

SWAFFHAM TOWN COUNCIL

Minutes of Planning & Built Environment Committee meeting held on Tuesday 26 May 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: None

P1/26 To elect Chairman

ACTION: The Committee unanimously agreed to appoint Councillor Scott as Chairman of the Planning & Built Environment Committee for 2026/27.

P2/26 To elect Vice-Chairman

ACTION: The Committee unanimously agreed to appoint Councillor Darby as Vice-Chairman of the Planning & Built Environment Committee for 2026/27.

P3/26 Apologies for absence

Apologies were received in advance for Cllr Alford and Cllr Mander would be listening in as a member of the public on Teams.

P4/26 Declarations of interest

Councillor Scott declared an interest in Agenda Item 12/26, having previously been contacted by the property owner regarding the matter

P5/26 Minutes: Planning & Built Environment Committee 28 April 2026

The minutes of the Planning & Built Environment Committee meeting held on the 28 April 2026 were agreed and signed by the Chairman as an accurate record

P6/26 Outstanding actions

There were no updates on outstanding actions to report at this meeting

P7/26 Public Forum

No members of the public were present

P8/26 Planning & Built Environment related issues from Non-Member Councillors

None received

P9/26 Late Decisions/Information from Breckland District Council

9.1 **PL/2025/1757/CLEUD** Application for a Lawful Development Certificate for an Existing Use or Operation or Activity, including those in breach of a planning condition Town and Country Planning Act 1990 (as amended) - Flat 40B (second floor) being used as an individual residential flat for over 10 years. 40b, Station Street, Swaffham, PE37 7HP **GRANTED NO CONDITIONS**
Swaffham Town Council Comments: NO OBJECTIONS

9.2 **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. **GRANTED WITH CONDITIONS**
Swaffham Town Council Comments: NO OBJECTIONS

9.3 **PL/2026/0384/VAR** Variation of Condition 2 on PL/2025/0894/VAR - Revised Site Layout. Land Off Acorn Drive, Lynn Road, NR14 8FB. **GRANTED WITH CONDITIONS**
Swaffham Town Council Comments: NO OBJECTIONS. We have no objections but seek confirmation that there's no changes to the existing proposed hedge

9.4 **PL/2026/0422/FMIN** Installation of defibrillator and bleed kit cabinets to external wall of Nationwide Building Society branch. 5a Market Place, Swaffham, Norfolk, PE37 7AB **GRANTED WITH CONDITIONS**

Swaffham Town Council Comments: NO OBJECTIONS

- 9.5 **PL/2026/0451/HOU** Proposed single storey extension to rear of dwelling. 7, Captains Close, Swaffham, PE37 8HQ **GRANTED WITH CONDITIONS**
Swaffham Town Council Comments: NO OBJECTIONS
- 9.6 **PL/2026/0631/NMA** Non-material amendment to permission (3PL/2017/1487/O) & subsequent permission PL/2025/0386/VARMAJ (as varied by NMAs 3NM/PL/2025/1422/NMA, 3NM/PL/2025/1478/NMA, PL/2025/1960/NMA and PL/2026/0213/NMA) Land west of Brandon Road, Swaffham. **Information Only**
- 9.7 **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. **GRANTED WITH CONDITIONS**
Swaffham Town Council Comments: NO OBJECTIONS
- P10/26 Planning Applications**
- 10.1 **PL/2026/0580/FMIN** Proposed two storey dwelling (self-build). Land to rear of HAVACRE Castleacre Road, Swaffham, Norfolk, PE37 7HS
Swaffham Town Council Comments: The Town Council is supportive of the application, as long as traffic is managed at the construction phase. The Town Council also has no objections to removing the Leylandii hedge and replacing it with a fence or native species.
- 10.2 **PL/2026/0683/ADV** Proposed Signage lettering on cleats and rails attached to Existing Kingspan K-Roc-Evolution Panels and white gloss internal window vinyl. Proposed Commercial Outlets Brandon Road, Swaffham, PE37 7ED
Swaffham Town Council Comments: NO OBJECTIONS
- P11/26 Late Applications**
- 11.1 **PL/2026/0725/FMIN** Proposed siting of non-permanent cabin to accommodate the Swaffham Community Fridge. COMMUNITY CENTRE The Campingland, Swaffham, Norfolk, PE37 7RB
Swaffham Town Council Comments: Swaffham Town Council acknowledge the application and cannot comment as the Town Council owns the Community Centre
- P12/26 Planning Enforcement Letter for ENF/202/23/PAR**
The planning enforcement letter was received. The Committee supported the decision and hoped the applicant would adhere to the condition.
- P13/26 Deposit Notifications D26 07 and D26 08 from the Highways, Transport and Waste team at Norfolk County Council**
The notifications were received.
ACTION: It was agreed that Council staff would contact the Highways, Transport and Waste team at NCC to determine whether any action is required by the Council in relation to the notifications.
- P14/26 Crocus development (3PL/2023/0441/F) off Sporle Road and to note that the Planning Consent is dated 27 Feb 2026.**
The Town Clerk informed the Committee of the update received from Cllr Morton at BDC regarding the S106 monies from the representative at Crocus Homes. The representative from Crocus Homes stated that the Judicial Review period for the Planning Permission to be free from the legal challenge expired at the end of April 2026 and they are expecting the land transaction to be completed on the 30th of September 2026. After this date they will start on site and deal with the associated planning triggers after.

Sequence of events leading up to the S106 agreement to fund improvements to the recreation Ground are as follows:

An initial meeting where Crocus Homes presented their ideas for development of the Sporle Road site to Swaffham Town Council included an offer to reduce the amount of open space to be provided and provide a sum of money towards improvements at other open spaces off site. The reasoning behind this offer was that the Orford Road open space is adjacent to the site and would be easily accessible. It contains two recently updated play areas and space for ball games and the Community Orchard. The decision was made by the Town Council to

accept this offer as a way of financing necessary upgrading work to the Recreation Ground. This offer was subsequently formalised in a condition of the planning permission and as a legal agreement. The agreement requires that the monies will be paid over when a certain proportion of the site has been built out and must be spent on a specific, described project.

Unfortunately, there have been delays in the planning process so that the likely date for receipt of funds for the Recreation Ground project has been pushed back. At the same time there has been increasing pressure from members of the public for work to start on the project. Councillors have looked for solutions including asking Crocus Homes to release the funds early but although they are agreeable, they can do nothing until the Planning Permission is in place. The Town Council have considered funding the work to the Recreation Ground themselves then claiming it back from Crocus at a later date but this would leave it at risk that the terms of the S106 agreement would be voided and the money no longer payable.

Councillors have learnt lessons from this process. In future their decision making on open space will favour keeping it all on site.

ACTION: The Committee agreed that this item is to be recommended to the Assets & Open Spaces Committee

P15/26 Next Meeting

The next meeting is on Tuesday 30 June 2026 to be held at 11am in the Council Chamber at the Town Hall.

Meeting Closed 11.48pm

Chairman.....