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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 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
14 March 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 March 2025 as a true record. **(Pages 3-5)**

5. **Planning Applications**

To consider the following planning, and other, applications received since the previous agenda:

a) DC/25/0540/FUL | Loft Extension

40 Russell Road

Applicant: Mr J Lechie

[Link to Documents](#)

b) DC/25/0730/FUL | Single storey rear extension

19 Park Avenue

Applicant: Mr & Mrs P Bellamy

[Link to Documents](#)

c) DC/25/0761/FUL | New front bay window and lean-to roof canopy

20 Ferry Road

Applicant: Mr P Dennis

[Link to Documents](#)

d) DC/25/0213/FUL | Garden room/workshop. 7.5m wide 4m deep and

2.39m high plus base work.

27 Winston Close

Applicant: Mrs H Debnam

[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 6)**

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 2nd April 2025 at 9.30am.

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

A	DC/25/0411/OUT Outline Application (All Matters Reserved) - For one dwelling The Cottage 16 High Road East
Committee recommended APPROVAL.	

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
Committee recommended APPROVAL subject to the planning officers being content with the detail that is still to be confirmed in relation to the acoustic cladding.	

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
Committee recommended APPROVAL.	

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
Committee recommended APPROVAL.	

E	DC/25/0461/FUL Single storey rear extension & single storey front (porch) extension 6 Vicarage Road
Committee recommended APPROVAL.	

F	DC/25/0129/FUL Retrospective application - Use of garage extension as an annex, with associated external works. 116 Chelsworth Road
Committee recommended APPROVAL. However, we would request that there is a condition imposed that the use of this annex remain ancillary to the host property.	

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
Committee recommended APPROVAL.	

425. PLANNING DECISIONS

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

426. CORRESPONDENCE

The following correspondence was reported:

- i. Felixstowe Footpath 024 (part): Felixstowe Footpath 019 for 250metres south westbound will be closed from 1/04/25 – 30/09/25 within Trelawney Place.**
Committee noted the temporary closure.
- ii. Felixstowe Peninsula Community Partnership Meeting 30th April.**
Committee were advised that there was a meeting of the Felixstowe Peninsula Community Partnership scheduled for 10am on 30th April, which a number of the Committee’s Members were expected to attend. As such it was agreed that the Planning & Environment Committee meeting which was scheduled to take place at the same time should be moved to commence at 2pm instead.

RESOLVED that the correspondence be noted.

427. CLOSURE

The meeting was closed at 10.46am. It was noted that the next meeting was scheduled to take place on Wednesday 19th March 2025 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/24/3574/FUL | Regularization of existing site, and addition of storage container and self-contained lavatory unit.

Car Park Garrison Lane

DC/24/3689/FUL | Retain change of use to lounge/kitchen area to hold yoga classes on Mondays at 6.30pm until 7.30pm and Saturdays 9.30am until 10.30am

41 Westmorland Road

DC/24/3274/FUL | Retrospective - Erection of store building

Constable Court 13 Constable Road

DC/24/3012/FUL | Replace existing wooden door and windows with UPVC

Apartment 12 Martello Place Golf Road

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

Refused (and recommended for Refusal by this Committee):

DC/24/1656/OUT | Outline Application (Some Matters Reserved) - Construction of 2 no. three-storey plus basement dwellings.

Former 9 Manor Road

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

Withdrawn

DC/25/0064/P3G | Prior Notification - Change of use from commercial space to a two bedroom flat. Spaces will be upgraded where required to comply with fire and sound regulations.

First Floor 79A High Road West