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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 7 April 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**  
**31 March 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 24 March 2021 as a true record. **(Pages 4-7)**

### 5. **Baseline Evidence for the East Suffolk Community Infrastructure Levy Charging Schedule – Initial Consultation**

To consider ESC's initial consultation on its preparation of a Community Infrastructure Levy Charging Schedule. **(Page 8)**

### 6. **Planning Applications**

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

- a. **DC/21/1440/PN3** | Prior Notification - Change of use to single residential unit. Building is site in an infill character between donor dwelling and neighbour boundary. All proposed rooms are capable of achieving natural light through windows.

**5-7 Crescent Road**

Applicant: N/A

[Link to Documents](#)

- b. **DC/21/1383/FUL** | New dormer windows, front balcony, tree removal and fabric alterations

**15 Montague Road**

Application: Mr and Mrs P Johnson

[Link to Documents](#)

- c. **DC/21/1289/FUL** | Rear Extension: single storey: amended application.

Cladding of east elevations

**Old Felixstowe House Marsh Lane**

Applicant: Mr and Mrs N Avery

[Link to Documents](#)

- d. **DC/21/1179/FUL** | Erection of a single storey side/ rear extension and canopy (following demolition of conservatory)  
**23 Quilter Road**  
Applicant: Mr M Stewart [Link to Document](#)
- e. **DC/21/1195/FUL** | Proposed first floor side extension  
**117 Cliff Road**  
Applicant: Mr and Mrs T Belenkin [Link to Documents](#)
- f. **DC/21/1119/FUL** | Retrospective Application - Erection of a single-storey garden house, to the rear of the property and at the bottom right hand corner of the garden. Roof trusses were made too big by the supplier, the builders went ahead without checking which has meant that the full building height is three meters instead of 2.5  
**24 Exeter Road**  
Applicant: Mr A Day [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 9)**

**8. East Suffolk Sustainable Construction Supplementary Planning Document – Initial Consultation**

To consider a response to ESC's initial consultation on its preparation of a new Sustainable Construction Supplementary Planning Document in time for the deadline of 26 April. **(Page 10)**

**9. Proposed Removal of BT Payphone**

To respond to East Suffolk Council in respect of the BT consultation on the proposed removal of the payphone opposite Landguard House / Near P.O PCO1 Sea Road. **(Page 11)**

**10. Correspondence**

To note any items of correspondence.

**11. Closure**

To close proceedings and confirm the date of the meeting as scheduled for Wednesday 21 April 2021 at 9.15am.



<b>A</b>	<b>DC/21/1040/FUL</b>   Proposed two storey & single storey rear extension 81 Cobbold Road
<b>Committee considered the proposal and relationship with the neighbouring property 83 to the west and recommended APPROVAL.</b>	
<b>B</b>	<b>DC/21/1034/FUL</b>   Proposed detached garage with single storey rear extension 12 High Road East
<b>Committee recommended APPROVAL.</b>	
<b>C</b>	<b>DC/21/1149/FUL</b>   Previous Lawful development application deemed the extension needed planning permission. The extension is for a rear extension which joins the existing garage 14 Quintons Lane
<b>Committee recommended APPROVAL.</b>	
<b>D</b>	<b>DC/21/1175/FUL</b>   Single storey rear extension 5 Windermere Road.
<b>Committee recommended APPROVAL.</b>	
<b>E</b>	<b>DC/21/0292/FUL</b>   Side facing windows and two-storey rear extension 11 Chelsworth Road
<b>Committee recommended APPROVAL.</b>	
<b>F</b>	<b>DC/21/1043/TCA</b>   2no. Holm Oak at drive entrance - crown lift by 1.5m. and reduce back from road by 1.5m. 2no. Limes in side garden - crown lift by 2m. Saville Court Victoria Road
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	
<b>G</b>	<b>DC/21/1056/TCA</b>   T1 Lime to RHS drive entrance - to be pollarded to prevent tangling with overhead wires, to reduce shading for neighbours and for claimed health benefit of tree. 16 Beach Road East
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

<b>H</b>	<b>DC/21/1074/TCA   Holm Oak in rear garden - crown reduce by 30%, reshape and balance to allow more light to garden. Villa Bonita 58 Maybush Lane</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

### **538. 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.

### **539. EAST SUFFOLK SUSTAINABLE CONSTRUCTION SUPPLEMENTARY PLANNING DOCUMENT – INITIAL CONSULTATION**

Committee requested a copy of the Renewable Energy and Sustainable Construction Supplementary Planning Document (2013) which this document is seeking to replace, which was duly circulated. Committee agreed that once Members had read the documents, any comments could be sent to the Clerk to collate for reporting back to the next meeting.

**RESOLVED** that Members would provide any comments to the Clerk in advance of the next meeting when this matter would be formally considered.

### **540. BASELINE EVIDENCE FOR THE EAST SUFFOLK COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE – INITIAL CONSULTATION**

Committee considered the consultation document. However, it was felt that the document was too technical in nature for Members to provide an informed response. Clerk was requested to seek guidance from ESC and invite a planning policy officer to give Committee a framework of these policies through a short presentation at the start of the next meeting.

It was commented that within Para 2.20: that figure of 3% appears to be low, having regard to other documentation.

Members also commented on the potential benefit of a wider meeting, hosted by ESC, to discuss the framework of policies and other documents, such as SPDs, that would be relevant to forthcoming local developments and the process by which the Planning Authority would be overseeing significant developments, in particular with regards to the proposed Felixstowe and Saxmundham Garden Neighbourhoods.

**RESOLVED** that the Clerk invite an ESC Planning Policy Officer to the next meeting to give a brief presentation on the Consultation document; and, to enquire about the possibility for a wider ESC-led meeting on the planning

**framework and its relevance to the proposed Felixstowe and Saxmundham Garden Neighbourhoods.**

**541. CORRESPONDENCE**

**RESOLVED that the following correspondence be noted:**

- i) a briefing session for Councillors on the Orwell Crossing proposals was held on 16 March, with notes circulated to all Town Councillors.
- ii) a briefing session for Councillors on the proposed relocation of a local veterinary practice was held on 19 March, with notes circulated to all Town Councillors.
- iii) response from Persimmon Homes in respect of Committee's comments to DC/21/0670/VOC - S73 variation of conditions application to amend the layout of the Candlet Road approach and junction with the development; and,
- iv) an update from Cllr A Smith following his attendance at the SZC preliminary hearing meeting which took place on 23 March. Committee noted that issues raised by the Town Council relating to Seven Hills roundabout, rail capacity, and the freight management facility at Nacton. would be dealt with at a hearing session under the wider heading of 'Transport Assessment'. It was also noted that the Inspector was expected to conclude their report and recommendations within 6 months following the conclusion of the hearings, the second preliminary hearing was due to take place on 26 April.

**542. CLOSURE**

The meeting was closed at 10.41am. The date of the next meeting was noted as being Wednesday 7 April 2021, 9.15am.

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## **AGENDA ITEM 5. EAST SUFFOLK COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE - INITIAL CONSULTATION**

East Suffolk Council is in the initial stages of preparing a new Community Infrastructure Levy (CIL) Charging Schedule for the District and is carrying out initial consultations from Monday 15th March to 5pm on Monday 26th April 2021. The CIL Charging Schedule sets out the amount that certain kinds of development must pay to help contribute to the delivery of infrastructure in an area; and, once adopted, it will replace the two existing Charging Schedules, [one covering the former Suffolk Coastal area](#) and [one covering the former Waveney area](#).

This initial consultation focuses on the basic viability/development cost assumptions, seeking consultees' views to help underpin the preparation of a Viability Report, which will be a key evidence base for the CIL Charging Schedule. The Council is also consulting on the Initial Draft East Suffolk CIL Instalment Policy, which on adoption will replace the two existing CIL Instalment Policies.

The East Suffolk CIL Charging Assumptions document is at **Appendix B**

East Suffolk Council are also consulting on the initial Equalities Impact Assessment, Habitat Regulations Assessment and Strategic Environmental Assessment of the Draft CIL Charging Schedule. These documents can be found here: <https://eastsuffolk.inconsult.uk/CILCS21/consultationHome>

An officer from the ESC Planning Policy team has been invited to attend this Committee meeting to provide some context and guidance on this document.

In addition, a special 'virtual' meeting has been arranged for parish councils to hear more information about the CIL Charging Schedule preparation process and the current consultation on Tuesday 13th April 2021, with one attendee per parish council invited to attend.

**Committee is requested to consider the initial consultation on the Community Infrastructure Levy Charging Schedule and decide on any action it deems necessary in order to respond by the deadline of 26th April 2021; and, delegate a representative to attend the 13th April virtual meeting on the CIL Charging Schedule process.**



## **AGENDA ITEM 7. PLANNING DECISIONS**

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

<b>DC/21/0503/FUL</b>   To erect two rear elevation single storey extensions, erect first floor extension on front facade. Convert kitchen back to garage. <b>4 Quintons Lane</b>
<b>DC/21/0362/FUL</b>   Single storey rear extension to terraced house, replacing an existing extension on the same footprint. <b>17 Manor Terrace</b>
<b>DC/21/0513/FUL</b>   Conversion of 2no. Flats to 1 Dwelling <b>27 Quilter Road</b>
<b>DC/20/5078/FUL</b>   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. <b>1-2 Hodgkinson Road</b>
<b>DC/21/0050/FUL</b>   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. <b>7 North Sea Road</b>
<b>DC/20/5079/ADI</b>   Illuminated Advertisement Consent - Various signs as detailed in document by ProLicht <b>1-2 Hodgkinson Road</b>
<b>DC/21/0456/FUL</b>   Replacement entrance gates and screen walls <b>The Gables Ferry Road</b>
<b>DC/21/0829/TCA</b>   Sycamore in rear garden- Removal of diseased lower lateral branch, and minor lateral branch. <b>Morwenna 17 Beach Road East</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):**

<b>DC/20/4547/PN3</b>   Prior Notification - Conversion of the office building into 8no. self-contained flats. All flats would be dual or triple aspect. See Planning Statement and submitted plans <b>Glenfield Court Glenfield Avenue</b>
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## **AGENDA ITEM 8. EAST SUFFOLK SUSTAINABLE CONSTRUCTION SUPPLEMENTARY PLANNING DOCUMENT - INITIAL CONSULTATION**

East Suffolk Council is in the early stages of preparing a new Sustainable Construction Supplementary Planning Document (SPD). The consultation document has been prepared to provide an overview of the proposed scope and content of the SPD and is supported by a short questionnaire with a deadline for comment on **Monday 26th April 2021**.

The questionnaire is available at **Appendix A**.

The Sustainable Construction SPD will provide guidance on a range of topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials, to support the implementation of the Local Plan policies.

The Sustainable Construction SPD will be a material consideration in the determination of planning applications and, once adopted, will replace the [Renewable Energy and Sustainable Construction SPD](#) (September 2013, which relates to the former Waveney Local Planning Authority area only).

**Committee is requested to consider the initial consultation on the Sustainable Construction and decide on any action it deems necessary in order to respond by the deadline of 26<sup>th</sup> April 2021.**

## **AGENDA ITEM 9. PROPOSED REMOVAL OF BT PAYPHONE**

East Suffolk Council is consulting the Town Council on BT's current program of proposed public payphone removals which affects a payphone located in the parish. It is the responsibility of the District Council to canvas the opinions of the local community on the removal of payphones and determine whether to veto their removal or not. More information on the removal process can be found online – <http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

Should the District Council agree to the removal of the payphone facility, BT does also offer Parish Councils and registered charities the facility to adopt a kiosk, taking ownership of the kiosk for a fee of £1 thereby protecting the heritage of the community. More information on the adoption process can be found online – <http://bt.com/adopt>

ESC has asked that the Town Council submit, by 15<sup>th</sup> April, its recommendation on the proposal to remove the payphone within the attached table, specifying the recommendation and reasons to accept or object to the proposed payphone removal. We are also asked to indicate within the table whether the Town Council would be interested in adoption of the kiosk.

Parish Council	Felixstowe
Payphone Address	OPP LANDGUARD HOUSE / NR P.O PCO1 SEA ROAD, FELIXSTOWE
Payphone Number	01394283353
Average calls per month	6
Accept/Object	
Comments/Reasons	
Would the Parish Council wish to adopt the kiosk?	

**Committee is requested to respond to ESC in respect of the BT consultation on the proposed removal of the payphone.**