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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 30 April 2025 at 2.00pm**.

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
23 April 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 16 April 2025 as a true record. **(Pages 5-8)**

5. Felixstowe Peninsula Infrastructure Delivery Plan

To receive a presentation from Jason Beck, Principal Planner (Policy and Delivery) at East Suffolk Council, on the forthcoming Felixstowe Peninsula Infrastructure Delivery Plan. **(Page 9)**

6. Planning Applications

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

- a) DC/25/1312/FUL** | Construction of new detached visitor toilet building adjacent to North Redoubt, to replace existing portaloo by South Redoubt, including pumped connection to mains drainage, and related works

Landguard Fort View Point Road

Applicant: Mr S Curtis, Landguard Fort Trust

[Link to Documents](#)

- b) DC/25/1313/LBC** | Construction of new detached visitor toilet building adjacent to North Redoubt, to replace existing portaloo by South Redoubt, including pumped connection to mains drainage, and related works

Landguard Fort View Point Road

Applicant: Mr S Curtis, Landguard Fort Trust

[Link to Documents](#)

- c) DC/25/1358/FUL** | Single storey side extension
6 Foxgrove Lane

Applicant: Mr A Pilcher

[Link to Documents](#)

- d) **DC/25/1485/FUL** | New porch, side porch, extensions to garage roof and walls.
9 Brook Lane
Applicant: Mr & Mrs A Leveridge [Link to Documents](#)
- e) **DC/25/1373/FUL** | Single storey rear extension and internal alterations
33 Holmhill Drive
Applicant: G Taylor [Link to Documents](#)
- f) **DC/25/1278/FUL** | Two storey rear extension to facilitate conversion of 3 storey dwelling house to 5 flats.
85 Queens Road
Applicant: Mr & Mrs M Dean [Link to Documents](#)
- g) **DC/25/1532/FUL** | 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.
McDonalds Restaurant Haven Exchange
Applicant: McDonald's Restaurant Ltd [Link to Documents](#)
- h) **DC/25/1392/FUL** | Single storey extension to rear forming new dining room and kitchen. Small extension to porch cover at entrance to property. Removal of masonry balustrade to 1st floor balcony and replace with glass balustrade. Replacement of velux roof windows to front and back, and replace with Dormers as per drawing. Additional window to 1st floor landing. Enlarged windows to bedroom 1 and 1st floor landing. Replacement of existing windows to house with modern windows of similar style and materials.
2 Western Avenue
Applicant: Mr B Gill, Graham R Terry [Link to Documents](#)
- i) **DC/25/1473/FUL** | Installation of 12 replacement windows into existing opening apertures.
Flat 3 The Hermitage Undercliff Road East
Applicant: J Carter, Libre Solutions [Link to Documents](#)
- j) **DC/25/1377/FUL** | Window change of existing wood windows to sympathetic upvc units. The new windows will replicate the look of traditional sash/casement windows but with modern technology to help with sustainability of the dwelling.
2 Quilter Road
Applicant: Mrs S Lilley [Link to Documents](#)

7. 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 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 14th May 2025 at 9.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES
MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 16 April 2025 at 9.30am

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

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

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

506. PUBLIC QUESTION TIME

None.

507. APOLOGIES FOR ABSENCE

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

Cllr N Barber gave apologies in advance of needing to leave the meeting at 11.50am.

508. 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 Cllr S Wiles	All	Other registerable interests (as Members of Suffolk County Council)
Cllr N Barber	510F	Other non-registerable interest (as has been assisting a neighbour to the application site)

509. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 2 April 2025 be confirmed as a true record.

510. 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/25/1434/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 and various car park signage. East Of England Co-Op Supermarket 189 Hamilton Road
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Committee recommended APPROVAL.

B	DC/25/0907/FUL Construction of a single storey detached building for Felixstowe Sea Cadet headquarters (three existing structures to be demolished) Hall 137 Garrison Lane
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Committee strongly welcomed this new facility and recommended APPROVAL.

C	DC/25/1127/FUL Extension to 9 High Road East 9 High Road East
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Committee recommended APPROVAL.

D	DC/23/0580/FUL Erection of two dwellings to the rear of a extant consent for 10 No. flats approved under C/05/1593. Stowe House Cliff Road
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Committee recommended REFUSAL. We believe that this proposal represents an unacceptable intensification and overdevelopment of this site. Firstly, the proposed dwellings will remove amenity space for the consented 10 flats and is therefore contrary to SCLP policy 11.1 e).

Furthermore, the proposed dwellings will have an unacceptable impact and loss of amenity for existing dwellings in Cliff Road and Eastcliff and is therefore contrary to SCLP policy para. 11.2 a) and e).

Additionally the proposal diminishes the character of Cliff Road which consists of larger residential properties in large plots and is therefore contrary to SCLP policy para. 11.1 c)i and d).

Moreover, the proposed access and egress to these proposed properties below the flats represents an unacceptable development in terms of safety and access for emergency vehicles which will not be able to directly access these homes and therefore this is contrary to SCLP policy 11.1 para. a) and f).

E	DC/25/1272/FUL Demolish store, erect extension to extend kitchen for breakfast area 90 Cobbold Road
Committee recommended APPROVAL.	

At this point, 10:53am, Cllr N Barber left the Chamber.

F	DC/25/1194/VOC Variation of Condition 2 of DC/22/0918/VOC - (Variation of Condition No.2 of DC/21/4457/FUL - Alterations and roof extensions to form additional 3 flats, with associated parking and vehicular access - The alterations to the rear roof are required to provide sufficient headroom for the communal staircases and circulation spaces) - General amendments to window and external door openings - Alterations to external bin store Glenfield Court Glenfield Avenue
<p>Committee recommended REFUSAL. We have significant concerns that the conversion of this building as built detracts from many acceptable features from the originally approved application.</p> <p>The alteration to the fenestration arrangements, particularly the loss of distinctive Juliette balconies is unacceptable.</p> <p>More significantly, we note that the box dormers on the side and rear elevations have been constructed with brick that does not match the existing structure in colour. Furthermore there is patching of brickwork with non-matching bricks, for example on the south elevation. We therefore feel that this application is contrary to SCLP11.1 para. a) and b).</p>	

Cllr Barber returned, 11.13am

G	DC/25/1123/FUL Construction of first floor side extension, replacement windows and cladding to existing elevations 6 The Pines
Committee recommended APPROVAL. We note that there are no PV panels on the proposed extension.	
H	DC/25/1214/FUL Construction of extension to rear of property encompassing single storey and two storey 1 Bredfield Close

Committee recommended REFUSAL. Whilst we accept that this proposal has been designed so that there is no overlooking of neighbours we recognise that this dwelling is one of four properties that are small and on narrow plots. We believe that the proposal represents unacceptable impact on residential amenity in terms of outlook and is therefore contrary to SCLP policy 11.2 para. b) and, in terms, of design is contrary 11.1 para. c)i, ii and iii.

I	DC/25/0990/FUL Demolition of outside toilet and conservatory. Erect single storey wrap round extension for garden room, bathroom, utility/porch. 18 Cowley Road
Committee recommended APPROVAL.	

J	DC/25/1288/FUL Single storey flat roof extension 118 Chelsworth Road
Committee recommended APPROVAL. However we would ask that it be conditioned that the use of this remain ancillary to the host property.	

At this point, 11.50am, Cllr N Barber, left the meeting.

511. PLANNING DECISIONS

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

512. CORRESPONDENCE

i. DC/25/4416/FUL 116 Garrison Lane

Committee noted that the application had been presented to the ESC referral panel on 8th April 2025 as Officers were minded to approve the application contrary to the Town Council's objection. The panel had concluded that there were no material planning considerations warranting further discussion by the district Planning Committee. The decision was therefore delegated to officers.

513. CLOSURE

The meeting was closed at 11.52am. It was noted that the next meeting was scheduled to take place on Wednesday 30th April 2025 at 2.00pm.

AGENDA ITEM 5: FELIXSTOWE PENINSULA INFRASTRUCTURE DELIVERY PLAN

East Suffolk Council is introducing Infrastructure Delivery Plans (IDPs) to support spatial planning and provide stakeholders with a clearer picture of how future development is expected to unfold across the district. These documents aim to combine the Housing Land Supply (HLS) data with the Infrastructure Funding Statement (IFS), enabling better understanding of:

- When housing is predicted to be delivered, and
- When and where infrastructure contributions will be required and allocated.

The *Felixstowe Peninsula Infrastructure Delivery Plan* will be the first of its kind and will support discussions around growth management, infrastructure needs, and the relationship between housing delivery and community investment.

Jason Beck, Principal Planner (Policy and Delivery) at East Suffolk Council, has been invited to present an overview of the draft IDP and demonstrate its intended use. He will also answer any questions and gather initial feedback from Members. The plan is due to be published shortly and updated periodically in line with refreshed data on housing supply and funding availability.

Members may wish to familiarise themselves with the following resources ahead of the meeting:

East Suffolk Town & Village Profiles

<https://www.eastsuffolk.gov.uk/planning/planning-policy/town-and-village-profiles/>

East Suffolk Open Data Portal

<https://eastsuffolk.opendatasoft.com/>

East Suffolk Infrastructure Funding Statement (IFS) 2023

<https://www.eastsuffolk.gov.uk/planning/planning-policy/community-infrastructure-levy/ifs/>

Housing Land Supply Position Statement (latest)

<https://www.eastsuffolk.gov.uk/planning/planning-policy/housing-land-supply/>

These resources provide the foundation for the Infrastructure Delivery Plan and illustrate East Suffolk's strategic planning approach.

Committee is requested to note the presentation on the Felixstowe Peninsula Infrastructure Delivery Plan, and consider any feedback or comments to inform the development of the document.

AGENDA ITEM 7: PLANNING DECISIONS

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

DC/25/0291/FUL | Installation of new external plant, scissor lift, security fence and gates and the construction of an external canopy within the service yard
East Of England Co-Op Supermarket 189 Hamilton Road

DC/25/0272/FUL | Alterations to car park including removal of existing trolley parks and signposts and existing trolley shelters and replacement new trolley shelters
East Of England Co-op Supermarket 189 Hamilton Road

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

DC/25/0540/FUL | Loft Extension
40 Russell Road

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

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

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

DC/24/4416/FUL | To provide self-storage containers over existing ground level containers. Erect two flights of stairs. Erect safety balustrading to landing areas.
116 Garrison Lane

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

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

Withdrawn

DC/24/3987/FUL | Conversion of existing three storey house into two flats, to include replacement of window with double French Doors, raising of height of rear single storey extension and erection of steel balustrade above, insertion of new Velux rooflight, replacement of front ground floor window with new windows, and associated development
7 Manning Road