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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 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 18 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. 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
11 November 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 4 November 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/26/3237/FUL |** Erection of cold store to rear, installation of two air-conditioning/heat-pump units and adjust positioning of existing extract ventilation equipment.
16 Hamilton Road
Applicant: Mr T Ward **Link to Documents**

b) **DC/26/3822/FUL |** Full planning for construction of two new dwellings (Use Class C3).
Riby House, 9 Riby Road
Applicant: Mr A Carpenter **Link to Documents**

c) **DC/26/3321/FUL |** Change of Use of Lower Ground Floor Plan to 1 Bedroom Flat
109 Undercliff Road West
Applicant: Mr T Gorst **Link to Documents**

d) **DC/26/3553/FUL |** Rear extension
49 Ranelagh Road
Applicant: Ms A Skrabania **Link to Documents**

e) **DC/26/3756/FUL |** Selected replacement windows and doors to flats 1, 3 & 5.
Abbeyfield House 53 Orwell Road
Applicant: Mr Wilson, Cardinal Healthcare Grp Ltd **Link to Documents**

f) **DC/26/3786/TPO |** W1 of TPO No. 51 / 1964 1no. Pine (T1 on plan) - Crown thin by 20%
8 The Pines
Applicant: Mrs P Overett **Link to Documents**

g) **DC/26/3698/TCA |** 1no. Maple (in rear garden of 5 Barton Road) - Crown reduce by 50% of existing height and spread
5 Barton Road
Applicant: Mrs A Talbot **Link to Documents**

h) **DC/26/3843/TPO |** 1no. Copper beech (T1 on plan) - Reduce the crown by 2 metres and shorten lateral branches to balance by up to 3 metres 1no. Lime (2T on plan) - Reduce the crown up to 3 metres and shorten lateral branches by 2.5 metres
9 Brownlow Road
Applicant: Peartree Kindergarten **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. East Suffolk Indoor Sports Facilities Study
To consider the survey and agree the Town Council's response for submission to KKP Management Consultancy. **(Page 8)**

8. Correspondence
To note any items of correspondence.

9. Closure
To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 2 December 2026 at 9.30am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe,** on **Wednesday 4 November 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: 1 member of the public *(via Zoom)*

238. PUBLIC QUESTION TIME

None.

239. APOLOGIES FOR ABSENCE

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

240. 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.

241. CONFIRMATION OF MINUTES

Subject to removing the entry of Cllr Franklin in Minute #223, Declaration of Interests, it was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 21 October 2026 be confirmed as a true record.

242. 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/26/3189/HAZ |** Hazardous Substance Application - Storage and distribution only; no manufacturing, treatment, blending, repacking or other industrial process. **Unit G Dooley Road**
	Committee recommended REFUSAL. **We have taken careful note of the comments from the HSE statutory consultee. HSE is not satisfied that the required and sufficient information has been provided to enable the appropriate consideration of the necessary risk assessment, and to give their approval. In the absence of this we feel compelled to concur with the HSE.** **In addition we have concerns due to the fact that Felixstowe effectively has only one route in and out, and therefore any potential accident involving the distribution of these chemicals could result in endangerment of the residents of Felixstowe. We would therefore condition any potential approval on a satisfactory response from National Highways and the Joint Emergency Planning Unit.**

B	**DC/26/3527/FUL|** Installation of combined defibrillator and bleed kit cabinet to external wall of Nationwide Building Society branch. **72 Hamilton Road**
	Committee recommended APPROVAL. We would ask that access to the cabinets be kept clear at all times.

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**
	Committee welcomes the sympathetic improvements to this historic Listed Building. We therefore recommend APPROVAL, subject to the applicant complying with the requirements of ESC Design and Heritage.

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**

	Committee welcomes the sympathetic improvements to this historic Listed Building. We therefore recommend APPROVAL, subject to the applicant complying with the requirements of ESC Design and Heritage.

E	**DC/26/3681/FUL |** Construction of single storey rear extension **14 Chaucer Road**
	Committee recommended APPROVAL.

F	**DC/26/3686/FUL |** Single-storey extension to provide front entrance porch and enlarged store/ cycle storage. **6 Western Avenue**
	Committee recommended APPROVAL.

G	**DC/26/3670/FUL |** Introduction of dormer windows to the front and rear elevations allowing for loft conversion works. **26 Dellwood Avenue**
	Committee recommended APPROVAL.

243. PLANNING DECISIONS

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

244. CORRESPONDENCE

i) East Suffolk Local Plan

Committee noted that East Suffolk Council had published Gateway 1 under the Government's new plan-making system, formally commencing the 30-month period for preparation and adoption of a new Local Plan by April 2029. The Plan will guide development across East Suffolk up to 2045.

ii) East Suffolk Indoor Sports Facilities Study

Committee noted a request from East Suffolk Council and KKP for town and parish councils to contribute to a district-wide assessment of indoor sports and physical activity facilities. Committee agreed to consider a response at its next meeting on 18 November 2026, and instructed the Clerk to circulate the survey questions and available information on known indoor sports/community spaces in Felixstowe, inviting comments from all councillors ahead of the meeting.

245. CLOSURE

The meeting was closed at 11.06am. It was noted that the next meeting was scheduled to take place on Wednesday 18 November 2026 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/26/2683/VOC | Variation of Condition No. 2 and Discharge of Conditions Nos., 3, 4, 5 and 6 of DC/25/0907/FUL - Construction of a single storey detached building for Felixstowe Sea Cadet headquarters (three existing structures to be demolished) - 2. Amendment to plans and elevations and discharge of - 3. Tree Protection Plan (TPP) and Arboricultural Method Statement (AMS)- 4. Site investigation - 5 and 6. Remediation Strategy. - 7. contamination verification report **Hall 137 Garrison Lane**
DC/25/4256/FUL | Change of use from offices to flats **108 Queens Road**
DC/25/5009/LBC | Listed Building Consent - Change of use from offices to flats **108 Queens Road**
DC/26/3041/FUL | Orangery extension to replace existing conservatory**|** **17A Beatrice Avenue**
DC/26/3039/FUL | Replacement of the existing rooflight with a new lantern turret. **Christ Church Felixstowe Grange Farm Avenue**
DC/26/3018/FUL | Rear extension **44 Looe Road**
DC/26/3579/CON | Consultation - Renewal of pavement licence for Nutshells by the Sea **1B Hamilton 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

AGENDA ITEM 7: EAST SUFFOLK INDOOR SPORTS FACILITIES STUDY

East Suffolk Council, working with KKP Management Consultancy, is undertaking a district-wide study of indoor sports and physical activity facilities to identify local needs, inform future planning and help guide investment in facilities across East Suffolk.

Town and parish councils have been invited to contribute through a survey seeking information about existing indoor facilities, including sports halls, community buildings, village halls, studios and other spaces used for sport and physical activity.

The survey also seeks information about facility condition, ownership and management, opportunities to increase community use, planned improvements and future provision. Outdoor facilities, including grass pitches, are excluded.

KKP has provided an initial list of known sports and community facilities in Felixstowe, which was circulated to all Town Councillors ahead of the meeting, inviting comments and suggested additions or corrections.

The Committee is invited to consider the information received and agree the Town Council's response to the survey. Responses are requested by 27 November 2026.

Committee is requested to consider the survey and available information, and agree the Town Council's response for submission to KKP.