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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 2 December 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**
**25 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 18 November 2026 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/ 26/3923/FUL |** Retrospective Application - Siting an InPost Parcel Locker
**88 Hamilton Road**
Applicant: InPost UK **Link to Documents**

**b)** **DC/26/3926/FUL |** Retrospective Application - Siting an InPost Parcel Locker
**279 - 281 High Street Walton**
Applicant: InPost UK **Link to Documents**

**c)** **DC/26/3513/FUL |** Side extension to the rear of existing dwelling
**The Nook 36 Russell Road**
Applicant: Mr K Scowen **Link to Documents**

**d)** **DC/26/3995/FUL |** Domestic Garage
**Land Adjacent 179 Grange Road**
Applicant: Mr J Smith **Link to Documents**

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

**f)** **DC/26/3394/FUL |** Parking to rear of address for 3 vehicles with cycle and bin store.
**26 Cavendish Road**
Applicant: Mr R Wright **Link to Documents**

**g)** **DC/26/3961/TCA |** 2no. Lime (T1 on plan) - Reduce side branches going towards the building by 3 metres, and prune back lower side branches over the road by up to 3 metres
**Land Adjacent Saville Court Garfield Road**
Applicant: M. Trigg, Orwell Housing **Link to Documents**

**h)** **DC/26/4068/TCA |** 1no. Prunus (T1 on plan) - Overall crown reduction by 1.5 metres 1no. Sycamore (T2 on plan) - Remove small lowest branches on main stem 1no. Sycamore (T3 on plan) - Prune back side branches by 1.5 metres
**Beach Place Undercliff Road East**
Applicant: Mr Berry, Ews Property Mgmt **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 16 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 18 November 2026** at **9.30am**

**PRESENT**: Cllr S Bird (Chair) Cllr S Bennett
Cllr C Franklin (Vice Chair) Cllr B Price

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

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

## 266. 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.

## 267. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison, Cllr J Candy, Cllr Folley, Cllr T Gale** and **Cllr Wiles**.

## 268. 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 S Bennett | All | Other Registerable Interest (as Member of East Suffolk 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.

## 269. CONFIRMATION OF MINUTES

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 4 November 2026 be confirmed as a true record.**

## 270. 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, Committee considered item B first. In relation to item B below, Committee heard concerns from members of the public relating to overdevelopment of the site, loss of parking, traffic movements and increased pressure on local infrastructure.**

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| **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.<br>**16 Hamilton Road** |
| | **Committee recommended APPROVAL. We welcome the much needed additional residential unit. Furthermore, we believe that the new windows have been sympathetically designed to blend in to the Conservation Area. However, we would ask that approval be conditioned on a satisfactory noise assessment report being submitted for the proposed air conditioning units.** |

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| **B** | **DC/26/3822/FUL \|** Full planning for construction of two new dwellings (Use Class C3).<br>**Riby House, 9 Riby Road** |
| | **Committee recommended APPROVAL. However, we request that a construction management plan be agreed and also that any approval be conditioned on a detailed submission showing how 10% BNG will be achieved.** |

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| **C** | **DC/26/3321/FUL \|** Change of Use of Lower Ground Floor Plan to 1 Bedroom Flat<br>**109 Undercliff Road West** |
| | **Committee recommended APPROVAL. We welcome this additional much needed residential accommodation. We note the comment from SCC Highways, however, we recognise parking guidance is only guidance and we feel that the requirement for additional properties outweighs this consideration.** |

**At this point, 10.50am, the meeting was adjourned for a few minutes.**

**The meeting resumed at 10.54am.**

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| **D** | **DC/26/3553/FUL \|** Rear extension<br>**49 Ranelagh Road** |

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| | **Committee recommended REFUSAL. We believe that this proposal is unacceptable in terms of its impact for the neighbour at number 51.**<br><br>**Firstly, this large proposed extension is inappropriate in terms of its height and massing and therefore is contrary to SCLP policy 11.1 para. c)iii.**<br><br>**In terms of outlook for the neighbour, there would be 3m high, 8m long, brick wall hard against the boundary and therefore contrary to SCLP policy 11.2 para. b).**<br><br>**Lastly, we believe that this proposal will restrict access to light for the neighbouring property's rear and side windows and we would ask that the 45 degree test be applied under SPG 16 as we believe that the proposal is contrary to SCLP policy 11.2 para. c).** |

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| **E** | **DC/26/3756/FUL \|** Selected replacement windows and doors to flats 1, 3 & 5.<br>**Abbeyfield House 53 Orwell Road** |
| | **Committee recommended APPROVAL.** |

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| **F** | **DC/26/3786/TPO \|** W1 of TPO No. 51 / 1964 1no. Pine (T1 on plan) - Crown thin by 20%<br>**8 The Pines** |
| | **Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.** |

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| **G** | **DC/26/3698/TCA \|** 1no. Maple (in rear garden of 5 Barton Road) - Crown reduce by 50% of existing height and spread<br>**5 Barton Road** |
| | **Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.** |

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| **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<br>1no. Lime (2T on plan) - Reduce the crown up to 3 metres and shorten lateral branches by 2.5 metres<br>**9 Brownlow Road** |
| | **Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.** |

## 271. PLANNING DECISIONS

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

**At this point 11.22am, Cllr S Bennett left the meeting.**

## 272. EAST SUFFOLK INDOOR SPORTS FACILITIES STUDY

Committee noted that East Suffolk Council had commissioned management consultancy Knight, Kavanagh & Page (KKP) to undertake a district-wide assessment of sports and leisure provision, in accordance with Sport England guidelines. The study will assess the supply and demand for facilities across the public, private and voluntary sectors, identifying local needs and informing future strategic planning and investment priorities.

It was agreed that the Clerk should respond to the information request, providing details of facilities maintained by the Town Council and such other relevant information as was reasonably available to the Council.

**It was RESOLVED that the Clerk submit a response to East Suffolk Council by 27 November 2026.**

## 273. CORRESPONDENCE

None

## 274. CLOSURE

The meeting was closed at 11.28am. It was noted that the next meeting was scheduled to take place on Wednesday 2 December 2026 at 9.30am.

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# AGENDA ITEM 6: PLANNING DECISIONS

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

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|---|
| **DC/26/2907/FUL \|** Two storey 3 bedroom family dwelling (Self Build)<br>**Land Between No 7 And 11 Coniston Close** |
| **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.<br>**44 St Georges Road** |
| **DC/26/3195/FUL \|** Erection of a timber garden cabin to accommodate a golf simulator.<br>**7 Newry Avenue** |
| **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<br>**7 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):** None

**Withdrawn**

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|---|
| **DC/26/2973/FUL \|** Single storey front extension, single & two storey rear extension & alterations<br>**2 Rosemary Avenue** |