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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE PLANNING & ENVIRONMENT COMMITTEE

Cllr S Bird (Chairman)
Cllr M Morris (Vice Chairman)
Cllr 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 22 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
15 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 8 October 2025 as a true record. **(Pages 4-6)**

5. Planning Applications

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

- a) **DC/25/1683/RG3** | 8 beach huts
Part Clifflands Dip Promenade Cliff Road
Applicant: Mr J Butler ESC [Link to Documents](#)

- b) **DC/25/1682/RG3** | Creation of 7 new beach hut plots, 3 x plot row adjacent to Hut No 319 and 4 x plot row extension adjacent to Hut No 331B
Brackenbury Fort Car Park Golf Road
Applicant: Mr J Butler ESC [Link to Documents](#)

- c) **DC/25/3694/VOC** | Variation of condition No. 1 of DC/23/1773/FUL - Alterations to Garage Outbuilding (reconstruction of roof to form storage / workshop area) - Changes to the number of dormers
Brandeston Golf Road
Applicant: Mr J Wood [Link to Documents](#)

- d) **DC/25/3770/TPO** | 1no. Pine (in carpark of Martello Place) - Remove limb circled in red on submitted photograph
Tudor House Martello Place Golf Road
Applicant: Mrs Caracciolo [Link to Documents](#)

6. Planning Decisions

To note the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of this agenda. **(Page 7)**

7. Correspondence

To note any items of correspondence.

8. Closure

To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 5th November 2025 at 9.30am.

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

PRESENT: Cllr S Bird (Chairman)

Cllr S Bennett

Cllr J Candy

Cllr C Franklin

Cllr B Price

OFFICERS: Mr A Tadjirishi (Town Clerk)

Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 1 members of the public (via Zoom)

205. PUBLIC QUESTION TIME

None.

206. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Atchison, Cllr N Barber, Cllr A Folley**, and **Cllr M Morris**.

207. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

| Member(s) | Minute No. | Nature of Interest |
|--------------------------------|-------------------|--|
| Cllr S Bennett Cllr J Candy | 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) |

208. CONFIRMATION OF MINUTES

Subject to a correction to SCLP Policy 9.1 rather than 11.1 as stated on items #190 B and E; and, to correct the meeting adjournment time from 11.55 to 10.55am; it was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 24 September 2025 be confirmed as a true record.

209. 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/25/3452/FUL 1 1/2 storey rear extension 23 Beatrice Avenue |
| Committee recommended APPROVAL | |
| B | DC/25/3430/ADN Non-Illuminated Advertisement Consent - Parking signage - Fixed to pole, fixed to fence/wall Land West Of Sea Road |
| Committee recommended APPROVAL, however Committee requests that consideration be given to either an additional payment machine or to relocate the one proposed towards the centre of the site. or relocate the machine to the centre of the site. | |
| 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 |
| Committee recommended APPROVAL. | |
| D | DC/25/3308/FUL Retrospective Application - Replacement kitchen extract Ferry Boat Inn The Ferry |
| Committee recommended APPROVAL. We recognise the importance of this business and its continuation at this site. We note that a previous application was refused on the grounds of potential noise and odour for neighbouring residential properties. However, we recognise that within the noise and odour assessment submitted by the applicant, that, any potential effect would be below adverse levels for neighbouring properties; and, particularly we note that to achieve optimal levels would require the installation of an acoustic fence on the roof of the pub which would be visually intrusive and unacceptable. | |
| E | DC/25/3540/TCA 1no. Tilia cordata (marked on plan) - Crown lift to 2.5 metres 8 Rosery House Cambridge Road |
| Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. | |

210. PLANNING DECISIONS

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

211. CORRESPONDENCE

a) DC/25/2187/FUL – The Grosvenor, 25-31 Ranelagh Road.

Notice from East Suffolk Council that the above application had been presented to the ESC Referral Panel, as the comments of Felixstowe Town Council received during the consultation period were contrary to the 'minded to' recommendation of officers. The Panel decided that the application should be delegated to officers, without referral to ESC Planning Committee. Therefore, the decision was delegated, and the application would be approved.

b) ESC Planning Policy Consultations findings.

Members noted, as circulated by the Town Clerk, that East Suffolk Council had shared a link to the early findings following its recent consultation on Planning Policy Involvement.

c) ESC's Call for Sites in preparation of the new Local Plan.

Notice from East Suffolk Council on the preparatory work planned to begin in 2025 to produce a new Local Plan for adoption in 2029. The new Local Plan will go up to at least 2044 and replace the Suffolk Coastal Local Plan adopted in 2020. Members noted that East Suffolk Council would be undertaking a Call for Sites from Monday 20th October 2025 until Friday 9th January 2026, through which submissions would be invited for land to be put forward for consideration for allocation in the Local Plan. Town and Parish Councils were invited to send up to two attendees to an online briefing session on the Call for Sites on Wednesday 22nd October, 1pm – 2pm. It was agreed that the Chair of the Planning & Environment Committee and the Clerk should attend.

Committee NOTED the correspondence.

212. CLOSURE

The meeting was closed at 10.43am. It was noted that the next meeting was scheduled to take place on Wednesday 22nd October 2025 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/25/3001/FUL | Redevelopment of the site for continued HGV Fuel Provision and associate works
Certus Terminal Dock Road

DC/25/2377/ADI | Non/ Illuminated Advertisement Consent - Installation of replacement signs to include, 1x double sided post mounted pictorial sign complete with 2x amenity boards, 1x fascia sign, 1x set of sign written house name, 2x amenity boards and, 1x distress effect sign written text
The Grosvenor 25 - 31 Ranelagh Road

DC/25/2103/FUL | Construction of a rear extension
14 Chaucer Road

Approved by ESC (recommended for Refusal by this Committee):

DC/25/2187/FUL | Remodelling of existing entrance way to facilitate DDA access along with the redecoration to front & side facades along with a new low level picket fence, festoon lighting along with associated posts.
The Grosvenor 25 - 31 Ranelagh Road

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

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