

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

9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE PLANNING & ENVIRONMENT COMMITTEE

Cllr S Bird (Chairman)
Cllr M Morris (Vice Chairman)
Cllr D Aitchison
Cllr N Barber
Cllr S Bennett

Cllr J Candy
Cllr A Folley
Cllr C Franklin
Cllr B Price

You are hereby summoned to attend a meeting of the **PLANNING & ENVIRONMENT COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE**, on **Wednesday 8 October 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
1 October 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 24 September 2025 as a true record. **(Pages 4-7)**

5. Planning Applications

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

a) DC/25/3452/FUL | 1 1/2 storey rear extension

23 Beatrice Avenue

Applicant: Mr & Mrs J Arnold

[Link to Documents](#)

b) DC/25/3430/ADN | Non-Illuminated Advertisement Consent - Parking signage - Fixed to pole, fixed to fence/wall

Land West Of Sea Road

Applicant: Mr D Bates, Ruby Homes Ltd

[Link to Documents](#)

**c) DC/25/3333/FUL | Referring (as advised) to a previous application to change existing windows from wooden to UPVC, this is for 3 flats that were not changed at that time. Flat 4 = 5 windows & 1 set of patio doors
Flat 7 = 3 windows & 2 sealed unit Flat 8 = 3 windows (& possibly 2 windows at a later date) Changing from brown painted wood to Rosewood UPVC**

Flats 4, 7 And 8 Rosemount, 11 Hamilton Gardens

Applicant: Mrs Reynolds/Argent/Chick

[Link to Documents](#)

d) DC/25/3308/FUL | Retrospective Application - Replacement kitchen extract

Ferry Boat Inn The Ferry

Applicant: Ms R Gibson, Stonegates Plc

[Link to Documents](#)

- e) **DC/25/3540/TCA** | 1no. Tilia cordata (marked on plan) - Crown lift to 2.5 metres

8 Rosery House Cambridge Road

Applicant: Mr A Ronney, Flagship Housing

[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 8)**

7. Correspondence

To note any items of correspondence.

8. Closure

To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 22nd October 2025 at 9.30am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES
MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 24 September 2025 at 9.30am

PRESENT: Cllr S Bird (Chairman)

Cllr D Aitchison

Cllr N Barber

Cllr S Bennett

Cllr A Folley

Cllr C Franklin

Cllr B Price

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

IN ATTENDANCE: 2 members of the public (via Zoom)

186. PUBLIC QUESTION TIME

None.

187. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr J Candy** and **Cllr M Morris**.

188. 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 A Folley	All	Other registerable interests (as a Member of East Suffolk Council)
Cllr S Bennett Cllr S Bird	All	Other registerable interests (as a Member of Suffolk County Council)
Cllr D Aitchison	190B	Other registerable interests (as Chair of School Governors)

Cllr Aitchison advised that he would leave the Chamber prior to and during the consideration of the application.

189. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 10 September 2025 be confirmed as a true record.

190. PLANNING APPLICATIONS

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

A	DC/25/3207/FUL Formation of vehicular access and erection of self-service vehicle jet washers, customer and staff parking and associated development 201 Hamilton Road
<p>Committee recommended REFUSAL. Whilst we recognise that this site is currently derelict and needs to be redeveloped, we feel that the proposal as submitted is unacceptable.</p> <p>Broadly we agree with the comments in the pre-app advice, under policy 24/2477. Firstly, we concur that this proposed use is inappropriate in this location. SCLP Policy 4.9 recognises areas of historic character and protecting the appearance of the town centre, we feel that this proposed use will not enhance this prominent site on one of the gateways to the town centre.</p> <p>Secondly, we believe in terms of design, whilst the applicant is proposing significant tree planting we believe that this proposal will not enhance the appearance of the area and is contrary to SCLP Policy 11.1 paras. a) and b).</p> <p>Furthermore, we recognise that this site is adjacent to a listed building, the former station building. We believe that the proposal will not complement the appearance of the listed building and will significantly harm its setting, and therefore the proposal is contrary to SCLP Policy 11.4 paras. a) and b).</p> <p>We recognise that there are residential properties that are located nearby and the use of the facility, particularly with the potential for 24hr use will be unacceptable and therefore contrary to SCLP 11.2 para. d) in terms of potential noise and para. f) in terms of potential light spillage.</p> <p>Lastly, we feel that the proposed use is contrary to SCLP policy 12.2 para. e).</p>	

At this point, 10.22am, Cllr Aitchison left the Chamber.

B	DC/25/3299/P14J Prior Notification - Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings - Proposed roof mounted solar Felixstowe School High Street Walton
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Committee had no objections. We fully support and welcome this and believe that this proposal embraces the ambitions contained in SCLP Policy 11.1 on renewable energy.

Cllr Aitchison returned, 10.27am.

C	DC/25/1957/FUL Use of land as car park (temporary period of two years) Land West Of Sea Road
Committee recommended APPROVAL. We would ask that it be conditioned that the use is temporary, for two years, as proposed.	

D	DC/25/3196/FUL Demolition of an existing dwelling and construction of a three-storey building containing 5 x 2-bedroom flats (Use Class C3). Riby House 9 Riby Road
Committee recommended APPROVAL.	

At the direction of the Chair, 11.55am, the meeting was adjourned.

The meeting resumed at 11.03am.

E	DC/25/3482/P14J Prior Notification Application to determine if prior approval is required for a proposed: Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings- Proposed roof mounted solar panels Langer County Primary School Langer Road
Committee had no objections. We fully support and welcome this and believe that this proposal embraces the ambitions contained in SCLP Policy 11.1 on renewable energy.	

F	DC/25/1347/FUL Change of use of first and second floor from residential as originally used to commercial and ground floor division of commercial space into 3 smaller commercial units. Coes Mens Shop 2 Hamilton Road
Committee recommended APPROVAL.	

G	DC/25/3292/FUL Rear kitchen extension 35 St Andrews Road
Committee recommended APPROVAL.	

H	DC/25/2862/FUL Installation of EV Charger 26 Constable Road
Committee recommended APPROVAL.	

I	DC/25/3350/FUL To replace fascias and guttering 2 Red Hall Court
Committee recommended APPROVAL.	

J	DC/25/3478/TCA 1no. Group of Pine (G1 on plan) - Crown reduce two largest trees in group by 1.5 metres 1no. Group of Sycamore (G2 on plan) - Crown reduce tree with cavity by 3 metres 1no. Wild cherry (T002 on plan) - Crown clean by removing dead and crossing branches 1no. Apple (T006 on plan) - Crown reduce by 1.5 metres 3no. Silver maple (T013, T014 and T015 on plan) - Crown reduce by 3 metres to previous pollard points 1no. Sycamore (T026 on plan) - Crown reduce by 2 metres to previous pruning points St Johns Court Princes Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

191. PLANNING DECISIONS

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

192. CORRESPONDENCE

King Charles III England Coast Path (KCIIIECP) - Commencement of new access rights between Felixstowe Ferry and Bawdsey

Confirmation that the new coast path access rights between Felixstowe Ferry and Bawdsey would commence on Wednesday, 24 September 2025. These rights will be brought into force by an Order made under section 3A of the Countryside and Rights of Way Act 2000.

Committee NOTED the correspondence.

193. CLOSURE

The meeting was closed at 11.45am. It was noted that the next meeting was scheduled to take place on Wednesday 8th October 2025 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/25/2869/FUL | Change of Use of studio to residential in connection with existing residential use.

Art Studio 36 Gainsborough Road

DC/25/1278/FUL | Two storey rear extension to facilitate conversion of 3 storey dwelling house to 5 flats.

85 Queens Road

DC/25/2628/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

DC/25/3204/TCA | 1no. Yew (T1 on plan) - Reduce in height and spread by up to 1.5 metres, and crown lift to a height of 2.5 metres 1no. Sycamore (T2 on plan) - Reduce in height and spread by up to 2.5 metres, and crown lift to 5.2 metres 1no. Dead Horse chestnut (T3 on plan) - Fell 1no. Yew (T4 on plan) - Reduce by 4 metres to turn back into a topiary hedge

The Coach House Northcliffe Court

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

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

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