

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 9 March 2016** at **9.15am**

PRESENT: Cllr A Smith
Cllr S Bird
Cllr S Gallant
Cllr G Newman
Cllr D Savage
Cllr S Wiles
Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs R Jones (Estates Officer)

IN ATTENDANCE: Mr R Scrimgeour (Senior Conservation Officer, SCDC) *to item 483*
Mr A Derrick (The Architectural History Practice) *to item 483*

478. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr Jon Garfield** and **Cllr Jan Garfield**.

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

479. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

480. REQUESTS FOR DISPENSATION

There were none.

481. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 24 February 2016** be signed by the **Vice-Chairman** as a true record.

Cllr K Williams joined the meeting at this point.

482. FELIXSTOWE CONSERVATION AREA APPRAISAL

The Chairman welcomed Mr R Scrimgeour and Mr A Derrick to the meeting.

Committee discussed the Draft Felixstowe Conservation Area Appraisal document, forming part of a programme of updated Conservation Area

Appraisals being prepared by Suffolk Coastal District Council as Supplementary Planning Guidance.

Committee considered the draft document and recommended some corrections and amendments, including a wish to see greater emphasis on the newly restored and opened Spa Gardens. Mr Derrick confirmed that information and photos would be updated before the document was eventually published.

Members asked that some consideration be given to how the style and design of signage and fingerposts could be incorporated within the document.

It was also recommended that the section on Enhancement Opportunities be extended to include detail of specific areas for enhancement and improvement. Mr Scrimgeour advised that he would welcome further feedback from Members on which areas could be included.

In relation to the timescale for public consultation on the Conservation Area Appraisal, it was advised that the Heritage Open Day in September would be an ideal time to launch the document.

Members thanked the officers for attending the meeting.

RESOLVED that the draft Felixstowe Conservation Area Appraisal be noted at this time.

483. PLANNING APPLICATIONS

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

a	DC/16/0287/FUL Remove sliding sashes to timber windows and fitting white UPVC double glazed window inserts to existing boxes Flat 3 Rowan Court 46 Orwell Road
Committee recommended APPROVAL subject to the design of the windows matching those already present.	
b	DC/16/0363/FUL Construction of part two storey/part single storey side extension and alterations 1 Wesel Avenue
Committee recommended APPROVAL.	
c	DC/16/0586/FUL Demolish lean-to outbuilding, erect two storey rear extension for enlarged bathroom and larger store and toilet under. 6 High Road West
Committee recommended APPROVAL.	

d	DC/16/0683/FUL Dropped kerb Myrtle Cottage 63 Langer Road
Committee recommended APPROVAL subject to an appropriate SUDS appraisal for any proposed driveway.	

e	DC/16/0791/LBC Erection of a porch to rear 3 Cranmer House Maybush Lane
Committee recommended REFUSAL. Committee noted this application for listed building consent and resolved to submit the same comments as previously considered for this application under DC/16/0343/FUL:	
Committee believes that the proposals are contrary to the following policies:	
<ul style="list-style-type: none"> i. AP1. The proposed structure neither preserves nor enhances the setting of this building in the conservation area. ii. AP28: The proposal contravenes the policy regarding this area which is to be Protected from Development. iii. DM21: The design is not in keeping with the character of Cranmer House. iv. DM23: If approved, the height and scale of this porch will be injurious to the property at number 4 in terms of potential loss of light through the adjacent main living room window. 	

f	DC/16/0703/ADI Proposed advertisements. 55 Hamilton Road
Committee recommended REFUSAL. In respect of signs 1 and 2, the proposal is not consistent with the policy for the conservation area, which is currently receiving increased attention. Committee believe that these signs are not consistent with best practice for signage within the conservation area, being oversized and overtly modernist for this location. Paragraph 67 of the NPPF mentions that “Only those advertisements which will clearly have an appreciable impact on a building or on their surroundings should be subject to the local planning authority’s detailed assessment”. Committee believes that this is relevant. It is also worth noting that sign 2 is in a residential area.	
Committee had no objections to signs 3-5.	

g	DC/16/0631/FUL Retention of an installed ATM through the shop front to the left of the central glazed entrance as a through glass installation. NCR 5884 ATM fascia with illuminated black and green polycarbonate top and bottom signs with white lettering "free cash withdrawals and balance enquiries" and "cash zone" Illuminated lettering and halo illumination to the polycarbonate signs. Cashzone green acrylic ATM fascia top sign with white illuminated lettering "cashzone" and accepted card logos. The existing security roller shutter has been modified to allow constant use of the ATM. An ATM aperture has been formed through the roller shutter. Premier Store 51 Undercliff Road West
Committee noted an inaccuracy in the design and access statement – the site is in the conservation area. However, in this particular location and context Committee recommended APPROVAL.	

h	DC/16/0728/TCA To pollard Lime tree back to previous pollard points to reduce risk to overhead cables and to sub-station. 68 Orwell Road
Committee had no objections to this notification.	

i	DC/16/0650/TCA T1 Pine - causing alleged property damage T2 Sycamore - Suffering alleged wind rock and risk of falling. T3 Horse Chestnut - pollard back to previous pollard points T4 Yew - 30% crown reduction and shape. The Coach House 2 Northcliffe Court
Committee note the lack of an application form and an unclear description of the proposed works. Furthermore the annotated plan provided is not consistent with the description of the works. Committee is therefore unable to comment appropriately requests that better information should be supplied. Committee recommended that this application be referred to the District Council’s Arboricultural Officer for urgent consideration.	

484. PLANNING DECISIONS

Committee NOTED the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting.

485. CORRESPONDENCE

Additional information requested by the Committee for application DC/15/4120/FUL | Change of use of the shop from (A1) retail to (A3 & A5) restaurant and hot food takeaway. | 8 Undercliff Road West was noted as received. Members considered the comments from Head of Environmental Services.

Committee recommended APPROVAL for the application subject to the conditions recommended by the Head of Environmental Services.

486. CLOSURE

The meeting was closed at 12.26pm. The date of the next meeting was noted as being Wednesday 23 March 2016, 9.15am at Felixstowe Town Hall.

Date: _____

Chairman: _____