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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 23 September 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
16 September 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 9 September 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/26/2992/FUL** | Replacement of store front elevations at ground floor level.

61 Hamilton Road

Applicant: Mrs Melady, Hays Travel Ltd

[Links to Documents](#)

- b) **DC/26/3007/ADI** | Illuminated Advertisement Consent - Installation of fascia signage with through light accompanied by projecting sign

61 Hamilton Road

Applicant: Mrs Melady, Hays Travel Ltd

[Links to Documents](#)

- c) **DC/26/3039/FUL** | Replacement of the existing rooflight with a new lantern turret.

Christ Church Felixstowe Grange Farm Avenue

Applicant: Mr K Trevorrow, Owl Architects

[Link to Documents](#)

- d) **DC/26/3018/FUL** | Rear extension

44 Looe Road

Applicant: Mr R Allerton Riba

[Link to Documents](#)

- e) **DC/26/3069/VOC** | Variation of Condition No. 2 of DC/24/2393/FUL -
Single storey front extension and two storey rear extension with raised
roof front with front and rear balconies and internal alterations. -
Refinements to the internal arrangement, fenestration, roof detailing and
external access, together with a limited increase in the depth of the
approved rear extension

91 Cliff Road

Applicant: Mr J Francis

[Link to Documents](#)

- f) **DC/26/3145/TCA** | 1no. Pittosporum (red circle on plan) - Fell
87 Queens Road

Applicant: Tom Lyon Tree Services Ltd

[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 7 October 2026 at 9.30am.

AGENDA ITEM 4: CONFIRMATION OF MINUTES
MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 9 September 2026 at 9.30am

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

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: 1 member of the public (*via Zoom*)

150. PUBLIC QUESTION TIME

None.

151. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison**.

152. 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 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.

153. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 26 August 2026 be confirmed as a true record.

154. 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/26/2667/ADI Illuminated Advertisement Consent - Erection of illuminated and non-illuminated signs to the exterior of the building: Sign A - Two x sets of individual house name letters with trough light Sign B - One x new double sided pictorial to new bracket/boot and post with new linolites Sign C - One x new poster case Sign D - One x sign written transom location TBC Sign E - Two x directional signs to existing posts Sign F - Three x gold window decals The White Horse 33 Church Road
Committee recommended APPROVAL. Committee asks that it be conditioned that the illumination of the signs be switched off at pub closing time.	

B	DC/26/2857/ADI Illuminated Advertisement Consent - Removal of old Volvo signage and display of new Volvo signage Volvo Truck And Bus Bryon Avenue The Docks
Committee recommended APPROVAL.	

C	DC/26/1399/FUL Proposal: Revised scheme (following the grant of time-limited Planning Permission DC/24/1914/FUL, as amended by DC/25/3010/VOC) for a Youth Support and Training Facility incorporating a multimedia music and digital arts centre and counselling rooms, including an enlarged application site area, omission of the approved green roof, a new surface water drainage strategy, ground based biodiverse planting, landscaping and associated works, cabinet structure (part retrospective) Land Adjacent Mannings Amusement Park Micklegate Road
Committee recommended APPROVAL.	

D	DC/26/2827/CON To improve and reinforce the existing local electricity network at Brook Lane, Felixstowe. UKPN propose to replace the existing 8m medium low voltage pole with a 10m stout pole to allow for the removal of the stay wire. To facilitate the improvement of the local network, the existing pole and overhead wires must both be upgraded shown on the attached plan. 9 Brook Lane
Committee recommended APPROVAL.	

E	DC/26/2973/FUL Single storey front extension, single & two storey rear extension & alterations 2 Rosemary Avenue
Committee recommended APPROVAL.	

F	DC/26/2706/FUL Conversion of existing 2 Bed Flat to create 2 x 1 Bedroom Flats Flat 1 Colbourn Court 11 Ranelagh Road
Committee recommended APPROVAL. We recognise the severe demand for small housing units in Felixstowe, in particular in the town centre. We believe that this conversion is well-considered and well-designed, including the provision of one parking space for each of the proposed dwellings. We recognise that one of the two proposed flats will be marginally smaller than the NDSS size guidance. However, on balance, we believe that the merits of this proposal outweigh this consideration.	

G	DC/26/2991/FUL Proposed loft conversion Dalesview 7 Margaret Street
Committee recommended APPROVAL.	

H	DC/26/2891/FUL External AC condenser Flat 1 The Old Rectory 52 Princes Road
Committee recommended APPROVAL.	

I	DC/26/2697/TPO TPO No. 217 / 2007 1no. Sycamore (T1 on Order, red circle on plan) - Fell 337 High Street Walton
Committee OBJECT to the proposed felling of this tree. We recognise that this is a significant tree playing an important part in the public vista, hence the TPO. We therefore believe that to solve the two issues of potential damage and shading, ongoing tree management in terms of pruning or crown lifting would be more appropriate.	

J	DC/26/2930/TCA 1no. Holm Oak (T1 on plan) - Re-pollard at 1.5 metres above ground 3 Hamilton Gardens
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

155. PLANNING DECISIONS

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

156. CORRESPONDENCE

- i) Renewal of Pavement Licence - Ruby's 1 Bent Hill.**
Committee had No Objection.
- ii) Renewal of Pavement Licence - All Things Nice Cafe, 79 Hamilton Road**
Committee had No Objection.
- iii) Renewal of Pavement Licence – Costa Coffee, 74-77 Hamilton Road**
Committee had No Objection in principle to the renewal of this licence. However, Members noted a discrepancy between the current layout in terms of the number of chairs and the apparent 'renewal' plan layout. More significantly, Members noted the unacceptable obstruction of the tactile pavements in the supplied photo. This was noted as a matter of ongoing concern and review by the Suffolk Coastal Disability Forum.
- iv) Appeal: DC/26/1681/FUL - 39 High Road**
Committee Noted the Appeal.
- v) DC/26/2427/TCA - 17 Undercliff Road West – to fell a tree.**
Committee noted the detailed response from ESC Arboriculturalist and reasons for not applying a TPO in this case.

157. CLOSURE

The meeting was closed at 11.55am. It was noted that the next meeting was scheduled to take place on Wednesday 23 September 2026 at 9.30am.

AGENDA ITEM 6: PLANNING DECISIONS

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

DC/26/1613/FUL | External redecoration of the building (like-for-like) and replacement of the side section of the bay window on the Orwell Road elevation; and the small sash window above the decorative railings on the Leopold Road elevation

Edward Cordy House Orwell Road

DC/26/2863/TCA | 1no. Cherry (marked on plan) - Overall crown reduction by 2 metres

45 Bath Road

DC/26/2752/TCA | 1no. Oak (marked T1 on plan) - Reduce crown by 25% and shape to clear BT line

St Felix Church Gainsborough Road

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

Silvermere Martello Lane

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

DC/26/2427/TCA | 1no. Sycamore (marked T1 on submitted plan) - Fell

17 Undercliff Road West

DC/26/2473/TCA | 1no. Beech (marked T1 on plan) - Fell

17 Martello Place Golf Road

DC/26/2612/TCA | 4no. Lime (marked on plan) - Re-pollard

33A And 35A Quilter Road

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

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