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 (Chair)
Cllr C Franklin (Vice-Chair)
Cllr D Aitchison
Cllr S Bennett
Cllr J Candy
Cllr A Folley
Cllr T Gale
Cllr B Price
Cllr S Wiles

You are hereby summoned to attend a meeting of the **PLANNING & ENVIRONMENT COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE**, on **Wednesday 21 October 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. 19There 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
14 October 2026

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

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 7 October 2026 as a true record. **(Pages 3-6)**

5. Planning Applications

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

a) DC/26/3258/FUL | Replacement Windows (excluding shopfront)
55 Hamilton Road
Applicant: Mr Marjorum, MGM Logistics **Links to Documents**

b) DC/26/3453/FUL | Two storey side extension, first floor front extension, rear canopy and rendering of existing brickwork
76 Links Avenue
Applicant: Mrs K Gordon **Links to Documents**

c) DC/26/3413/FUL | Part rear/part side single storey extension and alterations to include chimney removal and replace existing lounge window with bi-fold doors**|**
19 Upperfield Drive
Applicant: Mr & Mrs Staggs **Links 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 **(Pages 7-8)**

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 4 November 2026 at 9.30am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe,** on **Wednesday 7 October 2026** at **9.30am**

PRESENT: Cllr S Bird (Chair), Cllr J Candy, Cllr T Gale, Cllr A Folley, Cllr B Price, Cllr S Wiles

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

IN ATTENDANCE: 1 member of the public *(via Zoom)*

190. PUBLIC QUESTION TIME

None.

191. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison**, **Cllr S Bennett** and **Cllr C Franklin**.

192. DECLARATIONS OF INTEREST

The following interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	Minute No.	Nature of Interest
Cllr J Candy Cllr A Folley	All	Other Registerable Interest (as Member of East Suffolk Council)
Cllr T Gale	All	Other Registerable Interest (as Member of Suffolk County Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

193. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 23 September 2026 be confirmed as a true record.

194. 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/26/3015/FUL |** Retrospective Application - Change of use from car sales (Sui Generis Use Class) to open air storage (B8 Use Class) (retrospective) **Land North Of Walton Avenue**
	Committee recommended APPROVAL, subject to ESC Environmental Protection being satisfied with a submitted noise assessment and ESC Ecology being satisfied with an external lighting strategy.

B	**DC/26/2907/FUL |** Two storey 3 bedroom family dwelling (Self Build) **Land Between No 7 And 11 Coniston Close**
	Committee recommended APPROVAL. We strongly welcome this additional residential property. It is utilising a vacant site which is sufficient to accommodate this intended self-build property. We note the comments of SCC Highways and would ask that the application be conditioned to the hours of construction proposed by ESC Environmental Protection.

C	**DC/26/2793/CLE |** Lawful Development Certificate (Existing) - The use of the building known as the Old Pilot Hut, The Ferry, Felixstowe, IP11 9RZ, as a permanent residential dwelling, in breach of Condition 3 of planning permission C/13/1097. **Old Pilot Hut The Ferry**
	Committee recommended APPROVAL.

D	**DC/26/3359/FUL |** Single storey rear extension, following demolition of conservatory. Addition of roof lights to roof loft space. Addition of front porch pitch roof canopy. **44 St Georges Road**
	Committee recommended APPROVAL.

E	**DC/26/3279/AND |** Non Illuminated Advertisement Consent - Replacement of existing 'NATIONAL COASTWATCH' sign on south east facing fascia above NCI Lookout windows on top of Martello Tower P, and an additional new sign 'CALL US ON CH65' on the south facing fascia. The original sign has been in place for over ten years and is delaminating badly. It is believed that the original sign may have schedule 13 consent already, if not full approval. The second sign would be new. Both signs would be powder coated aluminium in Pantone 2768 (RGB 12.28.71, CMYK,100,100,36,43),dark blue, with white lettering in Arial Bold. The signs would almost fill both fascias as stated above.

	Whilst the NCI lookout is on top of the Martello Tower P scheduled monument, the lookout is not part of that scheduled monument as of 2026 April **Coastwatch Offices Martello Tower P South Seafront Langer Road**
	Committee recommended APPROVAL.

F	**DC/26/3041/FUL |** Orangery extension to replace existing conservatory **17A Beatrice Avenue**
	Committee recommended APPROVAL.

At this point, 10.50am, Cllr T Gale left the Chamber. The meeting was adjourned for 5 minutes.

The meeting resumed at 10.55am.

G	**DC/26/3195/FUL |** Erection of a timber garden cabin to accommodate a golf simulator. **7 Newry Avenue**
	Committee recommended REFUSAL. Whilst we have no objection in terms of the ability for a plot of this size to accommodate a building, and no objection to the intended use - which we understand will not produce significant noise - we have concerns for neighbour amenity. **This structure will introduce an 8m long building projecting a further 1.78m in height above the existing fence height. We therefore believe that this will significantly impact and diminish amenity for the neighbouring properties at the side and rear. We therefore believe that this application is contrary to SCLP11.2 paras. b) and e).**

Cllr T Gale returned, 10.59am.

H	**DC/26/3296/TPO |** G1 of TPO No. 140 / 2000 1no. Holm oak (1 on plan) - Crown lift by up to 6 metres above ground level **7 Foxgrove Gardens**
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. We do note that the application is described as work to one tree, however on the submitted application form we understand that a dead branch is to be removed from a second tree.

I	**DC/26/3254/TCA |** 1no. Ash (marked on plan) **-** Re-pollard to previous pruning points **22 Barton Road**
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. We note that the applicant believes that the application would permit ongoing maintenance, however we understand that any work to trees in a Conservation Area requires prior notification each time.

195. PLANNING DECISIONS

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

196. CORRESPONDENCE

Committee noted that East Suffolk Council was re-opening the Local Plan Call for Sites process for new site submissions by 5pm on 16 November 2026.

197. CLOSURE

The meeting was closed at 11.40am. It was noted that the next meeting was scheduled to take place on Wednesday 21 October 2026 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/24/0720/FUL | Resort Attractions Park with Ancillary Business Uses **Beach Street Felixstowe Micklegate Road**
DC/26/2857/ADI | Illuminated Advertisement Consent - Removal of old Volvo signage and display of new Volvo signage - (part retrospective) **Volvo Truck And Bus Bryon Avenue The Docks**
DC/26/2667/ADI | Illuminated Advertisement Consent - Erection of illuminated and non-illuminated signs to the exterior of the building: Sign A - Two x sets of individual housename letters with trough light Sign B - One x new double sided pictorial to new bracket/boot and post with new linolites Sign C - One x new poster case Sign D - One x signwritten transom location TBC Sign E - Two x directional signs to existing posts Sign F - Three x gold window decals **The White Horse 33 Church Road**
DC/26/2722/FUL | Replacement Garage and Garden Room and External Alterations **Conifers 11 High Beach**
DC/26/1299/VOC | The application seeks to vary Conditions 2, 4 and 6 of planning permission DC/23/2349/FUL. The approved development comprises the installation of two double skinned fuel tanks on reinforced concrete slabs, together with associated infrastructure including drainage channels, sumps and a Class 1 interceptor, and the decommissioning of existing underground tanks by foam filling. The proposed variation includes amendments to Condition 2 to allow minor changes to the site layout, including the installation of an additional six-hose fuel dispenser and associated island, revised underground pipework with leak detection, replacement of the existing concrete yard with Hardicrete surfacing, relocation of lighting columns, minor layout adjustments, and a widening of the site access to improve traffic flow. The application also seeks to amend the wording of Conditions 4 and 6 to change the timing of the submission of contamination and environmental information, allowing certain details to be provided during construction or prior to occupation rather than prior to commencement, in line with discussions with the Local Planning Authority and the Environment Agency. **Haven Filling Station Dock Road The Docks**
DC/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**
DC/26/2724/TPO | SCDC/00/00140 - G1 1no. Holm Oak (marked T1 on plan) - Reduce east side of crown back to outer edge of building, as shown on photograph 'HO1' and 'HO2' **11 Foxgrove Gardens**

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):

DC/26/2697/TPO | TPO No. 217 / 2007 1no. Sycamore (T1 on Order, red circle on plan) - Fell
337 High Street Walton

ESC Decided

DC/26/2076/P3MA | Prior Notification - Change of Use from Commercial, Business & Service (Use Class E) to Dwellinghouses (Use Class C3) - The prior bank building is to be converted into 4 residential apartments
33 Hamilton Road