

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 3 December 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
26 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 19 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/25/4327/ADI** | 1. Fascia Sign (illuminated) 2. Projection Sign 3. Painted graphics on existing fixed canopy
Orwell Hotel Hamilton Road
Applicant: K Subhan, Properties Ltd [Link to Documents](#)

- b) **DC/25/4422/CLE** | Certificate of lawful Use (Existing) - Carrying out of building works to determine that works were commenced prior to expiry of the planning approval. Planning approved under appeal decision reference APP/X3540/W/21/3275958: Demolition of workshop and replacement with 1no detached dwelling, alterations and extension to existing building to retain shop/office and provide 2no one bedroom first floor flats and 1no two bedroom dwelling. Demolition of existing single storey element has been undertaken with site clearance and piled foundations completed prior to expiry of the approval as documented within the application submission.
19 Manning Road
Applicant: Mr N Uddin, Hatim Properties Ltd [Link to Documents](#)

- c) **DC/25/4260/FUL** | Single storey side/rear extension.
56 Looe Road
Applicant: Mr & Mrs McGeachie [Link to Documents](#)

- d) **DC/25/4123/FUL** | Dropped kerb for access by vehicle to the front garden
110 Langer Road
Applicant: Mr G Bhavnani [Link to Documents](#)

- e) **DC/25/4492/VOC** | Variation of Condition No. 4 (Foundation Design) of DC/21/3854/FUL - Retention and refurbishment of Riby House and sub division of Plot to create two additional dwellings - seeking to vary trigger point
Riby House 9 Riby Road
Applicant: Mr A Carpenter, RR6 Ltd [Link to Documents](#)

- f) **DC/25/4332/TCA** | 1no. Sycamore (marked on plan) - Crown reduce by 30% and shape
102 Ranelagh Road
Applicant: Mr Markham, Ginkgo Tree Surgery [Link to Documents](#)

6. Traffic Regulation Order – Jubilee Avenue

To consider an update from Suffolk County Council (SCC) Highways on a potential Traffic Regulation Order introducing waiting restrictions on Jubilee Avenue, and to determine an appropriate response. **(Pages 6-7)**

7. 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)**

8. Correspondence

To note any items of correspondence.

9. Closure

To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 17th December 2025 at 9.30am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Wednesday 19 November 2025** at **9.30am**

PRESENT: Cllr S Bird (Chairman) Cllr J Candy
 Cllr N Barber Cllr A Folley
 Cllr S Bennett Cllr C Franklin

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

269. PUBLIC QUESTION TIME

None.

270. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison**, **Cllr M Morris** and **Cllr B Price**.

271. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as a Member of East Suffolk Council)
Cllr S Bennett Cllr S Bird	All	Other registerable interests (as a Member of Suffolk County Council)

272. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee meeting held on 5 November 2025** be confirmed as a true record.

273. 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/25/3836/FUL Decommissioning and Removal of Old Fuel Tanks and Installation of New Underground Fuel Tanks and Associated Works Petrol Filling Station Anzani Avenue
Committee recommended APPROVAL.	

B	DC/25/4115/FUL Single Storey Rear Extension to Dwelling and Installation of First Floor Window to North Elevation 8 Picketts Road
Committee recommended APPROVAL.	
C	DC/25/3986/FUL Single storey rear extension with dormer roof to rear 2nd floor roof. 4 Cobbold Road
Committee recommended APPROVAL.	
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
Committee recommended APPROVAL.	

274. PLANNING DECISIONS

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

275. CORRESPONDENCE

a) Cycle Shelter, Sainsburys.

Confirmation, following correspondence between Cllr S Bennett and the store, that a covered cycle parking area is planned for the main car park at the rear of Sainsbury's. Due to fabrication lead times, the commencement of works was scheduled for 1st December 2025.

b) ESC Licensing - New Street Trading Policy

Notification of ESC's new Street Trading Policy which would come into effect from 1st December 2025. As all streets in Felixstowe are undesignated, Committee sought clarification on ESC's comment that it would be for the Town Council to decide how to manage street trading in the area. Cllr J Candy would take this up at ESC and report back.

Committee noted the correspondence.

276. CLOSURE

The meeting was closed at 10.27am. It was noted that the next meeting was scheduled to take place on Wednesday 3rd December 2025 at 9.30am.

AGENDA ITEM 6: TRAFFIC REGULATION ORDER – JUBILEE AVENUE, FELIXSTOWE

At the Planning & Environment Committee meeting on 19 November, Members discussed reports of parking issues on Jubilee Avenue – the spine road within the Bloor Homes development at Walton, linking Walton High Street to Candlet Road – particularly at school pick-up and drop-off times.

The Chair, Cllr S Bird, contacted SCC to clarify whether any waiting restrictions were required as part of the original planning approval for the development (East Suffolk Council ref. 21/1322/ARM, approved 23 March 2022). A detailed review of the planning conditions, approved drawings, and a 2021 highways consultation response from SCC indicated no reference to yellow lines or other parking restrictions.

Correspondence from SCC Highways

SCC Highways has now confirmed that:

- No planning condition required waiting restrictions on Jubilee Avenue.
- A recent enquiry has been submitted by Bloor Homes reporting parking problems during school pick-up/drop-off times.
- SCC has advised the developer that any proposal for new waiting restrictions must follow the formal TRO process.
- As part of this process, SCC requires evidence of support from the relevant Town or Parish Council.

SCC has provided a link to its guidance on waiting and loading restrictions, available here: [Waiting and loading restrictions - Suffolk County Council](#)

In determining whether to support a potential TRO request, the Committee may wish to consider:

- The nature and extent of the reported parking issues at peak school times.
- Whether yellow lines would meaningfully improve safety and traffic flow.
- Possible displacement effects on surrounding residential roads.
- Whether further evidence or consultation with local residents and schools should be sought prior to forming a view.
- The Town Council's role as consultee rather than decision-maker (TROs are determined by SCC as highway authority).

The cost and subsequent funding for a TRO would also need to be determined.

The full email from SCC (Sally Bungard, Senior Transport Planning Engineer) is included below for reference.

Email from SCC Highways (25 November 2025)

Dear Cllr Bird,

Thank you for your query which was directed through John Clements as Assistant Director of Highways Services and passed onto myself.

Your assessment is correct as the yellow lines are not a planning condition but there has been a recent enquiry received from Bloor Homes for this area. They have provided information and photos showing that the spine road is being used for parking at school pick-up and drop-off times and they have asked if Suffolk County Council would be open to receiving a new waiting restriction request.

Suffolk County Council have advised them to follow the TRO process in obtaining support from the Local Town/Parish Council and have been directed towards the following information which is provided on the website:

[Waiting and loading restrictions - Suffolk County Council](#)

Providing new waiting and loading restrictions is not considered one of our priorities at the moment as we don't have enough money to fix everything we want to, or as quickly as we'd like. If you would like new waiting or loading restrictions you should seek support from your local [town or parish council](#). They will then need to identify a local funding source to cover the costs associated with introducing these markings on the road.

Currently there is no further information.

*Kind regards,
Sally Bungard
Senior Transport Planning Engineer
Suffolk County Council*

Committee is requested to consider the correspondence received and determine whether Felixstowe Town Council supports, opposes, or wishes to seek further information regarding a potential TRO to introduce waiting restrictions on Jubilee Avenue; and that SCC Highways be informed of the Committee's decision.

AGENDA ITEM 7: PLANNING DECISIONS

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

DC/25/1957/FUL Use of land as car park (temporary period of two years) Land West Of Sea Road
DC/25/3430/AND Non-Illuminated Advertisement Consent - Parking signage - Fixed to pole, fixed to fence/wall Land West Of Sea Road
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/25/3452/FUL 1 1/2 storey rear extension 23 Beatrice Avenue
DC/25/2995/FUL Retention of two banks of solar panels Gulpher Hall Gulpher Road
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

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

Withdrawn:

DC/25/3156/FUL Front boundary wall and vehicle gates 39 High Road East
