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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 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 11 June 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**  
**5 June 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 28 May 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/25/1726/ARM** | Approval of Reserved Matters of DC/24/1020/OUT - Outline Application (All Matters Reserved) - Demolition of Auction House and erection of 7 dwellings  
**Diamond Mills Auction House Orwell Road**  
Applicant: Mr C Papworth [Link to Documents](#)
- b) **DC/25/1434/ADI** | Illuminated Advertisement Consent - signage including x2 Sainsbury's Fascia Signs, x2 Argos Flex Signs, x1 Store Totem Sign, x1 Pedestrian Totem Sign, x1 ATM Surround Sign, x1 ATM Projecting Sign, x1 Welcome Wall Sign and Lightbox and various car park signage.  
**East Of England Co-Op Supermarket 189 Hamilton Road**  
Applicant: Sainsbury's Supermarkets Limited [Link to Documents](#)
- c) **DC/25/2068/FUL** | Porch and rear extension, new roof to garage forming conversion to habitable space  
**Windyridge 35 Manor Terrace**  
Applicant: Mr & Mrs J Cobbold [Link to Documents](#)
- d) **DC/25/1898/FUL** | Single storey side extension  
**1 Parkeston Road**  
Applicant: Mr S Catton [Link to Documents](#)

- e) **DC/25/2024/FUL** | Front extension  
**22 Colneis Road**  
Applicant: Mr Tibbs, Las Hire & Renovations Ltd [Link to Documents](#)
- f) **DC/25/2052/FUL** | Increase of width of dropped curb and access alterations  
**5 South Hill**  
Applicant: Mr A Bozdemir [Link to Documents](#)
- g) **DC/25/2057/TPO** | 1no. Sweet chestnut (T1 on plan) - Pollard by 3 metres |  
**67 Tower Road**  
Applicant: Miller, Acorn Trees [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. Neighbourhood Plan Feasibility Working Group – Report and Recommendations**

To consider the report and recommendations of the Neighbourhood Plan Feasibility Working Group.

**(Pages 8-10)**

**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 25<sup>th</sup> June 2025 at 9.30am.

**AGENDA ITEM 4: CONFIRMATION OF MINUTES**  
**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at**  
**TOWN HALL, Felixstowe, on Wednesday 28 May 2025 at 9.30am**

**PRESENT:** Cllr S Bird (Chairman)

Cllr D Aitchison

Cllr N Barber

Cllr J Candy

Cllr A Folley

Cllr C Franklin

Cllr B Price

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

**IN ATTENDANCE:** 1 member of the public (via Zoom)

**19. PUBLIC QUESTION TIME**

None.

**20. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Bennett** and **Cllr M Morris**.

**21. DECLARATIONS OF INTEREST**

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

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr J Candy	All	Other registerable interests (as a Member of East Suffolk Council)
Cllr S Bird	All	Other registerable interests (as a Member of Suffolk County Council)
Cllr A Folley	23C	Other non-registerable interest (as having submitted comments to the application as Ward Councillor)

Having declared their interest in item 23C, Cllr Folley advised that they would leave the Chamber for the consideration of that item.

**22. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 14 May 2025 be confirmed as a true record.

**23. 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/24/0720/FUL   Resort Attractions Park with Ancillary Business Uses Beach Street Felixstowe Micklegate Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>B</b>	<b>DC/25/1866/FUL   External building alterations, including fenestration amendments, and the erection of an external bicycle and refuse storage unit on the land to the rear 80-86 Hamilton Road and 47 Cobbold Road</b>
<b>Committee recommended APPROVAL. Committee asked that the bicycle and bin store areas be lockable.</b>	

**At this point, 10.13am, Cllr A Folley left the Chamber.**

<b>C</b>	<b>DC/25/1735/FUL   Retrospective planning application for alterations to the shopfront. 228 High Street Walton</b>
<b>Committee recommended APPROVAL. We do however note that this application is described as retrospective but the proposed works have not happened yet.</b>	

**Cllr A Folley returned, 10.22am.**

<b>D</b>	<b>DC/25/1814/FUL   First floor side extension above existing garage with ground floor study extension to the rear. Ground floor extension to the existing entrance lobby with replacement pitched roof. 76 Links Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>E</b>	<b>DC/25/1863/FUL   Upgrade of existing dwelling with internal alterations, new windows and two new rooflights 7 Manning Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>F</b>	<b>DC/25/1604/FUL   Placement of charging channel device for electrical vehicles 3 Beach Road East</b>
<b>Committee recommended APPROVAL. However, Committee noted that there is no off-street parking at this site.</b>	

<b>G</b>	<b>DC/25/0980/FUL   To replace 7 sash windows for UPVC white windows Flat 2 60 Leopold Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>H</b>	<b>DC/25/1654/FUL   Removal and replacement of 6no. UPVC Casement Windows Flat 14 Wolsey Court Stanley Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>I</b>	<b>DC/25/1652/FUL   Removal and replacement of 5no. UPVC Casement Windows Flat 12 Wolsey Court Stanley Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>J</b>	<b>DC/25/1656/FUL   Replacement of 7no. UPVC Casement Windows Flat 16 Wolsey Court Stanley Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>K</b>	<b>DC/25/1895/FUL   Installation of air-to-air heat pump 3 Park Court Langer Road</b>
<b>Committee recommended APPROVAL, subject to ESC Environmental Health being satisfied as to noise levels. Furthermore, we note that this proposal is part of a pilot scheme and therefore we would ask for a condition that the permission is time-limited.</b>	

## **24. PLANNING DECISIONS**

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

## **25. CORRESPONDENCE**

None.

## **26. CLOSURE**

The meeting was closed at 11.08am. It was noted that the next meeting was scheduled to take place on Wednesday 11<sup>th</sup> June 2025 at 9.30am.

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

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

<b>DC/24/2048/ARM</b>   Approval of Reserved Matters for Outline Planning Permission granted under DC/24/0773/VOC (Variation of Condition No. 11 of Hybrid Permission DC/21/0541/FUL) - Appearance, Landscaping, Layout & Scale of the redevelopment and extension of retained sports hall to provide an indoor bowls facility and cricket pitch with pavilion, ball mitigation fencing, parking, landscaping and associated works. Request to discharge conditions 13 (lighting), 16b (noise) and 27b (drainage) of DC/24/0773/VOC for matters relating to the outline consent. <b>Former Felixstowe International College Garrison Lane</b>
<b>DC/25/1532/FUL</b>   Minor refurbishment of the restaurant with elevation changes to include the redecoration of fascia soffits, window frames and doors. The relocation of one drive thru booth, with both booths to have new glazing and the installation of a new high level window with associated works to the site.   <b>McDonalds Restaurant Haven Exchange</b>
<b>DC/24/3068/VOC</b>   Variation of Condition No. 12 of C/94/0217 (Erection of petrol filling station and ry works, revised scheme) -Variation to opening hoorrison <b>Supermarket Grange Farm Avenue</b>
<b>DC/25/1485/FUL</b>   New porch, side porch, extensions to garage roof and walls. <b>9 Brook Lane</b>
<b>DC/25/1272/FUL</b>   Demolish store, erect extension to extend kitchen for breakfast area <b>90 Cobbold Road</b>
<b>DC/25/1373/FUL</b>   Single storey rear extension and internal alterations <b>33 Holmhill Drive</b>
<b>DC/25/1288/FUL</b>   Single storey flat roof extension  <b>118 Chelsworth Road</b>

**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

## **AGENDA ITEM 5: NEIGHBOURHOOD PLAN FEASIBILITY WORKING GROUP – INTERIM REPORT AND RECOMMENDATIONS**

### **1. Introduction**

At its meeting of 5 February 2025 (*Minute #382 of 2024/25 refers*), the Planning & Environment Committee resolved to form a Working Group to consider the feasibility of producing a Neighbourhood Plan (NP) for Felixstowe. This report presents the Group's interim conclusions and recommendations following its final meeting on 28 May 2025.

### **2. Background**

The Neighbourhood Plan Feasibility Working Group met on five occasions between February and May 2025 to examine the process, potential benefits, and practical implications of undertaking a NP. The Group reviewed case studies, received input from planning professionals, consulted with town councils that had completed or are currently engaged in Neighbourhood Plans—including learning from Lowestoft and Kesgrave—and engaged with East Suffolk Council officers to understand the opportunities and challenges involved.

Neighbourhood Plans are community-led frameworks that help shape development in a local area. Whilst they must conform to the overarching Local Plan and national policy, they can provide an important mechanism for influencing future growth, design, infrastructure, and local priorities.

### **3. Key Observations**

The Working Group identified several potential benefits in preparing a Neighbourhood Plan for Felixstowe, including:

- Greater influence over the design, density, and character of new development;
- Enhanced protection of valued green spaces and community assets;
- Opportunities to reflect the distinct needs of different areas within the town;
- The ability to develop locally specific policies and planning priorities;
- Increased weight in planning decisions and consultation processes.

However, the Group also recognised a number of considerations:

- A Neighbourhood Plan typically requires a 3–4 year commitment, with strong Member and community leadership, dedicated officer support, and robust resourcing;
- While funding is available (including a £10,000 government grant and up to £8,000 in technical support), additional direct costs are estimated between £12,000–£20,000, excluding officer time and significant Member involvement;
- The East Suffolk Local Plan Review (due to begin in late 2025) may result in new planning policies that affect the scope or relevance of a NP;
- Consultant support would be essential in drafting policies, but leadership, vision, and consistent commitment from within the Town Council and wider community are critical to success;



- A Service Level Agreement with East Suffolk Council would provide structure and guidance, but the Council would need to drive the vision and community engagement aspects.

The Group acknowledged several factors that currently complicate the decision to commence the NP process:

- **Forthcoming Local Plan Review:** East Suffolk Council's review is due to begin in September 2025 and may run to 2029. The outcomes could significantly alter the strategic planning context and affect the relevance or scope of any emerging NP;
- **Unitary Authority Proposals:** Proposed local government reorganisation, the form and implications of which remain uncertain, could change the nature of responsibilities, resources, and community expectations for town and parish councils;
- **Capacity and Leadership:** Given ongoing service pressures and the potential for increased responsibilities at town level, the Council would need to be assured of its capacity to lead the NP process. A dedicated project lead or "champion", supported by a committed steering group, would be essential;
- **Election Cycle:** With elections due in 2027, there is a risk that political changes could disrupt continuity, particularly if no structures are in place to sustain momentum.

#### 4. Recommendations of the Working Group

After detailed consideration, the Working Group recommends that Felixstowe Town Council should, *in principle*, support the development of a Neighbourhood Plan for the town, subject to the following conditions:

- Establishing a clear ambition for what the Plan is intended to achieve;
- Identifying a dedicated Steering Group and a local champion to lead the process;
- Allocating appropriate resources, including officer time and budget provision;
- Commissioning professional planning consultancy support; and
- Reassessing priorities in light of the forthcoming Local Plan Review and any confirmed changes to local government structures in Suffolk.

The Working Group recommends reconvening in Autumn 2025 to reconsider the position, once greater clarity is available regarding unitary reorganisation and Local Plan timescales.

In the interim, the Council may wish to begin exploring potential themes and objectives for a future Plan, including:

- Holding informal workshops to gauge Councillor priorities;
- Undertaking a light-touch community consultation to assess local appetite and focus areas;
- Reviewing existing policy gaps or opportunities where a NP might add value.

#### 5. Recommendation to Committee

It is recommended that the Planning & Environment Committee:

- Notes the findings of the Neighbourhood Plan Feasibility Working Group;

- Endorses the Group's recommendation to support, *in principle*, the development of a Neighbourhood Plan for Felixstowe, subject to the conditions outlined in Section 4;
- Agrees that the Working Group should reconvene in Autumn 2025 to review progress and reassess readiness in light of local and regional developments; and
- Supports light-touch preparatory work over the coming months to explore potential themes and gauge community interest.