



**TO ALL MEMBERS OF THE PLANNING & ENVIRONMENT COMMITTEE:**

Cllr A Smith (Chairman)

Cllr Jon Garfield (Vice Chairman)

Cllr S Bird

Cllr Jan Garfield

Cllr S Gallant

Cllr G Newman

Cllr D Savage

Cllr S Wiles

Cllr K Williams

You are hereby summoned to attend a meeting of the **PLANNING & ENVIRONMENT COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 30 November 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 16 November 2016 as a true record. **(Pages 4-8)**

**5. Planning Applications**

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

- a) **DC/16/4633/VOC** | Variation of Conditions 2 & 8 of DC/16/2680 -  
(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**  
Applicant: Mr & Mrs M Hine [Link to documents](#)
- b) **DC/16/4674/FUL** | Proposed three bay garage | **184 Grange Road**  
Applicant: Mr James Law [Link to documents](#)
- c) **DC/16/4683/FUL** | The property has an A3 license, I wish to add an A5 use to the property and include in this application a change of hours to 1100hr - 22.30hr. The opening hours of the property will match other businesses trading in the same parade of shops. The application was initially refused but we have been advised by the LPA to reapply based on the intended use of the property. | **77 Undercliff Road West**  
Applicant: Mr Ahmed Lulat [Link to documents](#)
- d) **DC/16/3043/COU** | To convert existing chandlery to a tea room.  
**Felixstowe Ferry Boatyard The Ferry**  
Applicant: Andrew Moore [Link to documents](#)
- e) **DC/16/4600/FUL** | Proposed rear and side single storey extension  
**12 Holland Road**  
Applicant: Ms T Mertens [Link to documents](#)
- f) **DC/16/4671/FUL** | Erection of rear single storey extension | **30 Dellwood Avenue**  
Applicant: Mr & Mrs Andrews [Link to documents](#)
- g) **DC/16/4741/FUL** | Proposed First floor front extension | **1 Surrey Road**  
Applicant: Mr & Mrs M Krisson [Link to documents](#)
- h) **DC/16/4819/ADI** | 2no Fascia Signs 1no Projecting Roundel  
**66 Hamilton Road**  
Applicant: Mr Ben French [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 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 14 December 2016 at 9.15am, Felixstowe Town Hall.

A handwritten signature in black ink, appearing to read 'Ash Tadjrishi', with a stylized, sweeping flourish at the end.

**Ash Tadjrishi**  
**Town Clerk**  
**23 November 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 4: CONFIRMATION OF MINUTES**

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Old Felixstowe Community Hall on **Wednesday 16 November 2016** at **9.15am**

**PRESENT:** Cllr A Smith (Chairman)                      Cllr S Gallant  
                 Cllr G Newman                                      Cllr S Wiles  
                 Cllr S Bird    Cllr K Williams (*from item 330*)  
                 Cllr Jan Garfield

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

### **326. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr Jon Garfield** and **Cllr D Savage**.

Apologies for lateness were received from **Cllr K Williams**.

### **327. DECLARATION OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)
Cllr K Williams	330a	Local Non-Pecuniary (as a resident of Gulpher Road)

### **328. REQUEST FOR DISPENSATION**

There were none.

### **329. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 2 November 2016 be signed by the Chairman as a true record.

Cllr K Williams arrived at this point.

### **330. 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	<b>DC/16/4127/COU   Change of use of land for the storage of caravans Cowpasture Farm Gulpher Road</b>
	<p><b>Committee recommended REFUSAL. Whilst acknowledging that the Urban Fringe policy AP208 has limited life, Felixstowe is particularly vulnerable to change and AP208 asserts that:</b></p> <p><b><i>“proposals for new development or changes of use of land or buildings will be subject to the closest scrutiny against other policies of the Plan. When assessing individual proposals, special regard will be paid to their possible contribution towards a cumulative impact on the area. In this respect and, indeed, for all proposals, there should be no detrimental impact on the landscape, minimal loss of high quality agricultural land, and suitable access”</i></b></p> <p><b>Accordingly, Committee considered the proposals to be contrary to AP208 as the storage of caravans would be detrimental to this locally prominent and attractive landscape in the Urban Fringe.</b></p>
b)	<b>DC/16/4184/FUL and DC/16/4185/LBC   Alteration of approved units 5 &amp; 6 to form single dwelling, including minor alterations to existing structure and replacement of one window with patio doors. The Bartlet Undercliff Road</b>
	<p><b>Committee recommended APPROVAL.</b></p>
c	<b>DC/16/4479/FUL   Proposed single storey rear extension to existing cartlodge   Hill House Gulpher Road</b>
	<p><b>Committee recommended APPROVAL.</b></p>
d	<b>DC/16/4381/PN3   Prior Notification - Proposed change of use from offices to residential to provide 24 units including existing caretaker flat Cliff House Chevalier Road</b>
	<p><b>Committee NOTED this Prior Notification.</b></p>

e	<p><b>DC/16/4522/FUL   Remove existing manual doors from the shop front and replace with automated bi fold doors painted white RAL9010 64 Hamilton Road</b></p>
	<p><b>Felixstowe Town Council is vigorously opposed to this application which contravenes, both in detail and in essence, the concept of the Felixstowe Conservation Area. The original Edwardian shops in Felixstowe are widely seen and accepted as being at the core of the town's origin and heritage. These aspects are fundamental to the original creation of the Conservation Area itself. The WHSmith premises, previously for nearly a century Burt's Grocery Store, represent the best surviving example of that heritage.</b></p> <p><b>We therefore regard that the insertion of intrusive and out of character white metal doors, rate panel and proposed ATM combine to destroy the very essence of the current appearance.</b></p> <p><b>We note that the application refers to existing doors as being “non-original” “metal power coated push double doors”. This is clearly not the case, as both by observation and local knowledge the doors are attractive panelled wood containing etched glass.</b></p> <p><b>Felixstowe Town Centre has recently been voted in the top 5 of the ‘rising star’ category in the Great British High Street awards for 2016. It is due to the combination of an excellent modern retail offer in the context of the attractive and original high street which contributes greatly to Felixstowe’s current strong economy.</b></p> <p><b>We would also refer to Paragraph 2.78 of the 2006 David Lock Associates report, “ A local strategy for Felixstowe Peninsula”, which states:</b></p> <p><b><i>“Felixstowe’s Edwardian shop fronts are one the town’s great architectural assets. Visitors’ perceptions of the town centre’s quality depend greatly upon the visual integrity of the high street and the degree of charm the shop fronts provide. This character is sensitive to intervention and therefore the graphic interpretation of shop front design, including colour, lettering style etc, needs to [be] handled with great care. An incentive scheme to improve fronts that fail to contribute positively to the aesthetic harmony of the street elevation should be considered, and we recommend that a single source professional design advisor is “on call” to guide future change.”</i></b></p> <p><b>For all the above reasons we believe this application should not be supported and recommend REFUSAL.</b></p>

<b>f</b>	<b>DC/16/4424/PN3   Part 3 GPDO Prior Notification - prior approval of change of use from offices (use class B1a) to up to 197 residential apartments (use class C3) including associated internal works. Anzani House, Anzani Avenue</b>
<b>Committee NOTED this Prior Notification.</b>	

<b>g</b>	<b>DC/16/4483/FUL   Car Port &amp; Store with 2m boundary fencing 15 Cliff Road</b>
<b>Committee recommended REFUSAL. In light of the 2.0m fence to the street frontage and, in particular, the requirement as a consequence of the decking for a 2.3m fence to the neighbouring property, the proposals were considered to be clearly in contravention of DM23.</b>	

<b>h</b>	<b>DC/16/4503/FUL   Domestic Property changing attached garage to a domestic room with a 2nd storey above   8 Links Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>i</b>	<b>DC/16/4387/FUL   Conversion to nine letting room HMO   1 Granville Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>j.</b>	<b>DC/16/4400/FUL   Proposed Two Storey Side Extension 37 Western Avenue</b>
<b>Committee recommended APPROVAL.</b>	

### **331. 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.

### **332. SCDC RESPONSE TO FORMAL COMPLAINT**

Committee considered the response received from the Chief Executive of Suffolk Coastal District Council to Committee's complaint dated 30 September 2016.

It was **RESOLVED** that the Clerk write to Suffolk Coastal District Council to:

- i. **reiterate the Town Council's concerns with regard to the application of the Scheme of Delegation and associated failures in the administration of planning matters; and,**
- ii. **request that, in their forthcoming review of changes made to the Scheme of Delegation in relation to the determination of planning applications, the concerns of local parish and town councils are fully considered.**

### **333. CORRESPONDENCE**

- a) **Removal of BT Payphones.** Consultation letter from Suffolk Coastal District proposing the removal of 2 BT payphones at Junction of Church Lane & High Street IP11 9BQ and O/S 101 High Road West IP11 9AJ. **Committee had no objections to their removal and no interest in adopting the kiosks.**
- b) **SCDC Planning Portal Website Maintenance.** Committee was advised that work to upgrade to the SCDC website was scheduled to take place from Friday 25<sup>th</sup> to Tuesday 29<sup>th</sup> November. During this time there would be no access to the domain which deals with planning, building control and environmental services. **It was requested that the Clerk should seek an extension for comment by Committee on any applications which were not available for consideration within the consultation period as a result of the maintenance works.**

**Committee NOTED the above correspondence.**

### **334. CLOSURE**

The meeting was closed at 12.23pm. The date of the next meeting was noted as being Wednesday 30 November 2016, 9.15am at Felixstowe Town Hall.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_



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

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

<b>DC/16/3962/OUT</b>   Residential development of ten units, alterations to existing vehicular access associated external works and parking.   <b>Land At Junction With Garrison Lane And High Road</b>
<b>DC/16/4227/COU</b>   Change of Use of garage for use as dog grooming parlour for one dog at a time as approved under DC/14/2686/FUL.   <b>20 Wentworth Drive</b>
<b>DC/16/3924/OUT</b>   Outline proposals for one dwelling on land to rear of 61 Princes Road   <b>61 Princes Road</b>
<b>DC/16/3820/FUL</b>   Erection of two-storey portacabin for drivers welfare Facilities   <b>1-2 Hodgkinson Road</b>
<b>DC/16/3928/TPO</b>   To fell Arbutus (Strawberry Tree) in front garden; tree is causing damage to drains.   <b>17 Links Avenue</b>
<b>DC/16/3124/FUL</b>   Use of land as Truck Service Centre (B2 use) complete with service building and parking   <b>Land East Of Haven Exchange</b>
<b>DC/16/4129/FUL</b>   Revised garage detail to that approved under (DC/15/4740) including roller shutter doors set behind brick piers   <b>The Gatehouse Maybush Lane</b>
<b>DC/16/4333/FUL</b>   Proposed extension to rear and side of property (Including 1st floor) and internal alterations   <b>9 Beatrice Avenue</b>
<b>DC/16/3759/FUL</b>   Renewal of previous planning application for an extension   <b>129 Ferry Road</b>

**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):**

None

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