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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 1 November 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
25 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 18 October 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/23/3858/FUL** | Conversion of linked garage to a family annex with dormer window to create mezzanine storage level.
29 Buregate Road
Applicant: Ms K Stratford [Link to Documents](#)

- b) **DC/23/3846/FUL** | Proposed first floor rear extension to existing single storey.
21 Ferry Lane
Applicant: Mr C Garry [Link to Documents](#)

- c) **DC/23/3965/FUL** | Side extension and alterations to garage.
1 Grasmere Avenue
Applicant: Unstated [Link to Documents](#)

- d) **DC/23/3828/FUL** | Installation of 14 replacement windows & 1 replacement door into existing opening apertures
Flat 2 The Hermitage Undercliff Road East
Applicant: Mrs S Williams [Link to Documents](#)

- e) **DC/23/3988/FUL** | External stainless steel flue
12 Stanley Road
Applicant: Mr & Mrs Harvey [Link to Documents](#)

- f) **DC/23/4051/FUL** | Alterations, extensions and erection of new detached garage. Alterations to vehicular access. New front boundary wall.
Rowan Lodge 246 Ferry Road
Applicant: Mr & Mrs Gosling [Link to Documents](#)

- g) **DC/23/4054/P3MA** | Prior Notification - Conversion of redundant offices to residential (1 flat)
61A Cobbold Road
Applicant: ILM Capital [Link to Documents](#)

- h) **DC/23/3945/TCA** | 1no. Liquidambar (marked on plan) - Overall crown reduction by 2 metres
1 College Green
Applicant: Mr G Aguilar-Millan [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. **Correspondence**

To note any items of correspondence.

8. **Closure**

To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 15th 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 18 October 2023 at 9.15am**

PRESENT: Cllr S Bird (Chairman)
Cllr M Morris (Vice-Chairman) Cllr A Folley
Cllr S Bennett Cllr C Franklin
Cllr J Candy (*to item #241a*) Cllr S Wiles

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*)

237. PUBLIC QUESTION TIME

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

238. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

Cllr J Candy gave apologies in advance of needing to leave the meeting at 9.40am.

239. 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 J Candy 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.

240. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 4 October 2023 be confirmed as a true record.

241. PLANNING APPLICATIONS

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

Committee heard from a member of the public, being a neighbour to item B below, seeking clarification on the proposed cladding materials.

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

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
Committee recommended APPROVAL. However, given that the pool house will now be self-contained and providing washing and toilet facilities, we would ask that its use be conditioned to remain ancillary to the host property.	

At this point, 9.42am, Cllr J Candy left the meeting.

A	DC/23/3679/FUL Extension and alteration of the surgery and its existing extension Haven Health Surgery Grange Farm Avenue
Committee recommended APPROVAL.	

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
Committee recommended APPROVAL.	

D	DC/23/3737/FUL Installation of 6no replacement windows to first floor flat Flat 7B 7 High Beach
Committee recommended APPROVAL.	

E	DC/23/3835/FUL The works include rendering the lower section of the side elevation following fire damage. 39 Margaret Street
Committee recommended APPROVAL.	

242. PLANNING DECISIONS

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

243. CORRESPONDENCE

Committee NOTED the following correspondence:

- i) Pavement Licence from Rubys, Bent Hill, seeking approval for 4 chairs and 2 tables.
Members welcomed the application.

- ii) Proposed Upgrade to Existing Radio Base Station Installation at Felixstowe Cemetery, Langley Avenue.
Committee had no objection to the proposed replacement equipment.

244. CLOSURE

The meeting was closed at 10.15am. It was noted that the next meeting was scheduled to take place on Wednesday 1 November 2023 at 9.15am.

AGENDA ITEM 7: PLANNING DECISIONS

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

DC/23/3294/FUL | Conversion of garage to bedroom plus new roof
35 Westmorland 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

DC/23/3313/TPO | T1 of TPO No. 205 / 2006 1no. Beech (T1 on plan) - Crown reduce the top 30% of the main canopy by 2 metres all round
1A Brook Lane

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

Approved (and recommended for Refusal by this Committee):

DC/23/1986/FUL | Demolition of existing garages and erection of 6 flats with associated external works and access
Glenfield Court Glenfield Avenue

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):

DC/23/2928/FUL | Construction of 4 x No.3 bed dwellings, the provision of off-street parking, private gardens and the relocation and upgrading of play equipment
Land At Adastral Close