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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 5 August 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
29 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 22 July 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/25/3196/FUL | Demolition of an existing dwelling and construction of a three-storey building containing 5 x 2-bedroom flats (Use Class C3).**

Riby House 9 Riby Road

Applicant: Mr A Carpenter, RR6 Ltd

[Link to Documents](#)

- b) DC/26/1113/VOC | Application to vary condition 9a (approved plans) of DC/24/0773/VOC (amended scheme to that approved under DC/21/0541/FUL) in relation to the design and layout of the roofs of the apartments and dwellings (to reduce the extent of solar PV and green roof provision). Variation of all conditions relating to the Outline consent of DC/24/0773/VOC and condition 1 (approved plans), condition 2 (cricket building materials), condition 4 (green roofs) and condition 9 (operation hours) of the Reserved Matters consent DC/24/2048/ARM to amend the approved plans and drainage strategy (by substituting the green roof of the cricket pavilion for alternative drainage strategies) and amend the operation hours (to allow for operation of the cricket club between 09:00hrs to 23:00hrs inclusive).**

Former Deben High School Garrison Lane

Applicant: East Suffolk Council c/o 3BM Studio

[Link to Documents](#)

- c) **DC/26/2625/TCA** - 1no. Lime (T1 on plan) - Overall crown reduction by 30%

Silvermere Martello Lane

Applicant: Mr Osborn

[Link to Documents](#)

- d) **DC/26/2612/TCA** | 4no. Lime (marked on plan) – Fell

33A And 35A Quilter Road

Applicant: Unstated

[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. Correspondence

To note any items of correspondence.

8. Closure

To close proceedings and confirm the date of the next meeting as scheduled for Wednesday 26 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 22 July 2026 at 9.30am

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

OFFICERS: Mrs D Frost (Deputy Town Clerk)
 Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: Mr T Minns (Grounds and Maintenance Manager)
 3 Members of the Public.

109. PUBLIC QUESTION TIME

None.

110. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr J Candy** and **Cllr T Gale**.

111. 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 Member of East Suffolk Council)

All Members declared their interest in application DC/26/2235/FUL at Minute #113B below as Members of Felixstowe Town Council (the applicant).

Members advised that they were participating and voting by virtue of the dispensation granted by the Proper Officer. Members further confirmed that their consideration of the item would be strictly limited to material planning considerations.

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.

112. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 8 July 2026 be confirmed as a true record.

113. 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/26/0010/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
Committee recommended APPROVAL. We are disappointed at the minimal car parking provision but accept that limited provision is available on this site. We welcome the revised design which addresses our previous objection. The revised plan allows internal access to upper floors for all the proposed flats.	

At 10.00am, the Deputy Clerk moved to the public area.

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
Committee recommended APPROVAL.	

At 10.49am, the Deputy Clerk returned to the table. Committee adjourned, resuming at 10.55am.

C	DC/26/2427/TCA 1no. Sycamore (marked T1 on submitted plan) - Fell 17 Undercliff Road West
Committee OBJECTS to the felling of this tree. Whilst we recognise that, on a TCA notice, a reason is not required, the applicant in this case has given reasons which we do not feel are adequate. We understand that the tree is not diseased, dying or dangerous. Furthermore, it is a significant tree which is visible from the rear (i.e. Lincoln Terrace), contributes significantly to the public vista and therefore has public amenity value.	

D	DC/26/2473/TCA 1no. Beech (marked T1 on plan) - Fell 17 Martello Place Golf Road
Committee OBJECTS to the felling of this tree. Our view is that this tree significantly contributes to public amenity. Whilst we recognise that the applicant is not required to give a reason, we believe that the reasons presented are not adequate. In many cases disease within a beech tree can be treated and we believe that tree management would be appropriate rather than felling. Additionally we recognise that a replacement tree would take a significant number of years to mature and replace the lost value of this tree.	

114. EAST SUFFOLK COUNCIL NEW LOCAL PLAN: SCOPING CONSULTATION

Members considered the draft consultation submission which had been prepared following the previous meeting.

It was RESOLVED that the draft response be finalised as presented and submitted by the Town Clerk by 29 July 2026.

115. CONSULTATION: DRAFT EAST SUFFOLK TREE & HEDGEROW STRATEGY

Members considered the ESC Tree & Hedgerow Strategy consultation.

It was RESOLVED that Committee's comments be submitted to the online consultation.

116. PLANNING DECISIONS

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

117. CORRESPONDENCE

None

118. CLOSURE

The meeting was closed at 11.55am. It was noted that the next meeting was scheduled to take place on Wednesday 5 August 2026 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/26/0878/FUL Creation of a vehicular access. 31 High Road West
DC/26/1572/FUL Vehicular access 25 High Road West
DC/26/1914/FUL Single storey rear extension 78 Maidstone Road
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
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
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

Approved by ESC (recommended for Refusal by this Committee):

DC/26/0781/FUL Change of use of former shop to a hot food takeaway restaurant with new shop front and flue to rear 4 Undercliff Road West
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Refused (and recommended for Approval by this Committee): None

Refused (and recommended for Refusal by this Committee): None