



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 21 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 7 September 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/16/3487/OUT** | Proposed dwelling on land to the south of Friarscroft
Friarscroft Marcus Road
Applicant: Mr G Cooke [Link to documents](#)
- b) **DC/16/3396/FUL** | Change of use from residential property to commercial premises. The property is to be used for an office for Ardent Lift Consultancy, a privately owned professional engineering consultancy business. The office is to be for 2 staff, potentially rising to 5 over a 5-10 year period. Office working hours will be 9am-5pm and normal office operations only will be undertaken in the premises. | **89 Gosford Way**
Applicant: Mr Gareth Lomax [Link to documents](#)
- c) **DC/16/3116/FUL** | Installation of External Wall Insulation to Front Elevation of the property. | **295 High Street Walton**
Applicant: Mr & Mrs E P & M A Lister [Link to documents](#)
- d) **DC/16/3601/FUL** | Conversion of an existing 20 bedroom nursing home into 7 flats | **Suffolk Private Retirement Home 9 Sea Road**
Applicant: Mr Nick Carlile [Link to documents](#)
- e) **DC/16/3555/VOC** | Variation of Condition 5 on application C02/0532 - Erection of first floor extension to provide additional bedrooms for residential home for the elderly - Substitution of obscure glazed panel with clear glazing and a fan light | **Cotman Lodge, Garfield Road**
Applicant: Ms Nicola Thornton [Link to documents](#)
- f) **DC/16/3614/FUL** | To remove existing garden wall and erect a timber fence within 450mm of site boundary. | **2 Knights Close**
Applicant: Ms Jessica Anderson [Link to documents](#)
- g) **DC/16/3629/FUL** | Proposed single storey extension/replacement conservatory | **55 Valley Walk**
Applicant: Mr Alan Ballard [Link to documents](#)
- h) **DC/16/3703/FUL** | To remove flat roof to front extension enlarge to provide larger toilet and entrance hall with pitched roof | **75 Roman Way**
Applicant: Mr Aston Mellor [Link to documents](#)
- i) **DC/16/3417/FUL** | balcony and house alterations | **7 Beach Road East**
Applicant: Mr & Mrs P Caumont [Link to documents](#)
- j) **DC/16/3421/FUL** | Retrospective change of use from residential to dental surgery, demolition of lean to and approval of details of installed fixed plant (previous consent C/10/2814). | **4 Brook Lane**
Applicant: Mrs S Carton [Link to documents](#)
- k) **DC/16/3581/TCA** | To pollard Holm Oak to front of property.
Harvest Court Cobbold Road
Applicant: House Manager, First Port Retirement [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. **(Pages 8-9)**

7. Correspondence

To note any items of correspondence.

8. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 5 October 2016 at 9.15am, Felixstowe Town Hall.



Ash Tadjrishi

Town Clerk

14 September 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 7 September 2016** at **9.15am**

PRESENT: Cllr Jon Garfield (Vice-Chairman) Cllr S Gallant
Cllr G Newman Cllr D Savage
Cllr S Bird Cllr Jan Garfield

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

In the absence of the Chairman, Vice Chairman Cllr Jon Garfield in the chair.

175. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr A Smith, Cllr S Wiles** and **Cllr K Williams**.

176. DECLARATION OF INTEREST

There were none

177. REQUEST FOR DISPENSATION

There were none.

178. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meetings held on 24 August 2016** signed by the Chairman as a true record.

179. 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:

a	DC/16/3299/FUL Proposed alterations and single storey flat roof rear extension 5 Manor Terrace
Committee recommended APPROVAL.	

b	<p>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.</p> <p>Proposed Telecommunications Box Laurel Farm Marsh Lane</p>
<p>Committee recommended APPROVAL. Committee request that the applicant give consideration to a recessive design and finish in accordance with policy DM29.</p>	

c	<p>DC/16/2910/FUL Construction of granny flat in grounds of existing single dwelling 34 Mill Lane</p>
<p>Committee recommended REFUSAL on the grounds of access and the strict conditions laid down in decision notice C07/2294 for this site which states: ‘not more than one dwelling shall be erected on the site’. Committee believes that this proposal, if approved, would lead to over-intensification of the site.</p>	

d	<p>DC/16/3436/FUL Remove and replace front elevation bay windows (ground floor) Flat 1 32 Leopold Road</p>
<p>Committee recommended APPROVAL. Given that the property is within the Conservation Area, Committee would wish to see the first floor windows given the same treatment.</p>	

e	<p>DC/16/3480/OUT Outline Application - Proposed dwelling on land to the side of Fourwinds Part Side Garden Of Four Winds Golf Road</p>
<p>Committee recommended APPROVAL. Committee request that the District Council Arboriculturalist consider whether the chestnut tree on the site is worthy of a TPO.</p>	

f	<p>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</p>
<p>Committee recommended APPROVAL.</p>	

g	<p>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</p>
<p>Committee recommended APPROVAL.</p>	

h	DC/16/3432/FUL Proposed Two Storey Rear Extension 10 Goyfield Avenue
Committee recommended APPROVAL.	

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
Committee had NO OBJECTIONS subject to the works taking place under the guidance of the District Council's Arboricultural Officer.	

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
Committee had NO OBJECTIONS.	

180. PLANNING DECISIONS

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.

181. SCDC PLANNING SCHEME OF DELEGATION

Members considered a draft letter to SCDC in relation to the report in the agenda on the SCDC Scheme of Delegation for the determination of planning applications. It was noted that in the 9 months since the new scheme had been in force there had been 15 local planning applications subject to referral trigger conditions, 4 of which as a result of the Town Council's Planning & Environment Committee recommendations. Of these 4, which had been requested by the Committee for consideration by SCDC Planning Committee, 3 had been determined by officer delegation.

Following a debate it was RESOLVED that the letter be sent to Suffolk Coastal District Council as presented.

182. CORRESPONDENCE

- a) Quality of Place Awards 2016.** Notification that the Town Hall Shelter and Seafont Gardens had been shortlisted for an award following Council's nomination. Judges would be visiting the site at 3.30pm on Tuesday 20th September.

b) 2005 decision notice in relation to application C05/1473/FUL: Change of use from B2 (General industrial) to warehousing/storage B8 Unit 2 and 3, Estuary Works, Walton Avenue. In relation to a Member's query on the movement of HGV vehicles associated with this site the Estates Officer provided details of the decision notice.

Committee NOTED the above correspondence.

183. CLOSURE

The meeting was closed at 11.20am. The date of the next meeting was noted as being Wednesday 21 September 2016, 9.15am at Felixstowe Town Hall.

Date: _____

Chairman: _____

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/16/2652/FUL To replace three wooden french doors and windows on ground floor apartment with exact copies in white PVCU. Existing windows require 10 replacements and all doors are warped. They are not fit for purpose because of their exposed position, high maintenance and poor thermal values. 2 Cranmer Cliff Gardens
DC/16/2909/FUL Construction of maisonette above existing single storey shop 27 Beach Station Road
DC/16/3020/FUL Proposed single storey rear extension 17 Church Road
DC/16/3281/FUL Demolish utility room and erect extension on side elevation for larger utility and bathroom 14 Glenfield Avenue
DC/16/2974/FUL Proposed two storey rear extension 135 Undercliff Road West
DC/16/2549/FUL To extend width of run in by three drop kerbs 14 Coniston Close
DC/16/2318/FUL The property is currently in use as 3 flats . Proposal consists of a small ground floor rear extension, for change of use into 4 flats. Adelaide House 13 Bacton Road
DC/16/3032/FUL Dropped kerb 63 Langer Road
DC/16/2909/FUL Construction of maisonette above existing single storey shop 27 Beach Station Road
DC/16/2658/FUL Proposed two storey side extension with single storey rear extension 18 Kentford Road
DC/16/3070/FUL Construction of new porch to replace existing 6 Barons Close
DC/16/3049/FUL Demolition of garage within rear garden and construction of new lean-to garage store to side of house 16 Penfold Road
DC/16/2813/ADN 1no. Non illuminated fascia sign 1no. Non illuminated double sided projecting sign 64 Hamilton Road
DC/16/2676/FUL Proposed dormer window, box bay window and cladding Zeeweg Martello Lane

Refused (and recommended for Refusal by this Committee):

DC/16/3015/FUL | Install Hand Rail/Safety Rail around existing Flat Roof
3 Bristol House Sea Road

Approved (and recommended for Refusal by this Committee):

DC/16/2962/FUL | 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. | **Mcdonalds Restaurant Walton Avenue**

Refused (and recommended for Approval by this Committee):

None
