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9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

TO ALL MEMBERS OF THE PLANNING & ENVIRONMENT COMMITTEE

Cllr S Bird (Chairman)  
Cllr A Smith (Vice Chairman)  
Cllr S Bennett  
Cllr S Gallant  
Cllr M Jepson

Cllr M Morris  
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 **ONLINE** on **Wednesday 13 January 2021** at **9.15am**.

**Public Attendance**

*Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend via Zoom. Members of the public are invited to make representations or put questions to the Committee during the public session. Members of the public wishing to comment on a specific planning application may be invited to do so, at the direction of the Chairman, immediately prior to consideration of the application.*

**To join the meeting please follow this link:**

<https://us02web.zoom.us/j/82892513980>

Alternatively, you may join via the meeting ID 828 9251 3980 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

*Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.*

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**Ash Tadjrishi**  
**Town Clerk**  
**6 January 2021**

For information (via email):

All Town Councillors  
Local Press  
Felixstowe Chamber of Trade & Commerce



## A G E N D A

### 1. **Public Question Time**

Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Committee on any relevant matters.

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

### 2. **Apologies for Absence**

To receive any apologies for absence.

### 3. **Declarations of Interest**

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest.

### 4. **Confirmation of Minutes**

To confirm the Minutes of the Planning & Environment Committee meeting held on 16 December 2020 as a true record. **(Pages 4-8)**

### 5. **Comments to Planning Applications Submitted Under Delegated Powers**

To note the comments submitted to East Suffolk Council in accordance with delegated authority for applications received since the date of the previous agenda with a deadline for response prior to the date of this meeting.

**(Pages 9-10)**

### 6. **Planning Applications**

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

- a. **DC/20/5078/FUL** | New Build Workshop Facility, Modular Office Unit, and alterations to existing workshop to include commercial workshop and wash facility with Authorised Testing Facility, MOT Services and DVSA Test Station.

**1-2 Hodgkinson Road**

Applicant: Renault Truck Commercial Ltd

[Link to Documents](#)

- b. **DC/20/5093/FUL** | Two storey and single storey rear extensions following demolition of single storey rear projection and conservatory.

**30 Brook Lane**

Applicant: Mr and Mrs A Rowe

[Link to Documents](#)

- c. **DC/20/5119/FUL** | Construction of a two storey rear extension.

**175 Grange Road**

Applicant: Mr M Farina

[Link to Documents](#)

- d. **DC/20/5177/FUL** | Ground floor extension together with first floor side extension over the rear of the double garage. Foundations have been dug and poured for the ground floor extension under permitted development.

**7 Eastcliff**

Applicant: Mr and Mrs G Phelps

[Link to Documents](#)

- e. **DC/20/5137/FUL** | Side extension

**29 Norman Close**

Applicant: Mr S McEhinney

[Link to Documents](#)

- f. **DC/20/5194/FUL** | First Floor Side Extension

**47 Links Avenue**

Applicant: Mr Read

[Link to Documents](#)

- g. **DC/20/5087/FUL** | Single story side extension

**63 Langer Road.**

Applicant: Mrs K Kavanagh

[Link to Documents](#)

**7. Planning Decisions**

To note the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of this agenda. **(Page 10)**

**8. Historic Environment Supplementary Planning Document Consultation**

To consider ESC's Historic Environment Supplementary Planning Document Consultation which is taking place from 7<sup>th</sup> December 2020 to 1<sup>st</sup> February 2021. **(Page 11)**

**9. Sizewell C Project Application Update**

To consider whether to appoint a representative to attend virtual planning meetings relating to Sizewell C Project application on behalf of the Town Council. **(Page 12)**

**10. Correspondence**

To note any items of correspondence.

**11. Closure**

To close proceedings and confirm the date of the meeting as scheduled for Wednesday 27<sup>th</sup> January 2021 at 9.15am.

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

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held  
ONLINE on Wednesday 16 December 2020 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman) Cllr M Jepson (*to Item 387*)  
Cllr A Smith (Vice-Chairman) Cllr M Morris  
Cllr S Bennett Cllr D Savage  
Cllr S Gallant (*to Item 385*) Cllr K Williams (*to Item 387*)

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

### **381. PUBLIC QUESTIONS**

None

### **382. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Wiles**.

Apologies were received from **Cllr S Gallant**, **Cllr M Jepson** and **Cllr K Williams** in advance of having to leave at 11am, 11.25am and 11.30am respectively to attend to other business.

### **383. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant Cllr M Jepson	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

### **384. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 2 December 2020 be confirmed as a true record.

### **385. PLANNING APPLICATIONS**

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

<b>A</b>	DC/20/4734/FUL   New dwelling with new vehicular access Brackenbury House Marcus Road
<b>Committee recommended APPROVAL</b>	
<b>B</b>	DC/20/4735/FUL   New dwelling Brackenbury House Marcus Road
<p><b>Committee recommended REFUSAL and consider the proposal to contravene SCLP11.1 b, c(i) and c(ii) in respect of the local character, scale and layout within its surroundings.</b></p> <p><b>Committee considered that, should the existing permission for DC/19/2434/OUT at Fourwinds be built out, approval of this application would also be injurious to the street scene in contravention of SCLP11.1 c(iv).</b></p> <p><b>Furthermore, Committee are concerned that the proposal would contravene policies SCLP 11.2 a and e in respect of privacy and overlooking from the adjacent property on Marcus Road, formerly part of The Postern, approved under DC/17/1512/FUL and the amenity of the wider environment.</b></p>	
<b>C</b>	DC/20/4836/FUL   Conversion of house to five apartments Tehidy House 65 Orwell Road
<p><b>Committee recommended APPROVAL. In light of having considered NPPF para 10, in respect of the presumption in favour of sustainable development and para. 172 in respect of preserving and enhancing the conservation area, Committee felt the application was acceptable.</b></p>	
<b>D</b>	DC/20/4672/FUL   Reinstatement of natural slate roof covering (replacement interlocking concrete tiles) together with removal of existing chimney stacks, replacement of existing rooflights and replacement fascias, soffits and bargeboards and rainwater goods. Reinstatement of painted timber balcony over front bay window, new fence to replace front wall. 16 Beach Road East
<p><b>Having considered relevant policies for the conservation area under NPPF para. 172 and SCLP11.5 we welcome this comprehensive and sympathetic upgrade to this property in this important element of the conservation area. Committee recommended APPROVAL.</b></p>	

<b>E</b>	<b>DC/20/4640/FUL</b>   Single Storey outbuilding located at the rear of the property. <b>Anura 37 St Andrews Road</b>
<b>Committee recommended APPROVAL</b>	

<b>F</b>	<b>DC/20/4322/FUL</b>   Conversion of existing conservatory into a sun lounge <b>46 Brook Lane.</b>
<b>Committee recommended APPROVAL</b>	

<b>G</b>	<b>DC/20/4938/VOC</b>   Variation of Condition 1 of DC/14/1574/VOC - Variation of condition no.2 of C/89/1932 - Amendment of planning conditions to allow occupation (for holiday purposes only) of Suffolk Sands Holiday Park between 1st March and 14th February in the following year <b>Suffolk Sands Caravan Park Carr Road</b>
<b>Committee recommended APPROVAL</b>	

<b>H</b>	<b>DC/20/4804/VOC</b>   Variation of Condition No. 7 of C/89/2256 Date of Decision: 13/03/1990 - Ministerial guidance has indicated that to LPA's should be sympathetic to the seasonal extension of holiday parks in order to support and sustain the tourism industry as a result of COVID-19. - Variation of condition 7 of permission C.89/2256 to allow caravans to be used for human habitation between 15th January and the end of February 2021 Felixstowe <b>Beach Holiday Park Walton Avenue</b>
<b>Committee recommended APPROVAL</b>	

<b>I</b>	<b>DC/20/5008/TCA</b>   T1 Ash - 25% crown reduction T2 Sycamore - remove T3 Sycamore - remove front heavy leading stem. T4, T5 Sycamore - pollard. Overall trees have outgrown the garden space. Regrowth from stumps will assist stability of steep bank. <b>The Lodge South Hill</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

<b>J</b>	<p><b>DC/20/4995/TPO   T1 Turkey Oak - to be felled for the following reasons:</b>          Alleged cause of asthma and eczema on residents and neighbours.          Blockage of light Damage to cars Damage to roof and gutters Unspecified damage to foundations Light restriction to solar panels Risk of harm from falling debris or leaf slippage.</p> <p><b>9 Melford Way</b></p>
<p><b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer, but would ask for consideration for suitable replacement planting.</b></p>	

At 10.58am Cllr S Gallant left the meeting.

**386. PLANNING DECISIONS**

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

**387. AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT – INITIAL CONSULTATION**

The Clerk outlined the initial consultation document in which ESC were seeking feedback on what its Affordable Housing Supplementary Planning Document (SPD) should include which is being updated from a 2004 document. The Committee discussed and responded to the questions posed. Once adopted SPDs are material considerations in the determination of planning applications.

**IT WAS RESOLVED** that the responses would be collated and the sent out to the Committee for approval by end of 18 December to be submitted before the deadline of 21 December 2021.

At 11.10 am Cllr K William left the meeting.

At 11.25am Cllr M Jepson left the meeting

**388. HISTORIC ENVIRONMENT SUPPLEMENTARY PLANNING DOCUMENT CONSULTATION**

The Clerk notified the Committee of a Consultation on Historic Environment Supplementary Planning Document which would be brought back to Committee on 13 January for consideration.

**RESOLVED** that the consultation be noted and brought back to the Committee on 13 January 2021 for further consideration.

### **389. DELEGATED AUTHORITY**

**RESOLVED that authority be delegated to the Town Clerk in consultation with the Chairman and/or Vice-Chairman, to respond to any planning matters that would otherwise be out of time for a response by the next scheduled meeting.**

### **390. CORRESPONDENCE**

**The Town Clerk reported the following under correspondence:**

**i) Bloor Homes ref. Forthcoming Application for Walton North.**

An invitation from Bloor Homes to provide a briefing to Councillors prior to formal submission of a reserved matters application for development at Walton North. It was agreed that the Clerk should liaise with Bloor to arrange a briefing via Zoom for earlier in the new year.

**ii) Deben High School development.** The Town Clerk advised that East Suffolk Council was holding a pre-application consultation on its proposals to develop the former Deben High School site. It was agreed that a formal response would be made once the application had been submitted and Committee was keen to see how the energy conservation and efficiency measures were to be included in the plans, together with enhancing connectivity and ensuring access to public transport.

**iii) LGBCE Boundary Review of Suffolk County Divisions.** The Clerk advised that it was anticipated that Committee was pleased to note that the new parish warding arrangements proposed as an outcome of the County Divisions review were anticipated to come in to force by the next Town Council elections in May 2023.

### **391. CLOSURE**

The meeting was closed at 12.11pm. The date of the next meeting was noted as being Wednesday 13 January 2021, 9.15am. The Chairman wished all a Merry Christmas and a Happy New Year.



## **AGENDA ITEM 5: PLANNING COMMENTS SUBMITTED UNDER DELEGATED POWERS**

The following comments were submitted to ESC on 4 January 2021 in accordance with approved delegation arrangements (*Minute #341 of 2020/21 refers*):

**DC.20.4643.FUL** | Change of Use of house (Use Class C3) to a large HMO (Use Class Sui Generis). Please see attached supporting document in response to refusal letter received on 6th September 2020

**102 Garrison Lane -**

**Felixstowe Town Council recommends REFUSAL for this application. We note the changes made since a previous application made at this address, including the reduction in rooms proposed from 8 to 7. We further note on the plans submitted that Bedroom 1 has no access shown, either internally or externally. Bedroom 3 has no window or access to natural light or ventilation. This is contrary to Policy SCLP 11.2(c)- access to daylight and sunlight. Bedroom 4 has external access, and internal access only via the communal kitchen. The proposed Bedrooms 5, 6 and 7 have external access only, meaning that the only means of access to the kitchen/living room is to go outside and then re-enter the building via the front door or external kitchen door. This is therefore contrary to Policy SCLP 11.2(h)- safety and security. There is a connecting door between proposed Bedrooms 5 and 7.**

**This seems inconsistent with the fact that this is a proposal for an HMO with occupation by "unrelated individuals", as defined by paragraph 5.73 of the Suffolk Coastal Local Plan. We believe that 7 households sharing only one combined kitchen, dining and living area provides inadequate amenity space for future occupiers, and is therefore contrary to Policy SCLP 11.1(e). We believe that there is inadequate parking provision for the proposed number of occupiers and therefore the application is contrary to Policy SCLP 5.12(b)**

**We do not accept the applicant's mitigating explanation that occupiers will likely be low to middle income persons, who will not all own or use a car. We believe that the conversion of this property for use by 7 households represents over intensification of the site and consequently will have an adverse impact on the character of the surrounding area, contrary to Policy SCLP 5.12(a).**

**DC/20/4994/TPO** | T1 Holm Oak - to be felled. Tree is in a row of boundary trees in rear garden. The tree is in decline with large fractures and decay pockets.

**11 Foxgrove Gardens**

**No objection subject to the guidance of the East Suffolk Council arboricultural officer. Felixstowe Town Council accepts the explanation given for the felling of the tree. We also note that no supporting documents were submitted with this application.**

**DC/20/5086/TCA** | T1 - small Holm Oak at entrance of car park to be re-pollarded to maintain clearance for vehicles (emergency vehicles) T2 - large Holm Oak; removal of 4 lower laterals on property side of tree, works to be carried out to maintain balance, aesthetic value and clearance from property. T3 and T4 - Holly trees to be dead-wooded T5,6,7 - Pine trees to be dead-wooded T8 - Holm Oak to be reduced by approximately 2/3 metres and cutting and removal of Ivy. T9 - Pine tree; recommended selective reduction to re-balance tree, to reduce chance of limb failure over utility cables, bowls area and public bin area. T10 - Beech tree; recommended works to reduce 1 lower limb and 1 upper limb by approximately 2/3 metres to help balance and reduce chance of failure over sub-station and neighbouring property, but to maintain screen and amenity value

**The Bartlet And Cautley House Undercliff Road**

**No objection subject to the guidance of the East Suffolk Council arboricultural officer.**

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

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

**DC/20/4028/FUL** | Proposed public toilets drainage improvements, construction of annex building for treatment plant and reconfiguration of public toilet building.  
**Public Conveniences The Ferry Felixstowe**

**DC/20/4386/FUL** | Garage extension  
**Villa Bonita 58 Maybush Lane**

**DC/20/4400/TEL** | Proposed Telecommunications upgrade. Proposed 15.0m AGL Phase 8 Street Pole on new root foundation and associated ancillary works.  
**Land And Verges At Junction Of Mill Lane And Garrison Lane**

**DC/20/4070/FUL** | Retrospective Application - Erection of 2no. pergola structures  
**Land At Pavilion Court Hamilton Gardens**

**DC/20/3432/FUL** | Erection of replacement garage - Revised Design to approval 20/2147  
**19 High Road East**

**DC/20/4677/TCA** | T1 Lime - re-pollard to previous pollard points to reduce overhang over garages and adjacent properties, and to reduce heavy shading. G1 2no. Sycamore - re-pollard to previous height of approx. 6m. to reduce overhang and shading over adjacent roads, paths and properties.  
**108 Queens Road**

**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: HISTORIC ENVIRONMENT SUPPLEMENTARY PLANNING DOCUMENT CONSULTATION**

The Historic Environment Supplementary Planning Document (SPD) will provide further guidance on the implementation of planning policy including guidance for developers and property owners who are either planning new development or making changes to an existing property.

It will cover a range of topics including conservation areas, listed buildings, non-designated heritage assets and historic parks and gardens, as well as guidance on shop fronts, sustainable construction and renewable energy, extensions and alterations to a historic building, replacing windows, doors and porches and development within the setting of a historic building.

Supplementary Planning Documents expand upon policy and provide further detail to support the implementation of policies in Local Plans. Whilst not a part of the development plan, they are a material consideration in the determination of planning applications.

The consultation is taking place from 7<sup>th</sup> December 2020 and until 5pm on 1<sup>st</sup> February 2021 and the consultation document is available from the ESC website here: [https://eastsoffolk.inconsult.uk/gf2.tif/1224514/87589285.1/PDF/-/Final\\_Draft\\_HE\\_SPD\\_reduced.pdf](https://eastsoffolk.inconsult.uk/gf2.tif/1224514/87589285.1/PDF/-/Final_Draft_HE_SPD_reduced.pdf)

**Committee is requested to consider the consultation and decide on any actions necessary in order to respond on behalf of the Town Council by the deadline of 1<sup>st</sup> February 2021.**

## **AGENDA ITEM 9: SIZEWELL C PROJECT APPLICATION UPDATE**

An update on the progress of the application by NNB Generation Company (SZC) Limited for The Sizewell C Project was received from the Examining Authority with a request for further information from all Interested Parties and Statutory Parties.

[The letter is linked here](#)

The request for further information from all Interested Parties and Statutory Parties is regarding their capability to engage with the Examination remotely, including the use of Virtual Events and a request for clarification and documents from the Applicant.

[EN010012- The Sizewell C Project Virtual Events Questionnaire \(office.com\)](#)

As advised in the letter, the ExA is exploring the possibility of conducting the initial meeting, known as the Preliminary Meeting (where the ExA will consider how the application should be examined) and subsequent Examination events, either partially or wholly without the need for public gatherings. Any such changes to the established approach will be made in the context of the Examination being principally a written process, and with full regard to the applicable legislation, Government guidance and the Inspectorate's purposes and values and its Customer Charter.

**Committee is requested to note the update on the Sizewell C Project and consider whether to appoint a representative to attend any virtual meetings on its behalf, by the deadline of 18<sup>th</sup> January 2021.**