



9 am to 4 pm Mondays to Fridays

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

Cllr A Smith (Chairman)  
Cllr S Bird (Vice Chairman)  
Cllr N Barber  
Cllr S Gallant  
Cllr Jan Garfield

Cllr Jon Garfield  
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 13 December 2017** at **9.15 am** for the transaction of the following business:

### **A G E N D A**

**1. 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. Members of the public wishing to comment on a particular planning application may be invited to do so, at the direction of the Chairman, immediately prior to consideration of the application.

**2. Apologies**

To receive any apologies for absence.

**3. 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.

**4. 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.

**5. Confirmation of Minutes**

To confirm the Minutes of the Planning & Environment Committee meeting held on 29 November 2017 as a true record. **(Pages 4-6)**

## 6. Planning Applications

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

- a) **DC/17/5030/FUL** | Proposed two storey front extension including balcony, garage extension to form studio and alterations.

**33 Norman Close**

Applicant: Sandie Cecil & Mike Percival

[Link to Documents](#)

- b) **DC/17/4813/FUL** | Proposed first floor extension to the rear, over existing snooker room, to create additional living space.

**Latimer House, Martello Lane**

Applicant: Mr A Screech

[Link to Documents](#)

- c) **DC/17/4899/FUL** | Proposed single storey rear extension.

**9 Rosebery Road**

Applicant: Mr Peter Gemmell

[Link to Documents](#)

- d) **DC/17/5010/FUL** | Alterations to roof with addition of gable ends, raised ridge and insertion of six roof windows.

**6 Riby Road**

Applicant: Mr Stephen Brown

[Link to Documents](#)

- e) **Any other applications received following publication of this agenda but prior to the meeting for which the consultation period ends before the next scheduled meeting.**

## 7. 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)**

## 8. Planning & Environment Committee: Delegated Authority

To confirm the continued arrangements for the delegation of authority to the Town Clerk. **(Page 9)**

## 9. Archiving of Planning Applications by the Felixstowe Society

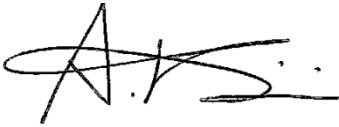
To note the work undertaken by the Felixstowe Society to assist with the archiving of old planning applications. **(Page 10)**

## 10. Correspondence

To note any items of correspondence.

**11. Closure**

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 10 January 2018 at 9.15am, Felixstowe Town Hall.



**Ash Tadjrishi**  
**Town Clerk**  
**6 December 2017**

For information (via email):      All Town Councillors  
   Local Press  
   Felixstowe Chamber of Trade & Commerce

---

***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 29 November 2017** at **9.15am**.

**PRESENT:** Cllr A Smith (Chairman) Cllr Jan Garfield  
Cllr S Bird (Vice-Chairman) Cllr G Newman  
Cllr N Barber Cllr D Savage  
Cllr S Gallant Cllr S Wiles

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs C A Page (Planning Administration Officer)

**IN ATTENDANCE:** Mr Roger Abbott, Felixstowe Chamber of Trade and Commerce.

### **382. PUBLIC QUESTION TIME**

There were none.

### **383. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr Jon Garfield** and **Cllr K Williams**.

### **384. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

### **385. REQUEST FOR DISPENSATION**

There were none.

### **386. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 15 November 2017** be signed by the **Chairman** as a true record.

### 387. 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/17/4811/FUL</b>   Erection of single storey side extension to form ancillary annex accommodation. <b>1 Wrens Park</b>
<b>Committee recommended APPROVAL</b>	

<b>b</b>	<b>DC/17/4801/FUL</b>   Demolition of small rear utility & construction of 2 storey rear extension. <b>40 Beatrice Avenue</b>
<b>Committee recommended APPROVAL</b>	

<b>c</b>	<b>DC/17/4765/FUL</b>   Replacement Dwelling. <b>Spindrift The Ferry</b>
<b>Committee recommended APPROVAL</b>	

<b>d</b>	<b>DC/17/4764/FUL</b>   Change of use from B1 (offices) to D2 (assembly and leisure) to open a 24 hour fitness club, and installation of new glazed wall to connect 2 units. <b>Unit 6 Suite 21 Orwell House Ferry Lane</b>
<b>Committee recommended APPROVAL</b>	

<b>e</b>	<b>DC/17/4373/FUL</b>   Enlarging and lowering the existing lower ground floor windows to the front (road side) of the house, using the same design as used in other houses in Beach Road East. <b>9 Beach Road East</b>
<b>Committee recommended APPROVAL</b>	

f	<p><b>DC/17/4658/FUL   New Automatic Entrance Gate. 44 Westmorland Road</b></p>
<p><b>Committee recommended REFUSAL as presented. This is particularly related to the solid structure of the proposed gate which would introduce a novel and inappropriate aspect to the street scene with an overbearing sense of enclosure. Committee therefore believes this is contrary to DM21. This area has its own unique character which we believe is worthy of preservation.</b></p>	

### **388. 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.

### **389. CORRESPONDENCE**

The Town Clerk advised of the following correspondence:

**a) DC/17/4624/FUL | Severance of garden to Friarscroft and erection of one dwelling and garage | Friarscroft Marcus Road**

The Planning Administration Officer informed Members that a revised plan had been received concerning the above application. Committee noted the minor changes to the application which had been recommended for approval at the meeting of 15<sup>th</sup> November.

**b) DC/17/2379/ARM | Approval of Reserved Matters of Outline Application DC/14/3432/OUT - Demolition of existing building and construction of 5 dwellings with access and garaging (Outline). This is not an environment impact assessment application.**

**Condition no. 1 - The siting of all buildings and the means of access thereto from an existing or proposed highway The design of all buildings, including the colour and texture of facing and roofing materials Landscaping A plan showing materials to be used for paved and hard surfaces and the finished levels in relation to existing levels The provision to be made for the parking, loading and unloading of vehicles The alignment, height and materials of all walls and fences and other means of enclosure The provision to be made for the storage and disposal of refuse. Condition no. 3 - Details of area for manoeuvring and parking of vehicles. Refer to drawings 17.53/100 & 101. Condition no. 5 - Details of areas to be provided for storage of refuse and regarding bins. Refer to drawings 17.53/100 & 101. | Penfold Road**

The Planning Administration Officer reported that the above application had been approved on referral to Suffolk Coastal District Council's Planning Committee.

**c) Suffolk Coastal District Council – “Felixstowe Leisure Vision”**

Committee noted Suffolk Coastal District Council’s document “Felixstowe Leisure Vision” which had been published earlier in the week.

**RESOLVED that the correspondence be noted.**

**390. CLOSURE**

The meeting was closed at 10.05am. The date of the next meeting was noted as being Wednesday 13 December 2017, 9.15am at Felixstowe Town Hall.

---

## **AGENDA ITEM 7: PLANNING DECISIONS**

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

**DC/17/4435/FUL** | To remove flat roof to existing side projection and erect pitch hipped roof. Change window to rear elevation for double doors.  
**17A Beatrice Avenue**

**DC/17/4391/FUL** | Construction of first floor extensions and internal alterations.  
**26 Foxgrove Lane**

**DC/17/4408/FUL** | To Convert first and second floor into two flats (originally offices) To demolish ground floor strong room and erect extension for stairwell to serve second flat and provide bathrooms to 1st and 2nd floor. Reinstatement of part of balcony with balustrading at 1st floor level.  
**25 Orwell Road**

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

**DC/17/3912/FUL** | Installation of Bank of Ireland ATM with Reflective Advertising Collar surround. ATM to be located through the glazing to the left handside of the main entrance, when viewed from the outside, backing into a POD.  
**64 Hamilton Road**

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

**DC/17/2379/ARM | Approval of Reserved Matters of Outline Application**  
**DC/14/3432/OUT** - Demolition of existing building and construction of 5 dwellings with access and garaging (Outline). This is not an environment impact assessment application. Condition no. 1 - The siting of all buildings and the means of access thereto from an existing or proposed highway The design of all buildings, including the colour and texture of facing and roofing materials Landscaping A plan showing materials to be used for paved and hard surfaces and the finished levels in relation to existing levels The provision to be made for the parking, loading and unloading of vehicles. The alignment, height and materials of all walls and fences and other means of enclosure The provision to be made for the storage and disposal of refuse. Condition no. 3 - Details of area for manoeuvring and parking of vehicles. Refer to drawings 17.53/100 & 101. Condition no. 5 - Details of areas to be provided for storage of refuse and regarding bins. Refer to drawings 17.53/100 & 101.  
**Penfold Road**

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

None.



## **AGENDA ITEM 8: DELEGATED AUTHORITY**

Committee are requested to grant delegated authority to the Clerk, in consultation with the Chairman and/or Vice-Chairman of the Planning & Environment Committee, to submit a response on behalf of the Town Council to any planning applications or consultations for which the consultation period ends before the next Committee meeting on 10<sup>th</sup> January 2018. Such authority is in accordance with the resolution under Minute 346 of 2<sup>nd</sup> December 2015 as follows:

Delegated Authority to the Clerk:

- (1) To submit referral requests on behalf of the Town Council's Planning & Environment Committee to the Suffolk Coastal District Council Planning Office outlining material planning reasons why the Chairman and Vice-Chairman of the District Council's Planning Committee should put the application before their committee for consideration.

Subject to:

- a) The referral notice having been forwarded via email to all Members of the Planning & Environment Committee for information;
  - b) Consultation with the Chairman and/or Vice-Chairman of the Planning & Environment Committee;
  - c) The original recommendation by the Planning & Environment Committee in respect of the application in question being maintained; and,
  - d) All Members of the Planning & Environment Committee being copied in on the emailed referral submission to the District Council for information.
- (2) To respond to consultations on behalf of the Town Council's Planning & Environment Committee following consultation with the Chairman and/or Vice-Chairman.

Authority limited to:

- a) Those occasions whereby it would not be possible to convene a meeting of the Council's Planning & Environment Committee before the consultation closes.

**Committee is therefore requested to confirm the continued arrangements for the delegation of authority to the Town Clerk.**

## **AGENDA ITEM 9: ARCHIVING OF PLANNING APPLICATIONS BY THE FELIXSTOWE SOCIETY**

Since July of this year, Felixstowe Society has carried out the enormous task of archiving planning material housed at the Town Hall. The team, led by David Crawford met every Wednesday and generally consisted of 6 members. Bev Boyce, Archivist at the Museum and member of Felixstowe Society joined the group and produced a spreadsheet detailing documents for retention. Over this time it is estimated that approximately three thousand planning applications have been reviewed.

Felixstowe Society have dealt with material dating from 1974 – 2010 and have retained applications on the following basis:

- 1) Listed Building
- 2) Major (over 10 dwellings)
- 3) Deemed to be in the public interest
- 4) Local history

Material to be retained has been recorded on a spreadsheet and saved on a Town Council database, in total 945 items have been kept.

Material to be retained is being housed at the Museum and will be accessible at the following times:

Easter – October, Wednesday, Sunday and Bank Holidays.

November – the re-opening at Easter, access when a Working Party is present, usually Wednesday and Sunday.

The Town Council temporarily retain applications received in the current year which have yet to be determined. This is to enable Felixstowe Society and other interested parties to view plans at the Town Hall.

As from November 2013, all planning applications received at the Town Hall are saved electronically on the planning database. However, applications that fall under the categories listed above may be retained. Felixstowe Society may also request to archive current applications if they so wish.

At present, planning applications dated November 2010 – October 2013 are being retained until such time as a seven year period has passed (these plans are housed in the safe at the Town Hall).

**Committee is requested to note the work undertaken by the Felixstowe Society to assist with the archiving of old planning applications.**