

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 19 November 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
12 November 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 5 November 2025 as a true record. **(Pages 4-5)**

5. **Planning Applications**

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

- a) **DC/25/3836/FUL** | Decommissioning and Removal of Old Fuel Tanks and Installation of New Underground Fuel Tanks and Associated Works
Petrol Filling Station Anzani Avenue
Applicant: Shell Oil UK Products Ltd [Link to Documents](#)

- b) **DC/25/4115/FUL** | Single Storey Rear Extension to Dwelling and Installation of First Floor Window to North Elevation
8 Picketts Road
Applicant: Mr & Mrs Banham [Link to Documents](#)

- c) **DC/25/3986/FUL** | Single storey rear extension with dormer roof to rear 2nd floor roof.
4 Cobbold Road
Applicant: Mr & Mrs McGrath [Link to Documents](#)

- d) **DC/25/4146/VOC** | Variation of Condition No. 11 of DC/24/1020/OUT - Outline Application (All Matters Reserved) - Demolition of Auction House and erection of 7 dwellings –

Omit the second bullet point from condition 11 and remove "a minimum of two visitor car parking spaces for the site"

Diamond Mills Auction House Orwell Road

Applicant: Mr Papworth, Diamond Mills Ltd

[Link to Documents](#)

6. Planning Decisions

To note the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of this agenda **(Page 6)**

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 3rd December 2025 at 9.30am.

A	DC/25/4001/VOC Variation of Condition Nos. 5 and 10 of DC/21/3854/FUL - Retention and refurbishment of Riby House and sub division of Plot to create two additional dwellings - Wording of conditions Riby House 9 Riby Road
Committee recommended APPROVAL.	
B	DC/25/3991/CLE Certificate of Lawful Use (Existing) - C3 Dwelling - The outbuildings are incidental to the dwelling and for use of the occupiers only. 102 Coronation Drive
Committee recommended APPROVAL.	

248. PLANNING DECISIONS

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

249. CORRESPONDENCE

- i. The Town Clerk reported the receipt of correspondence from Mr Robert Edge, Clean Energy Specialist at Freeport East, advising of a prospective collaborative bid for an autonomous electric minibus trial in Felixstowe. The proposed pilot would link Landguard Fort car park with Felixstowe Pier via the seafront, using 5G-enabled technology to support vehicle operation. The initiative aims to reduce seafront traffic while maintaining visitor accessibility. Mr Edge confirmed that discussions are also taking place with Suffolk County Council, East Suffolk Council and the Landguard Trust. Members looked forward to hearing further details and suggested the BID should be informed.
- ii. The Town Clerk reported correspondence with Suffolk County Councillor Steve Wiles concerning a resident's complaint about speeding along High Road East. It was noted that police may be planning monthly speed checks, although this had not yet been confirmed. Other options available to local councils under Suffolk County Council's *Working Together to Reduce Speeding* initiative include Police enforcement, Community Speed Watch, Speed Indicator Devices (SIDs), or inclusion on the Temporary Vehicle Activated Sign (TVAS) programme. Members noted that any monitoring undertaken by the Police could provide useful data to inform future interventions.

Committee noted the correspondence.

250. CLOSURE

The meeting was closed at 10.03am. It was noted that the next meeting was scheduled to take place on Wednesday 19th November 2025 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/23/4092/OUT Outline Application (Some Matters Reserved) - Subdivision of garden and erection of detached self-build dwelling and creation of new vehicular access. Field Cottage Marsh Lane
DC/25/2107/FUL Change of Use - conversion of Upper Floor of business premises to provide a separate C3 flat; Ground Floor to remain as commercial premises 71 Hamilton Road
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
DC/25/2738/FUL To replace current windows and doors with upvc windows and doors, including the replacement of fascias and soffits 1 Red Hall Court
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

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

DC/25/3212/FUL Proposed Side Extension 34 Princes Road

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

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

Withdrawn:

DC/22/4494/FUL Retrospective Application - Erection of open sided gazebos on existing hard standing, within the curtilage of the property, to provide sheltered seating area. A number of timer framed gazebo's have been constructed, with Polycarbonate roofing. Felsto Arms Sea Road
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