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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 B Price
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 7 February 2024** at **9.30am**.

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
31 January 2024

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 24 January 2024 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/23/4679/FUL** | Demolition of existing detached dwelling and erection of a pair of semi-detached dwellings

5 Rosebery Road

Applicant: Mr & Mrs Burroughs

[Link to Documents](#)

- b) **DC/23/4826/FUL** | Proposed Outdoor Swimming Pool & Associated Plant Cabinet.

Chesterley House Golf Road

Applicant: Mr S Day

[Link to Documents](#)

- c) **DC/24/0159/VOC** | Variation of Condition No.2 of DC/23/3679/FUL - Extension and alteration of the surgery and its existing extension

Haven Health Surgery Grange Farm Avenue

Applicant: Dr P Driscoll

[Link to Documents](#)

- d) **DC/24/0197/P14J** | Prior Approval - Installation of Photovoltaic Solar generating equipment to the flat roof area of WMS supermarket Felixstowe. Equipment installed will be no higher than existing plant and materials. Roof is surrounded by a parapet.

Morrison Supermarket Grange Farm Avenue

Applicant: Mr R Goodson, Gondola Pro

[Link to Documents](#)

- e) **DC/23/3508/FUL** | Proposed alterations, 2 storey rear extension plus single storey rear extension
5 Priory Road
 Applicant: Mr & Mrs Brownlee [Link to Documents](#)
- f) **DC/24/0175/P3MA** | Conversion of rear of office to residential. Front section of office to remain.
284 High Street Walton
 Applicant: Mr P Scott [Link to Documents](#)
- g) **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](#)
- h) **DC/24/0233/VOC** | Variation of Condition(s) 1, 8, 13 & 14 of Planning Permission DC/19/1923/VOC - Variation of Condition No 4 of C05/1593 - Use of land for construction of ten flats, new vehicular access and demolition of existing dwelling. Conditions(s) Removal: To improve the overall elevational treatment and to bring this in line with recent contemporary designs along Cliff Road. Second floor improvements to top floor apartments for improved marketability and viability of development. Amendments include: Proposed amendments to second floor flats (infilling of flat roof between units). Proposed amendments to elevations including fenestration and materials. Condition to list the following drawings as approved plans: 5289 PA22A Proposed Second Floor Plan, 5289 PA30 Proposed Elevations. In lieu of 4479/AL102 Second Floor Plans; 4479/AL105 Elevational Treatment (As approved under non-material amendment dated 20th July 2011)
Stowe House (Former) Cliff Road
 Applicant: Unstated [Link to Documents](#)
- i) **DC/24/0201/VOC** | Variation of Condition 2 of DC/21/5715/FUL - Garage, revised entrance wall, access and drive - Revised roof Design to better suit other buildings on site - 2805.21.07A Submitted.
Marsh End 283 Ferry Road
 Applicant: Mr & Mrs M Turner [Link to Documents](#)
- j) **DC/24/0111/TCA** | 1no. Horse Chestnut (T1 on plan) - Overall crown reduction by 3 metres 1no. Beech (T2 on plan) - Overall crown reduction by 3 metres 1no. Field Maple (T3 on plan) - Repollard to previous pollard points - Remove overhang (by 2 metres) 1no. T5 Sycamore - Repollard to previous pollard points 1no. Lime (T6 on plan) - Repollard to previous pollard points 1no. Yew (T7 on plan) - Lateral reduction over footpath by 1.5 metres 1no.

Group of Sycamore (G1 on plan) - Repollard to previous pollard points 1 no.
Group of Lime (G2 on plan) - Repollard to previous pollard points

The Old Rectory 52 Princes Road

Applicant: Ms L Fish, Old Rectory Management

[Link to Documents](#)

6. Streetnames for Phase 2 of Candlet Road

ESC has invited the Town Council to provide suggestions for ten road names and two walkways within the new Trelawny Place site **(Page 9)**

7. ESC Consultation - Review of Street Trading Policy

Committee is invited to consider any streets it feels should be prohibited from Street Trading and respond accordingly to the consultation by 17 March 2024. **(Page 10)**

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. **(Page 11)**

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 21st February 2024 at 9.15am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Wednesday 24 January 2023** at **9.15am**

PRESENT: Cllr S Bird (Chairman)
Cllr M Morris (Vice-Chairman) Cllr A Folley
Cllr N Barber Cllr C Franklin
Cllr S Bennett Cllr B Price
Cllr J Candy Cllr S Wiles

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

IN ATTENDANCE: 4 members of the public (*via Zoom*)

384. PUBLIC QUESTION TIME

None.

385. APOLOGIES FOR ABSENCE

None.

386. 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 Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird Cllr S Wiles	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.

387. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 10 January 2024 be confirmed as a true record.

388. PLANNING APPLICATIONS

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

A	DC/23/4805/FUL Proposed ongoing seasonal erection of the Observation Wheel attraction From February to October. The Promenade Sea Road
Committee recommended APPROVAL. We welcome this application for the observation wheel on a permanent basis. However, Committee had the following concerns: We would ask for a more efficient queuing system to be introduced to avoid obstruction to the promenade. We also believe that the proposed finish time of 23:30 is excessive and we would ask for a condition that its use on Friday, Saturday, Sundays and Bank Holidays finish at 23:00.	
B	DC/23/4536/FUL Retrospective Application - Erection of two sheds Kiosks 4 And 5 Forum Centre Sea Road
Committee recommended APPROVAL.	
C	DC/23/4858/ADI Illuminated Advertisement Consent - Replace 1no. Projecting signage with new 500mm. Retain existing brackets. - Existing Projecting sign brackets to be painted blue to match new fascia. - Replace 1no. Fascia and 1no. Logo with 1no. New blue fascia & 1no. New 185mm logo height. Omit 1no. Icon logo. - Replace 1no. ATM tablet and decals with new. - Replace statutory signage with new. - Replace safety manifestation with new. - Window message not deployed. 72 Hamilton Road
Committee recommended APPROVAL.	
D	DC/23/4806/FUL Installation of canopy over the main entrance door to the property. Howard House Orwell Road
Committee recommended APPROVAL.	
E	DC/23/0553/FUL Proposal to carefully demolish existing timber clad bungalow and erect a new 3 bedroom property with 2No. parking spaces 38 Berners Road
Committee recommended APPROVAL.	

F	DC/23/4912/FUL Raising the roof on the existing rear extension to match that of the rest of the building. External works to replace plastic UPVC cladding and improve buildings thermal performance. 1A Bent Hill
Committee recommended APPROVAL.	

G	DC/23/4504/FUL Existing casement and sash windows to be replaced with like for like casement and sash windows. Glazing and material to match existing. Timber front and rear entrance doors to be replaced with like for like doors The Old Vicarage 90 Grange Road
Committee recommended APPROVAL.	

H	DC/23/4505/LBC Listed Building Consent - Existing casement and sash windows to be replaced with like for like casement and sash windows. Glazing and material to match existing. Timber front and rear entrance doors to be replaced with like for like doors. The Old Vicarage 90 Grange Road
Committee recommended APPROVAL.	

I	DC/23/4839/FUL Erection of porch and rear extension 53 Westmorland Road
Committee recommended APPROVAL.	

J	DC/24/0003/FUL Retrospective householder planning application for a 1st floor balustrade and fire escape 7 Western Avenue
Committee recommended APPROVAL.	

K	DC/24/0058/TPO 1no. Holm oak (T1 on plan) - Removed (fallen tree) 1no. Holm oak (T2 on plan) - Reduce in height to 6 metres above ground 1no. Holm oak (T3 on plan) - Fell 1no. Holm oak (T4 on plan) - Reduce crown by 3 metres to 8 metres finished height and 3.5 metres in crown radius 1no. Holm oak (T5 on plan) - Coppice 1no. Holm oak (T6 on plan) - Reduce crown by 3 metres to 9 metres finished height and 4 metres in crown radius 1no. Lime (T7 on plan) - Remove epicormic growth 2no. Horse Chestnut (T8 on plan) - Fell (dead) 1no. London Plane (T10 on plan) - Overall crown reduction by 2 metres to 15 metres finished height and 5.5 metres in crown radius 1no. Holm oak (T12 on plan) - Pollard to 6 metres above ground 1no. Holm oak (T22 on plan) - Coppice
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	Replacement planting of 2no. Holm Oak (1.5-2 metres) and 2no. Chanticleer Pear (1.5-2 metres) Maynell House Residential Home High Road East
Committee recognise the importance of the trees at this particular location and had NO OBJECTION to the work proposed but would ask that the East Suffolk Council's Arboricultural Officer examine T3, which is proposed to be felled due to damage to the wall.	

389. PLANNING DECISIONS

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

390. CORRESPONDENCE

None.

391. CLOSURE

The meeting was closed at 11.15am It was noted that the next meeting was scheduled to take place on Wednesday 7 February 2024 at 9.30am.

AGENDA ITEM 6: STREETNAMES FOR PHASE II OF CANDLET ROAD



Committee is requested to consider providing East Suffolk Council with suitable road names, 10 of which will be roads and two will be used for 'walks', for phase II of the Trelawny Place development.

AGENDA ITEM 7: CONSULTATION - REVIEW OF STREET TRADING POLICY

East Suffolk Council has adopted a Street Trading Policy in accordance with Paragraph 2 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 to control street trading. This policy only refers to the North of the district, since the former Suffolk Coastal District Council, which covered the South of the now East Suffolk district, did not adopt the legislation.

Following on from the first consultation, we now invite suggestions of streets that should become prohibited streets, meaning that no street trading can take place. The remainder of the streets in the district would not be subject to regulation although the permission of the landowner and/or Highways England will need to be obtained, as well as the relevant insurance and registration of a food business.

The current Street Trading Policy - <https://www.eastsuffolk.gov.uk/assets/Business/Licensing/Street-Trading-Guidance.pdf> - includes the streets that are currently prohibited streets in certain towns. It has been the case that generally there are not street trading issues in a village location.

We would wish for town and parish councils to give careful consideration to streets they would like to be prohibited and give full reasons for any suggestions. We envisage, therefore, that there will not be a blanket ban in towns and villages. You will see, in the current policy, that there are currently just a handful of streets in particular towns that are prohibited. If there is a suggestion for a blanket ban, then full reasons should be given.

The Licensing Team at East Suffolk Council would welcome suggestions for individual streets to be prohibited. The consultation is open until **17 March 2024**.

Committee is requested to consider any streets it feels should be prohibited from Street Trading and respond accordingly to the consultation by 17 March 2024.

AGENDA ITEM 8: PLANNING DECISIONS

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

DC/23/3392/FUL Replacement porch (existing to be demolished) 46 Kings Fleet Road
DC/23/4572/P3MA Prior Notification - Conversion of redundant and empty office to residential 3 Manning Road
DC/23/4525/TPO 1no. Holm oak (marked on plan) - Undertake tree works detailed in 'Tree Cutting' document Saville Court Victoria Road
DC/23/4707/TCA 1no. Holm oak (red circle on plan) - Re-pollard 3 Hamilton Gardens

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

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

Refused (and recommended for Approval by this Committee):

DC/23/4648/P3MA Prior Notification - Extension and conversion of existing commercial building to accommodate 8No residential apartment dwellings across Ground, First and Second floor. Proposed extension to second floor extends capacity of existing floor area. Demolition of ground floor back-of-house area to allow for provision of ground floor residential communal courtyard amenity space. New commercial unit entrance proposed to ground floor on the intersection of Victoria Street and Hamilton Road. 18 Hamilton Road

Withdrawn

DC/23/4478/FUL Proposed single and two-storey extension to rear of existing two-storey detached dwelling 44 Garrison Lane
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