

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 27 May 2026 at 9.30am**

PRESENT: Cllr S Bird (Chair)
Cllr C Franklin (Vice-Chair) 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)

19. PUBLIC QUESTION TIME

None.

20. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr J Candy**

21. 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 Cllr A Folley	All	Other Registerable Interest (as Members of East Suffolk Council)
Cllr T Gale	All	Other Registerable Interest (as Member of Suffolk County Council)
Cllr A Folley	23C	Other Registerable Interest (as close relationship to applicant)

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.

Having determined that item 23C was materially relevant to their declared interest, Cllr Folley left the Chamber prior to and during the consideration of that item.

22. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 13 May 2026 be confirmed as a true record.

23. 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/25/4256/FUL Change of use from offices to flats 108 Queens Road
Committee recommended APPROVAL.	

B	DC/26/1472/FUL Single storey front extension 13 Grasmere Avenue
Committee recommended APPROVAL.	

At this point, 9.57am, Cllr Folley left the Chamber.

C	DC/26/1432/FUL PV Panels - front and rear of house 12 Stanley Road
Committee recommended APPROVAL.	

Cllr Folley returned, 10.04am.

D	DC/26/1468/FUL Single Storey Side Extension and Property Re-Roof 3 Western Avenue
Committee recommended APPROVAL.	

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
Committee recommended APPROVAL.	

24. PLANNING DECISIONS

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

25. CORRESPONDENCE

- i. **Application for Pavement Licence - Cookie Barista, Hamilton Road**
Committee noted the application for a new pavement licence for eight 50cm metal chairs and two 80cm metal tables, to be placed outside daily from Monday to Sunday, covering a space of 1m x 4m from 10am to 4pm. It was noted that a 1.5m clearance space from the storefront would be maintained to allow pedestrians free passage.
Committee supported this application in principle but expressed concerns regarding its proximity to the tactile paving and the consequential impact on visually impaired and other pedestrians. Committee therefore requested that ESC Licensing consider the guidance from Disability Rights UK and evaluate whether relocating the tables and chairs flush against the shop front would mitigate these access concerns while maintaining safe thoroughfare.

- ii. **Application DC/25/3200/FUL - Ground and First Floor Extensions to self-contained Flats to create additional bedrooms - at Ellis House (9-11 York Road).**
Committee noted that this application had been presented to the ESC Referral Panel, which determined that the matter would be delegated to officers and approved.

26. CLOSURE

The meeting was closed at 10.49am. It was noted that the next meeting was scheduled to take place on Wednesday 10 June 2026 at 9.30am.

Date: _____

Chairman: _____