

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 24 September 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
17 September 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 10 September 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/25/3207/FUL | Formation of vehicular access and erection of self-service vehicle jet washers, customer and staff parking and associated development**

201 Hamilton Road

Applicant: Lawrence Garages (London) Ltd

[Link to Documents](#)

- b) DC/25/3299/P14J | Prior Notification - Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings - Proposed roof mounted solar**

Felixstowe School High Street Walton

Applicant: Mr S Battie, eEnergy Group Plc

[Link to Documents](#)

- c) DC/25/1957/FUL | Use of land as car park (temporary period of two years)**

Land West Of Sea Road

Applicant: Mr D Bates, Ruby Homes Ltd

[Link to Documents](#)

- d) C/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

Applicant: Mr A Carpenter, RR6 Limited

[Link to Documents](#)

- e) **DC/25/3482/P14J**|Prior Notification Application to determine if prior approval is required for a proposed: Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings- Proposed roof mounted solar panels
Langer County Primary School Langer Road
Applicant: Mr S Beattie, eEnergy Group Plc [Link to Documents](#)

- f) **DC/25/1347/FUL** | Change of use of first and second floor from residential as originally used to commercial and ground floor division of commercial space into 3 smaller commercial units.
Coes Mens Shop 2 Hamilton Road
Applicant: Mr M Kubot [Link to Documents](#)

- g) **DC/25/3292/FUL** | Rear kitchen extension
35 St Andrews Road
Applicant: Mr & Mrs R Collins [Link to Documents](#)

- h) **DC/25/2862/FUL** | Installation of EV Charger
26 Constable Road
Applicant: Dr J Sawyer [Link to Documents](#)

- i) **DC/25/3350/FUL** | To replace Fascias and guttering
2 Red Hall Court
Applicant: Mrs N Cazey, RMC Windows Ltd [Link to Documents](#)

- j) **DC/25/3478/TCA**|1no. Group of Pine (G1 on plan) - Crown reduce two largest trees in group by 1.5 metres 1no. Group of Sycamore (G2 on plan) - Crown reduce tree with cavity by 3 metres 1no. Wild cherry (T002 on plan) - Crown clean by removing dead and crossing branches 1no. Apple (T006 on plan) - Crown reduce by 1.5 metres 3no. Silver maple (T013, T014 and T015 on plan) - Crown reduce by 3 metres to previous pollard points 1no. Sycamore (T026 on plan) - Crown reduce by 2 metres to previous pruning points|
St Johns Court Princes Road
Applicant: Mr Middleton, Garden Care [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. Correspondence

To note any items of correspondence.

8. Closure

To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 8th October 2025 at 9.30am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES
MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 10 September 2025 at 9.30am

PRESENT: Cllr S Bird (Chairman) Cllr A Folley
 Cllr D Atchison Cllr C Franklin
 Cllr S Bennett Cllr B Price

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

152. PUBLIC QUESTION TIME

None.

153. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr J Candy and Cllr M Morris.**

154. 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 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) |

155. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 27 August 2025 be confirmed as a true record.

156. 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/25/2187/FUL - Remodelling of existing entrance way to facilitate DDA access along with the redecoration to front & side facades along with a new low level picket fence, festoon lighting along with associated posts and small smoking shelter The Grosvenor 25 - 31 Ranelagh Road |
|----------|---|

Committee recommended REFUSAL. Whilst we welcome the changes made with the revised application, most notably the removal of the front smoking area, we agree with the SCDF. The front entrance has electronic push control only on the outer doors and this must also be provided on the inner doors for the entrance to be fully DDA compliant. We also note that the door to the accessible toilet is not push button controlled.

| | |
|--|---|
| B | DC/25/3001/FUL Redevelopment of the site for continued HGV Fuel Provision and associate works Certus Terminal Dock Road Felixstowe Docks |
| Committee recommended APPROVAL. However, we note the comments in general, but in particular from the concerned neighbouring premises relating to the lack of toilets. We would therefore ask that the applicant provide secure toilet facilities for HGV users. | |

| | |
|--|---|
| C | DC/25/3113/FUL Replace roof of the main part of the building with a mansard roof. Change second floor internal layout. Bligh Manor The Ferry |
| Committee recommended APPROVAL. We recognise the refusal of the previous application and the amendments made by the applicant. Regarding the potential overlooking of neighbouring properties we acknowledge the revision on the upper floor and the provision of a Juliette, rather than an open balcony and therefore feel that this application is compliant with SCLP11.2. Furthermore, we recognise that the additional grounds for the previous refusal was the mansard roof and introduction of the Velux window on the upper floor. However, we believe that this design will not be injurious to the appearance of the hamlet. Whilst the property is in the National Landscape, it is not in a Conservation Area and is not a listed building and there is no dominant, or consistent, architectural style in the area. Therefore the proposed design is acceptable and compliant with SCLP11.1 paras. a), b) and c). | |

| | |
|---|---|
| D | DC/25/3212/FUL Proposed Side Extension 34 Princes Road |
| Committee recommended REFUSAL. We believe that the proposed design will be unacceptably intrusive to the neighbour at number 36. There will be unacceptable loss of both outlook and daylight to habitable rooms for the neighbour and therefore the proposal is contrary to SCLP 11.2 paras. b) and c). Furthermore, the proposed extension will take the host property considerably nearer to the boundary and the proposal will be substantially larger than the attached garage currently in situ. We believe that the application will be contrary to SCLP 11.1 para. c) iii. in terms of its height and massing. | |

| | |
|--|--|
| E | DC/25/3198/FUL Rear extension to existing dwelling 43 St Andrews Road |
| Committee recommended APPROVAL. | |
| F | DC/25/3156/FUL Front boundary wall and vehicle gates 39 High Road East |
| Committee recommended REFUSAL. We believe that the proposed design will be obtrusive and injurious to the street scene. The front boundaries in this area are, in the main, open or consisting of hedging. This large brick and wooden wall will be out of keeping. We therefore believe that this contravenes SCLP 11.1 a), b) and c)iii and iv; and also, SCLP 11.2 e). | |
| G | DC/25/3140/FUL Installation of air-to-air heat pump 3 Park Court Langer Road |
| Committee recommended APPROVAL. | |
| H | DC/25/2738/FUL To replace current windows and doors with upvc windows and doors, including the replacement of fascias and soffits 1 Red Hall Court |
| Committee recommended APPROVAL. | |
| I | DC/25/3204/TCA 1no. Yew (T1 on plan) - Reduce in height and spread by up to 1.5 metres, and crown lift to a height of 2.5 metres 1no. Sycamore (T2 on plan) - Reduce in height and spread by up to 2.5 metres, and crown lift to 5.2 metres 1no. Dead Horse chestnut (T3 on plan) - Fell 1no. Yew (T4 on plan) - Reduce by 4 metres to turn back into a topiary hedge The Coach House Northcliffe Court |
| Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. | |

157. PLANNING DECISIONS

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

158. CORRESPONDENCE

i. Independent review of the East Suffolk Council Planning Committees.

The Chairman reported his attendance at an interview on 4th September in relation to the independent review of the East Suffolk Council Planning Committees to support the evidence-gathering for the final report, which has been commissioned to be undertaken by the Planning Advisory Service (PAS). The Chairman reported having represented Committee's experience of the planning process.

ii. Marine biosecurity planning for the Stour and Orwell Estuaries.

Committee noted that the Stour and Orwell Estuaries Biosecurity Planning team were continuing a project to develop a marine biosecurity plan for the Stour and Orwell Estuaries, and were seeking expressions of interest in attending the workshops, engaging with the planning process or being informed of progress. It was agreed that the Clerk should email the details to all Committee Members to ascertain interest in this.

Committee NOTED the correspondence.

159. CLOSURE

The meeting was closed at 11.41am. It was noted that the next meeting was scheduled to take place on Wednesday 24th September 2025 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

| |
|---|
| DC/25/2618/VOC Variation of Condition No.2 of DC/21/4172/FUL - Construction of two new houses - The internal arrangement and external elevations have been amended to provide more suitable accommodation Part Side Garden Tehidy House 65 Orwell Road |
|---|

| |
|--|
| DC/25/1933/AND Non Illuminated Advertisement - A traditional timber, hand painted, A-Board. 1 Bent Hill |
|--|

| |
|---|
| DC/25/3056/TCA Yew (T1 on plan) - Crown reduce by up to 1.25 metres The Gatehouse Maybush Lane |
|---|

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

| |
|---|
| DC/25/2587/AND Non-illuminated car park signage. East Of England Supermarket 189 Hamilton Road |
|---|

| |
|---|
| DC/25/2586/FUL Installation of two Automatic Number Plate Recognition (ANPR) pole mounted cameras and associated non-illuminated car park signage. East Of England Supermarket 189 Hamilton Road |
|---|

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

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