

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 17 December 2025 at 9.30am**

**PRESENT:** Cllr S Bird (Chairman)  
Cllr D Aitchison  
Cllr N Barber  
Cllr S Bennett  
Cllr J Candy  
Cllr C Franklin  
Cllr B Price

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

**IN ATTENDANCE:** 2 members of the public (*via Zoom*)

**309. PUBLIC QUESTION TIME**

None

**310. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr A Folley**.

Committee noted, and recorded a vote of thanks, to its long-serving Vice-Chairman, **Cllr M Morris**, following her recent resignation from the Council.

It was agreed that **Cllr C Franklin** would act as the Vice-Chairman until such time as the Council formally reviewed Committee membership.

**311. DECLARATIONS OF INTEREST**

The following Other Registerable Interests were declared and noted:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bennett Cllr J Candy	All	Other registerable interests (as a Member of East Suffolk Council)
Cllr S Bennett Cllr S Bird	All	Other registerable interests (as Members of Suffolk County Council)
Cllr N Barber	#Item 313e	Other registerable interests (as the application site is above property in which he had a beneficial interest)

**Cllr N Barber advised that, as the application was directly related to the interest declared, he would leave the Chamber prior to and during the consideration of the application.**

### **312. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 3 December 2025 be confirmed as a true record.**

### **313. PLANNING APPLICATIONS**

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

<b>A</b>	<p><b>DC/25/4371/FUL   Conversion of existing dwelling to 2 No. self-contained flats, removal of UPVC porch and lean-to extensions and associated works Landguard Lodge Manor Terrace.</b></p> <p><b>Committee recommended APPROVAL and welcomed this application. We believe that the conversion to residential, and its future occupancy, will preserve this historically significant building. Additionally, we welcome the additional amenity space and planting. We would, however, ask that the use of the annexe be conditioned to remain ancillary to the flat to which it is to be assigned.</b></p>
<b>B</b>	<p><b>DC/25/4381/FUL   Rear and side extension to an existing house 10 Park Avenue</b></p> <p><b>Committee recommended REFUSAL. Whilst Committee were content with the proposed extension and its size, we have significant concerns as to the design. We believe that the use of zinc and aluminium in the parapet wall is incongruous with its surroundings. Furthermore, the stand alone, semi-industrial looking, chimney is out of keeping with the character of the area. We therefore feel that this proposal is contrary to SCLP policy 11.1 paras. b) and c) v. Additionally we believe this proposal will be detrimental for the neighbouring properties in terms of its stark appearance and therefore is contrary to SCLP policy 11.2 paras. b) and e).</b></p>
<b>C</b>	<p><b>DC/25/4534/VOC   Variation of Condition No. 2 of DC/25/2658/FUL - First floor side extension with single-storey rear extension - Design change - The first floor element of the works has been removed. We would like the approved drawing numbers to be replaced with the revised drawings. 14 Cliff Road</b></p> <p><b>Committee recommended APPROVAL.</b></p>

D	<p><b>DC/25/3200/FUL</b>   Ground and First Floor Extensions to self-contained Flats to create additional bedrooms  <b>Ellis House 9 York Road</b></p> <p><b>Committee recommended REFUSAL.</b> Whilst we recognise the provision of much needed additional living space, we feel that this proposal is unacceptable. It represents an over-development and unacceptable over-intensification of this site. We believe that the size of the proposed rear extension is unacceptable, particularly in terms of its height and massing and therefore is contrary to SCLP policy 11.1 paras. b) and c) ii, iii and iv.</p> <p><b>Additionally, the proposed extension will have an unacceptable impact for neighbouring properties, specifically the outlook from their rear amenity space and therefore is contrary to SCLP policy 11.2 paras. b) and e).</b></p> <p><b>Furthermore, the increased size of four of the five dwellings on site could have a significant impact on car parking in the road, given that this property - and many others - do not have off-street parking.</b></p>
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E	<p><b>DC/25/4512/FUL</b>   Planning application for replacement of 4no. doors within their existing apertures and 1no. door replaced by window  <b>Maytree House 60 Maybush Lane</b></p> <p><b>Committee recommended APPROVAL, subject to ESC Design and Conservation team being satisfied.</b></p>
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At the point in the meeting, 10.44am, Cllr N Barber left the Chamber.

F	<p><b>DC/25/4687/P3MA</b>   Prior Notification - Commercial to Dwelling - Change of use from commercial, business and service use to a two-bedroom flat  <b>154 Hamilton Road</b></p> <p><b>Committee had NO OBJECTION.</b></p>
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Cllr Barber returned, 10.50am.

G	<p><b>DC/25/4604/P14J</b>   Prior Notification- Roof mounted solar PV on non-domestic building  <b>Custom House View Point Road</b></p> <p><b>Committee had NO OBJECTION. We strongly support and welcome this proposal which accords with SCLP policy 9.1 on renewable energy.</b></p>
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<b>H</b>	<b>DC/25/4300/FUL   Install step lift at front of the property and new entrance door Note: These works relate to a Disabled Facilities Grant 49 Brightwell Close</b>
<b>Committee recommended APPROVAL.</b>	

**314. PLANNING DECISIONS**

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

**315. CORRESPONDENCE**

None.

**316. CLOSURE**

The meeting was closed at 11.08am. It was noted that the next meeting was scheduled to take place on Wednesday 14<sup>th</sup> January 2026 at 9.30am.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_