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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 B Price
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 11 December 2024 at 9.30am**.

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
4 December 2024

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 27 November 2024 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/24/3689/FUL** | Change of use to lounge/kitchen area to hold yoga classes on Mondays at 6.30pm until 7.30pm and Saturdays 9.30am until 10.30am
41 Westmorland Road
Applicant: Ms K Sheppard [Link to Documents](#)

- b) **DC/24/3987/FUL** | Conversion of existing three storey house into two flats, to include replacement of window with double French Doors, raising of height of rear single storey extension and erection of steel balustrade above, insertion of new Velux rooflight, replacement of front ground floor window with new windows, and associated development
7 Manning Road
Applicant: Mrs K Willis, Kadd Investments Ltd [Link to Documents](#)

- c) **DC/24/4061/FUL** | Ground floor infill extension to form Plant Room; alterations including extension to balconies, replacement external stairs, Juliet balcony and changes to fenestration
Ferrymans Haul The Ferry
Applicant: Ms A Mouser [Link to Documents](#)

- d) **DC/24/4207/FUL** | Proposed rear single storey extension, cladding of the front and rear elevations and new windows
3 Victoria Road
Applicant: Mr C Satterthwaite [Link to Documents](#)

- e) **DC/24/1710/FUL** | Conversion and extension of the existing building to create nine residential units (retaining the existing one residential unit) and two commercial units on part of ground floor level and basement including retention of existing gym following demolition of store building and removal of dormer window at rear, changing window to door on corner of southern and eastern elevation and replacement windows, together with associated works and landscaping

18 Hamilton Road

Applicant: Mr M Adair, Iveagh Properties Ltd

[Link to Document](#)

- f) **DC/24/4064/VOC** | Variation of Condition 2 of 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 - To simplify visual appearance/ arrangement of cladding materials, and to provide privacy to and from neighbour by raising the side wall of the previously approved balcony

High Ridge 16 South Hill

Applicant: Mr & Mrs D Martin

[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 8th January 2025 at 9.30am.

A	<p>DC/24/3773/FUL Alterations to provide new consulting suite within former pharmacy, including facade works to existing windows and doors. New localised external guarding outside former pharmacy to prevent public access past new consulting suite. New roof lights to first floor roof at rear of building to provide office / admin accommodation within existing redundant records store. New external air handling equipment.</p> <p>Howard House Orwell Road</p>
<p>Committee recommended APPROVAL.</p>	

At the direction of the Chairman, Ms C Lee, ESC Communities Officer, was invited to join the meeting in respect of the application below as a representative of the applicant.

B	<p>DC/24/3429/VOC Variation of Condition 2 of C/06/0303 (Construction of a skateboard area with pedestrian access and including bunds, landscaped areas and floodlighting) - Extension of floodlighting operational hours to 10pm Fri/Sat/Sun & 9pm Mon/Tues/Wed/Thurs to match Woodbridge skate park and reduce anti-social behaviour.</p> <p>Skatepark Orwell Green Grange Farm Avenue</p>
<p>Committee recommended APPROVAL.</p>	

C	<p>DC/24/3774/VOC Variation of Condition No. 2 of DC/24/0215/FUL (Change of use from C1 Hotel to Sui generis (House of Multiple Occupation)) - Approved Drawings and Documents - Ground floor windows.</p> <p>The Norfolk Guest House 1 - 3 Holland Road</p>
<p>Committee recommended APPROVAL. We believe that the proposed changes will enhance this building in the Conservation Area.</p>	

D	<p>DC/24/3340/AND 1 no. freestanding A-Board. 1 Bent Hill</p>
<p>Committee recommended REFUSAL. Whilst we are not against an A-board for this premise in principle, we believe that its current position unacceptably restricts use of the pavement. We believe that the gap between the sign and the chairs – particularly when they are in use – will unacceptably restrict the use of the pavement, most notably for pedestrians with disabilities.</p>	

E	<p>DC/24/4027/FUL Construction of front entrance porch 62 Westmorland Road</p>
<p>Committee recommended APPROVAL.</p>	

F	DC/24/3870/FUL Replacement Balcony Screen and detail 14 Western Avenue
Committee recommended APPROVAL.	

299. PLANNING DECISIONS

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

300. CORRESPONDENCE

- i. East Suffolk Council had received an application from the Friends of The Half Moon (FOTHM) to list the pub as an Asset of Community Value (ACV).
Committee supported the application to list the Half Moon as an Asset of Community Value and the Clerk would advise East Suffolk Council accordingly.

- ii. Formal response from Cllr Beavan on behalf of ESC, to the Town Council's submission to the NFGN Masterplan consultation.
Committee noted the response, which the Clerk had also circulated to all Town Councillors.

301. CLOSURE

The meeting was closed at 10.47am. It was noted that the next meeting was scheduled to take place on Wednesday 11th December 2024 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/24/1184/VOC Variation of Condition No. 2 of DC/23/1986/FUL (Demolition of existing garages and erection of 6 flats with associated external works and access) to allow the installation of air source heat pumps to elevations. Glenfield Court Glenfield Avenue
DC/24/2765/FUL Construction of single storey rear extension, outbuilding, solar panels 6 William Booth Way
DC/24/2762/FUL To install an open fronted tempastore warehouse building. Builders Yard Recreation Lane
DC/24/1603/FUL To replace current wooden windows with like for like white upvc windows 5 Quilter Road
DC/24/3363/FUL Replacement PVCu windows and doors to bay window (1st floor flat) 30B Holland Road
DC/24/0233/VOC Variation of Conditions 1, 8, 13 & 14 of Planning Permission DC/19/1923/VOC (Variation of Condition No 4 of C05/1593 - Use of land for construction of ten flats, new vehicular access and demolition of existing dwelling. Condition(s) Removal: To improve the overall elevational treatment and to bring this in line with recent contemporary designs along Cliff Road. Second floor improvements to top floor apartments for improved marketability and viability of development. Amendments include: Proposed amendments to second floor flats (infilling of flat roof between units). Proposed amendments to elevations including fenestration and materials. Condition to list the following drawings as approved plans: 5289 PA22A Proposed Second Floor Plan, 5289 PA30 Proposed Elevations. In lieu of 4479/AL102 Second Floor Plans; 4479/AL105 Elevational Treatment (As approved under non-material amendment dated 20th July 2011)). Stowe House (Former) Cliff Road

Refused (and recommended for Refusal by this Committee):

DC/24/3260/FUL Installation of air source heat pump 6 Red Hall Court

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

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