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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 (Chair)
Cllr C Franklin (Vice-Chair)
Cllr D Aitchison
Cllr N Barber
Cllr S Bennett

Cllr J Candy
Cllr A Folley
Cllr T Gale
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 27 May 2026 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/remote-meeting-guide>

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
20 May 2026

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 13 May 2026 as a true record. **(Pages 4-6)**

5. Planning Applications

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

- a) **DC/25/4256/FUL** | Change of use from offices to flats
108 Queens Road
Applicant: Iain Cochran Architects [Link to Documents](#)

- b) **DC/26/1472/FUL** | Single storey front extension
13 Grasmere Avenue
Applicant: Mr M Burgoine [Link to Documents](#)

- c) **DC/26/1432/FUL** | PV Panels - front and rear of house
12 Stanley Road
Applicant: Mr & Mrs Harvey [Link to Documents](#)

- d) **DC/26/1468/FUL** | Single Storey Side Extension and Property Re-Roof
3 Western Avenue
Applicant: Mr G Wade [Link to Documents](#)

- e) **DC/26/0834/LBC** | Listed Building Consent - Isolation and removal of existing sanitaryware, to cut up a section of flooring 2sm to expose joist extension carefully, propping up of existing joists, removal of existing flooring / floorboards to bathroom above steels, removal of existing rotten steels. Installation of Concrete Supreme R15A Lintels

to replace. Extension of joists and not sufficient bearing. 10mm ply to timber base. Fit and fit new non slip flooring - Client to confirm colours. Paint bathroom complete - Client to confirm colours. Refit all white goods previously removed.

The Old Vicarage 90 Grange Road

Applicant: Ms Buchanan, Re-Gen UK Construction. [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 7)**

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 10th June 2026 at 9.30am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 13 May 2026 at 9.30am

PRESENT: Cllr S Bird (Chair)
Cllr C Franklin (Vice-Chair) Cllr J Candy
Cllr D Aitchison Cllr A Folley
Cllr N Barber Cllr T Gale
Cllr S Bennett Cllr B Price

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

IN ATTENDANCE: 7 members of the public.

523. 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.

524. APOLOGIES FOR ABSENCE

None.

525. DECLARATIONS OF INTEREST

The following Other Registerable Interests were declared and noted:

| Member(s) | Minute No. | Nature of Interest |
|---|-------------------|--|
| Cllr S Bennett Cllr J Candy Cllr A Folley | All | Other registerable interests (as Members of East Suffolk Council) |
| Cllr T Gale | All | Other registerable interests (as Member of Suffolk County Council) |
| Cllr D Aitchison | 566A | Other registerable interests (as Trustee of Level Two Youth Project) |

526. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 29 April 2026 be confirmed as a true record.

527. PLANNING APPLICATIONS

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

At the direction of the Chair, item D was considered first. Committee head from members of the public in relation to item D below, with concerns around the lack of onsite parking – and subsequent impact on on-street parking – due to the number of staff and other visitors to the premises. Neighbouring residents raised health and safety concerns due to the intensity of traffic on the road, and the level of care required for the young residents of the home.

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| D | DC/26/0261/FUL Change of use from a C3 home to a C2 residential children's home with independent school education on site 26 Princes Road |
| <p>Committee recommended APPROVAL. We welcome this much needed facility to provide a residential home within the community for vulnerable young people. However, we recognise issues raised by nearby residents concerning parking. We would therefore ask that any approval is conditioned: a) that both the garage and parking space in front of the garage are utilised for off-street parking; and, b) that staff must use the nearby Crescent Road car park and be issued parking permits accordingly.</p> | |
| A | DC/26/1398/VOC Variation of Condition No. 02(d), 02(f) & 07 of DC/25/3010/VOC - Variation of Condition No. 2d of DC/24/1914/FUL - Youth support and training facility with multimedia music & digital arts centre - addition of external lift shaft and fire lobby Land Adjacent To Manning Amusement Park Micklegate Road |
| <p>Committee recommended APPROVAL. However, we share the concerns of ESC Environmental Protection concerning sound-proofing and would therefore insist that the appropriate level of acoustic and thermal linings, as proposed for the walls, are also extended to the ceiling in lieu of the loss of the sedum roof.</p> | |
| B | DC/26/1113/VOC Application to vary condition 9a (approved plans) of DC/24/0773/VOC (amended scheme to that approved under DC/21/0541/FUL) in relation to the design and layout of the apartment roofs (to increase the provision of PV panels and reduce the extent of green roof). Variation of all conditions relating to the Outline consent of DC/24/0773/VOC and condition 1 (approved plans), condition 2 (cricket building materials), condition 3 (indoor sports club materials), condition 4 (green roofs) and condition 8 (operation hours) of the Reserved Matters consent DC/24/2048/ARM to amend the approved plans and drainage strategy (by substituting the green roofs for alternative drainage |

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| | strategies) and amend the operation hours (to allow for operation between 09:00hrs to 23:00hrs inclusive). Former Deben High School Garrison Lane |
| Committee recommended APPROVAL. | |

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| C | DC/26/1232/FUL Rear first floor extension. pitched roof to present front roof dormer window 202 Ferry Road |
| Committee recommended APPROVAL. | |

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| E | DC/26/1484/VOC Variation of Condition No. 2 of DC/26/0286/FUL - Single story rear extension to existing dwelling - External wall element change from cladding to dark colour brick 42 High Road East |
| Committee recommended APPROVAL. | |

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| F | DC/26/0878/FUL Creation of a vehicular access. 31 High Road West |
| Committee recommended APPROVAL, subject to detailed drawings being submitted to the satisfaction of SCC highways. | |

528. PLANNING DECISIONS

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

529. CORRESPONDENCE

a) Felixstowe Steps Replacement Consultation

Committee noted that East Suffolk Council's Coastal Management and Adaptation Team were proposing to install new sets of access steps from the promenade to the concrete toe of the sea wall to allow safe access to the beach, as the current wooden the beach steps were coming to the end of their design life. It was noted that, whilst the number of sets of steps was being reduced from 10 to five, access would not be adversely impacted as the landward end of the groynes were open.

530. CLOSURE

The meeting was closed at 11.50am. It was noted that the next meeting was scheduled to take place on Wednesday 27th May 2026 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

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| DC/26/0888/ADI Illuminated Advertisement Consent - The installation of totem pole sign 6.5m x 1.8m with associated foundation. |
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| Haven Filling Station Dock Road The Docks |
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| DC/26/0953/FUL Retrospective Application - Single storey rear extension and front porch extension |
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| 9 Westmorland Road |
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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