



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

Cllr M Jepson (Mayor of Felixstowe)
Cllr S Harkin (Deputy Mayor)
Cllr D Aitchison
Cllr N Barber
Cllr S Bird
Cllr S Bennett
Cllr M Deacon
Cllr S Gallant

Cllr T Green
Cllr M Morris
Cllr G Newman
Cllr M Richardson
Cllr D Savage
Cllr A Smith
Cllr S Wiles
Cllr K Williams

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 8 September 2021** at **7.30pm**.

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.

Due to Covid restrictions there may be a limit to the number of public that can attend 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/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Ash Tadjrishi
Town Clerk
2 September 2021

For information (via email):

All Town Councillors
Local Press
Felixstowe Chamber of Trade & Commerce

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making. Members are also reminded to consider the Council's commitment to climate action.

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 one minute each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.
- 2. Apologies for Absence**
To receive 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.
- 4. Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 26.
- 5. Confirmation of Council Minutes**
To confirm the minutes of the Ordinary Council Meeting held on Wednesday 7 July 2021 as a true record. **(Pages 4-8)**
- 6. Mayor's Announcements**
To receive such communications as the Mayor may wish to lay before Council. **(Pages 9-10)**
- 7. Minutes of Committee Meetings**
To receive and adopt the minutes of the following meetings:
 - a) Planning & Environment Committee 23 June 2021 **(Pages 11-16)**
 - b) Planning & Environment Committee 7 July 2021 **(Pages 17-19)**
 - c) Assets & Services 7 July 2021 **(Pages 20-23)**
 - d) Finance & Governance Committee 14 July 2021 **(Pages 24-26)**
 - e) Planning & Environment Committee 21 July 2021 **(Pages 27-32)**
 - f) Planning & Environment Committee 4 August 2021 **(Pages 33-38)**
 - g) Planning & Environment Committee 18 August 2021 **(Pages 39-43)**
- 8. Reports from Members appointed to Outside Bodies**
To receive a report from Cllr Graham Newman, Town Council representative to the Felixstowe Fairtrade Forum **(Page 44)**

Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.

9. Felixstowe BID

To welcome and introduce Mrs Sheline Gledhill, Felixstowe BID Manager, who will be attending to give a short presentation to Council **(Presentation)**

10. Felixstowe Allotment Association – Community Hut Project

To consider a funding support request from the FAA for a new community hut. **(Pages 45-47)**

11. FelixFest Women’s Tour Funding

To approve the recommendation of the Finance & Governance Committee and authorise funding to support the FelixFest and Women’s Tour weekend. **(Page 48)**

12. FTC/ESC Joint Liaison Group Meeting

To receive the notes of the FTC/ESC Joint Liaison Group meeting held on 27 July 2021 and consider any matters for discussion at the next meeting on 2 November 2021. **(Appendix A)**

13. Town Hall Windows Planning Permission Update Report

To consider a report on the Town Hall windows following pre-planning application advice received from East Suffolk Council, and provide further instruction to the Assets & Services Committee. **(Pages 49-50 & Appendix B)**

14. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix C)**

Date	Voucher Nos.	Total Payment
16/06/2021	77 - 105	£36,052.40
30/06/2021	106 - 119	£47,705.78
17/07/2021	120 – 140	£31,535.06
31/07/2021	141 – 157	£50,253.46
19/08/2021	158 – 177	£7,094.49
31/08/2021	178 – 187	£43,534.23
	TOTAL	£216,175.42

15. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 10 November 2021.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at **FELIXSTOWE FERRY GOLF CLUB** on **Wednesday 23 June 2021** at **7.30pm**

PRESENT: Cllr M Jepson (Mayor) Cllr S Gallant
Cllr S Harkin (Deputy Mayor) Cllr T Green
Cllr D Aitchison Cllr M Morris
Cllr N Barber Cllr G Newman
Cllr S Bennett Cllr M Richardson
Cllr S Bird Cllr K Williams
Cllr M Deacon

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mr S Congi (Finance Administration Assistant)

IN ATTENDANCE: 1 Member of the public
Cllr D Savage (via Zoom)

28. PUBLIC QUESTION TIME

There were none.

Cllr N Barber reported receiving questions from members of the public concerned about roadside grass cutting and weeding. It was noted that this matter would be taken up with SCC Highways.

29. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr D Savage, Cllr A Smith** and **Cllr S Wiles**.

30. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr T Green Cllr M Jepson	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

31. QUESTIONS TO THE MAYOR

There were none.

32. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 5 May 2021 be signed by the Mayor as a true record and adopted by the Council.

33. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council, highlighting his recent engagements and paying tribute to the efforts of local businesses and community groups in adapting to the lockdown roadmap.

The Mayor had been particularly proud to support Mr Andy Blacker, former Ipswich policeman living with multiple sclerosis, on his charity walk along the Prom to raise money for East Anglia's Children's Hospices.

It was RESOLVED that the Mayor's communications be noted.

34. REPORTS FROM MEMBERS OF OUTSIDE BODIES

There were none.

35. REVIEW OF TEMPORARY DELEGATION ARRANGEMENTS

Council reviewed the temporary arrangements delegating authority to the Town Clerk to make decisions on behalf of the Town Council whilst restrictions had prevented meetings in-person.

The Clerk advised that, irrespective of the anticipated further easing of restrictions, Committee meetings would be able to be accommodated within the Town Hall Chamber with mitigations in place to support social distancing in accordance with current guidance. The Clerk would also investigate possible alternative venues should circumstances mean that the next full meeting of the Council in September was not able to take place in the Town Hall.

It was acknowledged that public attendance in-person would be subject to capacity within prevailing restrictions. As such, online access via Zoom would continue to be offered to support public participation.

It was therefore RESOLVED that temporary additions to the scheme of delegation to the Town Clerk be removed.

36. DECISIONS MADE UNDER DELEGATED AUTHORITY

Council received the record of decisions made under the temporary authority delegated to the Town Clerk since the Annual Council meeting.

It was RESOLVED that record of decisions made under the temporary authority delegated to the Town Clerk since the Annual Council meeting be noted as received.

37. ANNUAL REPORT 2020/21

Council received and adopted the Council's Annual Report for 2020/21.

Members commented on how well the Council and staff had responded and adapted to support the community during the unprecedented year.

In response to a question on the online format of the Annual Report, the Clerk confirmed that this would be available as a pdf on the Council's website. It was suggested that a digital flipbook be considered for future online publications.

It was RESOLVED that the Annual Report for 2020/21 be adopted as presented.

38. ASSET REGISTER 2020/21

Council received and adopted the Council's Asset Register for the year ending 31 March 2021.

It was RESOLVED that the Asset Register for the year ending 31 March 2021 be adopted as presented.

39. INTERNAL AUDIT REPORT: FULL YEAR 2020/21

Council considered the final Internal Audit Report for the year 1 April – 31 March 2021 as presented.

It was RESOLVED to:

- i. note that there were no significant actions arising from the final Internal Audit Report for the Financial Year 2020/21 and, therefore, no action plan is required to be submitted with the Annual Return 2020/21 to the External Auditor.**

40. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2019-20

Council considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2020/21 as presented. Council paid thanks to the Town Clerk, Deputy Town Clerk and the Finance Administrations Assistant for their hard work and advised that the Notice of Audit would be displayed on the Town Hall noticeboard in accordance with the statutory requirements.

It was RESOLVED that:

- i. It be confirmed that the Council has considered the potential financial impact of the coronavirus on the authority's budget;**
- ii. the Annual Return for the financial year ended 31 March 2021 (Section 1 – Annual Governance Statement) be approved and the**

Mayor and Town Clerk be authorised to sign the declaration on behalf of Felixstowe Town Council;

- iii. the Annual Return for the financial year ended 31 March 2021 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council’s Responsible Finance Officer be approved, and the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council; and,**
- iv. it be noted that there were no actions arising from the final Internal Audit Report for the Financial Year 2020/21 and, therefore, no action plan was required to be submitted with the Annual Return 2020/21 to the External Auditor.**

41. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council reviewed the effectiveness of its internal audit arrangements.

It was RESOLVED that:

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of its internal auditor, both Mr Colin Poole and Mrs Vicky Waples of the Suffolk Association of Local Councils, be appointed to continue as the Council’s internal auditor, undertaking a half-yearly and year-end audit on the basis of paras 4.14-4.17 of the “Governance and Accountability for Local Councils – a Practitioner’s Guide 2019”.**

42. STATEMENT OF INTERNAL CONTROL 2021/22

Council considered the Statement of Internal Control for the year end 31 March 2022.

It was RESOLVED that the Internal Control Statement for the year 2021/22 be adopted.

43. TOWN HALL WINDOWS

Council authorised expenditure from the Town Hall Earmarked Reserve to replace windows at the Town Hall, as recommended by the Assets & Services Committee.

It was RESOLVED that :

- i. submission of a planning permission application be made following pre-application planning advice; and,**

- ii. expenditure of £21,298 be authorised from the Town Hall Earmarked Reserve to meet the cost of the planning application and replacement of all single glazed windows with UPVC A rated Vertical Sliding Sash windows with a 1.2 (U-value) W/m2k, subject to planning approval.

44. ACCOUNTS FOR PAYMENT

It was **RESOLVED** that the schedule and payment of accounts be received and approved as follows:

Date	Voucher Nos.	Total Payment
16/04/2021	01 – 24	£17,315.59
30/04/2021	25 – 39	£45,481.82
14/05/2021	40 – 57	£5,114.11
31/05/2021	58 – 76	£39,354.09
	TOTAL	£107,265.61

45. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded, and they be instructed to withdraw.

46. STAFFING MATTERS

Council received a confidential report on staffing matters and considered recommendations from the Members of the Personnel Committee.

The report included an updated organisation chart which had been reviewed by the Personnel Committee Members since recent staffing changes. Members had recommended that the staffing structure be revised to give some formal line management responsibility to the Deputy Clerk and to create two new posts – Civic Events Officer and Administration Assistant – from the existing Business Services Officer post and the vacant Mayor’s Secretary role.

It was **RESOLVED** that the changes to the staffing structure and proposed terms and conditions of Council staff be approved as presented in the report.

47. CLOSURE

The meeting was closed at 9.42pm. It was noted that the next Ordinary Meeting was scheduled for 8 July 2020 at 7.30pm.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

The following Mayoral Engagements have been undertaken since the previous meeting:

Suffolk Day flag raising	21/06/2021
Suffolk Remembers	21/06/2021
Armed Forces flag raising	22/06/2021
Beach Street - Opening Event	23/06/2021
Armed Forces service	26/06/2021
Interview: Cosyaromas	28/06/2021
Interview: Tinx Boutique	29/06/2021
Compass fundraising event	03/07/2021
NHS and Keyworkers Day Flag raising	05/07/2021
Zoom interview: Sheline Gledhill	05/07/2021
Dream Walk media Landguard Fort	09/07/2021
Launch of ping pong tables	13/07/2021
Scouts AGM	13/07/2021
Visit to Schools re Felixstowe in Flower	14/07/2021
Wool Baa Opening	17/07/2021
Visit HAMS exhibition launch	19/07/2021
Open Community Fun Day Seaton Park	24/07/2021
Zoom interview: Kitz	27/07/2021
150th Felixstowe Cricket Club Lunch	29/07/2021
Harvest House plaque unveiling	04/08/2021
Launch of FelixFest	04/08/2021
Radio presentation with R Dunger	05/08/2021
Prom Night at Golf Club	05/08/2021
Christian Aid and Felix Stowaways	07/08/2021
St Andrews 90th Anniversary	07/08/2021
Falkenham and Kirton WI 100th anniversary celebrations	14/08/2021

VJ Service	15/08/2021
Litter Pick sea front	22/08/2021
Archive Exhibition Harvest House	22/08/2021
Informal Civic reception Bombay Nite	23/08/2021
Cowpasture Allotment Community Orchard opening	28/08/2021
Talk for Rotary Club	02/09/2021

Council is requested to note the Mayoral Engagements attended since the previous meeting and any other announcements the Mayor may wish to lay before Council.

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **BROADWAY HOUSE, ORWELL ROAD**, on **Wednesday 23 June 2021** at **9.15am**

PRESENT: Cllr S Bird (Chairman)
Cllr S Bennett
Cllr S Gallant (*up to and including item 25b*)
Cllr M Morris
Cllr D Savage
Cllr K Williams (*up to and including item 25b*)

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

IN ATTENDANCE: 4 Members of the public (in person)
11 members of the public (via Zoom)
Cllr S Wiles (via Zoom)
Cllr M Deacon (via Zoom)

20. PUBLIC QUESTION TIME

The Chairman advised that he would invite members of the public to make their representations immediately prior to the application being considered.

21. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllrs A Smith, Cllr M Jepson**, and **Cllrs S Wiles** due to other business.

Cllr S Gallant and **Cllr K Williams** gave apologies in advance of needing to leave the meeting at 11.45am to attend to other business.

22. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Jepson Cllr S Gallant	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as a Member of Suffolk County Council)
Cllr M Morris	25(l)	Pecuniary Interest (as the applicant)

In declaring that the interest was pecuniary in nature, Cllr M Morris, advised that she would leave the meeting prior to and during the consideration of this item.

23. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 5 May 2021 be confirmed as a true record.

24. RECOMMENDATIONS MADE TO EAST SUFFOLK COUNCIL UNDER DELEGATED AUTHORITY

Committee **NOTED** the record of recommendations made to the East Suffolk Council under delegated authority to the Town Clerk in accordance with Minute #17 of 2021/22.

25. PLANNING APPLICATIONS

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

At the direction of the Chairman, Committee heard representations from members of the public and Cllr M Deacon on the following application. A wide range of objections about the proposal were heard, referencing many issues experienced from the development of the adjacent site at Laureate Fields, the consultation process and concerns about the timing of development, density and height of housing, impact on service infrastructure and highways.

A	DC/21/2710/OUT Outline Planning Permission With Some Matters Reserved - to create up to 150 new homes, associated infrastructure and open space. Land North Of Conway Close And Swallow Close
Committee recommended REFUSAL. In particular, Committee had concerns about another development commencing whilst development is still ongoing at laureate fields; the foul water and surface drainage capacity and the consequential impact on highways from developing 150 homes on this site. Committee was also concerned that the indicative site illustrations only shows approximately half the homes that are being proposed under this outline approval.	

At the direction of the Chairman, Committee heard representations from members of the public, Cllr M Deacon and Cllr S Wiles, citing the historic and community value of the White Horse Public House as well as concerns about the impact of a convenience store on residential amenity in this location, the Grade 2* listed church opposite and other nearby shops.

B	DC/21/2318/FUL Demolition of the White Horse Public House (Use Suis Generis) and the erection of a convenience store (Use E) on the ground
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floor and four apartments (Use C3) on the first floor, and the erection of two bungalows (Use C3) with associated parking and landscaping.

The White Horse 33 Church Road

Felixstowe Town Council recommends REFUSAL of this application.

We object to the proposals in the strongest terms.

Firstly, we would request consideration is given to declaring the premises of the White Horse as a Non-Designated Heritage Asset. This should include both the main public house building and all of the outbuildings.

We believe that the structures meet 3 of the 4 criteria set out in Section 4 and Appendix 1 of the Historic Environment Supplementary Planning Document (adopted 2021) and summarised at SCLP Paragraph 11.37.

Under "Architectural Interest", it demonstrates aesthetic value because of its intrinsic local style and local characteristic, and it exhibits a positive external appearance. It was designed by well-known architect, Thomas Cotman, who was responsible for several important buildings in Felixstowe. Lastly, it contributes to the local scene as a landmark feature.

Under "Artistic Interest", the building has value as a good quality example of the iconic Arts and Crafts style. Under " Historic Interest ", it has social and communal value. We recognise that it is part of the local identity (and has been for more than a century) and facilitates social interaction.

We have concluded that the application is contrary to SCLP Policy 8.1. The application fails to comply with any of the three conditions for change of use of a non-registered asset. There is quite demonstrably still a need for the public house as a community facility. Over 200 objections from residents have been submitted. A common theme within these is that the community emphatically value the facility, the only such establishment in that area.

Next, the applicant has failed to provide evidence of 12 months marketing, and we question the assertion that the business is no longer viable. We feel that the public house could be run profitably with different and more imaginative management techniques. Lastly, the Committee have decided that the proposed alternative use of the site for a convenience store does not meet the criterion of an equivalent or better facility, given that there is another convenience store in close proximity.

Regarding the proposed convenience store with four apartments and two bungalows, we consider that the scheme is contrary to several policies. SCLP 4.8 states that new retail facilities at out-of-town centre sites will only be permitted if it does not impact on neighbouring uses

in terms of traffic, parking and amenity issues. The Town Council considers that the amount of vehicle movements associated with the retail store and overflow parking in residential roads due to the inadequate provision of only 12 car spaces for the shop, will have an adverse impact in the vicinity. We do not recognise the applicant's claim that an estimated increase of two-way vehicle trips from 93 to 726 per day represents a minor increase.

The siting of a convenience store in a largely residential and quiet road will negatively affect the amenity of the residents. We further argue that the introduction of a convenience store at this particular location will result in unacceptable impacts on the established convenience store nearby and for other local independent retail outlets.

The Town Council has determined that the proposed building is contrary to SCLP Policy 11.1, specifically paragraph (b) as it fails to demonstrate an understanding of the built and historic environment, most especially the effect on the Grade 2* listed Church opposite. Additionally, we believe the proposal contravenes paragraph (c)i due to the scale and character in relation to its surroundings; (c)iii due to the height and massing in relation to the surroundings, and (c)iv failing to establish a clear relationship between the building and the wider street scene.

It is also contrary to SCLP Policy 11.2. para. (e) - the resulting physical relationship with other properties.

We have reached these conclusions in assessing the potential impact of a utilitarian and architecturally uninteresting building, 21m by 16.5m in size, in an area of traditional and architecturally appealing residential buildings.

Finally, the provision of only five car parking spaces (four plus one visitor space) for the proposed four 2-bedroom apartments does not meet the standards of the Suffolk County Council Advisory Parking Guidance.

Due to the number of items on the agenda, Committee agreed to extend the meeting time beyond 2 hours.

At this point, being 11.45am, Cllrs S Gallant and K Williams left to attend other business.

At the direction of the Chairman, item L below was moved to the next item.

Cllr M Morris left the meeting in accordance with her Pecuniary Interest declaration.

L	<p>DC/21/2808/TCA Rear garden 1 x Holly -Reduce and shape by up to 30%, to reduce shading on neighbour's garden. 1 x Apple - Remove as branches will interfere with neighbour's new fence. To be replaced by two evergreen shrubs. 1 x unknown: Remove, near a pond and there are 2 other trees nearby on either side, and it is too close to the fence to enable maintenance work.</p> <p>79 Ranelagh Road</p>
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer</p>	

Cllr M Morris returned.

C	<p>DC/21/2594/FUL Change of use of first floor to residential including new windows at first floor and new entrance door at ground floor. No changes to shop front</p> <p>24 Orwell Road</p>
<p>Committee recommended APPROVAL.</p>	

D	<p>DC/21/2481/FUL Single storey side extension to rear of property. New Dormer Window to roof of house fronting Quilter Road. New flat roof dormer to rear of house to form Ensuite Shower Room</p> <p>50 Quilter Road</p>
<p>The Committee recommended APPROVAL. In particular, Committee carefully considered the effect of a dormer window on the front elevation given that the property is within the Felixstowe Conservation Area.</p>	

E	<p>DC/21/2643/FUL Change of Use from Home Office (C3) to a small Barber Shop (A1), and will be operated by applicant as a sole practitioner.</p> <p>10 Reedland Way</p>
<p>Committee recommended APPROVAL. We note that the applicant has requested the wrong use class (A1) where this should be class E under the latest Use Class regulations. Given the other permissible uses within Class E we would ask that it be conditioned to use as a barber shop only.</p>	

F	<p>DC/21/2152/FUL We have recently had a garden room built where we were advised by the builders of the size we could have without needing planning permission. We have since discovered that as one corner of the building (it is at an angle to the house) sits a small way in front of the original front wall of the house that we are in breach of planning.</p> <p>99 Colneis Road</p>
<p>Committee recommended APPROVAL.</p>	

G	DC/21/2711/FUL Single storey rear extension, brick plinth cladding upper section 23 Rogers Close
Committee recommended APPROVAL.	

H	DC/21/2588/FUL Change of use from a commercial therapy room back to residential. 106 Garrison Lane
Committee recommended APPROVAL.	

I	DC/21/2573/ROC Removal of Condition(s) 15 on Planning Permission DC/20/4735/FUL - New Dwelling Condition Number(s): 15 Condition(s) Removal: Clearance works completed ; report appended n/a The Light House Golf Road
Committee recommended APPROVAL.	

J	DC/21/2701/FUL Provision of new replacement accessible beach access ramp over sea defence wall. Martello Ramp (adjacent New Cafe) Corner Sea Road Orford Road
Committee recommended APPROVAL.	

K	DC/21/2609/FUL Replace the existing White P.v.c.u. Tilt/Turn window in the bedroom with White P.v.c.u. casement type frames. There will be no Colour or, Material change just design in casement handing. The existing window has openers operating inwards, the proposed has the openers operating outwards. Flat 22 Undercliffe Wolsey Gardens
Committee recommended APPROVAL.	

26. CORRESPONDENCE

None.

27. CLOSURE

The meeting was closed at 12.32pm. It was noted that the next meeting was scheduled to take place on Wednesday 7th July at 9.15am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 7 July 2021 at 9.15am**

PRESENT: Cllr S Bird (Chairman)
Cllr S Bennett
Cllr S Gallant
Cllr M Morris
Cllr D Savage

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

IN ATTENDANCE: Cllr S Wiles (via Zoom)
1 Member of the public

48. PUBLIC QUESTION TIME

None

49. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr A Smith, Cllr M Jepson, Cllr S Wiles** and **Cllr K Williams** due to other business.

50. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

51. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 23 June 2021 be confirmed as a true record.

52. PLANNING APPLICATIONS

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

A	DC/21/0478/FUL Part demolition, alteration and change of use of nursing home to provide 6no. apartments, together with 3no. new build houses. St Marys Nursing Home Undercliff Road East
Committee recommended APPROVAL.	

B	DC/21/2811/FUL Proposed single and two storey rear extension 81 Garrison Lane
Committee recommended APPROVAL.	

C	DC/21/2916/FUL Two storey rear extension, single storey side extension to south elevation, garage conversion and side extension to north elevation, erection of front elevation porch and installation of new window to first floor south elevation with obscure glazing to 1.7m height. 9 Conway Close
Committee recommended APPROVAL	

D	DC/21/2792/FUL Single storey rear extension Chesterley House Golf Road
Committee recommended APPROVAL	

E	DC/21/2816/FUL Extension of front for entrance porch. Extension on rear for kitchen/ family area and utility. Alterations throughout existing bungalow and provide toilet in rear of garage. Provide hardi-plank cladding to extensions and 'k' render to whole of remainder of bungalow. Enlarge parking area 62 Rosemary Avenue
Committee recommended REFUSAL due to loss of light and amenity to the neighbour at No.60 in contravention of SCLP11.2(c); unless that matter can be satisfactorily resolved.	

E	DC/21/2662/FUL Side extension, which is also linked to the existing outbuilding. 196 Grange Road
Committee recommended APPROVAL.	

F	DC/21/2608/FUL Construction of a porch over the front door 64 Orwell Road
Committee recommended REFUSAL. Whilst committee does not object to a porch to the layout and scale proposed, we object to the use of a	

rendered finish which we believe would be contrary to SCLP 11.5(e) due to the character and appearance of this building in the Conservation Area.

53. PLANNING DECISIONS

Members present noted the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

54. CORRESPONDENCE

The Committee noted the following.

- i. Notification received that application DC/21/2570/FUL 175 Grange Road, which had been recommended for refusal by the Committee on grounds of bulk, massing and height of proposals, had been reviewed by the Referral Panel and would be considered by the East Suffolk Council Planning Committee South on 27th July.
- ii. ESC Quality of Place Awards 2021. Members noted that ESC were seeking nominations for these awards. The Clerk had circulated the information to all Councillors and the deadline for nominations was 16 July 2021.
- iii. Notes of a meeting with the Felixstowe Country Park Group and East Suffolk Council in May. The Clerk had circulated to all Councillors for interest.

55. CLOSURE

The meeting was closed at 10.46pm. It was noted that the next meeting was scheduled to take place on Wednesday 21st July at 9.15am.

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall,
Felixstowe on Wednesday 7 July 2021 at 7.30pm**

PRESENT: Cllr S Harkin (Chairman) Cllr M Richardson
Cllr N Barber (Vice Chairman) Cllr D Savage
Cllr M Morris Cllr A Smith
Cllr G Newman

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Finance Administration Assistant)

56. PUBLIC QUESTIONS

There were none.

57. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr K Williams and Cllr D Aitchison**

58. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

59. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 28 April 2021 be signed by the Chairman as a true record.

60. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 June 2021.

It was RESOLVED that the Budget Report to 30 June 2021 be received and noted, with no other action required at this time.

61. TOWN HALL UPDATE REPORT

Committee noted the Town Hall update report and were pleased to note that weddings were now taking place with Covid Secure steps to ensure safety of all guests. The Courtroom Gallery is once again being used for an hour after the ceremony and the outside space is being used more to allow social distancing.

The space outside the Courtroom Gallery is used as a fire exit but more hirers are using the area as a break out space for fresh air. Committee requested a

report to make this area safer and more attractive, working with East Suffolk Council who own the land in the Town Hall gardens.

It had been noted at a recent wedding that the guests were drinking in front of the Town Hall and had not hired the Courtroom Gallery for this purpose. Part of this happening may have been due to Covid risks indoors compared to being outside, however, committee requested that this be monitored and the Terms and Conditions amended to reflect this if it happens again.

It was RESOLVED that:

- i. the Town Hall Update Report be noted; and,**
- ii. A report be brought to committee on renovating the outside area outside the Courtroom Gallery including consideration to the tall trees in the vicinity of that area.**
- iii. Drinking outside the front of the Town Hall after weddings be monitored and Wedding Terms and Conditions amended if this happens again.**

62. WALTON COMMUNITY HALL UPDATE

Committee received the update report on Walton Community Hall.

It was RESOLVED that the Walton Community Hall update report be noted.

63. BROADWAY HOUSE UPDATE

Committee received the update report on Broadway House, an update was received to confirm that if the Government restrictions are lifted on 19th July then it is planned that there will be a soft re-opening of Broadway House. FOPWA held two open days and have some new volunteers, but as always are on the look-out for new volunteers.

It was RESOLVED that the Broadway House update report be noted

64. CEMETERY UPDATE REPORT

The Deputy Town Clerk updated committee on the new members of staff, and the recent flooding that affected the Cemetery Office and workshop, also the state of the drains throughout the Cemetery.

Committee considered options for the kitchen and workshop refurbishment and requested that some quotes be obtained for new flooring, sink, hot tap and a new energy efficient UPVC front door to the office and be recommended to Council to be taken from the Cemetery Earmarked Reserve. Work to the kitchen should also be carried out but to be taken from the Cemetery Repairs and Maintenance budget.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and**
- ii. Council be recommended to authorise expenditure of up to £3,000 for refurbishment of the Cemetery office and Workshop to be taken from the Cemetery Earmarked Reserve.**

65. ALLOTMENTS UPDATE REPORT

Committee noted the Allotments update report and gave thanks to the Felixstowe Allotment Association for their consultation with Generator over the Ferry Road fencing breach and work with Persimmons over the new access point to the north-east of the Cowpasture allotment site from the Candlet Road development.

It was RESOLVED that the Allotment update report be noted.

66. FELIXSTOWE WAR MEMORIAL & FLOOD MEMORIAL

Committee received the updates on the Felixstowe War Memorial and the Flood Memorial. It had been noted that the area around the War Memorial was currently looking unkept possibly waiting for the paving slabs to be put in place.

It was RESOLVED that:

- i. The Felixstowe War Memorial and Flood Memorial Report be noted; and,**
- ii. Norse be contacted regarding re-planting the area around the War Memorial.**

67. LITTER AND DOG BINS

Committee considered the report on litter and dog waste bins and noted Norse's response that no additional bins or review was felt to be required. The only extra bins that could be considered were extra in Coronation Park as during the school holidays they can overflow. Committee agreed that as the parks are currently all owned by East Suffolk Council then they should be contacted to consider extra bins. Members asked also for the parks with new play equipment to also be considered.

It was RESOLVED that:

- i. The litter and dog bin update report be noted; and,**
- ii. The clerk contact East Suffolk Council to request them to consider extra bin provision in Coronation Park and other parks where new equipment has recently been installed.**

68. CLOSURE

The meeting was closed at 8.21 pm. The next meeting was noted as being scheduled for Wednesday 22 September 2021 at 7.30pm.

MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held online on Wednesday 14 July 2021 at 7.30pm

PRESENT: Cllr S Bird (*in the Chair*)
Cllr S Harkin

Cllr A Smith

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Financial Administration Assistant)

IN ATTENDANCE ONLINE:

Cllr S Wiles
Sarah Shinnie, Active Communities Officer, East Suffolk Council
1 Member of the public

69. APPOINTMENT OF CHAIRMAN FOR THIS MEETING

Due to apologies received from both the Chairman and Vice-Chairman, Committee elected Cllr S Bird as Chairman for this meeting.

70. PUBLIC QUESTIONS

There were none.

71. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Richardson, Cllr T Green, Cllr S Bennett, Cllr M Deacon, Cllr S Wiles** and **Cllr K Williams**.

72. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as a Members of Suffolk County Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

73. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 24 March 2021 be signed by the Chairman as a true record.

74. DECISIONS MADE UNDER DELEGATED AUTHORITY

Committee NOTED the record of the decision made under the temporary authority delegated to the Town Clerk since the previous Committee meeting, in accordance with Minute #17 of 2021/22.

75. BUDGET MONITORING TO 30 JUNE 2021

Committee received the budget monitoring report to 30 June 2021. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

It was RESOLVED that the budget monitoring report to 30 June 2021 be approved, with no other action required at this time.

76. COUNCIL INVESTMENTS

Committee noted that Council's 1-Year Investment Bond of £500,000 with Close Brothers Savings matures on 20 July 2021, receiving interest of £4,500. Members considered investment options in accordance with Council's Investment Policy and Strategy and agreed that a re-investment for a 1-year bond with Close Brothers at the current rate of 0.65% was the most appropriate investment at this time, considering security, liquidity and yield.

It was RESOLVED that:

- iii. the interest for the maturing 1-year bond covering the period 20 July 2020 – 20 July 2021 of £4,500 be returned to the Town Council Tracker account and accounted as part of the budgeted interest for 2021/22; and,**
- iv. the sum of £500,000 be re-invested in a new 1-year Investment Bond with Close Brothers Savings.**

77. RESERVES POLICY

Committee reviewed the Council's Reserves Policy, outlining how the Council will determine and review its level of reserves.

Members requested clarification and an explanation on the Reserves Policy of the difference between ring-fenced reserves and earmarked reserves.

It was RESOLVED that the Reserves Policy for the period 2021-2023 be recommended to Council for adoption as presented but with added clarification of the difference between ring-fenced and standard earmarked reserves.

78. WOMEN'S CYCLE TOUR 2021

Committee received a presentation from Sarah Shinnie, Active Communities Officer, East Suffolk Council the FelixFest weekend, was planned to take place on the weekend of 8th to 10th October, with the Women's Tour final stage finishing on Saturday 9th October and a planned Triathlon on the Sunday. The cycle race was postponed from its planned finish in Felixstowe on Saturday 13th June 2020 due to covid.

The programme is similar to that planned in 2020 but with many provisions built into it, if government restrictions were put in place at that time the event could still go ahead. Some activities planned include a pump track for demonstrations, with a track for advanced level and beginners; High ropes course, Football skills, Football cage, Tour village with sponsor partners, 10k bike ride, a bike trail scavenger hunt with shops in the town centre (from station to event area), town centre pop up event, cycle jersey competition, free cycling with the Suffolk Road Safety Team, Kinetec packs in schools, Outdoor cinema, information talks on the podium.

There will be an opportunity for the Town Council to present its Civic Awards to Felixstowe's community heroes on the podium.

Members raised concerns over car parking/park and ride and the flood gates, which Ms Shinnie agreed to update Council as the plans move forward.

In June 2020 (*Minute #497 of 2020/21 refers*) Council agreed funding of £25,000 from the Community Fund Earmarked Reserve to support the provision of the big screen, triathlon and cycle simulators at FelixFest as a main sponsor for the weekend of the final stage of the 2020 Women's tour.

It was RESOLVED that Committee recommend to Council to support the Women's Cycle Tour 2021 (as it had planned in 2020 before postponement) £25,000 to be taken from the Community Fund Earmarked Reserve.

79. CLOSURE

The meeting was closed at 8.47pm. The next meeting was noted as being scheduled for Wednesday 27 October 2021 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 21 July 2021 at 9.15am**

PRESENT: Cllr S Bird (Chairman)
Cllr A Smith
Cllr S Bennett (*up to and including item 84A*)
Cllr M Jepson
Cllr M Morris
Cllr D Savage

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

IN ATTENDANCE: 11 Members of Public (6 in person / 5 via Zoom)
Cllr S Wiles (via Zoom)

80. PUBLIC QUESTION TIME

The Chairman advised that he would invite members of the public to make their representations immediately prior to the application being considered.

81. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant**, **Cllr S Wiles** and **Cllr K Williams** due to other business.

Cllr S Bennett gave his apologies in advance of having to leave at 10.30am to attend to other business.

82. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Jepson	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

Cllr A Smith advised that he had had a conversation with the applicant of item 11A in recent weeks prior to the application being submitted.

83. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 7 July 2021 be confirmed as a true record.

84. PLANNING APPLICATIONS

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

At the direction of the Chairman, Committee heard representations from members of the public on the following application. A range of objections on the proposed ferris wheel were raised. Material planning objections included concerns over privacy and overlooking of neighbouring properties, its visual impact, insufficient car parking, flooding, increased noise and pollution. Concerns were also raised around the playing of pop music, vandalism and security of the site.

A	DC/21/0971/FUL Proposed seasonal erection of a Ferris wheel attraction and associated Hot / Cold food and drink kiosk with raised decking area for public seating. Felixstowe Promenade Sea Road
<p>Committee welcome in principle the idea of this exciting addition to Felixstowe tourism scene. However, we do not think that the location proposed is appropriate when taking in to account the number of residential properties adjoining the site that will be negatively impacted due to issues of overlooking, noise, and parking.</p> <p>Furthermore, Committee is greatly concerned that this proposal requires the use of a diesel generator. Given the environmental impact of this, the Town Council strongly recommends that mains electricity be a requirement rather than diesel.</p> <p>Committee therefore recommended REFUSAL as the proposal is contrary to SCLP 11.2 a); b); d); e); f); and g).</p>	

At this point, 10.30am, Cllr S Bennett left the meeting.

B	DC/21/3014/ARM Approval of Reserved Matters on planning permission DC/20/4389/OUT- Outline Application (All Matters Reserved) - Demolition of Auction House and erection of 7 dwellings Diamond Mills Auction House Orwell Road
Committee recommended APPROVAL.	

C	<p>DC/21/3057/OUT Erection of bungalow Land Rear Of 108-114 High Road</p>
<p>Committee recommended REFUSAL and considers the proposal to be unacceptable as it would result in an incongruous form of backland development and contrary to SCLP 5.7 in respect of a) the street scene, b) the scale and design is not related to adjacent properties and, c) significant harm of residential amenity to neighbouring properties.</p> <p>We would also endorse the comments of the planning inspector in respect of the identical previous application on this site, in which they referred to “the appeal proposal represents an isolated backland development into an otherwise undeveloped area with an incongruous tandem relationship to adjoining development”.</p> <p>There are also issues of surface water flooding in this area which remain unresolved.</p>	

D	<p>DC/21/3279/FUL The reconfiguration of the drive thru lane, car park and kerb lines to incorporate side by side ordering, with the introduction of an island for signage and associated works to the site. The removal of the existing remote bin store with a new corral formed at the rear of the store. The installation of a Goal Post height restrictor and 2 no. Customer Order Displays (COD). The relocation of existing signage and the installation of new signs.</p> <p>Mcdonald’s Restaurant Walton Avenue</p>
<p>Committee recommended APPROVAL</p>	

E	<p>DC/21/3280/ADI Illuminated Advertisement Consent - The reconfiguration of existing signs and installation of new signage: 3 no. Existing freestanding signs to be relocated with 2 no. New freestanding signs to be installed and 1 no. Click & serve directional. The 15" digital booth screen is to be retained as existing - shown on the plan for context.</p> <p>Mcdonald’s Restaurant Walton Avenue</p>
<p>Committee recommended APPROVAL</p>	

F	<p>DC/21/3281/ADI Illuminated Advertisement Consent - The installation of a new freestanding Totem sign.</p> <p>Mcdonald’s Restaurant Walton Avenue</p>
<p>Committee recommended APPROVAL</p>	

G	DC/21/3109/FUL Removal of utility and toilet. Erect rear single storey extension for kitchen/family room. Erect part two storey to side elevation. Erect first floor over garage for bedroom. 24 Lansdowne Road
Committee recommended APPROVAL	

H	DC/21/3158/FUL Proposed single storey garage and garden room extension 107 St Andrews Road
Committee recommended APPROVAL	

I	DC/21/2864/FUL Proposed single storey rear extension with bay window 81 Cobbold Road
Committee recommended APPROVAL	

J	DC/21/2941/FUL Erection of new car port 1 The Old Dairy Victoria Street
Committee recommended APPROVAL	

K	DC/21/2231/FUL Apply 90mm of External Wall Insulation , Grey enhanced EPS to solid brick sections of the building, consisting of 8 social housing flats. The finish will be Johnstones Stormshield silicone enhanced render 1.5mm and render colour of choice, usually neutral white or cream colour. We are seeking permission due to the bottom section currently being of a brick finish, we propose to change this to a render finish. There are cavity wall sections of the building which will be insulated but left as a brick finish. 117 Langer Road
Committee recommended APPROVAL	

I	DC/21/2999/FUL Proposed change of use from financial services offices for use by the applicants only, to single dwellinghouse. 13 Quilter Road
Committee recommended APPROVAL	

M	DC/21/2844/FUL Retrospective Application- Installation of extraction ventilation equipment at take-away premises 67 Undercliff Road West
<p>Committee recommended REFUSAL. We believe it is contrary to SCLP 11.2 e) due to the intrusion to the amenity of the neighbour; and, SCLP 11.1 a) where it relates to safety.</p> <p>In light of comments submitted to the planning authority, we would question the safety of this installation from an electrical and heat perspective.</p> <p>We also believe that this is contrary to SCLP 11.5 b) given that this visually intrusive installation, visible from the street-scene neither preserves nor enhances the Conservation Area.</p> <p>Given the objections from neighbours on the safety, additional smells and fumes resulting from this installation, we query whether is it fit for purpose and would ask the East Suffolk Environmental Health team to urgently review this.</p>	

N	DC/21/3189/FUL Replacement staircase and enclosure Palace Bingo Club Hamilton Road
Committee recommended APPROVAL	

O	DC/21/3171/FUL Retrospective Application - Erection of 2m high timber panel fence fronting a highway Suffolk Sands Caravan Park Carr Road
Committee recommended APPROVAL	

P	DC/21/3139/FUL Reposition vehicular access requiring removal and replacement of one tree Manor Court 9 The Courts
<p>Committee recommended APPROVAL. Given the clearly inconvenient and inefficient access, we support the proposal, having regard to the fact that the new entrance will be some 10 metres from the corner of Bath Road.</p>	

Q	DC/21/3290/TPO TPO SCDC 04/0174 Sweet chestnut (T1) - 2 - 2.5 meter crown reduction. This is to crown reduce the sweet chestnut to previous cut marks completed in 2018 under TPO application ref: DC/18/2923/TPO. reasons for work are to reduce windthrow and garden clearance. Allowing an increase of light to the property 1 Cliff Court
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer	

85. PLANNING DECISIONS

Members present noted the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

86. CORRESPONDENCE

The Committee noted the following.

- i) **Application for Community Asset Registration.**
Committee noted that East Suffolk Council has received an application from The Church Road Neighbourhood Group to register The White Horse Public House, 33 Church Road, as an Asset of Community Value. The Clerk advised that an 8 week consultation period had commenced from 15 July to 9 September and this would be put on the next Committee agenda for formal comment by the Town Council.

- ii) **DC/21/2318/FUL – The White Horse, 33 Church Road.** Committee noted that a Heritage Statement had been added to the planning portal in respect of this application. Committee agreed that its original comments in respect of this application would remain and no further consideration was required at this time.

87. CLOSURE

The meeting was closed at 12.04pm. It was noted that the next meeting was scheduled to take place on Wednesday 4th August at 9.15am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 4 August 2021 at 9.15am**

PRESENT: Cllr S Bird (Chairman)
Cllr A Smith
Cllr S Bennett
Cllr M Jepson (*left after #92e returning during #92i*)
Cllr M Morris
Cllr D Savage

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs S Morrison (Planning Administration Assistant) (via Zoom)
Miss H Miles (Communications Apprentice)

IN ATTENDANCE: 7 Members of Public (3 in person / 4 via Zoom)

88. PUBLIC QUESTION TIME

The Chairman advised that he would invite members of the public to make their representations immediately prior to the application being considered. No members of the public raised their hand or made note in the chat of wanting to speak about any planning applications.

A member of the public requested to speak on item 7 in support of the application of Community Asset Registration for The White Horse Public House, 33 Church Road. It was requested that consideration be made to the architecture currently on that road and also the links it makes to the Edwardian heritage of the town. Speaking of how other supermarkets in the centre of town, in their opinion had been let down by planners. The public house was a major asset and amenity to those in North Felixstowe and the member of public wanted to impress upon the Committee that the Council should assist in trying save the White Horse Public House.

89. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant, Cllr S Wiles** and **Cllr K Williams**.

Cllr M Jepson gave apologies in advance of leaving the meeting at 10.30am to attend other business.

90. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Jepson	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

Cllr D Savage	#92 f.	Local Non-Pecuniary (Cllr Savage informed Committee that the resident of 2 Ferry Road had contacted her to discuss procedure but Cllr Savage had not expressed any views to the applicant.
Cllr M Morris	#92 h.	Local Non-Pecuniary (as a neighbour living 2 doors away – this application will make no impact to Cllr Morris' own property).

91. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 21 July 2021 be confirmed as a true record.

92. PLANNING APPLICATIONS

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

A	DC/21/3438/FUL Alterations and extensions to the Spa Pavilion to form a ground floor extension with first floor balcony to the North Sea-facing elevation and entrance canopy to the primary Theatre entrance. Spa Pavilion Undercliff Road West
Committee recommended APPROVAL and expect that HGV access to the rear and public pedestrian access will be maintained.	

B	DC/21/3437/FUL Alterations to shopfront and installation of glazed door to rear to facilitate subdivision of ground floor of premises to 3 retail units. 54 Hamilton Road
Committee recommended APPROVAL	

C	DC/21/3418/FUL New Dwelling In Lieu of Redundant Garage Used for General Storage Land Adjacent To 4 High Road East
Committee recommended REFUSAL on the grounds of overdevelopment of the site, on design quality SCLP 11.1 Design Quality c i) and ii) relating to overall scale, character and layout which is not in keeping with existing dwellings, iii) the height and massing of the development is not well related to the surroundings. 11.1.e) & 11.2 a) the new dwelling would have an injurious effect on the amenity of its neighbours and would affect their privacy/overlooking.	

D	DC/21/3494/FUL Construction of two-storey extension. Existing conservatory to be demolished. 29A Quilter Road
Committee recommended APPROVAL, a sympathetic addition in a Conservation Area.	

E	DC/21/3256/FUL Demolition of garage, link structure, porch, chimneys, pantry lean-to and rear conservatory. Erection of two storey side and single storey rear extensions comprising new porch and integral garaging. Insertion of new window openings to ground floor south elevation. Replacement window & door units. Installation of Air Source Heat pump unit. Insertion of rooflights to west roof slope. Installation of photovoltaic panels to south & west roof slopes. Application of insulated render system to existing house. Changes to window openings. 15 St Georges Road
Committee recommended REFUSAL. Committee believe because of the size of the extension this would have a particular impact on the neighbour with the height of the side extension. SCLP 11.1 ci) iii) and iv) the overall scale and character, height and massing and effect on the street scene, with 11.2c. access to daylight are applicable.	

At this point, 10.30am, Cllr M Jepson left to attend to other business.

The meeting resumed following a 5-minute break.

F	DC/21/3328/FUL 2 storey residential annexe, single storey rear extension and new dormer window 202 Ferry Road
Committee recommended REFUSAL as believe it is contrary to Policy SCLP 5.13 d) and g) Visual design not appropriate, the cladding for the annex is not well related to the host dwelling and this would have an adverse effect on the visual amenity and street scene 11.1 c iv.	

G	DC/21/3405/FUL Construction of a single storey extension 22 Ferry Road
Committee recommended APPROVAL	

H	DC/21/2967/FUL Single storey side and rear extension 83 Ranelagh Road
Committee recommended APPROVAL. Committee feel this is a well designed extension within the Conservation Area, but would like to point out that there is no mention in the applicant's documents of the property being in the Conservation Area, which Committee believe to be a serious omission.	

At this point, 11.16am, Cllr M Jepson rejoined to the meeting.

I	DC/21/3383/FUL Proposed single storey front & rear extension 11 Western Avenue
Committee recommended APPROVAL	

J	DC/21/3188/FUL Minor internal modifications, first floor rear extension, ground floor front extension 5 The Pines
Committee recommended APPROVAL	

K	DC/21/3296/VOC Variation of Condition No. 3 of DC/15/0924/FUL - Proposed 3 Bedroom Detached Dwelling on Land Adj 20 Rosebery Road - To change external wall cladding material from Brick to Eternit Weatherboard Cladding 20 Rosebery Road
Committee recommended APPROVAL	

I	DC/21/3412/VOC Variation of Condition 2 of DC/19/4589/FUL - Construction of two-storey detached dwelling, new vehicular access, associated landscaping 53 Rosemary Avenue
Committee recommended APPROVAL	

M	DC/21/3368/FUL Proposed installation at ground floor of 1no. pair of french doors (with fanlights over) and 14no. replacement windows into existing openings to front and rear of flat 3 Cranmer Cliff Gardens
<p>Committee recommended APPROVAL. Committee considered the application in the light of it being in a Conservation Area and are satisfied the windows and door will not be inappropriate and are sympathetic in this regard, but Committee would like to point out that there is no mention in the applicant's documents of the property being in the Conservation Area, which Committee believe to be a serious omission.</p>	

N	DC/21/3196/FUL To replace existing sash windows with upvc mock sash opening outwoods windows to keep them in character and look of sash windows. Also to remove a scruffy old dead ivy bush that's overgrown and replace with a matching feather board fence, adding to the existing 1 meter fence to the existing 6 ft fence that's already in place 1 The Courts
Committee recommended APPROVAL	

O	DC/21/3433/FUL Replacement of seven windows & two door sets 4 Red Hall Court
Committee recommended APPROVAL. Committee considered the application in light of it being in a Conservation Area. Committee are satisfied the replacement windows and doors preserve the appearance of these well designed houses. Committee would like to point out that the Design and Access Statement makes no mention of it being a Conservation Area, which is believed to be a serious omission.	

P	DC/21/3490/FUL Retrospective Application - New replacement aluminium windows, doors and screens, and replacement of existing balcony. 18 South Hill
Committee recommended APPROVAL	

93. PLANNING DECISIONS

Members present noted the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

94. APPLICATION FOR COMMUNITY ASSET REGISTRATION – THE WHITE HORSE PUBLIC HOUSE, 33 CHURCH ROAD

Committee discussed the White Horse Public House’s amenity value to the residents in North Felixstowe and the role the building plays in this location opposite the listed church and the Georgian cottages. Committee strongly supported the application for Community Asset Registration and felt that this would reflect the feeling in the local community and protect the value of this building.

The amenity is of great value to not only existing properties in the region but also the projected new developments within the town.

IT WAS AGREED the Clerk would write a submission to East Suffolk Council in support of the application for it to be added to the Community Asset Register before 9 September.

95. CORRESPONDENCE

The Committee noted the following.

- i) The Chairman informed the Committee he had been appointed to the position of Vice Chairman of Planning Committee (South) at ESC. Committee gave their congratulations to Cllr S Bird on this appointment.
- ii) Cllr A Smith reported that the Sizewell C application was still in process with the Planning Inspector, with two new hearings to be instigated. Committee would be kept updated and informed should anything pressing arise.

96. CLOSURE

The meeting was closed at 12.13pm. It was noted that the next meeting was scheduled to take place on Wednesday 18th August at 9.15am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 18 August 2021 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr M Jepson
 Cllr A Smith Cllr M Morris
 Cllr S Bennett Cllr D Savage
 Cllr S Gallant (*via Zoom*) Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Morrison (Planning Administration Assistant) (*via Zoom*)
 Miss H Miles (Communications Apprentice)
 Mrs J Smith (Administration Assistant)

IN ATTENDANCE: Cllr M Deacon
 Mr J Bailey (Planning Consultant to Bloor Homes via Zoom)
 Mr C Phillips (Surveyor, East Suffolk Council via Zoom)
 3 Members of Public (1 in person / 2 via Zoom)

97. PUBLIC QUESTION TIME

The Chairman advised that he would invite any members of the public wishing to make representations on a particular application to do so immediately prior to the application being considered

98. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant** and **Cllr S Wiles**.

Cllr Gallant attended via Zoom and, as such, did not participate in any vote during the meeting.

99. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Jepson	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

100. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 4 August 2021 be confirmed as a true record.

101. PLANNING APPLICATIONS

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

In respect of application DC/21/3662/ARM below, Mr Bailey advised Committee that this was identical to application DC/21/1322/ARM and had been submitted to the planning authority to avoid the chance of the outline application expiring. A member of public drew attention to the congestion experienced along Walton High Street and the need for residents to park on street, which would be exacerbated by proposals to introduce two new bus stops and a pelican crossing close to the school. Cllr M Deacon echoed residents' concerns about the impact on Walton High Street and agreed that congestion at certain times required further evaluation.

A	DC/21/3662/ARM Approval of Reserved Matters (layout, scale, appearance, and landscaping) in relation to the construction of 368 dwellings, public open space, play area, sustainable drainage features, and associated infrastructure following the approval of Hybrid Planning Permission DC/16/2778/OUT. Land North Of Walton High Street
<p>Committee understands that this application is identical to that submitted under DC/21/1322/ARM. Therefore Committee resubmits its original comments and recommends REFUSAL as follows:</p> <p>The proposals do not appear to have taken into account the updated planning policies in the Suffolk Coastal Local Plan.</p> <p>Committee had concerns about the insufficient level of detail on the delivery of the spine road and roundabouts which – particularly with respect to the roundabout to Candlet Road - should be required to be completed on commencement, prior to construction of any housing. It is essential that construction traffic should be via Candlet Road and not via Walton High Street. We would also expect to see a phasing drawing.</p> <p>Committee was disappointed at the clustering of affordable homes, predominately to the edges of the site, which should instead be fully integrated and tenure-blind throughout the development. We therefore support the comments of ESC housing in this regard. Committee felt that elements of design need to be revisited, for example mock Tudor housing fronting Walton High Street, which is not in keeping with the local vernacular.</p> <p>Committee were concerned about the location of the play area park beside the spine road, particularly in relation to air pollution from traffic and the linear park being the only open space being provided.</p>	

SCLP5.8 determines that at least 50% of the dwellings will need to meet the requirements for accessible and adaptable dwellings under Part M4(2) of the Building Regulations, we therefore query why the applicant is only delivering 45%.

The application appears to indicate dedicated cycling routes, but there is insufficient detail provided and we could not identify any formal documentation confirming the arrangements for this. The parking and cycling strategy refers only to locations for bike storage, rather than any cycling strategy. We therefore seek clarification as to whether such a strategy exists. Cycling routes should not be designed in isolation and should sensibly link to onward bike journeys beyond the site. Since the initial ARM application in April, there have been significant local discussions between Felixstowe and Trimley councils and Suffolk County Council and East Suffolk Council in respect of the emerging walking and cycling strategy, and we would expect the planning authority to refer the applicant to this, making use of highway land between the Candlet Road roundabout and Cowpasture roundabout for a properly made route. We note that there still appears to be steps to the north-west of the roundabout on Candlet Road and request that this instead be a graded slope.

We believe that there should be a mix of bungalow sizes, rather than all being 3 bedroom.

We welcome the introduction of some innovative sustainable energy solutions, delivering estimated emissions at 31% lower than building regulations, but would wish to see greater use throughout the site and a more formal evaluation of alternative forms of sustainable energy provision, such as GSHPs.

Separate to the matters raised above in respect of this site, we would remind the planning authority that on a significant part of the drainage amelioration proposed for the development north of Candlet Road development was proposed to include a 1m drainage pipe to allow for overflow to the north west part of this site. This should be taken into consideration when assessing drainage plans for this site.

Further to the matters above, submitted in respect of DC/21/1322/ARM, we also have concerns on the clustering of pedestrian crossings, bus shelters and consequential loss of on-street parking proposed for Walton High Street.

B	<p>DC/21/3486/FUL Erection of buildings for use within Classes B2 and B8 together with access and servicing arrangements, vehicle parking, landscaping and associated works.</p> <p>Orwell Crossing Truck Stop A14 Nacton East Bound Nacton Heath Ipswich</p>
<p>Committee recommended REFUSAL.</p> <p>We share Suffolk County Council’s concerns as to whether this development would comply with SCLP9.6, specifically the applicant’s assertion that surface water discharge is not achievable on this site.</p> <p>Committee also had concerns over the lack of cycling and walking access in general and particularly in relation to access from the northern aspect via the rail crossing.</p> <p>Members were concerned about the environmental impact of the development and asked that more attention be given to the use of environmentally sustainable materials and the visual impact of the proposed building. We therefore feel that the proposals would be contrary to SCLP 11.1(a) and 11.1(c)ii and (c)v</p> <p>Committee also has severe concerns that the development of the wider site, as depicted by DC/17/4257/OUT, will result in the displacement of existing lorry parking and rest and refreshment facilities for HGV drivers.</p>	
C	<p>DC/21/2444/FUL Development of a 'beach village' area with 27 traditional wooden huts, accessible pods to hire and new public conveniences- plus movement of trim trail to new activity park area, comprising of three petanque rinks, table tennis tables and exercise space.</p> <p>Trim Trail And Volley Ball Area Sea Road</p>
<p>Committee recommended APPROVAL and welcome the amendments to mitigate the effects of wave wash at the Beach Village site. We would wish it to be confirmed that similar appropriate mitigation will be retained at the entrances to the promenade at the Trim Trail site.</p>	
D	<p>DC/21/1638/FUL Single storey wrap around extension</p> <p>17 Manwick Road</p>
<p>Committee recommended APPROVAL.</p>	

E	DC/21/3742/FUL Replacement roof to garage 44 Beatrice Avenue
Committee recommended. APPROVAL	
H	DC/21/3785/TCA In rear garden: Bay tree to be felled - tree is causing blockage of drains. Rowan tree to be field - tree is overhanging neighbour's garden and causing them problems with their garden. 85 Ranelagh Road
We regret the loss of the Rowan tree and question the reasons for the proposed felling. Otherwise, Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer	

102. PLANNING DECISIONS

Members present noted the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

103. CORRESPONDENCE

There was none.

104. CLOSURE

The meeting was closed at 11.56 am. It was noted that the next meeting was scheduled to take place on Wednesday 8th September at 9.15am.

AGENDA ITEM 8: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the following report from Cllr Graham Newman, representative to the Felixstowe Fairtrade Forum.

Report from Felixstowe Fairtrade Forum Committee Meeting held on 2nd September 2021:

The meeting was held by way of Zoom - the first committee meeting since January this year, as a result of Coronavirus lockdowns.

The Forum will be involved in Suffolk Fairtrade Fortnight, (organised by Suffolk Association of Fairtrade Towns) scheduled between 9-22 October 2021. With ongoing uncertainties caused by the pandemic, it has been decided to curtail Coffee Mornings, a "Family Fun Day" event and a Free Chocolate promotion with the Co-op. Instead, there will be a focus on schools and young people. To this end, and with some help from Suffolk County Council, it has been possible to link up with seven Suffolk schools (one of which is Trimley St Mary), but efforts are underway to engage more schools in the Felixstowe area. On 13th October, there will be a Zoom link up with Kenyan farmer Patrick Kaberia (who has visited Felixstowe in the past), in which students will put questions to Patrick.

They will also be staging an essay competition for young people, supported with £100-worth of sponsorship from East of England Co-op.

Felixstowe Fairtrade Forum's Annual General Meeting will take place on Friday 12th November from 7pm, likely by Zoom. Invitations will be going out to the 200+ registered members from mid-October. Anybody interested in joining the Forum will be welcomed - please contact Stephen Wyatt at stephen.n.wyatt@gmail.com. There is no joining fee.

Thanks were registered to the Town Council for its support of Felixstowe Fairtrade through the FTC's quarterly magazine. The *Spotlight* magazine is also supportive, and included a "Spot the Difference" competition earlier in the year which attracted more entries than usual.

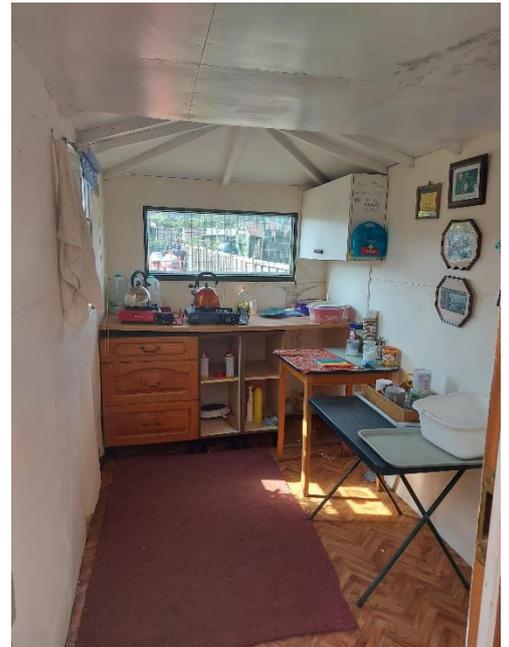
The list of establishments selling and serving Fairtrade products in Felixstowe has recently been updated and a copy is available in the Tourist Information Beach Hut and elsewhere. With the closure of Caféology in the Leisure Centre, Greggs and Trinity Methodist Church are the only venue in town serving exclusively Fairtrade drinks on a regular basis, although other cafés and kiosks serve selected Fairtrade products. Efforts are being made to "convert" more establishments.

No events are currently planned for 2022 due to the ongoing pandemic. The Forum's financial situation remains static as there have been no trading events, although the possibility of hiring the Triangle for such an event 2022 was discussed.

Council is requested to receive the above report and any other update from Cllr Newman.

AGENDA ITEM 10: FELIXSTOWE ALLOTMENT ASSOCIATION – COMMUNITY HUT PROJECT

The Felixstowe Allotment Association (FAA) is seeking funding support to replace their community and education “hut” that sits on plot 39 at Cowpasture allotment site Candlet Road Felixstowe. The existing wooden structure has evolved since the Association was formed from several self-made allotment sheds and additions but is now quite dilapidated and no longer fit for purpose.





The Cowpasture site hosts 306 of 456 plots across the five sites owned by Felixstowe Town Council. The “hut” serves as a meeting place for conversation, refreshment, storage and is very much a “focal point” which now includes a shop in a shipping container.

Regular visitors also include a local primary school. The current building is not fully waterproof, has a soil floor covered in re-purposed carpets with no water or electricity.

A replacement building is required which would sit on a solid foundation, be fully waterproof with adequate insulation for year-round use. The interior would have sufficient tables chairs with a small “kitchen” area. The exterior would include a purpose made seating area with suitable benches, chairs , etc to sit outside, and in shade when necessary. The Association currently has 293 members, the majority being at the Cowpasture site.

The new structure will allow more members to use the facility and will be designed and equipped for their benefit. The opportunities to use the building will be increased throughout the year to include social functions, BBQ’s and daily/weekly social tea/coffee gatherings. Visiting school children will benefit from using the building and the outside seating area. The shop can also be opened more often than the current Saturday morning weekly. In all, the new hut will allow greater flexibility in the FAA’s aim to promote and support a flourishing community of allotment gardeners in Felixstowe.

The Association is seeking funding to support the provision of the building, with the project to also include purchase of the interior fittings including, chairs, folding tables, floor coverings, kitchen work top and cupboards. Additionally, the building will be weather-treated and an external seating area will be established and equipped with maintenance free tables/ benches with sun protection using a retractable sun blind. Solar panels would also be considered for internal/external lighting/power

The total project cost is estimated to be £15,000. The cost of the 5x4m insulated cabin is currently £11,539.99.

The FAA will be putting its own funds towards the project and is seeking funding support towards the project from Felixstowe Town Council in the first instance, with an approach to district and county councillors for possible ECB and Locality funding thereafter. Whilst the FAA currently holds about £12,000 in reserves this is largely set aside in anticipation of a potential capital sum to purchase a toilet but with a monthly maintenance agreement with a local company. The reserve also provides for Members insurance when working their plots - which is expected to increase considerably to cover the new community building - winter meetings with guest speakers and Member's needs. The average annual net surplus from income has been £1,906. Some of these funds are also held in readiness to purchase stock for the shop which fluctuates depending on the season plus running the annual "seed order" with Kings every October (excess of £3000 last year).

FAA understands that it is welcome to apply for funding via the Council's Occasional Grant scheme but the 'Round 2' deadline (30th November) is too late for the project this year. As such the Town Council is requested to consider supporting this project as a distinct and separate funding request.

Should Council wish to support the project, one appropriate source may be CIL (Community Infrastructure Levy) funding. The Persimmon development at Candlet Road bordering the Cowpasture site will undoubtedly have a long-term impact on the allotments. Alternatively, Council could consider funding via its Reserves. The Clerk will provide an update on the status of the Council's CIL and Reserves holdings at the meeting.

Council is requested to consider the request for funding support from the FAA for a new community 'hut' on the Cowpasture Allotment Site.

AGENDA ITEM 11: WOMEN'S TOUR FUNDING

As reported to the Council's Civic & Community Committee on 17th February 2021, the 2020 Women's Cycling Tour, postponed from its planned finish in Felixstowe on Saturday 13th June last year, was rescheduled for October 2021.

The revised dates for the race will be the 2nd - 9th October with the Suffolk stage - and final stage of the race - taking place on Saturday the 9th October.

The Town Council agreed to become the main sponsor of the event as planned for June 2020. *Minute #497 of 2020/21 reads:*

Members highlighted the ambitions for the weekend and the unique opportunity given to Felixstowe as the setting for the finish line of the Women's Tour. In addition to a range of activities already being planned, it was noted that the Town Council's funding, as main sponsor for the event, could enable the provision of an outdoor cinema screen (to screen a film on Friday 12 June, host footage throughout the weekend and show the England v Croatia Euro 2020 football match on Sunday 14 June), support the launch of a new Felixstowe Triathlon event (open to all) and cycle simulators. Part of the funding would be used to support additional marketing and promotional activities, including the commissioning of a library of professional images and videos highlighting the range of attractions in Felixstowe.

It was RESOLVED that funding of £25,000 from the Community Fund Earmarked Reserve (9075/900) be approved to support the provision of the big screen, triathlon and cycle simulators at FelixFest as a main sponsor for the weekend of the final stage of the 2020 Women's Tour.

With plans now finalised, Felixstowe Town Council is supporting the event planning and the East Suffolk Council Active Communities Officer, Sarah Shinnie, gave a presentation to the Finance & Governance Committee on 14 July to outline the programme of activities taking place.

Committee heard that the programme is largely similar to that planned in 2020. Activities include a pump track for advanced level and beginner cyclists; a high ropes course, football skills, football cage, Tour village with sponsor partners, 10k bike ride, a bike trail scavenger hunt with shops in the town centre (from station to event area), town centre pop up event, cycle jersey competition, free cycling tuition with the Suffolk Road Safety Team, Kinetec packs in schools, outdoor cinema, plus other events and a programme on the podium. As part of the event the Town Council is presenting its Civic Awards to Felixstowe's community heroes on the podium.

In accordance with the recommendation of the Finance & Governance Committee (*Minute #78 of 2021/22 refers*), Council is requested to confirm its support for the FelixFest and Women's Tour 2021 weekend and authorise expenditure, as held over from the 2020 event, of £25,000 from the Community Fund Earmarked Reserve.

AGENDA ITEM 13: TOWN HALL WINDOWS PLANNING PERMISSION UPDATE REPORT

A pre-planning application was submitted to East Suffolk Council in June and given the reference DC/21/2764/PREAPP for the replacement of 24 windows at the Town Hall with Vertical Sliding Sash windows, being A rated with a 1.2 (Uvalue) W/m²k.

The Pre-Planning Advice report received from East Suffolk can be found at **Appendix B**, confirming that planning permission would be required for this. Due to the prominence of the building and its placement within the conservation area, the Planning Officer consulted with the Design and Conservation Team.

The Conservation Officer's main comments were:

"The first consideration regarding work to historic windows should be the scope for their repair and the retention of the maximum amount of existing historic fabric ...'Traditional Windows - Their Care, Repair and Upgrading' is considered in the first instance."

"Where total replacement of any window is proposed, sufficient information will need to be provided to justify this and to demonstrate that it is beyond retention and repair."

Any application for replacement windows will need to be supported with a Heritage Statement to satisfy the requirements of Paragraph 194 of the National Planning Policy Framework (July 2021).

As the condition of the windows is deteriorating, with missing putty in some places and broken sash mechanisms due to rotting wood. "It is considered that there may be sufficient justification to replace the windows; if an application is submitted, sufficient information should be included to justify the replacement and demonstrate that the windows are beyond retention and repair. However, it is considered that a proposal to replace the original timber windows with PVC-u windows would not be supported."

Further advice, after receipt of this pre-planning advice was sought from the Principal Design and Conservation Officer who had previously given advice via email, but he did not have anything to add to the pre-application advice and confirmed that the advice therein was not provided by himself, but should be taken as guidance on how any future planning application would be treated by the planning department.

Council's Planning & Environment Committee regularly considers applications for replacement windows to properties in the Conservation Area – many of which are uPVC and subsequently receive approval. Council may therefore consider making the case for uPVC replacement windows at the Town Hall via a formal planning application East Suffolk Council.

Council's Assets & Services Committee considered quotes at their meeting on 28 April 2021, including refurbishment quotes ranging from £6,320 (not including

painting of the newly refurbished windows) to £37,240 which included a 10 year guarantee on paintwork and a 20 year guarantee on timber repairs.

Both aluminium and UPVC replacement window quotes were also considered, and the highest thermal rated UPVC window was felt to be the best environmental solution, with a design almost identical to the existing windows. Following a visit to the supplier's showroom the windows were considered to be of high quality and similar in look to the original windows. The cost for the 16 front windows including the side chamber window of £14,833 + VAT with an additional quote for 8 other windows (3 at rear of building and 5 facing the inner courtyard) being £6,231 + VAT, along with the cost of planning permission making a total of £21,298 of which Council authorised expenditure from the Town Hall Earmarked Reserve (*Minute #43(ii) of 2021/22 refers*).

At the previous meeting, Council approved the submission of a planning permission application following pre-application planning advice (*Minute #43(i) of 2021/22 refers*).

Further to the pre-application planning advice, so far one quote has been received for wooden replacement windows of £42,813.33 +VAT – this is just for the 16 windows (all on the front elevation and the large side Chamber window). Two more quotes are being sought.

Council is requested to consider the pre-planning application advice received from East Suffolk Council and give further guidance to the Assets & Services Committee in respect of whether to refurbish or replace the Town Hall windows; considering materials, cost and planning permission.
