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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 5 March 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
27 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 19 February 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/25/0411/OUT** | Outline Application (All Matters Reserved) - For one dwelling

The Cottage 16 High Road East

Applicant: Mrs M Gillingwater

[Link to Documents](#)

- b) **DC/25/0491/FUL** | Installation of external plant & machinery to service a commercial kitchen to replace existing equipment

The Fludyers Hotel Undercliff Road East

Applicant: Mr D Baker, Roseberry Property Dev.

[Link to Documents](#)

- c) **DC/25/0580/ADI** | Illuminated and Non-illuminated Advertisement Consent - A - New non-illuminated flexface sign bearing company name and logo fixed to the main building at 6500mm (w) x 1600mm (h) x 89mm (d). B - Illuminated new face panels bearing company name and logo to be fixed front and rear to an existing totem sign at the entrance to the site at overall size 1750mm (w) x 3450mm (h). C -Non-illuminated new 'Reception' sign from folded aluminium at 1500mm (w) x 500mm (h) x 40mm (d).

Maersk House Haven Exchange

Applicant: Mr J Merrikin

[Link to Documents](#)

- d) **DC/25/0573/FUL** | Single storey rear extension, first floor side extension and garage extension with relocation of 1.8m high boundary fence (within property boundary)
7 Dukes Close
Applicant: Mr & Mrs Mitchell [Link to Documents](#)
- e) **DC/25/0461/FUL** | Single storey rear extension & single storey front (porch) extension
6 Vicarage Road
Applicant: Mr E Bowen [Link to Documents](#)
- f) **DC/25/0129/FUL** | Retrospective application - Use of garage extension as an annex, with associated external works.
116 Chelsworth Road
Applicant: Mr E Boddy [Link to Documents](#)
- g) **DC/24/4359/FUL** | Change of use from Class E(b) (Sale of food and drink for consumption mostly on the premises) to Sui Generis Use (Cafe & Takeaway) and installation of an extraction flue to the rear side of the building.
1 Crescent Road
Applicant: Mr O Jhaveri, Evergreen Prop 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 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 19th 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 19 February 2025 at 9.30am

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

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

IN ATTENDANCE: 3 members of the public (via Zoom)

400. PUBLIC QUESTION TIME

None.

401. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bennett**.

402. 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 J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as Members of Suffolk County Council)

403. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 5 February 2025 be confirmed as a true record.

404. 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/25/0081/FUL Replacement dwelling (self-build) and change of use of land to garden Deben View The Ferry
Committee recommended APPROVAL. We welcome the excellent flood measures incorporated in the design.	
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
Committee recommended APPROVAL.	
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
Committee recommended REFUSAL. We believe that this proposed garage is wholly inappropriate in this residential location. It is of excessive size and massing and it has an overtly industrial appearance. Furthermore, it will be injurious to the amenity of the near residential neighbours. We therefore feel that it is contrary to SCLP 11.1 para. b), c) ii, iii and iv, and SCLP 11.2 para. e).	
D	DC/25/0429/FUL First floor extension on top of existing ground floor 132 Grange Road
Committee recommended APPROVAL. Committee believes that the new design appropriately addresses the concerns raised under the previously refused application.	
E	DC/25/0244/FUL Repositioning of north side rear garden fence Pinetops Marcus Road
Committee recommended APPROVAL.	
F	DC/24/3274/FUL Retrospective - Erection of store building Constable Court 13 Constable Road
Committee recommended APPROVAL.	

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
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

405. PLANNING DECISIONS

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

406. CORRESPONDENCE

The following correspondence was reported:

i. DC/24/3574/FUL - Car Park, Garrison Lane

This application was being referred to Planning Committee South for consideration. Committee had recommended approval and noted that the planning officer recommendation was to also approve the application.

RESOLVED that the correspondence be noted.

407. CLOSURE

The meeting was closed at 10.57am. It was noted that the next meeting was scheduled to take place on Wednesday 5th March 2025 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/24/3774/FUL | Change all of the windows at 1-3 Holland Road. The ground floor street-facing apertures will be reduced in size as per the design drawings submitted. Replace front and side doors.

The Norfolk Guest House 1 - 3 Holland Road

DC/24/4370/FUL | Single storey rear extension
14 Park Avenue

DC/24/4475/FUL | Replacement of the Existing Parapet Roof
Royal Mail Delivery Office 143 Hamilton Road

DC/24/4533/FUL | Small balcony off front bedroom
6 Westmorland Road

DC/24/3349/FUL | Retrospective application - Removal of existing felt roof coverings and replace with new 18mm ply boards - V/B - 150mm Insulation Board - Roof covering to be sika trocal single ply membrane
1 Dock Road

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

Refused (and recommended for Approval by this Committee):

DC/23/4336/FUL | Retrospective Application - change extraction unit to a larger unit with carbon filters and silencer.

Ferry Boat Inn The Ferry