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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 D Aitchinson
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 14 January 2026 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
7 January 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 17 December 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/25/4348/FUL** | Creation of, and Change of Use of land for a managed storage compound (Use Class B8) and creation of cafe (Use Class E(b)) built from repurposed shipping container materials. Repositioning of existing hoardings to form new pedestrian walkway between Great Eastern Square and the cafe, alongside landscaping and biodiversity improvements.
Part Land Rear Of The Range Great Eastern Square
Applicant: Mr Coleridge, Adderstone Constructn. [Link to Documents](#)
- b) **DC/25/4593/FUL** | Application for Full Planning Permission - Plant Equipment, Shopfront Alterations and New Signage.
85 Hamilton Road
Applicant: Greggs Plc [Link to Documents](#)
- c) **DC/25/4594/ADI** | Illuminated Advertisement Consent - One Fascia Sign & One Projecting Sign
85 Hamilton Road
Applicant: Greggs Plc [Link to Documents](#)
- d) **DC/25/4256/FUL** | Change of use from offices to flats
108 Queens Road
Applicant: Mr Cochran, Ian Cochran Architect [Link to Documents](#)

- e) **DC/25/5009/LBC | Listed Building Consent** - Change of use from offices to flats
108 Queens Road
Applicant: Mr Cochran, Ian Cochran Architect [Link to Documents](#)
- f) **DC/25/4956/VOC | Variation of Condition No. 2 of DC/24/2393/FUL** - Single storey front extension and two storey rear extension with raised roof front with front and rear balconies and internal alterations - Amendments to previously approved drawings
91 Cliff Road
Applicant: Mr J Francis [Link to Documents](#)
- g) **DC/25/4562/FUL | Retrospective Application** - Erection of a Cycle Store
Tehidy House 65 Orwell Road
Applicant: Mr I Cochran [Link to Documents](#)
- h) **DC/25/4584/FUL | Retrospective Application** - Change of part of roof from pitched to flat
Flat 226 High Street Walton
Applicant: Mr N Habib [Link to Documents](#)
- i) **DC/25/4882/TCA | 1no. Acer Platanoides (Norway Maple) (marked on submitted plan) - Reduce crown by 30%**
Monkridge 103 Bath Road
Applicant: Mr Elliott, Elliott Landscapes 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 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 28th 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 17 December 2025 at 9.30am

PRESENT: Cllr S Bird (Chairman)

Cllr D Aitchison

Cllr N Barber

Cllr S Bennett

Cllr J Candy

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*)

309. PUBLIC QUESTION TIME

None

310. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr A Folley**.

Committee noted, and recorded a vote of thanks, to its long-serving Vice-Chairman, **Cllr M Morris**, following her recent resignation from the Council.

It was agreed that **Cllr C Franklin** would act as the Vice-Chairman until such time as the Council formally reviewed Committee membership.

311. DECLARATIONS OF INTEREST

The following Other Registerable Interests were declared and 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 Members of Suffolk County Council)
Cllr N Barber	#Item 313e	Other registerable interests (as the application site is above property in which he had a beneficial interest)

Cllr N Barber advised that, as the application was directly related to the interest declared, he would leave the Chamber prior to and during the consideration of the application.

312. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 3 December 2025 be confirmed as a true record.

313. 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/25/4371/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.
Committee recommended APPROVAL and welcomed this application. We believe that the conversion to residential, and its future occupancy, will preserve this historically significant building. Additionally, we welcome the additional amenity space and planting. We would, however, ask that the use of the annexe be conditioned to remain ancillary to the flat to which it is to be assigned.	
B	DC/25/4381/FUL Rear and side extension to an existing house 10 Park Avenue
Committee recommended REFUSAL. Whilst Committee were content with the proposed extension and its size, we have significant concerns as to the design. We believe that the use of zinc and aluminium in the parapet wall is incongruous with its surroundings. Furthermore, the stand alone, semi-industrial looking, chimney is out of keeping with the character of the area. We therefore feel that this proposal is contrary to SCLP policy 11.1 paras. b) and c) v. Additionally we believe this proposal will be detrimental for the neighbouring properties in terms of its stark appearance and therefore is contrary to SCLP policy 11.2 paras. b) and e).	
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
Committee recommended APPROVAL.	

D	DC/25/3200/FUL Ground and First Floor Extensions to self-contained Flats to create additional bedrooms Ellis House 9 York Road
<p>Committee recommended REFUSAL. Whilst we recognise the provision of much needed additional living space, we feel that this proposal is unacceptable. It represents an over-development and unacceptable over-intensification of this site. We believe that the size of the proposed rear extension is unacceptable, particularly in terms of its height and massing and therefore is contrary to SCLP policy 11.1 paras. b) and c) ii, iii and iv.</p> <p>Additionally, the proposed extension will have an unacceptable impact for neighbouring properties, specifically the outlook from their rear amenity space and therefore is contrary to SCLP policy 11.2 paras. b) and e).</p> <p>Furthermore, the increased size of four of the five dwellings on site could have a significant impact on car parking in the road, given that this property - and many others - do not have off-street parking.</p>	

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
<p>Committee recommended APPROVAL, subject to ESC Design and Conservation team being satisfied.</p>	

At the point in the meeting, 10.44am, Cllr N Barber left the Chamber.

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
<p>Committee had NO OBJECTION.</p>	

Cllr Barber returned, 10.50am.

G	DC/25/4604/P14J Prior Notification- Roof mounted solar PV on non-domestic building Custom House View Point Road
<p>Committee had NO OBJECTION. We strongly support and welcome this proposal which accords with SLCP policy 9.1 on renewable energy.</p>	

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
Committee recommended APPROVAL.	

314. PLANNING DECISIONS

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

315. CORRESPONDENCE

None.

316. CLOSURE

The meeting was closed at 11.08am. It was noted that the next meeting was scheduled to take place on Wednesday 14th January 2026 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

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

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

DC/25/4332/TCA | 1no. Sycamore (marked on plan) - Crown reduce by 30% and shape
102 Ranelagh 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