a statutory consultee.

The Planning, Transportation & Environment Committee is responsible for giving these responses on behalf of Cromer Town Council.

Responses to Planning applications and appeals will be sent to the authority responsible for making any decision, whether that be North Norfolk District Council, Norfolk County Council (Planning Regulatory Committee), or the Planning Inspectorate.

When considering the response to applications, alongside Cromer Town Council's own policies, Committee members will also consider the North Norfolk District Council's Local Development Framework Plan and the National Planning Policy Framework.

1.2 The Town Council will typically expect the Planning, Transportation & Environment Committee members to meet and discuss any response to Planning Applications. However, this is sometimes not possible due to the Town Council typically having to give any responses within 21 days following receipt of the application. Therefore, the Planning, Transportation and Environment Committee have implemented a protocol that enables such applications to be considered out of a meeting setting:

- a. The Planning, Transportation and Environment Committee members are sent notification of the Planning Applications via email.
- b. The members of the Committee will discuss the application via email and attempt to come to a consensus as to the response.
- c. Where a consensus cannot be found, it is possible an extra-ordinary meeting of the Planning, Transportation and Environment Committee will be called (under Standing Order 6) to determine the Town Council's response to the application, or where possible, the views of the members of the Committee will be ascertained at a meeting of the Full Council under the report of the Committee.
- D. Where a consensus has been found, the Clerk to the Council will give the response to the appropriate authority, typically North Norfolk District Council.
- E. The details of the response, and any discussions on the matter via email will be noted at the following meeting of the Committee and detailed in the minutes.

1.3 The Town Council will both enable and encourage the members of the Planning, Transportation and Environmental Committee (subject to the agreement of the Council) to receive training, attend briefings, seminars, workshops and site visits that may help further their understanding of Planning matters.

## **2. Scope of Policy**

2.1 The conservation of the physical environment.

2.2 The improvement of the physical environment.

2.3 The management of traffic.

2.4 The support of objectives in respect of community, economic and social development.

2.5 This Policy also aims to achieve environmentally sustainable growth, that is, development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

The Town Council will support these policies through its planning observations and any of its own proposals.

## **3. Observations**

3.1 This Policy will generally follow North Norfolk District Council guidance in respect of the conservation area.

3.2 To consider proposed development (i.e. New development or alterations) in the context of adjacent properties and the wider conservation area giving consideration to:

a) High standard of design both traditional and innovative, sympathetic with the character of the area.

b) Compatibility with the scale, mass and form of adjacent buildings and their settings.

c) Uses of appropriate materials.

d) Includes good quality and appropriate landscaping that complements the area.

e) Does not result in loss of important open space.

f) Does not result in loss of important features of interest.

## **4. Listed buildings (whether within the conversation area or outside)**

Will give consideration to:

4.1 Necessary alterations being carried out using good quality materials.

4.2 Necessary alterations being carried out should respect the detail and form of the old including scale, design and proportion to the existing building.

## **5. Advertisements, Shop Fascias and Signs**

5.1 Shop fascia (and) signs (including advertisements) should integrate into the character of the building or locality i.e. the display does not appear as an unsympathetic appendage. Integration can be best achieved with consideration to scale, form, detail, lettering style and colour.

5.2 Illuminated signs should be discreet.

5.3 Support will be given only to signs which do not create inappropriate visual clutter.

## **6. Shop Fronts**

6.1 Designs based on the traditional English shop front (with fascia, vertical divisions and pilasters) are preferred. In the case of a new shop front for a historic building, classical elements should be respected.

## **7. Use of UPVC**

7.1 Plastic materials in the conservation area and on listed buildings may be strongly resisted.

## **8. Landscaping, Screening, Trees and Hedging**

8.1 Indigenous trees and hedging will be supported in landscaping and screening.

8.2 Generally the Council will not support the removal of mature trees to assist development.

8.3 When development requires the removal of a hedge, it should be replanted wherever possible by a traditional hedging species.

## **9. Impact of the development on Highways and Parking**

9.1 The Council appreciates the problems of on street parking in a seaside town. It will take into consideration any parking problems, which could result from planning applications, and make appropriate observations.

## **10. New Development**

10.1 New development will be supported only when in accordance with the Local Development Framework.

10.2 The Council is concerned about the need for affordable housing. It will give consideration to small-scale development, provided the proposal will meet genuine local needs and where there would be no significant adverse effect on the character of the town, its environment and its surroundings, and the infrastructure and services.

## **11. Development Other Than Housing**

11.1 Such development may be supported in accordance with the development strategy when it supports objectives in respect of community and economic development and provides for management of traffic.

## **12. Amusement Arcades and gambling**

12.1 The Town Council may oppose further amusement arcades or bookmakers where proposed.

## **13 Retention and improvement of facilities and services**

13.1 The Town Council may oppose proposals that result in the loss of important facilities and services.

These facilities might be defined as banks, cash machines, post offices, schools, convenience stores, petrol stations, public halls, sports facilities, health and social care facilities, public houses, cinemas or other facilities that contribute to the night time economy.

The Town Council may support proposals that increase the range and viability of such facilities.

#### **14. Cycling and Footpaths and pavements**

14.1 Developments that improve upon the existing arrangements may be supported.

#### **15. Highways, utilities, Transportation and public realm**

15.1 Besides planning applications, the Committee will liaise with any appropriate authorities or body it sees fit in respect of utility, transportation and the built and natural environment within Cromer for the purposes of advocating for and proposing service and infrastructure improvements, and in assisting to resolve issues that may be impacting on Cromer.

15.2 The Committee will assist Norfolk County Council Highways and transportation departments in terms of identifying problems, and at the discretion of the Council only, assisting with the costs of projects that may benefit Cromer.

Examples of such projects have included the improved grass cutting contract, the accessible crossing point across The Gangway and the improvements at the Bus Terminal off of Prince of Wales Road.

## Highways Report – For Planning committee 19/7/18

Further details of upcoming Highways maintenance/capital expenditure:

- The Warren, footway reconstruction £66.5K (10<sup>th</sup> Oct-11<sup>th</sup> Dec)
- Prince of Wales Road, section of road between New St/Cadogan Rd £75k (dates tbc)
- Overstrand Road, section around mini-roundabouts at Mill Road junc. £54.5k (dates tbc)
- FP 6 (Adj The Gangway) – Surfaced PROW to be rebuilt £8k (dates tbc)

### Other Highways Matter for report:

- Colne Road - damaged section of footway now replaced btw Richmond Court/Homecolne House.
- Sandy Lane - missing sections of grass verge to be added to Urban Grass Cutting Budget.
- Mill Road/Station Road area line markings following surface dressing – delay will be recorded in next months performance indicators.
- Prince of Wales Road Zebra Crossing – No recorded incidents requiring emergency service attendance. No means of financing any changes currently.
- Hall Road, proposed additional line markings and additional warning signs – won't be proceeding due to limited benefits foreseen.
- Louden Road – direction signs to be modified immediately East of the Croft to compliment road markings.
- Small number of overgrown banks/tree and damaged kerb stones and uneven paving stones reported.
- St Margarets Lane – is to be dressed in future to arrest current deterioration.
- A149 Norwich Road request for controlled crossing – have requested it is considered for future consideration within S106.
- Mill Road/Station Road speed limit reduction – found to be too expensive. Mill Road alone would cost in excess of £6000 due the abundance of junctions, and implementation may risk Road Crossing Patrol that has vitally important role in maintaining road safety for children. Alternative temporary 20mph signs considered (as on A149 Norwich Road) considered possible and awaiting further feedback from school. Otherwise may consider additional road markings such as roundels or lettering.

If project doesn't proceed, (leaving Parishes aside) the next two on my list is the surfacing on FP 19 (Norwich Road/Henry Blogg Rd) or yellow lines removals which I currently do not have a price for.

I have found 3 sections of road where there may be some benefit in removing yellow lines:

- Central Road btw no 9/23 with 2 car passing place.
- Cabbell Road btw West St/ Canada Road.
- Cadogan Road, outside QD to be replaced with 30 min short-stay (may have impact on current poor standard of pavement/kerb parking too).