



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 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 22 January 2025 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
16 January 2025

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 8 January 2025 as a true record. **(Pages 4-7)**

5. **Planning Applications**

To consider the following planning, and other, applications received since the previous agenda:

- a) **DC/24/4416/FUL** | To provide self-storage containers over existing ground level containers. Erect two flights of stairs. Erect safety balustrading to landing areas.

Applicant: Unstated

[Link to Documents](#)

116 Garrison Lane

Applicant: Unstated

- b) **DC/25/0064/P3G** | Prior Notification - Change of use from commercial space to a two bedroom flat. Spaces will be upgraded where required to comply with fire and sound regulations.

First Floor 79A High Road West

Applicant:

[Link to Documents](#)

- c) **DC/24/4533/FUL** | Small balcony off front bedroom
6 Westmorland Road

Applicant: Mr & Mrs F Flynn

[Link to Documents](#)

- d) **DC/24/4475/FUL** | Replacement of the Existing Parapet Roof
Royal Mail Delivery Office 143 Hamilton Road

Applicant: C/o Cushman & Wakefield

[Link to Documents](#)

- e) **DC/24/4387/TCA** | 1no. Lime (marked on plan) - re-pollard to previous pollard points
2 - 6 Orwell Road
Applicant: Mr P Watson

[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 9)**

7. Neighbourhood Plan

Committee to consider the setting up of a Felixstowe Neighbourhood Plan Working Group to consider the potential development of a Neighbourhood Plan. **(Pages 10-11 and Appendix A)**

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 5th February 2025 at 9.30am

AGENDA ITEM 4: CONFIRMATION OF MINUTES
**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 8 January 2025 at 9.30am**

PRESENT: Cllr S Bird (Chairman) Cllr J Candy
Cllr A Folley Cllr C Franklin
Cllr S Bennett Cllr S Wiles

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

IN ATTENDANCE: 3 members of the public (via Zoom)
Mr C Poole, SCC Principal Transport Planner (via Zoom)

332. PUBLIC QUESTION TIME

None.

333. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr M Morris** and **Cllr B Price**.

334. 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 Bennett Cllr S Bird Cllr S Wiles	All	Other registerable interests (as a Member of Suffolk County Council)

335. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 11 December 2024 be confirmed as a true record.

336. SCC CONSULTATION ON MAIDSTONE ROAD & GRANGE ROAD WALKING AND CYCLING IMPROVEMENTS

The Chairman welcomed Mr Calum Poole, Principal Transport Planner for Suffolk County Council, who provided a presentation on the proposed walking

and cycling improvements for the Maidstone Road and Grange Road area in Felixstowe.

Committee noted that the proposals were part of a public consultation aimed at improving the safety of pupils travelling to school and encouraging walking and cycling. Mr Poole explained that the project team sought to ensure the proposals represented the best solutions for these objectives.

It was outlined that the next steps included analysing consultation responses, publishing the findings and explaining how these influenced the final design options, with a delivery plan expected by the end of 2025.

During the discussion, Members raised several concerns, including:

- **Resident impact and communication:** Members expressed concern about the impact of the proposed changes on local residents and the perceived inadequacy of communication with those most affected. The Committee requested more direct communication with stakeholders and an extension of the consultation period. Mr Poole assured Members that feedback would continue to be accepted as the proposals evolved and noted that 139 responses had been received so far.
- **Cycle path design:** Members queried the decision not to include a segregated cycle path, with Mr Poole explaining this was due to road width constraints and the need to retain some on-street parking. Concerns were raised about the safety of non-segregated shared paths for cyclists and pedestrians.
- **Traffic congestion and pollution:** Members highlighted the issue of peak-time congestion and the potential impact of idling vehicles on air quality. Mr Poole acknowledged this and confirmed it would be reviewed as part of the consultation feedback.
- **Parking for carers:** Concerns were raised about the loss of parking spaces for carers visiting residents with specific needs. Mr Poole noted the strength of feeling on this issue and said it would be reviewed as part of the consultation feedback.
- **Engagement with schools:** Members asked about the involvement of the three schools affected by the proposals, suggesting measures such as pre-school clubs to stagger journey times. Mr Poole confirmed that engagement with schools was ongoing and would continue.

Mr Poole assured the Committee that he would return to provide further updates as the plans progressed.

The Committee thanked Mr Poole for his presentation and noted the proposals.

At the direction the Chairman, the meeting was adjourned for 5 minutes.

The meeting resumed at 10.27am.

337. **PLANNING APPLICATIONS**

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

A	DC/24/4318/FUL Single storey front and rear extensions, first floor side extension and associated works 1 Hollybush Drive
Committee recommended APPROVAL.	

B	DC/24/4370/FUL Single storey rear extension 14 Park Avenue
Committee recommended APPROVAL.	

C	DC/24/4359/FUL Change of use from Class E(b) (Sale of food and drink for consumption mostly on the premises) to Sui Generis Use (Cafe & Takeaway) and installation of an extraction flue to the rear side of the building. 1 Crescent Road
Committee recommended APPROVAL, subject to an adequate noise and odour assessment being submitted from the applicant and further, that ESC Environmental Protection are content with all aspects relating to the extraction flue.	

D	DC/24/3340/ADN 1 no. freestanding A-Board. 1 Bent Hill
Committee recommended REFUSAL. We remain of our view that, whilst we are not against an A board in principle, its current siting as indicated in the application unacceptably restricts the use of the footpath. If an alternative siting of the A board is proposed, which provides a 1m minimum width of path whilst the tables and chairs are in use, this would be acceptable.	

E	DC/24/4316/FUL Raising the roof on the existing rear extension to match the rest of the building, External works to replace plastic UPVC cladding and improve the buildings thermal performance. Install solar panels and air source heat pumps to improve the buildings energy efficiency. Create additional floor space by extending the footprint of the existing building. 1A Bent Hill
Committee recommended APPROVAL, subject to ESC Environmental Protection being content in relation to noise levels resulting from the proposed the air source heat pumps.	

F	DC/24/4205/FUL Erection of a pre-fabricated metal shed to store materials and equipment Christ Church Felixstowe Grange Farm Avenue
Committee recommended APPROVAL.	

G	DC/24/3362/FUL Demolition of wall and resurfacing of car park. Colbourn Court 11 Ranelagh Road
Committee recommended APPROVAL.	

H	DC/24/4079/TPO 1no. Yew (T11 on plan) Crown reduction in height by 40cm and radial spread by 30cm 1no. Holm Oak (A on plan) - Crown reduction in height by 60cm and radial spread by 30cm 1no. Holm Oak (B on plan) - Crown reduction in height by 70cm and radial spread by 30cm Tyndale House 2 Tyndale Gardens
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

I	DC/24/3290/TCA 1no. Holm oak (1 on plan) - Prune to previous pollard points 1no. Pine (2 on plan) - Remove low hanging broken limb 1no. Holm oak (3 on plan) - Crown lift to 2.5 metres above ground and reduce overall crown by 1.2 metres 4no. Beech (4 on plan) - Crown lift to 3 metres above ground 1no. Pine (5 on plan) – Fell The Bartlet Undercliff Road East
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Committee OBJECTED to the work proposed, other than the removal of the broken limb on the Holm Oak, and requests that the East Suffolk Council's Arboricultural Officer consider making a group TPO for all of the trees in this application. We believe that these trees significantly contribute to public amenity and we therefore ask for the trees in this application, and any other relevant trees on this site, to be considered for a group TPO. Furthermore, we believe that there is no justifiable reason for the felling of the pine.

338. PLANNING DECISIONS

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

339. CORRESPONDENCE

- i. AP/24/0032/REFUSE - Commercial and Leisure spaces at ground floor and 14 flats on upper floors - Adventure Golf Sea Road.

Committee noted that the Planning Inspector had upheld the application's appeal against ESC's decision to refuse the application and had permitted development, subject to conditions.

- ii. Publication of the latest version of the National Planning Policy Framework (NPPF) in December 2024.

The Chairman updated the Committee with a summary of the changes, noting that the most significant were related to definitions of green belt land, which were unlikely to impact on Felixstowe.

340. CLOSURE

The meeting was closed at 11.49am. It was noted that the next meeting was scheduled to take place on Wednesday 22nd January 2025 at 9.30am.

AGENDA ITEM 7: PLANNING DECISIONS

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

DC/24/3519/ADI

Illuminated Advertisement Consent - Replacement shopfront signage
90 Hamilton Road

DC/24/2210/AND | Non-Illuminated Advertisement Consent for one powder-coated aluminium fascia and one double sided projecting sign.

45 Hamilton Road

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

Approved (and recommended for Refusal by this Committee):

DC/24/3262/TPO | W1 of TPO No. 195 / 2006 T1 Sycamore - Fell T2 Walnut - Reduce crown by up to 2 metres T3 Sweet Chestnut - Reduce crown by up to 2 metres T4 Strawberry tree - Fell T5 Holm Oak - Pollard to 5 metres (previous pollard points) T6 Sweet Chestnut - Reduce crown by up to 3 metres T7 Lime - Reduce crown by up to 5 metres T8 Lime - Pollard to 5 metres (previous pollard points) T9 Lime - Reduce crown by up to 2 metres
17 Tower Road

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

AGENDA ITEM 10: NEIGHBOURHOOD PLAN AND CIL WORKING GROUP UPDATE

The Community Infrastructure Levy (CIL) Working Group met on 26th November 2024, and has asked the Planning & Environment Committee to explore the potential for Felixstowe Town Council to undertake the development of a Neighbourhood Plan (NP).

In September, the CIL Working Group welcomed Principal and Policy Planners from East Suffolk Council (ESC), who provided detailed insights into Neighbourhood Plans. Their guidance included examples of successful plans, accessible via the [East Suffolk Neighbourhood Plans](#) webpage.

Whilst a Neighbourhood Plan can be a useful tool to influence local planning, it is unlikely to be in place soon enough to address any specific concerns around the North Felixstowe Garden Neighbourhood (NFGN). As such, the CIL Working Group has noted the importance in managing expectations by emphasising that the Neighbourhood Plan should serve Felixstowe as a whole.

The Town Clerk and Deputy Town Clerk consulted Lowestoft Town Council to learn from its experience. Lowestoft's plan is broader in scope, which adds value but requires more time. Committee should consider whether Felixstowe's NP should have a broad or narrow focus. A single-issue or environmentally themed plan could reduce production time while enabling specific objectives, such as influencing sustainable development.

Other councils emphasised the importance of stable, committed membership for the NP Working Group to avoid delays. ESC offers support and guidance, including attendance at an initial welcome meeting to outline the process.

Key Stages

1. Scope and Pre-Consultation

- The NP's scope will emerge from public consultation. Feedback must complement ESC's Local Plan, avoiding contradictions.
- The plan's geographic area could align with Felixstowe's parish boundary or include adjacent areas, though the latter may complicate governance.

2. Consultations

- **Regulation 14:** Draft plan consultation via workshops, exhibitions, and digital outreach.
- **Regulation 16:** Final consultation, led by ESC, followed by examination and a referendum requiring 50% voter approval.

3. Funding

- Initial grants of £10,000 are available, with up to £8,000 in additional support for technical tasks.
- CIL funding could cover any shortfall, as agreed by the Working Group on 26th November.

A Neighbourhood Plan could shape planning decisions, allocate land for employment, housing, and leisure, and protect green spaces. However, it cannot oppose development already allocated in ESC's Local Plan.

Insights can be drawn from:

- Halesworth (five-year timeline).
- Playford, Easton, and Thame (Oxfordshire), the latter being an award-winning example. Background details on these plans are attached as Appendix A.

ESC will assist via a Service Level Agreement, ensuring the plan meets legal requirements. External consultants may also be engaged for technical aspects.

To consider whether developing a Neighbourhood Plan should be recommended to Council, it is advisable to for Committee Members to look deeply into the pros and cons:

1. **Determine Feasibility:** Decide whether Felixstowe should proceed with a Neighbourhood Plan, subject to Council approval.
2. **Define Scope:** Develop a Terms of Reference outlining:
 - Key focus areas.
 - Public engagement strategies.
 - Resource allocation and funding streams.

Committee is therefore to consider setting up an NP Working Group to report back to Committee with recommendations on whether to proceed with a Felixstowe Neighbourhood Plan.