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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 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 13 December 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  
6 December 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 29 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/23/4648/P3MA** | Prior Notification - Extension and conversion of existing commercial building to accommodate 8No residential apartment dwellings across Ground, First and Second floor. Proposed extension to second floor extends capacity of existing floor area. Demolition of ground floor back-of-house area to allow for provision of ground floor residential communal courtyard amenity space. New commercial unit entrance proposed to ground floor on the intersection of Victoria Street and Hamilton Road.

**18 Hamilton Road**

Applicant: Iveagh Properties

[Link to Documents](#)

- b) **DC/23/4478/FUL** | Proposed single and two-storey extension to rear of existing two-storey detached dwelling

**44 Garrison Lane**

Applicant: M MacDonald Fawcett

[Link to Documents](#)

- c) **DC/23/4430/FUL** | Single storey rear extension for private use.

**38 Lynwood Avenue**

Applicant: Mr & Mrs O'Donnell

[Link to Documents](#)

- d) **DC/23/4336/FUL** | Retrospective Application - Changing the current extraction unit which the council deemed not sufficient to a slightly larger unit with carbon filters fitted to combat cooking smells

**Ferry Boat Inn The Ferry**

Applicant: Mr K Dalton

[Link to Documents](#)

- 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**  
Applicant: Mr J Simmonds [Link to Documents](#)
- f) **DC/23/4463/FUL** | Installation of air source heat pump to rear of 12 King Street. Heat pump to be installed is Daikin Model EDLA09D3V3, dimensions 870h x 1380w x 460d.  
**12 King Street**  
Applicant: Mr J Robinson [Link to Documents](#)
- g) **DC/23/4170/FUL** | Retrospective Application - Siting of In Post Parcel Locker  
**221 High Street Walton**  
Applicant: InPost UK [Link to Documents](#)
- h) **DC/23/4002/LBC** | Listed Building Consent - Install insulation to the inside of external walls in the living room, bedroom 1 and bedroom 2 to enable the replacement of storage heaters and upgrading of the thermal performance of the external walls. To also take advantage of an Eco 4 Grant  
**8 Harvest House Cobbold Road**  
Applicant: Mrs L Agnew [Link to Documents](#)
- i) **DC/23/4514/TCA** | 4no. Lime (marked on plan) - Fell  
**33A & 35A Quilter Road**  
Applicant: Unstated [Link to Documents](#)
- j) **DC/23/4525/TPO** | 1no. Holm oak (marked on plan) - Undertake tree works detailed in 'Tree Cutting' document  
**Saville Court Victoria Road**  
Applicant: Mr A Lay, Openreach [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. Delegated Authority

To consider delegating authority to the Town Clerk, in consultation with the Chairman and/or Vice-Chairman, to respond to any planning matters that would otherwise be out of time for a response by the next scheduled meeting. **(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 10<sup>th</sup> January 2024 at 9.15am.

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

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 29 November 2023 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman)  
Cllr M Morris (Vice-Chairman) Cllr A Folley  
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 (*in person*)  
2 members of the public (*via Zoom*)  
Cllr C Franklin (*via Zoom*)

### **309. PUBLIC QUESTION TIME**

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

### **310. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr S Bennett** and **Cllr C Franklin**.

### **311. 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 J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	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.

### **312. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 15 November 2023 be confirmed as a true record.**

**313. PLANNING APPLICATIONS**

At the direction of the Chairman, item B was moved ahead of item A, below.

Committee heard from the applicant in respect of application B below, confirming the amendment to the original application was to provide a gap between the huts to allow water outfall from the prom adjacent.

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

<b>B</b>	<b>DC/23/2089/FUL</b>   The reinstatement of 14 beach huts, previously sited on the promenade, and the erection of associated wooden platforms located on the beach between the shelter and Spa Pavilion. <b>14 Beach Huts Undercliff Road West</b>
<b>Committee recommended APPROVAL. We are satisfied that this application is policy compliant, specifically in relation to SCLP 12.14 which supports tourist related uses in this location. This approval would be subject to East Suffolk Council granting the necessary licenses for these huts and their being satisfied as to the safety requirements of the installation of the huts.</b>	
<b>A</b>	<b>DC/23/4433/FUL</b>   Erection of new agricultural dairy cattle building following demolition of existing open silage clamp. <b>Gulpher Farm Gulpher Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>C</b>	<b>DC/23/4351/FUL</b>   Construction of single storey rear extension and cladding to the front elevation and demolition of existing side/utility extension. <b>20A Lynwood Avenue</b>
<b>Committee recommended APPROVAL.</b>	
<b>D</b>	<b>DC/23/4427/FUL</b>   To change current wooden windows to upvc <b>Flat 1 South Beach Mansion Bent Hill</b>
<b>Committee recommended APPROVAL. However, we recognise that this is a historically significant building in a prominent location. Furthermore, the applicant has not supplied a drawing to show the replacement double doors proposed. We therefore recommend APPROVAL subject to ESC’s Design and Conservation Officer being satisfied that all of the proposed door and window replacements are visually like-for-like to match the existing.</b>	

<b>E</b>	<b>DC/23/4411/TCA   5no. Leylandii (marked on plan) - Fell The Cottage Martello Lane</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer. However, we would request suitable replacement planting for these five trees.</b>	

**314. DRAFT HEALTHY ENVIRONMENTS AND DRAFT RURAL DEVELOPMENT SUPPLEMENTARY PLANNING DOCUMENTS**

Committee considered the consultation on the draft Healthy Environments and Draft Rural Development Supplementary Planning Documents.

**RESOLVED that the consultations be noted.**

**315. AREAS OF OUTSTANDING NATURAL BEAUTY RENAMED NATIONAL LANDSCAPES**

**RESOLVED that the renaming of all Areas of Outstanding Natural Beauty (AONBs) nationwide to ‘National Landscapes’ from 22<sup>nd</sup> November 2023 be noted.**

**316. PLANNING DECISIONS**

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

**317. CORRESPONDENCE**

**Committee NOTED the following correspondence:**

- i. Notification of Appeal ENF/21/0026/DEV in respect of Garage Block North of 2, Chepstow Road.**  
Noted the appeal against East Suffolk Council’s decision to issue an enforcement notice for Appeal against High Wall adjacent to a highway.
- ii. ESC Neighbourhood Plan Presentation.**  
Noted that the Planning Administration Assistant had attended a presentation on Neighbourhood Plans, hosted by East Suffolk Council. The Clerk would forward a copy of the presentation to all Town Councillors.

**318. CLOSURE**

The meeting was closed at 10.57am It was noted that the next meeting was scheduled to take place on Wednesday 13 December 2023 at 9.15am.

## **AGENDA ITEM 8: PLANNING DECISIONS**

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

<b>DC/23/3679/FUL</b>   Extension and alteration of the surgery and its existing extension <b>Haven Health Surgery Grange Farm Avenue</b>
<b>DC/23/3262/FUL</b>   Demolition of the existing toilet and shower block and washroom facilities to accommodate a new toilet and shower block and washroom facilities <b>Peewit Caravan Park Walton Avenue</b>
<b>DC/23/3817/FUL</b>   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 <b>5 Chepstow Road</b>
<b>DC/23/3737/FUL</b>   Installation of 6no replacement windows to first floor flat <b>Flat 7B 7 High Beach</b>
<b>DC/23/4132/TCA</b>   1no. Conifer (in back garden of 32 Undercliff Road West) – Fell <b>32 Undercliff Road West</b>

**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):**

<b>DC/23/3350/P3MA</b>   Prior Approval Commercial to Dwelling - Conversion of rear of office to residential : front section of office to remain. <b>284 High Street Walton</b>
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## **AGENDA ITEM 7: DELEGATED AUTHORITY**

Committee is requested to consider giving delegated authority to the Clerk, in consultation with the Chairman and/or Vice-Chairman of the Planning & Environment Committee, to submit a response on behalf of the Town Council to any planning applications or consultations for which the consultation period ends before the next Committee meeting on 10<sup>th</sup> January 2024. Such authority to be, in accordance with arrangements made in previous years, as follows:

Authority is delegated to the Town Clerk to respond to planning applications and consultations on behalf of the Town Council's Planning & Environment Committee, should the deadline for a response be prior to the next meeting of the Planning & Environment Committee before the consultation closes. This authority is subject to:

- i) an extension to the deadline having first been sought to enable a response to be approved at the next scheduled meeting and submitted thereafter;
- ii) prior consultation with the Chairman and/or Vice-Chairman of the Committee; and,
- iii) all Members of the Planning & Environment Committee being emailed a copy of the submitted response for information.

**Committee is therefore requested consider delegating authority to the Town Clerk in consultation with the Chairman and/or Vice-Chairman, to respond to any planning matters that would otherwise be out of time for a response by the next scheduled meeting.**