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 4 November 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
28 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 21 October 2026 as a true record. **(Pages 4-5)**

5. Planning Applications

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

a) **DC/26/3189/HAZ |** Hazardous Substance Application - Storage and distribution only; no manufacturing, treatment, blending, repacking or other industrial process.**|**
Unit G Dooley Road
Applicant: C. Steinway Cargo Secure Ltd **Links to Documents**

b) **DC/26/3527/FUL|** Installation of combined defibrillator and bleed kit cabinet to external wall of Nationwide Building Society branch.
72 Hamilton Road
Applicant: Nationwide Building Society **Links to Documents**

c) **DC/26/3498/FUL |** Single storey front porch extension to No's 1 & 2, internal and external alterations to reconfigure the layout of both cottages to combine into one dwelling
Park Farm Cottages Hyems Lane
Applicant: Mr and Mrs N Adams **Links to Documents**

d) **DC/26/3499/LBC |** Listed Building Consent - Single storey front porch extension to No's 1 & 2, internal and external alterations to reconfigure the layout of both cottages to combine into one dwelling.
Park Farm Cottages Hyems Lane
Applicant: Mr and Mrs N Adams **Links to Documents**

e) **DC/26/3681/FUL |** Construction of single storey rear extension
14 Chaucer Road
Application: Ms C Lowe **Links to Documents**

f) **DC/26/3686/FUL |** Single-storey extension to provide front entrance porch and enlarged store/ cycle storage.
6 Western Avenue
Application: Mr M Wright **Links to Documents**

g) **DC/26/3670/FUL |** Introduction of dormer windows to the front and rear elevations allowing for loft conversion works**.**
26 Dellwood Avenue
Applicant: Mr & Mrs D Henshaw **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 **(Page 6-7)**

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 18 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 21 October 2026** at **9.30am**

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

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

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

221. PUBLIC QUESTION TIME

None.

222. APOLOGIES FOR ABSENCE

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

223. 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 Cllr C Franklin	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.

224. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 7 October 2026 be confirmed as a true record.

225. 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/26/3258/FUL |** Replacement Windows (excluding shopfront) **55 Hamilton Road**
	Committee recommended APPROVAL.

B	**DC/26/3453/FUL |** Two storey side extension, first floor front extension, rear canopy and rendering of existing brickwork **76 Links Avenue**
	Committee recommended APPROVAL. We have carefully considered this application and recognise that this represents a large extension, with the resultant property being considerably larger, given the extension already approved on the other side of the building. **Whilst we note that the property would retain amenity space at both the front and rear, we would ask that consideration be given as to whether the cumulative impact of the proposals, including other existing structures on site, would result in the built form exceeding 50% of the original plot of no 76.**

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**
	Committee recommended APPROVAL.

226. PLANNING DECISIONS

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

227. CORRESPONDENCE

Committee noted a licensing application to renew a pavement licence for Nutshells by the Sea, 1b Hamilton Road, on continuing terms.

Members noted the application had no objections to the renewal of this licence.

228. CLOSURE

The meeting was closed at 10.36am. It was noted that the next meeting was scheduled to take place on Wednesday 4 November 2026 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/26/0010/FUL | Conversion of ground floor commercial unit to provide new homes, including minor ground floor infill (identical scheme to that allowed by APP/X3540/W/22/3290649) **Melrose House 7 Sea Road**
DC/26/3031/CON | Consultation - Renewal of pavement licence: 6 tables and 12 chairs Area in front of premises - 6m x 3.4m Tables 1 to 4 (located on pavement) - Monday to Sunday 08:00 to 16:00 Tables 5 and 6 (located on Hamilton Road) - Monday to Sunday 10:00 to 16:00| **79 Hamilton Road**
DC/26/3007/ADI | Illuminated Advertisement Consent - Installation of fascia signage with through light accompanied by projecting sign **61 Hamilton Road**
DC/26/2827/CON | To improve and reinforce the existing local electricity network at Brook Lane, Felixstowe. UKPN propose to replace the existing 8m medium low voltage pole with a 10m stout pole to allow for the removal of the staywire. To facilitate the improvement of the local network, the existing pole and overhead wires must both be upgraded shown on the attached plan. **9 Brook Lane**
DC/26/2991/FUL | Proposed loft conversion **Dalesview 7 Margaret Street**
DC/26/3069/VOC | Variation of Condition No. 2 of DC/25/4956/VOC - Single storey front extension and two storey rear extension with raised roof front with front and rear balconies and internal alterations. - Refinements to the internal arrangement, fenestration, roof detailing and external access, together with a limited increase in the depth of the approved rear extension **91 Cliff Road**
DC/26/1399/FUL | Revised scheme (following the grant of time-limited Planning Permission DC/24/1914/FUL, as amended by DC/25/3010/VOC) for a Youth Support and Training Facility incorporating a multimedia music and digital arts centre and counselling rooms, including an enlarged application site area, omission of the approved green roof, a new surface water drainage strategy, ground based biodiverse planting, landscaping and associated works, cabinet structure (part retrospective) **Land Adjacent Mannings Amusement Park Micklegate Road**
DC/26/3254/TCA | 1no. Ash (marked on plan) - Re-pollard to previous pruning points **22 Barton Road**

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

DC/26/3145/TCA | 1no. Pittosporum (red circle on plan) - Trim and shape by up to 50cm **87 Queens Road**

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

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

ESC Decision

DC/25/1635/AME | Non Material Amendment of DC/23/2476/FUL - Change of Use from Shop with Maisonette Flat (which included Photography Studio Space), to create/maintain 1 x Live Work Unit at Ground Floor Level, 2 x 1 Bedroom Flats at First Floor Level and 1 x 2 Bedroom Flat at second floor level. - new fire exit door & increase depth of extension from 4.50m to 5.00m **8 & 8A Orwell Road**