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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 M Morris (Vice Chairman)
Cllr N Barber
Cllr S Bennett

Cllr J Candy
Cllr A Folley
Cllr C Franklin
Cllr S Wiles

You are hereby summoned to attend a meeting of the **PLANNING & ENVIRONMENT COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE**, on **Wednesday 18 October 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 to confirm capacity.

Public are very welcome join via Zoom using the following link:

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

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/Remote-Meeting-Guidelines.pdf>

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
11 October 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 4 October 2023 as a true record. **(Pages 4-8)**

5. **Planning Applications**

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

- a) **DC/23/3679/FUL** | Extension and alteration of the surgery and its existing extension

Haven Health Surgery Grange Farm Avenue

Applicant: Mr P Driscoll

[Link to Documents](#)

- b) **DC/23/3641/FUL** | Single storey front extensions (including balcony overlooking sea), reconstruction of single storey pool house (linking to dwelling) and installation of external insulation with render/metal cladding to all elevations

High Ridge 16 South Hill

Applicant: Mr & Mrs D Martin

[Link to Documents](#)

- c) **DC/23/3817/FUL** | Demolition of side garage and utility room together with rear conservatory. Erect rear two storey extension and single storey side extension. Erect fence to no.7's boundary

5 Chepstow Road

Applicant: Mr M Rackham

[Link to Documents](#)

- d) **DC/23/3737/FUL** | Installation of 6no replacement windows to first floor flat |
Flat 7B 7 High Beach

Applicant: Mrs Andrews

[Link to Documents](#)

- e) **DC/23/3835/FUL** | The works include rendering the lower section of the side elevation following fire damage.

39 Margaret Street

Applicant: Mr G Everson, Flagship Group 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 9)**

7. **Correspondence**

To note any items of correspondence.

8. **Closure**

To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 1st November 2023 at 9.15am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES
**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 4 October 2023 at 9.15am**

PRESENT: Cllr S Bird (Chairman)
Cllr M Morris (Vice-Chairman) Cllr A Folley
Cllr S Bennett (from item #209a) Cllr C Franklin

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

IN ATTENDANCE: 2 Members of the public (*in person*)
2 members of the public (*via Zoom*)

205. PUBLIC QUESTION TIME

The Chairman advised that he would invite representations from members of the public immediately prior to debate on specific applications.

206. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr J Candy** and **Cllr S Wiles**.

Cllr S Bennett gave apologies for lateness.

207. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Bennett	All	Other registerable interests (as Members of Suffolk County Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

208. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 20 September 2023 be confirmed as a true record.

209. PLANNING APPLICATIONS

At the direction of the Chairman, item C was brought forward and considered first.

Committee heard from members of the public, being the applicant on item C below, confirming that there would be step-free access to the proposed new toilet, shower and washroom facilities.

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

C	DC/23/3262/FUL Upgrade existing toilet and shower block and washroom facilities Peewit Caravan Park Walton Avenue
Committee recommended APPROVAL.	

At this point in the meeting, 9.35am, Cllr S Bennett arrived.

A	DC/23/3477/RG3 Resurfacing and extension of existing car park Land Adjacent The Ferry Boat Inn The Ferry
Committee recommended APPROVAL. However, we would suggest some appropriate landscaping to soften its appearance in the AONB.	

B	DC/23/2572/FUL Retrospective Application - Change of use from restaurant to sports bar and restaurant with amended hours. 55 - 57 Undercliff Road West
Committee recommended REFUSAL. Whilst the Committee is not against the principle of the change of use to a drinking establishment, we feel that the proposed closing time of midnight Sundays to Thursdays is inappropriate for a purely drinking establishment in this area given its proximity to residential properties.	

D	DC/22/4494/FUL Retrospective Application - Erection of open sided gazebos on existing hard standing, within the curtilage of the property, to provide sheltered seating area. A number of timber framed gazebo's have been constructed, with Polycarbonate roofing. Felsto Arms Sea Road
Committee recommended APPROVAL.	

E	DC/23/3524/FUL Demolish cycle / motorcycle garage. Erect two storey side extension for utility room, shower, toilet, coats and cycle /motorcycle garage with bedroom and ensuite over. 2 Queens Road
Committee recommended APPROVAL.	
F	DC/23/3114/FUL Retrospective Application - Rear extension and installation of air conditioning unit 12 Holland Road
Committee recommended REFUSAL. We feel that the extension, as described, is wholly inappropriate. We believe that the size and massing of the rear extension is overly large and therefore contrary to SCLP 11.1 para. (c) iii. Furthermore, the extension results in the complete loss of the rear amenity space for the property and is therefore contrary to SCLP 11.1 para. (e). In addition, we concur with the concerns of ESC Environmental Protection in relation to potential noise disturbance from the air conditioning unit. We also believe that the size of the extension, plus the siting of the air conditioning unit in a prominent position, means that this proposal is unacceptable in the Conservation Area and is therefore contrary to SCLP 11.5 para. (b).	
G	DC/23/3634/FUL Alterations and extensions 12 Dellwood Avenue
Committee recommended APPROVAL.	
H	DC/23/3618/FUL Garden room Linden House 28A Bath Road
Committee recommended APPROVAL. However, we would ask that it be conditioned that its use remain ancillary to the host property.	
I	DC/23/3529/FUL To construct a Single-Storey Lean-to Conservatory to rear elevation 10 Castle Close
Committee recommended APPROVAL.	
J	DC/23/3583/TCA 1no. Sycamore and 1no. Oak (marked on plan) - Reduce in height by 50% of total tree height and cut back to border Units 1-5 6 Hamilton Gardens

Committee OBJECTED to the proposal to reduce the total height of these trees by 50%. We recognise that the trees play a prominent role in the public realm and we feel that a 50% reduction in size is excessive and would significantly harm these trees and the amenity value they have within the Conservation Area. We therefore ask that the East Suffolk Arboricultural Officer consider the appropriateness of the proposed works and the possibility of a TPO to protect these trees.

K	DC/23/3596/TPO TPO No. 104 /1997 1no. Yew (T1 on plan) - Fell Replacement planting of 2-3 native species in back garden Tyndale House 2 Tyndale
Committee OBJECTED to the proposal to fell this tree. We feel that the reason given for its felling is inadequate and that appropriate tree management would be sufficient to preserve it.	

L	DC/23/3609/TCA 1no. Group of Pine and Holm Oak (G1 on plan) - Overall crown reduction by up to 2.5 metres and prune to clear lamp columns and infrastructure. The Chapel Maybush Lane
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer.	

210. LANDGUARD LODGE, MANOR TERRACE DC/23/2745/DEM

Members noted that, as a result of comments from the Committee and Suffolk Preservation Society, an emergency Article 4(1) Direction to remove the permitted development right to demolish a building without the need for full planning permission, was served on the property by East Suffolk Council.

It was RESOLVED that the following representation by made in respect of this action:

Committee are fully supportive of the Article 4 Direction and would strongly request that this be made permanent. We recognise the iconic nature of this architecturally significant building and would wish to see it preserved. We fully concur with the comments submitted by both the Felixstowe Society and the Suffolk Preservation Society and further recognise the strength of public opinion that the proposed demolition provoked. We note that this building is an internationally recognised landmark.

211. CUSTOM AND SELF-BUILD HOUSING – PUBLIC CONSULTATION

Committee considered the draft Supplementary Planning Document (SPD) on Custom and Self-Build Housing.

It was **RESOLVED** that the Clerk respond to the consultation to confirm that Committee believe that document to be a very thorough, comprehensive, and helpful document.

212. PLANNING DECISIONS

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

213. CORRESPONDENCE

Committee NOTED the following correspondence:

- i) Renewal of three East Suffolk Council Public Space Protection Orders (PSPOs) relating to the control of dogs.
Members welcomed the renewal of the two PSPOs that affect Felixstowe.
- ii) Pavement Licence application from Costa Coffee, 74-76 Hamilton Road, seeking approval for 12 chairs and 5 tables.
Members welcomed the application.
- iii) Pavement Licence from Nutshells by the Sea, 1b Hamilton Road, seeking approval for 4 chairs and 2 tables.
Members welcomed the application.
- iv) Confirmation from ESC that the Coastal Adaptation Supplementary Planning Document has been adopted.

214. CLOSURE

The meeting was closed at 11.36am. It was noted that the next meeting was scheduled to take place on Wednesday 18 October 2023 at 9.15am.

AGENDA ITEM 7: PLANNING DECISIONS

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

DC/23/2476/FUL | Change of Use from Shop with Maisonette Flat (which included Photography Studio Space), to create/maintain 1 x Live Work Unit at Ground Floor Level, 2 x 1 Bedroom Flats at First Floor Level and 1 x 2 Bedroom Flat at second floor level.

8 And 8A Orwell Road

DC/23/3120/FUL | Change the existing 7 wooden single glazed windows like for like to wooden double glazed windows and change the existing 3 wooden single glazed balcony doors like for like to wooden double glazed balcony doors.

Flat 2 2 Beach Road East

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

Approved (and recommended for Refusal by this Committee):

DC/23/2406/VOC | Variation of Conditions 2 & 14 of DC/23/0232/FUL - Formation of new lorry parking and annexe portable office - Vary Condition 2 for changing drawings. Vary Condition 14 changes to the number of HGVs parked on that site from 20 to 50.

Former Gasworks Site Walton Avenue

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