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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 8 July 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
1 July 2026

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 24 June 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/26/2109/FUL** | Redevelopment for 61 retirement living apartments including communal facilities, access, car parking and landscaping
Royal British Legion Club Mill Lane
Applicant: Churchill Living Ltd and Housing 21 [Link to Documents](#)
- b) **DC/26/1630/FUL** | Retrospective Application - Shingle driveway and parking space
29/29A High Road East
Applicant: Algonquin Developments [Link to Documents](#)
- c) **DC/26/1454/OUT** | Outline Application - Construction of single-storey dwelling to the rear gardens of 3 and 4 Pond Close. Access from Cricket Hill Road to the rear.
4 Pond Close
Applicant: Mr A Matthews [Link to Documents](#)
- d) **DC/26/1529/FUL** | Replacement door and soffits and guttering to front of house
8 Red Hall Court
Applicant: Mrs J Ridgeon [Link to Documents](#)

- e) **DC/26/2179/TCA** | 1no. Beech (T001 on plan) - Prune branches overhanging The Beeches by 2 metres 1no. Bay (T002 on plan) - Prune branches overhanging The Beeches by 2 metres

The Beeches Martello Lane

Applicant: Mr C Norman

[Link to Documents](#)

- f) **DC/26/2181/TCA** | 1no. Lime (T001 on plan) - Prune back to boundary line to a height of 6 metres above ground 1no. Conifer (T002 on plan) - Prune back to boundary line

The Beeches Martello Lane

Applicant: Mr C Norman

[Link to Documents](#)

- g) **DC/26/2225/TCA** | 3no. Beech (marked Beech plan) - Reduce branches overhanging 3 Northcliffe Court by 4 metres to fence line 1no. Beech (marked dead Beech on plan) - Fell

3 Northcliffe Court

Applicant: Mr C Franks

[Link to Documents](#)

6. East Suffolk Council New Local Plan: Scoping Consultation

To consider the Town Council's response to the East Suffolk Council new Local Plan Scoping Consultation. **(Pages 7-8)**

7. 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 9)**

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 22 July 2026 at 9.30am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES
MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 24 June 2026 at 9.30am

PRESENT: Cllr S Bird (Chair)
Cllr C Franklin (Vice-Chair) Cllr A Folley
Cllr D Aitchison Cllr B Price
Cllr T Gale Cllr S Wiles

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

IN ATTENDANCE: 3 Members of the public (*via Zoom*)

80. PUBLIC QUESTION TIME

None.

81. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bennett** and **Cllr J Candy**.

82. 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 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.

83. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 24 June 2026 be confirmed as a true record.

84. 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/26/1744/FUL Removal of poorly constructed single storey extension and conservatory and replaced with one single storey rear extension, removal of prefab garage to be replaced with a double garage with a room above. 19 High Road East
Committee recommended APPROVAL.	

B	DC/26/1870/FUL Bay window to converted garage. Cart Lodge. 13 Thornley Road
Committee recommended APPROVAL.	

C	DC/26/1922/FUL Construction of rear extension and alteration to kitchen. 12 Lansdowne Road
Committee recommended APPROVAL.	

D	DC/26/1914/FUL Single storey rear extension. 78 Maidstone Road
Committee recommended APPROVAL.	

E	DC/26/2036/TCA 1no. Cherry (marked on plan) - Fell The tree is not 20cm at breast height but please feel free to have a look. 6 Quilter Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

85. PLANNING DECISIONS

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

86. CORRESPONDENCE

- i. Planning Committee South: DC/25/4807/FUL 39 High Road East.**
The Chair reported his attendance at the East Suffolk Council meeting the previous day where the above application was considered. The Chair had represented the Town Council's objections to the ESC Committee.

It was noted that the ESC Committee had concurred with this Committee's recommendation and determined the application for refusal.

- ii. Consultation Telecoms Site YORK HOUSE (Ref: CS 20003026)**
Cornerstone were consulting on the proposed removal of 3 no. antennas, 1 no. equipment cabinet and installation of 9 no. antennas on a new steelwork, 1 no. transmission dish and ancillary development.
Committee noted and had no objections to the proposal.
- iii. DC/26/1406/TCA – 69 Tomline Road.**
ESC had written to the Committee outlining its rationale for not placing a Tree Protection Order on this tree.
Committee noted the correspondence.

87. CLOSURE

The meeting was closed at 10:16am. It was noted that the next meeting was scheduled to take place on Wednesday 8th July 2026 at 9.30am.

AGENDA ITEM 6: EAST SUFFOLK COUNCIL NEW LOCAL PLAN: SCOPING CONSULTATION

Committee is to consider the launch of East Suffolk Council's New Local Plan Scoping Consultation and to agree on the core themes, principles, and key local priorities to form the basis of the Town Council's formal response.

East Suffolk Council (ESC) has commenced the first stage of preparing a New Local Plan, which will set out the growth strategy, planning policies, and land allocations for the district up to the year 2045.

The current "Scoping Consultation" stage is designed to gather early feedback on the scope of the plan, the key issues facing our area, and how they should be addressed. The statutory deadline for submitting representations to ESC is 5:00pm on Wednesday 29 July 2026.

Timetable for Response

- 8 July (this meeting): Committee discussion to debate the scoping issues and formally agree on the overriding themes and principles.
- 9–21 July: The Chair and Town Clerk will reflect the agreed points into a comprehensive draft submission.
- 22 July: The final draft response will be presented to this Committee for formal review, amendment, and sign-off.

Links to Public Information

Members can review the full details and live consultation interactive materials via the following official links:

- Main Consultation Overview & Timeline:
[East Suffolk Council - New Local Plan Hub](#)
- Interactive Consultation Portal & Baseline Figures:
[East Suffolk Local Plan Scoping Interactive StoryMap](#)
- Online Questionnaire Portal:
[East Suffolk Council Consultation System](#)

Key Issues for Consideration

Members are asked to consider the consultation materials previously circulated (including the ESC briefing slides and questionnaire structure) with particular focus on how these strategic areas impact our local community:

- Housing mix, affordability, and future distribution of growth.
- Economic development, local employment, and high street vitality.

- Environmental protections, climate change mitigation, and green infrastructure.
- Infrastructure delivery (e.g., transport, healthcare, and education) keeping pace with development.

Committee is requested to note the report and consultation materials and consider:

- i. the core themes, principles, and priorities for the Town Council's response; and,**
- ii. delegating authority to the Town Clerk in consultation with the Chair to draft a formal submission based on these agreed principles, to be presented for final approval on 22 July 2026.**

AGENDA ITEM 7: PLANNING DECISIONS

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

DC/26/1472/FUL Single storey front extension 13 Grasmere Avenue
DC/26/1468/FUL Single Storey Side Extension and Property Re-Roof 3 Western Avenue
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
DC/26/1754/TCA 1no. Unknown broadleaf (3 on plan) - Reduce back to boundary line 17 Undercliff Road West
DC/26/1753/TCA 1no. Sycamore (5 on plan) - Lateral reduction on building side back to boundary line Behind 17 Undercliff Road West
DC/26/1752/TCA 1no. Group of mixed species (G1 on plan) - Crown lift to 4 metres and reduce away from building back to the boundary line 7 Undercliff Road West
DC/26/2188/CON Consultation - To install electronic communications apparatus/development ancillary to radio equipment housing on behalf of Cornerstone. York House 2-4 York 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