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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 M Morris (Vice Chairman)  
Cllr N Barber  
Cllr S Bennett  
Cllr J Candy

Cllr A Folley  
Cllr C Franklin  
Cllr D Underwood  
Cllr S Wiles

You are hereby summoned to attend a meeting of the **PLANNING & ENVIRONMENT COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE**, on **Wednesday 16 August 2023** 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](mailto:townclerk@felixstowe.gov.uk) to confirm capacity.*

**Public are very welcome join via Zoom using the following link:**

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

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/Remote-Meeting-Guidelines.pdf>

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

*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.*



*The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.*

**Ash Tadjrishi**  
**Town Clerk**  
**11 August 2023**

## 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, other registerable or non-registerable interest.

### 4. **Confirmation of Minutes**

To confirm the Minutes of the Planning & Environment Committee meeting held on 2 August 2023 as a true record. **(Pages 4-6)**

### 5. **Planning Applications**

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

- a) **DC/23/3025/TCA** | Cherry tree in front garden - reduce in height by 1.2m. and crown width by up to 1m. Small cherry tree in rear garden - reduce height.

**85 Ranelagh Road**

Applicant: Ms M Garnham

[Link to Documents](#)

- b) **DC/23/3073/TCA** | 2no. Lime (T1 and T2 on plan) - Crown raise to 3 metres above ground level and to 5.5 metres above road

**18-20 Hamilton Road**

Applicant: Mr N Hodge

[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 7)**

### 7. **The Licensing Act 2003 - Consultation on revised Statement of Licensing Policy**

To consider East Suffolk Council's consultation on its revised Statement of Licensing Policy. The Policy sets out how the Licensing Authority will deal with, and make decisions on, licence applications made under the Licensing Act 2003. The deadline for comment is 23<sup>rd</sup> August 2023. **(Page 8)**

**8. Correspondence**

To note any items of correspondence.

**9. Closure**

To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 6<sup>th</sup> September 2023 at 9.15am.

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe, on Wednesday 2 August 2023 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman)  
Cllr S Bennett  
Cllr A Folley  
Cllr C Franklin  
Cllr S Wiles

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

**IN ATTENDANCE:** Cllr M Morris (*via Zoom*)  
2 members of the public (*via Zoom*)

### **123. PUBLIC QUESTION TIME**

The Chairman advised that he would invite representations from members of the public immediately prior to debate on specific applications.

### **124. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr J Candy, Cllr M Morris** and **Cllr D Underwood**.

### **125. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr A Folley Cllr S Bennett	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Bennett Cllr S Wiles	All	Other registerable interests (as a Member of Suffolk County Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

### **126. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 19 July 2023 be confirmed as a true record.**

## 127. PLANNING APPLICATIONS

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

<b>A</b>	<b>DC/23/2684/FUL</b>   Two storey pitched roof extension to dwelling <b>62 Western Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>B</b>	<b>DC/23/1986/FUL</b>   Demolition of existing garages and erection of 6 flats with associated external works and access <b>Glenfield Court Glenfield Avenue</b>
<b>Committee has carefully considered this application, however our concerns that we had in relation to the previous iteration of this scheme remain and we therefore recommend REFUSAL. We are not against the provision of additional flats on this site and we welcome this amendment providing individual cycle stores with charging points for each dwelling. However, we still have concerns that none of the additional 6 units will have car parking. More importantly our objections concerning the overlooking from first and second floor flats remain. We therefore feel this application is contrary to SCLP11.2 para. (a), (b) and (e). A less-intensive development in this location may be acceptable.</b>	

<b>C</b>	<b>DC/23/1936/FUL</b>   Change of use to beauty salon and hairdressers <b>Portlight The Ferry</b>
<b>Committee recommended APPROVAL.</b>	

## 128. PLANNING DECISIONS

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

## 129. STREET NAMING FOR DEBEN FIELDS

Committee considered the ESC list of proposed names. Committee suggested Britten, Elliot, Moore, and Rutherford, which were the grammar school house names before the school became the High School - The Committee were happy with the name Deben Fields for the main road and suggested Assembly Hall for the school hall.

## 130. CORRESPONDENCE

Committee **NOTED** the following correspondence:

- i) Deben Estuary Partnership was commencing the process of drafting a new Deben Estuary Plan. The Partnership had been in contact with individual Councillors to invite engagement with the Plan and the Town Clerk had advised the Partnership that the Town Council could appoint representatives if so wished and that the Deben Estuary Plan could be presented to the Planning & Environment Committee in due course should the Partnership seek formal consultation with the Town Council.
  
- ii) Notification that East Suffolk Council was renewing its Licensing Policy. This would be put on the next Committee Agenda and the consultation documents would be circulated when the Agenda was published. The deadline for comment was 28 August 2023.

### **131. CLOSURE**

The meeting was closed at 10.54am. It was noted that the next meeting was scheduled to take place on Wednesday 16 August 2023 at 9.15am.

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## **AGENDA ITEM 6: PLANNING DECISIONS**

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

**DC/23/2045/FUL** | Renovation of existing detached 1970s building with replacement of UPVC windows and conversion of garage to studio/bedroom  
**34 Maybush Lane**

**DC/23/1804/ADI** | Retention of illuminated Advertisement Consent - Sign 1: New Isuzu Fascia with built up illuminated letters, Sign 2: New Isuzu Fascia with built up illuminated letters and Sign 3: New Isuzu Fascia with built up illuminated letters

**8 - 10 Bryon Avenue The Docks**

**DC/22/3616/FUL** | Erection of new agricultural dairy cattle building following demolition of existing open silage clamp

**Gulpher Farm Gulpher Road**

**DC/22/3617/FUL** | Erection of new agricultural dairy cattle building following demolition of existing cubicle housing

**Gulpher Farm Gulpher Road**

**DC/22/3593/FUL** | Erection of new agricultural dairy cattle building (CALVES) and erection of a new feed store building

**Gulpher Farm Gulpher Road**

**C/22/3565/FUL** | Engineering works to form earth banked, concrete lined open silage clamps with ancillary hard standings

**Gulpher Farm Gulpher Road**

**DC/23/2474/TCA** | side of building T1 Holm Oak - Re-pollard to previous pruning points. Reason: due to close proximity to building and public footpaths

**Former Bartlet Hospital And Grounds Undercliff Road East**

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

**Approved (and recommended for Refusal by this Committee):**

**DC/23/1294/FUL** | Construction of a two storey side extension  
**19 Penfold Road**

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

## **ITEM 7 APPENDIX – STATEMENT OF LICENSING POLICY** **– LICENSING ACT 2003**

### **Sixth version Licensing Act 2003 Statement of Licensing Policy**

Introduction: The Licensing Act 2003 became fully implemented on 24 November 2005, and brought about the single biggest change to the licensing arrangements for many types of leisure premises in 40 years. The Act integrated six separate licensing regimes covering the sale and supply of alcohol, the provision of regulated entertainment, the provision of late night hot food or drink (between the hours of 11pm and 5am), night cafés, theatres and cinemas. The revised Policy, in draft form for consultation, can be viewed on the East Suffolk Council website using this link: <https://www.eastsuffolk.gov.uk/business/licensing/alcohol-and-entertainment/>

This document is the sixth version of the local ‘Statement of Licensing Policy’ for East Suffolk Council and revisions will endeavour to incorporate the Authority’s practical experience of the legislation to date, the revised Guidance document published under section 182 of the Licensing Act 2003 by the Home Office, and feedback from all relevant stakeholders.

The Licensing Authority recognises that it is not always straightforward to reach decisions that satisfy all parties, but the Authority shall always endeavour to carefully balance the interests of owners, premises licence holders, employees, customers and neighbours of licensable premises, and will remain focused on the promotion of the four licensing objectives, which are:

1. The prevention of crime and disorder
2. Public safety
3. The prevention of public nuisance
4. The protection of children from harm

It is the intention of the Licensing Authority to work closely with licensees, their representatives, responsible authorities, other persons, and partner authorities in order to promote the licensing objectives and minimise the burden on all involved to ensure that as far as possible the licensing arrangements work satisfactorily and successfully. This policy is effective from 31 January 2024 for five years (unless revised by voluntary arrangement).

**Committee is requested to consider ESC’s consultation on its draft Statement of Licensing Policy and submit any comments it deems appropriate by the deadline of 23rd August 2023.**