



## 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 M Jepson  
Cllr G Newman  
Cllr D Savage  
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 23 May 2018** 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 9 May 2018 as a true record. **(Pages 3-5)**

**6. Planning Applications**

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

- a) **DC/18/1825/OUT** | Outline proposal for one dwelling on side gardens  
**25 Springfield Avenue**  
Applicant: Mrs P Osborne [Link to Documents](#)
- b) **DC/18/1956/FUL** | Proposed Side Extension with a new pitched garage roof. | **4 Surrey Road**  
Applicant: Mr & Mrs Willoughby [Link to Documents](#)
- c) **DC/18/1844/FUL** | Replacement Balcony with Canopy |  
**Flat 3, 6 Sea Road**  
Applicant: Ms G Greasey [Link to Documents](#)
- d) **DC/18/1955/FUL** | Replacement of three windows to North elevation |  
**15 Red Hall Court**  
Applicant: Mrs Patch [Link to Documents](#)
- e) **DC/18/1882/TCA** | T1 Walnut - Section fell to ground level  
**46 Leopold Road**  
Applicant: Mrs Carpenter [Link to Documents](#)

**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 6)**

**8. Community Infrastructure Levy (CIL)**

To recommend any local projects to Suffolk Coastal District Council which would be eligible for CIL funding. **(Page 7)**

**9. Community Asset Nomination – Right to Bid: Victoria Public House**

To make any recommendations to Suffolk Coastal District Council in respect of an application to list The Victoria Public House, Felixstowe Ferry, as an Asset of Community Value. **(Page 8)**

**10. Correspondence**

To note any items of correspondence.

**11. Closure**

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 6 June 2018 at 9.15am, Felixstowe Town Hall.



**Ash Tadjrishi**  
**Town Clerk**  
**17 May 2018**

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

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

## **AGENDA ITEM 5: CONFIRMATION OF MINUTES**

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 9 May 2018** at **9.15am**.

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

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

**IN ATTENDANCE:** Mr I Lightfoot, Suffolk Rickshaw Company (*from item 646*)

### **640. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber**, **Cllr G Newman** and **Cllr K Williams**.

### **641. 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 S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr S Gallant	646	Local Non-Pecuniary (as Suffolk Coastal District Council Cabinet Member for Community Health)
Cllr D Savage	646	Local Non-Pecuniary (as Member of Suffolk Coastal District Council Licensing Committee)

### **642. REQUEST FOR DISPENSATION**

There were none.

### **643. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 25 April 2018** be signed by the Chairman as a true record.

### **644. 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/18/1565/FUL</b>   Holiday let Barn <b>Part Rear Garden Of 4 Gulpher Cottages Gulpher Road</b>
<b>Committee recommend APPROVAL.</b>	

<b>b</b>	<b>DC/18/1656/FUL</b>   Small extension to the rear of the property - The first floor currently covers about 70% of the house 'footprint'. The proposals extend the first floor to cover the full footprint (similar to area at round floor). This includes a new roof over part of the house. A new roof pitched roof over the garage (currently flat roof with redundant balcony). Alterations to materials, fenestration etc. to all external elevations. Significant internal alterations to layout. <b>26 Cliff Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>c</b>	<b>DC/18/1669/FUL</b>   To extend single storey bungalow on west flank for bedroom & wet room. Clad north & south flanks of existing bungalow with Hardi-Plank. Block existing dining room window & move kitchen window. <b>65 Roman Way</b>
<b>Committee recommended APPROVAL.</b>	

<b>d</b>	<b>DC/18/1446/FUL</b>   30m2 office extension and conversion of one large flat to two smaller flats <b>156-158 Hamilton Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>e</b>	<b>DC/18/1617/ADI</b>   Illuminated Advertisement Consent - Non Illuminated Logo and Letters, Non Illuminated Aluminium Panels, Non Illuminated Projecting Sign, and Internally Illuminated ATM Surround <b>72 Hamilton Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>f</b>	<b>DC/18/1731/FUL</b>   New Balcony to existing three storey residential detached property. No internal alterations. <b>69A Cliff Road</b>
<b>Committee noted that the property in question related to number 69 Cliff Road, not 69A and recommended APPROVAL.</b>	

<b>g</b>	<b>DC/18/1578/FUL   Replacement of six windows and one door/ screen to ground floor flat 2 Cardinals Court Queens Road</b>
<b>Committee had NO OBJECTIONS to this application.</b>	

**645. 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.

**646. RICKSHAW HACKNEY CARRIAGE LICENCE APPLICATION: SUFFOLK RICKSHAW COMPANY**

Committee heard from Mr Lightfoot regarding the rickshaw service he wished to introduce to Felixstowe.

**RESOLVED** that the licensing application should be welcomed and SCDC be asked to consider permitting Mr Lightfoot to operate a rickshaw on any public highway in Felixstowe.

**647. CORRESPONDENCE**

The Town Clerk advised of the following correspondence:

**a) SCC Suffolk Parking Management Strategy consultation**

Committee consider the draft SCC Parking Management Strategy and **RESOLVED** to submit the following response:

**Felixstowe Town Council understands that this policy is an integral part of moving towards Civil Parking Enforcement. However, where the policy in the preamble refers to ‘health and vitality’ of town centres, it does not mention the need to support tourism.**

**The reference to a hierarchy for further on-street parking should take in to account the demands on local areas to provide off-street and long-term parking for both tourism and town centres.**

**648. CLOSURE**

The meeting was closed at 10.50am. The date of the next meeting was noted as being Wednesday 23 May 2018, 9.15am at Felixstowe Town Hall.

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

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

<p><b>DC/18/1067/FUL</b>   To remove flat roof garage, replace with pitched roof. Erect open pitched roof entrance porch. To widen crossover. To replace shingle driveway with block paving. <b>17 Park Avenue</b></p>
<p><b>DC/18/0524/ADN</b>   To replace the existing way sign at the top of Viewpoint Road and replace with a larger monolith sign. The sign is to inform visitors of the organisations and facilities that can be found down Viewpoint Road. <b>Street Record View Point Road</b></p>
<p><b>DC/18/1030/FUL</b>   Proposed single storey side &amp; rear extension. <b>38 Princes Road</b></p>
<p><b>DC/18/0860/FUL</b>   Proposed 2-storey extension to side of property. <b>Linden Lodge Bacton Road</b></p>
<p><b>DC/18/0554/FUL</b>   Replace existing floodlights on two sets of three all weather tennis courts. <b>Felixstowe Lawn Tennis Club Bath Road</b></p>
<p><b>DC/18/0639/FUL</b>   Full Planning - Shop front refurbishment including new ATM position with red (RAL 3020) vinyl around it. New 10.8mm shop front glazing panels and 11.5mm around ATM. New stainless letter plate. 3no single glazing windows at FF level to be replaced by double glazing. HVAC: Replacing current VRV unit at the rear of the branch by new with a galvanized cage around it to avoid vandalizing. 3no louvres at FF level and 2no at GF at the rear yard. <b>61 Hamilton Road</b></p>
<p><b>DC/18/0885/FUL</b>   Single Storey Rear Extension <b>19 Rosemary Avenue</b></p>
<p><b>DC/18/0839/FUL</b>   Proposed two storey side and single rear storey extension <b>26 Looe Road</b></p>
<p><b>DC/18/0674/FUL</b>   Construction of a single storey rear extension <b>18 Chelsworth Road</b></p>
<p><b>DC/18/1062/FUL</b>   Remove existing balcony to front and ground floor structure. New two storey and single storey extension to the front with new balcony areas to first floor. New pitched roof in place of existing flat roof to main house and garage, new mono-pitch roof to outbuildings to rear. <b>101 Cliff Road</b></p>

**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

## **AGENDA ITEM 8: COMMUNITY INFRASTRUCTURE LEVY (CIL)**

The Town Council has been invited to submit proposals by 25<sup>th</sup> May 2018 to SCDC for local infrastructure projects to receive funding raised by the Community Infrastructure Levy. Committee should be able to explain how any project it elects to put forward will go toward supporting development and links to District Council plans or strategies. In order for a project to be approved by the Council's Cabinet to receive CIL funding, it should:

- Be a type of infrastructure included on the Council's Regulation 123 List
- Be a project on which work can usually start or be committed to within the current financial year.

The types of projects that Community Infrastructure Levy funds can be spent on are listed in the Regulation 123 list published by SCDC and include:

- Strategic highway improvements including strategic cycling and pedestrian infrastructure
- Provision of library facilities
- Provision of additional pre-school places at existing establishments
- Provision of primary school places at existing schools
- Provision of secondary, sixth form and further education places
- Provision of health facilities
- Provision of police infrastructure
- Provision of fire service infrastructure
- Provision of ambulance service infrastructure
- Provision of leisure and community facilities
- Provision of off-site open space
- Maintenance of open space
- Strategic air quality improvements
- Strategic green infrastructure
- Strategic flooding and coastal defence works
- Provision of waste infrastructure

SCDC also undertook an infrastructure study as part of its evidence base to accompany the introduction of the CIL in 2014, which also informed the infrastructure requirements for the Felixstowe Peninsula Area Action Plan and this can be seen on pages 98-104 of the plan here:

<http://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/FINAL-Adopted-Version-January-2017.pdf>

Committee should note that this is a call for the use of CIL funds held by SCDC and is therefore separate to the portion of CIL receipts that are passed on to and held by the Town Council (currently standing at £29,360). The Town Council is able to use its own CIL funds independently and there is a much wider definition for town and parish councils on how these can be used; which, as per Regulation 59C of The Community Infrastructure Levy (Amendment) Regulations 2013, includes anything *'to support the development of the local area by funding (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or (b) anything else that is concerned with addressing the demands that development places on an area'*.

**Committee is requested to consider any proposals to submit to SCDC to receive CIL funding for projects within Felixstowe during 2018-19.**

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## **AGENDA ITEM 9: COMMUNITY ASSET NOMINATION – RIGHT TO BID: VICTORIA PUBLIC HOUSE**

Suffolk Coastal District Council are in receipt of an application from Felixstowe Ferry Residents Association to start the 8 week consultation period on whether to list The Victoria Public House, The Ferry, Felixstowe, IP11 9RZ as an Asset of Community Value.

The consultation period runs from 17 May to 12 July 2018 and is reasoned by the Felixstowe Ferry Residents Association as follows:

*The Victoria was a successful public house until the freeholder parted company with his manager and then personally ran the business into the ground. The Ferry is a popular tourist destination attracting in excess of 250 thousand visitors annually. The remaining public house, The Ferry Boat Inn is extremely popular and oversubscribed during the summer trading period. The Victoria offers visitors adequate car parking within its grounds and enjoys great river and sea views from the upper dining area of the building. Members of the Felixstowe Ferry Residents Association feel strongly that this should once again become a vibrant trading business and not an empty and neglected building.*

The Town Council is invited to provide any comments in respect of the application by the 22 June to be able to include them on the consultation papers for the decision meeting.

**Committee is therefore requested to consider and decide on any response it wishes to provide to this application.**

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