



**THORPE ST ANDREW TOWN COUNCIL  
MINUTES OF THE PLANNING AND ENVIRONMENT  
COMMITTEE MEETING  
HELD ON 2 JUNE 2025**

**1 To Elect a Chair for 2025/2026**

It was proposed by Cllr Ferris, seconded by Cllr Buck and on a show of hands, Cllr Fisher was unanimously elected as Chair. Cllr Fisher proceeded to Chair the meeting.

**2 To Elect a Vice Chair for 2025/2026**

It was proposed by Cllr Snelling, seconded by Cllr Buck and on a show of hands, Cllr Bowe was unanimously elected as Vice Chair.

**3 To Agree the Terms of Reference for the Committee**

The document to be located, shared for review and brought to the next available meeting for agreement.

**4 Present:**

Cllr Fisher (Chair)	Cllr Ferris
Cllr Bowe (Vice Chair)	Cllr Pointer
Cllr Wiseman	Cllr Buck

Cllr Snelling was also present and wishes to remain on the committee. A decision will be ratified at the next Full Council Meeting.

**In Attendance:** Mrs S Bristow (Locum CEO/Town Clerk) and Mrs L Weston (Administration and Committee Officer).

**Apologies:** Apologies accepted from Cllr Berry

**5 Declarations of Interest in Items on the Agenda - None**

**6 To Confirm the Minutes of the Meeting held on 12 May 2025**

The minutes of the meeting held on 12 May 2025 were approved and signed as a true record.

**7 Planning Items Raised by Residents – members of the public may attend this meeting**

An applicant spoke in support of application 2025/1341, and a neighbour spoke about concerns and objections to application 2025/1341.

**8 Planning Applications:**

<b>Ref. No</b>	<b>Address</b>	<b>Information</b>
<b>2025/1015</b>	<b>13 Pilling Road</b>	<b>Rear extension with loft conversion (PB)</b> The Town Council, in its capacity as statutory consultee, raises no objections.
<b>2025/1317</b>	<b>64 Charles Avenue</b>	<b>Single-storey rear conservatory extension (DB)</b> The Town Council, in its capacity as statutory consultee, raises no objections.
<b>2025/1341</b>	<b>34 Booty Road</b>	<b>Single-storey rear extension (SS)</b> The Town Council, in its capacity as statutory consultee, raises no objections, but note the neighbour's concern (no 36) regarding the party wall and may contact the Planning Officer for clarity.
<b>2025/1310</b>	<b>11 Tower Hill</b>	<b>Proposed side and rear extension (SS)</b> The Town Council, in its capacity as statutory consultee, raises no objections.
<b>2025/1198</b>	<b>RHP Lancaster Hse 87 Yarmouth Road</b>	<b>Reinstatement of internal party wall to close opening (JF)</b> The Town Council, in its capacity as statutory consultee, raises no objections, but would support any views of the Historic Building Officer.

**9 Determinations from BDC and BA –** Decisions for May as per the agenda, no comments.

**10 Rackheath Neighbourhood Plan Consultation Document for consideration –** No comments

**11 BDC Design Code 3<sup>rd</sup> Stage Consultation for consideration –** The Locum CEO to respond with no comment.

***In accordance with the Public Bodies (Admission to Meetings) Act 1960, the following agenda items are of a confidential nature.***

**12 Enforcement notices (Confidential Matters) –** Open and closed notices noted.

The Locum CEO will raise concern with the Enforcement Department, in reference to whether a planning application has been raised for a wall on Yarmouth Road.

**13 Date of next meeting, 14 July 2025 -** Noted

**Future Agenda Items (not for discussion) -** None

**Meeting closed at 8.23pm**

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_