



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 C MacGregor
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 6 March 2024** 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
1 March 2024

Moment of Reflection: Jill Mayes, Charity Worker, Christians Against Poverty and The Compass.

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 10 January 2024 as a true record. **(Pages 4-9)**
- 6. Mayor's Announcements**
To receive such communications as the Mayor may wish to lay before Council. **(Page 10)**
- 7. Minutes of Committee Meetings**
To receive and adopt the minutes of the following meetings:
 - a) Planning & Environment Committee 10 January 2024 **(Pages 11-13)**
 - b) Finance & Governance Committee 17 January 2024 **(Pages 14-15)**
 - c) Planning & Environment Committee 24 January 2024 **(Pages 16-19)**
 - d) Planning & Environment Committee 7 February 2024 **(Pages 20-23)**
 - e) Civic & Community Committee 14 February 2024 **(Pages 24-28)**
 - f) Planning & Environment Committee 21 February 2024 **(Pages 29-31)**
 - g) Assets & Services Committee 21 February 2024 **(Pages 32-36)**
- 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. Level Two at Beach Street**
To receive a presentation from Level Two on a project to provide a youth & community space at Beach Street. **(Presentation)**
- 10. Quarterly 'Public Realm' Drop-In Meetings**
To update Council on arrangements for the FTC/ESC Quarterly Drop In Meetings for Public Realm Maintenance. **(Page 37)**

- 11. Town Twinning**
To receive a report on the 50th Anniversary of twinning with Wesel and the 30th anniversary of twinning with Salzwedel. **(Page 38)**
- 12. Community Infrastructure Levy Working Group Update**
To receive a report from the Community Infrastructure Levy Working Group **(Pages 39-42)**
- 13. Earmarked Reserves Expenditure**
To note Committee decisions on using Earmarked Reserves in accordance with approved Terms of Reference for 2023-24. **(Page 43)**
- 14. Year End Balances and Earmarked Reserve Transfers**
To receive a report on Year End Earmarked Reserve Transfers. **(Pages 44-45 & Appendix A)**
- 15. Occasional Grants Policy 2024/25**
To approve the Occasional Grants Policy for 2024/25 as recommended by the Civic & Community Committee (*Minute #411 of 2023/24*). **(Page 46 & Appendix B)**
- 16. Press & Media Policy 2024/25**
To approve the Press & Media Policy for 2024/25 as recommended by the Civic & Community Committee (*Minute #412 of 2023/24*). **(Page 46 & Appendix C)**
- 17. Insurance Arrangements 2024/25**
To confirm the adequacy of Council's insurance and to approve the arrangements as recommended by the Finance & Governance Committee (*Minute #381 of 2023/24*). **(Page 47)**
- 18. Investment Policy & Strategy 2024/25**
To approve the Council's Investment Policy & Strategy for 2024/25 as recommended by the Finance & Governance Committee (*Minute #380 of 2023/24*). **(Page 48 & Appendix D)**
- 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
15/01/2024	375 - 398	£20,156.04
31/01/2024	399 - 415	£50,087.21
15/02/2024	416 - 429	£10,688.70
29/02/2024	430 - 443	£54,577.50
	TOTAL	£135,509.45

- 20. Closure**
To close proceedings and note that the next meeting is the Annual Council Meeting scheduled for 7.00pm on Wednesday 15 May 2024.

Cllr M Deacon Cllr A Folley		
Cllr D Rowe	367 & 369	Other registerable interest (as Director of the Level Two Youth Project)

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.

359. QUESTIONS TO THE MAYOR

None.

360. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 8 November 2023 be signed by the Mayor as a true record and adopted by the Council.

361. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council and spoke about engagements since the previous meeting. The Mayor paid tribute to the Felixstowe Branch of the Royal British Legion for the variety of well-organised and poignant Remembrance events. The Felixstowe Environment Awards from Litter Free Felixstowe had been an inspiring event, highlighting the efforts of people of all ages from age 9 – 90. The Rotary Kids Kitchen Awards were a highlight where local children were given the opportunity to be 'Junior Masterchef' and put their cooking skills to the test.

Felixstowe in Flower took place at the Town Hall Chamber in the rearranged format and had been a successful evening celebrating the efforts of the community in keeping Felixstowe in floral colour during the summer.

It had been a privilege to switch on the lights for the town and the Mayor gave thanks to the Lions Club of Felixstowe, for their dedication and imagination that goes into the display every year.

The Mayor and Deputy Mayor attended an interesting meeting with the CEO of Freeport East about the links between Felixstowe and Harwich. A briefing for all Councillors would be arranged as a follow up.

The Mayor had attended a total of 27 Christmas events, all of which were inspiring, moving, educational and memorable. It was insightful to hear about all that goes on in the town.

The Mayor also participated in the Christmas Day Dip alongside hundreds of others braving the cold sea, before supporting the Salvation Army and Cuppa in providing Christmas Dinner to the community.

The Mayor had recently returned from a personally funded trip to Wesel to participate in a half-marathon event alongside entrants from Felixstowe Road Runners. Whilst there, the Mayor participated in a civic tree planting as part of the town's celebrations of the 50th anniversary of twinning with Felixstowe, and attended the National Journalism Awards, discovering that Wesel is the birthplace of a very important linguist.

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

362. 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 15 November 2023**
- b) Assets & Services Committee 22 November 2023**
- c) Planning & Environment Committee 29 November 2023**
- d) Finance & Governance Committee 6 December 2023**
- e) Planning & Environment Committee 13 December 2023**
- f) Civic & Community Committee 13 December 2023**

363. REPORT FROM MEMBERS APPOINTED TO OUTSIDE BODIES

None.

364. INVITATION TO APPOINT A CHAIR AND REPRESENTATIVE TO THE NFGN STAKEHOLDER FORUM

Council considered the invitation from East Suffolk Council to appoint a Chairman and Representative from the Town Council to sit on the North Felixstowe Garden Neighbourhood Stakeholder Folder.

It was proposed by Cllr M Sharman, seconded by Cllr M James, that Cllr M Deacon be appointed as the Chairman.

It was proposed by Cllr S Bird, seconded by Cllr S Harkin, that Cllr S Wiles be appointed as the Town Council Representative.

It was proposed by Cllr M Deacon, seconded by Cllr J Candy as an amendment, that Cllr S Bennett be appointed as the Town Council Representative.

Following a debate and a vote, it was RESOLVED that Cllr M Deacon be appointed as the Chairman, and Cllr S Bennet be appointed as the Town Council Representative to the NFGN Stakeholder Forum.

365. APPOINTMENTS TO COMMITTEES

Council reviewed its Committees following the vacancy that necessitated the Felixstowe South Ward Byelection.

It was RESOLVED that the following appointments be made:

Finance & Governance Committee:	Cllr C MacGregor
Assets & Services Committee:	Cllr B Price
Planning & Environment Committee:	Cllr B Price

366. APPOINTMENTS TO OUTSIDE BODIES

Council reviewed the appointments to outside bodies following the Felixstowe South Ward Byelection.

It was RESOLVED that the following are made representatives to the outside bodies as follows:

Felixstowe Travel Watch:	Cllr S Bennett
Fairtrade Forum:	Cllr B Price
Felixstowe Chamber of Trade:	Cllr B Price
ESC/FTC Joint Forum:	Cllr S Harkin
Felixstowe Community Partnership:	Cllr C Franklin

367. BUDGET, RESERVES AND PRECEPT 2024/25

Council received the finalised version of the 2024/25 Budget and Precept. It was noted that the budget had been prepared and presented in accordance with the recommendations of the Finance & Governance Committee meeting of 6 December 2023 (Minute #324 of 2023/24 refers).

Members discussed the Cost-of-Living crisis and commended the Council's officers for their prudent management of Council's finances during a period of 0% increase to the Council tax over the previous four years. Members considered the option brought forward by the Finance & Governance Committee and the contribution of £15,972 from Council's General Fund required to balance the budget. The increased cost of all items of expenditure, including energy and staff costs was acknowledged, as were potential cost cutting measures, reduction of service provision and the availability of grants to local organisations. Council also received a graph to understand how the Town Council's income, expenditure and precept has affected its overall balance over time and this was considered.

It was RESOLVED that:

- i. the Felixstowe Town Council Budget for 2024/25, as set out in the report, be adopted and approved as follows:**

Total Budgeted Expenditure:	£843,383
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Total Budgeted Income: £178,656

- ii. **the 2024/25 Precept demand to East Suffolk Council of £664,727 (representing a 5.54% increase cost to Band D equivalent Council Tax payer), be made on the following basis:**

Band D rate		£74.80
Multiplied by tax base	x	8,887.28
Thus a Precept demand of:		£664,727

- iii. **and, the Clerk be delegated the authority to take any necessary action due and instructed to submit any information required by East Suffolk Council in this matter.**

368. MEETING SCHEDULE 2024/25

Council received the draft meeting schedule for 2024/25.

It was proposed that the start time of Planning & Environment Committee meetings move to 9.30am from 9.15am, with immediate effect, to accommodate Committee Members' attendance.

Members discussed trialling a change from the regular 7.30pm start time of Ordinary Council and Committees to 7pm but agreed that, Personnel, Annual Town and Annual Council meetings aside, evening meeting times should remain at 7.30pm.

It was RESOLVED that:

- i. **the Meetings calendar for 2024/25 be adopted as per the schedule presented; and,**
- ii. **the start time for Council's Planning & Environment Committee be changed to 9.30am with immediate effect.**

369. EARMARKED RESERVES EXPENDITURE

Council noted the report on Council's Committees approved Earmarked Reserve spending.

It was RESOLVED that the Earmarked Reserve Expenditure be noted.

370. COUNCIL CHAMBER CEILING REPAIR

The Deputy Town Clerk presented a report to Council on repairs to the Town Hall Council Chamber ceiling above the bay window.

It was RESOLVED that Company B be instructed to carry out the remedial work at the cost of £4,110+VAT to be funded from the Town Hall Earmarked Reserve.

371. DATA RETENTION AND DISPOSAL POLICY

Council considered the Data Retention and Disposal Policy as presented. An amendment was put forward to include Health and Safety documents including anything in connection with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) including building reports regarding asbestos be kept indefinitely.

It was RESOLVED that pending the changes as described above, that the Data Retention and Disposal Policy for the period 2023-2026 be adopted.

372. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
10/11/2023	288 - 311	£14,395.02
30/11/2023	312 - 327	£82,941.81
13/12/2023	328 - 344	£6,785.97
20/12/2023	345 - 374	£77,985.36
	TOTAL	£182,108.16

373. CLOSURE

The meeting was closed at 9.18pm. It was noted that the next Ordinary Meeting was scheduled for 6 March 2024 at 7.30pm.

AGENDA ITEM 7: MAYORS ANNOUNCEMENTS

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

20/01/2024	Felixstowe-Wesel Association AGM
22/01/2024	Grange CP School - School Values Assembly
23/01/2023	Presentation to Toptime - Felixstowe Library
23/01/2024	DWP 'Quick Chat' Job Fair at Salvation Army
26/01/2024	Females in Freight - Speech
30/01/2024	100 th Birthday visit - Marjorie Doe
31/01/2024	Flood Memorial Service
01/02/2023	Rotary Club Landguard Felixstowe
01/02/2024	BSC Multicultural Meeting
02/02/2024	Carnival Quiz Night @ La Vida
04/02/2024	Litter-Free Felixstowe - Green Football Event
08/02/2024	Opening of Neverland Boat Charters
09/02/2024	Opening of Cookie Barista
16/02/2024	Pushchair Pitstop Outreach Launch in Kirton
17/02/2024	Hospital League of Friends AGM
22/02/2024	Mayor's NCI Charity Quiz Night @ Felixstowe Labour Club
23/02/2024	ITV News Interview re Ukraine
23/02/2023	Opening of Taba Naba Gift Shop
24/02/2024	Ukraine2Felixstowe - Flag Raising
26/02/2024	Mayor's Charity Curry Night @ Bombay Nite
28/02/2024	Opening of Weekly Job Club - DWP

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 8: MINUTES OF COMMITTEES MEETINGS

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Wednesday 10 January 2024** 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: 1 member of the public (*in person*)
3 members of the public (*via Zoom*)

347. PUBLIC QUESTION TIME

None.

348. APOLOGIES FOR ABSENCE

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

349. 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 Wiles	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.

350. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 13 December 2023 be confirmed as a true record.

351. 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/23/3477/RG3 Resurfacing and extension of existing car park Land Adjacent The Ferry Boat Inn The Ferry
Committee recommended APPROVAL but we would ask that the plans be amended to provide two, rather than one, disabled parking bay.	

B	DC/23/4572/P3MA Prior Notification - Conversion of redundant and empty office to residential 3 Manning Road
Committee had NO OBJECTION to the application.	

C	DC/23/4722/FUL Ground floor extension to existing front bay window; new front entrance porch to replace the existing; first floor alterations including new dormers etc (rear dormer is believed to be within PD except for the materials being used); alterations to external finishes of roof, walls etc Umlanga Place 224 Ferry Road
Committee recommended APPROVAL.	

D	DC/23/4539/FUL Changes to driveway, path and planters to the front. Replace existing flat roof entrance canopy. Replace existing shed to side of house with new brick front wall. Replace rear first floor window with Juliet balcony. New rooflight to front elevation. 11 Quilter Road
Committee recommended APPROVAL.	

E	DC/23/3846/FUL Proposed first floor rear extension to existing single storey. 21 Ferry Lane
Committee recommended APPROVAL.	

F	DC/23/4844/FUL Proposed single storey rear extension 3 St Marys Crescent
Committee recommended APPROVAL.	

G	DC/23/4754/FUL 2 no. joined garages 13 And 15 Montague Road
Committee recommended APPROVAL.	

352. PLANNING DECISIONS

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

353. CORRESPONDENCE

The following items were reported:

- i) **Names for Deben Fields site buildings.** Committee had been asked to provide possible names for the buildings on the Deben Fields site. The names chosen were The building names have been confirmed as Moore House, Rutherford House, Elliot House and Britten House, which were the names Committee recommended. The community centre has been addressed as Charlie Brinkley Community Centre.
- ii) **DC/23/4785/CON – Harbour Revision Order.** The Clerk was requested to send papers relating to this consultation to Committee for a decision as to whether they wished to make a formal comment. The deadline for comment is 26 January 2024.
- iii) **DC/23/4703/CON –Weather Station Mast at Landguard Point, View Point Road.** Notice was given that the weather mast was to be replaced. The replacement mast would be the same height as the current mast at 10m.

354. CLOSURE

The meeting was closed at 10.36am. It was noted that the next meeting was scheduled to take place on Wednesday 24 January 2024 at 9.15am.

It was RESOLVED that the budget monitoring report to 31 December 2023 be noted.

379. EARMARKED RESERVES REPORT

Committee considered the report on Earmarked Reserves.

It was RESOLVED that the Earmarked Reserves report be noted.

380. INVESTMENT POLICY AND STRATEGY 2024-25

Committee noted the report on the Council's investments and reviewed the Investment Policy and Strategy 2024-5.

It was RESOLVED that the Investment Policy and Strategy for the period 2024-2025 be recommended to Council for adoption as presented.

381. INSURANCE ADEQUACY REVIEW

Committee received a report on Council's insurance cover and levels. Members requested that when the next Long-Term Agreement is reviewed later in the year that exclusions and excesses are considered in detail.

It was RESOLVED that it be recommended to Council that Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2024/25.

382. BUSINESS PLAN 2024-2028

Committee noted the report on the Business Plan. The Town Clerk advised that the Business Plan Steering Group would be meeting to progress the draft Business Plan following the Members' workshops and this would be brought to Committee in March.

It was RESOLVED that the Business Plan 2024-28 update report be noted.

383. CLOSURE

The meeting was closed at 8.08pm. The next meeting was noted as being scheduled for Wednesday 20 March 2024 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 24 January 2024 at 9.30am**

PRESENT: Cllr S Bird (Chairman)
Cllr M Morris (Vice-Chairman) Cllr A Folley
Cllr N Barber Cllr C Franklin
Cllr S Bennett Cllr B Price
Cllr J Candy Cllr S Wiles

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

IN ATTENDANCE: 4 members of the public (*via Zoom*)

384. PUBLIC QUESTION TIME

None.

385. APOLOGIES FOR ABSENCE

None.

386. 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 Bennett 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.

387. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 10 January 2024 be confirmed as a true record.

388. 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/23/4805/FUL Proposed ongoing seasonal erection of the Observation Wheel attraction From February to October. The Promenade Sea Road
<p>Committee recommended APPROVAL. We welcome this application for the observation wheel on a permanent basis. However, Committee had the following concerns:</p> <p>We would ask for a more efficient queuing system to be introduced to avoid obstruction to the promenade.</p> <p>We also believe that the proposed finish time of 23:30 is excessive and we would ask for a condition that its use on Friday, Saturday, Sundays and Bank Holidays finish at 23:00.</p>	
B	DC/23/4536/FUL Retrospective Application - Erection of two sheds Kiosks 4 And 5 Forum Centre Sea Road
<p>Committee recommended APPROVAL.</p>	
C	DC/23/4858/ADI Illuminated Advertisement Consent - Replace 1no. Projecting signage with new 500mm. Retain existing brackets. - Existing Projecting sign brackets to be painted blue to match new fascia. - Replace 1no. Fascia and 1no. Logo with 1no. New blue fascia & 1no. New 185mm logo height. Omit 1no. Icon logo. - Replace 1no. ATM tablet and decals with new. - Replace statutory signage with new. - Replace safety manifestation with new. - Window message not deployed. 72 Hamilton Road
<p>Committee recommended APPROVAL.</p>	
D	DC/23/4806/FUL Installation of canopy over the main entrance door to the property. Howard House Orwell Road
<p>Committee recommended APPROVAL.</p>	
E	DC/23/0553/FUL Proposal to carefully demolish existing timber clad bungalow and erect a new 3 bedroom property with 2No. parking spaces 38 Berners Road
<p>Committee recommended APPROVAL.</p>	
F	DC/23/4912/FUL Raising the roof on the existing rear extension to match that of the rest of the building. External works to replace plastic UPVC cladding and improve buildings thermal performance. 1A Bent Hill
<p>Committee recommended APPROVAL.</p>	

G	<p>DC/23/4504/FUL Existing casement and sash windows to be replaced with like for like casement and sash windows. Glazing and material to match existing. Timber front and rear entrance doors to be replaced with like for like doors</p> <p>The Old Vicarage 90 Grange Road</p>
Committee recommended APPROVAL.	
H	<p>DC/23/4505/LBC Listed Building Consent - Existing casement and sash windows to be replaced with like for like casement and sash windows. Glazing and material to match existing. Timber front and rear entrance doors to be replaced with like for like doors.</p> <p>The Old Vicarage 90 Grange Road</p>
Committee recommended APPROVAL.	
I	<p>DC/23/4839/FUL Erection of porch and rear extension</p> <p>53 Westmorland Road</p>
Committee recommended APPROVAL.	
J	<p>DC/24/0003/FUL Retrospective householder planning application for a 1st floor balustrade and fire escape</p> <p>7 Western Avenue</p>
Committee recommended APPROVAL.	
K	<p>DC/24/0058/TPO 1no. Holm oak (T1 on plan) - Removed (fallen tree) 1no. Holm oak (T2 on plan) - Reduce in height to 6 metres above ground 1no. Holm oak (T3 on plan) - Fell 1no. Holm oak (T4 on plan) - Reduce crown by 3 metres to 8 metres finished height and 3.5 metres in crown radius 1no. Holm oak (T5 on plan) - Coppice 1no. Holm oak (T6 on plan) - Reduce crown by 3 metres to 9 metres finished height and 4 metres in crown radius 1no. Lime (T7 on plan) - Remove epicormic growth 2no. Horse Chestnut (T8 on plan) - Fell (dead) 1no. London Plane (T10 on plan) - Overall crown reduction by 2 metres to 15 metres finished height and 5.5 metres in crown radius 1no. Holm oak (T12 on plan) - Pollard to 6 metres above ground 1no. Holm oak (T22 on plan) - Coppice Replacement planting of 2no. Holm Oak (1.5-2 metres) and 2no. Chanticleer Pear (1.5-2 metres)</p> <p>Maynell House Residential Home High Road East</p>
Committee recognise the importance of the trees at this particular location and had NO OBJECTION to the work proposed but would ask that the East Suffolk Council's Arboricultural Officer examine T3, which is proposed to be felled due to damage to the wall.	

389. PLANNING DECISIONS

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

390. CORRESPONDENCE

None.

391. CLOSURE

The meeting was closed at 11.15am It was noted that the next meeting was scheduled to take place on Wednesday 7 February 2024 at 9.30am.

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 7 February 2024 at 9.30am

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

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

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

392. PUBLIC QUESTION TIME

None.

393. APOLOGIES FOR ABSENCE

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

394. 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 Bennett Cllr S Bird	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.

395. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 24 January 2024 be confirmed as a true record.

396. 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/23/4679/FUL Demolition of existing detached dwelling and erection of a pair of semi-detached dwellings 5 Rosebery Road
Committee recommended APPROVAL.	
B	DC/23/4826/FUL Proposed Outdoor Swimming Pool & Associated Plant Cabinet. Chesterley House Golf Road
Committee recommended APPROVAL.	
C	DC/24/0159/VOC Variation of Condition No.2 of DC/23/3679/FUL - Extension and alteration of the surgery and its existing extension Haven Health Surgery Grange Farm Avenue
Committee recommended APPROVAL.	
D	DC/24/0197/P14J Prior Approval - Installation of Photovoltaic Solar generating equipment to the flat roof area of WMS supermarket Felixstowe. Equipment installed will be no higher than existing plant and materials. Roof is surrounded by a parapet. Morrison Supermarket Grange Farm Avenue
Committee recommended APPROVAL.	
E	DC/23/3508/FUL Proposed alterations, 2 storey rear extension plus single storey rear extension 5 Priory Road
Committee recommended APPROVAL. However we do note that the submitted drawings indicate a residential garage, rather than a currently operating business.	
F	DC/24/0175/P3MA Conversion of rear of office to residential. Front section of office to remain. 284 High Street Walton
Committee had NO OBJECTIONS.	
G	DC/23/3477/RG3 Resurfacing and extension of existing car park Land Adjacent The Ferry Boat Inn The Ferry
Committee recommended APPROVAL.	

H	<p>DC/24/0233/VOC Variation of Condition(s) 1, 8, 13 & 14 of Planning Permission DC/19/1923/VOC - Variation of Condition No 4 of C05/1593 - Use of land for construction of ten flats, new vehicular access and demolition of existing dwelling. Conditions(s) Removal: To improve the overall elevational treatment and to bring this in line with recent contemporary designs along Cliff Road. Second floor improvements to top floor apartments for improved marketability and viability of development. Amendments include: Proposed amendments to second floor flats (infilling of flat roof between units). Proposed amendments to elevations including fenestration and materials. Condition to list the following drawings as approved plans: 5289 PA22A Proposed Second Floor Plan, 5289 PA30 Proposed Elevations. In lieu of 4479/AL102 Second Floor Plans; 4479/AL105 Elevational Treatment (As approved under non-material amendment dated 20th July 2011)</p> <p>Stowe House (Former) Cliff Road</p>
<p>Committee recommended APPROVAL.</p>	

I	<p>DC/24/0201/VOC Variation of Condition 2 of DC/21/5715/FUL - Garage, revised entrance wall, access and drive - Revised roof Design to better suit other buildings on site - 2805.21.07A Submitted.</p> <p>Marsh End 283 Ferry Road</p>
<p>Committee recommended APPROVAL.</p>	

J	<p>DC/24/0111/TCA 1no. Horse Chestnut (T1 on plan) - Overall crown reduction by 3 metres 1no. Beech (T2 on plan) - Overall crown reduction by 3 metres 1no. Field Maple (T3 on plan) - Repollard to previous pollard points - Remove overhang (by 2 metres) 1no. T5 Sycamore - Repollard to previous pollard points 1no. Lime (T6 on plan) - Repollard to previous pollard points 1no. Yew (T7 on plan) - Lateral reduction over footpath by 1.5 metres 1no. Group of Sycamore (G1 on plan) - Repollard to previous pollard points 1no. Group of Lime (G2 on plan) - Repollard to previous pollard points</p> <p>The Old Rectory 52 Princes Road</p>
<p>Committee had NO OBJECTION to the work proposed. However, we would ask East Suffolk Council's Arboricultural Officer to confirm whether G1 Sycamores have previously been pollarded.</p>	

397. STREETNAMES FOR PHASE 2 OF CANDLET ROAD

Committee considered various themes and names for the new site. The Clerk would forward these names to East Suffolk Council for their consideration.

398. REVIEW OF STREET TRADING POLICY

Committee considered the consultation on ESC's updated Street Trading Policy.

It was agreed the BID and Felixstowe Chamber of Trade should be asked to consider whether any streets should be designated as prohibited from street trading and this item be reconsidered at the 6 March meeting.

It was RESOLVED the Clerk would request views from BID and the Chamber of Trade before Committee considered this item again at the 6 March Committee meeting.

399. PLANNING DECISIONS

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

400. CORRESPONDENCE

Committee NOTED the following correspondence:

i. New Planning Committee Member Call-In Process

There was discussion about the procedure. Cllr Candy commented that as there was confusion about the process, they would seek clarification from ESC and this could then be circulated to all Committee members.

401. CLOSURE

The meeting was closed at 12.03pm It was noted that the next meeting was scheduled to take place on Wednesday 21 February 2024 at 9.30am.

MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 14 February 2024 at 7.30pm

PRESENT: Cllr M Sharman (Chairman) Cllr A Folley
 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)
 Mrs S Faversham (Civic Events Officer)
 Miss H Miles (Communications Officer) via Zoom

IN ATTENDANCE: Cllr S Bennett (via Zoom)
 3 Members of the Public (via Zoom)

402. PUBLIC QUESTION TIME

None.

403. APOLOGIES FOR ABSENCE

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

404. 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 Cllr J Candy	All	Other registerable interests (as Members of East Suffolk Council)

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

Member(s)	Minute No.	Nature of Interest
Cllr A Folley	412	Other registerable interest (as Hobbyist Journalist)
Cllr A Folley Cllr M Morris	413	Other registerable interests (as members of the Wesel Association)

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.

405. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 13 December 2024 be confirmed as a true record.

406. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 9 February 2024.

RESOLVED that the Budget Report to 9 February 2024 be received and noted as presented with no other action required at this time.

407. ANNUAL TOWN MEETING AND CIVIC AWARDS 2024

Committee discussed the report on the Town Meeting and agreed that Felixstowe School would be a good venue to return to for the Annual Town Meeting and Civic Awards Ceremony. Members were reminded to consider nominations for the civic awards, especially the Youth Ganges and Community award and help raise the profile through their community contacts. The awards are not given for people who are paid to do their job i.e. nurses but more for voluntary work in the community.

It was asked if the Communications Officer could send out a list of the winners of the last two years.

It was RESOLVED that:

- i. The report on the Annual Town Meeting and Civic Awards on Wednesday 8th May be noted; and**
- ii. The Communications Officer sends a list of the last two Civic Award winners to all members.**

408. FELIXSTOWE IN FLOWER 2024

Members received the Felixstowe in Flower report from the Civic Events Officer, who spoke about involving schools. Committee requested that the Golf Club is publicly thanked via a letter from the Mayor and that the Golf Club be considered as a hosting venue for the Award ceremony. The current date (to be confirmed) of October 17th could be in half term, so this should also be investigated.

It was RESOLVED that:

- i. **The report on Felixstowe in Flower 2024 be noted; and**
- ii. **The Mayor writes a formal letter of thanks to the Felixstowe Ferry Golf Club to thank them for the use of the water for watering baskets for Felixstowe in Flower; and**
- iii. **The date and venue of the Awards ceremony be reviewed, in relation to the timing of half term for schools and to investigate whether the Felixstowe Ferry Golf Club could be a suitable venue.**

409. CCTV UPDATE

Committee received an update from the Deputy Town Clerk regarding a meeting that was taking place the following day, where the CCTV Working Group would be discussing suitable positions for the new cameras. It was confirmed that at the recent CIL Working Group meeting it was indicated that if any funding was required for the cameras then it could be taken from the CIL funds (as well as the CCTV Earmarked Reserve).

It was agreed that as part of the process the suggested locations would be emailed out to Civic and Community Committee members before writing the report to request funding.

All lampposts that the cameras would be connected to, will need to be surveyed by Suffolk County Council as the cameras weigh 11kg. There is also an issue in that the cameras cannot be erected on a pole that has signs attached, especially road signs.

It was RESOLVED that:

- i. **The CCTV update report be noted; and,**
- ii. **The Deputy Town Clerk circulates a map of suggested locations for the new cameras before a report is written to request funding.**

410. HARWICH HARBOUR FERRY AGREEMENT FOR 2024

Committee received the report on the Harwich Harbour Ferry Agreement for 2024. Members discussed accessibility and requested that an enquiry be made to the service provider as to what would be required to make the service more inclusive and accessible. It would be useful to know how many people have enquired about wheelchair access and what the obstacles are.

It was RESOLVED that:

- i. **The Harwich Harbour Ferry Agreement update report be noted; and,**
- ii. **The Deputy Town Clerk contacts the Ferry provider to enquire about accessibility for wheelchair users, how many people enquire about this, and what the obstacles are. Also whether a Beach Wheelchair could be a solution.**

411. OCCASIONAL GRANTS POLICY

Committee reviewed the Council's Occasional Grants Policy. It was suggested that the word unrelated is inserted in the line:

- A bank account requiring a minimum of two unrelated signatories.

RESOLVED that the Occasional Grants Policy for 2024/25 be recommended to Council for adoption as presented with the above addition.

412. PRESS & MEDIA POLICY

Committee reviewed the Council's Press & Media Policy. A minor change under the Policy statement - the second line is to be amended to read ' The Town Council will therefore proactively seek opportunities under the Policy ... etc'

Members also discussed the weekly update sent out by the Communications Officer, this is designed to update Members on what is happening or has happened and reflects events that Councillors should be made aware of. The Civic Events Officer will continue to update from Mayoral Forms where it asks whether all Councillors should be invited. Committee agreed that it should not be expanded to include all events that are happening in the town, just civic and events that Councillors should be made aware of.

RESOLVED that the Press & Media Policy for 2024/25 be recommended to Council for adoption as presented with a minor grammatical change under policy statement.

413. TWINNING – FELIXSTOWE/WESEL 50TH ANNIVERSARY AND SALZWEDEL INVITATION

Committee noted the report on twinning, and agreed that it would be good to encourage more young people to be involved.

Members considered the invitation to make an official visit to Salzwedel to mark the 30th anniversary of its partnership since 1994. Committee agreed that the cost of transport to and from Salzwedel should be

funded from the twinning budget to cover the Mayor, Deputy Mayor and a member of staff.

It was RESOLVED that:

- i. The report on twinning be noted; and,**
- ii. The transport from Felixstowe to Salzwedel be funded for the Mayor, Deputy Mayor and a member of staff from the Twinning budget.**

414. CLOSURE

The meeting was closed at 9.13pm. It was noted that the next meeting was scheduled to take place on Wednesday 10 April 2024 at 7.30pm.

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 21 February 2024 at 9.30am

PRESENT: Cllr S Bird (Chairman) Cllr J Candy
Cllr M Morris (Vice-Chairman) Cllr C Franklin
Cllr A Folley Cllr B Price
Cllr S Bennett Cllr S Wiles

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

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

415. PUBLIC QUESTION TIME

None.

416. APOLOGIES FOR ABSENCE

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

417. 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 Bennett 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.

418. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 7 February 2024 be confirmed as a true record.

419. 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/24/0215/FUL Change of use from C1 Hotel to Sui generis (House of Multiple Occupation) The Norfolk Guest House 1 - 3 Holland Road
<p>Committee recommended APPROVAL. We do recognise that this proposed 14-bedroom HMO will not comply with the SCC parking guidance, however, we recognise the urgent need for this form of accommodation and also that the building under its current use as a 15-bedroom hotel also does not have parking provision. We also recognise that this building is in the Conservation Area and would ask that, as part of this refurbishment, the front elevation be altered to improve its appearance in the Conservation Area.</p>	
B	DC/24/0408/FUL Rear extensions and revised porch. 7 Foxgrove Gardens
<p>Committee recommended APPROVAL.</p>	
C	DC/24/0386/FUL Single storey front extension, new outbuilding to the rear garden, raise garden level. 7 Rosebery Road
<p>Committee recommended APPROVAL.</p>	
D	DC/24/0281/FUL Demolition of side garage and utility room together with conservatory. Erect rear two storey extension and single storey side extension. Erect fence to No 7's boundary. Connect new foul drainage to No 7's I.C. form secret gutter with No 3's roof. 5 Chepstow Road
<p>Committee recommended APPROVAL.</p>	
E	DC/24/0435/TCA Proposal: 1no. Silver birch (marked on plan) - Fell 2 Quilter Road
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</p>	

420. PLANNING DECISIONS

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

421. CORRESPONDENCE

Committee NOTED the following correspondence:

ii. SCC Local Transport Plan Consultation.

The Clerk reported that the third local transport plan had been adopted in 2011 running to 2031. This consultation, which commenced on 12 February 2024 for eight weeks, was seeking to take account of significant changes such as increased housing growth, the pandemic and changes to the way people commute and frequency of their travels. Responses are requested through a survey.

422. CLOSURE

The meeting was closed at 10.34am It was noted that the next meeting was scheduled to take place on Wednesday 6 March 2024 at 9.30am.

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 21 February 2024** at **7.30pm**

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

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

IN ATTENDANCE: None

295. PUBLIC QUESTIONS

None.

296. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr Nick Barber** and **Cllr Jan Candy**.

297. 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 Harkin	All	Other registerable interests (as an employee 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.

298. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 22 November 2023** be signed by the **Chairman** as a true record.

299. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 14 February 2024.

RESOLVED that the Budget Report to 14 February 2024 be received and noted.

300. TOWN HALL UPDATE REPORT

Committee received the update report on the Town Hall. Members discussed the damp report received from the Structural Engineer, and requested that 3 quotes be obtained for the work. It may be that vents could be inserted or an alternative approach be suggested.

Members discussed the quote received for installing a new ramp at the disabled entrance and the flooring requirements. It was suggested that the company responsible for installing the ramp may also be able to provide adequate grip flooring for the ramp. Members agreed that two additional quotes should be sought for the ramp work and the best quote be taken up for both the ramp installation and the carpeting. Members approved a maximum spend of £3,000 + VAT to be funded from the Town Hall Earmarked Reserves for the complete works.

It was RESOLVED that:

- i. the Town Hall Update Report be noted; and,**
- ii. quotes be obtained for re-felting the roof in order to address the damp issues; and**
- iii. an additional two quotes to be sought for disabled entrance ramp work; and,**
- iv. the best quotes for the ramp installation and carpeting be selected; and, work carried out with the total cost to a maximum of £3,000 +VAT, to be authorised from the Town Hall Earmarked Reserves.**

301. WALTON COMMUNITY HALL UPDATE

Committee received the update report on Walton Community Hall.

Members discussed the work being done to main hall's wooden floor, it was queried if labour had been included in the final costings. The Grounds & Maintenance manager clarified that the labour costs were not factored in because the work took place during a regular working day at a time of year when there was a reduction in the amount of outdoor work, and in weather conditions when outdoor work was hindered by rain. It was also queried whether the specific use of 'silly string' in the terms and conditions needed further explanation. Members agreed that the terms and conditions encompass a more general list of prohibited items and the reasoning.

Members considered the findings of the Engineer Consultants' reports, and discussed the different works that would be needed to make the hall more energy efficient and possible funding options to cover the costs.

Members agreed that a more holistic approach should be taken to the required improvements, and that a bigger more long term plan be considered. This would involve looking at the improvements needed, the costings, and the grants that are available. It was noted that most grants required spending within a year or certain timeframe.

There was also a question about whether the hall is presently utilised for any sporting activities such as badminton or table tennis. The Town Clerk explained that currently, there are no sporting activities taking place in the hall, and it has not been actively promoted for such purposes. This is mainly due to there being no court lines at present. There would probably also be an issue with storing larger items such as table tennis tables. However, if there is a demand, it is something that Council could certainly consider exploring.

It was RESOLVED that:

- i. the Walton Community Hall update report be noted; and**
- ii. the Hall hire terms and conditions be amended to be more general about prohibited items and why they are not permitted; and,**
- iii. the cost of refurbishment of the wooden floor, up to £1,000 +VAT, be authorised to be funded from the Walton Community Hall Earmarked Reserves; and,**
- iv. further information and costs on options to improve the energy efficiency of the hall along with details of grants that can be applied for to be brought back to committee once collated.**

302. BROADWAY HOUSE UPDATE

Committee received the update report on Broadway House. A question was raised about what additional steps could be taken to raise awareness of Broadway House as a Felixstowe Town Council asset. Members agreed that installing signage on the front door of Broadway House would be effective. Additionally, the Town Clerk proposed featuring the recent improvements in the Felixstowe Town Council Magazine and on the website to further highlight its status as a Felixstowe Town Council asset.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. a sign depicting Felixstowe Town council crest be installed on the front door glass of Broadway house.**

303. CEMETERY UPDATE REPORT

The Grounds & Maintenance Manager presented the Cemetery Update Report.

It was RESOLVED that:

- i. the Cemetery Update Report be noted.**

304. ALLOTMENTS UPDATE REPORT

The Assets & Services Officer presented the Allotments update report. Committee asked the Grounds & Maintenance Manager to pass on their appreciation to the team for the work that they do which in turn keeps down costs to the council.

It was RESOLVED that:

- i. the Allotment update report be noted; and,**
- ii. that the Grounds & Maintenance Manager pass on the appreciation of the Assets & Services Committee to the Grounds Team for all the work they do.**

305. GOSFORD WAY PARK DISABLED ACCESS TO OFCA

Members received the report on the issues surrounding disabled access to OFCA from Margery Girling House. Members discussed the issue and the possible solutions and costings, it was agreed that Option 2 of a New Footway would be the safest option. Option 1 would involve removing two safety bollards and potentially pose a safety risk by directing hall users directly into the car park. Considering the busy nature of the car park and the limited space for manoeuvring, creating a drop kerb straight from a play area into a car park could increase the risk of accidents and liability issues.

While the Council typically does not fund works on third-party land, committee are willing to collaborate with OFCA to address the access issue raised since the recent improvements to the park's paths. It was suggested that a partnership with OFCA and District Councillors could be a good solution. Members agreed that the best outcome would be to approach District councillors regarding using their Enabling Communities budget to contribute to the cost of the pathway, along with OFCA and Felixstowe Town Council. It was noted that the District Councillors enabling communities budget for the current year needs to be allocated by 29th February.

It was RESOLVED that:

- i. Town Clerk / Deputy Town Clerk email District councillors asking them to consider utilising their Enabling Communities Budget for contributing to the cost of the path; and,**
- ii. the Felixstowe Town Council contribution for the path be funded from the Public Spaces Earmarked Reserve.**

306. PARK AND CEMETERY SECURITY REVIEW

The Grounds & Maintenance Manager presented the report on security options for the parks and Cemetery. Members discussed Allenby Park and the Cemetery opening times and the suggested changes. Some concerns were raised about the potential adverse effects on the local community. The Grounds & Maintenance Manager reported that a brief survey on park usage had been conducted, and the preliminary findings suggested minimal impact. To assess the actual effect on local park users, it was proposed to implement a trial period for the new opening and closing times.

It was RESOLVED that:

- i. a trial period for the Allenby Park opening and closing times be changed to a fixed opening time of 7:30am and fixed (seasonal) closing time; and,**
- ii. the Cemetery Summer season be reduced by 1 month changing it to May 1st – October 1st; and,**
- iii. new clear signage, indicating the opening and closing time be installed on Allenby Park gates and shown on the Felixstowe Town Council website.**

307. CLOSURE

The meeting was closed at 8.51pm. The next meeting was noted as being scheduled for Wednesday 24 April 2024 at 7.30pm.

AGENDA ITEM 10: QUARTERLY PUBLIC REALM DROP IN MEETINGS

In response to the Town Council's Motion on Street Cleansing (*Minute #161 of 2023/24*), East Suffolk Council's Public Realm Contracts Manager has agreed to hold quarterly drop-in meetings for Town Councillors. These meetings will provide a platform for direct engagement with ESC on public realm operations.

The meetings, scheduled for 6-7pm on specific Wednesdays within term-time, aim to brief Town Councillors on current, ongoing, and future works, and allow for the discussion of specific queries or concerns. Council will note that these meetings are prior to usual Committee meetings being held the same evening. The scope will cover various public realm matters, including street cleansing, benches, bins/litter, public toilets, and grounds maintenance.

The dates for the drop-in meetings are as follows:

- 20th March (Finance & Governance)
- 12th June (Civic & Community)
- 18th September (Assets & Services)
- 4th December (Finance & Governance)

During the first session, a report on the findings from the pilot programme of works undertaken in South Felixstowe by ESC and East Suffolk Services Ltd. will be provided, along with proposed next steps.

All Town Councillors are welcome to attend these meetings, and/or can also email the Public Realm Contracts Manager with any specific issues in advance.

Council is requested to note the arrangements for the FTC/ESC Quarterly Drop In Meetings for Public Realm Maintenance.

AGENDA ITEM 11: TOWN TWINNING

Wesel

Felixstowe commemorates the 50th Anniversary of its twinning with Wesel this year, marked by a celebratory weekend from April 19th to 22nd. The Felixstowe-Wesel Association, in collaboration with the Town Council, has organised several events to honour this historic occasion.

The highlight of the celebration is an official reception event at Harvest House on April 19th, hosting up to 200 attendees from both communities. Commencing at 3pm, the reception will feature a "ballroom" setting reminiscent of the 1974 ceremony. The Master of Ceremonies will read the 50th commemoration proclamation, followed by the signing of the proclamation by Civic representatives.

Costs for the reception event will be shared between the Association and the Town Council via its twinning budget, which was increased for 2024/25 from £2,500 to £5,000 in order to support the anniversary programme (*Minute #173 & 220 2023/24 refers*).

On April 20th, an all-day exhibition with music and entertainment will take place at the Triangle. In the evening, a Disco/Bufferet will be held at Sea You, with tickets priced at £20 per head.

Throughout the year, various other celebrations are planned to honour the anniversary, with visitors from Wesel, including the Wesel Fire Cadets, participating in the Felixstowe Carnival. Wesel Yacht club, Wesel Rifle Club, and Wesel's VHSchule (equivalent of U3A organisation), will also be attending various events and activities in Felixstowe. In September, Wesel will host reciprocal celebrations during their culture weekend.

Salzwedel

In addition, an invitation has been received for a civic delegation from the Town Council to make an official visit to Salzwedel, marking the 30th anniversary of its partnership with Felixstowe since 1994. The Council's Civic & Community committee has approved the visit, with the cost of the return travel to be covered by the Twinning budget for transportation of the Mayor, Deputy Mayor, and one officer (*Minute #413 ii 2023/24 refers*).

Council is requested to note the arrangements to mark the 50th Anniversary of the Felixstowe/Wesel twinning and a recent invitation to visit Salzwedel to mark the 30th Anniversary of the Felixstowe/Salzwedel partnership.

AGENDA ITEM 12: COMMUNITY INFRASTRUCTURE LEVY

Council's Community Infrastructure Levy Working Group has been meeting regularly to update the CIL Action Plan and ensure spending of the CIL funds before the 5 year time allowed lapses.

The following table below shows CIL payments received and spent/allocated to date. Note: CIL that has been wholly spent since that year in which they were received are shown 'struck-through'.

Year	CIL Received	CIL Payments Spent/(Allocated)	EOY Balance
2016/17	£910.67	£0	£910.67
2017/18	£26,896.79	£0	£27,807.46
2018/19	£4,057.27	£27,807.79 Play equipment	£4,056.94
2019/20	£30,245.03	£0	£34,301.97
2020/21	£17,291.40	£0	£51,593.37
2021/22	£77,289.65	£10,000 Allotment Assoc Community Hut	£118,883.02.
2022/23	£116,511.36	(£10,000) Lions committed to be paid	£235,394.38
2023/24	£158,023.77	£10,000 from above paid in 23/24 £23,665 Paths at Gosford & Allenby Parks	£359,753.15
Total to date	£431,225.94	£71,472.79	£349,753.15

The table below shows unspent CIL amounts remaining and the 5-year expiry dates, by which date, each amount should be spent:

Date Received	Amount	5-year expiry date
28/04/2020	£7,204.22	27/04/2025
16/10/2020	£724.15	15/10/2025
20/04/2021	£6,818.64	19/04/2026
26/10/2021	£70,471.01	25/10/2026
26/04/2022	£3,676.09	25/04/2027
21/10/2022	£112,835.27	20/10/2027
18/04/2023	£46,843.92	17/04/2028
24/10/2023	£111,179.85	24/10/2028
Total in CIL Earmarked Reserves	£359,753.15	

Projects being considered for CIL funding by the CIL Working Group include:

Play Area Improvements

The Felixstowe Play Area Community Consultation, promoted by East Suffolk Council and available at <https://eu.surveymonkey.com/r/HPMFK9S> ran from December-March and was featured in the Town Council Magazine [FTC_MagWinter2023_compressed.pdf](#) page 10.

A recent meeting with East Suffolk Council discussed the priority play areas in need of attention. The outcomes of this meeting will be reported back to the CIL Working Group at its next meeting, providing further details.

Subject to funding approval, the refurbishment schedule for the next three years could be as follows:

- 2024/25: Walton Rec.
- 2024/25: Seaton Park
- 2025/26: Cavendish Park
- 2026/27: Martello Park
- 2027/28: Eastward Ho (subject to nearby development)

Funding for this project could come from S106 funds, CIL funding from the District Council, and a contribution from Felixstowe Town Council's CIL fund. Further details will be provided at the June Council meeting after review by the Finance and Governance Committee.

CCTV Upgrade

The CCTV Working Group, in collaboration with East Suffolk Council, is in the process of reviewing and updating the CCTV cameras in Felixstowe. The Police have provided an updated list of areas affected by Anti-Social Behaviour (ASB) to guide the placement of cameras. Currently, there are 15 CCTV cameras in place, 9 owned by Felixstowe Town Council and 6 by East Suffolk Council, all of which are slated for replacement as part of the ongoing review.

During the February meeting, the CCTV Working Group identified 6 fixed cameras and 2 mobile cameras that Felixstowe Town Council may consider funding. While there is a CCTV Earmarked Reserve of £42,000 available, it's being considered whether CIL funds could be more appropriately allocated for the timely acquisition of the equipment, thus preserving the Earmarked Reserve for potential future needs.

It's important to note that camera positions must undergo weight load testing on lampposts, as the cameras can weigh up to 11kg. Additionally, they cannot be installed on posts that hold signs, particularly road signs.

The CCTV Working Group are considering the following locations for the FTC-owned cameras, subject to infrastructure and feasibility:

1. Top of Bent Hill: Relocation of existing camera 5 position to optimize coverage of the area towards the taxi rank, up Hamilton Road, and to capture activity around the Grand.
2. Bottom of Bent Hill: Replacement of existing camera 6 position to monitor individuals exiting venues such as the Alex and Bar 139.
3. & 4. Two cameras at the Triangle: Installation of cameras at strategic points, each focusing on different sections of Hamilton Road.
5. Corner of Recreation Lane: Installation of a camera overlooking Walton High Street from Recreation Lane.

6. Blue bridge near Runnacles Way: Deployment of a camera overlooking Felixstowe School from the blue bridge vicinity, enhancing surveillance in the area.

It is anticipated that East Suffolk Council will consider installing a camera to safeguard the toilets in Crescent Rd Car Park, providing surveillance towards the front of the Library.

Additionally, securing funding for two mobile cameras would prove beneficial.

East Suffolk Council has received the initial phase of Safer Streets funding, earmarked for expenditure by March 2024. This funding will facilitate the enhancement of the CCTV monitoring centre in Lowestoft. With the implementation of a webserver, direct access to images by law enforcement will be enabled. A newly appointed Project Manager for the CCTV project is overseeing the upgrade of the control room in Lowestoft and spearheading a new camera rollout in Felixstowe.

A provisional quote has been received for the installation of 14 Pan, Tilt, and Zoom Cameras, along with 2 Fixed Cameras, coupled with wireless links for all 16 cameras, totalling £109,739.78. However, it's important to note that this quote does not encompass maintenance costs, which can be customized based on requirements. The cameras come with a 3-year warranty, while wireless components have a 1-year warranty.

Deployable cameras with 3 or 4G capabilities offer versatility and can be relocated as needed. However, additional expenses for signage and data usage should be considered.

The next phase involves collaboration between the CCTV Working Group and East Suffolk Council to finalise preferred equipment deployment locations and to understand ongoing costs, such as live monitoring. Subsequently, a revised quote will be obtained from the equipment supplier, encompassing total five-year life costs, including installation, network connectivity, and maintenance.

Felixstowe Hospital

The Friends of Felixstowe Hospital are seeking to enhance clinical space at the hospital to accommodate a replacement X-ray machine, which would mitigate some of the current need for patients to travel to Ipswich for X-ray services. The estimated cost for the project is around £100k, covering both equipment replacement and physical modifications to the clinical space.

While the Friends of Felixstowe Hospital have secured funds for the equipment and installation, they are now seeking financial support for the necessary alterations to the clinical space. They are considering applying for East Suffolk Council's Community Infrastructure Levy (CIL) Funding, with a maximum limit of £50k, which would require matched funding.

East Suffolk Council has reached out to Felixstowe Town Council to explore the possibility of contributing CIL funds to the project. However, should the Council be

amenable to supporting this project, there are queries regarding the funding arrangement:

1. Proportionate Matching: Should the Town Council's CIL funds, equivalent to 15% of the locally generated CIL, be matched proportionately (e.g., £7.5k) to the potential Local CIL Funding award, or should it be a 50/50 split (£50k)?
2. Multiple Funders: Is it feasible for several funders (e.g., ECB, SCC Locality) to contribute to the project?
3. Contribution from Suffolk and North Essex NHS Foundation Trust: Will the organisation also be contributing to the project as custodians of the building?

Clarification on these points is necessary for the Town Council to make an informed decision regarding its potential contribution to the project.

Real Time Bus Indicators

The CIL Working Group is exploring the feasibility of installing two real-time bus indicators in the centre of Felixstowe. The estimated cost for each indicator is approximately £10,000, although the final price may vary based on factors such as the type of screen chosen, power source (mains or solar), and installation requirements. Proposed locations for the indicators include outside the Cinema and the NatWest building.

Further investigation by the Deputy Town Clerk with Suffolk County Council revealed that the exact price could be determined after a site survey. If Felixstowe Town Council purchases the bus indicators, Suffolk County Council has agreed to undertake their maintenance. The first year of maintenance and data services will be included in the purchase price. If the screens come in under £10,000 and the Town Council commits to the full amount, Suffolk County Council could use the remaining funds as a front-loaded maintenance/data payment.

However, Suffolk County Council does not budget for replacing screens that cannot be repaired due to age or damage beyond repair. If such a situation arises, the county council would not replace the screen. The approximate cost of a replacement screen is £7-8k, depending on various factors such as pole requirements. If the indicators remain under the ownership of the Town Council, they can be insured for All Risks cover at an annual cost of £60.46, including IPT through the Council's current insurance provider.

Other Projects being considered

Members of the CIL Working Group have recently visited two pump tracks and would like to consider areas where this may be possible.

Furthermore, it is understood that CIL funding can be put towards the development of a Neighborhood Plan. To gather more information about the process, the Clerk and Deputy Clerk met with Lowestoft Town Council to learn about their experience with Neighborhood Plans.

Council is requested to note the report on Community Infrastructure Levy.

AGENDA ITEM 13: EARMARKED RESERVES SPENDING

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:

Min #	Description	Net Amount	Earmarked Reserve
428 iii	Refurbishment for Disabled entrance to include carpets and new ramp	Up to £3,000	Town Hall
429 iii	Refurbishment of Walton wooden floor	Up to £1,000	Walton Community Hall
433 ii	Contribution to the Disabled access to OFCA at Gosford Way park	Tbc Total cost would be £3,325	Public Spaces

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

AGENDA ITEM 14: YEAR END BALANCES AND EARMARKED RESERVE TRANSFERS

As part of the budget-setting process, an initial estimated outturn was provided. As we approach the year-end, we now have more accurate projections for both expenditure and income. These updated projections can be found in **Appendix B**.

Based on these projections and pending any further transactions during the remainder of the month, we anticipate the summary balance of reserves to be as follows

TOTALS	Actual 2022-23	Est. Outturn 2023-24	Approved Budget 2024-25
General Reserves (c/f)	437,340	390,828	339,808
Earmarked Reserves (c/f)	795,445	873,849	949,468
TOTAL RESERVES (c/f balance)	1,232,785	1,264,677	1,289,277
Income (excluding Precept or CIL)	157,170	175,125	178,656
Precept	612,736	621,629	664,727
Expenditure	769,919	786,273	843,383
NET Expenditure (from Earmarked Reserves)	-31,905	-14,119	50,000
Transfers from GF to Earmarked reserves	46,500	61,500	41,500
General Reserves (balance 31 March)	390,828	339,808	298,308
Earmarked Reserves (balance 31 March)	873,849	949,468	940,968
(of which CIL) 24/25 income TBC	(235,395)	(359,754)	(359,754)
<i>Surplus (+) Shortfall (-)</i>	<i>31,892</i>	<i>24,600</i>	<i>-50,000</i>
<i>Surplus (+) Shortfall (-) excl. ER</i>	<i>-13</i>	<i>10,481</i>	<i>-0</i>
<i>% Expenditure change excl. ER</i>	<i>7.01%</i>	<i>2.12%</i>	<i>7.26%</i>
TOTAL RESERVES (closing balance)	1,264,677	1,289,277	1,239,276

The following shows Council's Earmarked Reserves balance and some recommendations for additional transfers between Earmarked Reserves from 1st April 2024 to:

Earmarked Reserve	Closing Balance 31.3.23	Projected Closing Balance 31.3.24	Recommended Further Transfers between ERs	Approved Budget Transfers from GF 1.4.24	Projected Opening Balance 1.4.24
Election Expenses	23,862.00	8,502.17		+ 6,000	14,502.17
Enhancement & Promotion	692.00	692.00	<i>-692 (move to Public Spaces ER and clear fund)</i>		0
Asset Repair & Replace	23,064.99	26,064.99		+ 3,000	29,064.99

IT Replacement Fund	25,402.62	20,428.09			20,428.09
Cemetery Projects	204,541.76	210,637.76		+ 20,000	230,637.76
Broadway House	59,727.24	59,645.57			59,645.57
Walton Community Hall	74,527.09	73,527.09			73,527.09
Town Hall	52,512.28	21,871.58		+ 5,000	26,871.58
Play Equipment	15,000.00	15,000.00		+ 7,500	22,500
Community Fund	9,296.84	1,796.84	-1,796.84 (move to Community Support Fund ER and clear fund)		0
Community Support Fund	41,254.46	28,994.46	+7,042.15 from Comm Fund and KCIII ERs		36,036.61
CCTV	42,000.00	42,000.00			42,000.00
Staffing Reserve	58,563.90	58,563.90			58,563.90
King Charles III Coronation	8,009.62	5,245.31	-5,245.31 (move to Community Support Fund ER and clear fund)		0
Public Spaces	0	16,745	+693 from Enhancement & Promotion ER		17,438
CIL 19/20	24,302.18	0			0
CIL 20/21	17,291.40	7,928.58			7,928.58
CIL 21/22	77,289.65	77,289.65			77,289.65
CIL 22/23	116,511.36	116,511.36			116,511.36
CIL 23/24	0	158,023.77			158,023.77
Total Earmarked Reserves	£873,849.39	£949,468.12	0	£41,500	£990,969.12

Council is requested to consider the report on projected outturn for the year 2023/24.

AGENDA ITEM 15: OCCASIONAL GRANTS POLICY 2024/25

The Civic & Community Committee reviewed the policy at its meeting of 14 February 2024 which is recommended for adoption with one minor change from last year's policy as follows: (*Minute #411 of 2023/24 refers*)

The word 'unrelated' is inserted in the line:

- A bank account requiring a minimum of two **unrelated** signatories.

Council's Occasional Grants Policy for 2024/25 is shown at **Appendix B**.

Council is requested to approve the Occasional Grants Policy for 2024/25 as presented at Appendix B.

AGENDA ITEM 16: PRESS & MEDIA POLICY 2024/25

The Civic & Community Committee reviewed the policy at its meeting of 14 February 2024 which is recommended for adoption with one minor change under the Policy statement - the second line is to be amended to read ' The Town Council will therefore proactively seek opportunities under the Policy ... etc' (*Minute #412 of 2022/23 refers*).

Council's Press and Media Policy for 2024/25 is shown at **Appendix C**.

Council is requested to approve the Press & Media Policy for 2024/25 as presented at Appendix C.

AGENDA ITEM 17: INSURANCE ARRANGEMENTS 2023/24

Council is required to review the adequacy of its insurance arrangements on an annual basis. The Finance & Governance Committee reviewed arrangements in January and has recommended that Council confirm the arrangements for insurance in respect of all insured risks are adequate for 2024-25, in readiness for the policy renewal date (*Minute #381 of 2023/24 refers*).

On 1 April 2022 a new three-year Long-Term Agreement was taken out with Zurich, the premium for this year 2023/24 being £7,565.61

The sums insured for contents, all risks and buildings are index linked, although the underlying rates stay the same. This is to help protect against 'under insurance' as costs are always rising and it is not possible to always check the sums insured each year to ensure they are correct. Last year, valuations of all buildings were carried out and submitted to the Insurance Company, the sums insured will still be automatically increased on an annual basis.

All physical assets and equipment are insured, and cover is provided in accordance with Council's Risk Management Policy, to the following levels:

Public Liability (inc. personal accident liability cover for employees, Members and volunteers under the above policy)	£15 Million
Employers Liability	£10 Million
Fidelity Guarantee	£2 Million
Personal Accident (up to age 90)	£50,000/£200 pw
Hirers Liability	£2 Million
Libel and Slander	£500,000
Legal Expenses – enhanced EPL cover	£200,000
Plant hire protection	£500,000
Money	£250,000
Cyber	£100,000
Officials Indemnity	£15 Million
Key Personnel Cover	£100,000/£500 -£100pw
Business Travel	Included
Motor	Included
Engineering - Inspection & Insurance	Included
Business Interruption	Included

The policy will renew on 1 April 2024 for the third year of the three-year LTA. An insurance review will take place towards the end of 2024 in time for the renewal of the LTA on 1 April 2025.

Council is requested to confirm the adequacy of its arrangements in preparation for arranging quotes for the forthcoming year, as recommended by the Finance & Governance Committee (*Minute #381 of 2023/24 refers*).

AGENDA ITEM 18: INVESTMENT POLICY & STRATEGY 2024/25

Council is required to review its Investment Policy & Strategy annually. The existing policy reflects the statutory guidance on local Government Investments (3rd Edition) issued under section 15(1)(a) of the Local Government Act 2003.

Council currently holds a £500,000 one-year fixed investment @ 4.8% with Close Brothers Treasury, which matures in July 2024.

On 6 September 2022, Council withdrew £410,901.01 from its Barclays savings account and opened a 35-day notice account with Nationwide Building Society. This is a variable rate and is currently returning an interest rate of 3.05%.

The remainder of Council's funds are administered through business banking accounts with Barclays. With a 'Tracker' account which receives the Precept, and a Current account which receives all payments from sales. Each night there is an automatic 'sweep' to a balance of £50,000 in the current account.

Credit ratings for the institutions holding Council funds have been monitored and an updated Investment Policy & Strategy is presented at **Appendix D**.

Council is requested to approve its Investment Policy & Strategy for 2024/25, as recommended by the Finance & Governance Committee (*Minute #380 of 2023/24 refers*).
