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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 M Morris (Vice Chairman)
Cllr N Barber
Cllr S Bennett
Cllr J Candy

Cllr A Folley
Cllr C Franklin
Cllr B Price
Cllr S Wiles

You are hereby summoned to attend a meeting of the **PLANNING & ENVIRONMENT COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE**, on **Wednesday 19 February 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 February 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 February 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/25/0081/FUL** | Replacement dwelling (self build) and change of use of land to garden
Deben View The Ferry
Applicant: Mr A Moore [Link to Documents](#)

- b) **DC/25/0291/FUL** | Installation of new external plant and scissor lift within the service yard
East Of England Co-Op Supermarket 189 Hamilton
Applicant: Sainsbury's Supermarkets Ltd [Link to Documents](#)

- c) **DC/24/4553/FUL** | Garage for private car storage (non commercial) for 13 St Andrews Road and construction of vehicular access onto Bridge Road and associated access ramp
13 St Andrews Road
Applicant: Mrs R Butterworth [Link to Documents](#)

- d) **DC/25/0429/FUL** | First floor extension on top of existing ground floor
132 Grange Road
Applicant: Mr B Philip [Link to Documents](#)

- e) **DC/25/0244/FUL** | Repositioning of north side rear garden fence
Pinetops Marcus Road
Applicant: Mr & Mrs J Broadbent [Link to Documents](#)

f) **DC/24/3274/FUL** | Retrospective - Erection of store building
Constable Court 13 Constable Road
Applicant: Dominion Property

[Link to Documents](#)

g) **DC/25/0256/TPO** | W1 of TPO No. 195 / 2006 3no. Sweet Chestnut (T1-T3 on plan) - Reduce main trunk by 2 metres in height and remove all epicormic growth back to main trunk|
69 Tower Road
Applicant: Mr Ferris

[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 5th March 2025 at 9.30am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES
MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 5 February 2025 at 9.30am

PRESENT: Cllr S Bird (Chairman)
 Cllr M Morris (Vice-Chairman) Cllr J Candy
 Cllr N Barber Cllr C Franklin
 Cllr S Bennett Cllr B Price

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

IN ATTENDANCE: 2 members of the public (via Zoom)

376. PUBLIC QUESTION TIME

None.

377. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr A Folley** and **Cllr S Wiles**.

378. 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	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)

Cllr N Barber declared an Other Registerable Interest in the application at #380F as he had been closely involved with several neighbours to the subject site throughout the planning process. As the matter directly related to his interest, Cllr Barber would leave the Chamber during consideration of the item.

379. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 22 January 2025 be confirmed as a true record.

380. 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/25/0272/FUL Erection of an external canopy, security fence and gates within the service yard, and alterations to car park including new trolley bays. East Of England Co-op Supermarket 189 Hamilton Road
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Committee welcomed the proposed improvements and recommended APPROVAL. However, in line with the Town Council and East Suffolk Council's policies to promote cycling, we would urge the applicant to consider providing covered cycle storage in the rear car park.

B	DC/25/0191/FUL Construction of first floor front extension 14 Coniston Close
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Committee recommended APPROVAL.

C	DC/25/0190/FUL Construction of single storey rear extensions 14 Coniston Close
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Committee recommended APPROVAL.

D	DC/25/0213/FUL Garden room/workshop. 7.5m wide 4m deep and 2.39m high plus base work. 27 Winston Close
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Committee recommended APPROVAL.

E	DC/25/0142/FUL Demolish garage. Two storey side extension. 2 Queens Road
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Committee welcomed the improved design and recommended APPROVAL.

At this point, 10.21am, Cllr Barber left the Chamber.

F	DC/25/0188/VOC Variation of Condition No. 2 of DC/24/1184/VOC (Variation of Condition No. 2 of DC/23/1986/FUL (Demolition of existing garages and erection of 6 flats with associated external works and access))
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	to allow the installation of air source heat pumps to elevations)). - Relocation of cycle storage and amenity area Glenfield Court Glenfield Avenue
Committee recommended APPROVAL.	

Cllr Barber returned at 10.24am

381. PLANNING DECISIONS

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

382. NEIGHBOURHOOD PLAN FEASIBILITY WORKING GROUP

Following Minute #373 from the previous meeting, the Town Clerk reported that expressions of interest had been sought from all Town Councillors regarding participation in a Neighbourhood Plan Feasibility Working Group.

The Committee approved the establishment of the Working Group to investigate whether the Town Council should proceed with developing a Neighbourhood Plan. The Group will assess the benefits, challenges, resource implications, and potential scope before presenting a report to the Committee in order to make a recommendation to Council by May/June 2025.

It was noted that while the Working Group would be made up of appointed Members, all Councillors would be welcome to attend its meetings. External stakeholders may also be invited to contribute expertise as needed. Meetings will take place once or twice per month, with Members determining the agenda and final report structure.

The Committee further approved draft Terms of Reference and agreed that the findings of the Working Group would inform a recommendation to Full Council. Should the Council resolve to proceed with a Neighbourhood Plan, a separate, formal Steering Group would then be established to manage the process.

It was RESOLVED that Councillors Bennett, Bird, Deacon, Folley, Franklin, James, and Morris be appointed to the Neighbourhood Plan Feasibility Working Group; with Cllr Bird being appointed as the Chairman.

383. CORRESPONDENCE

i) DC/24/2939/VOC – 1 Bent Hill

The Chairman reported he had attended the ESC Planning Committee South to support the application, and which was subsequently approved.

ii) DC/24/3290/TCA - The Bartlet Undercliff Road East

Noted that the ESC Arboricultural Officer had confirmed that the trees would be worthy of a TPO, which could be established should notification of works be given in future that could cause harm to the trees.

iii) DC/23/4336/FUL – Ferry Boat Public House.

Noted that Committee had recommended approval but ESC Environment Protection advice was that, since it had been unable to assess the extraction equipment as the pub had been closed, the application would be refused.

384. CLOSURE

The meeting was closed at 10.45am. It was noted that the next meeting was scheduled to take place on Wednesday 19th February 2025 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/24/2939/VOC Variation of Condition No. 1 of C/06/1246 (Retention of decking and seating area & erection of fence) - Extend the balcony use times from 9am-6pm to 9am-9.30pm. 1 Bent Hill
DC/24/1822/FUL Proposed detached single storey dwelling 4 Yeoman Road
DC/24/3362/FUL Demolition of wall and resurfacing of carpark. Colbourn Court 11 Ranelagh Road
DC/23/3828/FUL Installation of 14 replacement windows & 1 replacement door into existing opening apertures Flat 2 The Hermitage Undercliff Road East
DC/24/4079/TPO 1no. Yew (T11 on plan) Crown reduction in height by 40cm and radial spread by 30cm 1no. Holm Oak (A on plan) - Crown reduction in height by 60cm and radial spread by 30cm 1no. Holm Oak (B on plan) - Crown reduction in height by 70cm and radial spread by 30cm Tyndale House 2 Tyndale Gardens
DC/24/4387/TCA 1no. Lime (marked on plan) - re-pollard to previous pollard points 2 - 6 Orwell Road

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

No Decision (and recommended for Refusal by this Committee):

DC/23/0824/FUL Amendment to Development Approved under Planning Permission DC/13/2505/FUL to Include Deletion of ground Floor Commercial Uses (Retail and restaurant) and Provision of 21 Aparthotel Suites The Marlborough Hotel Sea Road

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