

Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

9 am to 4 pm Mondays to Fridays

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 27 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.

Ash Tadjrishi
Town Clerk
20 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 13 January 2021 as a true record. **(Pages 5-8)**

5. **Planning Applications**

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

- a. **DC/21/0018/FUL** | Single storey extensions and first floor extensions to front, side and rear elevation
41 Westmorland Road
Applicant: Mr D Begg and Ms K Shepherd [Link to Documents](#)

- b. **DC/21/0016/FUL** | Loft conversion to existing bungalow. New first floor addition to front/side and new two-storey addition to rear/side. New covered walkway.
3 Eagles Close
Applicant: Mr T Ward [Link to Documents](#)

- c. **DC/21/0046/FUL** | Demolition of the existing single and two storey rear extensions and rear external staircase, and construction of a new single storey and two storey extensions and external stair to provide artist studio space ancillary to the art gallery space at ground floor and enlarged ancillary living accommodation at first floor level.
Hamilton Cottage Bent Hill
Applicant: Ms B Graham [Link to Documents](#)

- d. **DC/21/0144/FUL** | Single storey pitched and flat roof extension to rear of house. Existing flat roofed garage extended to front.
14 Brook Lane
Applicant: Mr & Mrs A Waterhouse Taylor [Link to Documents](#)
- e. **DC/21/0137/FUL** | Alterations to roof to form first floor accommodation
39 Colneis Road
Applicant: Mr & Mrs Donelly [Link to Documents](#)
- f. **DC/20/5206/FUL** | Erection of first-floor front extension, and single-storey side/rear extension (following removal of existing conservatory)
86 Roman Way
Applicant: Mr M Nevitt [Link to Documents](#)
- g. **DC/21/0076/FUL** | Side Extension
30 Cage Lane
Applicant: Mr & Mrs L Windall [Link to Documents](#)
- h. **DC/21/0193/FUL** | Proposed rear single storey extension
103 King Street
Applicant: Mr & Mrs D Taylor-McLaren [Link to Documents](#)
- i. **DC/21/0050/FUL** | To add and additional single unit on the 4th floor within the existing roof space. Also to include a single window and 3 no roof lights. All changes are outlined in red on the listed numbers below. All services and utilities exist.
7 North Sea Road
Applicant: Mr J Gulston [Link to Documents](#)
- j. **DC/20/5235/FUL** | To build a wheel chair/disabled access ramp at Old Felixstowe Community Centre (OFCA)
Old Felixstowe Community Centre Ferry Road
Applicant: Dr T Smith [Link to Documents](#)
- k. **DC/21/0222/TCA** | 3 x Sycamore to be pollarded to 3 meters in height. To reduce the size of trees on a steep bank next to property. 2 x Hawthorn to be pollarded to reduce size. 1 x Elderflower to be removed.
The Hermitage Undercliff Road East
Applicant: Mr C Elliott, Elliott Landscapes [Link to Documents](#)

6. 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 9)**

7. Suffolk Design Streets Guide Consultation

To consider Suffolk County Council's Design Streets Guide consultation and decide on any actions necessary in order to respond to the consultation deadline of 10 February 2021. **(Page 10-12)**

8. Correspondence

To note any items of correspondence.

9. Closure

To close proceedings and confirm the date of the meeting as scheduled for Wednesday 10th February 2021 at 9.15am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held ONLINE on Wednesday 13 January 2121 at 9.15am

PRESENT: Cllr S Bird (Chairman) Cllr M Jepson
Cllr A Smith (Vice-Chairman) Cllr M Morris
Cllr S Bennett Cllr D Savage
Cllr S Gallant Cllr S Wiles (*to item 411*)

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

403. PUBLIC QUESTIONS

None

404. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr K Williams**. Committee recorded its condolences to Cllr Williams.

Apologies were given by **Cllr S Wiles** in advance of having to leave at 11am to attend to other business.

405. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
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.

406. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 16 December 2020 be confirmed as a true record.

407. COMMENTS TO PLANNING APPLICATIONS SUBMITTED UNDER DELEGATED POWERS

Committee noted comments made 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.

408. PLANNING APPLICATIONS

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

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
Committee recommended APPROVAL and welcome this much needed facility providing high quality employment.	
B	DC/20/5079/ADI Illuminated Advertisement Consent - Various signs as detailed in document by ProLicht 1-2 Hodgkinson Road
Committee recommended APPROVAL	
C	DC/20/5093/FUL Two storey and single storey rear extensions following demolition of single storey rear projection and conservatory. 30 Brook Lane
Committee recommended APPROVAL. Committee considered the relationship of the two storey extension to the neighbouring property and considered it to be acceptable.	
D	DC/20/5119/FUL Construction of a two storey rear extension. 175 Grange Road
Committee recommended REFUSAL. The proposed cladding materials would be incongruous with the local character and distinctiveness of this and the neighbouring dwellings, contrary to SCLP 11.1(b). The proposals would also lead to a development that is not in keeping with the scale and character of the building within the surroundings, contrary to SCLP 11.1(c)iii in relation to height and massing and SCLP 11.2 (e) in respect of its physical relationship with other properties.	
We are also concerned about the impact on the access to daylight and sunlight to neighbour's bedroom window, with reference to SCLP11.2(c) and SPG 16.	

E	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
Committee recommended APPROVAL. Committee asked that consideration be given to adding the pitched roof style of the garage.	

F	DC/20/5137/FUL Side extension 29 Norman Close
Committee recommended APPROVAL	

G	DC/20/5194/FUL First Floor Side Extension 47 Links Avenue
Committee recommended APPROVAL	

H	DC/20/5087/FUL Single story side extension 63 Langer Road
Committee recommended APPROVAL	

409. 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.

410. HISTORIC ENVIRONMENT SUPPLEMENTARY PLANNING DOCUMENT

The Clerk gave a brief outline of the ESC Historic Environment Supplementary Planning Document relating to the preservation of historic buildings and heritage areas within East Suffolk. Members welcomed the documents and found it to be very informative. Committee was interested to find out more about the implementation of the document and its practical application when considering relevant planning proposals. It was suggested that any heritage site should have a conservation officer's report concerning in any future building project. The Clerk agreed to contact ESC for the availability of hard copies of the document.

RESOLVED the Clerk would respond to the consultation to confirm that the Committee consider the SPD to be very thorough and comprehensive, covering every aspect it would expect and, as such, fully endorse it.

At this point, 11.00am, Cllr S Wiles left the meeting.

411. SIZEWELL C PROJECT APPLICATION UPDATE

The Clerk outlined the invitation from the Planning Inspector to attend the Sizewell C virtual hearings.

It was RESOLVED that Cllr A Smith be registered to attend the virtual hearings as the Committee's representative.

412. CORRESPONDENCE

The Town Clerk reported the following under correspondence:

i) Bloor Homes presentation of the proposals for Land at North Walton. The Committee were pleased have received a copy of the presentation and notes following the online meeting. Chairman highlighted that the Council's formal response to the proposals would be considered once the Reserved Matters application had been submitted.

ii) Consultation on SCC Suffolk Street Design. Committee noted the consultation which would run until 10 February and asked that the Clerk bring this to the next Committee meeting for formal consideration.

iii) Natural England Coastal Path Report. Committee noted that Natural England had submitted its final report and recommendations on the Felixstowe Ferry to Bawdsey stretch of the Coast Path to the Secretary of State. Given that the Committee had previously considered and approved of the proposals, it was agreed that the Clerk should share the information with all Members and, unless there were any new material matters raised before the next agenda, would not submit a further response.

iv) A letter received by the Town Hall requesting the Committee place more consideration into trying to ensure mature trees are retained, as these were valuable mature habitations for many wild creatures.

413. CLOSURE

The meeting was closed at 11. 23am. The date of the next meeting was noted as being Wednesday 27 January 2021, 9.15am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/20/4389/OUT Outline Application (All Matters Reserved) - Demolition of Auction House and erection of 7 dwellings Diamond Mills Auction House Orwell Road
DC/20/4322/FUL Conversion of existing conservatory into a sun lounge 46 Brook Lane
DC/20/4671/FUL Replacement of existing windows and doors to whole of rear of elevation. Replacement of existing windows and doors to first and second floors of front elevations. Installation of heat pump. 16 Beach Road East
DC/20/4604/FUL Construction of a single storey rear extension 21 Wesel Avenue
DC/20/4611/FUL Proposed single storey rear extension with attached garage side extension 3 Church Road
DC/20/5008/TCA T1 Ash - 25% crown reduction T2 Sycamore - remove T3 Sycamore - remove front heavy leaning stem. T4, T5 Sycamore - pollard. Overall trees have outgrown the garden space. Regrowth from stumps will assist stability of steep bank. The Lodge South Hill
DC/20/4611/FUL Proposed single storey rear extension with attached garage side extension 3 Church Road
DC/20/4678/TPO Mature Pine in rear garden - reduce canopy by 10-12ft (3-4m) to balance crown and make tree more stable. 10 The Pines

Refused (and recommended for Refusal by this Committee): None

Approved (and recommended for Refusal by this Committee):

DC/20/3547/FUL Bay window to front elevation 37 Western Avenue

Refused (and recommended for Approval by this Committee): None

Withdrawn

DC/20/4938/VOC Variation of Condition No 1 of DC/14/1574/VOC - Variation of condition no.2 of C/89/1932 - to temporarily remove restriction requiring closure between 15 February and 28 February during 2021 (due to Covid 19 enforced closures during 2020). Suffolk Sands Caravan Park Carr Road
--

AGENDA ITEM 7: SUFFOLK DESIGN STREETS GUIDE CONSULTATION

Suffolk County Council is currently consulting on a new Streets Guide, which will assist designing streets for new residential developments especially by promoting walking and cycling.

The Town Council, other organisations and individuals are invited to comment on the guide by 5pm 10 February 2021.

This emerging guidance will assist with the design of new residential developments showing how best to create sustainable transport layouts that promote walking and cycling. The District, Borough and County Councils of Suffolk have been working to improve the design new development through the [Suffolk Design initiative](#). As part of this programme, the County Council commissioned Stantec to produce a new Street Guide to update guidance for residential streets.

The emerging Street Design Guide is at **Appendix A** and also available to download from the SCC website here: [Suffolk Design: Streets Guide](#) (PDF, 5MB).

SCC advised that the consultation sets out to provide a basis for designers to interpret and deliver streets and places that reflect much broader objectives such as increasing social value, helping to achieve a low carbon future, ensuring better air quality and enhanced biodiversity. These are concepts that have not historically sat at the top of street designers 'to do list' but are an outcome of their endeavours and must be appreciated as part of the process.

The following 'FAQ's' are from the Suffolk County Council website here: <https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/suffolk-design-streets-guide/>

Will the document have any special status such as a Supplementary Planning Document?

The streets guide will be used by Suffolk County Council's highway engineers, drainage engineers and Public Rights of Way officers in responding to planning applications. Details, policies and specifications change regularly and, to keep the document update to date, it is less restrictive than adopting it as formal Supplementary Guidance.

It is also intended to be used as a guidance tool by Local Authority planners, developers and other interested parties to allow greater understanding of highway, pedestrian and cycle design expectations. The document is not intended to be adopted by the District and Borough Councils but it has been produced with extensive input from those authorities and it is therefore expected that it will be jointly endorsed once produced in its final form.

Why does Suffolk need its own guidance?

Various national policies and standards, such as the national design guide and manual for streets, provide broad guidance and can be used. Suffolk is also seeking to demonstrate the importance the County, its Districts and Borough place in good street design and highly inclusive movement for all through the production of this document.

Local context is also important and there tends to be more than one source of standards and guidance. Hopefully, the guide will assist small businesses, local authorities and the public with the design process and what is best practice. The production of this type of guide is commonplace. Essex, for example, has detailed guidance on various design aspects.

Why doesn't the document say more about parking?

[Separate parking guidance](#) has already been produced and parking is only one aspect of how streets need to be designed. The guide focused more on the process of designing for movement rather than parking (including cycles) and including more details would make the document much longer and more complicated.

The Government is calling for more tree-lined avenues, why doesn't the Guide set this out?

The Streets Guide does include a lot of detail on how trees can be designed into streets. Trees need space and are included within the whole design process. Local Planning Authorities determine whether landscaping proposals, such as tree planting, are sufficient and the Highway Authority considers whether such proposals are safe and can be maintained.

The Streets Guide sets out how trees can be designed into proposals rather than what specifically will be required in all cases.

Will there be more electric charging points?

In the future, streets are likely to have more charging points for cars, bikes and motorcycles. However, at the moment, the precise details are unknown. Suffolk County Council is part of an [innovative project](#) to see whether lamp columns can incorporate charging points, [click here for more information](#).

This approach could reduce the amount of street clutter, as significant benefit in historical areas and also avoid pedestrian conflicts with purpose built charging stations. Design knowledge is also evolving on how to accommodate electric vehicle charging within communal parking areas and to understand the specific energy needs of developments providing full electric vehicle charging access, the guidance does not prejudice good quality and extensive electric vehicle charging being pursued at the planning stage.

Find information about [electric vehicle \(EV\) charging](#), including public charging networks, costs and funding and the Plug in Suffolk project.

Can the Streets Guide be applied to existing areas?

The Streets Guide is intended to be used for new developments but the approaches and specifications included in the guide can be applied to existing streets in some

situations. Neighbourhood and local plans could be informed by consideration of existing users and movement corridors within a parish or part of a large town. The specifications could be used to then identify measures where existing streets and public rights of way might be altered to improve the ability for people to walk or cycle.

However, the options to deliver to meet the specifications and national (e.g. Local Transport Notes) standards might well be constrained by physical features or the availability of resources.

The consultation questionnaire is shown at **Appendix B**.

Committee is requested to consider the consultation and decide on any actions necessary in order to respond to the consultation by 5pm on 10 February 2021.