

Telephone: 01394 282086  
Fax: 01394 285920  
email: enquiries@felixstowe.gov.uk

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 20 September 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  
13 September 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 16 August 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/23/2349/FUL** | 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.

#### **Haven Filling Station Dock Road The Docks**

Applicant: Mr N Rimmer, Certas Energy

[Link to Documents](#)

- b) **DC/23/3350/P3MA** | Prior Approval Commercial to Dwelling - Conversion of rear of office to residential : front section of office to remain.

#### **284 High Street Walton**

Applicant: Mr P Scott

[Link to Documents](#)

- c) **DC/23/3392/FUL** | Replacement porch (existing to be demolished)

#### **46 Kings Fleet Road**

Applicant: Mr M Frost

[Link to Documents](#)

- d) **DC/23/3332/TCA** | 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.

**4 College Green**

Applicant: Mr S Markham, Ginkgo Tree Surgery Ltd

[Link to Documents](#)

- e) **DC/23/3366/TPO** | W1 of TPO No. 195 / 2006 1no. Chestnut (1 on plan) - Fell Proposed replacement planting of 1no. Chestnut

**73 Tower Road**

Applicant: Mr E Watts

[Link to Documents](#)

**6. Custom and Self-Build Housing – Public Consultation**

To consider a draft Supplementary Planning Document which explains what custom and self-build housing is, together with a range of delivery models.

The deadline for comment is 18<sup>th</sup> October 2023.

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**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.

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**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 4<sup>th</sup> October 2023 at 9.15am.

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

**MINUTES** of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Wednesday 6 September 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 (*to item #146f*)

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

**IN ATTENDANCE:** Mr N Newton ESC Principal Landscape and Arboricultural Officer  
Two members of the public (*via Zoom*)

**Prior to the start of the meeting, the Chairman referred to the passing of fellow Town Councillor David Underwood on 17<sup>th</sup> August 2023.**

**Members and Officers stood and a minute's silence was observed for Cllr Underwood.**

### **141. PUBLIC QUESTION TIME**

None.

### **142. APOLOGIES FOR ABSENCE**

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

**Cllr S Wiles** gave apologies in advance of having to leave the meeting at 11.30am to attend to other business.

### **143. 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 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.

**144. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 16 August 2023 be confirmed as a true record.**

**145. TPOs and TCAs**

The Chairman welcomed Mr Nick Newton ESC Principal Landscape and Arboricultural Officer who was invited to address the Committee.

Mr Newton gave a presentation on Tree Protection Orders (TPOs) and Trees in a Conservation Area (TCA) and the local planning authority's role in the process of administering and reviewing applications and notices for works to such trees.

Mr Newton took questions from Members and outlined some of interesting national and local cases in respect of works to trees.

**Committee noted the presentation and thanked Mr Newton for his attendance.**

**146. 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/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</b>
<b>Committee recommended APPROVAL. We recognise that this provision of four additional affordable units meets the need for additional housing in Felixstowe. We welcome the provision of PV panels on these new properties. We note that the Planning Officer has given pre-application advice stating that this application would be contrary to SCLP 8.2 due to the loss of public open space, however we would refute this by noting that Adastral Close has large portions of public open space. However, we do recognise that this application will result in the loss of some of that open space and would therefore ask that the applicant, in addition to relocating some pieces of play equipment, would further enhance the play facilities at this site.</b>	

<b>B</b>	<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. <b>90 Hamilton Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>C</b>	<b>DC/23/2962/FUL</b>   Construction of a detached dwelling (revised scheme to that refused under DC/21/2214/FUL) <b>193 Maidstone Road</b>
<p><b>Committee recommended REFUSAL. We recognise that this application has been revised, from the previous plan which was refused, in that it is reduced in height and realigned on the plot. However, we still feel that the proposal would constitute unacceptable harm to the amenity of neighbouring properties at Maidstone Road and James Boden Close. We also feel that the proposed access to the new dwelling via the narrow entrance on Margaret Street would be unacceptable in safety terms. We therefore feel that this application is contrary to SCLP5.7 paras (b) and (c).</b></p>	

<b>D</b>	<b>DC/23/3039/FUL</b>   Installation of 14No. Solar Panels to the Southeast and Southwest roof pitches of Landguard Bungalow. <b>Office Wardens House View Point Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>E</b>	<b>DC/23/2476/FUL</b>   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. <b>8 And 8A Orwell Road</b>
<b>Committee recommended APPROVAL.</b>	

**At this point, 11.30am, Cllr Wiles left the meeting.**

<b>F</b>	<b>DC/23/3084/FUL</b>   Erection of new open car port, rear glass sun room and renovation of external facade. Hard and soft landscaping including additional parking and turning head to front garden. <b>Stonesthrow 16 Thornley Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>G</b>	<b>DC/23/2871/FUL</b>   Installation of an air source heat pump within property boundary under MCS guidelines at house dwelling. <b>96 Maidstone Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>H</b>	<b>DC/23/3310/FUL</b>   Rear extension. <b>48 Kings Fleet Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>I</b>	<b>DC/23/2878/FUL</b>   Ground floor rear extension. <b>2 Lynwood Avenue</b>
<b>Committee recommended APPROVAL.</b>	
<b>J</b>	<b>DC/23/3294/FUL</b>   Conversion of garage to bedroom plus new roof. <b>35 Westmorland Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>K</b>	<b>DC/23/2570/FUL</b>   Single storey porch to front of existing two storey semi-detached dwelling. <b>60 Orwell Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>L</b>	<b>DC/23/3120/FUL</b>   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. <b>Flat 2, 2 Beach Road East</b>
<b>Committee recommended APPROVAL, subject to it be conditioned that the finish colour of the new glazing casements match the original which they will be replacing.</b>	
<b>M</b>	<b>DC/23/3313/TPO</b>   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. <b>1A Brook Lane</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

#### **147. PLANNING DECISIONS**

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

#### **148. CORRESPONDENCE**

**Committee NOTED** the following correspondence:

- i)** ESC consultation on a Custom and Self-Build Supplementary Planning Document (SPD).  
**Committee noted the SPD consultation, which was running until 18 October 2023 and which would be on the agenda for the next meeting.**

#### **149. CLOSURE**

The meeting was closed at 12.15am. It was noted that the next meeting was scheduled to take place on Wednesday 20 September 2023 at 9.15am.

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## **APPENDIX ITEM 6: CUSTOM AND SELF-BUILD HOUSING – PUBLIC CONSULTATION**

The draft SPD covers a range of topics including the types of housing that qualify as custom and self-build housing, an overview of the self-build exemption from Community Infrastructure Levy, consideration of design and the application of design codes, and guidance to help ensure custom and self-build housing is appropriately marketed.

Self build projects are defined as those where someone directly organises the design and construction of their own home. This covers a wide range of projects including a traditional DIY self-build home, to projects where the self-builder employs someone to build their home for them. Community-led projects can also be defined as self-build. Custom build homes are where a person works with a developer as an individual or a group to help provide their own home. The developer may help to find a plot, manage the construction and arrange the finance for the new home. This is more of a hands-off approach but the home is tailored to match the individual's requirements. Modular construction may be an appropriate form of self-build or custom-build, where this is acceptable in design terms.

The consultation document can be found here:

<https://eastsoffolk.inconsult.uk/gf2.ti/f/1544802/177442437.1/PDF/-/Custom%20and%20Self-build%20Housing%20SPD.pdf>

**Committee is requested to consider ESC's new planning document on Custom and Self-build Housing – Supplementary Planning Document (SPD) and submit any comments it deems appropriate by the deadline of 18<sup>th</sup> October 2023.**

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

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

<b>DC/23/2587/FUL</b>   Garage conversion to living space/study. Garage door to be removed and bricked up in a similar style to the rest of the property. Window to be added, the same size as the living room window on the opposite side of the front door. Access will be via an inside door from the utility room. <b>29 Tomline Road</b>
<b>DC/23/2285/FUL</b>   Erection of garden room. <b>246 Ferry Road</b>
<b>DC/23/2570/FUL</b>   Single storey porch to front of existing two storey semi detached dwelling <b>60 Orwell Road</b>
<b>DC/23/1420/FUL</b>   Extend property to front enlarging kitchen. Extend to rear for large lounge/family room. Remove flat roof to porch and provide double pitched roof covering kitchen extension. Enlarge skylight to utility. <b>20 Roman Way</b>
<b>DC/21/1402/FUL</b>   Retrospective Application - Construction of a fence around the front of the property <b>2 Blyford Way</b>
<b>DC/23/3025/TCA</b>   Cherry tree in front garden - reduce in height by 1.2m. and crown width by up to 1m. Small cherry tree in rear garden - reduce height. <b>85 Ranelagh Road</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):** None

**Withdrawn**

<b>DC/23/0814/FUL</b>   Increase the width of drop kerb <b>44 Westmorland Road</b>
<b>DC/23/2249/VOC</b>   Variation of Condition No 3 of DC/21/0478/FUL - Part demolition, alteration and change of use of nursing home to provide 6no. apartments, together with 3no. new build houses - materials & finishes <b>St Marys Nursing Home Undercliff Road East</b>