

SWAFFHAM TOWN COUNCIL

Minutes of Planning & Built Environment Committee meeting held on Tuesday 31 March 2026 at 11am in the Town Hall

Councillors: L Beech, P Darby (Vice Chairman), G Eves, L Scott (Chairman) and J Zielinski

Town Clerk: H Carrier

Minute Taker: D Hamilton

Members of the Public: Two

P114/25 Apologies for absence

None received

P115/25 Declarations of interest

Cllr Darby declared an interest in the late applications discussed in section P122/25; Applications PL/2026/0444/FMIN, PL/2026/0436/LB and PL/2026/0428/LB.

P116/25 Minutes: Planning & Built Environment Committee 24 February 2026

The minutes of the Planning & Built Environment Committee meeting held on the 24 February 2026 were agreed and signed by the Chairman as an accurate record

P117/25 Outstanding actions

- 117.1 CPRE registration of interest: The Town Clerk confirmed that the CPRE registration of interest letter is to be used as a template to send out.
- 117.2 Regulation 18 Responses: Cllr Scott confirmed that the Regulation 18 responses were circulated to all Committee members.
- 117.3 Kebab Shop and MG Building Maintenance Shop Fronts: Cllr Scott requested that Council staff follow up with Breckland District Council regarding the previously reported signage issues at the Kebab Shop and the Building Maintenance Shop.
ACTION: Council staff to contact J Anscombe for an update on the signage matters for the Kebab Shop and MG Building Maintenance
- 117.4 10 and 13 Station Street shopfronts: Cllr Darby expressed concerns regarding the condition of the shop windows at the vacant properties at 10 and 13 Station Street, noting that they are currently covered with numerous posters. Cllr Scott will provide the relevant legislation relating to the visual impact on the area to the Town Clerk.
ACTION: Town Clerk to send a letter, including a copy of the legislation received from Cllr Scott to A. Gayton and S. Wood at Breckland District Council, and to copy in the District Councillors
- 117.5 12 Station Street: Cllr Darby raised concerns that 12 Station Street appears to have been converted into residential use, noting that it was previously operating as a Chinese takeaway. He queried whether the appropriate planning permission had been obtained for this change of use.
ACTION: The Council Staff to report a suspected planning violation to Planning Enforcement with the change of use of 12 Station Street
- 117.6 61 Marketplace, PE37 7AP (PL/2025/0910/FMIN): The Committee wished to confirm whether Condition 2, relating to noise levels, had been satisfied and submitted as part of this approved application.
ACTION: Council staff to contact the Planning Officer for this application to seek confirmation
- 117.7 The Station Bar, Station Street (3PL/2022/0817/VAR): The Committee noted that The Station Bar holds planning permission for short-term use only, not long-term use. The Committee requested that this be reported to Planning Enforcement.
ACTION: Council staff to contact Planning Enforcement to report the suspected long-term use of the Holiday lets at the Station Bar
- 117.8 Bears Field: The committee noted an apparent increase in the number of caravans on Bears Field and expressed concern regarding the lack of available services on the site.
ACTION: Council staff to contact Planning Enforcement at Breckland District Council to report the concerns

- 117.9 Fred Nicholson School: The hedge that was previously removed near the front entrance of the school has not yet been replaced. Cllr Scott will forward the planning application conditions to the Town Clerk, who will then write to the school to request an update on whether the hedge will be reinstated further back
ACTION: Cllr Scott to send the planning application conditions to the Town Clerk; Town Clerk to write to the school requesting an update on hedge reinstatement

P118/25 Public Forum

No members of the public wished to address the committee

P119/25 Planning & Built Environment related issues from Non-Member Councillors

None received

P120/25 Late Decisions/Information from Breckland District Council

- 120.1 **PL/2026/0213/NMA** Amendment to pp 3PL/2024/0482/VAR - Reduction of red line site boundary to exclude Units 5 and 6 which are subject to a separate application PL/2025/1969/FMIN. In addition, amendments are sought to the existing building at the commercial area, including revised front façade and amended internal wall arrangements. Land West Of Brandon Road. **Information Only**
- 120.2 **PL/2026/0282/NMA** 3PL/2024/0208/F. Land Off Acorn Drive, Lynn Road, Swaffham, Norfolk, NR14 8FB. **Information Only**
- 120.3 **PL/2026/0341/DCA** Discharge remainder of condition 6 on PP PL/2024/1065/FMIN. Lion Works, Castleacre Road, Swaffham, PE37 7HS. **Information Only**
- 120.4 **PL/2025/1838/FMIN** Proposed change of use of the ground floor shop to form a 1-bed residential flat, including a single-storey rear extension. 14 Station Street, Swaffham **GRANTED WITH CONDITIONS**
Swaffham Town Council Comments: NO OBJECTIONS, so long as the historic building is preserved and the room sizes meet the government standards. STC are generally supportive of residential conversions in this area.
- 120.5 **PL/2025/1837/LB** Proposed change of use of the ground floor shop to form a 1-bed residential flat, including a single-storey rear extension. 14 Station Street, Swaffham **GRANTED WITH CONDITIONS**
- 120.6 **Swaffham Town Council Comments: NO OBJECTIONS, so long as the historic building is preserved and the room sizes meet the government standards. STC are generally supportive of residential conversions in this area.**
- 120.7 **PL/2026/0047/FMIN** Proposed dwelling house with associated parking and access. Land adjacent Vine Cottage Pleasant Row, Swaffham **GRANTED WITH CONDITIONS**
Swaffham Town Council Comments: OBJECT on Highways grounds as the exit is onto a busy highway.
- 120.8 **PL/2026/0232/HOU** Proposed front extension & canopy to side elevation. 44 The Oaklands, Swaffham. **GRANTED WITH CONDITIONS**
Swaffham Town Council Comments: NO OBJECTIONS.
- 120.9 **DIS/2025/0047** Discharge of Planning Condition No. 19 (fire hydrant) of planning permission reference FUL/2023/0047: Executive Director of Children's Services. South of Lynn Road, Swaffham **Information Only**
- P121/25 Planning Applications**
- 121.1 **PL/2026/0296/FMIN** The installation of an open sided, softwood gazebo onto an existing patio to the rear of the clubhouse building. Swaffham Golf Club, Cley Road, Swaffham, PE37 8AE
Swaffham Town Council Comments: NO OBJECTIONS
- 121.2 **PL/2026/0353/FMIN** Erection of 2 storey side extension and use of part ground floor as commercial hair salon (mixed use Class C3 and E(c)(iii)). 15, St Guthlac Close, Swaffham, PE37 7JA **Swaffham Town Council Comments: NO OBJECTIONS. It should be conditioned to ensure that there's no intensification of the business. The Neighbourhood Plan, BUS2 fully supports this.**

121.3 **PL/2026/0384/VAR** Variation of Condition 2 on PL/2025/0894/VAR - Revised Site Layout. Land Off Acorn Drive, Lynn Road, Swaffham
Swaffham Town Council Comments: NO OBJECTIONS. We have no objections but seek confirmation that there's no changes to the existing proposed hedge

121.4 **PL/2026/0422/FMIN** Installation of defibrillator and bleed kit cabinets to external wall of Nationwide Building Society branch. Nationwide, 5a Market Place, Swaffham, Norfolk, PE37 7AB
Swaffham Town Council Comments: NO OBJECTIONS.

P122/25 Late Applications

122.1 **PL/2026/0451/HOU** Proposed single storey extension to rear of dwelling. 7, Captains Close, Swaffham, PE37 8HQ
Swaffham Town Council Comments: NO OBJECTIONS

122.2 **PL/2026/0444/FMIN** Works to repair the existing roof, windows and external doors, including works to refurbish the main façade. 15, Market Place, Swaffham, PE37 7AB
Swaffham Town Council Comments: NO OBJECTIONS

122.3 **PL/2026/0436/LB** Works to repair the existing roof, windows and external doors, including works to refurbish the main façade. 15, Market Place, Swaffham, PE37 7AB
Swaffham Town Council Comments: NO OBJECTIONS

122.4 **PL/2026/0428/LB** Works to repair existing dormer windows and facades, including replacement of 5Nr windows. Unit 1, 11 - 12, Market Place, Swaffham, PE37 7AB
Swaffham Town Council Comments: NO OBJECTIONS

P123/25 Norfolk County Council (Swaffham – EH020) Modification Order 2025
The Modification Order was received.

ACTION: Cllr Scott requested for this item to be placed on the next Highways Meeting Agenda to request signage

P124/25 Next meeting
The next meeting is on Tuesday 28 April 2026 to be held at 11am in the Council Chamber at the Town Hall.

Meeting Closed 12:07pm

Chairman.....