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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 (Chair)
Cllr C Franklin (Vice-Chair)
Cllr D Aitchison
Cllr N Barber
Cllr S Bennett

Cllr J Candy
Cllr A Folley
Cllr T Gale
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 29 April 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
22 April 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 15 April 2026 as a true record. **(Pages 4-5)**

5. **Planning Applications**

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

- a) **DC/26/1100/FUL** | The siting of a welfare modular building and associated works.

Land At 1-3 Parker Avenue Trimley St Mary

Applicant: PD Ports Services Ltd

[Link to Documents](#)

- b) **DC/26/1299/VOC** | Variation of Condition Nos. 2, 4 & 6 of DC/23/2349/FUL - Two double skinned fuel tanks will be installed on the existing site for the offloading and loading of fuels. These tanks will be installed on new reinforced concrete slabs. An electrical GRP pre-fabricated unit will be installed for the electrical connections. A catchment area around the two tanks will be surrounded by drainage channels to capture any spills and runoff from the loading of trucks. These channels will lead to sumps which will be connected to a full class 1 interceptor. Existing underground tanks to be foam filled. - Condition 02 - change to allow for minor site layout amendments: - Installation of an additional six-hose dispenser and associated small island linked to Tank 1, including leak-detected underground pipework, to improve traffic flow and reduce standing vehicles. - Replacement of the full concrete yard within the Certas boundary with Hardcrete. - Minor layout adjustments, including relocation of lighting columns and slight positional refinements to suit the revised

arrangement. - Increase width of site entrance. Condition 04 and Condition 06 - Change wording: As per discussion with planning officer and environment agency consultation (Letter ref. DC/23/4835/DRC) due to nature of required information for referenced conditions, it was advised that the correct procedure would be the submission of a variation of condition application (to allow of submittal of required information during construction / prior site occupation) where any subsequent conditions can also be amended to reflect the required action/works being undertaken in order to effectively discharge this condition.

Haven Filling Station Dock Road The Docks

Applicant: Mr J Pearce, Certas Energy

[Link to Documents](#)

- c) **DC/26/0781/FUL** | Change of use of former shop to a hot food takeaway restaurant with new shop front and flue to rear

4 Undercliff Road West

Applicant: Mr M Rizui

[Link to Documents](#)

- d) **DC/26/1307/FUL** | Single Storey Rear Extension and Replacement Garage. Existing rendered walls to be clad with Hardie-planks

96 Looe Road

Applicant: Mr & Mrs Haighton

[Link to Documents](#)

- e) **DC/26/1135/FUL** | Proposed single storey rear extension.

22 Colneis Road

Applicant: M & Mrs Vartan

[Link to Documents](#)

- f) **DC/26/1406/TCA** | 1no. Stone pine (red circle on plan) - Remove all limbs to leave main stem as habitat monolith

69 Tomline Road

Applicant: Mr S Markham, Gingko Tree Surgery

[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 13th May 2026 at 9.30am.

A	DC/25/3196/FUL Demolition of an existing dwelling and construction of a three-storey building containing 5 x 2-bedroom flats (Use Class C3). Riby House 9 Riby Road
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Committee recommended APPROVAL. We acknowledge the loss of a non-designated heritage asset but recognise that the independent structural report submitted by the applicant states that the existing building is beyond viable repair. We would ask that two conditions are added to any approval. Firstly, that the applicant submit a landscape planting plan which will meet the requirement for a 10% BNG. Secondly, we ask that a written construction management plan, to be agreed, which would minimise any potential traffic issues for neighbouring properties during the construction period.

B	DC/26/1028/CLP Certificate of Lawful Use (Proposed) - Use of Land to Station a Mobile Home (Granny Annexe) 12 Quilter Road
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Committee consider that it is appropriate to grant a Certificate of Lawful Use. We recognise that the proposal meets the exemption from the requirement for a caravan licence under the appropriate provisions of the Caravan Sites and Control of Development Act (1960).

498. PLANNING DECISIONS

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

499. CORRESPONDENCE

a) DC/26/0767/CON – Laurel Farm, Marsh Lane (cell number CS 20135125 / VMO2 74764).

Members noted the installation of 2No antennas (1No antenna to be fixed to a new support pole attached to the headframe and 1No to be mounted on existing gantry pole), the addition of 1No equipment cabinet in the existing compound and ancillary equipment thereto. ESC has responded.

RESOLVED that the correspondence above be noted.

500. CLOSURE

The meeting was closed at 10.25am. It was noted that the next meeting was scheduled to take place on Wednesday 29th April 2026 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/26/0426/FUL Alterations and single storey rear extension 119 Cliff Road
DC/26/0544/FUL Removal of existing pyramid rooflight Old Felixstowe Community Centre Ferry Road
DC/25/4777/FUL Replace all ground floor sash windows in the front bay to the right of the front door Flat 2 4 Montague Road
DC/26/0872/TCA 1no. Sycamore (T1 on plan) - Pollard back to the main trunk / historic pollard points Felixstowe Community Hospital Constable Road
DC/26/0783/TPO TPO No. 205 / 2006 1no. Lime (T2 on plan) - Crown reduce to a finished height of 15 metres and spread of 9 metres. Crown thin by 30% 12 High Road East..

Approved by ESC (recommended for Refusal by this Committee):

Refused (and recommended for Approval by this Committee):

Refused (and recommended for Refusal by this Committee):