



9 am to 4 pm Mondays to Fridays

## TO ALL MEMBERS OF THE PLANNING & ENVIRONMENT COMMITTEE

Cllr A Smith (Chairman)	Cllr G Newman
Cllr Jon Garfield (Vice Chairman)	Cllr D Savage
Cllr S Bird	Cllr S Wiles
Cllr Jan Garfield	Cllr K Williams
Cllr S Gallant	

You are hereby summoned to attend a meeting of the **PLANNING & ENVIRONMENT COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 7 September 2016** at **9.15 am** for the transaction of the following business preceded by:

- i. **Public Question Time.** A maximum of 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any Planning & Environment matters.

### A G E N D A

**1. Apologies**

To receive any apologies for absence.

**2. Declarations of Interest**

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

**3. Requests for Dispensation**

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

**4. Confirmation of Minutes**

To confirm the Minutes of the Planning & Environment Committee meeting held on 24 August 2016 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/16/3299/FUL** | Proposed alterations and single storey flat roof rear extension | **5 Manor Terrace**  
Applicant: Mr & Mrs S Ladell [Link to documents](#)
- b) **DC/16/3358/TEL** | The proposal relates to the proposed installation of telecommunications base station. The proposed installation is a 17.5m monopole, supporting 6 no antenna, together with associated cabinets and ancillary development thereto.  
**Proposed Telecommunications Box Laurel Farm Marsh Lane**  
Applicant: CTIL & Telefonica UK Ltd [Link to documents](#)
- c) **DC/16/2910/FUL** | Construction of granny flat in grounds of existing single dwelling | **34 Mill Lane**  
Applicant: Mr Michael Mills [Link to documents](#)
- d) **DC/16/3436/FUL** | Remove and replace front elevation bay windows (ground floor) | **Flat 1 32 Leopold Road**  
Applicant: Mr D Hodgkinson [Link to documents](#)
- e) **DC/16/3480/OUT** | Outline Application - Proposed dwelling on land to the side of Fourwinds | **Part Side Garden Of Four Winds Golf Road**  
Applicant: Mr & Mrs D Sykes [Link to documents](#)
- f) **DC/16/3421/FUL** | Retention of change of use from residential to dental surgery (including demolition of lean-to) and approval of details of installed fixed plant. (Previous consent C10/2814/). | **4 Brook Lane**  
Applicant: Mrs S Carton [Link to documents](#)
- g) **DC/16/3486/FUL** | Proposed replacement of existing UPVC tilt and turn windows to UPVC top hung windows. Proposed top hung window sections will be visually slimmer than existing tilt and turn windows. Proposed colour of windows to be white to match existing. | **Tacon Court Sea Road**  
Applicant: Mr Nigel Gardiner [Link to documents](#)
- h) **DC/16/3432/FUL** | Proposed Two Storey Rear Extension  
**10 Goyfield Avenue**  
Applicant: Mr & Mrs Nigel Dixon [Link to documents](#)
- i) **DC/16/3441/TPO** | To crown reduce by up to 25%, on 4no. Horse Chestnut trees on rear boundary (nos. 1,2, 4 & 5 left to right. To fell Holm Oak (top heavy, heavy shading, safety risk) | **Plot 57 73 Tower Road**  
Applicant: Mr Eric Watts [Link to documents](#)
- j) **DC/16/3392/TPO** | To fell Bay tree to front of property. The tree is alleged to pose a risk to the building, its roots have entered drain system and are lifting paving, and the tree is causing a nuisance to neighbours.  
**3 Bacton Lodge Bacton Road**  
Applicant: Mr Ian Haward [Link to documents](#)

**6. Planning Decisions**

To note the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of this agenda. **(Page 8)**

**7. SCDC Planning Scheme of Delegation**

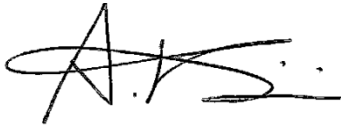
To consider a report on the Planning Authority's Planning Scheme of Delegation since its introduction in November 2015. **(Pages 9-11)**

**8. Correspondence**

To note any items of correspondence.

**9. Closure**

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 21 September 2016 at 9.15am, Felixstowe Town Hall.



**Ash Tadjrishi**  
**Town Clerk**  
**31 August 2016**

For information (via email): All Town Councillors  
Local Press

***Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend***

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

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 24 August 2016** at **9.15am**

**PRESENT:** Cllr A Smith (Chairman)                      Cllr S Gallant  
Jon Garfield (Vice-Chairman)                      Cllr D Savage  
Cllr S Bird    Cllr S Wiles  
Cllr Jan Garfield    Cllr K Williams

**OFFICERS:** Mr A Tadjrishi  
Mrs R Jones (Estates Officer)

### **158. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr G Newman**

### **159. DECLARATION OF INTEREST**

There were none

### **160. REQUEST FOR DISPENSATION**

There were none.

### **161. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meetings held on 10 August 2016 signed by the Chairman as a true record.

### **162. PLANNING APPLICATIONS**

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

<b>a</b>	<b>DC/16/3102/CLP</b>   Proposed alterations and extensions - drawings 3710-01A & 02C   <b>14A Garfield Road</b>
<b>Committee noted this application for Lawful Development Certificate for Proposed Use or Development.</b>	
<b>b</b>	<b>DC/16/3165/FUL</b>   Extension and remodelling including amended entrance including balcony / canopy over and rendering of existing projecting element, rear single storey extension, first floor extension over existing side extension, and erection of rear balcony. <b>4 Northcliffe Court</b>

**Committee considered this application which, contrary to the claim in the design and access statement, is within the Conservation Area. Committee generally had no objections to the proposal but considered that the depth of the rear balcony contravened DM23 with regard to the overlooking of the neighbouring property to the west and recommended REFUSAL.**

<b>c</b>	<b>DC/16/3136/FUL  </b> Erection of single storey front & side extensions to bungalow. Erection of 1.800m high close boarded timber boundary fence. <b>26 Upperfield Drive</b>
<b>Committee recommended APPROVAL.</b>	

<b>d</b>	<b>DC/16/3015/FUL  </b> Install Hand Rail/Safety Rail around existing Flat Roof <b>3 Bristol House Sea Road</b>
<b>Committee recommended REFUSAL, having considered that the proposal would contravene DM23 with:</b>	
a) <b>Significant overlooking in to a side window at the adjoining Buregate property; and,</b>	
b) <b>Potential noise disturbances to the property beneath the proposed balcony.</b>	

<b>e</b>	<b>DC/16/2962/FUL  </b> Refurbishment of the restaurant and reconfiguration of the car park and patio area to accommodation extension totalling 94.61 SQM. The construction of a new remote corral. <b>Mcdonalds Restaurant Walton Avenue</b>
<b>Committee recommended REFUSAL. Whilst we recognise the value of the McDonalds Restaurant in this area, most reluctantly the Committee have to recommend refusal due to the substantial shortfall in car parking – even for the existing restaurant area – which would be greatly exacerbated by this proposed extension and net loss of 1 further parking space.</b>	
<b>Committee understands that this would contravene the guidance for parking provision under DM19.</b>	
<b>Separately, Committee remain concerned about the problem of HGV parking on the nearby verges, causing damage and obstruction, in order to patronise this establishment. We draw this issue to the attention of both the planning authority and highways authority.</b>	

<b>f</b>	<b>DC/16/3049/FUL</b>   Demolition of garage within rear garden and construction of new lean-to garage store to side of house. <b>16 Penfold Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>g</b>	<b>DC/16/3032/FUL</b>   Dropped kerb   <b>63 Langer Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>h</b>	<b>DC/16/3199/ARM</b>   Approval of the details of the appearance, landscaping, layout and scale <b>Part Land North Of Railway Line Nicholas Road, Trimley St Mary</b>
<p><b>Committee recognise that the application is within the parish of Trimley St Mary and therefore it would not be appropriate to comment on the detail of the reserved matters application. However, it must be remembered that requirements relating to this application are contained within planning conditions for the site Land North of Walton High Street in line with the Felixstowe Peninsula Area Action Plan.</b></p>	

<b>i</b>	<b>DC/16/3279/FUL</b>   Proposed alterations and extensions <b>21 Foxgrove Lane</b>
<b>Committee recommended APPROVAL.</b>	

<b>j</b>	<b>DC/16/3281/FUL</b>   Demolish utility room and erect extension on side elevation for larger utility and bathroom   <b>14 Glenfield Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>k</b>	<b>DC/16/3020/FUL</b>   Proposed single storey rear extension <b>17 Church Road</b>
<b>Committee recommended APPROVAL.</b>	

### **163. PLANNING DECISIONS**

Following discussion on the Suffolk Coastal District Council Scheme of Delegation for Planning Applications, the Clerk and Chairman were requested to draft a letter to the planning authority to the next meeting for consideration.

**RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.**

### **164. CORRESPONDENCE**

- a) Felixstowe Ferry Crosswall.** Notification from the Environment Agency that construction work on this flood defence would commence in the first week of September.
- b) Quality of Place Awards 2016.** Notification that the Council's nomination of Martello Park for an award had not been successful.

**Committee NOTED the above correspondence.**

### **165. CLOSURE**

The meeting was closed at 12.00pm. The date of the next meeting was noted as being Wednesday 7 September 2016, 9.15am at Felixstowe Town Hall.

---

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

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

**DC/16/2529/FUL** | The double glazed inward opening patio doors on the Juliet Balcony in the bedroom are warped, letting in rain and draughts. The weather seal has perished and the exposure to wind and rain makes the room almost uninhabitable at times. We propose to replace these two doors with identical alternating fabricated in quantity UPVC with a wood grain finish so that there is no visual change in appearance. The doors will be seated in an aluminium frame which will not be visible from the outside. The existing safety balcony will be retained. | **The Penthouse 6 Kiligarth Court Wolsey Gardens**

**DC/16/3192/AME** | Non-material amendment on DC/16//2269/FUL for single storey rear extension | **46 Graham Road**

**DC/16/3192/AME** | Non-material amendment on DC/16//2269/FUL for single storey rear extension | **46 Graham Road**

**DC/16/2913/FUL** | Proposed extension and alterations | **200 Ferry Road**

**DC/16/2840/FUL** | Front and rear extensions | **47 High Road East**

**DC/16/2666/FUL** | Replacement roof | **43 Langley Avenue**

**DC/16/2480/FUL** | Change the use of an existing office and former ladies toilet to make a thirteenth Bedsit and separate Kitchen. | **21 Constable Road**

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

None

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

**DC/16/2680/FUL** | Construction of one no. two storey detached three bedroom house with two off street parking spaces and walled front garden. Creation of one no. off street parking space for host dwelling (which currently has no off street parking). **Part Rear Garden 10 Crescent Road**

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

None



## **AGENDA ITEM 7: SCDC PLANNING SCHEME OF DELEGATION**

In November 2015, Suffolk Coastal District Council introduced a revised scheme of delegation for deciding planning applications.

Since the scheme was introduced, 15 planning applications have been subject to referral conditions as follows:

**Trigger Point 1** (Major or Minor Application” where a Town / Parish Council, Statutory Consultee or at least three interested parties have raised material planning objections within the prescribed consultation period and where SCDC planning officers are minded to approve): **9 applications.**

**Trigger Point 2** (A planning application classified as a “Major or Minor Application” where a Town / Parish Council, Statutory Consultee or at least three interested parties have raised material planning issues in support of the case within the prescribed consultation period and where SCDC planning officers are minded to refuse): **1 application.**

**Trigger Point 3** (A planning application classified as an “Other Application” where an objection has been made raising material planning objections within the prescribed consultation period and when officers are minded to approve): **5 applications.**

Details of these applications are shown in the table below.

<b>Application Reference</b>	<b>Trigger Point</b>	<b>FTC Recommendation</b>	<b>Referral Request Submitted</b>	<b>Result</b>
DC/15/4268/FUL Proposed two dwellings on land to the rear of 1 & 3 Margaret Street fronting James Boden Close	1 (SCDC minded to approve)	Approve	No	SCDC approved.
DC/15/4581/FUL Apartment Building Including Garaging and Cycle Store The Bartlet, Undercliff Road East	2(SCDC minded to refuse)	Approve	<b>Yes</b>	SCDC refused
DC/15/4120/FUL Change of use of the shop from (A1) retail to (A3 & A5) restaurant and hot food takeaway. 8 Undercliff Road West	1 (SCDC minded to approve)	No comment – application incomplete and incorrect.  Application was recommended for approval following further information.	No	SCDC approved.
DC/16/0764/FUL Proposed two-storey side extension. 48 Westmorland Road	3 (SCDC minded to approve)	Approve	No	SCDC approved

DC/16/0687/FUL Proposed Development of Four Houses Land At Felixstowe Lawn Tennis Club ,Bath Road	1 (SCDC minded to approve)	Approve	No	SCDC approved.
DC/16/1259/FUL Erection of rear porch 3 Cranmer House,Maybush Lane  and listed building consent DC/16/1260/LBC for the same.	3 (SCDC minded to approve)	Approve	No	SCDC approved.
DC/16/1002/FUL Conversion of existing 20 Bedroom Nursing Home into 5 Apartments. Suffolk Private Retirement Home,9 Sea Road	1 (SCDC minded to approve)	Approve	No	SCDC approved.
DC/16/1521/FUL Proposed alterations and extensions to existing dwelling house currently subdivided in to two residential units to provide 5 apartments/flats Meri Rauha,1 High Beach	3 (SCDC minded to approve)	Approve	No	SCDC approved.
DC/16/1285/FUL Proposed extension to rear and side of property (including 1st floor) and internal alterations. 9 Beatrice Avenue	3 (SCDC minded to approve)	Approve	No	SCDC approved.
DC/16/1640/FUL The removal of an existing UPVC conservatory with the replacement of a double height extension of similar style and proportion to that of existing. Both elements to the North of the property. 60 Cobbold Road	1 (SCDC minded to approve)	Approve	No	SCDC approved.
DC/16/1617/FUL Construction of bungalow and associated parking 80 & 82 King Street	1 (SCDC minded to approve)	Approve	No	SCDC approved.
DC/16/0703/ADI Proposed advertisements. 55 Hamilton Road	1 (SCDC minded to approve)	Refuse	<b>Yes</b>	SCDC approved.
DC/16/1817/FUL Proposed alterations & extensions including loft conversion; new porch and an orangery 12 Norman Close	3 (SCDC minded to approve)	Initially to refuse. Revised proposals submitted and FTC recommended approval.	No	SCDC approved.

DC/16/2680/FUL Construction of one no. two storey detached three bedroom house with two off street parking spaces and walled front garden. Creation of one no. off street parking space for host dwelling (which currently has no off street parking). Part Rear Garden, 10 Crescent Road	1 (SCDC minded to approve)	Refuse	<b>Yes</b>	SCDC approved.
DC/16/2416/FUL One new dwelling with access and amenity space 17A Beatrice Avenue	1 (SCDC minded to approve)	Refuse	<b>Yes</b>	SCDC approved.

It can be seen that Committee has requested planning applications to be referred to SCDC's Planning Committee for a decision on only four occasions. In all other cases the district council planning officer's view correlated with that of the Town Council's Planning & Environment Committee.

In the four applications referred the decision was made in line with the officer recommendations. On three of the four occasions it was determined that the matter could be determined without reference to the Planning Committee. Reasons for which can be seen via the links to the decision notices below:

[DC/16/0703/ADI decision notice](#)

[DC/16/2680/FUL decision notice](#)

[DC/16/2416/FUL decision notice](#)

The fourth, DC/15/4581/FUL, was referred to SCDC Planning Committee on 24 February 2016 and was refused.

Committee understands the rationale for increased delegation of planning decisions is designed to reduce the number of applications subject to non-material objections requiring determination at SCDC Planning Committee. It can be demonstrated that Felixstowe Town Council's Planning & Environment Committee gives clear regard to local plan policies when considering its comments and recommendations on planning applications. Indeed, very few referral cases have resulted from a conflicting view between FTC and SCDC's planning officers.

Notwithstanding this, Members have expressed concerns that in the very few cases when a referral has been requested, SCDC Planning Committee rarely determines the case or hears the Town Council's views.

**Committee is requested to consider the report and decide on any action it deems necessary.**