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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 **TOWN HALL, FELIXSTOWE**, on **Wednesday 6 July 2022** 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, which may be further affected by coronavirus guidance. 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.*

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**Ash Tadjrishi**  
**Town Clerk**  
**29 June 2022**

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 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.

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

To confirm the Minutes of the Planning & Environment Committee meeting held on 22 June 2022 as a true record. **(Pages 4-7)**

### 5. **Planning Applications**

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

- a. **DC/22/2295/FUL | Construction of a pair of three bedroom houses  
South East Corner Laureate Fields Land West Of The Ferry Road  
Residential Centre Ferry Road**  
Applicant: Generator Optima (Laureate Fields II) Ltd [Link to Documents](#)
  
- b. **DC/22/1983/FUL | Placement of a beach hut on The Triangle to be used as a  
tourist information centre to promote Felixstowe  
The Triangle Hamilton Road**  
Applicant: Felixstowe Bid Ltd [Link to Documents](#)
  
- c. **DC/22/2149/FUL | Erection of part single/part two storey rear extension  
(conservatory to be removed)  
7 Queens Road**  
Applicant: Mrs Snoad [Link to Documents](#)
  
- d. **DC/22/2127/FUL | Construction of a ground floor extension to rear of  
property and provide first floor ensuite to bedroom  
39 Beatrice Avenue**  
Applicant: Mr M Mumford [Link to Documents](#)

- e. **DC/22/2489/TCA** | 1no. American linden tree (marked on plan) Crown reduction by up to 2 metres  
**1 College Green**  
Applicant: Mr Aguilar-Millan [Link to Documents](#)
  
- f. **DC/22/2394/TCA** | 1no. Horse chestnut (T1 on plan) Crown reduce by up to 4 metres to previous reduction points.  
**Day Nursery Convent Of Jesus And Mary 61 - 63 Orwell Road**  
Applicant: Mr Maggs, Suffolk Treescape [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 8)**

**7. Housing in Clusters and Small-Scale Residential Development in the Countryside – Draft Supplementary Planning Document Consultation**

Committee is invited to comment on East Suffolk Council’s consultation by the deadline of 5<sup>th</sup> August. **(Pages 9–13)**

**8. Correspondence**

To note any items of correspondence.

**9. Closure**

To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 20<sup>th</sup> July 2022 at 9.15am.

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

**MINUTES** of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at  
**TOWN HALL, Felixstowe, on Wednesday 22 June 2022 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman) Cllr M Morris  
Cllr S Bennett Cllr D Savage  
Cllr M Jepson

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
Mrs J Smith (Administration Assistant)  
Mrs S Morrison (Planning Administration Assistant) (*via Zoom*)

**IN ATTENDANCE:** Cllr K Williams (*via Zoom*)  
One member of the public (*via Zoom*)

### **61. PUBLIC QUESTION TIME**

None.

### **62. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Gallant, Cllr A Smith, Cllr S Wiles** and **Cllr K Williams**.

### **63. DECLARATIONS OF INTEREST**

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

### **64. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 8 June 2022 be confirmed as a true record.

### **65. 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/22/2207/FUL</b>   External alterations to the existing Lidl foodstore to accommodate a new Deposit Return Scheme (DRS) facility, minor car park reconfiguration and other associated works at Lidl. <b>Lidl Ltd Haven Exchange</b>
<b>Committee recommended APPROVAL.</b>	

<b>B</b>	<p><b>DC/22/1903/FUL</b>   Placement of shipping container for food bank supplies into a rear enclosed unused garden of the church. We run a fortnightly pop up food bank, serving approx 80-100 people of limited means. In the church we have outgrown the building for storage, a container has been purchased and donated to the church for this use.</p> <p><b>Christ Church Felixstowe Grange Farm Avenue</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	

<b>C</b>	<p><b>DC/22/2060/FUL</b>   Construction of a single storey extension to provide larger kitchen for dining area. To provide utility room and toilet with entrance hallway.</p> <p><b>14 Mill Lane</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	

<b>D</b>	<p><b>DC/22/2082/FUL</b>   Extensions, Alterations &amp; Remodelling</p> <p><b>Moonfleet The Ferry</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	

<b>E</b>	<p><b>DC/22/2007/FUL</b>   Rear Extension</p> <p><b>14A Quilter Road</b></p>
<p><b>Committee recommended APPROVAL. We have considered this in the context of its location within the Felixstowe Conservation Area but are satisfied that this application is acceptable.</b></p>	

<b>F</b>	<p><b>DC/22/1892/FUL</b>   Construction of an annexe.</p> <p><b>Guitar lodge 165 Grange Road</b></p>
<p><b>Committee recommended APPROVAL, subject to it being conditioned that the annexe remain ancillary to the main residence and not a separate dwelling.</b></p>	

<b>G</b>	<p><b>DC/22/1341/FUL</b>   The previous approved use of the property was for a for restaurant use which falls within use class E. From the details viewed online and the licence application it has been determined The Skye Lounge is a drinking establishment which would fall within Sui Generis use class. so a change of use is required.</p> <p><b>55-57 Undercliff Road West</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	

<b>H</b>	<b>DC/22/2066/VOC</b>   Variation of Condition No.2 of DC/19/4513/FUL - Two dwellings - Alteration to previously approved drawings - The purpose being to submit a phasing plan to allow the planning permission to be implemented, and the plots to be developed in stages thus allowing the CIL payments to be staged also. <b>Land To Rear Of 49-53 High Road East</b>
<b>Committee recommended APPROVAL.</b>	

<b>I</b>	<b>DC/22/2063/LBC</b>   Listed Building Consent - Replace non original windows as the wooden frames are rotten <b>Lime Tree Cottage 323 High Street Walton</b>
<b>Committee recommended APPROVAL.</b>	

<b>J</b>	<b>DC/22/2180/FUL</b>   Replacement of existing timber framed sash windows (4no. to front elevation and 1no. to side elevation) and french doors (2no. to rear elevation) with like for like double glazed sash windows and french doors. I believe this is in a Conservation area but not a listed building and development agreements requires planning permission for this change. <b>Apartment 14 Martello Place Golf Road</b>
<b>Committee recommended APPROVAL.</b>	

**66. PLANNING DECISIONS**

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

**67. ST MARY NURSING HOME, FELIXSTOWE – NAME SUGGESTIONS**

Committee considered the request from the developer for names for the St. Mary's Home redevelopment into nine residential dwellings.

Due to the proximity of the development to the location of Mrs Wallis Simpson's residence in Felixstowe, it was suggested that the development be named The Simpsons.

**RESOLVED** that the name The Simpsons be recommended to the developer of St. Mary's Home.

**Resolved** the Clerk to pass on suggestion provided by the Committee for consideration.

**68. CORRESPONDENCE**

**Committee NOTED** the following correspondence:

- i. **Street Naming for Bloor Homes Development.** The Clerk reported that some of the Committee's suggested names had been rejected. Members were disappointed to note that the names accepted by Bloors were generically 'coastal' and had lost the RAF Seaplanes connection. The Clerk agreed to contact Bloors to re-state Committee's original request.
- ii. **Housing in Clusters and Small-Scale Residential Development in the Countryside – Draft Supplementary Planning Document Consultation.** Members noted that this consultation was open to comments until 5<sup>th</sup> August and the Clerk would bring this to the next meeting as agenda item.
- iii. **Felixstowe Country Park Group. Members noted the Group's suggested for a Working Group to be set up with Persimmon and the Town Council on its ambitions for a country park.** Whilst the Council does not intend to set up a formal working group, councillors support the idea of a country park and this would not preclude ongoing engagement with councillors. It was suggested that, should the group wish to host a public meeting at the Town Hall to present their ideas, the Town Council could facilitate that.
- iv. **Persimmon Briefing.** The Clerk referred to notes of a briefing given to councillors. Members would welcome a site visit and would encourage Persimmon to attend the Committee meeting once the Reserved Matters application for Phase 2 had been submitted and was due for consideration.
- v. **Highways Communications.** Notification from Suffolk Highways in respect of forthcoming drainage investigation work of drainage works necessitating some road closures in July. The Clerk would circulate this information to all Councillors.

## 69. CLOSURE

The meeting was closed at 11.25am. It was noted that the next meeting was scheduled to take place on Wednesday 6<sup>th</sup> July 2022 at 9.15am.

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

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

<p><b>DC/22/0624/FUL</b>   Ground floor rear extension. First floor demolition, extension &amp; internal layout alterations, including repositioning stairs. Second floor addition of dormer to create shower room <b>3 Beach Station Road</b></p>
<p><b>DC/22/1218/FUL</b>   Conversion of existing attic roof space to create new habitable space, together with insertion of new dormer windows, removal of existing chimney, changes to internal layout and fenestration, and replacement of existing detached garage <b>Dunrobin 2 Priory Road</b></p>
<p><b>DC/22/0790/FUL</b>   Demolition of one of a pair of garages and alterations to retained garage and boundary walls. <b>2 Talbots Orwell Road</b></p>
<p><b>DC/22/0474/FUL</b>   The existing dwellings 38-44 Maybush Lane has white wooden windows with a mix of sash and casement styles. Due to the proximity to the sea, the full force of the sea air is peeling the paint off the wooden windows. The upkeep of the windows has become impractical hence the need to change to a UPVC variant. We have selected high quality UPVC replacement units which will be sympathetic to the main dwelling. <b>40 Maybush Lane</b></p>
<p><b>DC/22/1536/FUL</b>   Replacement Garage, outbuilding and works to boundary wall including new entrance. <b>Conifers 11 High Beach</b></p>
<p><b>DC/22/0810/FUL</b>   Replacement of all windows and doors to front, side and rear elevations. <b>Martello Place, Apartment 2 Golf Road</b></p>
<p><b>DC/22/2004/TCA</b>   3no. Holm oak (marked on plan) - Fell, 8no. Holm oak (marked on plan) - Re-pollard <b>Martello Place Golf Road</b></p>
<p><b>DC/22/2002/TCA</b>   2no. Holm oak (marked in blue) re-pollard, 2no. Holm oak (marked in pink) fell <b>Tudor House Martello Place Golf 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 7: HOUSING IN CLUSTERS AND SMALL SCALE RESIDENTIAL DEVELOPMENT IN THE COUNTRYSIDE – DRAFT SUPPLEMENTARY PLANNING DOCUMENT**

East Suffolk Council is inviting comments on a new planning document which provides guidance on the development of small scale housing, of up to five dwellings, in the countryside.

The Suffolk Coastal Local Plan and the Waveney Local Plan each contain a policy which allows for a limited amount of new housing in the countryside. The [Housing in Clusters and Small Scale Residential Development in the Countryside Supplementary Planning Document](#) (SPD) provides further guidance on the application of these policies:

- Policy SCLP5.4 Housing in Clusters in the Countryside (Suffolk Coastal Local Plan, 2020)
- Policy WLP8.7 Small Scale Residential Development in the Countryside (Waveney Local Plan, 2019)

The draft SPD, which is also presented at **Appendix A**, covers a range of matters including defining what is a 'Cluster' and a 'Settlement in the Countryside', outlining the necessary characteristics for sites to be appropriate for development, considerations on the potential impact on character of the area, the requirements for public engagement (where required) and how these policies relate to other policies in the [Local Plans](#).

The Local Plans set out strategies and policies for growth, including housing. Planned housing growth is focused largely upon the urban areas and defined larger settlements and villages. However, as part of those strategies both Local Plans (East Suffolk Council has two adopted Local Plans – the Suffolk Coastal Local Plan1 (September 2020) and the Waveney Local Plan2) (March 2019) also provide opportunities for some limited housing to come forward in the countryside. This includes the opportunities provided by the policies that are the subject of this Supplementary Planning Document.

The overarching purpose of Policy SCLP5.4 is to support a limited amount of development in those locations, recognising that they do not have the range or number of facilities to be classed as a Small Village, Large Village, Town or Major Centre in the Local Plan but that a limited amount of development may support the social sustainability of the rural areas.

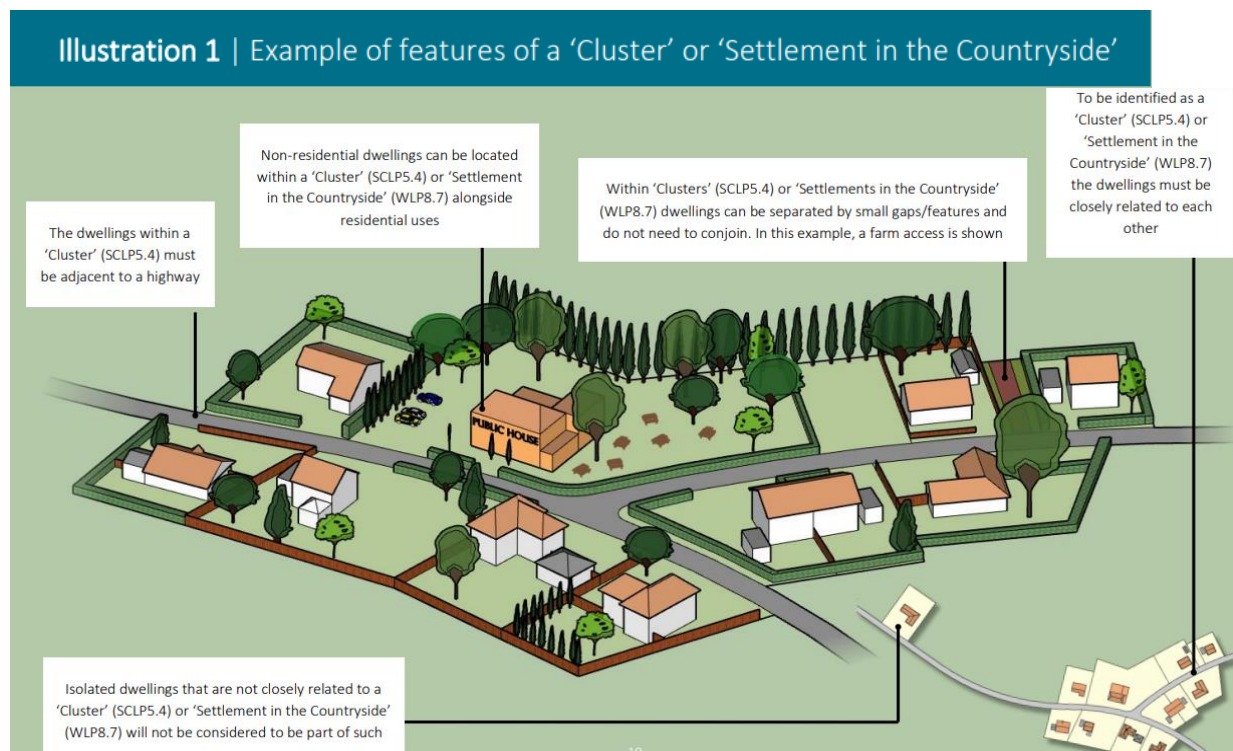
Policy SCLP5.4 states: Housing in Clusters in the Countryside  
Proposals for new dwellings within 'clusters' in the countryside will be supported where:

- a. The proposal is for up to three dwellings within a cluster of five or more dwellings; Or The proposal is for up to five dwellings within a cluster of at least ten existing dwellings which is well related to a Major Centre, Town, Large Village or Small Village; And

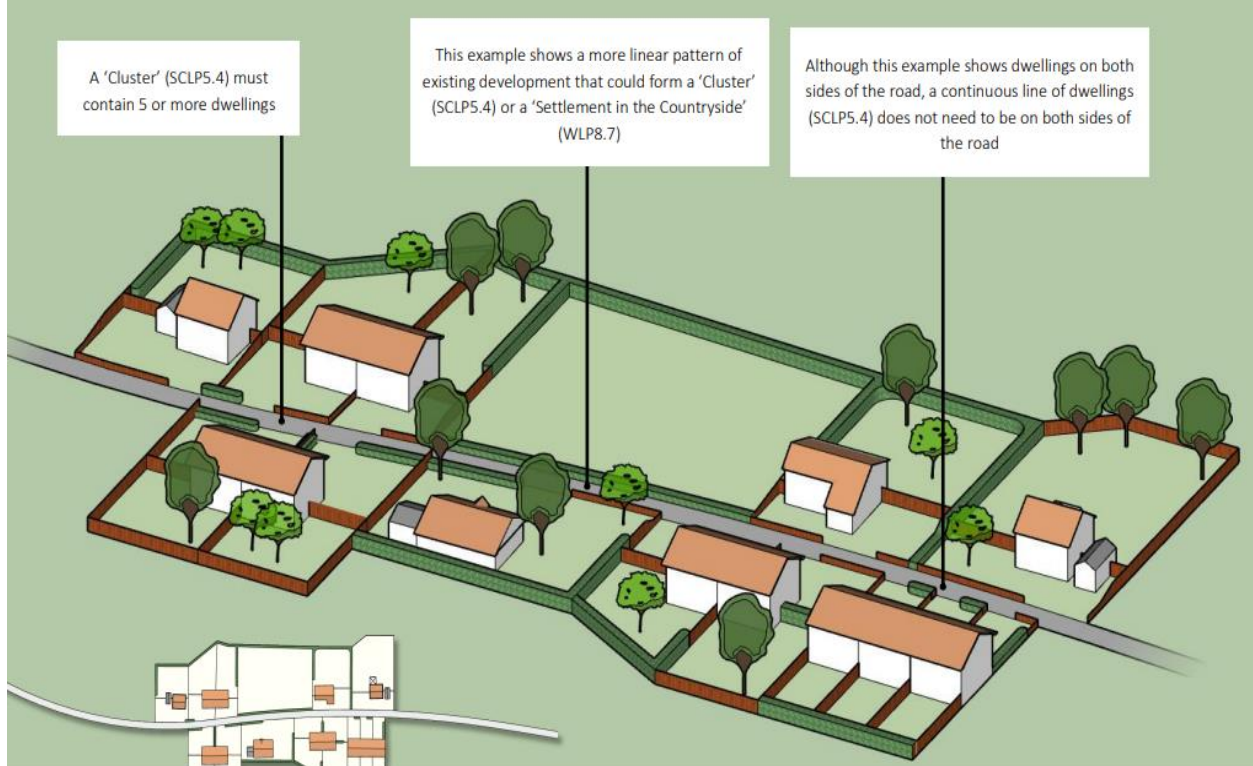
**b.** The development consists of infilling within a continuous built up frontage, is in a clearly identifiable gap within an existing cluster, or is otherwise located adjacent to existing development on two sides;

**c.** The development does not represent an extension of the built up area into the surrounding countryside beyond the existing extent of the built up area surrounding, or adjacent to, the site; and

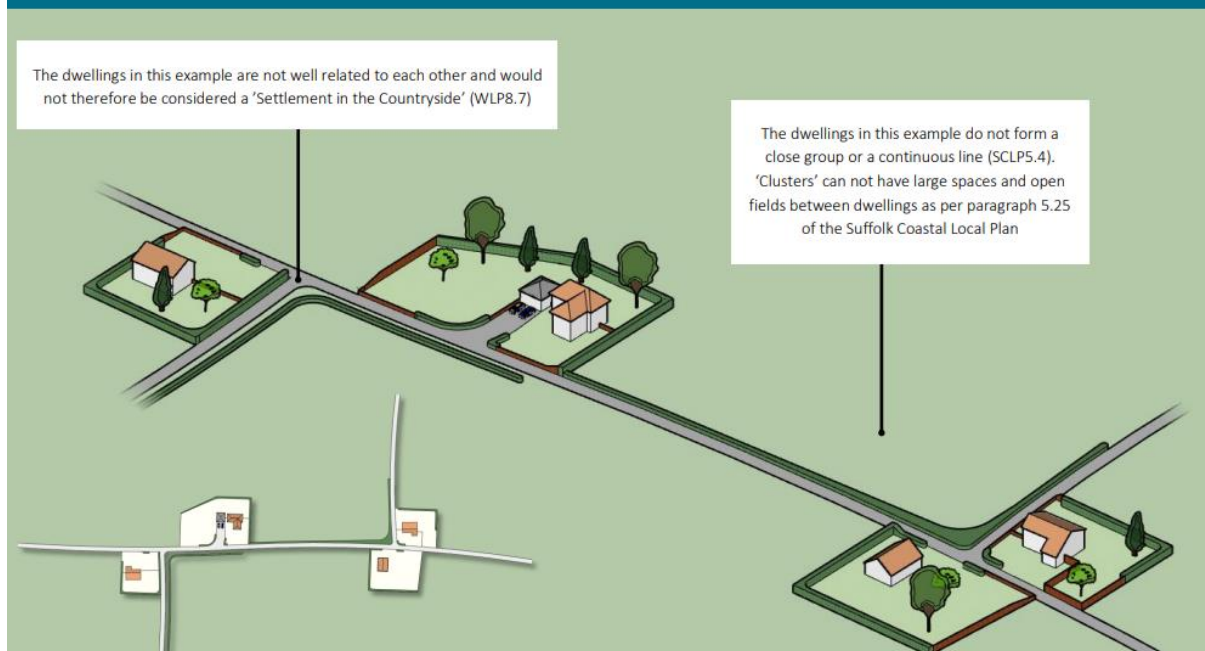
**d.** It would not cause undue harm to the character and appearance of the cluster or, result in any harmful visual intrusion into the surrounding landscape. Where more than three dwellings are proposed under criterion b) above, applicants must be able to demonstrate that meaningful and effective community engagement has taken place in the development of the scheme and that the mix of dwellings proposed would meet locally identified needs. Particular care will be exercised in sensitive locations such as within or in the setting of Conservation Areas and the Area of Outstanding Natural Beauty.



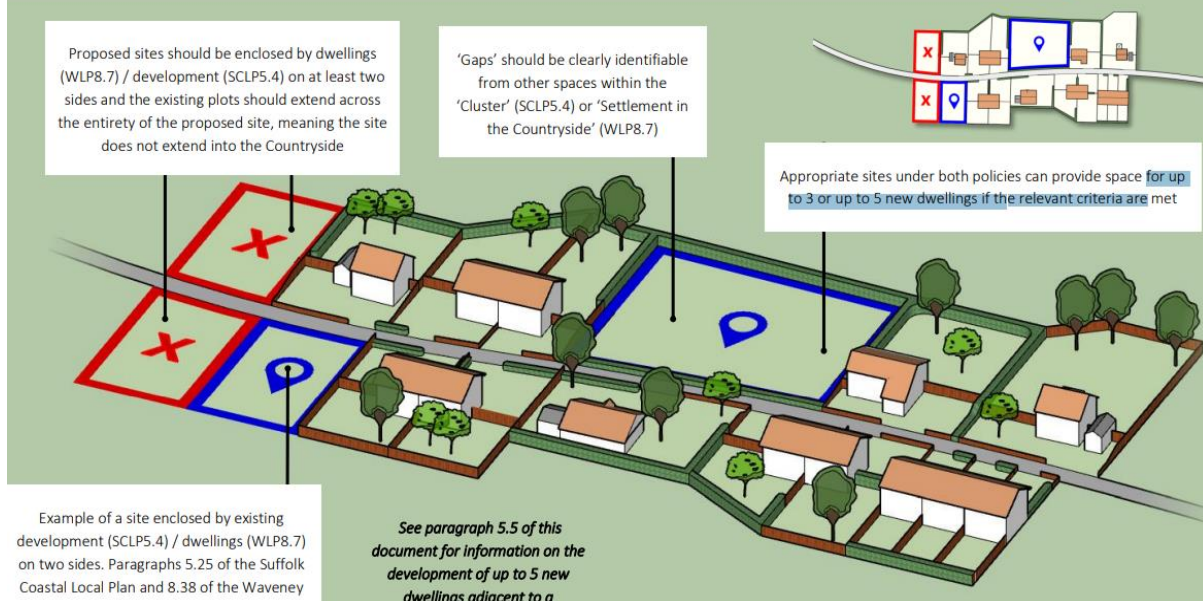
## Illustration 2 | Example of a linear 'Cluster' or 'Settlement in the Countryside'



## Illustration 3 | Example of an area that would not be considered a 'Cluster' or 'Settlement in the Countryside'



## Illustration 5 | Potential sites in a linear 'Cluster' or 'Settlement in the Countryside'



### Public Consultation

Where four or five new dwellings are being proposed, applicants are required to engage with the local community under both policy SCLP5.4 and WLP8.7.

This engagement must be meaningful and effective. This means that the scale of the engagement must be appropriate to the scale of the scheme being proposed and that anyone who could be affected in the local area must be given the opportunity to engage. This should not be limited to the Parish Council or Parish Meeting and immediate neighbours to the site. Rural areas can also be home to local businesses, groups and organisations who all have different interests related to the local area.

A variety of engagement methods should be used, including digital methods through the internet, as well as more traditional methods such as but not limited to leafletting and in person events where appropriate. This will ensure that all members of the community have an equal opportunity to be involved. The number and types of methods used should be proportionate to the scale of the proposal.

As part of the planning application, applicants should submit a statement which describes the methods used during the engagement. This statement could form part of the Planning Statement. In this statement, applicants must also show what measures were taken to engage, who was engaged with, what issues were raised, and how the planning issues raised through the engagement have been addressed through amendments to the proposal or by providing reasons why issues have not been addressed.

The scale and design of any scheme should be appropriate to the existing

character and appearance of the 'Cluster' or 'Settlement in the Countryside'. This should include type of dwellings, plot sizes and building footprints and sizes. These characteristics of a 'Cluster' or 'Settlement in the Countryside' can be uniform or varied depending when they were developed and who developed them.

The site being proposed must allow for a suitable layout, orientation and density of new dwellings that is appropriate to the character to the existing development. For example, if a cluster is characterised by dwellings in large plots, a small gap may not provide an option for development that would be appropriate to the character of the 'Cluster' or 'Settlement in the Countryside'.

New dwellings themselves should be of a high-quality design that clearly demonstrate a detailed understanding of local landscape features, the built environment and open space that contribute to the character of the 'Cluster' or 'Settlement in the Countryside'. The proposed new dwellings should respond to these local features through their overall scale, character, height and massing.

**Committee is requested to consider the Housing in Clusters and Small-Scale Residential Development in the Countryside – Draft Supplementary Planning Document Consultation and any comments it wishes to submit by the deadline of 5th August.**