

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 10 February 2021** 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
3 February 2021

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 27 January 2021 as a true record. **(Pages 4-8)**

5. **Planning Applications**

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

- a. **DC/21/0134/VOC** | Variation of Condition 2 of DC/13/3656/FUL - Proposed high bay distribution unit with a footprint of c. 47,000m², including car parking and associated infrastructure.
Land At Clickett Hill Road And South Of Railway Line Nicholas Road Trimley St Mary
Applicant: Mr J Gandy [Link to Documents](#)

- b. **DC/21/0174/FUL** | Proposed two storey rear and single storey side extension, including conversion of existing garage and alterations.
4 Newry Avenue
Applicant: Mr B Goodman [Link to Documents](#)

- c. **DC/21/0292/FUL** | Side facing windows to facilitate rear extension
11 Chelsworth Road
Applicant: Mr & Mrs T Huggins [Link to Documents](#)

- d. **DC/21/0067/FUL** | Erection of a single storey rear extension
Springwood 24 Foxgrove Lane.
Applicant: Mr & Mrs A Buckell [Link to Documents](#)

- e. **DC/21/0362/FUL** | Single storey rear extension to terraced house, replacing an existing extension on the same footprint.

17 Manor Terrace

Applicant: Mr & Mrs A Wilshaw

[Link to Documents](#)

- f. **DC/21/0468/TCA** | T1 Holm Oak - to pollard back to previous pollard points.
T2 Lime - to be felled; the tree is causing cracking to boundary wall, and has decaying main branch unions in crown.

The Cottage 2 Hamilton Gardens

Applicant – Unstated

[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 9)**

7. Suffolk Design Streets Guide Consultation

To consider and approve a response to Suffolk County Council's Design Streets Guide consultation, the deadline being 10 February 2021. **(Page 10-12)**

8. Correspondence

To note any items of correspondence.

9. Closure

To close proceedings and confirm the date of the meeting as scheduled for Wednesday 24th February 2021 at 9.15am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held ONLINE on Wednesday 27 January 2021 at 9.15am

PRESENT: Cllr S Bird (Chairman) Cllr M Morris (*to item 448*)
Cllr A Smith (Vice-Chairman) Cllr D Savage
Cllr S Bennett Cllr S Wiles
Cllr S Gallant (*to item 445g*) Cllr K Williams (*to item 448*)
Cllr M Jepson (*to item 445i*)

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

IN ATTENDANCE: Mr R Abbott, Felixstowe Chamber of Trade and Commerce
Two members of public.

440. PUBLIC QUESTIONS

A member of the public spoke raising objections to DC/21/0018/FUL on the grounds of aesthetics and scale of the proposals, with concerns that the property would be used for commercial purposes. Members noted that there was a business link to the property but the application did not refer directly to the property being used for business purposes.

441. APOLOGIES FOR ABSENCE

There were no apologies for absence.

Apologies were received from Cllr S Gallant, Cllr M Jepson, Cllr M Morris and Cllr K Williams in advance of having to leave the meeting at 11.00am, 11.25am, 11.40am and 11.40am respectively to attend to other business.

442. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr M Jepson Cllr S Wiles	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)
Cllr D Savage	444(j)	Local Non-Pecuniary (as a Trustee to OFCA)
Cllr S Wiles	444(j)	Local Non-Pecuniary (as having supported the application via his SCC Locality Budget)
Cllr K Williams	444(a)	Local Non-Pecuniary (as the applicant is known)

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

443. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 13 January 2021 be confirmed as a true record.

444. 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/21/0018/FUL Single storey extensions and first floor extensions to front, side and rear elevation 41 Westmorland Road
<p>Committee recommended REFUSAL on following grounds:</p> <p>The proposal appears to be contrary to SCLP11.1 para. (b) as it does not demonstrate a clear understanding of, or complement, the local character and distinctiveness of this estate. Furthermore, with reference to SCLP para. (c)i-iv, the proposal does not relate well to the scale and character of its surroundings; will impact the existing neighbourhood layout; and, due to its massing and design, does not relate well to the street scene at Westmorland Road and Wrens Park.</p> <p>We are also concerned about the impact on residential amenity, with reference to SCLP11.2 para. (e) and its physical relationship with other properties.</p> <p>If ESC is minded to approve the application, Committee asks that clarification be sought from the applicant as to any intended business use prior to determination. Care must be taken to ensure that any business or other use of the property does not impinge on residential amenity.</p>	
B	DC/21/0016/FUL Loft conversion to existing bungalow. New first floor addition to front/side and new two-storey addition to rear/side. New covered walkway. 3 Eagles Close
<p>Committee had regard to the proposed development's relationship with the existing properties and its distinctive design element but on balance considered it acceptable on planning terms and recommended APPROVAL.</p>	

C	DC/21/0046/FUL Demolition of the existing single and two storey rear extensions and rear external staircase, and construction of a new single storey and two storey extensions and external stair to provide artist studio space ancillary to the art gallery space at ground floor and enlarged ancillary living accommodation at first floor level. Hamilton Cottage Bent Hill
Committee recommended APPROVAL and welcomed this delightful improvement to the Conservation Area.	

D	DC/21/0144/FUL Single storey pitched and flat roof extension to rear of house. Existing flat roofed garage extended to front. 14 Brook Lane
Committee recommended APPROVAL. We do note however that no floor plans or dimensions were included in the application.	

E	DC/21/0137/FUL Alterations to roof to form first floor accommodation 39 Colneis Road
Committee recommended REFUSAL with reference to SCLP11.1 para. (c)i-iii and considered that the proposal does not relate well to the scale and character of its surroundings; does not fit in well with the existing neighbourhood; and, due to its height and massing, does not relate well to the street scene.	

F	DC/20/5206/FUL Erection of first-floor front extension, and single-storey side/rear extension (following removal of existing conservatory) 86 Roman Way
Committee recommended REFUSAL. We have no objection in principle to the extension but do object to the proposed materials which we believe are in contravention to SCLP11.1 para. (c)v as not appropriate to the local context.	

At this point, 10.57am, Cllr S Gallant left the meeting.

G	DC/21/0076/FUL Side Extension 30 Cage Lane
Committee recommended APPROVAL	

H	DC/21/0193/FUL Proposed rear single storey extension 103 King Street
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Committee recommended APPROVAL

At this point, 11.25am, Cllr M Jepson left the meeting

I	DC/21/0050/FUL To add and additional single unit on the 4th floor within the existing roof space. Also to include a single window and 3 no roof lights. All changes are outlined in red on the listed numbers below. All services and utilities exist. 7 North Sea Road
Committee welcomed the addition of this 1 bedroom unit and recommended approval. However, we draw ESC's attention to the inaccurate address in the application and ask that this be corrected for the record.	

J	DC/20/5235/FUL To build a wheel chair/disabled access ramp at Old Felixstowe Community Centre (OFCA) Old Felixstowe Community Centre Ferry Road
Committee recommended APPROVAL	

K	DC/21/0222/TCA 3 x Sycamore to be pollarded to 3 meters in height. To reduce the size of trees on a steep bank next to property. 2 x Hawthorn to be pollarded to reduce size. 1 x Elderflower to be removed. The Hermitage Undercliff Road East
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

445. 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.

446. SUFFOLK DESIGN STREETS GUIDE CONSULTATION

The Clerk outlined the Suffolk Design Streets Guide Consultation, which included reference to adopting of highways, provision of cycle lanes suitable for different types of cyclists and electric vehicle charging points. Members agreed that the consultation document should be reviewed by a group of Committee Members, with an invitation for all Town Councillors to participate in the review, prior to a draft response being prepared for approval at the next Committee meeting.

RESOLVED that the Town Clerk, Cllrs S Bennett, D Savage and A Smith be delegated the authority to draft a response to the consultation document and present this to Committee at its next meeting in order that the Town Council may respond by the 10th February deadline.

447. CORRESPONDENCE

RESOLVED that the following correspondence be noted:

- i) The Government's approval of Natural England's Coastal Path proposals from Shotley Gate to Felixstowe Ferry had been published.
The Clerk would send the link for the report to all Councillors.
- ii) The Chairman reported on his attendance of the ESC South Planning Committee where the Candlet Road development had been considered. It was noted that both he and Cllr M Deacon raised issues relating to surface and foul water drainage, the provision of play equipment (it was agreed that there would be six items for each age group) and renewable energy. The application had received approval by a small margin.

At this point, 11.40am, Cllr M Morris and Cllr K Williams left the meeting to attend other business.

448. CLOSURE

The meeting was closed at 11.47am. The date of the next meeting was noted as being Wednesday 10 February 2021, 9.15am. The Chairman gave his apologies for this meeting and it was noted that the vice-chairman, Cllr A Smith, would be in the chair.

AGENDA ITEM 6. PLANNING DECISIONS

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

DC/20/4836/FUL Conversion of house to five apartments Tehidy House 65 Orwell Road
DC/20/3634/FUL New Garden Room 8 College Green
DC/20/4640/FUL Single Storey outbuilding located at the rear of the property. Anura 37 St Andrews Road
DC/20/4995/TPO / TPO SCDC 94/00075 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
DC/20/4994/TPO TPO SCDC 00 00140 T1 Holm Oak - to be felled. Tree is in a row of boundary trees in rear garden. The tree is in decline with large fractures and decay pockets. 11 Foxgrove Gardens

Refused (and recommended for Refusal by this Committee):

DC/20/4643/FUL Change of Use of house (Use Class C3) to a large HMO (Use Class Sui Generis). Please see attached supporting document in response to refusal letter received on 6th September 2020 102 Garrison Lane
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Approved (and recommended for Refusal by this Committee):

DC/20/1002/ARM Approval of Reserved Matters and Discharge of Condition 18 relating to Outline Planning Consent (PP/J3530/W/15/3138710 - DC/15/1128/OUT) - Phase 1 - Residential (255 Dwellings, open space and supporting services and infrastructure), land off Candlet Road, Felixstowe. Land At Candlet Road
DC/20/3564/FUL Single storey front extension and two storey rear extension with raised roof to front with front balcony and internal alterations. 91 Cliff Road

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

Withdrawn

DC/20/3225/FUL Proposed Two Storey Front Extension with Ground Floor Side Extension 18 Western Avenue
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AGENDA ITEM 7: SUFFOLK DESIGN STREETS GUIDE CONSULTATION

Suffolk County Council is currently consulting on a new Streets Guide, which will assist designing streets for new residential developments especially by promoting walking and cycling.

The Town Council, other organisations and individuals are invited to comment on the guide by 5pm 10 February 2021.

This emerging guidance will assist with the design of new residential developments showing how best to create sustainable transport layouts that promote walking and cycling. The District, Borough and County Councils of Suffolk have been working to improve the design new development through the [Suffolk Design initiative](#). As part of this programme, the County Council commissioned Stantec to produce a new Street Guide to update guidance for residential streets.

The emerging Street Design Guide available to download from the SCC website here: [Suffolk Design: Streets Guide](#) (PDF, 5MB).

SCC advised that the consultation sets out to provide a basis for designers to interpret and deliver streets and places that reflect much broader objectives such as increasing social value, helping to achieve a low carbon future, ensuring better air quality and enhanced biodiversity. These are concepts that have not historically sat at the top of street designers 'to do list' but are an outcome of their endeavours and must be appreciated as part of the process.

The following 'FAQ's' are from the Suffolk County Council website here: <https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/suffolk-design-streets-guide/>

Will the document have any special status such as a Supplementary Planning Document?

The streets guide will be used by Suffolk County Council's highway engineers, drainage engineers and Public Rights of Way officers in responding to planning applications. Details, policies and specifications change regularly and, to keep the document update to date, it is less restrictive than adopting it as formal Supplementary Guidance.

It is also intended to be used as a guidance tool by Local Authority planners, developers and other interested parties to allow greater understanding of highway, pedestrian and cycle design expectations. The document is not intended to be adopted by the District and Borough Councils but it has been produced with extensive input from those authorities and it is therefore expected that it will be jointly endorsed once produced in its final form.

Why does Suffolk need its own guidance?

Various national policies and standards, such as the national design guide and manual for streets, provide broad guidance and can be used. Suffolk is also seeking to demonstrate the importance the County, its Districts and Borough place in good street design and highly inclusive movement for all through the production of this document.

Local context is also important and there tends to be more than one source of standards and guidance. Hopefully, the guide will assist small businesses, local authorities and the public with the design process and what is best practice. The production of this type of guide is commonplace. Essex, for example, has detailed guidance on various design aspects.

Why doesn't the document say more about parking?

[Separate parking guidance](#) has already been produced and parking is only one aspect of how streets need to be designed. The guide focused more on the process of designing for movement rather than parking (including cycles) and including more details would make the document much longer and more complicated.

The Government is calling for more tree-lined avenues, why doesn't the Guide set this out?

The Streets Guide does include a lot of detail on how trees can be designed into streets. Trees need space and are included within the whole design process. Local Planning Authorities determine whether landscaping proposals, such as tree planting, are sufficient and the Highway Authority considers whether such proposals are safe and can be maintained.

The Streets Guide sets out how trees can be designed into proposals rather than what specifically will be required in all cases.

Will there be more electric charging points?

In the future, streets are likely to have more charging points for cars, bikes and motorcycles. However, at the moment, the precise details are unknown. Suffolk County Council is part of an [innovative project](#) to see whether lamp columns can incorporate charging points, [click here for more information](#).

This approach could reduce the amount of street clutter, as significant benefit in historical areas and also avoid pedestrian conflicts with purpose built charging stations. Design knowledge is also evolving on how to accommodate electric vehicle charging within communal parking areas and to understand the specific energy needs of developments providing full electric vehicle charging access, the guidance does not prejudice good quality and extensive electric vehicle charging being pursued at the planning stage.

Find information about [electric vehicle \(EV\) charging](#), including public charging networks, costs and funding and the Plug in Suffolk project.

Can the Streets Guide be applied to existing areas?

The Streets Guide is intended to be used for new developments but the approaches and specifications included in the guide can be applied to existing streets in some

situations. Neighbourhood and local plans could be informed by consideration of existing users and movement corridors within a parish or part of a large town. The specifications could be used to then identify measures where existing streets and public rights of way might be altered to improve the ability for people to walk or cycle.

However, the options to deliver to meet the specifications and national (e.g. Local Transport Notes) standards might well be constrained by physical features or the availability of resources.

In accordance with Committee's instructions at the previous meeting, all Town Councillors were invited to submit comments and participate in a meeting to review the consultation document. The Town Clerk, Cllrs S Bennett, D Savage and A Smith will present a draft response to Committee in order that the Town Council may respond by the 10th February deadline (*Minute #460 of 2020/21 refers*)

Committee is requested to consider and approve the draft response in order to respond to the consultation by 5pm on 10 February 2021.