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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 22 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
15 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 8 July 2026 as a true record. **(Pages 4-8)**

5. Planning Applications

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

- a) **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

Applicant: Mr J Gulson, Sea Road Development [Link to Documents](#)

- b) **DC/26/2235/FUL** | Replacement of existing gates to larger gates, these mark the entrance to the Felixstowe Cemetery and the road is not publicly accessible out of the cemetery opening hours.

Cemetery Langley Avenue

Applicant: Mrs Frost, Felixstowe Town Council [Link to Documents](#)

- c) **DC/26/2427/TCA** | 1no. Sycamore (marked T1 on submitted plan) - Fell **17 Undercliff Road West**

Applicant: Mrs H Tooke [Link to Documents](#)

- d) **DC/26/2473/TCA** | 1no. Beech (marked T1 on plan) - Fell **17 Martello Place Golf Road**

Applicant: Mrs N Phair [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. **(Page 9)**

7. Consultation: Draft East Suffolk Tree & Hedgerow Strategy

To consider the Town Council's response to the East Suffolk Tree and Hedgerow Strategy for Consultation. **(Page 10)**

8. 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 11)**

9. Correspondence

To note any items of correspondence.

10. Closure

To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 5 August 2026 at 9.30am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at
TOWN HALL, Felixstowe, on Wednesday 8 July 2026 at 9.30am

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

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

IN ATTENDANCE: 2 Members of the public.

88. PUBLIC QUESTION TIME

None.

89. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bennett**.

90. 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.

91. 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.

92. 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/26/2109/FUL Redevelopment for 61 retirement living apartments including communal facilities, access, car parking and landscaping Royal British Legion Club Mill Lane
Committee recommended REFUSAL. We note the changes in design from previously approved applications. We remain supportive of the principle of retirement living provision at this location, and we are generally supportive of the design and layout. However, we have significant concerns which remain from those stated previously. Firstly, the parking provision is wholly inadequate, 31 parking spaces will not be sufficient for residents, visitors and contractors. Furthermore - particularly in a residential unit wholly allocated to older residents - three disabled spaces is not enough. We further believe that there should be more than one lift provided within the building. Lastly, we note that the Biodiversity Net Gain report shows that there will be an 8.49% BNG, which does not meet the provisions of the Environment Act 2021. We question how the calculation was made; did it use, as a base figure, the vegetation currently on site, or the position prior to demolition, when we understand that there were significantly more trees on site? Secondly, this is a large site with adequate amenity space, within which, further planting could be achieved. We would ask that a landscaping plan is provided producing a 10% Net Gain on site rather than off-site planting.	
B	DC/26/1630/FUL Retrospective Application - Shingle driveway and parking space 29/29A High Road East
Committee recommended APPROVAL.	
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

Committee recommended **APPROVAL**. We support the principle of one dwelling on this severed plot as proposed. We recognise that this is an outline application only, dealing purely with the principle of a dwelling and the access arrangements.

We note comments about the potential of an air source heat pump and the Biodiversity Net Gain requirements but we understand that those are matters which will be dealt with under a subsequent approval of reserved matters application.

D	DC/26/1529/FUL Replacement door and soffits and guttering to front of house 8 Red Hall Court
Committee recommended APPROVAL.	

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
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

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
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

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
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

93. EAST SUFFOLK COUNCIL NEW LOCAL PLAN: SCOPING CONSULTATION

Following discussion, it was **RESOLVED** that the Clerk would collate the Committee's initial feedback into a structured working document. This document will be circulated to Committee Members for further consideration, with the aim of formally agreeing the final submission at the next meeting prior to sending it to East Suffolk Council.

During the discussion, the Committee highlighted the following key principles and priorities to be included in the response:

Infrastructure & Housing Delivery

- **Phasing of Infrastructure:** Infrastructure must be delivered concurrently with new housing developments, rather than retrospectively.
- **Masterplanning:** A mandatory requirement for comprehensive masterplanning should be enforced for any proposed development exceeding nine dwellings.
- **Community Integration:** Focus must be placed on creating cohesive, sustainable communities rather than simply constructing housing estates.

Environment & Sustainability

- **Renewable Energy:** The plan should insist on the installation of solar photovoltaic (PV) panels on new builds and actively promote communal energy schemes.
- **Natural Assets:** Existing hedgerows must be retained.
- **Biodiversity Net Gain (BNG):** The Committee strongly advocates that any BNG requirements are met strictly on-site, rather than permitted via off-site offsetting.
- **Public Amenity Space:** Calculations for public amenity space must be based strictly on genuinely usable public space, explicitly excluding unusable areas such as roadside verges.
- **Sustainable Materials:** Sustainable construction methods should be prioritised, with an emphasis on avoiding the use of concrete where viable alternatives exist.

Economy, Education & Skills

- **Economic Growth:** Clear strategies are required to foster local business creation and support economic development.
- **Town Centre Vitality (Box 16):** Encourage the creation of vibrant town centres that people want to visit, aiming for a balanced mix of uses (e.g., a target of 50% retail and 50% alternative commercial or community uses).
- **Skills & Higher Education:** Support the establishment of a post-16 education and skills centre, and develop stronger links with universities

to cultivate postgraduate career and research opportunities within the area.

Housing Diversity & Community Services

- **Alternative Housing Models:** The Local Plan should actively support and allocate space for self-build projects and modular housing initiatives.
- **Supportive Living:** There is an urgent need to plan for and increase the provision of supportive living accommodation.
- **Educational Capacity:** Future planning must adequately account for and secure sufficient high school places to match population growth.
- **Public Transport:** Provisions must be made to secure more affordable and accessible public transport links.

94. PLANNING DECISIONS

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

95. CORRESPONDENCE

None

96. CLOSURE

The meeting was closed at 11.50am. It was noted that the next meeting was scheduled to take place on Wednesday 22nd July 2026 at 9.30am.

AGENDA ITEM 6. NEW LOCAL PLAN: SCOPING CONSULTATION

At its meeting on 8 July 2026, the Committee debated the strategic themes and local priorities arising from the consultation launched by East Suffolk Council (ESC) for the New Local Plan (guiding growth up to 2045).

Authority was delegated to the Town Clerk, in consultation with the Committee Chair, to frame those agreed principles into a structured formal submission.

The statutory deadline for submitting representations to ESC is 5:00pm on Wednesday 29 July 2026.

The comprehensive draft response has been prepared within the official consultation framework. To allow Members maximum time for review, the document has been circulated separately via email ahead of this meeting.

Members are requested to review the emailed text and bring any proposed amendments or comments to the meeting for discussion.

Committee is requested to review the draft response; approve the final text of the submission; and, authorise the Town Clerk to submit the representation to East Suffolk Council on behalf of the Town Council before the 29 July 2026 deadline.

AGENDA ITEM 7: EAST SUFFOLK TREE AND HEDGEROW STRATEGY FOR CONSULTATION

East Suffolk Council has published its draft Tree and Hedgerow Strategy, establishing a framework to enable the planting and establishment of 250,000 new native trees across the district.

The public consultation period launched on 8 July 2026 and will run until 5:00pm on Wednesday 5 August 2026.

The draft Strategy outlines several milestone targets to measure success over the coming decade:

- **By April 2028:** To set aside at least five council-owned natural regeneration sites.
- **By Winter 2030/2031:** To increase tree planting by East Suffolk Services Limited to an average of at least 1,000 trees per year.
- **By Winter 2030/2031:** To have enabled at least 10 England Woodland Creation Offer (EWCO) or MOREWoods/MOREHedges grants.
- **By Winter 2035/2036:** To have successfully enabled at least 30,000 new trees across East Suffolk.

Rather than relying solely on direct council action, the Strategy focuses heavily on community enablement. Key delivery mechanisms include:

- **Advice & Support:** Offering guidance and application support for eligible local planting schemes and grants.
- **Direct Delivery:** Providing free trees for smaller community projects and domestic gardens.
- **Public Assets & Policy:** Maximising tree establishment on ESC-owned land and enforcing higher standards of planting within new residential and commercial developments.

The full strategy document and interactive consultation tools can be accessed via the [East Suffolk Tree and Hedgerow Strategy Portal](#).

Committee is requested to consider the consultation and any actions it deems necessary in order to draft and submit a response by the 5 August 2026 deadline.

AGENDA ITEM 8: PLANNING DECISIONS

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

DC/26/1870/FUL Bay window to converted garage. Cart Lodge Holly Lodge 13 Thornley Road
DC/26/1358/FUL Alterations to existing dwelling including lowering existing roof terrace Clumber Lodge 8 Montague Road
DC/26/1656/FUL Change front door and toplight 5 Quilter Road
DC/26/1432/FUL PV Panels - front and rear of house 12 Stanley Road
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

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