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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 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 9 July 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
2 July 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 25 June 2025 as a true record. **(Pages 5-8)**

5. Planning Applications

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

- a) **DC/25/0081/FUL** | Replacement dwelling (self- build) and change of use of land to garden

Deben View The Ferry

Applicant: Mr A Moore

[Link to Documents](#)

- b) **DC/25/2415/FUL** | Front windows and rear steps (above 300mm)

2 Foxgrove Lane

Applicant: Mr and Mrs P Caumont

[Link to Documents](#)

- c) **DC/25/2350/FUL** | Retrospective Application - Re-cladding and replacement windows / doors and enlargement of balcony to the Riverside building

Felixstowe Ferry Sailing Club The Ferry

Applicant: Flx.Ferry Sailing Club

[Link to Documents](#)

- d) **DC/25/2377/ADI** | Non/ Illuminated Advertisement Consent - Installation of replacement signs to include, 1x double sided post mounted pictorial sign complete with 2x amenity boards, 1x fascia sign, 1x set of sign written house name, 2x amenity boards and, 1x distress effect sign written text

The Grosvenor, 25-31 Ranelagh Road

Applicant: Mr S Pettifer, Greene King

[Link to Documents](#)

- e) **DC/25/2211/FUL** | Proposed single storey side extension to create games room
58 Seaton Road
 Applicant: Mr R Simmons [Link to Documents](#)
- f) **DC/25/1671/FUL** | Replace existing windows and doors with UPVC windows and doors.
The Chapel Maybush Lane
 Applicant: Mr S Lamb [Link to Documents](#)
- g) **DC/25/1933/ADN** | Non Illuminated Advertisement - A traditional timber, hand painted, A-Board.
1 Bent Hill
 Applicant: Mrs L Allen Rubys [Link to Documents](#)
- h) **DC/25/2213/FUL** | Retrospective Application - Resurface tiered rear garden middle and top tier with decking to refresh garden space
8 Blyford Way
 Applicant: Mr C Outridge [Link to Documents](#)
- i) **DC/25/1214/FUL** | Construction of extension to rear of property encompassing single storey and two storey
1 Bredfield Close
 Applicant: Mr I Staneva [Link to Documents](#)
- j) **DC/25/2405/TCA** | 2no. Holm oak (T1 and T2 on plan) - Reduce height by 3 metres and prune in sides by 1.5 to 2 metres. Remove lowest branches to the trunk all round.
Saville Court Victoria Road
 Applicant: Mr Triff, Orwell Housing [Link to Documents](#)
- k) **DC/25/2447/TCA** | 1no. Cedar (1 on plan) - Fell 1no. Laburnum (2 on plan) - Fell|Conifers
11 High Beach
 Applicant: Mr N Hammond [Link to Documents](#)
- l) **DC/25/2489/TCA** | 2no. Holm oak (T001 and T002 on plan) - Remove the upright side stems growing from the base of the main trunks and lift crowns to 5 metres 1no. Holm oak (T003 on plan) - Fell 1no. Holm oak (T004 on plan) - Remove the 2 leaning side stems to their union at 1 metre in height and prune back selected lower and mid crown branches on the house side by up to 2 metres 1no. Holm oak (T005 on plan) - Remove the leaning side stem, remove the lower epicormic regrowth, lift the crown to 5 metres, and prune back selected lower and mid crown branches on the house side by up to 2 metres 1no. Holm oak (T006 on plan) – Fell.
Maytree House 60 Maybush Lane
 Applicant: Mr B Cable [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 9)**

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 23rd 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 25 June 2025 at 9.30am**

PRESENT: Cllr S Bird (Chair)
Cllr S Bennett
Cllr J Candy

Cllr A Folley
Cllr C Franklin (*to item 88*)
Cllr B Price

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 1 member of Public (in person)
2 members of the public (via Zoom)

81. PUBLIC QUESTION TIME

The Chair advised that he would invite members of the public to make their representations immediately prior to the application being considered.

82. APOLOGIES FOR ABSENCE

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

83. 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)

84. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 11 June 2025 be confirmed as a true record.

85. PLANNING APPLICATIONS

Cllr C Franklin left the meeting at 10.16 and returned at 10.18am just before decision 5a) was decided.

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

In relation to item A below, Mr. C Manning spoke about Beach Street needing support from the Council, having spent five years setting it up. The stall holders at Beach Street welcomed the parking facility but were anxious that the food outlet customers would use their facilities so were requesting toilets should be provided within the car park.

A	DC/25/1957/FUL Use of land as car park together with an area for street food venders and car wash facilities (temporary application for a period of two years) Land West Of Sea Road
	Committee recommended APPROVAL. However, we have some concerns. Firstly we would ask that any approval is conditioned for 2 years only as per the applicant's request. Secondly in line with the provisions of SCLP 9.1 concerning renewable energy we would ask that there is no use of diesel generators for the proposed vending vans. Additionally we would ask for the provision of toilet facilities, for the use of staff and customers. Furthermore, we would ask for the car park to be lit to facilitate safe use.
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
	Committee had NO OBJECTIONS to this proposal, however for the benefit of the existing commercial premises on the ground floor, we would ask that sound proofing is fitted at an early stage of the conversion to minimise noise during the construction and conversion phase. We note that there is no car parking provision for these residential units but recognise that there is plentiful car parking nearby.
C	DC/25/1386/OUT Outline Application (All Matters Reserved) - Construction of 1 No.1 bed dwelling Land Adjacent To 132 Mill Lane
	Committee recommended REFUSAL. Whilst we recognise that this proposal is outline only and the drawings supplied are indicative only, we believe that the provision of a 1 bed property on this severed plot regardless of where on the plot the dwelling is located, the proposed dwelling would have unacceptable overlooking from numbers 130 and 128. Furthermore, number 130 would lose all rear amenity space and have a boundary located only 1 m from its rear elevation. We therefore feel that this proposal is contrary to SCLP 5.7 and SCLP 11.2 para a and e.

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
Committee recommended APPROVAL. We strongly welcome this application which will make use of unused premises and will provide much needed residential accommodation. Furthermore we believe that this conversion will enhance the presentation of this site in the Conservation Area.	

Committee took a 5 minute break at 11.02am.

The meeting resumed at 11.07am.

E	DC/25/2103/FUL Construction of a rear extension 14 Chaucer Road
Committee recommended APPROVAL.	

F	DC/25/2184/FUL Cart Lodge, Side Porch and Front balcony 14 Foxgrove Gardens
Committee recommended APPROVAL. We recognise and strongly welcome that no trees will be removed as part of the application and measures will be taken during construction to protect tree root structures.	

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
Committee recommended APPROVAL.	

H	DC/25/2322/ADN Non-Illuminated Advertisement Consent - Changing of WHSMITH brand to TG Jones. Like for Like replacements 64 Hamilton Road
Committee recommended APPROVAL.	

I	DC/25/2269/TCA 1no. Holm Oak (T1 on plan) - Fell 3 Northcliffe Court
Committee OBJECTED to this proposed felling. This is a significant tree contributing to the views in the public realm, there is no evidence provided that structural damage to the building is occurring and superficial damage to a driveway is not sufficient reason or the felling of a valuable and significant tree.	

J	DC/25/2277/TCA 2no. Palm trees (T1 and T2 on plan) – Fell 4 Northcliffe Court
	Committee OBJECTED to this proposed felling. There is no valid reason given to the felling of these trees which is not diseased or dying, furthermore, whilst they are in the rear garden of the property they are highly visible from Maybush Lane and therefore, contribute significantly to the vistas in the public realm. Additionally we understand that this species absorbs significant amounts of CO2.
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
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.

86. PLANNING DECISIONS

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

87. CORRESPONDENCE

The following was reported as correspondence:

- a) **CS 20135124 Proposed Base Station Upgrade Laurel Farm Felixstowe where the base station height 17.5m was to be replaced by 22.5m**
Committee had no objection.
- b) **Active Travel England – Funded improvements for Walking and Cycling in West Felixstowe covering 3 schools, SET Felix Primary School, Grange Community Primary School and the Bridge School. The Report on the Consultation has now been published on the Suffolk County Council website.**

Cllr C Franklin left the meeting 11.56am.

- c) **Following notification from a member of the public with concerns regarding intrusion into the former Marlborough Hotel site. It was reported East Suffolk Council have recently surveyed the structure and deemed it structurally sound but will now monitor the situation.**

RESOLVED that the correspondence be noted.

88. CLOSURE

The meeting was closed at 12.04pm. It was noted that the next meeting was scheduled to take place on Wednesday 9th July 2025 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/21/2710/OUT Outline Planning Permission With Some Matters Reserved - a phased development to create up to 150 new homes, associated infrastructure and open space. Land North Of Conway Close And Swallow Close
DC/25/1814/FUL First floor side extension above existing garage with ground floor study extension to the rear. Ground floor extension to the existing entrance lobby with replacement pitched roof. 76 Links Avenue
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
DC/25/0188/VOC Variation of Condition No. 2 of DC/24/1184/VOC (Variation of Condition No. 2 of DC/23/1986/FUL (Demolition of existing garages and erection of 6 flats with associated external works and access) to allow the installation of air source heat pumps to elevations)). - Relocation of cycle storage and amenity area Glenfield Court Glenfield Avenue
DC/25/1898/FUL Single storey side extension 1 Parkeston Road
DC/25/2236/CON - Consultation - New pavement licence for 4 tables and 8 chairs. Times to be Monday to Sunday 09:30 to 17:30 34 Orwell Road

Approved by ESC (recommended for Refusal by this Committee): None

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

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