

Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk

9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE PLANNING & ENVIRONMENT COMMITTEE

Cllr S Bird (Chairman)
Cllr A Smith (Vice Chairman)
Cllr S Bennett
Cllr S Gallant
Cllr M Jepson

Cllr M Morris
Cllr D Savage
Cllr S Wiles
Cllr K Williams

You are hereby summoned to attend a meeting of the **PLANNING & ENVIRONMENT COMMITTEE** to be held at **ONLINE** on **Wednesday 16 December 2020** at **9.15am**.

Public Attendance

Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend via Zoom. Members of the public are invited to make representations or put questions to the Committee during the public session. Members of the public wishing to comment on a specific planning application may be invited to do so, at the direction of the Chairman, immediately prior to consideration of the application.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/82892513980>

Alternatively, you may join via the meeting ID 828 9251 3980 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.

Ash Tadjrishi
Town Clerk
10 December 2020

For information (via email):

All Town Councillors
Local Press
Felixstowe Chamber of Trade & Commerce

A G E N D A

1. **Public Question Time**

Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Committee on any relevant matters.

Members of the public wishing to comment on a specific planning application may be invited to do so, at the direction of the Chairman, immediately prior to consideration of the application.

2. **Apologies for Absence**

To receive any apologies for absence.

3. **Declarations of Interest**

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest.

4. **Confirmation of Minutes**

To confirm the Minutes of the Planning & Environment Committee meeting held on 2 December 2020 as a true record. **(Pages 6-9)**

5. **Planning Applications**

To consider the following planning, and other, applications received since the previous agenda:

a. **DC/20/4734/FUL** | New dwelling with new vehicular access

Brackenbury House Marcus Road

Applicant: Emmerson Properties Ltd

[Link to Documents](#)

b. **DC/20/4735/FUL** | New dwelling

Brackenbury House Marcus Road

Applicant: Emmerson Properties Ltd

[Link to Documents](#)

c. **DC/20/4836/FUL** | Conversion of house to five apartments

Tehidy House 65 Orwell Road

Applicant: Mrs Wilson

[Link to Documents](#)

d. **DC/20/4672/FUL** | Reinstatement of natural slate roof covering (replacement interlocking concrete tiles) together with removal of existing chimney stacks, replacement of existing rooflights and replacement fascias, soffits and bargeboards and rainwater goods. Reinstatement of painted timber balcony over front bay window, new fence to replace front wall.

16 Beach Road East

Applicant: Mr R Midgely

[Link to Documents](#)

- e. **DC/20/4640/FUL** | Single Storey outbuilding located at the rear of the property.
Anura 37 St Andrews Road
Applicant: Unstated [Link to Documents](#)
- f. **DC/20/4322/FUL** | Conversion of existing conservatory into a sun lounge
46 Brook Lane.
Applicant: Mr & Mrs M Evennett [Link to Documents](#)
- g. **DC/20/4938/VOC** | Variation of Condition 1 of DC/14/1574/VOC - Variation of condition no.2 of C/89/1932 - Amendment of planning conditions to allow occupation (for holiday purposes only) of Suffolk Sands Holiday Park between 1st March and 14th February in the following year
Suffolk Sands Caravan Park Carr Road
Applicant: Suffolk Sands Caravan Park [Link to Documents](#)
- h) **DC/20/4804/VOC** | Variation of Condition No. 7 of C/89/2256 Date of Decision: 13/03/1990 - Ministerial guidance has indicated that to LPA's should be sympathetic to the seasonal extension of holiday parks in order to support and sustain the tourism industry as a result of COVID-19. - Variation of condition 7 of permission C.89/2256 to allow caravans to be used for human habitation between 15th January and the end of February 2021
Felixstowe Beach Holiday Park Walton Avenue
Applicant: Park Holidays UK Ltd [Link to Documents](#)
- i) **DC/20/5008/TCA** | T1 Ash - 25% crown reduction T2 Sycamore - remove T3 Sycamore - remove front heavy leading stem. T4, T5 Sycamore - pollard. Overall trees have outgrown the garden space. Regrowth from stumps will assist stability of steep bank.
The Lodge South Hill
Applicant: Mrs C Baldwin [Link to Documents](#)
- j) **DC/20/4995/TPO** | T1 Turkey Oak - to be felled for the following reasons: Alleged cause of asthma and eczema on residents and neighbours. Blockage of light Damage to cars Damage to roof and gutters Unspecified damage to foundations Light restriction to solar panels Risk of harm from falling debris or leaf slippage.
9 Melford Way
Applicant: Mrs O'Dowd [Link to Documents](#)

6. Planning Decisions

To note the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of this agenda. **(Page 10)**

- 7. Affordable Housing Supplementary Planning Document – Initial Consultation**
To consider the initial consultation on a new Affordable Housing Supplementary Planning Document which is taking place from 9th November to 21st December 2020. **(Page 10)**
- 8. Historic Environment Supplementary Planning Document Consultation**
To consider ESC’s Historic Environment Supplementary Planning Document Consultation which is taking place from 7th December 2020 to 1st February 2021. **(Page 11)**
- 9. Delegated Authority**
To consider delegating authority to the Town Clerk, in consultation with the Chairman and/or Vice-Chairman, to respond to any planning matters that would otherwise be out of time for a response by the next scheduled meeting. **(Page 12)**
- 10. Correspondence**
To note any items of correspondence.
- 11. Closure**
To close proceedings and confirm the date of the meeting as scheduled for Wednesday 13th January 2021 at 9.15am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held
ONLINE on Wednesday 2 December 2020 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr M Jepson
 Cllr A Smith (Vice-Chairman) Cllr M Morris
 Cllr S Bennett Cllr D Savage
 Cllr S Gallant Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Morrison (Planning Administration Assistant)

359. PUBLIC QUESTIONS

None

360. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr K Williams.**

361. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr M Jepson	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

362. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 18 November 2020 be confirmed as a true record.

363. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following observations to East Suffolk Council:

A	DC/20/4513/FUL The proposal consists of 2 no. Semi-detached New Builds (4 no. 4 bedroom dwellings total) with private gardens and off-street parking. 106 Garrison Lane
<p>Committee considered this application and noted SCC Highways comments in respect of proposed parking and access arrangements. Committee believe that the proposed arrangement to be safer than a single large entranceway and that the car parking provision is acceptable given the location and its proximity to the town centre. Committee also noted the relationship of the proposed new dwellings to properties to the rear at Eagle Close and considered this to be satisfactory in the circumstances. With reference to SCLP Policy 11.1, we considered that the development’s relationship with neighbouring properties, to be acceptable. Committee therefore recommended APPROVAL.</p>	

B	DC/20/4547/PN3 Prior Notification - Conversion of the office building into 8no. self-contained flats. All flats would be dual or triple aspect. See Planning Statement and submitted plans Glenfield Court Glenfield Avenue
<p>Committee recommended APPROVAL.</p>	

C	DC/20/4611/FUL Proposed single storey rear extension with attached garage side extension 3 Church Road
<p>Committee recommended APPROVAL.</p>	

D	DC/20/4604/FUL Construction of a single storey rear extension 21 Wesel Avenue
<p>Committee recommended APPROVAL.</p>	

E	DC/20/4671/FUL Replacement of existing windows and doors to whole of rear of elevation. Replacement of existing windows and doors to first and second floors of front elevations. Installation of heat pump. 16 Beach Road East
<p>Committee recommended APPROVAL. We note and welcome the proposed installation of a ground source heat pump and its environmental benefits.</p>	

F	<p>DC/20/4677/TCA T1 Lime - re-pollard to previous pollard points to reduce overhang over garages and adjacent properties, and to reduce heavy shading. G1 2no. Sycamore - re-pollard to previous height of approx. 6m. to reduce overhang and shading over adjacent roads, paths and properties.</p> <p>108 Queens Road</p>
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</p>	

G	<p>DC/20/4678/TPO Mature Pine in rear garden - reduce canopy by 10-12ft (3-4m) to balance crown and make tree more stable.</p> <p>10 The Pines</p>
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural. Committee noted there were no supporting documents.</p>	

364. PLANNING DECISIONS

RESOLVED that the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

365. EAST SUFFOLK COUNCIL CONSULTATIONS

Committee received a draft response to each of the three consultations as prepared and presented by the delegated working group. With reference to the consultation on cycling and walking infrastructure, the Clerk advised that all Town Councillors had been invited to contribute the list of areas in need of improvement to before the 7 December deadline. With the addition of a reference for clarity on the ownership and legal status of the assorted footpaths and an improvement to gravelled surfaces along the prom, it was agreed that the response should be submitted, alongside the RAMS and SCI consultation responses, by the 7 December deadline.

A vote of thanks was recorded to Cllr A Smith, Cllr S Bennett, Cllr M Jepson, Cllr K Williams and the Town Clerk for their work in preparing the draft response.

RESOLVED that, subject to the additions above, the responses to the three East Suffolk Council consultations as prepared by the working group be approved and submitted on behalf of the Town Council by 7 December 2020.

366. UPDATE ON SIZEWELL C DCO APPLICATION

Cllr A Smith, as representative for the Town Council at the Joint Local Authority Group (JLAG) meeting and his attendance of the 17 November Suffolk Coast Forum, reported back and gave a brief overview of a change in strategy for

freight transport proposals to the Sizewell C Site. It was noted that EDF had not addressed the Town Council request that improvements be made to the Seven Hills junction.

There was however, significant change towards sea transportation with increasing potential for material to be brought in by sea: Plans were being considered to enhancing design of the permanent Beach Landing Facility (BLF); and providing a new, temporary additional BLF to reduce the rail and road shipping requirements.

Following discussion it was agreed that the draft response be approved, with inclusion of a reference to the need for the Seven Hills junction to be upgraded, and submitted to EDF.

Committee recorded a vote of thanks to Cllr A Smith for his work in preparing this response.

RESOLVED to submit amended response to EDF within the deadline of 21 December 2020.

367. CORRESPONDENCE

The Clerk reported:

- i) Temporary closures of footpaths at Roman Way and Barons Close to be carried out between 4/1/21 and 18/1/21 together with Western Avenue and Roman Way to be carried out 18/01/21 and 1/2/21
- ii) Temporary closure of a footpath at St Georges Road from 2/1/21 and 29/1/21 to enable repairs to a gas main.
- iii) In advance of the Planning Application a Public Consultation relating to the Deben High School site would be open from 7 December. Proposals will set out for sports facilities and residential units which are seeking public comment.

368. CLOSURE

The meeting was closed at 11.22pm. The date of the next meeting was noted as being Wednesday 16 December 2020, 9.15am.

AGENDA ITEM 6: PLANNING DECISIONS

Approved by ESC (and recommended for Approval by this Committee):

DC/20/4370/AME | Non Material Amendment of DC/16/3776/ARM - Submission of reserved matters pursuant to outline planning permission DC/13/3069/OUT for the creation of 197 no. one, two, three and four bedroom houses and apartments, plus associated roads, paths, driveways, car parking, landscaping and public open space - Alterations to the internal layout of House Type H to improve the accommodation, including repositioning the front door and adding a garage door
Land West Of Ferry Road Residential Centre Ferry Road

DC/20/3990/FUL | Proposed conversion of existing single garage to residential annexe.

1 Whitehouse Cottages Gulpher Road

DC/20/2441/FUL | Trial for demountable concrete blocks to create a sand platform between groyne 105 and 106 in front of the Spa Pavilion, Felixstowe
The Spa Beach The Promenade

DC/20/4288/TCA | T1 Holly - reduce canopy to reduce shading of stained glass window. T2 Holly - fell; advanced main stem decay, heavy shading of windows, heavy overhang of neighbouring property. T3 Holly - fell; heavy shading of windows.

8 Gainsborough Road

Refused (and recommended for Refusal by this Committee): None

Approved (and recommended for Refusal by this Committee): None

Refused (and recommended for Approval by this Committee): None

AGENDA ITEM 7: AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT – INITIAL CONSULTATION

East Suffolk Council is seeking feedback on what its Affordable Housing Supplementary Planning Document (SPD) should include and address.

SPDs are produced to support the implementation of adopted planning policies, through the provision of additional detail or explanation that would not be appropriate to include with a Local Plan itself. An SPD cannot create new or amend existing planning policies nor can it prescribe that particular areas of land be developed for particular uses; this is the role of the Local Plans. Once adopted, SPDs are material considerations in the determination of planning applications.

The Affordable Housing Supplementary Planning Document will apply to the whole of East Suffolk, apart from the area within the Broads National Park, for which the Broads Authority is the Local Planning Authority.

This first stage of consultation will inform the preparation of the SPD which will provide guidance primarily in relation to the following policies contained in the Council's adopted Local Plan:

SCLP5.10: Affordable Housing on Residential Developments

SCLP5.11: Affordable Housing on Exception Sites

<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/suffolk-coastal-local-plan/adopted-suffolk-coastal-local-plan/>

The initial consultation is taking place from 9th November and 21st December 2020 and the consultation document is available from the ESC website here:

https://eastsuffolk.inconsult.uk/gf2.ti/f/1216258/84820005.1/PDF/-/Final_consultation_document.pdf

Committee is requested to consider the consultation and decide on any actions necessary in order to respond on behalf of the Town Council by the deadline of 21st December 2020.

AGENDA ITEM 8: HISTORIC ENVIRONMENT SUPPLEMENTARY PLANNING DOCUMENT CONSULTATION

The Historic Environment Supplementary Planning Document (SPD) will provide further guidance on the implementation of planning policy including guidance for developers and property owners who are either planning new development or making changes to an existing property.

It will cover a range of topics including conservation areas, listed buildings, non-designated heritage assets and historic parks and gardens, as well as guidance on shop fronts, sustainable construction and renewable energy, extensions and alterations to a historic building, replacing windows, doors and porches and development within the setting of a historic building.

Supplementary Planning Documents expand upon policy and provide further detail to support the implementation of policies in Local Plans. Whilst not a part of the development plan, they are a material consideration in the determination of planning applications.

The consultation is taking place from 7th December 2020 and until 5pm on 1st February 2021 and the consultation document is available from the ESC website here: https://eastsoffolk.inconsult.uk/gf2.tif/1224514/87589285.1/PDF/-/Final_Draft_HE_SPD_reduced.pdf

Committee is requested to consider the consultation and decide on any actions necessary in order to respond on behalf of the Town Council by the deadline of 1st February 2021.

AGENDA ITEM 9: DELEGATED AUTHORITY

Committee is requested to consider giving delegated authority to the Clerk, in consultation with the Chairman and/or Vice-Chairman of the Planning & Environment Committee, to submit a response on behalf of the Town Council to any planning applications or consultations for which the consultation period ends before the next Committee meeting on 13th January 2021. Such authority to be, in accordance with arrangements made in previous years, as follows:

Authority is delegated to the Town Clerk to respond to planning applications and consultations on behalf of the Town Council's Planning & Environment Committee, should the deadline for a response be prior to the next meeting of the Planning & Environment Committee before the consultation closes. This authority is subject to:

- i) an extension to the deadline having being sought to enable a response to be approved at the next scheduled meeting and submitted thereafter;
- ii) prior consultation with the Chairman and/or Vice-Chairman of the Committee; and,
- iii) all Members of the Planning & Environment Committee being emailed a copy of the submitted response for information.

Committee is therefore requested consider delegating authority to the Town Clerk in consultation with the Chairman and/or Vice-Chairman, to respond to any planning matters that would otherwise be out of time for a response by the next scheduled meeting.