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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 21 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](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**  
**14 February 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 7 February 2024 as a true record. **(Pages 4-7)**

### 5. Planning Applications

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

- a) **DC/24/0215/FUL** | Change of use from C1 Hotel to Sui generis (House of Multiple Occupation)  
**The Norfolk Guest House 1 - 3 Holland Road**  
Applicant: Mr G Taylor, Fina Group Ltd [Link to Documents](#)
- b) **DC/24/0408/FUL** | Rear extensions and revised porch.  
**7 Foxgrove Gardens**  
Applicant: Mrs J Lord [Link to Documents](#)
- c) **DC/24/0386/FUL** | Single storey front extension, new outbuilding to the rear garden, raise garden level  
**7 Rosebery Road**  
Applicant: Mr & Mrs Burroughs [Link to Documents](#)
- d) **DC/24/0281/FUL** | Demolition of side garage and utility room together with conservatory. Erect rear two storey extension and single storey side extension. Erect fence to No 7's boundary. Connect new foul drainage to No 7's I.C. form secret gutter with No 3's roof.  
**5 Chepstow Road**  
Applicant: Mr M Rackham [Link to Documents](#)

- e) **DC/24/0435/TCA** | Proposal: 1 no. Silver birch (marked on plan) - Fell  
**52 Quilter Road**  
Applicant: Unstated

[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 8)**

**7. Correspondence**

To note any items of correspondence.

**8. Closure**

To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 6<sup>th</sup> March 2024 at 9.30am.



### 396. PLANNING APPLICATIONS

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

<b>A</b>	<b>DC/23/4679/FUL</b>   Demolition of existing detached dwelling and erection of a pair of semi-detached dwellings <b>5 Rosebery Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>B</b>	<b>DC/23/4826/FUL</b>   Proposed Outdoor Swimming Pool & Associated Plant Cabinet. <b>Chesterley House Golf Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>C</b>	<b>DC/24/0159/VOC</b>   Variation of Condition No.2 of DC/23/3679/FUL - Extension and alteration of the surgery and its existing extension <b>Haven Health Surgery Grange Farm Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>D</b>	<b>DC/24/0197/P14J</b>   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. <b>Morrison Supermarket Grange Farm Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>E</b>	<b>DC/23/3508/FUL</b>   Proposed alterations, 2 storey rear extension plus single storey rear extension <b>5 Priory Road</b>
<b>Committee recommended APPROVAL. However we do note that the submitted drawings indicate a residential garage, rather than a currently operating business.</b>	

<b>F</b>	<b>DC/24/0175/P3MA</b>   Conversion of rear of office to residential. Front section of office to remain. <b>284 High Street Walton</b>
<b>Committee had NO OBJECTIONS.</b>	

<b>G</b>	<b>DC/23/3477/RG3</b>   Resurfacing and extension of existing car park <b>Land Adjacent The Ferry Boat Inn The Ferry</b>
<b>Committee recommended APPROVAL.</b>	
<b>H</b>	<b>DC/24/0233/VOC</b>   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) <b>Stowe House (Former) Cliff Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>I</b>	<b>DC/24/0201/VOC</b>   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. <b>Marsh End 283 Ferry Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>J</b>	<b>DC/24/0111/TCA</b>   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 1no. Group of Lime (G2 on plan) - Repollard to previous pollard points <b>The Old Rectory 52 Princes Road</b>
<b>Committee had NO OBJECTION to the work proposed. However, we would ask East Suffolk Council's Arboricultural Officer to confirm whether G1 Sycamores have previously been pollarded.</b>	

### **397. STREETNAMES FOR PHASE 2 OF CANDLET ROAD**

Committee considered various themes and names for the new site. The Clerk would forward these names to East Suffolk Council for their consideration.

**RESOLVED that the Clerk to forward the suggested road names to East Suffolk Council for further consideration.**

### **398. REVIEW OF STREET TRADING POLICY**

Committee considered the consultation on ESC's updated Street Trading Policy.

It was agreed the BID and Felixstowe Chamber of Trade should be asked to consider whether any streets should be designated as prohibited from street trading and this item be reconsidered at the 6 March meeting.

**It was RESOLVED the Clerk would request views from BID and the Chamber of Trade before Committee considered this item again at the 6 March Committee meeting.**

### **399. PLANNING DECISIONS**

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

### **400. CORRESPONDENCE**

**Committee NOTED the following correspondence:**

#### **i. New Planning Committee Member Call-In Process**

There was discussion about the procedure. Cllr Candy commented that as there was confusion about the process, they would seek clarification from ESC and this could then be circulated to all Committee members.

### **401. CLOSURE**

The meeting was closed at 12.03pm It was noted that the next meeting was scheduled to take place on Wednesday 21 February 2024 at 9.30am.

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

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

**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**

**DC/23/4844/FUL** | Proposed single storey rear extension

**3 St Marys Crescent**

**DC/23/4754/FUL** | 2 no. joined garages

**13 And 15 Montague Road**

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

**DC/23/2572/FUL** | Retrospective Application - Change of use from restaurant to sports bar and restaurant with amended hours

**55 - 57 Undercliff Road West**

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

**Refused (and recommended for Approval by this Committee):**

**DC/23/4140/OUT** | Outline Application (All matters reserved) - Construction of 1 No.1 bed dwelling.

**Land Adjacent 130 Mill Lane**