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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 **TOWN HALL, FELIXSTOWE**, on **Wednesday 15th December 2021** at **9.15am**.

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following 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.

Ash Tadjrishi
Town Clerk
8 December 2021

For information (via email):

All Town Councillors

Local Press

Felixstowe Chamber of Trade & Commerce

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.

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 three minutes 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 1 December 2021 as a true record. **(Pages 5-8)**

5. **Planning Applications**

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

- a. **DC/21/5102/FUL** | Formation of 18 new beach hut sites for the proposed repositioning of existing beach huts from the spa area, to form a row of huts on the shingle material on the foreshore at Clifflands
Area On Beach Materials Seawards In Front Of Prom And Steps At Clifflands Cliff Road
Applicant: Ms L Hack, ESC [Link to Documents](#)

- b. **DC/21/5088/FUL** | Construction of single storey rear and side extension
24 Church Road
Applicant: Mr & Mrs Burgess [Link to Documents](#)

- c. **DC/21/4931/FUL** | To convert boat shed to workshop and extend to provide shower/toilet and utilities facilities
Knole Cottage Felixstowe Ferry
Applicant: Mr J White [Link to Documents](#)

- d. **DC/21/5270/FUL** | Single storey rear extension with second storey infill between double gable roof
27 Langer Road
Applicant: Mr & Mrs Richardson [Link to Documents](#)

- e. **DC/21/5273/FUL** | Single storey rear extension
52 Quilter Road
Applicant: Ms N Wilkinson [Link to Documents](#)

- f. **DC/21/5320/FUL** | Ground floor side and rear extensions. Replacing existing garage and conservatory
21 Rosebery Road
Applicant: Mr M Phipps [Link to Documents](#)

- g. **DC/21/5269/FUL** | Proposed single storey rear extension and alterations
11 Newry Avenue
Applicant: Mr & Mrs D Kemble [Link to Documents](#)

- h. **DC/21/5446/FUL** | Construction of a single-storey extension to the rear and detached single-storey workshop after the demolition of existing shed
74 Cobbold Road
Applicant: Mr Thompson [Link to Documents](#)

- i. **DC/21/5252/FUL** | First floor rear facing dormer to existing approved loft conversion - (REF: DC/21/2236/FUL - Approved: 25th June 2021)
24 Cliff Road
Applicant: Mr & Mrs Branch [Link to Documents](#)

- j. **DC/21/5197/FUL** | Proposed two storey rear extension
4 Church Road
Applicant: Mr & Mrs Seelan [Link to Documents](#)

- k. **DC/21/5193/FUL** | Erection of detached two bay cartlodge and single storey garden room
Chesterley House Golf Road
Applicant: Mr S Day [Link to Documents](#)

- l. **DC/21/5375/FUL** | Part demolition of existing garden structure and alteration / adaptation into smaller pergola.
1 The Courts
Applicant: Mr & Mrs Oakley [Link to Documents](#)

- m. **DC/21/5396/FUL** | Installation of air conditioning unit
91 - 93 Undercliff Road West
Applicant: Mr S Mania [Link to Documents](#)

- 6. Draft Cycling and Walking Strategy**
To consider ESC's draft Cycling and Walking Strategy, which is being consulted on until 5pm on Monday 10th January 2022. **(Page 9)**
- 7. Draft East Suffolk Community Infrastructure Levy Charging Schedule**
To consider ESC's draft Community Infrastructure Levy which is being consulted on until 23rd December **(Page 10)**
- 8. Draft 30 Year Transport Strategy for the East - Consultation**
To consider the future of transport needs within the East. The consultation runs for eight weeks, closing on 30th January 2022. **(Page 11)**
- 9. 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 12)**
- 10. Correspondence**
To note any items of correspondence.
- 11. Closure**
To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 12th January 2022 at 9.15am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Wednesday 1 December 2021** at **9.15am**

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

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs S Morrison (Planning Administration Assistant) (*via Zoom*)

IN ATTENDANCE ONLINE: Cllr M Jepson (left at 10.50 *Item 279*)
1 Member of Public (*via Zoom*) (*Item 274*)

269. PUBLIC QUESTION TIME

There were none.

270. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Jepson, Cllr S Gallant, Cllr S Wiles** and **Cllr K Williams** requiring to attend to other business.

271. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as a Member of Suffolk County Council)
Cllr D Savage Cllr A Smith	273b	Local Non-Pecuniary (as friend to the applicant)

272. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee meeting held on 17 November 2021** be confirmed as a true record.

273. 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/21/5144/FUL Rear & side extension. 46 Roman Way
Committee recommended APPROVAL	

B	DC/21/4854/VOC Variation of Condition No.1 of DC/19/1393/ARM - Approval of Reserved Matters on application DC/18/1825/OUT (Outline proposal for one dwelling on side gardens) - Raise ridge by approx 800-900mm. 'Square Off' rear elevation. Increase hall area by 20m towards front 25 Springfield Avenue
<p>Committee recommended REFUSAL. The proposed dwelling has increased from a single storey to a one and a half storey property. The resulting height and massing would be out of keeping with the street scene and neighbouring properties. It is therefore contrary to SCLP 11.1 paragraph (c) (i) (ii) (iii) and (iv). As a proposed 3 bedroom property it would require 2 car parking spaces under SCC Parking Guidance. These are not provided in this application.</p>	

C	DC/21/5122/FUL Single storey rear conservatory 8 Culford Walk
Committee recommended APPROVAL.	

D	DC/21/5016/P3MA Prior Notification - Change of use from retail (Use Class E) to residential (Use Class C3) (ground floor only) 15 Langer Road
<p>Committee recommended APPROVAL. We have considered the application in light of it being in the Conservation Area, but feel that it is acceptable in relation to a row of residential properties. We note with considerable concern that there is no mention of the Conservation Area in this application.</p>	

E	DC/21/5080/ADI Illuminated and Non Illuminated Advertisement Consent - Fascia 1: Illuminated internally by LED modules. Fascia 2 Non-Illuminated. 1x Internally illuminated logo projecting sign. 2x LED acrylic window units 73 Undercliff Road West
<p>Committee recommended APPROVAL. We note with considerable concern there is no mention in this application of the Conservation Area.</p>	

F	DC/21/5160/ADN Non illuminated Advertisement - Replacement Holiday Park Entrance Signs Suffolk Sands Caravan Park Carr Road
Committee recommended APPROVAL.	

G	DC/21/3296/VOC Variation of Conditions 2, 3 and 4 of DC/15/0924/FUL - Proposed 3 Bedroom Detached Dwelling on Land Adj 20 Rosebery Road - To change external wall cladding material from Brick to Eternit Weatherboard Cladding and submission of access details required by condition 4. 20 Rosebery Road
Committee recommended APPROVAL.	

274. DRAFT SUSTAINABLE CONSTRUCTION SUPPLEMENTARY PLANNING DOCUMENT

The consultation was considered by the Committee on Sustainable Construction Supplementary Planning Document with a deadline of 13th December 2021. It was agreed that it was very comprehensive but difficult trying to assimilate the Suffolk Local Plan with the Waveney Local Plan .

It was RESOLVED that we would respond as follows "The draft Sustainable Construction SPD was considered by the Committee. It was agreed that it is very comprehensive, but it is difficult to understand it in conjunction with both the Suffolk Coastal Local Plan and the Waveney Local Plan. While we recognise that water is a scarce and valuable resource in Suffolk and particularly in Felixstowe, we question the viability of the statement that a daily requirement per person should be 110 litres. If this is rigidly enforced on developments, both in the short and medium term, this could lead to a reduced availability and increased cost of new housing. In para. 3.26 we would wish to question why the requirement to comply with these policies is not applicable to Permitted Development unless there is a legal impediment to achieve this. We request that the requirements of the SPD are extended to cover Permitted Development.

275. DRAFT AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT

The consultation was considered by the Committee. Members noted that the Draft Affordable Housing SPD appeared to be very well written and highly comprehensive.

RESOLVED that Members of the Committee should welcome the document which clearly outlines the different affordable housing options available.

276. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

277. CORRESPONDENCE

Committee NOTED the following:

i) ESC Community Infrastructure Levy Draft Charging Schedule.

It was requested that the Consultation be circulated to Committee. It was agreed to consider the consultation at the next meeting and ensure comment is sent before the deadline of 23rd December 2021.

ii) Speed Limit Order- A154 Candlet Road, Felixstowe

Having regard to the changing status of Candlet Road, on an undeveloped national speed limit road and the change of character which will result from current and forthcoming applications, including existing permissions and current reserved matters application at North Walton High Street, and under Felixstowe Garden Neighbourhood which will collectively create a developed frontage which we support a 40mph speed limit. We also recognised there will be no commercial or residential access.

At 10.50 Cllr M Jepson left the meeting to attend to other business.

278. CLOSURE

The meeting was closed at 11.11am. It was noted that the next meeting was scheduled to take place on Wednesday 15th December at 9.15am.

AGENDA ITEM 6: DRAFT CYCLING AND WALKING STRATEGY

Guidance on the Cycling and Walking Strategy has been prepared, identifying cycling and walking infrastructure opportunities across the district. See link for document: <https://www.eastsuffolk.gov.uk/planning/planning-policy-and-localplans/draft-east-suffolk-cycling-and-walking-strategy/>.

ESC held an initial map-based consultation (19 October - 7 December 2020). The responses submitted to this previous consultation can be viewed on the online map of matters/opportunities raised. The East Suffolk Cycling and Walking Strategy identifies potential cycling and walking infrastructure opportunities across the district. The Strategy focusses on the identification of new infrastructure opportunities rather than the maintenance of existing infrastructure. It provides context and information to support detailed infrastructure proposals and inform decision making to support cycling, walking, and equestrian use. Once adopted, the Strategy will replace the Waveney Cycle Strategy (2016).

To accompany the draft Cycling and Walking Strategy, ESC has also published a draft Habitat Regulation Assessment Screening Statement and draft Strategic Environmental Assessment Screening Opinion for consultation with the relevant statutory bodies and an Equalities Impact Assessment Screening.

The consultation document can be view here:

<https://storymaps.arcgis.com/stories/cbc57e4a9cc24e4ea7d174fb34b1bf0e#ref-nPavkeA>

In accordance with Committee's recommendation to Council (*Minutes #479 and #519 of 2020/21 refers*) a Working Group comprising of Cllrs Bennett, Newman, Richardson, Smith and Williams was set up to liaise with East Suffolk Council, Suffolk County Council and the Trimley parish councils on the cycling and walking network for the Felixstowe peninsula. Since this time, the Members of the 'Felixstowe and Trimleys Cycling and Walking Group' have met with ESC and SCC officers working on the East Suffolk Cycling and Walking Strategy. The most recent meeting was held on Friday 3rd December at which the Strategy was discuss in relation to the Felixstowe peninsular area.

A draft response to the consultation will be prepared via the Felixstowe Members of this Group for the Felixstowe area and it is anticipated that this will be shared to all Felixstowe Councillors for review and consideration at either the January Council or Planning & Environment Committee meeting.

Whilst the deadline for responses is 10th January 2022, the Clerk has confirmed with East Suffolk Council that it would be acceptable to submit the Town Council's response on Thursday 13th January, so that a final draft can be approved by Council or this Committee on the 12th January.

Committee is requested to consider the draft East Suffolk Council Cycling and Walking Strategy consultation, making any comments it deems appropriate; and, the process by which the Town Council will respond.

AGENDA ITEM 7: DRAFT EAST SUFFOLK COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE

The consultation on the Draft East Suffolk CIL Charging Schedule runs from Thursday 11 November to 5pm Thursday 23 December 2021.

ESC has prepared a single East Suffolk CIL Charging Schedule (to replace the two separate CIL Charging Schedules in places for the former Suffolk Coastal and former Waveney areas).

As part of the process, an East Suffolk CIL Instalments Policy has been prepared, which allows the payment of CIL in instalments (as with the CIL Charging Schedules, there are currently two separate Instalment Policies, one for the former Waveney area, and one for the former Suffolk Coastal area).

The Community Infrastructure Levy (CIL) is “a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use, to help them deliver infrastructure needed to support development in their area” (Planning Practice Guidance on CIL). CIL works alongside planning obligations (made under Section 106 of the Town and Country Planning Act 1990), which are used to secure on-site infrastructure and some other elements, the most significant of which is often affordable housing.

<https://www.eastsuffolk.gov.uk/planning/developer-contributions/community-infrastructure-levy/cil-charging-schedule/>

The Consultation is taking being carried out in four stages.

Stage 1 - Prepare the evidence base and collaborate with neighbouring/overlapping authorities and other stakeholders (spring 2021)

Stage 2 (current stage) - Prepare and publish a draft CIL Charging Schedule for consultation (2021).

Taking into account information received from the evidence base and stakeholder engagement, the draft Charging Schedule and supporting documents have been prepared and published for the submission of representations. Consultation on the draft Charging Schedule runs from Thursday 11 November to 5pm Thursday 23 December 2021.

Stage 3 - Submit the draft Charging Schedule for independent examination and undertake the examination (spring 2022)

Stage 4 - Consider the examiner’s recommendations and approve and bring into effect the Charging Schedule (summer 2022)

Committee is requested to consider the draft East Suffolk Council CIL Charging Schedule consultation, making any comments it deems appropriate by the Thursday 23 December 2021 deadline.

AGENDA 8: DRAFT 30 YEAR TRANSPORT STRATEGY FOR THE EAST CONSULTATION

Transport East is holding a consultation on its draft 30 Year Transport Strategy for the East.

Transport East states: 'Our vision is of a thriving economy for the East, with fast, safe, reliable and resilient transport infrastructure driving forward a future of inclusive and sustainable growth for decades to come. Reducing emissions from our transport to net zero, in line with national government commitments, is going to need action at all levels, which is why decarbonising travel is a core priority in this strategy'.

The region covers a large area, with no major hub city. This means the transport networks are particularly important in supporting the regional economy, by getting people to work and goods to businesses. Transport is responsible for 42% of all emissions in the region (well above the national average), with 96% of those emissions generated on our roads.

The consultation contains a detailed programme of technical work, including an Integrated Sustainability Appraisal (ISA), to inform the strategy. How to deliver the Transport Strategy is set out in the draft Investment and Delivery Programme. This document brings together different initiatives already being considered, developed and implemented by some key delivery partners. The draft strategy covers a wide area and reflects the diverse nature of the East and sets priorities for a better transport network for everybody in the region up to 2050.

There is a virtual exhibition available online throughout the public consultation period. The virtual exhibition is available via webpage at: www.transporteast.org.uk.

There are also two online public consultation events providing more information about the draft transport strategy.

Tuesday 14 December 2021 – 2pm - 3.30pm

Tuesday 11 January 2022 – 7pm - 8.30pm.

Instructions about how to join the webcasts are available at: www.transporteast.org.uk

The Consultation document is here: <https://www.transporteast.org.uk/wp-content/uploads/A-30-year-transport-strategy-for-the-East-UPDATED.pdf>

Committee is requested to consider the '30 Year Transport Strategy for the East' consultation, making any comments it deems appropriate; and, the process by which the Town Council will respond by the 30th January 2022 deadline.

AGENDA ITEM 9: PLANNING DECISIONS

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

DC/21/3256/FUL | Demolition of garage, link structure, porch, chimneys, pantry lean-to and rear conservatory. Erection of two storey side and single storey rear extensions comprising new porch and integral garaging. Insertion of new window openings to ground floor south elevation. Replacement window & door units. Installation of Air Source Heat pump unit. Insertion of rooflights to west roof slope. Installation of photovoltaic panels to south & west roof slopes. Application of insulated render system to existing house. Changes to window openings.

15 St Georges Road

DC/21/3368/FUL | Proposed installation at ground floor of 1no. pair of french doors (with fanlights over) and 14 no. replacement windows into existing openings to front and rear of flat

3 Cranmer Cliff Gardens

DC/21/4630/FUL | Rebuilt garden room, new walls and roof, plinth to remain

Manor Court 9 The Courts

DC/21/4629/FUL | Single storey rear and side extension

81 Ranelagh Road

DC/21/4119/FUL | Demolition of the existing rear extension and alterations to the existing lower ground floorspace to create 1no. residential unit

7 Sea Road

DC/21/4867/TCA | Monkey Puzzle (T1) Fell because of (alleged) poor health (Please see photos) out-growing position, proximity to overhead wires and proximity to public path

45 Bath Road

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

Approved (and recommended for Refusal by this Committee):

DC/21/4457/FUL | Alterations and roof extensions to form additional 3 flats, with associated parking and vehicular access

Glenfield Court Glenfield Avenue

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