

Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk

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 25 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 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
18 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 11 June 2025 as a true record. **(Pages 4-7)**

5. Planning Applications

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

- a) **DC/25/1957/FUL** | Use of land as car park together with an area for street food vendors and car wash facilities (temporary application for a period of two years)

Land West Of Sea Road

Applicant: Mr D Bates Ruby Homes (Flx) Ltd

[Link to Documents](#)

- b) **DC/25/1865/P3MA** | Prior Notification - Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3) - This Prior Approval application seeks the conversion of the first floorspace at the application site to create four self-contained residential units under Schedule 2, Part 3, Class MA of the GPDO 2015.

80-86 Hamilton Road And 47 Cobbold Road

Applicant: Sheet Anchor Evolve (London) Ltd

[Link to Documents](#)

- c) **DC/25/1386/OUT** | Outline Application (All Matters Reserved) - Construction of 1 No.1 bed dwelling

Land Adjacent To 132 Mill Lane

Applicant: Mr N Spinks

[Link to Documents](#)

- d) **DC/25/2107/FUL** | Change of Use - conversion of Upper Floor of business premises to provide a separate C3 flat; Ground Floor to remain as commercial premises
71 Hamilton Road
Applicant: Streamam Ltd [Link to Documents](#)
- e) **DC/25/2103/FUL** | Construction of a rear extension
14 Chaucer Road
Applicant: Mr P Boggis [Link to Documents](#)
- f) **DC/25/2184/FUL** | Cart Lodge, Side Porch and Front balcony
14 Foxgrove Gardens
Applicant: Mr J Feltwell [Link to Documents](#)
- g) **DC/25/2150/FUL** | Change of use of former Art Room (Use Class F1(b)) to return to part of the existing dwelling (Use Class C3).
127 Undercliff Road West
Applicant: Mr F Benfield Redvers Graham Property [Link to Documents](#)
- h) **DC/25/2322/ADN** | Non-Illuminated Advertisement Consent - Changing of WHSMITH brand to TG Jones. Like for Like replacements
64 Hamilton Road
Applicant: Ms Alleyne TPS Visual Communications [Link to Documents](#)
- i) **DC/25/2269/TCA** | 1no. Holm Oak (T1 on plan) - Fell
3 Northcliffe Court
Applicant :Mr E Bryden, Eastwood Tree Services [Link to Documents](#)
- j) **DC/25/2277/TCA** | 2no. Palm trees (T1 and T2 on plan) – Fell
4 Northcliffe Court
Applicant: Mr E Bryden, Eastwood Tree Services [Link to Documents](#)
- k) **DC/25/2325/TCA** | 1no. Scots pine (T1 on plan) - Side prune branches overhanging gardens of 44 and 46 Tower Road by 2 metres
46 Tower Road
Applicant: Mrs Webster [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 8)**

7. Closure

To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 9th July 2025 at 9.30am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES
MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 11 June 2025 at 9.30am

PRESENT: Cllr S Bird (Chairman)

Cllr N Barber

Cllr S Bennett

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: 3 members of the public (via Zoom)

43. PUBLIC QUESTION TIME

None.

44. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr M Morris**.

45. 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 Cllr A Folley	All	Other registerable interests (as a Member of East Suffolk Council)
Cllr S Bennett Cllr S Bird	All	Other registerable interests (as a Member of Suffolk County Council)

46. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 28 May 2025 be confirmed as a true record.

47. 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/25/1726/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
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	<p>Committee recommended REFUSAL. Whilst we welcome the development of this redundant site into much needed housing, we believe that the parking provision is wholly inadequate and fails to meet SCC Highways guidance, in particular the proposed dwellings are all 4 bedroom which will potentially attract households with more than one car. Whilst accepting that the SCC guidance may not be fully met we would expect the site to be redesigned with additional parking availability.</p>
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B	<p>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</p>
<p>Committee recommended APPROVAL.</p>	

C	<p>DC/25/2068/FUL Porch and rear extension, new roof to garage forming conversion to habitable space Windyridge 35 Manor Terrace</p>
<p>Committee recommended APPROVAL.</p>	

D	<p>DC/25/1898/FUL Single storey side extension 1 Parkeston Road</p>
<p>Committee recommended APPROVAL.</p>	

E	<p>DC/25/2024/FUL Front extension 22 Colneis Road</p>
<p>Committee recommended APPROVAL.</p>	

F	<p>DC/25/2052/FUL Increase of width of dropped curb and access alterations 5 South Hill</p>
<p>Committee recommended APPROVAL.</p>	

G	<p>DC/25/2057/TPO 1no. Sweet chestnut (T1 on plan) - Pollard by 3 metres 67 Tower Road</p>
<p>Committee OBJECTED to this work on the grounds that it appears that the tree has been pollarded relatively recently and does not require further work at this time.</p>	

48. PLANNING DECISIONS

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

49. NEIGHBOURHOOD PLAN FEASIBILITY WORKING GROUP – REPORT AND RECOMMENDATIONS

The Chairman reported on, and the Committee considered, the interim report of the Neighbourhood Plan Feasibility Working Group.

Members expressed appreciation for the detailed work undertaken by the Working Group and acknowledged the considerable time and effort spent in evaluating the feasibility of producing a Neighbourhood Plan for Felixstowe.

A wide-ranging and constructive debate followed, with Members discussing the potential benefits of a Neighbourhood Plan alongside the challenges and timing considerations identified in the report.

The Committee was keen to ensure that the Council carefully considers the concept of a Neighbourhood Plan, which it agreed could bring long-term value to the town. However, Members also felt it important not to raise unrealistic expectations around immediate delivery, particularly in light of upcoming uncertainties, including the East Suffolk Local Plan Review and the proposed reorganisation of local government structures in Suffolk.

Members agreed that a Neighbourhood Plan was a good idea in principle, but identified two key challenges to commencing the process at this time:

1. The Town Council's current priorities in the context of the proposed Unitary Authority reorganisation; and
2. The forthcoming review of the East Suffolk Local Plan.

It was anticipated that, under the guidance of the Planning & Environment Committee, the NP Feasibility Working Group would reconvene in Autumn 2025 - around October - as Members felt it important that, should the project proceed, meaningful progress could, and should, be made prior to the 2027 elections.

In the meantime, Councillors should be encouraged to note emerging community aspirations for how the town might be improved and consider how this could translate into a meaningful Neighbourhood Plan. It was suggested that a facilitated workshop for all Councillors—similar to those held for the Business Plan review at Broadway House—would be helpful prior to the Working Group reconvening. This could be used to gauge Council priorities both for a potential Neighbourhood Plan and for future service delivery in light of Unitary Authority changes.

Members emphasised that any public consultation on NP themes or priorities, if undertaken in the interim, should be carefully framed as informal and

exploratory. A light-touch consultation approach, publicised through the Autumn edition of the Town Council's magazine, was considered an appropriate means of engaging residents without creating premature expectations.

Following discussion, it was RESOLVED to endorse the recommendations of the Working Group and RECOMMENDED to Council that it should, in principle, support the development of a Neighbourhood Plan for Felixstowe, subject to the following conditions:

- i. establishing a clear ambition for what the Plan is intended to achieve;**
- ii. identifying a dedicated Steering Group and a local champion to lead the process;**
- iii. allocating appropriate resources, including officer time and budget provision;**
- iv. commissioning professional planning consultancy support; and**
- v. reassessing priorities in light of the forthcoming Local Plan Review and any confirmed changes to local government structures in Suffolk.**

50. CORRESPONDENCE

The following was reported as correspondence:

- a) Cllr Candy advised that she had called in application DC/25/1814/FUL – 76 Links Avenue in her capacity as ESC Ward Member as some additional concerns had been raised in objection to the application.**
- b) Pavement licence for Thrive Lifestyle to have 4 tables and 8 chairs in front of the premises at 34 Orwell Road daily from 9:30am to 17:30.**
Members were content with the application and it was noted that, should this application be granted, the licence will last for 2 years under the Levelling Up and Regeneration Act 2024.

RESOLVED that the correspondence be noted.

51. CLOSURE

The meeting was closed at 11.35am. It was noted that the next meeting was scheduled to take place on Wednesday 25th June 2025 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/24/1710/FUL | Conversion and extension of the existing building to create nine residential units (retaining the existing one residential unit) and two commercial units on part of ground floor level and basement including retention of existing gym following demolition of store building and removal of dormer window at rear, changing window to door on corner of southern and eastern elevation and replacement windows, together with associated works and landscaping

18 Hamilton Road

DC/25/0411/OUT | Outline Application (All Matters Reserved) - For one dwelling
The Cottage 16 High Road East

DC/25/1358/FUL | Single storey side extension

6 Foxgrove Lane

DC/25/1473/FUL | Installation of 13 replacement windows into existing opening apertures.

Flat 3 The Hermitage Undercliff Road East

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

DC/25/1818/TCA | 1no. Group of European Olives (marked on plan) - Reduce in height by 2 metres

3 Beach Road East

DC/25/1753/TCA | 1no. Eucalyptus (T1 on plan) - Fell

Harvest House Cobbold Road

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

DC/25/1688/TCA | 1no. Honey Locust (red circle on plan) - Fell

Beauty Therapy 30 Maybush Lane

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

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