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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 **TOWN HALL, FELIXSTOWE**, on **Wednesday 22 February 2023** at **9.15am**.

### Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

*There is a limit to the number of public attending in-person. If you wish to attend in person, please email [townclerk@felixstowe.gov.uk](mailto:townclerk@felixstowe.gov.uk) to confirm capacity.*

**Public are very welcome join via Zoom using the following 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.

*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.*



*The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.*

**Ash Tadjrishi**  
**Town Clerk**  
**15 February 2023**

## 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 three minutes 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, other registerable or non-registerable interest.

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

To confirm the Minutes of the Planning & Environment Committee meeting held on 8 February 2023 as a true record. **(Pages 4-6)**

### 5. **Planning Applications**

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

- a) **DC/23/0422/ARM** | Approval of Reserved Matter of Planning Permission DC/20/3658/OUT - Outline Application (Some Matters Reserved) - Residential development consisting of a pair of 3 bedroom semi-detached houses and 2no. 2 bedroom bungalows. Formation of upgraded vehicular access onto high street. - Appearance, Landscaping, Layout & Scale Details  
**Land To The Rear Of 361-377 High Street**  
Applicant: Mr S Bloomfield, JB Property Mgmt. [Link to Documents](#)
  
- b) **DC/23/0460/RG3** | Extension & alterations to public toilet block facility to provide improved male & female toilets. Together with accessible toilet/operatives rest area & improved access.  
**Public Toilet Block Adjacent Town Hall Undercliff Road West**  
Applicant: ESC [Link to Documents](#)
  
- c) **DC/23/0389/FUL** | Construction of single storey front extension  
**4 Barons Close**  
Applicant: Mr & Mrs Godfrey [Link to Documents](#)

- d) **DC/23/0043/FUL** | A metal replacement of the exterior wooden fire escape stairs  
**34 Beach Station Road**  
 Applicant: M. K Debenham [Link to Documents](#)
- e) **DC/23/0534/ADN** | Non Illuminated Advertisement - Erection of fourteen non-illuminated billboards, replacing existing fencing along the northern boundary of a retail site (currently occupied by a company trading as Homebase) that adjoins Felixstowe railway, sited opposite Felixstowe station platform.  
**Homebase Great Eastern Square**  
 Applicant: Mr T Coleridge, Addestone Projects Ltd [Link to Documents](#)
- f) **DC/23/0433/TCA** | 1no. Tree of heaven (T1 on plan) - Fell 1no. Group of Holm oak (T2 on plan) - Crown thin by 20%  
**Marden House Martello Lane**  
 Applicant: Mr E Barnham [Link to Documents](#)
- g) **DC/23/0424/TCA** | 1no. Conifer (T1 on plan) - Fell 1no. Rowan (T2 on plan) - Fell 1no. Bay (T3 on plan) - Fell  
**37 Ranelagh Road**  
 Applicant: Mr P Thomas, Elite Tree Services (EA) Ltd [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 7)**

## 7. Draft Coastal Adaptation Supplementary Planning Document

To make any comment on the draft SPD by the deadline of 8 March 2023. **(Page 8)**

## 8. Draft Rural Development Supplementary Planning Document – Initial Consultation

To make any comment on the draft SPD by the deadline of 15 March 2023. **(Page 9)**

## 9. Correspondence

To note any items of correspondence.

## 10. Closure

To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 8<sup>th</sup> March 2023 at 9.15am.

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

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 8 February 2023 at 9.15am**

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

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

**IN ATTENDANCE:** 2 members of the public (via Zoom).

**381. PUBLIC QUESTION TIME**

None.

**382. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Gallant** and **Cllr K Williams**.

**383. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr M Jepson Cllr S Wiles	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as a Members of Suffolk County Council)

**384. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 25 January 2023 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>	<b>DC/23/0232/FUL</b>   Formation of new lorry parking and annexe portable office <b>Former Gasworks Site Walton Avenue</b>
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**Committee welcome this application and recommend APPROVAL in principle. However we have concerns as to the design of the vehicular access. In light of the longstanding issues from the adjacent site, we would ask that this be reconsidered and potentially widened to allow sufficient, safe, entrance and exit of HGVs on to an already busy Walton Avenue.**

<b>B</b>	<b>DC/23/0124/FUL</b>   Construction of front and rear single storey extension with first floor side dormer extension. <b>16 Picketts Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>C</b>	<b>DC/23/0129/FUL</b>   Part single, part two storey extension to include new bedroom to first floor and kitchen/ dining space to ground floor. An existing garage is to be part demolished. The plot has (and will maintain) a generous garden to rear, with parking for a minimum of two cars to the front. <b>21 St Edmunds Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>D</b>	<b>DC/22/3651/FUL</b>   "Demolish conservatory, erect single storey rear extension, convert garage into study and ensuite. Remove flat roof to existing garage, provide pitched lean-to. Enlarge existing vehicular parking in front garden with additional vehicular access and erect balcony to 1st floor rear bedroom" <b>16 Colneis Road</b>
<b>Committee recommended APPROVAL. Committee noted the comments of Suffolk Highways in relation to the dropped kerb access.</b>	

<b>E</b>	<b>DC/23/0317/FUL</b>   Proposed single storey extension and alterations (Altered roof design from that approved under DC/22/1926/FUL). <b>33 Upperfield Drive</b>
<b>Committee recommended APPROVAL.</b>	

<b>F</b>	<b>DC/23/0220/FUL</b>   Remove the existing timber main entrance door and side panel to apartment block 8-19 Martello Place. It is proposed to be replaced with a composite door and upvc framed side panel. <b>Apartment 8 Martello Place Golf Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>G</b>	<b>DC/23/0350/FUL   New dropped kerb and access 49 High Road East</b>
<b>Committee recommended APPROVAL.</b>	
<b>H</b>	<b>DC/23/0166/TPO   G1 of TPO No. 78 / 1994 1no. Acacia (T1 on plan) - Fell 1no. Sycamore (T2 on plan) - Crown raise to 5 metres above ground Orwell Cottage 219 Grange Road</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	
<b>I</b>	<b>DC/23/0322/TCA   6no. Unknown species (1-6 on plan) - Fell 3 Stanley Road</b>
<b>Committee OBJECT to this application. Whilst we accept that there may be argument for the removal of the two tress that are stated to be dead. We do not feel that there is sufficient reason given for the felling of the remaining four, apparently healthy, trees. We consider that some, if not all four, are visible from the public realm and contribute to public amenity value. We therefore conclude that there is not sufficient justification for them to be felled.</b>	

### **386. PLANNING DECISIONS**

**RESOLVED** that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

### **387. DRAFT COASTAL ADAPTATION SUPPLEMENTARY PLANNING DOCUMENT**

**Committee RESOLVED** that this item be brought to the next meeting for consideration. The Clerk would circulate a copy of the SPD via email.

### **388. CORRESPONDENCE**

**Committee NOTED** the following Correspondence:

- i. Initial consultation on the Custom and Self-Build Housing Supplementary Planning Document which will run between 1 February to 15 March 2023  
Committee agreed to consider this at the next meeting.

### **389. CLOSURE**

The meeting was closed at 10.46am. It was noted that the next meeting was scheduled to take place on Wednesday 22 February 2023 at 9.15am.

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## **AGENDA ITEM 6: PLANNING DECISIONS**

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

<b>DC/22/4899/FUL</b>   Single storey front, side and rear extensions, partial garage conversion and alterations including replacement roof <b>65 Links Avenue</b>
<b>DC/22/4734/FUL</b>   Proposed loft conversion with proposed rear juliet balcony and 4no. rooflights <b>37 Beatrice Avenue</b>
<b>DC/22/4862/FUL</b>   Garage Conversion With Bay Window <b>Hanby 94A High Road West</b>
<b>DC/22/4767/FUL</b>   Change of Use from Residential Maisonette Flat to 5 Bedroom HMO. <b>8 Orwell Road</b>
<b>DC/23/0018/TCA</b>   1no. Oak (marked on plan) - Pollard to previous pruning points <b>Manor Court 9 The Courts</b>

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

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

<b>DC/22/3339/FUL</b>   Addition of solar panels. <b>1 The Churchmans Undercliff Road East</b>
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**Refused (and recommended for Approval by this Committee):** None

## **AGENDA ITEM 7: DRAFT COASTAL ADAPTATION SUPPLEMENTARY PLANNING DOCUMENT**

Comments are invited on this Draft Supplementary Planning Document which contains guidance relating to the suitability of development in coastal locations, relocation of development away from coastal locations, and enabling development. This document has been prepared by a partnership of East Suffolk Council, Great Yarmouth Borough Council, North Norfolk District Council, the Broads Authority, and the Coastal Partnership East Team to support the implementation of Local Plan policies related to the coast.

Full information about the consultation is on the East Suffolk Council website here: <https://eastsuffolk.inconsult.uk/draftcoastaladaptationspd2023/consultationHome>

The Draft SPD is available to read here: <https://eastsuffolk.inconsult.uk/gf2.ti/f/1471170/157391013.1/PDF/-/Draft%20Coastal%20Adaptation%20SPD.pdf>

All comments received will be considered and considered when finalising the Coastal Adaptation Supplementary Planning Document, which is expected to be adopted Summer 2023. Once adopted, this document will be a material consideration when deciding planning applications.

**Committee is requested to consider the draft Coastal Adaptation Supplementary Planning Document and any comments it wishes to submit by the 8 March deadline.**



## **AGENDA ITEM 8: INITIAL CONSULTATION ON THE RURAL DEVELOPMENT SUPPLEMENTARY PLANNING DOCUMENT**

East Suffolk Council is preparing a new Rural Development Supplementary Planning Document. This will provide guidance to support the application of policies in the adopted Local Plans on the types of development found in rural areas and provide additional detail or explanation on a broad range of rural issues and topics including barn conversions, rural worker dwellings, rural employment, tourism and rural character. Once adopted by the Council, the document will be a material consideration when deciding planning applications. Consultation Period: Wednesday 1 February to 5pm Wednesday 15 March 2023.

This initial consultation is to gather feedback on what the Rural Development Supplementary Planning Document should include.

- [View the initial consultation document and complete the questionnaire](#)

**Comments are to be submitted by 5pm on Wednesday 15 March 2023. All comments submitted will be considered when drafting the Rural Development Supplementary Planning Document. A formal consultation on the draft document will take place in Summer 2023.**