

Telephone: 01394 282086  
Fax: 01394 285920  
email: [enquiries@felixstowe.gov.uk](mailto: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 17 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](mailto: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**  
**11 December 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 3 December 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/25/4371/FUL** | Conversion of existing dwelling to 2 No. self-contained flats, removal of UPVC porch and lean-to extensions and associated works

**Landguard Lodge Manor Terrace**

Applicant: Park Holidays UK Ltd

[Link to Documents](#)

- b) **DC/25/4381/FUL** | Rear and side extension to an existing house  
**10 Park Avenue**

Applicant: Dr C Hopkins

[Link to Documents](#)

- c) **DC/25/4534/VOC** | Variation of Condition No. 2 of DC/25/2658/FUL - First floor side extension with single-storey rear extension - Design change - The first floor element of the works has been removed. We would like the approved drawing numbers to be replaced with the revised drawings.

**14 Cliff Road**

Applicant: Mr M Nichol

[Link to Documents](#)

- d) **DC/25/3200/FUL** | Ground and First Floor Extensions to self-contained Flats to create additional bedrooms

**Ellis House 9 York Road**

Applicant: C Watson, Mildmay Estates Ltd

[Link to Documents](#)

- e) **DC/25/4512/FUL** | Planning application for replacement of 4no. doors within their existing apertures and 1no. door replaced by window  
**Maytree House 60 Maybush Lane**  
Applicant: Mr B Cable [Link to Documents](#)
- f) **DC/25/4687/P3MA** | Prior Notification - Commercial to Dwelling - Change of use from commercial, business and service use to a two-bedroom flat  
**154 Hamilton Road**  
Applicant: Mr C Wakfield, Park Properties Ltd [Link to Documents](#)
- g) **DC/25/4604/P14J** | Prior Notification- Roof mounted solar PV on non-domestic building  
**Custom House View Point Road**  
Applicant: Mr Rourke, Home Office, c/o Cushman & Wakefield [Link to Documents](#)
- h) **DC/25/4300/FUL** | Install step lift at front of the property and new entrance door Note: These works relate to a Disabled Facilities Grant  
**49 Brightwell Close**  
Applicant: Mr D Linkus [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 14<sup>th</sup> January 2026 at 9.30am.

**AGENDA ITEM 4: CONFIRMATION OF MINUTES**  
**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held**  
**at TOWN HALL, Felixstowe, on Wednesday 3 December 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 Tadjirishi (Town Clerk)

Mrs S Morrison (Planning Administration Assistant)

**291. PUBLIC QUESTION TIME**

None

**292. APOLOGIES FOR ABSENCE**

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

**293. 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)

**294. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 19 November 2025 be confirmed as a true record.

**295. PLANNING APPLICATIONS**

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

<b>A</b>	<b>DC/25/4327/ADI   1. Fascia Sign (illuminated) 2. Projection Sign 3. Painted graphics on existing fixed canopy Orwell Hotel Hamilton Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>B</b>	<b>DC/25/4422/CLE</b>   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. <b>19 Manning Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>C</b>	<b>DC/25/4260/FUL</b>   Single storey side/rear extension. <b>56 Looe Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>D</b>	<b>DC/25/4123/FUL</b>   Dropped kerb for access by vehicle to the front garden <b>110 Langer Road</b>
<b>Committee recommended APPROVAL. However Committee did have concerns about the excessive width proposed.</b>	
<b>E</b>	<b>DC/25/4492/VOC</b>   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 <b>Riby House 9 Riby Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>F</b>	<b>DC/25/4332/TCA</b>   1no. Sycamore (marked on plan) - Crown reduce by 30% and shape <b>102 Ranelagh Road</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

## **296. TRAFFIC REGULATION ORDER – JUBILEE AVENUE**

Committee considered correspondence received from Suffolk County Council (SCC) Highways regarding potential waiting restrictions on Jubilee

Avenue, the main spine road within the Bloor Homes development linking Walton High Street and Candlet Road. SCC confirmed that no waiting restrictions were required as part of the original planning approval, but that Bloor Homes had recently raised concerns about parking at school pick-up and drop-off times. SCC advised that any proposed restrictions would need to follow the Traffic Regulation Order (TRO) process and would require support from the Town Council.

Committee reviewed the information provided and considered the road safety implications and the impact on traffic flow along this key route.

**It was RESOLVED that the Clerk write to Bloor Homes to express the Town Council's wish that, for road safety and traffic flow reasons, Bloor seek a TRO for Jubilee Avenue from Suffolk County Council to regulate parking on this major route within Felixstowe.**

## **297. PLANNING DECISIONS**

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

## **298. CORRESPONDENCE**

### **Autonomous Minibus Trial – Correspondence from Freeport East**

Committee received further correspondence from Freeport East regarding a proposed autonomous minibus trial in Felixstowe. The scheme aims to operate an electric, 5G-connected autonomous minibus along a route from Landguard Fort to the Pier, with the potential to extend to the Spa Pavilion where an appropriate turning point exists. A recent test visit to Felixstowe by the Ohmio autonomous vehicle identified no significant issues along the intended route, with only minor considerations around Suffolk Sands Holiday Park which SCC's Strategic Transport Team are reviewing.

The objective of the trial is to reduce traffic pressure on the seafront while maintaining accessibility for visitors, and to support the wider innovation aims linked to Connected and Autonomous Mobility funding. The consortium is currently preparing its bid, which must be submitted in mid-December. As part of the submission, the project team has requested a letter of support from the Town Council.

**The Committee was supportive of the initiative and agreed that the Chair should write a letter of support for the bid.**

## **299. CLOSURE**

The meeting was closed at 10.35am. It was noted that the next meeting was scheduled to take place on Wednesday 17<sup>th</sup> December 2025 at 9.30am.

## **AGENDA ITEM 6: PLANNING DECISIONS**

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

**DC/25/2701/FUL** | Two-storey extension above existing ground floor extension, to provide additional living accommodation that would serve as a more independent living space. Extension and Reconfiguration of ground floor to facilitate access

**Park House 72 Constable Road**

**DC/25/3694/VOC** | Variation of condition No. 2 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**

**DC/25/3770/TPO** | 1no. Pine (in carpark of Martello Place) - Reduce limb circled in red on submitted photograph by up to 1.5 metres

**Tudor House Martello Place Golf Road**

**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