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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 5 February 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
30 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 22 January 2025 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/25/0272/FUL** | Erection of an external canopy, security fence and gates within the service yard, and alterations to car park including new trolley bays.

East Of England Co-op Supermarket 189 Hamilton Road

Applicant: Sainsbury's Supermarket Ltd

[Link to Documents](#)

- b) **DC/25/0191/FUL** | Construction of first floor front extension

14 Coniston Close

Applicant: Mr Bore

[Link to Documents](#)

- c) **DC/25/0190/FUL** | Construction of single storey rear extensions

14 Coniston Close

Applicant: Mr Bore

[Link to Documents](#)

- d) **DC/25/0213/FUL** | Garden room/workshop. 7.5m wide 4m deep and 2.39m high plus base work.

27 Winston Close

Applicant: Mrs H Debnam

[Link to Documents](#)

- e) **DC/25/0142/FUL** | Demolish garage. Two storey side extension.

2 Queens Road

Applicant: Mr J Symonds

[Link to Documents](#)

- f) **DC/25/0188/VOC** | Variation of Condition No. 2 of 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)).
- Relocation of cycle storage and amenity area

Glenfield Court Glenfield Avenue

Applicant: RAAH Holdings Ltd

[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. Neighbourhood Plan Feasibility Working Group

To consider the membership and Terms of Reference of a Neighbourhood Plan Feasibility Working Group. **(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 19th 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 22 January 2025 at 9.30am**

PRESENT: Cllr S Bird (Chairman) Cllr J Candy
 Cllr M Morris (Vice-Chairman) Cllr A Folley
 Cllr N Barber Cllr C Franklin (*from item #371*)
 Cllr S Bennett Cllr B Price

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

IN ATTENDANCE: 4 members of the public (via Zoom)

367. PUBLIC QUESTION TIME

None.

368. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Wiles**.
Apologies for lateness were received from **Cllr C Franklin**.

369. 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	All	Other registerable interests (as Members of Suffolk County Council)

370. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 8 January 2025 be confirmed as a true record.

371. PLANNING APPLICATIONS

At this point, 9.44am, Cllr Franklin joined the meeting.

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

A	DC/24/4416/FUL To provide self-storage containers over existing ground level containers. Erect two flights of stairs. Erect safety balustrading to landing areas. 116 Garrison Lane
Committee recommended REFUSAL. We believe that the proposed doubling of the number of storage units at this site will have an unacceptable impact, both in terms of visual appearance and residential amenity. We believe that the proposed second storey of containers at this site will have a detrimental impact on this important gateway into the town and therefore is contrary to policy SCLP 11.1 para (a), (b), (c) i and (c) iii. Furthermore this intensification and proposed used of containers at an upper storey will cause unacceptable overlooking and loss of privacy to residents in St. Andrews Road and therefore the proposal is contrary to SCLP 4.3 para. (d) and SCLP 11.2 paras. (a) and (e).	
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
Committee had NO OBJECTIONS to this Prior Notification.	
C	DC/24/4533/FUL Small balcony off front bedroom 6 Westmorland Road
Committee recommended APPROVAL.	
D	DC/24/4475/FUL Replacement of the Existing Parapet Roof Royal Mail Delivery Office 143 Hamilton Road
Committee recommended APPROVAL.	
E	DC/24/4387/TCA 1no. Lime (marked on plan) - re-pollard to previous pollard points 2 - 6 Orwell Road
Committee OBJECTED to the work proposed and requests that the East Suffolk Council's Arboricultural Officer consider this tree for a Tree Protection Order. Committee felt that this prominent and healthy tree in the Conservation Area contributes to public amenity and the street scene in this key gateway location in the town centre.	

372. PLANNING DECISIONS

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

373. NEIGHBOURHOOD PLAN AND CIL WORKING GROUP UPDATE

Committee noted the report via the CIL Working Group which had asked the Committee to consider whether a Neighbourhood Plan should be recommended to Council.

Members were keen to pursue the consideration of whether the Town Council should be recommended to develop a Neighbourhood Plan. Members agreed that it was important to understand both the benefits and limitations of a Neighbourhood Plan as well as the resources and time-commitment involved.

It was RESOLVED that the Town Clerk would seek expressions of interest from all Town Councillors to be involved with a Neighbourhood Plan Feasibility Working Group, the membership and scope of which to be considered at the next meeting.

374. CORRESPONDENCE

i. Invitation to East Suffolk Planning Alliance (ESPA) 2nd AGM Jan 24th 2025.

Cllr Folley was invited to attend on behalf of the Committee.

ii. East Suffolk Developers' Charter.

Committee noted the launch of the ESC Developers Charter which the Clerk would circulate to Members via email.

iii. DC/24/3290/TCA - The Bartlet Undercliff Road East.

Committee noted the response from the ESC Arboricultural Officer following the request to consider a TPO for the trees on this site. The Planning Administration Assistant would seek confirmation as to whether the trees would be given a TPO following the recently notified works.

iv. DC/24/2939/VOC - 1 Bent Hill.

Noted that this item was on the Agenda for the ESC Planning Committee South to consider at its meeting of 28th January. The Chairman would attend on behalf of the Committee.

375. CLOSURE

The meeting was closed at 11.34am. It was noted that the next meeting was scheduled to take place on Wednesday 5th February 2025 at 9.30am.

AGENDA ITEM 7: PLANNING DECISIONS

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

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.

Howard House Orwell Road

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

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 make external alterations to windows, doors, cladding and balcony

High Ridge 16 South Hill

DC/24/4207/FUL | Proposed rear single storey extension, cladding of the front and rear elevations and new windows

3 Victoria Road

DC/24/1055/FUL | Siting of cycle store and amenity area to serve development implemented in accordance with DC/23/1986/FUL

Land At Rear Of 50-52 High Road West

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

Approved (and recommended for Refusal by this Committee):

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

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

AGENDA ITEM 8: NEIGHBOURHOOD PLAN AND CIL WORKING GROUP UPDATE

Following Minute #373 from the previous meeting, the Town Clerk sought expressions of interest from all Town Councillors regarding participation in a Neighbourhood Plan Feasibility Working Group.

The Neighbourhood Plan Feasibility Working Group is to be established by the Planning & Environment Committee to investigate whether the Town Council should proceed with developing a Neighbourhood Plan. The Group will assess the benefits and challenges, resource implications, and potential scope before presenting a report to the Committee by May/June 2025.

The Working Group will be made up of appointed Members, though all Councillors will be welcome to attend its meetings. External stakeholders may be invited to contribute expertise as needed. Meetings are expected to take place once or twice per month, with Members setting the agenda and determining the final report structure.

While the Group will not have decision-making powers, its findings will inform a recommendation to Full Council. If the Council resolves to proceed with a Neighbourhood Plan, a formal Steering Group would then be established to manage the process.

The Committee is asked to review and approve the draft Terms of Reference, confirm the membership of the Working Group, and consider inviting ESC to an initial meeting to provide further guidance. Once established, the Working Group will begin meeting regularly to explore the feasibility of producing a Neighbourhood Plan.

Committee is consider the membership and Terms of Reference of a Neighbourhood Plan Feasibility Working Group.