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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 15 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](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>

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  
8 November 2023

## AGENDA

### 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 1 November 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/23/4205/VOC** | Variation of Condition No. 2 of DC/17/2047/COU - Changing a shop usage from A1 to A3 with take out hot drinks and to put tables and chairs to the front of the shop - Alteration to opening hours - The use hereby permitted shall only take place between the hours of 0800am and 0000am on Sun-Thur, and 0800am and 0100am on Fridays and Saturdays  
**187 Hamilton Road**  
Applicant Mr & Mrs McGlynn-Hale [Link to Documents](#)
- b) **DC/23/4170/FUL** | Siting of InPost Parcel Locker  
**221 High Street Walton**  
Applicant: Inpost UK [Link to Document](#)
- c) **DC/23/4140/OUT** | Outline Application (All matters reserved) - Construction of 1 No.1 bed dwelling.  
**Land Adjacent 130 Mill Lane**  
Applicant: Mr N Spink [Link to Documents](#)
- d) **DC/23/4092/OUT** | Outline Application (All Matters Reserved) - of garden and erection of detached self-build Subdivision dwelling and creation of new vehicular access.  
**Field Cottage Marsh Lane**  
Applicant: Mr N Papworth [Link to Documents](#)

- e) **DC/23/4262/FUL** | Two storey front extension with ground floor rear extension  
**9 Westmorland Road**  
Applicant: Mr & Mrs D Kennedy [Link to Documents](#)
- f) **DC/23/4165/FUL** | Single storey rear extension  
**20 St Georges Road**  
Applicant: Mr L Di Vincenzo [Link to Documents](#)
- g) **DC/23/4198/FUL** | Rear extension and new garage  
**13 Goyfield Avenue**  
Applicant: Mr J Spaulding [Link to Documents](#)
- h) **DC/23/3974/FUL** | First Floor Rear Extension  
**16 Arwela Road**  
Applicant: Mr D Holmes [Link to Documents](#)
- i) **DC/23/4096/FUL** | Install conservatory to the rear of the property  
**83 Stables Road**  
Applicant: Mr J Chidlow [Link to Documents](#)
- j) **DC/23/4132/TCA** | 1no. Conifer (in back garden of 32 Undercliff Road West)  
- Fell  
**32 Undercliff Road West**  
Applicant: [Link to Documents](#)
6. **Consultation of East Suffolk Council's Street Trading Policy**  
To consider East Suffolk Council's adopted a Street Trading Policy in accordance with Paragraph 2 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 to control street trading. **(Page 7)**
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 8)**
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 29<sup>th</sup> 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 1 November 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 Cllr S Wiles

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

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

**258. PUBLIC QUESTION TIME**

None.

**259. APOLOGIES FOR ABSENCE**

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

**260. DECLARATIONS OF INTEREST**

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

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
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)

**Cllr A Folley declared a Non-Registerable Interest in item 262(E) due to being closely known to those related to the application. Having declared this Non-Registerable Interest, Cllr Folley advised that they would leave the meeting prior to any debate and decision on the item.**

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.

**261. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 18 October 2023 be confirmed as a true record.**

## 262. PLANNING APPLICATIONS

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

<b>A</b>	<b>DC/23/3858/FUL</b>   Conversion of linked garage to a family annex with dormer window to create mezzanine storage level. <b>29 Buregate Road</b>
<b>Committee recommended APPROVAL. However, we would ask that it be conditioned that its use remain ancillary to the host property.</b>	

<b>B</b>	<b>DC/23/3846/FUL</b>   Proposed first floor rear extension to existing single storey. <b>21 Ferry Lane</b>
<b>Committee recommended REFUSAL. We are conscious of the fact that this property has already been enlarged considerably beyond its original size with a side extension, rear extension and substantial extension on the garage. We believe that this proposed first floor extension, particularly as it will be finished in render with a flat roof, will be contrary to SCLP11.1 (c) i,ii,iii,iv and v.</b>	
<b>We believe that the overall appearance of this, now two storey extension, will be out of keeping with the street scene in its prominent position.</b>	

<b>C</b>	<b>DC/23/3965/FUL</b>   Side extension and alterations to garage. <b>1 Grasmere Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>D</b>	<b>DC/23/3828/FUL</b>   Installation of 14 replacement windows & 1 replacement door into existing opening apertures <b>Flat 2 The Hermitage Undercliff Road East</b>
<b>Committee recommended APPROVAL.</b>	

At this point, 9.55am, Cllr Folley left the meeting.

<b>E</b>	<b>DC/23/3988/FUL</b>   External stainless steel flue <b>12 Stanley Road</b>
<b>Committee recommended APPROVAL.</b>	

**Cllr Folley returned to the meeting.**

<b>F</b>	<b>DC/23/4051/FUL</b>   Alterations, extensions and erection of new detached garage. Alterations to vehicular access. New front boundary wall. <b>Rowan Lodge 246 Ferry Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>G</b>	<b>DC/23/4054/P3MA</b>   Prior Notification - Conversion of redundant offices to residential (1 flat). <b>61A Cobbold Road</b>
<b>Committee had NO OBJECTION to this proposal.</b>	

<b>H</b>	<b>DC/23/3945/TCA</b>   1no. Liquidambar (marked on plan) - Overall crown reduction by 2 metres. <b>1 College Green</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

### **263. PLANNING DECISIONS**

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

### **264. CORRESPONDENCE**

None.

### **265. CLOSURE**

The meeting was closed at 10.45. It was noted that the next meeting was scheduled to take place on Wednesday 15 November 2023 at 9.15am.

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## **AGENDA ITEM 6: STREET TRADING POLICY**

East Suffolk Council has adopted a Street Trading Policy in accordance with Paragraph 2 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 to control street trading. This policy only refers to the North of the district, since the former Suffolk Coastal District Council, which covered the South of the now East Suffolk district, did not adopt the legislation.

The Council has undertaken a review of street trading in the whole district and at its meeting on 16 October 2023, the Licensing Committee approved a consultation to end the current street trading arrangements and propose a policy whereby the whole district just has selected prohibited streets where no street trading can take place at all. Trading could take place in streets not deemed as prohibited streets without the need for a consent or licence.

The Council is therefore now consulting on the proposal to introduce a policy whereby the district just has selected prohibited streets where no street trading can take place at all. The remainder of the streets in the district would not be subject to regulation although the permission of the land-owner and/or Highways England will need to be obtained. We are not requesting suggestions for prohibited streets at this stage.

Street trading generally only takes place in the larger towns and villages and the lack of a street trading regime in the South of the district has caused very few significant issues. It is not anticipated that there should be a huge list of streets throughout the whole East Suffolk district which are deemed prohibited. The current Street Trading Policy gives an indication of the towns which have a few prohibited streets. The current Policy can be found on our website using this link – <https://www.eastsuffolk.gov.uk/assets/Business/Licensing/Street-Trading-Guidance.pdf>

**Committee is requested to consider the consultation; and, to decide on any comments to the proposals to be submitted by the consultation deadline of 1 December 2023.**

## **AGENDA ITEM 7: PLANNING DECISIONS**

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

<p><b>DC/23/2349/FUL</b>   Two double skinned fuel tanks will be installed on the existing site for the offloading and loading of fuels. These tanks will be installed on new reinforced concrete slabs. An electrical GRP pre-fabricated unit will be installed for the electrical connections. A catchment area around the two tanks will be surrounded by drainage channels to capture any spills and runoff from the loading of trucks. These channels will lead to sumps which will be connected to a full class 1 interceptor. Existing underground tanks to be foam filled.</p> <p><b>Haven Filling Station Dock Road The Docks</b></p>
<p><b>DC/23/1914/DRC</b>   Part-discharge of Condition 35 (energy strategy statement and water use calculator) of DC/21/1322/ARM.</p> <p><b>Land North Of Walton High Street</b></p>
<p><b>DC/23/3332/TCA</b>   1 No. Silver Birch Tree at the rear of the property in the centre of the lawn to be felled and removed. The tree has been poorly pruned in the past and is considered too large for the garden.</p> <p><b>4 College Green</b></p>
<p><b>DC/23/3132/FUL</b>   Rear extensions over three floors to create additional consulting rooms, display spaces, workshops, stores, laboratories and staff facilities within one accessible building</p> <p><b>90 Hamilton Road</b></p>
<p><b>DC/23/3609/TCA</b>   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</p> <p><b>The Chapel Maybush Lane</b></p>

### **Refused (and recommended for Refusal by this Committee):**

<p><b>DC/23/3366/TPO</b>   W1 of TPO No. 195 / 2006 1no. Chestnut (1 on plan) - Fell Proposed replacement planting of 1no. Chestnut</p> <p><b>73 Tower Road</b></p>
<p><b>DC/22/1955/FUL</b>   Erection of two-bedroom house on plot next to terraced dwellings. Demolition of existing outbuildings on site.</p> <p><b>19 Margaret Street</b></p>

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

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