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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 C Franklin (Vice Chairman)
Cllr D Aitchison
Cllr N Barber

Cllr S Bennett
Cllr J Candy
Cllr A Folley
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 28 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
21 January 2026

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 14 January 2026 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/25/4881/OUT | Outline Application (Some Matters Reserved) - Construction of four dwellings.**
1 Gulpher Road [Link to Documents](#)

- b) **DC/25/1683/RG3 | Creation of tarmac area and use of land for the siting of 8 beach huts.**
Part Clifflands Dip Promenade Cliff Road [Link to Documents](#)

- c) **DC/25/4690/FUL | Two storey side extension and single storey rear extension**
32 Exeter Road
Applicant: Mr & Mrs Cousins [Link to Documents](#)

- d) **DC/25/4817/FUL | Side extension, alterations to infill window openings of sun room and rear extension to existing garage with new external staircase up to storage area.**
Cambroun 1 Candle Grove
Applicant: Mr & Mrs Murphy [Link to Documents](#)

- e) **DC/26/0011/FUL | Front extension and replacement garage roof.**
9 Eastcliff [Link to Documents](#)

- f) **DC/26/0038/TCA** | 2no. Sycamore and 1no. Walnut (T1-T3 on plan) - Prune back side branches going towards houses numbered 12 to 16, prune back by 2 to 2.5 metres

Flat 12 Beach Place Undercliff Road East

Applicant: Mr Berry, Ews Chartered Surveyors [Link to Documents](#)

- g) **DC/26/0134/TCA** | 1no. Birch (marked on plan) - Overall crown reduction by 33%

38 Brook Lane

Applicant: Mr Elliott, Elliot 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 11th February 2026 at 9.30am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Wednesday 14 January 2026** at **9.30am**

PRESENT: Cllr S Bird (Chair)

Cllr C Franklin

Cllr D Aitchison

Cllr S Bennett

Cllr J Candy

Cllr A Folley

Cllr B Price (*from item 332B*)

OFFICERS: Mr A Tadjrishi (Town Clerk)

Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 1 members of the public (*in person*)

1 member of the public (*via Zoom*)

328. PUBLIC QUESTION TIME

At the direction of the Chair, the member of the public was invited to address the committee in advance of its considerations for item 332A below.

329. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

Apologies for lateness were received from **Cllr B Price**.

330. 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 Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird	All	Other registerable interests (as Members of Suffolk County Council)

331. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee meeting held on 17 December 2025** be confirmed as a true record.

332. PLANNING APPLICATIONS

Committee heard from a member of the public on item A below. Concerns expressed centred on potential antisocial behaviour,

instability of the ground from the removal of trees, and the proximity to a pre-existing self-storage facility.

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

A	DC/25/4348/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
Committee recommended APPROVAL. However we would ask that the pedestrian access be separated from vehicle access through some physical measures (such as wands) and subject to ESC Environmental Protection being satisfied as to the stability of the embankment and sufficient landscaping on that embankment.	

At this point, Cllr B Price joined the meeting.

B	DC/25/4593/FUL Application for Full Planning Permission - Plant Equipment, Shopfront Alterations and New Signage. 85 Hamilton Road
Committee recommended APPROVAL, subject to ESC Environmental Protection receiving sufficient information concerning noise and odour from the proposed extraction equipment.	
C	DC/25/4594/ADI Illuminated Advertisement Consent - One Fascia Sign & One Projecting Sign 85 Hamilton Road
Committee recommended APPROVAL.	
D	DC/25/4256/FUL Change of use from offices to flats 108 Queens Road
Committee recommended APPROVAL. We support this iconic building being brought back into residential use and welcome the attention to detail in the plans. We believe that the application, if approved, will preserve and enhance the Conservation Area.	

E	DC/25/5009/LBC Listed Building Consent - Change of use from offices to flats 108 Queens Road
Committee recommended APPROVAL. We support this iconic building being brought back into residential use and welcome the attention to detail in the plans. We believe that the application, if approved, will preserve and enhance the Conservation Area.	
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
Committee recommended APPROVAL.	
G	DC/25/4562/FUL Retrospective Application - Erection of a Cycle Store Tehidy House 65 Orwell Road
Committee recommended APPROVAL.	
H	DC/25/4584/FUL Retrospective Application - Change of part of roof from pitched to flat Flat 226 High Street Walton
Committee recommended APPROVAL.	
I	DC/25/4882/TCA 1no. Acer Platanoides (Norway Maple) (marked on submitted plan) - Reduce crown by 30% Monkridge 103 Bath Road
Committee OBJECTED to the works proposed due the lack of information provided giving justification for this work and in consideration of the Town Council's ambitions towards net zero. Consequently we ask that the East Suffolk Council's Arboricultural Officer consider a TPO for this tree.	

333. PLANNING DECISIONS

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

334. CORRESPONDENCE

a) Response to Planning Applications over Christmas

The Chairman reported that over the Christmas period there were two applications which required a response before this meeting.

DC/25/4719/FUL: 10 Falcon Street for two storey side extension, was recommended for Approval.

DC/25/4331/TCA: 100 Ranelagh Road for Crown reduce by 30% and shape. 1no. Bullace (centre of the rear garden) - Crown thin by 20% and crown raise by 10%, to which a response of No Objection was given.

b) Statement of Community Involvement

Committee noted that East Suffolk Council was reviewing its Statement on Community Involvement which sets out how people can be involved in local planning and the principles to be followed in engaging on a new local plan. Members of the public were invited to respond to the consultation by the **24 February** deadline. Committee Members were encouraged to respond as individual Councillors.

335. CLOSURE

The meeting was closed at 11.27am. It was noted that the next meeting was scheduled to take place on Wednesday 28th January 2026 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/24/0823/FUL | Redevelopment for 58 retirement living apartments including communal facilities, access, car parking and landscaping.
39 Mill Lane

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

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

DC/25/4327/ADI | 1. Fascia Sign (illuminated) 2. Projection Sign 3. Painted graphics on existing fixed canopy.
Orwell Hotel Hamilton Road

DC/25/4115/FUL | Single Storey Rear Extension to Dwelling and Installation of First Floor Window to North Elevation.
8 Picketts Road

DC/25/4331/TCA | 1no. Sycamore (rear left corner of the back garden) - Crown reduce by 30% and shape. 1no. Bullace (centre of the rear garden) - Crown thin by 20% and crown raise by 10%.
100 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