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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 6 March 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**  
**28 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 21 February 2024 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/24/0400/VOC** | Variation of Condition No. 2 of DC/22/0361/VOC  
(Variation of Condition No.2 of DC/19/5049/FUL - Redevelopment of site to provide new clubhouse and new public facilities to include cafe, putting green, toilets and viewing platform, improved access, parking, 5 detached dwellings and associated landscaping, relocation of existing watch tower - existing clubhouse and pro-shop buildings to be demolished - Since planning consent was granted a full design team has been instructed and during the progression of the detailed design (including structural design), some design changes have been implemented to improve the buildability of the proposed dwellings and the clubhouse, include the aligning of structural elements. The clubhouse has now been amended to single storey, with a minimal increase in footprint and a reduction in floor level, whilst the essence of the design has been retained. Other minor fenestration/glazing revisions have also been proposed. - existing clubhouse and pro-shop buildings to be demolished - Since planning consent was granted a full design team has been instructed and during the progression of the detailed design (including structural design), some design changes have been implemented to improve the buildability of the proposed dwellings and the clubhouse, include the aligning of structural elements. The clubhouse has now been amended to single

storey, with a minimal increase in footprint and a reduction in floor level, whilst the essence of the design has been retained. Other minor fenestration/glazing revisions have also been proposed.

**Felixstowe Ferry Golf Club Ferry**

Applicant: Unstated

[Link to Documents](#)

**b) DC/24/0566/FUL | Removal of ATM**

**104 Hamilton Road**

Applicant: Kiligarth Court Ltd

[Link to Documents](#)

**c) DC/24/0506/OUT | Outline Application (Some Matters Reserved) - Proposed dwelling with the retention of garage building (matters of Access, Appearance, Layout and Scale included for consideration).**

**Waterhead House Peewit Hill**

Applicant: Ms N Owen

[Link to Documents](#)

**d) DC/24/0527/VOC | Variation of Condition(s) 2 of Planning Permission DC/23/0642/FUL - Addition of first floor to existing bungalow, two-storey front extension and single storey rear extension. Existing garage to be removed and replaced with a new garage.**

**32 Roman Way**

Applicant: Mr D Smith

[Link to Documents](#)

**e) DC/24/0508/FUL | Rear single-storey extension.**

**Coel Na Mara 69 Cliff Road**

Applicant: Mr G Coleman

[Link to Documents](#)

**f) DC/24/0499/FUL | Proposed single storey extension to rear of two storey detached dwelling**

**44 Garrison Lane**

Applicant:

[Link to Documents](#)

**g) 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**

Applicant: Mr I Cockran

[Link to Documents](#)

**h) DC/24/0509/FUL | Single Storey rear extension**

**4 Links Avenue**

Applicant: Mr & Mrs Greening

[Link to Documents](#)

**i) DC/24/0439/FUL | To erect extension to kitchen for dining room**

**30 Kendal Green**

Applicant: Unstated

[Link to Documents](#)

- j) **DC/24/0557/FUL** | Removal of potentially unsafe wooden and tiled structure fitted onto peak of garage roof and make good roof to form a tiled peak at a lower height than existing structure utilising tiles to match existing (subject to availability). Pre-application planning advice DC/23/4584/PREAPP refers.

**Maytree House 60 Maybush Lane**

Applicant: Mr & Mrs Cable

[Link to Documents](#)

- k) **DC/23/4839/FUL** | Erection of porch and rear extension

**53 Westmorland Road**

Applicant: Mrs Burrows

[Link to Documents](#)

**6. 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.

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**7. 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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**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 20<sup>th</sup> March 2024 at 9.30am.

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

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 21 February 2024 at 9.30am**

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

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

**IN ATTENDANCE:** 1 members of the public (*via Zoom*)

### **328. PUBLIC QUESTION TIME**

None.

### **329. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber**.

### **330. 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 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.

### **331. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 7 February 2024 be confirmed as a true record.**

### 332. 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/24/0215/FUL</b>   Change of use from C1 Hotel to Sui generis (House of Multiple Occupation) <b>The Norfolk Guest House 1 - 3 Holland Road</b>
<p><b>Committee recommended APPROVAL. We do recognise that this proposed 14-bedroom HMO will not comply with the SCC parking guidance, however, we recognise the urgent need for this form of accommodation and also that the building under its current use as a 15-bedroom hotel also does not have parking provision. We also recognise that this building is in the Conservation Area and would ask that, as part of this refurbishment, the front elevation be altered to improve its appearance in the Conservation Area.</b></p>	
<b>B</b>	<b>DC/24/0408/FUL</b>   Rear extensions and revised porch. <b>7 Foxgrove Gardens</b>
<p><b>Committee recommended APPROVAL.</b></p>	
<b>C</b>	<b>DC/24/0386/FUL</b>   Single storey front extension, new outbuilding to the rear garden, raise garden level. <b>7 Rosebery Road</b>
<p><b>Committee recommended APPROVAL.</b></p>	
<b>D</b>	<b>DC/24/0281/FUL</b>   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. <b>5 Chepstow Road</b>
<p><b>Committee recommended APPROVAL.</b></p>	
<b>E</b>	<b>DC/24/0435/TCA</b>   Proposal: 1no. Silver birch (marked on plan) - Fell <b>2 Quilter Road</b>
<p><b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b></p>	

### **333. PLANNING DECISIONS**

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

### **334. CORRESPONDENCE**

**Committee NOTED** the following correspondence:

**i. SCC Local Transport Plan Consultation.**

The Clerk reported that the third local transport plan had been adopted in 2011 running to 2031. This consultation, which commenced on 12 February 2024 for eight weeks, was seeking to take account of significant changes such as increased housing growth, the pandemic and changes to the way people commute and frequency of their travels. Responses are requested through a survey.

### **335. CLOSURE**

The meeting was closed at 10.34am It was noted that the next meeting was scheduled to take place on Wednesday 6 March 2024 at 9.30am.

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## **AGENDA ITEM 6: 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 first considered this matter at its meeting of 7 February 2024 and agreed the BID and Felixstowe Chamber of Trade should be consulted before this item be reconsidered at this 6 March meeting. The Clerk has consulted with both groups, neither of which have requested any streets to be prohibited from street trading.

**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 7: PLANNING DECISIONS**

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

**DC/23/4806/FUL** | Installation of canopy over the main entrance door to the property.

**Howard House Orwell Road**

**DC/23/4722/FUL** | Ground floor extension to existing front bay window; new front entrance porch to replace the existing; first floor alterations including new dormers etc (rear dormer is believed to be within PD except for the materials being used); alterations to external finishes of roof, walls etc

**Umlanga Place 224 Ferry Road**

**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/23/3524/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**

**DC/24/0003/FUL** | Retrospective householder planning application for a 1st floor balustrade and fire escape

**7 Western Avenue**