

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

Cllr J Candy
Cllr A Folley
Cllr C Franklin
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 4 October 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 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
27 September 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 20 September 2023 as a true record. **(Pages 5-7)**

5. **Planning Applications**

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

- a) **DC/23/3477/RG3** | Resurfacing and extension of existing car park
Land Adjacent The Ferry Boat Inn The Ferry
Applicant: Mr I Woodford, ESC [Link to Documents](#)

- b) **DC/23/2572/FUL** | Retrospective Application - Change of use from restaurant to sports bar and restaurant with amended hours
55 - 57 Undercliff Road West
Applicant: Mr S McConnachie, The Skye Lounge Ltd [Link to Documents](#)

- c) **DC/23/3262/FUL** | Upgrade existing toilet and shower block and washroom facilities
Peewit Caravan Park Walton Avenue
Applicant: Mr C Smith [Link to Documents](#)

- d) **DC/22/4494/FUL** | Retrospective Application - Erection of open sided gazebos on existing hard standing, within the curtilage of the property, to provide sheltered seating area. A number of timber framed gazebo's have been constructed, with Polycarbonate roofing.
Felsto Arms Sea Road
Applicant: Mr K Lions [Link to Documents](#)

- e) **DC/23/3524/FUL** | Demolish cycle / motorcycle garage. Erect two storey side extension for utility room, shower, toilet, coats and cycle /motorcycle garage with bedroom and ensuite over.
2 Queens Road
Applicant: Mr J Symonds [Link to Documents](#)
- f) **DC/23/3114/FUL** | Retrospective Application - Rear extension and installation of air conditioning unit
12 Holland Road
Applicant: Mr P Clifford [Link to Documents](#)
- g) **DC/23/3634/FUL** | Alterations and extensions
12 Dellwood Avenue
Applicant: Mr & Mrs Pilcher [Link to Documents](#)
- h) **DC/23/3618/FUL** | Garden room
Linden House 28A Bath Road
Applicant: Mr & Mrs M Stuart [Link to Documents](#)
- i) **DC/23/3529/FUL** | To construct a Single-Storey Lean-to Conservatory to rear elevation
10 Castle Close
Applicant: Mr Warren [Link to Documents](#)
- j) **DC/23/3583/TCA** | 1no. Sycamore and 1no. Oak (marked on plan) - Reduce in height by 50% of total tree height and cut back to border
Units 1-5 6 Hamilton Gardens
Applicant: Mr J Howard [Link to Documents](#)
- k) **DC/23/3596/TPO** | TPO No. 104 /1997 1no. Yew (T1 on plan) - Fell
Replacement planting of 2-3 native species in back garden
Tyndale House 2 Tyndale Gardens
Applicant: Mrs Hallinan [Link to Documents](#)
- l) **DC/23/3609/TCA** | 1no. Group of Pine and Holm Oak (G1 on plan) - Overall crown reduction by up to 2.5 metres and prune to clear lamp columns and infrastructure
The Chapel Maybush Lane
Applicant: Mr S Lamb, MCP Ltd [Link to Documents](#)

6. Landguard Lodge, Manor Terrace DC/23/2745/DEM

To consider any representation to the Planning Authority in respect of the Article 4 Direction proposing to remove Permitted Development rights (for demolition) at the site of Landguard Lodge.

The deadline for representation is 18th October 2023.

[Link to Documents](#)

7. Custom and Self-Build Housing – Public Consultation

To consider a draft Supplementary Planning Document which explains what custom and self-build housing is, together with a range of delivery models.

The deadline for comment is 18th October 2023.

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8. 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.

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9. Correspondence

To note any items of correspondence.

10. Closure

To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 18th October 2023 at 9.15am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Wednesday 20 September 2023** at **9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr J Candy
 Cllr M Morris (Vice-Chairman) Cllr C Franklin
 Cllr S Bennett

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

IN ATTENDANCE: 3 members of the public (*via Zoom*)

181. PUBLIC QUESTION TIME

None.

182. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr A Folley and Cllr S Wiles**

183. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Bennett	All	Other registerable interests (as Members 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.

184. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 6 September 2023 be confirmed as a true record.

185. 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/23/2349/FUL Two double skinned fuel tanks will be installed on the existing site for the offloading and loading of fuels. These tanks will be installed on new reinforced concrete slabs. An electrical GRP pre-fabricated unit will be installed for the electrical connections. A catchment area around the two tanks will be surrounded by drainage channels to capture any spills and runoff from the loading of trucks. These channels will lead to sumps which will be connected to a full class 1 interceptor. Existing underground tanks to be foam filled. Haven Filling Station Dock Road The Docks
Committee recommended Approval.	

B	DC/23/3350/P3MA Prior Approval Commercial to Dwelling - Conversion of rear of office to residential : front section of office to remain. 284 High Street Walton
Committee recommended Approval.	

C	DC/23/3392/FUL Replacement porch (existing to be demolished) 46 Kings Fleet Road
Committee recommended Approval	

D	DC/23/3332/TCA 1 No. Silver Birch Tree at the rear of the property in the centre of the lawn to be felled and removed. The tree has been poorly pruned in the past and is considered too large for the garden. 4 College Green
We object to the proposed felling of the silver birch, we note that the applicant states that it is too large for the garden, however, they have not stated that it is diseased, dying or dangerous. We believe that this tree which is visible from the public realm gives public amenity value. We, therefore, feel that it would be appropriate to prune the tree and not to fell it.	

E	DC/23/3366/TPO W1 of TPO No. 195 / 2006 1no. Chestnut (1 on plan) - Fell Proposed replacement planting of 1no. Chestnut 73 Tower Road
We object to this proposed work, we recognise that this tree has significant amenity value. The applicant has not given sufficient reason for felling, the tree is not diseased, dying or dangerous nor is it stated that the tree is doing any damage to buildings, we therefore feel	

that it would be appropriate to prune the tree as was carried out in 2016 rather than to fell it.

186. CUSTOM AND SELF-BUILD HOUSING – PUBLIC CONSULTATION

Committee requested that this be looked at the next meeting, allowing members longer to consider this SPD.

187. PLANNING DECISIONS

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

188. CORRESPONDENCE

Committee discussed the following:

i) DC/23/2745/DEM – Landguard Lodge Mannor Terrace.

Committee noted the Prior Notification of Demolition and requested the following Comment was sent:

Committee object to this proposal in the strongest possible terms, we wholeheartedly agree with all of the comments by the Felixstowe Society and specifically would support their request that these buildings be protected with a building preservation notice Whilst we recognize that the lodge and cottage are not listed or in a conservation area, nonetheless we believe that they are of considerable architectural merit and both iconic and distinctive. Furthermore, particularly because of their isolated position they contribute considerably to the character and vista in that location within Felixstowe. In addition the applicant has supplied no justifiable reason for the demolition.

Committee Noted the following:

ii) Temporary pavement Licence to place removable furniture for All Things Nice, 79 Hamilton Road Felixstowe IP11 7BE.

Committee were content with this application.

189. CLOSURE

The meeting was closed at 10.25am. It was noted that the next meeting was scheduled to take place on Wednesday 4 October 2023 at 9.15am.

APPENDIX ITEM 6: CUSTOM AND SELF-BUILD HOUSING – PUBLIC CONSULTATION

The draft SPD covers a range of topics including the types of housing that qualify as custom and self-build housing, an overview of the self-build exemption from Community Infrastructure Levy, consideration of design and the application of design codes, and guidance to help ensure custom and self-build housing is appropriately marketed.

Self build projects are defined as those where someone directly organises the design and construction of their own home. This covers a wide range of projects including a traditional DIY self-build home, to projects where the self-builder employs someone to build their home for them. Community-led projects can also be defined as self-build. Custom build homes are where a person works with a developer as an individual or a group to help provide their own home. The developer may help to find a plot, manage the construction and arrange the finance for the new home. This is more of a hands-off approach but the home is tailored to match the individual's requirements. Modular construction may be an appropriate form of self-build or custom-build, where this is acceptable in design terms.

The consultation document can be found here:

<https://eastsoffolk.inconsult.uk/gf2.ti/f/1544802/177442437.1/PDF/-/Custom%20and%20Self-build%20Housing%20SPD.pdf>

Committee is requested to consider ESC's new planning document on Custom and Self-build Housing – Supplementary Planning Document (SPD) and submit any comments it deems appropriate by the deadline of 18th October 2023.

AGENDA ITEM 7: PLANNING DECISIONS

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

DC/22/4774/FUL Two storey maisonette over existing retail unit. 27 Beach Station Road
DC/23/2878/FUL Ground floor rear extension. 2 Lynwood Avenue
DC/21/5485/FUL Erection of summer house and play equipment (Retrospective). 28 Exeter Road
DC/22/0215/FUL To remove skylights and reposition large light over dining area. Extend at first floor level on side of building for bedroom with ensuite and erection of a front porch. 18 Lansdowne Road
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

Refused (and recommended for Refusal by this Committee):

DC/23/2360/OUT Outline Application (All Matters Reserved) - Construction of 2no. 1 bed dwellings Land Adjacent To 130 Mill Lane
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Approved (and recommended for Refusal by this Committee): None

Refused (and recommended for Approval by this Committee):

DC/21/1402/FUL Retrospective Application - Construction of a fence around the front of the property 2 Blyford Way
DC/23/1936/FUL Retention of outbuildings and use as a beauty salon and hairdressers Portlight The Ferry