



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

Cllr S Bennett (Mayor of Felixstowe)
Cllr M Deacon (Deputy Mayor)
Cllr D Aitchison
Cllr N Barber
Cllr S Bird
Cllr J Candy
Cllr A Folley
Cllr C Franklin

Cllr S Harkin
Cllr M James
Cllr M Morris
Cllr B Price
Cllr D Rowe
Cllr M Sharman
Cllr S Wiles

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 8 November 2023** at **7.30pm**.

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 meeting during the public session.

There is a limit to the number of public attending in-person, which may be further affected by coronavirus guidance. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/Remote-Meeting-Guidelines.pdf>

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making. Members are also 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
3 November 2023

Moment of Reflection: Mr Nick Barrett-White, National Coastwatch Initiative.

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 Council on any matter relating to the town of Felixstowe.

2. Apologies for Absence

To receive 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. Questions to the Mayor

For the Mayor to respond to questions from Members, in accordance with Standing Order 26.

5. Confirmation of Council Minutes

To confirm the minutes of the Ordinary Council Meeting held on Wednesday 6 September 2023 as a true record. **(Pages 5-12)**

6. Mayor's Announcements

To receive such communications as the Mayor may wish to lay before Council. **(Page 13)**

7. Minutes of Committee Meetings

To receive and adopt the minutes of the following meetings:

- a) Planning & Environment Committee 6 September 2023 **(Pages 14-18)**
- b) Civic & Community Committee 13 September 2023 **(Pages 19-23)**
- c) Planning & Environment Committee 20 September 2023 **(Pages 24-26)**
- d) Assets & Services 20 September 2023 **(Pages 27-35)**
- e) Planning & Environment Committee 4 October 2023 **(Pages 36-40)**
- f) Civic & Community Committee 11 October 2023 **(Pages 41-44)**
- g) Personnel Committee 17 October 2023 **(Pages 45-47)**
- h) Planning & Environment Committee 18 October 2023 **(Pages 48-50)**
- i) Finance & Governance Committee 25 October 2023 **(Pages 51-54)**
- j) Planning & Environment Committee 1 November 2023 **(Pages 55-57)**

8. Reports from Members appointed to Outside Bodies

Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.

- 9. East Suffolk Council Response to Felixstowe Town Council's Motions**
To consider East Suffolk Council's response to the Motions submitted by the Town Council following the previous meeting. **(Page 58 & Appendix A)**
- 10. Earmarked Reserves Expenditure**
To note Committee decisions on using Earmarked Reserves in accordance with approved Terms of Reference for 2023-24 (*Min. #12 2023/24 refers*).
(Page 59-60)
- 11. Notice of Election for Felixstowe South Ward**
To note the Notice of Election for one Town Councillor to the Felixstowe South Ward was published on 19th October 2023. The Election will take place on Thursday 23rd November 2023.
- 12. Annual Governance & Accountability Return 2022/23**
To receive the External Auditor's Report on the Annual Governance & Accountability Return for the Financial Year 2022/23.
(Page 61 & Appendix B)
- 13. Interim Internal Audit Report 2023/24**
To receive the interim report of the Internal Auditor for 2023/24 and note that the Finance & Governance Committee has considered the report in respect of any matters raised.
(Page 62 & Appendix C)
- 14. Members' Allowances and Expenses Policy 2023-27**
To consider an updated Members' Allowances & Expenses Policy as recommended by the Finance & Governance Committee.
(Page 62 & Appendix D)
- 15. East Suffolk - Polling District & Polling Places Review 2023**
To consider East Suffolk's consultation on the review of Parliamentary polling districts and polling places, to which the Council is welcome to respond by the 30 November deadline.
(Page 62)
- 16. Remembrance Events 2023**
To receive an update on events taking place for Remembrance 2023.
(Page 63)
- 17. FTC/ESC Joint Liaison Group Meeting**
To receive a verbal update of the FTC/ESC Joint Liaison Group meeting held on 7 November 2023 and consider any matters for discussion at the next meeting.
(Verbal update)
- 18. Staff Annual Leave**
To consider the recommendation of the Personnel Committee to award all staff two days additional leave during the 2024/25 leave period only. **(Page 63)**

19. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix E)**

Date	Voucher Nos.	Total Payment
15/09/2023	218 - 238	£8,741.49
31/09/2023	239 - 256	£76,520.93
15/10/2023	257 - 270	£34,806.55
31/10/2023	271 - 287	£46,928.30
	TOTAL	£166,997.27

20. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 10 January 2024.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on
Wednesday 6 September 2023 at 7.30pm

PRESENT: Cllr S Bennett (Mayor) Cllr A Folley
Cllr M Deacon (Deputy Mayor) Cllr S Harkin
Cllr D Aitchison Cllr M James
Cllr N Barber Cllr M Morris
Cllr S Bird Cllr B Price
Cllr J Candy Cllr M Sharman
Cllr D Rowe Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)

IN ATTENDANCE: 5 members of the public
5 members of the public (*via Zoom*).
Cllr C Franklin (*via Zoom*)
Mr N Cockshaw, ESC Felixstowe Development Programme
Manager.
Mr J Goldberg, ESC Development and Enabling Lead for North
Felixstowe Garden Neighbourhood.

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection from Mr Richard Scott, Yoga Instructor and Inspirational Life Guide.

150. CLLR DAVID UNDERWOOD

Council paid its respects to Cllr David Underwood, who passed away on 17th August 2023 following a short illness. Cllr J Candy gave a moving tribute to David, highlighting his life in service to others.

Members reflected on the loss of David to the Council, who having joined as a result of the election in May this year, had already made a positive and productive impact during his short time with the Council.

The Mayor led the Council in a minute's silence.

151. PUBLIC QUESTION TIME

Council heard from a member of the public on the issue of motorhome parking on Undercliff Road East and suggested an alternative site to provide further parking options. Another member of the public thanked the Council for its openness in highlighting the issue and options being considered, with the anticipation of further public information in due course.

The Mayor acknowledged the complex nature of this matter and the balance to be struck between regulation and advised that the issue was still being discussed, which was required to be in conjunction with East Suffolk Council and Suffolk County Council, as the lead authorities for parking and highways. Whilst any option being put forward was not in the gift of the Town Council to deliver, Members stressed that the matter was being progressed and further information would be provided once viable options were able to be considered.

Council also heard from a member of the public complimenting the cleanliness of the seafront but concerned about engine idling. The Mayor advised that engine idling was unlawful and that the Council's Youth Forum had been promoting a 'Stop Idling' campaign with banners being displayed outside local schools.

152. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr C Franklin**.

153. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Wiles Cllr S Bennett	All	Other registerable interest (as Members of Suffolk County Council)
Cllr S Bennett Cllr J Candy Cllr M Deacon Cllr A Folley	All	Other registerable interest (as Members of East Suffolk Council)
Cllr D Rowe	#80(c) and 127(b)	Other registrable interest (as a neighbour to application DC/23/1986/FUL)

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.

154. QUESTIONS TO THE MAYOR

None.

155. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 20 June 2023 be signed by the Mayor as a true record and adopted by the Council.

156. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council and spoke about the poignant Suffolk Remembers event held at the start of the summer. The Mayor highlighted events held at Harvest House, such as the Book Festival and Christina Johnston's Concert. The Mayor spoke of the CIAT awards for the Sea You Café, and its hosting of the Mayor's Civic Reception.

The Carnival had been a big success and it had been a real honour to lead the procession through the town. The Mayor was also proud to open the new Tourist Information Hut on the seafront.

The Mayor acknowledged the hard work of the Felixstowe BID in leading the Love Felixstowe festival which had been a major success and which would culminate with the Tour of Britain the next day.

The Mayor paid thanks to the Deputy Mayor who, alongside these events listed in the agenda, had attended the Lions Club dinner, Orwell District Scouts AGM, the Launch of Suffolk Sound and Pitstop Mannia at Beach Street.

It was RESOLVED that the Mayor's communications be noted.

157. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) **Planning & Environment Committee 21 June 2023**
- b) **Planning & Environment Committee 5 July 2023**
- c) **Assets & Services Committee 5 July 2023**
- d) **Finance & Governance Committee 12 July 2023**
- e) **Planning & Environment Committee 19 July 2023**
- f) **Planning & Environment Committee 2 August 2023**
- g) **Planning & Environment Committee 16 August 2023**

158. REPORT FROM MEMBERS APPOINTED TO OUTSIDE BODIES

There were none.

159. NORTH FELIXSTOWE GARDEN NEIGHBOURHOOD

The Mayor welcomed Mr Neil Cockshaw, ESC Felixstowe Development Programme Manager and Mr James Goldberg, ESC Development and Enabling Lead for North Felixstowe Garden Neighbourhood, to the meeting.

Mr Cockshaw addressed the Council, highlighting the role of East Suffolk Council in recent development projects along the seafront. Mr Cockshaw was

ESC's principal officer for the masterplan process for North Felixstowe Garden Neighbourhood.

Mr Goldberg addressed the Council, outlining that the brief and vision for the North Felixstowe Garden Neighbourhood project was being developed to maximise its integration with the wider community and would include engagement and consultation with a range of key stakeholders and the public. The project team were starting from a fresh perspective, with the understanding that this would be a landscape and leisure-led development. As ESC were the landowner, developer and planning authority, it would be a complex project over several years.

The Council received information on the public consultation and engagement strategy, which would include a stakeholder forum and regular 'town hall' style meetings. There would also be a website to enable wider access to engagement. There would also be a 'Citizens Panel' for a representative sample of the local population to become involved in shaping the project.

An outline masterplan was anticipated to be submitted around the end of 2024.

The following questions were asked:

Q: Health and wellbeing - What about additional pressure on doctors and dentists?

A. There will be a new primary school, up to 630 places, and discussions were taking place with the CCG to factor in community resource needs over the 20+ years that the development would take place. The leisure centre will also provide an integrated health and well-being facility.

Q. Persimmon development is slowing as housing market is slowing, will that delay this development?

A. The leisure centre will be brought forward first. It is not dependent on housing development.

Q. The new leisure centre has been several years away, will the current leisure centre be upgraded in the meantime?

A. Yes. Some new investment will be put into the current leisure centre in the meantime.

Q. Are the Council putting in heat pumps and solar panels?

A. As a Council, ESC will be looking to do more than the minimum standards for energy.

Q. Considering currently limited connections to Walton and given that the Persimmon site is already underway, how will this enable an integrated site?

A. ESC will be looking at accesses around Gulpher Road and will do their best to work with the current development, issues of footpaths and cycleways would be welcome through the consultation process.

Q. Why is a primary school planned and not a high school?

A. The Persimmon consent already has condition to provide a primary school. Suffolk County Council guides the requirements and can be consulted if a high school is needed.

Q. How many new dwellings are planned to be built?

A. 2,000 across the whole site, include the Persimmon development.

Q. What does leisure-led mean?

A. Access to green space, cycling, connection to the town, as well as the leisure centre/health centre.

It was RESOLVED that the presentation be noted and the Mayor thanked Mr Cockshaw and Mr Goldberg for attending the meeting.

160. MOTION: FLY POSTING

Council considered a motion on fly-posting.

Members debated the issue of illegal flyposting and concerns around community groups being able to promote their events.

Following a debate, an amendment was proposed and accepted by Cllr Folley who the proposed the following motion:

Fly posting blights towns and Felixstowe is no different. Felixstowe Town Council calls on East Suffolk District Council and Suffolk County Council to inform this Council of what actions they are taking to address fly posting; and, to have discussions with this Council so its concerns can be addressed.

It was RESOLVED that the above motion be passed; and, that the Town Clerk write to East Suffolk Council and Suffolk County Council to request a response.

It being 9.25pm, and in accordance with Standing Order 3(x), Council agreed to extend the meeting time beyond the two-hour limit.

161. MOTION: STREET CLEANSING

Council considered the following motion on Street Cleansing moved by Cllr James:

Felixstowe Town Council is disappointed at the quality of street cleaning in the Town and believes Felixstowe deserves better. It resolves to write to East Suffolk Council expressing its disappointment and request that East Suffolk Council sets out its street cleansing standards for Felixstowe so they can be held to account for the service they provide.

The Town Council expects to see the DEFRA code of practice on litter and refuse standards put in to practice in Felixstowe:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/834331/pb11577b-cop-litter1.pdf

The Town Council expects:

- *Detritus and litter removed from the paths/channels and all public litter bins emptied in the town centre by 9am daily.*
- *All street furniture swept under daily (benches) – post etc. once a week to stop weeds growing.*
- *Town centre paths pressure washed at least once a year.*
- *Litter bins washed in town centre at least 3 times a year.*
- *All bus routes swept at least once a month.*
- *High Road West/East and all other routes leading into the main resort swept at least once a week.*
- *Sea Road & Undercliff Road West swept 2 times a week mechanically and at least a thorough litter pick and sweep of any broken glass etc. carried out daily.*
- *All housing estates roads swept at least every 13 weeks.*
- *Seafront shelters cleaned daily between 1st April – 30th September with a deep clean in March & June (before Easter & before 6-week main season)*
- *Seafront shelters cleaned 3 times a week in the winter months.*
- *Seafront benches swept 3 times a week (before weekend after weekend and mid-week).*
- *All bus shelters cleaned/washed 2 times a year.*
- *Graffiti removed within a week or within 24 hours in town or tourist footfall areas.*

Felixstowe Town Council would also like to see any N195 inspections or similar results every quarter.

It was RESOLVED that the above motion be passed; and, that the Town Clerk write to East Suffolk Council to request a response.

162. COMMUNITY INFRASTRUCTURE LEVY: FOOTPATH RENOVATIONS AT PARKS

Council considered the use of CIL (Community Infrastructure Levy) funding for the repair of footpaths at both Gosford Way Park and Allenby Park. Council agreed that this would be a good use of CIL funds. Members considered three quotes and agreed on Company 2 at the total cost of £23,665. Council noted that East Suffolk Council have agreed to cover half of the cost of the Gosford Way footpath.

It was RESOLVED that the cost of the renovation of footpaths in both Gosford Way Park (50% of cost) and Allenby Park be funded by the Community Infrastructure Levy 2019/20 Earmarked Reserve.

163. PUBLIC SPACES EARMARKED RESERVE

Council considered setting aside an Earmarked Reserve, under the authority of the Assets & Services Committee, for public spaces.

It was agreed that an Earmarked Reserve be set up, with a contribution of £20,000 in the current year from the Council's General Reserves.

It was RESOLVED that the Council set up a Public Spaces Earmarked Reserve, under the authority of the Assets & Services Committee, with a contribution of £20,000 in the current year from the Council's General Reserves.

164. BUSINESS PLAN 2024 - 28

The Town Clerk provided an update following the meeting of the Business Plan Steering Group held the previous day.

Council heard that the Group had started scoping the process of developing the Council's Business Plan for the years 2024-2028 and had met with a professional facilitator who would be helping the Council through some of that process.

During the development of the Business Plan, the Council would review its current 'Vision'. Two workshops were being planned which would give all Councillors and Council staff the opportunity to share ideas, review these for achievability and outcomes within its resources and timeframe, and then agree the strategic priorities for the Council. These workshops will take place from 7pm – 9pm on Tuesday 7th November and at the same time on Wednesday 15th November at Broadway House.

The Business Plan will provide the strategic framework for Council and its Committees focus for their work over the next four years.

The public are being invited to share their ideas too and there will be a consultation on the draft Business Plan before it is adopted by Council next May.

It was RESOLVED that the update from the Business Plan Steering Group be noted, and further details on the Workshops (7-9pm on 7th and 15th November) to be circulated in due course.

165. FTC/ESC JOINT LIAISON GROUP MEETING

Council noted that the minutes from the meeting had been requested but had not been received in time for this meeting. These will be circulated as soon as they are received.

The Mayor invited anyone who had any matters for discussion to let the Town Clerk know before the next meeting on 7 November 2023.

It was RESOLVED that the update on the FTC/ESC Joint Liaison Group Meeting be noted.

166. ACCOUNTS FOR PAYMENT

It was RESOLVED that the schedule and payment of accounts be received and approved as follows:

Date	Voucher Nos.	Total Payment
30/06/2023	121 - 143	£66,553.65
17/07/2023	144 - 163	£8,013.66
31/07/2023	164 - 182	£47,321.90
16/08/2023	183 - 201	£8,785.12
31/08/2023	202 - 217	£46,601.49
	TOTAL	£177,275.82

167. CLOSURE

The meeting was closed at 9.49pm. It was noted that the next Ordinary Meeting was scheduled for 8 November 2023 at 7.30pm.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

The following Mayoral Engagements have been undertaken since the previous meeting:

07/09/2023	Tour of Britain
08/09/2023	Charity Quiz for Teenage Suicide
09/09/2023	Shelter charity Sea Dip
09/09/2023	Summer Fete Foxgrove Care Home Summer Fete
11/09/2023	Wesel Committee
14/09/2023	Felixstowe Radio
26/09/2023	Chamber Breakfast event
29/09/2023	Langer School MacMillian Coffee Morning
29/09/2023	Mayor's Charities - Quiz Night - St John's Church
30/09/2023	Music in Felixstowe – Last Night of the Proms concert
01/10/2023	BSC Multicultural Services - 25th Anniversary Awards Trinity Park (with Deputy Mayor)
02/10/2023	Opening new Poundstretcher store – Hamilton Rd – ribbon cutting
04/10/2023	OOCL Felixstowe Maiden Call event – Port of Felixstowe (with Deputy Mayor)
04/10/2023	Suffolk Refugee Support AGM (Ipswich)
06/10/2023	Love to Work in Felixstowe Job fair – Felixstowe Leisure Centre
08/10/2023	Walton Parish Nursing – Annual Service, Maidstone Road, Walton (with Deputy Mayor)
15/10/2023	Ukraine 2 Felixstowe - Coffee Cake Crafts & Chat evening
15/10/2023	Mayor of Ipswich Civic Service
17/10/2023	Felixstowe Travel Watch AGM
19/10/2023	Old Felixstowe Community Association (OFCA) 50 th anniversary AGM / Celebration
21/10/2023	Open new Smith Family Funeral Directors, Undercliff Road West
23/10/2023	Felixstowe Carnival AGM
26/10/2023	Fairtrade award (3 year re-certified) photo – Town Hall
26/27/28/29/30	Wesel Twinning Visit - Hanseatic Festival (with Deputy Mayor)
31/10/2023	Visit Homestart Felixstowe Group – Trinity Methodist church Hall
05/11/2023	Ukraine 2 Felixstowe - Committee meeting

Council is requested to note the Mayoral Engagements attended since the previous meeting and any other announcements the Mayor may wish to lay before Council.

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 6 September 2023 at 9.15am

PRESENT: Cllr S Bird (Chairman)
Cllr M Morris (Vice-Chairman) Cllr A Folley
Cllr S Bennett Cllr C Franklin
Cllr J Candy Cllr S Wiles (*to item #146f*)

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

IN ATTENDANCE: Mr N Newton ESC Principal Landscape and Arboricultural Officer
Two members of the public (*via Zoom*)

Prior to the start of the meeting, the Chairman referred to the passing of fellow Town Councillor David Underwood on 17th August 2023.

Members and Officers stood and a minute's silence was observed for Cllr Underwood.

141. PUBLIC QUESTION TIME

None.

142. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

Cllr S Wiles gave apologies in advance of having to leave the meeting at 11.30am to attend to other business.

143. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Bennett Cllr S Wiles	All	Other registerable interests (as Members 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.

144. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee meeting held on 16 August 2023 be confirmed as a true record.**

145. TPOs and TCAs

The Chairman welcomed Mr Nick Newton ESC Principal Landscape and Arboricultural Officer who was invited to address the Committee.

Mr Newton gave a presentation on Tree Protection Orders (TPOs) and Trees in a Conservation Area (TCA) and the local planning authority's role in the process of administering and reviewing applications and notices for works to such trees.

Mr Newton took questions from Members and outlined some of interesting national and local cases in respect of works to trees.

Committee noted the presentation and thanked Mr Newton for his attendance.

146. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following observations to East Suffolk Council.

A	DC/23/2928/FUL Construction of 4 x No.3 bed dwellings, the provision of off-street parking, private gardens and the relocation and upgrading of play equipment. Land At Adastral Close
Committee recommended APPROVAL. We recognise that this provision of four additional affordable units meets the need for additional housing in Felixstowe. We welcome the provision of PV panels on these new properties. We note that the Planning Officer has given pre-application advice stating that this application would be contrary to SCLP 8.2 due to the loss of public open space, however we would refute this by noting that Adastral Close has large portions of public open space. However, we do recognise that this application will result in the loss of some of that open space and would therefore ask that the applicant, in addition to relocating some pieces of play equipment, would further enhance the play facilities at this site.	

B	DC/23/3132/FUL Rear extensions over three floors to create additional consulting rooms, display spaces, workshops, stores, laboratories and staff facilities within one accessible building. 90 Hamilton Road
Committee recommended APPROVAL.	

C	DC/23/2962/FUL Construction of a detached dwelling (revised scheme to that refused under DC/21/2214/FUL) 193 Maidstone Road
<p>Committee recommended REFUSAL. We recognise that this application has been revised, from the previous plan which was refused, in that it is reduced in height and realigned on the plot. However, we still feel that the proposal would constitute unacceptable harm to the amenity of neighbouring properties at Maidstone Road and James Boden Close. We also feel that the proposed access to the new dwelling via the narrow entrance on Margaret Street would be unacceptable in safety terms. We therefore feel that this application is contrary to SCLP5.7 paras (b) and (c).</p>	

D	DC/23/3039/FUL Installation of 14No. Solar Panels to the Southeast and Southwest roof pitches of Landguard Bungalow. Office Wardens House View Point Road
Committee recommended APPROVAL.	

E	DC/23/2476/FUL Change of Use from Shop with Maisonette Flat (which included Photography Studio Space), to create/maintain 1 x Live Work Unit at Ground Floor Level, 2 x 1 Bedroom Flats at First Floor Level and 1 x 2 Bedroom Flat at second floor level. 8 And 8A Orwell Road
Committee recommended APPROVAL.	

At this point, 11.30am, Cllr Wiles left the meeting.

F	DC/23/3084/FUL Erection of new open car port, rear glass sun room and renovation of external facade. Hard and soft landscaping including additional parking and turning head to front garden. Stonethrow 16 Thornley Road
Committee recommended APPROVAL.	

G	DC/23/2871/FUL Installation of an air source heat pump within property boundary under MCS guidelines at house dwelling. 96 Maidstone Road
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Committee recommended APPROVAL.

H | **DC/23/3310/FUL** | Rear extension.
48 Kings Fleet Road

Committee recommended APPROVAL.

I | **DC/23/2878/FUL** | Ground floor rear extension.
2 Lynwood Avenue

Committee recommended APPROVAL.

J | **DC/23/3294/FUL** | Conversion of garage to bedroom plus new roof.
35 Westmorland Road

Committee recommended APPROVAL.

K | **DC/23/2570/FUL** | Single storey porch to front of existing two storey semi-detached dwelling.
60 Orwell Road

Committee recommended APPROVAL.

L | **DC/23/3120/FUL** | Change the existing 7 wooden single glazed windows like for like to wooden double glazed windows and change the existing 3 wooden single glazed balcony doors like for like to wooden double glazed balcony doors.
Flat 2, 2 Beach Road East

Committee recommended APPROVAL, subject to it be conditioned that the finish colour of the new glazing casements match the original which they will be replacing.

M | **DC/23/3313/TPO** | T1 of TPO No. 205 / 2006 1no. Beech (T1 on plan) - Crown reduce the top 30% of the main canopy by 2 metres all round.
1A Brook Lane

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

147. PLANNING DECISIONS

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

148. CORRESPONDENCE

Committee NOTED the following correspondence:

- i) ESC consultation on a Custom and Self-Build Supplementary Planning Document (SPD).
Committee noted the SPD consultation, which was running until 18 October 2023 and which would be on the agenda for the next meeting.

149. CLOSURE

The meeting was closed at 12.15am. It was noted that the next meeting was scheduled to take place on Wednesday 20 September 2023 at 9.15am.

MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 13 September 2023 at 7.30pm

PRESENT: Cllr M Sharman (Chairman) Cllr A Folley
Cllr C Franklin (Vice Chairman) Cllr M Morris
Cllr D Aitchison Cllr B Price

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Ms H Miles (Communications Apprentice)

IN ATTENDANCE: 1 Member of the public

168. PUBLIC QUESTION TIME

None.

169. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**, **Cllr J Candy** and **Cllr S Harkin**

170. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr A Folley	All	Other registerable interests (as Members of East Suffolk 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.

Cllr M Sharman declared an Other Registerable Interest in the annual grant applications (*Minute # 173*) from FACTS, Felixstowe Council for Sport and Recreation and Landguard Fort.

As the matter for consideration directly related to his Other Registerable Interest, Cllr Sharman advised that he would leave the meeting prior to any debate and decision on these items.

Cllr D Aitchison confirmed that he is the Town Council Representative for the Felixstowe Council for Sport and Recreation (*Minute # 173*) and his wife volunteers for Dora Brown (*Minute # 174*). Cllr Aitchison also confirmed that he is Chairman of the Royal British Legion (*Minute # 175*).

Cllr A Folley declared that her business provides event services for the BID and advised that she would leave the meeting prior to any debate and decision on this item (*Minute # 176*).

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.

171. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 14 June 2023 be confirmed as a true record.

172. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 6 September 2023.

RESOLVED that the Budget Report to 6 September 2023 be received and noted as presented with no other action required at this time.

173. ANNUAL GRANTS, COMMUNITY PROJECTS & PARTNERSHIPS

The Town Clerk outlined the report on annual grant applications received for on-going funding support from several local partner organisations and a report from Harwich Harbour Ferry Services which had been circulated to members the previous week. It was noted that some organisations had requested an increase in the grant and this was due to the rise in inflation, the Clerk reminded members that the precept had been kept at 0% rise for some years but as outlined in the most recent internal audit report it was unlikely to be possible to maintain this moving forward.

The Chairman raised the issue that some organisation do not promote the fact that Felixstowe Town Council sponsor the event or organisation very well. It was agreed that events such as the Carnival are asked to display Town Council banners and if possible that our sponsorship goes towards part of the overall event ie in the case of the Carnival, the Friday evening Proms.

At this point in the meeting, having declared an Other-Registerable Interest in the following three items, Cllr M Sharman left the meeting.

It was RESOLVED that the following provision of annual grants be made as part of the recommendations for the 204/25 budget:

i. As Annual Grants:

FACTS	£2,500
Felixstowe Council for Sport and Recreation	£300
Landguard Fort	£1,000

Total	£3,800
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The Town Clerk explained to members that Felixstowe Town Council used to be part of the Landguard Partnership and contribute £5,000 annually. However, FTC were no longer part of the new Landguard Trust. The Landguard Trust had been recently approached, however, to ask if they required an annual grant this forthcoming year, but it was agreed that the annual grant continue to the Landguard Fort and was not required for the Landguard Trust for the year 2024/25. It was agreed that it would be useful to arrange a group visit and tour of the Landguard peninsular and find out what the new Landguard Trust does.

Cllr M Sharman returned to the meeting.

It was further RESOLVED that the following provision be made as part of the recommendations for the 204/25 budget:

As Annual Grants:

Art on the Prom	£3,000
Citizen's Advice	£3,000
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£3,500
Felixstowe Coast Patrol	£2,000
Wesel Twinning Assoc.	£200
Salzwedel Twinning Association	£200
WAMFest	£2,000
Total	£15,900

Total amount of Annual Grants **£19,700**

Through Community Fund Projects:

Level Two	£10,000
Harwich Harbour Ferry Services Partnership	£1,000
Total	£11,000

- ii. **£8,000 towards the provision of the 2024 Christmas lights be included as part of the recommendations for the 2023/24 budget; and,**
- iii. **all events are asked to display the Felixstowe Town Council banner to promote grants; and,**
- iv. **the Annual Grant application form for 2025/26 be amended to ask applicants the question 'How will you evidence the financial support of Felixstowe Town Council?'; and,**

- v. **the Town Clerk to contact Tim Clarke, Landguard Trust and organise a group tour of the Landguard Peninsula.**

174. OCCASIONAL GRANT UPDATE

Committee considered a request from Dora Brown to release £1200 of the ring-fenced £2,000 Occasional grant for a Felixstowe family who require support. The work involves a lot of clearance plus a deep clean and provision of homeware and furniture.

It was RESOLVED that £1,200 be released from the ring-fenced grant for Dora Brown be authorised for payment.

175. REMEMBRANCE 2023

Members noted the update report on Remembrance, with an update from Cllr Aitchison who is Chairman of the Royal British Legion. It was confirmed that there are now 42 wreath layers who lay down their wreaths at the Sunday Civic Act of Remembrance.

An amendment to the agenda report was noted that it is the Felixstowe and Suffolk Bowls Club, St Edmunds Road Felixstowe for refreshments from 12 noon on Sunday 12th November.

RESOLVED that the update report on Remembrance 2023 be noted.

176. CHRISTMAS LIGHTS AND EVENTS 2023

Committee received the report detailing plans from Felixstowe BID for Christmas.

At this point in the meeting, having declared an Other-Registerable Interest in Felixstowe BID, Cllr A Folley left the meeting.

Members agreed that the events last year were very popular and hopefully boosted the retailers offer.

RESOLVED that a donation of £3,000 towards the BID's Christmas Ice Rink, and seasonal programme be funded from the Seasonal Events budget.

177. CIVIC CHRISTMAS CAROL SERVICE AND MAYOR'S CHARITY EVENTS

Committee noted the report and dates of the Mayor's Charity events and the Mayor's Civic Christmas Carol Service.

RESOLVED that the report on the Civic Christmas Carol Service and the forthcoming Mayor's Charity events be noted..

178. FELIXSTOWE IN FLOWER

Committee noted the report on Felixstowe in Flower and the postponement of the Felixstowe in Flower Awards evening which was due to take place on 22nd September.

Members considered a quote from the existing provider of plants for the hanging baskets, tubs and troughs and agreed that the plants for 2024 be ordered. It was noted that last year it had been difficult to obtain 3 quotes and the flowers this year had done very well. This being the first year since Grange Nurseries who had supplied Felixstowe in Flower for many years had ceased trading.

It was RESOLVED that:

- i. The report on Felixstowe in Flower be noted; and,**
- ii. The quote for 2024 plants for the hanging baskets, tubs and troughs be accepted and ordered at a cost of £5,969 to include a Watering Gel which should reduce the amount of watering required next year.**

179. TWINNING

Committee considered the report on the forthcoming Twinning visit to Wesel for the annual Hanseatic Festival at the end of October and the planned celebrations to mark the 50th Anniversary of twinning with Wesel. A breakdown of activities currently being planned was circulated.

It was RESOLVED that:

- i. The report on Twinning be noted; and,**
- ii. The budget for Twinning for the year 2024/25 is increased to £5,000.**

180. CLOSURE

The meeting was closed at 8.31pm. It was noted that the next meeting was scheduled to take place on Wednesday 11 October 2023 at 7.30pm.

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 20 September 2023 at 9.15am

PRESENT: Cllr S Bird (Chairman) Cllr J Candy
Cllr M Morris (Vice-Chairman) Cllr C Franklin
Cllr S Bennett

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

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

181. PUBLIC QUESTION TIME

None.

182. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr A Folley and Cllr S Wiles**

183. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Bennett	All	Other registerable interests (as Members 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.

184. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 6 September 2023 be confirmed as a true record.

185. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to East Suffolk Council.

A	DC/23/2349/FUL Two double skinned fuel tanks will be installed on the existing site for the offloading and loading of fuels. These tanks will be installed on new reinforced concrete slabs. An electrical GRP pre-fabricated unit will be installed for the electrical connections. A catchment area around the two tanks will be surrounded by drainage channels to capture any spills and runoff from the loading of trucks. These channels will lead to sumps which will be connected to a full class 1 interceptor. Existing underground tanks to be foam filled. Haven Filling Station Dock Road The Docks
Committee recommended Approval.	
B	DC/23/3350/P3MA Prior Approval Commercial to Dwelling - Conversion of rear of office to residential : front section of office to remain. 284 High Street Walton
Committee recommended Approval.	
C	DC/23/3392/FUL Replacement porch (existing to be demolished) 46 Kings Fleet Road
Committee recommended Approval	
D	DC/23/3332/TCA 1 No. Silver Birch Tree at the rear of the property in the centre of the lawn to be felled and removed. The tree has been poorly pruned in the past and is considered too large for the garden. 4 College Green
We object to the proposed felling of the silver birch, we note that the applicant states that it is too large for the garden, however, they have not stated that it is diseased, dying or dangerous. We believe that this tree which is visible from the public realm gives public amenity value. We, therefore, feel that it would be appropriate to prune the tree and not to fell it.	
E	DC/23/3366/TPO W1 of TPO No. 195 / 2006 1no. Chestnut (1 on plan) - Fell Proposed replacement planting of 1no. Chestnut 73 Tower Road

We object to this proposed work, we recognise that this tree has significant amenity value. The applicant has not given sufficient reason for felling, the tree is not diseased, dying or dangerous nor is it stated that the tree is doing any damage to buildings, we therefore feel that it would be appropriate to prune the tree as was carried out in 2016 rather than to fell it.

186. CUSTOM AND SELF-BUILD HOUSING – PUBLIC CONSULTATION

Committee requested that this be looked at the next meeting, allowing members longer to consider this SPD.

187. PLANNING DECISIONS

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

188. CORRESPONDENCE

Committee discussed the following:

i) DC/23/2745/DEM – Landguard Lodge Manor Terrace.

Committee noted the Prior Notification of Demolition and requested the following Comment was sent:

Committee object to this proposal in the strongest possible terms, we wholeheartedly agree with all of the comments by the Felixstowe Society and specifically would support their request that these buildings be protected with a building preservation notice Whilst we recognize that the lodge and cottage are not listed or in a conservation area, nonetheless we believe that they are of considerable architectural merit and both iconic and distinctive. Furthermore, particularly because of their isolated position they contribute considerably to the character and vista in that location within Felixstowe. In addition the applicant has supplied no justifiable reason for the demolition.

Committee Noted the following:

ii) Temporary pavement Licence to place removable furniture for All Things Nice, 79 Hamilton Road Felixstowe IP11 7BE.

Committee were content with this application.

189. CLOSURE

The meeting was closed at 10.25am. It was noted that the next meeting was scheduled to take place on Wednesday 4 October 2023 at 9.15am.

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 20 September 2023 at 7.30pm

PRESENT: Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman) Cllr S Harkin
Cllr D Aitchison Cllr M Morris
Cllr J Candy Cllr M Sharman

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs J Smith (Assets & Services Officer)
Mr T Minns (Grounds & Maintenance Manager)

IN ATTENDANCE: None

190. PUBLIC QUESTIONS

None

191. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Nick Barber

192. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr J Candy	All	Other registerable interest (as Members of East Suffolk Council)
Cllr M Sharman	195	Non-Registerable Interest (as Member of 7 th Felixstowe Scout Group)

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.

193. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 5 July 2023 be signed by the Chairman as a true record.

194. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 13 September 2023. A question was raised regarding the allotment and income expenditure, it was confirmed that the allotments are provided for, with an overall subsidy by the Council of £23,978 2022/23 (£18,017 in 2021/22).

RESOLVED that the Budget Report to 13 September 2023 be received and noted.

195. FEES AND CHARGES 2024-25

Committee considered the scale of Fees and Charges for Council services from 1 April 2024 as presented in the report.

It was RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2024:

i) Town Hall – General Hire:

5% increase to Voluntary/Charity/Community and Commercial Business hire fees for 2024-25

FELIXSTOWE TOWN HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Full day (Weekday , 9am- 5pm)	Half day (weekdays 9-1pm, 1pm-5pm)	Hourly rate (weekday hours between 9am-5pm)	Hourly rate (all other times)
Council Chamber				
Commercial/Business Hire	£231	£116	£36	£53
Voluntary/Charity/Community	£113	£58	£18	£34
Other Town Hall Rooms				
Commercial/Business Hire	£173	£88	£25	£47
Voluntary/Charity/Community	£102	£50	£13	£28
Refreshments (to include tea, coffee, water and biscuits)			£2 per delegate	

ii) Town Hall - Weddings and Special Events:

10% increase with a new non-resident rate for weddings. Discount given for Bride/Groom being a Felixstowe Resident.

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1st April- 30th Sept)	Weekend (1st April- 30th Sept)	Any Day (1st Oct- 31st March)	Post- Ceremony Drinks
Council Chamber (for ceremonies attended by a maximum 76) Non-Resident Rate	£478	£610	£478	N/A
Clerk's Office (for ceremonies attended by a maximum 15) Non-Resident Rate	£242	£302	£242	N/A
Courtroom Gallery	N/A	N/A	N/A	£130
Other Rooms	N/A	N/A	N/A	£130

iii) Walton Community Hall – General Hire:
5% increase for hire for 2024-25

WALTON COMMUNITY HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Weekdays 9-5pm	Evenings and Weekends up to 10pm	Session Rate Mon-Sun 9am-10pm (up to 4 hours)
Commercial/Business Hire	£18	£21.50	£57
Voluntary/Charity/Community /Private Hire	£9.50	£12.50	£31.50

iv) Cemetery:
5% increase for 2024-25
Reduce charges for Children’s graves and interments to zero.
6” x 8” ground level plaques to be reduced in line with other memorial fees to £173
Delete charges for a plaque on the Wall of Remembrance as there are no more plaques available for purchase.

1. INTERMENTS	2024-2025	
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Standard Fee	Felixstowe Resident fee*
Still Born – 1 Month	No charge	No charge
Child up to 18 Years	No charge	No charge
Adult Grave - Single Depth 4’6”	1,323	662
Double Depth 6’4”	2,139	1,069
Triple Depth 7’6”	2,497	1,245
Urn of cremated remains	336	171
Scattering of ashes	75	75
Additional charges applicable outside ordinary hours of burial Monday to Friday	Standard Fee	Felixstowe Resident fee
Grave space	882	441
Urn space	524	259
Scattering of ashes	297	146
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Standard Fee	Felixstowe Resident fee
Grave space	1,466	733
Urn space	1,025	513
Scattering of ashes	375	187
*Residents fee applies to persons whose normal place of residence at their time of death was within the Town of Felixstowe within the last two years immediately before their death.		

2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS		2024-2025	
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Standard Fee	Felixstowe Resident fee*	
Adult Grave 8' by 3'	2497	1251	
Children's grave 4' by 3'	No Charge	No Charge	
Urn plot in GARDEN OF REMEMBRANCE	1,025	513	
Urn plot in LAWN GARDEN	1,880	937	
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL			
	Standard Fee	Felixstowe Resident fee*	
Renewal 50 years: Adult Grave	2,205	1,103	
Child Grave	No Charge	No Charge	
Urn plot (Garden of Remembrance)	733	364	
Urn plot (Lawn Garden)	1,583	789	
Renewal 25 years: Adult Grave	1,119	562	
Child Grave	No Charge	No Charge	
Urn plot (Garden of Remembrance)	369	185	
Urn plot (Lawn Garden)	811	408	
4. PERMISSION TO ERECT MEMORIALS			
	Standard Fee		
Kerb stone or border stone or edging not exceeding 6'6" by 2'6" by 6" in height (Blocks A – F only)	315		
Memorial not exceeding 3' 6" height by 3' width	315		
Kerb stone/border stone/edging AND Memorial (Blocks A – F only)	525		
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	173		
Vase with or without lettering	173		
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	173		
Additional inscription on any memorial after the first	108		
Garden of Remembrance – Ground level Plaque			
Plaque for urn plot 6" by 4"	173		
Plaque for urn plot 8" by 6"	173		

MEMORIAL GARDEN (subject to VAT)	2024-2025	
	Standard Fee	Felixstowe Resident fee*
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	661	331
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	407	204
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	540	270
Renewal of lease for the above memorials for further 5 years	141	141
Memorial bench plaques with inscription for 10 years (prices from)	1,355	678
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)		
Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1,804	1,804
Planting single grave with winter and summer plants and maintaining for one year	314	314
Annual maintenance thereafter	180	180
6. MISCELLANEOUS		
Registering transfer of grant	47	47
Exhumation (Burial)	1764	1764
Exhumation (Ashes)	733	733
Register Search	27	27
Preparation of Statutory Declaration	61	61

v) Allotments

For tenancies renewing in October 2024, or for new tenancies commencing from April 2024, an increase of 25p per 25m² or 'rod':

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£42.50	£25.50
Double-size plot (approx. 250m ² or '10 Rods')	£85.00	£51

The discounted rate above (40% off) is offered to tenants (or joint tenancies with one qualifying tenant) who are:

- **Senior Citizens** (on evidence of being in receipt of state pension)
- **Long-Term Unemployed** (on evidence of associated unemployment benefits)

196. TOWN HALL UPDATE REPORT

Committee received the update report on the Town Hall. Members considered the Structural Engineer report and asked for the damp in the attic to be monitored with action taken if necessary for any leaks in the roof.

Committee looked at different flooring options for both the disabled entrance area and the Courtroom Gallery. Advice should be sought from the Suffolk Coastal Disability Forum for the best floor covering for the disabled.

It was also suggested that advice also be sought from East Suffolk Council regarding the sourcing of flooring that has been put into the accessible chalets at the new Beach Hut area 'Seashore Village'.

It was thought prudent to redecorate the Courtroom Gallery and rear entrance area before new flooring was installed.

It was RESOLVED that:

- i. the Town Hall Update Report be noted; and,**
- ii. advice be sought from the Suffolk Coastal Disability Forum regarding the best flooring for disabled entrance and from East Suffolk regarding what was used in the new accessible chalets at Seashore Village; and,**
- iii. Quotes for flooring to be brought back to committee in due course.**

197. BROADWAY HOUSE UPDATE

Committee received the update report on Broadway House. Members discussed the inefficiencies of the radiators and suggested that a quote be obtained for them to be flushed, if it can be carried out within budget (approx £200) then carry out otherwise members agreed for it to be taken from the Broadway House earmarked reserve.

Members requested that the retrofitting of solar panels be investigated along with any grants available. Orwell Housing should be contacted also to see how they could help with this.

It was proposed that a review of the heating be carried out, and any information be fed back to Assets and Services Committee in due course.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. the radiators at Broadway House be flushed out, if possible under budget, otherwise committee agreed for funding up to £800 to come from the Broadway House Earmarked Reserve; and,**
- iii. Solar Panels be investigated along with grants available. Contact to be made with Orwell Housing to see if they can help with this; and,**
- iv. a heating review be carried out, considering whether the air conditioning unit could be used as an air source heat pump and looking at other energy saving options.**

198. WALTON COMMUNITY HALL UPDATE

Committee received the update report on Walton Community Hall. Members discussed the Energy Audit report and asked if it could be investigated as to whether the air conditioning could heat the building alongside the cost involved in this. A heating review would also be very useful via a heating engineer to look into all options.

Members discussed the height of the ceiling, and it was felt that reducing this may be a very useful project to help reduce the cost of heating the hall. Quotes will be brought back to committee to try to find a solution.

It was RESOLVED that:

- i. the Walton Community Hall update report be noted; and**
- ii. investigation be made into whether the air conditioning unit could be used as an air source heat pump; and**
- iii. a heating engineer be engaged to advise regarding heating options; and,**
- iv. solar panels and grants be investigated; and**
- v. lowering the ceiling height be investigated and quotes brought back to committee.**

199. CEMETERY UPDATE REPORT

The Grounds Maintenance Manager presented the Cemetery Update Report. Members considered three quotes to install a new septic tank and land drain. Company B was chosen to carry out this work. Committee agreed that the funding of £7230 will be taken from the Cemetery Earmarked Reserve.

Committee discussed the timescales of the future Cemetery extension and agreed that a project team be set up by the Town Clerk and report back to Committee at key milestones. Once this project team has met, a timeline will be suggested with details of outside requirements in order to make the project happen and this will be brought to committee.

Council has money in Earmarked Reserves for this project but can also use CIL (Community Infrastructure Levy) for this with agreement from Council.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and,**
- ii. Company B be employed to convert the cesspit and add land drain (soakaway) with the cost of £7,230 to be taken from the Cemetery Earmarked Reserve; and.**
- iii. a project team be set up to include the Town Clerk, Deputy Town Clerk, Assets & Services Officer and Council's Grounds & Maintenance Manager who will liaise regularly with the Chairman and Vice-Chairman of the Assets & Services Committee, plus other Councillors as appropriate and report back to Committee at key milestones.**

200. ALLOTMENTS UPDATE REPORT

The Assets & Services Officer presented the Allotments update report and confirmed that the annual renewal invoices were due to be sent out at the end of September.

RESOLVED that the Allotment update report be noted.

201. TREES NEAR FERRY ROAD ALLOTMENTS

The Grounds and Maintenance Manager has recently met with Flagship Housing to look at the three trees and their Arboriculture Services Manager has confirmed in writing that 'Given the available information and having visited the site, removal of all three trees seems the most sensible option.' Unfortunately, Flagship confirmed that they would not contribute financially to the felling.

It was agreed that three mature trees should be planted at either Allenby Park and/or Gosford Way and/or the Cemetery to help compensate for the loss of these trees.

Members considered three quotes for the felling of the two oak trees and one ash tree. Company A was chosen to carry out this work at a cost of £2,200 to be funded from the new 'Public Spaces Earmarked Reserve.'

Letters will be circulated to all neighbours explaining the work to be done and Cllr S Harkin will update the immediate neighbour of the trees, as she has been corresponding with them.

It was RESOLVED that:

- i. the report on the trees near Ferry Road Allotments be noted; and.**
- ii. Company A be employed to section and dismantle the two oak trees and one ash tree at a cost of £2,200 to be funded from the Public Spaces Earmarked Reserve ; and,**
- iii. three replacement mature trees be planted at either Allenby Park and/or Gosford Way and/or the Cemetery; and,**
- iv. neighbours be informed ahead of the work being undertaken.**

202. TREE MANAGEMENT PLAN

Members considered the Tree Management Plan as presented.

RESOLVED that the Tree Management plan be adopted

203. GOSFORD WAY PARK AND ALLENBY PARK

Members received the update on the footpaths of both parks and were happy with the closure of Allenby park as long as plenty of notice is given, with a notice on the gates and delivered notes to neighbours who have gates opening onto the park. Notice will also be given on social media.

Members discussed graffiti, in particular ones that had appeared with phone numbers recently. It was agreed that photographs of any graffiti/numbers be sent it to the Police via Rachael Partridge. The Grounds team currently use graffiti wipes to remove any graffiti as soon as it is seen.

It was RESOLVED that:

- i. the Gosford Way Park and Allenby Park update report be noted; and,**
- ii. Allenby Park be closed for the duration of the work on the footpaths, with notifications going out on social media, notices on the park gates and letters to neighbouring properties who have a gate from their properties to the park; and,**
- iii. Any graffiti is reported to the Police.**

204. CLOSURE

The meeting was closed at 9.05pm. The next meeting was noted as being scheduled for Wednesday 22 November 2023 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 4 October 2023 at 9.15am**

PRESENT: Cllr S Bird (Chairman)
Cllr M Morris (Vice-Chairman) Cllr A Folley
Cllr S Bennett (from item #209a) Cllr C Franklin

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

IN ATTENDANCE: 2 Members of the public (*in person*)
2 members of the public (*via Zoom*)

205. PUBLIC QUESTION TIME

The Chairman advised that he would invite representations from members of the public immediately prior to debate on specific applications.

206. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr J Candy and Cllr S Wiles.**

Cllr S Bennett gave apologies for lateness.

207. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Bennett	All	Other registerable interests (as Members 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.

208. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 20 September 2023 be confirmed as a true record.

209. PLANNING APPLICATIONS

At the direction of the Chairman, item C was brought forward and considered first.

Committee heard from members of the public, being the applicant on item C below, confirming that there would be step-free access to the proposed new toilet, shower and washroom facilities.

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to East Suffolk Council:

C	DC/23/3262/FUL Upgrade existing toilet and shower block and washroom facilities Peewit Caravan Park Walton Avenue
Committee recommended APPROVAL.	

At this point in the meeting, 9.35am, Cllr S Bennett arrived.

A	DC/23/3477/RG3 Resurfacing and extension of existing car park Land Adjacent The Ferry Boat Inn The Ferry
Committee recommended APPROVAL. However, we would suggest some appropriate landscaping to soften its appearance in the AONB.	

B	DC/23/2572/FUL Retrospective Application - Change of use from restaurant to sports bar and restaurant with amended hours. 55 - 57 Undercliff Road West
Committee recommended REFUSAL. Whilst the Committee is not against the principle of the change of use to a drinking establishment, we feel that the proposed closing time of midnight Sundays to Thursdays is inappropriate for a purely drinking establishment in this area given its proximity to residential properties.	

D	DC/22/4494/FUL Retrospective Application - Erection of open sided gazebos on existing hard standing, within the curtilage of the property, to provide sheltered seating area. A number of timber framed gazebo's have been constructed, with Polycarbonate roofing. Felsto Arms Sea Road
Committee recommended APPROVAL.	

E	DC/23/3524/FUL Demolish cycle / motorcycle garage. Erect two storey side extension for utility room, shower, toilet, coats and cycle /motorcycle garage with bedroom and ensuite over. 2 Queens Road
Committee recommended APPROVAL.	

F	DC/23/3114/FUL Retrospective Application - Rear extension and installation of air conditioning unit 12 Holland Road
<p>Committee recommended REFUSAL. We feel that the extension, as described, is wholly inappropriate. We believe that the size and massing of the rear extension is overly large and therefore contrary to SCLP 11.1 para. (c) iii. Furthermore, the extension results in the complete loss of the rear amenity space for the property and is therefore contrary to SCLP 11.1 para. (e). In addition, we concur with the concerns of ESC Environmental Protection in relation to potential noise disturbance from the air conditioning unit. We also believe that the size of the extension, plus the siting of the air conditioning unit in a prominent position, means that this proposal is unacceptable in the Conservation Area and is therefore contrary to SCLP 11.5 para. (b).</p>	

G	DC/23/3634/FUL Alterations and extensions 12 Dellwood Avenue
Committee recommended APPROVAL.	

H	DC/23/3618/FUL Garden room Linden House 28A Bath Road
Committee recommended APPROVAL. However, we would ask that it be conditioned that its use remain ancillary to the host property.	

I	DC/23/3529/FUL To construct a Single-Storey Lean-to Conservatory to rear elevation 10 Castle Close
Committee recommended APPROVAL.	

J	DC/23/3583/TCA 1no. Sycamore and 1no. Oak (marked on plan) - Reduce in height by 50% of total tree height and cut back to border Units 1-5 6 Hamilton Gardens
Committee OBJECTED to the proposal to reduce the total height of these trees by 50%. We recognise that the trees play a prominent role in the public realm and we feel that a 50% reduction in size is excessive and would significantly harm these trees and the amenity value they have within the Conservation Area. We therefore ask that the East Suffolk Arboricultural Officer consider the appropriateness of the proposed works and the possibility of a TPO to protect these trees.	
K	DC/23/3596/TPO TPO No. 104 /1997 1no. Yew (T1 on plan) - Fell Replacement planting of 2-3 native species in back garden Tyndale House 2 Tyndale
Committee OBJECTED to the proposal to fell this tree. We feel that the reason given for its felling is inadequate and that appropriate tree management would be sufficient to preserve it.	
L	DC/23/3609/TCA 1no. Group of Pine and Holm Oak (G1 on plan) - Overall crown reduction by up to 2.5 metres and prune to clear lamp columns and infrastructure. The Chapel Maybush Lane
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

210. LANDGUARD LODGE, MANOR TERRACE DC/23/2745/DEM

Members noted that, as a result of comments from the Committee and Suffolk Preservation Society, an emergency Article 4(1) Direction to remove the permitted development right to demolish a building without the need for full planning permission, was served on the property by East Suffolk Council.

It was RESOLVED that the following representation by made in respect of this action:

Committee are fully supportive of the Article 4 Direction and would strongly request that this be made permanent. We recognise the iconic nature of this architecturally significant building and would wish to see it preserved. We fully concur with the comments submitted by both the Felixstowe Society and the Suffolk Preservation Society and further recognise the strength of public opinion that the proposed demolition provoked. We note that this building is an internationally recognised landmark.

211. CUSTOM AND SELF-BUILD HOUSING – PUBLIC CONSULTATION

Committee considered the draft Supplementary Planning Document (SPD) on Custom and Self-Build Housing.

It was RESOLVED that the Clerk respond to the consultation to confirm that Committee believe that document to be a very thorough, comprehensive, and helpful document.

212. PLANNING DECISIONS

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

213. CORRESPONDENCE

Committee NOTED the following correspondence:

- i)** Renewal of three East Suffolk Council Public Space Protection Orders (PSPOs) relating to the control of dogs.
Members welcomed the renewal of the two PSPOs that affect Felixstowe.
- ii)** Pavement Licence application from Costa Coffee, 74-76 Hamilton Road, seeking approval for 12 chairs and 5 tables.
Members welcomed the application.
- iii)** Pavement Licence from Nutshells by the Sea, 1b Hamilton Road, seeking approval for 4 chairs and 2 tables.
Members welcomed the application.
- iv)** Confirmation from ESC that the Coastal Adaptation Supplementary Planning Document has been adopted.

214. CLOSURE

The meeting was closed at 11.36am. It was noted that the next meeting was scheduled to take place on Wednesday 18 October 2023 at 9.15am.

**MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 11 October 2023 at 7.30pm**

PRESENT: Cllr M Sharman (Chairman)
Cllr C Franklin (Vice Chairman) Cllr S Harkin
Cllr D Aitchison Cllr M Morris
Cllr J Candy Cllr B Price

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Ms H Miles (Communications Apprentice) *via Zoom*
Mr S Congi (Finance Administration Assistant) *via Zoom*

IN ATTENDANCE: None

215. PUBLIC QUESTION TIME

None.

216. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr A Folley**.

217. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr D Aitchison	223	Other registerable interests (as Chairman of the Felixstowe Branch of the Royal British Legion)
Cllr D Aitchison Cllr M Morris	222	Other registerable interests (as Trustees of the Felixstowe Relief Charity)

Having confirmed that his interest was directly affected by the matter on the agenda, Cllr Aitchison advised that he would leave the meeting prior to any debate and decision on the item regarding Remembrance.

Item 222 was unlikely to require any decisions regarding Felixstowe Relief Charity but if this changed then appropriate requirements to leave the meeting would be made.

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.

218. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 13 September 2023 be confirmed as a true record.

219. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 5 October 2023.

RESOLVED that the Budget Report to 5 October 2023 be received and noted as presented with no other action required at this time.

220. DRAFT BUDGET CONSIDERATION 2024-25

Committee considered first draft proposals for its element of the Council's 2024-25 budget and reviewed the accompanying notes to the budget estimates in the report.

It was RESOLVED that the draft proposals for the Civic & Community element of the Council's 2024-25 budget be recommended, as per the report, to Council's Finance & Governance Committee for further consideration.

221. FELIXSTOWE IN FLOWER

Committee considered arrangements for the postponement of the Felixstowe in Flower Awards ceremony. Members agreed it was important to do something to recognise the winners of the competitions, and a thank you to the Sponsors should also be recognised.

It was RESOLVED that the Felixstowe in Flower Awards evening should be rearranged to take place at the Town Hall, this could be split into two parts, with the children being invited after school and adults to be invited later that evening. Refreshments to be provided. Suggested timing to be around the end of November.

222. COST OF LIVING

Members considered the £39,254.46 remaining funds in the Community Support Fund Earmarked Reserve and ways of helping the community with the cost of living crisis.

Cllr S Harkin gave an update, and confirmed that East Suffolk Council were meeting next Tuesday when there will be an update on what they have planned. Last year there were 12 projects but it is likely that this will be reduced. It is also likely that grants for the Warm Room scheme are reduced this year. Committee agreed that this fund should continue to build on the work being carried out by East Suffolk Council, by adding value to projects that were supported in Felixstowe last

year and confirming with other local community groups that they do not require support to help with the cost of living.

To expedite the consideration of funding, Committee delegated authority to the Clerk to commit expenditure from the Council's Cost-of-Living funding support, in consultation with a small panel from the Civic & Community Committee, to include the Vice-Chairman Cllr C Franklin, Cllr J Candy, Cllr Harkin and Cllr Morris.

Committee also agreed that the 'Cost of Living' leaflet, produced and distributed throughout the town last year, should be repeated this year and Members asked that enough copies be printed to ensure availability of the leaflet to distribute amongst community stakeholders.

It was RESOLVED that:

- i. a leaflet, highlighting the availability of local cost-of-living support, for distribution to all IP11 addresses be produced. The cost of which to be authorised from the Cost-of-Living Support Earmarked Reserve; and,**
- ii. authority be delegated to the Town Clerk to commit expenditure from the Council's Cost-of-Living Support Earmarked Reserve, in response to funding requests, in consultation with a small panel from the Civic & Community Committee, to include the Vice-Chairman, Cllr Candy, Cllr Harkin and Cllr Morris.**

223. REMEMBRANCE SUNDAY

At this point in the meeting, 8.02pm, having declared an Other-Registerable Interest in the Royal British Legion, Cllr D Aitchison left the meeting.

Committee considered funding the post-Remembrance Sunday refreshments for service personnel, veterans and cadet staff to be held at the Felixstowe and Suffolk Bowls Club.

Members agreed that the Council should support this event.

It was RESOLVED that:

- i. a grant of £250 towards the refreshments offered to Service Personnel, Veterans and Cadet Staff after the Remembrance Sunday services be funded from the Occasional Grants budget, subject to the Occasional Grant application form being completed by the Royal British Legion; and,**
- ii. An extra £250 added to the 2024/25 budget for Annual Grants for the year 2024/25, subject to an Annual Grant application form being completed by the Royal British Legion for the year 2024/25.**

At this point in the meeting, 8.09pm, Cllr Aitchison returned.

224. TWINNING SALZWEDEL 30TH ANNIVERSARY

Committee noted the report on 2024 marking the 30th Anniversary of twinning with Salzwedel.

It was RESOLVED that:

- i. both the twinning partnerships be encouraged to use the funding to increase membership and broaden the reach of the benefits of twinning; and,**
- ii. the previously agreed increase in the Twinning budget should be sufficient to cover both the 50th Anniversary of twinning with Wesel and the 30th Anniversary of twinning with Salzwedel. However, if there was a particular event or requirement for funding that either associations required, they should be invited to apply for an Occasional grant.**

225. CLOSURE

The meeting was closed at 8.21pm. It was noted that the next meeting was scheduled to take place on Wednesday 13 December 2023 at 7.30pm.

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,
Felixstowe, on Tuesday 17 October 2023 at 5pm**

PRESENT: Cllr S Bennett (Chairman)
Cllr M Deacon (Vice-Chairman) Cllr D Rowe
Cllr S Harkin Cllr M Sharman

OFFICERS: Mr A Tadjrishi (Town Clerk)

226. PUBLIC QUESTION TIME

None.

227. APOLOGIES FOR ABSENCE

None.

228. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr M Deacon	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett	All	Other registerable interests (as a 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.

229. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee meeting held on 5 April 2023 be confirmed as a true record.

230. MOTION: ANNUAL LEAVE

Committee considered the following motion on Annual Leave moved by Cllr D Rowe:

The excellent and dedicated work of the Council's staff team is acknowledged by the Council. In recognition of Council's appreciation for the excellent service the staff have provided to the residents of Felixstowe and to Councillors over the past few years, in at times very challenging circumstances, this Council resolves

that all staff will have 2 days (pro rata for part time) annual leave added to their leave entitlement for the year 24/25.

It was RESOLVED that the above motion be passed; and, that it be recommended to full Council that two additional days annual leave be awarded to all staff (pro-rata for part-time employees) for the 2024/25 annual leave, noting that this would be for that year only and not an ongoing entitlement.

231. MENTAL HEALTH AND WELLBEING POLICY

Committee considered a draft Mental Health & Wellbeing Policy.

Members welcomed the scope and purpose of the policy and it was agreed that the Town Clerk would refine it for conciseness, with a separate annexe signposting the range of mental health support available to staff.

It was RESOLVED that the Mental Health & Wellbeing Policy be adopted, subject to it being refined for conciseness and a separate annexe to the policy being included to signpost a range of mental health support available to staff.

232. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

233. TOWN CLERK'S APPRAISAL

The Annual Appraisal for the Town Clerk was carried out and several objectives were discussed and agreed.

It was RESOLVED that the Town Clerk's Appraisal document be finalised by the Mayor to include those objectives discussed and agreed for the following year.

234. STAFFING ARRANGMENTS

The Clerk updated Committee on staffing arrangements.

RESOLVED that the report on staffing arrangements be noted.

235. STAFFING AND TRAINING BUDGET 2024/25

Members considered estimates for the Council’s 2024/25 staffing and training budget. Salary scale point changes were approved as presented and the budgets were recommended as follows:

Cost Centre	Budget 2024/25		
	Salaries (£)	Employer National Insurance (£)	Employer Pension Contributions (£)
Administration	247,203	26,561	42,809
Town Hall	23,997	2,048	1,440
Walton	4,799	410	288
Broadway House	8,122	693	487
Cemetery	124,227	13,108	14,680
Allotments	26,620	2,809	3,146
Parks	26,620	2,809	3,146
Total	461,558	48,438	65,995

Training budget

	Budget 2024/25 (£)
Administration	2,000
Town Hall	500
Cemetery	1,500
Totals	4,000

It was RESOLVED that Council be recommended to approve the salaries and training budgets for the financial year 2024/25.

236. CLOSURE

The meeting was closed at 19.33pm. It was noted that the next meeting was scheduled to take place on Wednesday 3 April 2024 at 6pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 18 October 2023 at 9.15am**

PRESENT: Cllr S Bird (Chairman)
Cllr M Morris (Vice-Chairman) Cllr A Folley
Cllr S Bennett Cllr C Franklin
Cllr J Candy (*to item #241a*) Cllr S Wiles

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

IN ATTENDANCE: 2 Members of the public (*in person*)
2 members of the public (*via Zoom*)

237. PUBLIC QUESTION TIME

The Chairman advised that he would invite representations from members of the public immediately prior to debate on specific applications.

238. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

Cllr J Candy gave apologies in advance of needing to leave the meeting at 9.40am.

239. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Bennett	All	Other registerable interests (as Members 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.

240. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 4 October 2023 be confirmed as a true record.

241. PLANNING APPLICATIONS

At the direction of the Chairman, item B was brought forward and considered first.

Committee heard from a member of the public, being a neighbour to item B below, seeking clarification on the proposed cladding materials.

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following recommendations to East Suffolk Council:

B	DC/23/3641/FUL Single storey front extensions (including balcony overlooking sea), reconstruction of single storey pool house (linking to dwelling) and installation of external insulation with render/metal cladding to all elevations High Ridge 16 South Hill
Committee recommended APPROVAL. However, given that the pool house will now be self-contained and providing washing and toilet facilities, we would ask that its use be conditioned to remain ancillary to the host property.	

At this point, 9.42am, Cllr J Candy left the meeting.

A	DC/23/3679/FUL Extension and alteration of the surgery and its existing extension Haven Health Surgery Grange Farm Avenue
Committee recommended APPROVAL.	

C	DC/23/3817/FUL Demolition of side garage and utility room together with rear conservatory. Erect rear two storey extension and single storey side extension. Erect fence to no.7's boundary 5 Chepstow Road
Committee recommended APPROVAL.	

D	DC/23/3737/FUL Installation of 6no replacement windows to first floor flat Flat 7B 7 High Beach
Committee recommended APPROVAL.	

E	DC/23/3835/FUL The works include rendering the lower section of the side elevation following fire damage. 39 Margaret Street
Committee recommended APPROVAL.	

242. PLANNING DECISIONS

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

243. CORRESPONDENCE

Committee NOTED the following correspondence:

- i)** Pavement Licence from Rubys, Bent Hill, seeking approval for 4 chairs and 2 tables.
Members welcomed the application.

- ii)** Proposed Upgrade to Existing Radio Base Station Installation at Felixstowe Cemetery, Langley Avenue.
Committee had no objection to the proposed replacement equipment.

244. CLOSURE

The meeting was closed at 10.15am. It was noted that the next meeting was scheduled to take place on Wednesday 1 November 2023 at 9.15am.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Town Hall, Felixstowe on Wednesday 25 October 2023 at 7.30pm**

PRESENT: Cllr M Deacon (Chairman)
Cllr D Rowe (Vice-Chairman) Cllr M James
Cllr D Aitchison Cllr M Sharman
Cllr S Bird Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Financial Administration Assistant)

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

245. PUBLIC QUESTION TIME

There were none.

246. APOLOGIES FOR ABSENCE

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

247. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr M Deacon	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as Members 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.

248. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 12 July 2023 be signed by the Chairman as a true record.

249. BUDGET MONITORING TO 30 SEPTEMBER 2023

Committee received the budget monitoring report to 30 September 2023. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

The Financial Administration Assistant highlighted that water consumption and equipment purchases at the Cemetery were higher than anticipated on budget for this point.

It was RESOLVED that the budget monitoring report to 30 September 2023 be noted.

250. QUARTERLY BANK RECONCILIATIONS

It was confirmed that Cllr D Rowe, as the Council's nominated Quarterly Bank Reconciliation Signatory (*Minute #15 2023/24 refers*) had signed the reconciliation between the bank statement and Scribe accounts to confirm the amounts agreed each month.

RESOLVED that it be noted that the reconciliations between the bank statement and accounts statements for the period 1 April - 30 September 2023 had been reviewed and signed by Cllr D Rowe.

251. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

Committee noted that the External Audit for the Financial Year 2022/23 had been completed on 1 September 2023, with the External Auditor, PKF Littlejohn, having expressed the view that the information was in accordance with proper practices and no matters had come to attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

Members recorded a vote of thanks to the Town Clerk, Deputy Town Clerk, and Finance Administration Assistant for their work in achieving Council's ongoing unqualified audits.

It was RESOLVED that:

- i. the Annual Governance & Accountability Return, including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard from 13 September 2023 and is available to view on the Financial Page of the Town Council website.**

252. IT EQUIPMENT UPDATE

Committee noted the report on the provision of IT equipment for Councillors.

It was RESOLVED that the report; and, expenditure of £4,974.53 from the IT Replacement Fund Earmarked Reserve which had been committed under Delegated Authority to the Town Clerk, be noted.

253. COMMUNITY INFRASTRUCTURE LEVY (CIL) ANNUAL REPORT

Committee considered the report on the Community Infrastructure Levy and the CIL Annual Report for 2022/23.

RESOLVED that the Community Infrastructure Levy Annual Report for 2022/23 be approved as presented, published on the Council's website before 31st December 2023, and sent to East Suffolk Council.

254. BUSINESS PLAN 2024–28

The Town Clerk confirmed the dates and times of the two workshops taking place to help develop the Council's next 4-year Business Plan being held at Broadway House on Tuesday 7th November 7 – 9 pm and Wednesday 15th November 7 – 9pm.

The Clerk advised that the Business Plan Steering Group had a met with the appointed outside facilitator who would be supporting the workshops. All staff, as well as Councillors, were invited to attend these sessions. Anyone unable to attend can provide feedback on the questions that were attached to the agenda and had been circulated by email.

RESOLVED that the report on the Business Plan 2024 – 28 be noted.

255. NOTICE OF ELECTION FOR FELIXSTOWE SOUTH WARD

The election will take place on Thursday 23 November 2023, the Polling stations will be at St. John's and St. Edmunds with the Town Hall being used for the count afterwards.

The cost of the By-Election will come from the Elections Expenses Earmarked Reserves. The cost was currently unknown but would be reported in due course.

It was RESOLVED that:

- i. the report on the Notice of Election for Felixstowe South Ward be noted; and,**
- ii. The cost of the by-election be taken from the Elections Expenses Earmarked Reserve, the amount to be reported in due course.**

256. MEMBERS' ALLOWANCES & EXPENSES POLICY 2023–27

The Town Clerk updated members on the Parish Basic Allowance and the District Council's independent remuneration panel. The panel has been asked to consider suggesting an allowance for Parish Councillors. This is currently with SALC and the Town Clerk will update committee when there is more information on this. This is not urgent as it had been decided that a Member's allowance was not to be taken at this time, but if it is decided to investigate a

member's allowance in the future then Council can consider the District Council's independent remuneration panel's recommendation.

Committee reviewed the updated Member's Allowance & Expenses Policy. Under eye tests if someone requires spectacles to use specifically for computer work then this cost could be reimbursed.

Under Subsistence, this should be amended to be set at HMRC level without receipts. Where receipts are provided, then the amount should be of up to £45. These expenses to be separate from the cost of overnight accommodation which, if required, would be arranged directly by the Town Hall.

Members discussed the email received regarding allowing mileage claims inside of the Parish of Felixstowe. Members discussed the small amounts that would be claimed and the work involved in processing the claims and agreed that the policy should not be amended to include this.

Under mileage, it was agreed that the rates be changed to standard rate.

It was RESOLVED that the Members' Allowances & Expenses Policy be recommended for approval at Ordinary Council as presented with the above amendments.

257. CLOSURE

The meeting was closed at 8.12pm. The next meeting was noted as being scheduled for Wednesday 6 December 2023 at 7.30pm.

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 1 November 2023 at 9.15am

PRESENT: Cllr S Bird (Chairman)
Cllr M Morris (Vice-Chairman) Cllr A Folley
Cllr S Bennett Cllr C Franklin
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 (*via Zoom*)

258. PUBLIC QUESTION TIME

None.

259. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

260. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Bennett	All	Other registerable interests (as Members of Suffolk County Council)

Cllr A Folley declared a Non-Registerable Interest in item 262(E) due to being closely known to those related to the application. Having declared this Non-Registerable Interest, Cllr Folley advised that they would leave the meeting prior to any debate and decision on the item.

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.

261. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 18 October 2023 be confirmed as a true record.

262. 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/23/3858/FUL Conversion of linked garage to a family annex with dormer window to create mezzanine storage level. 29 Buregate Road
Committee recommended APPROVAL. However, we would ask that it be conditioned that its use remain ancillary to the host property.	

B	DC/23/3846/FUL Proposed first floor rear extension to existing single storey. 21 Ferry Lane
Committee recommended REFUSAL. We are conscious of the fact that this property has already been enlarged considerably beyond its original size with a side extension, rear extension and substantial extension on the garage. We believe that this proposed first floor extension, particularly as it will be finished in render with a flat roof, will be contrary to SCLP11.1 (c) i,ii,iii,iv and v.	
We believe that the overall appearance of this, now two storey extension, will be out of keeping with the street scene in its prominent position.	

C	DC/23/3965/FUL Side extension and alterations to garage. 1 Grasmere Avenue
Committee recommended APPROVAL.	

D	DC/23/3828/FUL Installation of 14 replacement windows & 1 replacement door into existing opening apertures Flat 2 The Hermitage Undercliff Road East
Committee recommended APPROVAL.	

At this point, 9.55am, Cllr Folley left the meeting.

E	DC/23/3988/FUL External stainless steel flue 12 Stanley Road
Committee recommended APPROVAL.	

Cllr Folley returned to the meeting.

F	DC/23/4051/FUL Alterations, extensions and erection of new detached garage. Alterations to vehicular access. New front boundary wall. Rowan Lodge 246 Ferry Road
Committee recommended APPROVAL.	

G	DC/23/4054/P3MA Prior Notification - Conversion of redundant offices to residential (1 flat). 61A Cobbold Road
Committee had NO OBJECTION to this proposal.	

H	DC/23/3945/TCA 1no. Liquidambar (marked on plan) - Overall crown reduction by 2 metres. 1 College Green
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

263. PLANNING DECISIONS

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

264. CORRESPONDENCE

None.

265. CLOSURE

The meeting was closed at 10.45. It was noted that the next meeting was scheduled to take place on Wednesday 15 November 2023 at 9.15am.

AGENDA ITEM 9: ESC RESPONSE TO FTC MOTIONS

At the previous meeting, Council passed two motions, one relating to Fly-Posting (Minute #160 of 2023/24 refers) and the other in relation to Street Cleaning (Minute #161)

Following the meeting, the Town Clerk submitted the motions to East Suffolk Council (and in the case of Fly-Posting, also to Suffolk County Council) to request a response.

The Chief Executive Officer of East Suffolk Council, Mr Chris Bally, provided a response to each motion, dated 30th October 2023, which is attached at **Appendix A**.

As referred to in the letter, East Suffolk Council's Public Realm Contracts Manager has been in touch to discuss the possibility of holding quarterly meetings with representatives from the Town Council on ESSL public realm operations.

Council is requested to consider East Suffolk Council's response to the Motions submitted by the Town Council following the previous meeting.

AGENDA ITEM 10: EARMARKED RESERVE EXPENDITURE

Terms of Reference adopted at Annual Council (*Minute #12 of 2023/24 refers*) include authority for Committees to approve expenditure from Earmarked Reserves relevant to their scope of business, up to a limit of £20,000 in each financial year, without requiring further approval from Council.

Council is requested to note the following expenditure committed from Earmarked Reserves, following approval by the Assets & Services Committee, Civic & Community Committee and Finance & Governance Committee:

Min #	Description	Net Amount	Earmarked Reserve
99 iii	Hedge replacement to replace those hedges affected by Box Blight.	Up to £1,500	Cemetery
99 iv	Grave Shoring equipment and 4 ground protection boards	£2,395	Cemetery
111 ii	IT Equipment for Councillors	£4,974.53	IT Replacement
197 ii	Flushing of Radiators up to £800 approved, but issue of low heat from Radiators at Broadway fixed for £81.67 +VAT	£81.67	Broadway House
199 ii	Conversion of Cesspit and addition of land drain (Soakaway)	£8,250	Cemetery
201 ii	Section and dismantle two Oak trees and one Ash tree, growing very close to a property near Ferry Road Allotments. Three replacement mature trees to be planted in other locations.	£2,200	Public Spaces
222i	Cost of Living Support leaflet to be printed and distributed to all IP11 addresses	£1,727 max (A3 to 14,000 homes) or £979 (A4 to 11,000 homes)	Cost of Living Support

In addition to the above Council also approved spending from the CIL 2019/20 Earmarked Reserve as follows:

Min #	Description	Net Amount	Earmarked Reserve
162	Renovation of footpaths in Gosford Way Park (50% of cost) and Allenby Park	£23,665 with £6,900 being reimbursed from ESC	Community Infrastructure Levy 2019/20

Please also note that Council's Civic & Community Committee gave delegated authority to the Town Clerk to commit expenditure for the Council's Cost-of-Living Support Earmarked Reserve, in response to funding requests, in consultation with a small panel from the Civic & Community Committee, to include the Vice-Chairman, Cllr J Candy, Cllr S Harkin and Cllr M Morris (*Minute # 222 ii 2023/24 refers*).

Council is requested to note the expenditure from Earmarked Reserves as approved by the Assets & Services Committee and Civic & Community Committee.

AGENDA ITEM 12: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23

Council is advised that Notice has been given that the external audit of the accounts of Felixstowe Town Council for the Financial Year 2022/23 was completed on 1st September 2023. The Annual Governance and Accountability Return (AGAR), including the Audit Certificate is presented at **Appendix B**.

The Council's External Auditor, PKF Littlejohn, have expressed the view that, on the basis of the annual return, in their opinion, the information is in accordance with proper practices and no matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met. In addition, there were no other matters affecting their opinion that required the issue of a report or the further attention of the Council.

In accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014; the Accounts and Audit Regulations 2015 (SI 2015/234) and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 13 September 2023 and is also available to view on the Town Council website to advise local electors that the accounts and requisite information as defined by Section 13(1) of the Accounts and Audit Regulations 2015 are available for inspection.

Additionally, the Annual Governance and Accountability Return for the Financial Year 2022/23 will remain available online on the Council's website, as have the documents for the previous six years. The Annual Governance and Accountability Return was presented to the Finance & Governance Committee for review and is also required to be formally approved and accepted at a meeting of the full Council.

Council is requested to:

- i. Approve and Accept the Annual Governance and Accountability Return including Audit Certificate as presented; and,**
 - ii. Note that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 & the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 13 September 2023 and is available to view on the Financial Page of the Town Council Website.**
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AGENDA ITEM 13: INTERIM AUDIT REPORT: YEAR 2022/23

The Interim Internal Audit for the half-year ending 30 September 2023 took place on 1st November 2023 and the signed report is presented at **Appendix C**.

The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council.

The Interim Internal Audit Report is required to be formally reviewed and received at a meeting of the full Council.

Council is requested to note the Interim Internal Audit Report for the period 1 April 2023 – 30 September 2023.

AGENDA ITEM 14: MEMBERS' ALLOWANCES AND EXPENSES POLICY 2023-27

The Member's Allowances and Expenses Policy was reviewed by the Council's Finance & Governance Committee to cover additional costs that may be incurred in relation to the role of Councillor (*Minute #110 of 2023/24 refers*).

Following research into other local government authorities' arrangements, the Town Clerk drafted an updated Members' Allowances & Expenses Policy. The Finance & Governance Committee considered the proposed arrangements and has recommended a revised version in accordance with Minute #256 of 2023/24 which is presented at **Appendix D**.

Council is requested to consider the recommendation of the Finance & Governance Committee and adopt a revised Members' Allowances & Expenses Policy at Appendix D, as per Minute #256 of 2023/24.

AGENDA ITEM 15: EAST SUFFOLK - POLLING DISTRICT & POLLING PLACES REVIEW 2023

The Electoral Registration and Administration Act 2013 requires East Suffolk Council to complete a review of all Parliamentary polling districts and polling places every four years. The latest review must be completed between October 2023 and December 2025.

The consultation period for the review runs between 3 October and 30 November 2023.

Information about the review including a schedule of the current arrangements can be found on the East Suffolk website here: [Review of polling districts, polling places and polling stations 2023 » East Suffolk Council](#)

The Acting Returning Officer (ARO) has commented on the current arrangements and made recommendations for change where he feels necessary.

The Town Council is invited to comment on the current arrangements, or the ARO's recommendations.

The proposed changes affecting Felixstowe are to merge two polling stations (SEFCD and SEFCE), currently located at St. Andrew's Church, into one polling place.

Council is requested to consider the East Suffolk Polling District & Polling Places Review 2023 in order to submit any comments by the deadline of 30 November 2023.

AGENDA ITEM 16: REMEMBRANCE EVENTS 2023

Further to the launch of the Poppy Appeal at the Triangle on 28th October, the Remembrance programme is as follows:

Thursday 9th November, 7.30pm - Felixstowe Festival of Remembrance concert at Spa Pavilion (Coordinated by the Felixstowe Branch of the Royal British Legion). Tickets £15.

Friday 10th November, Poppies on the Promenade 10.45am –
Two Minutes Silence at Felixstowe War Memorial. Schools are being invited to attend and participate.

Saturday 11th November, 10.45 am Armistice Day

Sunday 12th November:

9.45am - Civic Remembrance Service, St Johns Church, Orwell Road.

10.45am - Civic Act of Remembrance, Felixstowe War Memorial, Undercliff Road West.

12 noon - Remembrance service at the War Graves, Felixstowe Cemetery.

Afterwards all are invited to the Felixstowe & Suffolk Bowls Club, St Edmunds Road, Felixstowe, Suffolk, IP11 2DJ

Council is requested to note the Remembrance events 2023.

AGENDA ITEM 18: STAFF ANNUAL LEAVE

At Personnel Committee on 17 October the following Motion of Councillor David Rowe was considered:

The excellent and dedicated work of the Council's staff team is acknowledged by the Council. In recognition of Council's appreciation for the excellent service the staff have provided to the residents of Felixstowe and to Councillors over the past few years, in at times very challenging circumstances, this Council resolves that all staff will have 2 days (pro rota for part time) annual leave added to their leave entitlement for the year 2024/25.

This motion was passed by the Personnel Committee and is recommended to Council for approval (*Minute #230 2023/24 refers*).

Council is requested to consider the recommendation of the Personnel Committee and resolve to award two additional days annual leave to all staff (pro-rata for part-time employees) for the 2024/25 annual leave, noting that this would be for that year only and not an ongoing entitlement.