

FELIXSTOWE
TOWN COUNCIL

Annual Report 2017 - 2018



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

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Message from the Mayor of Felixstowe, Chairman of the Council



Welcome to the annual report of Felixstowe Town Council for the Civic Year 2017/18. The report will show how the Council works and where your money goes. My part of the report will tell you of some of the occurrences in Felixstowe during this Civic Year and also what I have been up to as Mayor.

The Town Council is in its third year of a four year term, and the present 16 members will continue for another year until the election in May 2019. It was a proud day for me when my fellow Councillors elected me as Mayor last May. My first and potentially only term in the office has been rewarding, exhausting, crazy, memorable and full of many other emotions. It was a real learning curve, a feeling of achievement and growing as a person. Things that might have really fazed me several months ago I now handle with ease.

I have met so many people over the year, I am recognised everywhere I go, it is an amazing and also emotional time but I have tried to do it my own way and to the best of my ability. Felixstowe has had a tremendous year and I am chuffed and privileged to have been what I call the ambassador for our fantastic town.

I chose three charities for my year, Felixstowe & Walton Utd FC – our local football club who are going from strength to strength and have just achieved promotion for the first time in their history. It's a great community club. FACTS our community transport company who continue to give our elder statesmen and women that important transport link for them when needed. Level Two Youth Project who do a fantastic job for our younger guys and gals, from nurturing, mental health, LGBT, just generally giving those who need help and an ear, that important link. Very early on I had lots of plans for various charity events including, in order, the Pig Race, Bombay Bash, Soul Nite, Quiz, Psychic Nite, Curry Nite, Cheese & Wine, then finally the Mayor's Ball. All three of my charities have been absolutely superb in helping put on the events and drum up support. They have not once complained and I cannot praise them enough for the fantastic work they have done.

I have been very fortunate to have also been supported by some generous sponsors over the past year, including the East of England Co-op, Richard Bugg, David Button, Shammi from Bombay Nite and Tesco. Many others have given their time and venues including The Orwell Hotel (thanks Laura), Felixstowe Museum and the Lions Club. Chris Carne, our photographer, many of his photos you will have seen on the slideshow before the meeting, does it all voluntarily, has been on hand throughout the year and is here again this evening. Stephen Rampley from Visit Felixstowe has photographed me so many times - I think he's bored now – and even uploaded pictures on Christmas Day! And finally Mark Barham from Pierrot Stationers who has been fantastic printing tickets, posters even photos given as a token of thanks at the Mayor's Charity Ball.

Thank you to all, words cannot express how appreciative I am of what you have done.

My year started with various Civic Services that I attended out of town. My first memories were of late June with 5 days on the trot, watching the world biggest containership coming into Felixstowe, then a few hours later being on it ! Then I was off to London's Cutty Sark for the ports 50th Anniversary celebrations before hot-footing it back to Felixstowe to help open the memorable Armed Forces Weekend.

My saddest moment was when somehow dates clashed and I was unable to be there and help open the new clubhouse at the Football Club in July. However, the next week we held my well-supported civic reception at the club which was a lovely evening.

The next highlight was the triumphant Carnival with the excellent Proms night to start a great weekend off. Before we knew it we were in Wesel, Germany, our twin town. If anyone thinks that sounds like a holiday – it's not - they keep us very busy. But it was a wonderful weekend, lots of great memories and it's a place I will go back to time and time again.

There have been so many engagements it is impossible to list them all but the ones that stick most in my mind are:

- Being at Olive Boars 113th Birthday, a lovely lady in one of our nursing homes.
- Invitation over to Harwich on a very rocky day, when they asked if we would like to go back round the bay we declined!
- The drinks reception at our Golf Club during the County Amateur Championships and hearing everyone praising our town.
- Sitting on Lesley Dolphin's sofa, and being grilled by Mr Murphy about dog poo!
- The Grand Opening of the Pier - another great day for the town.
- The throng of people turning out for the fantastic Art on the Prom.
- The Fireworks at the Football Club and a record crowd.
- Remembrance Day – a very important day for Felixstowe.
- Christmas Concerts by the bucket full.
- The Light Switch on – love it
- The Ice Rink at Christmas which again got rave reviews and record numbers.
- Visiting all the care homes over Christmas, they really do a great job!
- Then the marathon Christmas Day – with the dip followed by 5 other visits – we went to bed at 4pm! But we did get up again!

January thankfully was slow as expected. Later in the month we held the memorial service for the 65th Anniversary of the North Sea Floods, a very emotional evening and still raw in many of our residents' minds.

Obviously the snow turned up and stayed around too long. I also attended the Academy Chamber Concert in March and at Christmas - what fantastic talent. The school itself is not having the best of times, but my motto is we should shout about what we are good at. And they need to do more of that.

My last charity night was cheese & wine at our award winning Museum another great evening.

Then all of a sudden our friends from Wesel were here, a packed itinerary for Thursday-Sunday a great weekend, if I say that two of the ladies were in tears when they left, just shows you how much it means to them. While they were here it was time for the Mayors Charity Ball – a lot of thought and care was put into the organising and from my thoughts it was a great success, 170 people all enjoyed themselves and as my daughter turned 14 that day it will be a birthday she will never forget – and not just because she saw me dancing for the first time!

The recent Vintage Car Rally was fantastic as usual and a great opportunity for Felixstowe to show itself off.

In all, I have attended around 235 engagements and 150 meetings and been missing from my shop for half of the year. As the previous Mayor, Cllr Jan Garfield, said in her piece last year: “Nick, just pace yourself”. Whoops!

I must of course thank my family; wife Judy and my children Felix & Holly for their great efforts – many times not their ‘thing’ but they supported me throughout.

Thanks also to my fellow Councillors who again supported and encouraged.

And finally, a big thank you to the great team of staff at the Town Council – in particular the Mayor’s Secretary, Lorna Monsen, who has been a star, guiding me all the way.

A handwritten signature in black ink, appearing to read 'Nick Barber', with a horizontal line underneath.

*Cllr Nick Barber
Mayor of Felixstowe 2017/18*

Finance & General Purposes Committee

Chairman: Cllr Graham Newman

Council's Finance & General Purposes Committee is responsible for monitoring the Council's finances and reviewing matters relating to policy and governance. In addition to these fundamental responsibilities, in 2017/18 the Committee has considered a number of other matters:

Audit and Accounts

Accounts for the year ending 31st March 2017 were reviewed by Committee and the annual return was submitted to the Council's external auditor. The Auditor confirmed that Council had met its obligations in accordance with proper practices and this was reported to Council on 13th September 2017. Copies of the audit report and Annual Return for 2016/17 were published and are available to view online at:

www.felixstowe.gov.uk

The 2017/18 Audit will be undertaken by PKF Littlejohn LLP in June 2018, and the audited accounts for 2017/18 will be available from September 2018.

Finance and General Purposes Committee receives six-monthly Internal Audit reports and reviews any recommended actions. In 2017/18, the Internal Auditor found Council's procedures to be all in order and made some helpful recommendations.

Budget and Precept

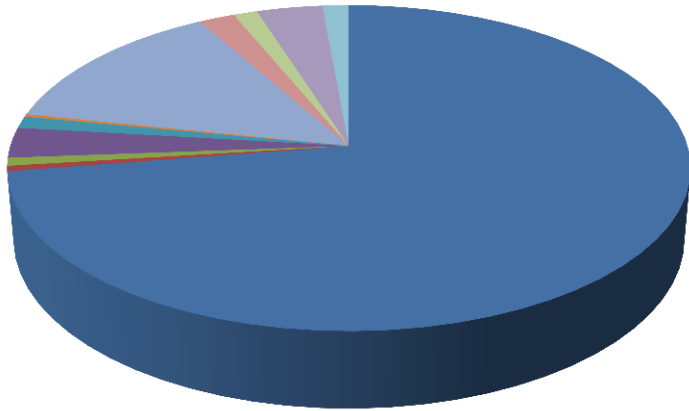
Committee regularly reviewed detailed income and expenditure reports to monitor Council's budget. The outturn on income for 2017/18 was better than expected (112.6%) and expenditure was within the set budget (96.4%).

Council also holds ring-fenced funds for future projects and contingencies, known as 'Earmarked Reserves', and these are reviewed at least once annually to ensure adequate provisions are in place.

	2016/17 Actual	2017/18 Actual	2018/19 Budget (Est.)
Balance at 1 April	£930,888	£912,112	£1,042,759
(of which Earmarked Reserves)	(£718,864)	(£625,580)	(£685,936)
Total Income	£706,876	£758,070	£692,431
Total Expenditure	£725,651	£627,423	£657,105
Closing Balance at 31 March	£912,112	£1,042,759	£1,078,085
(of which Earmarked Reserves)	(£625,580)	(£685,936)	(£737,120)

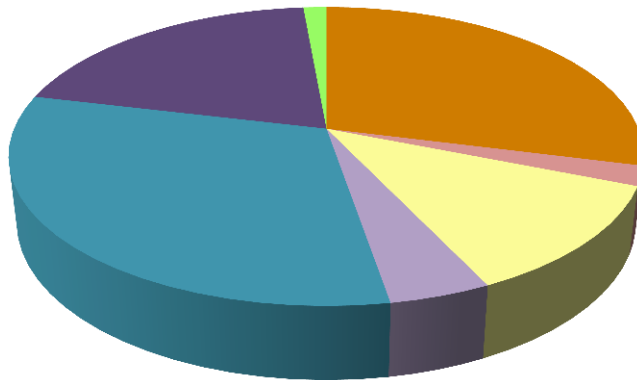
Effective management of budget and reserves enables the Town Council to minimise any impact on council tax. For the forthcoming financial year 2018/19 the Council limited its increase to the precept to just 1.1%, less than 1.5p per week per band D property. The total paid by a Band D equivalent ratepayer in 2018/19 will be £68.09, which is round 4% of the total council tax bill. The other 96% is split between Suffolk County Council, Suffolk Coastal District Council and Suffolk Constabulary.

Sources of Income 2017/18



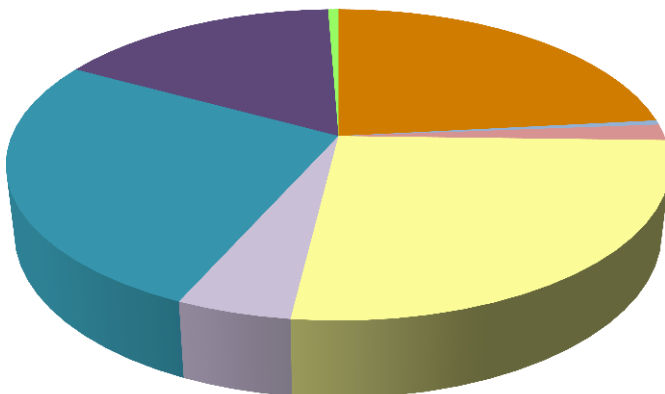
- Precept, £549,742 (73%)
- Agency Income, £3,992 (<1%)
- Bank Interest Received, £6,041 (<1%)
- Town Hall hirings, weddings, leases, £22,628 (3%)
- Walton Community Hall hirings, £8,890 (1%)
- Broadway House licence, £2,000 (<1%)
- Cemetery, £102,540 (14%)
- Allotments, £14,728 (2%)
- Donations & sponsorship, £9,816 (1%)
- Community Infrastructure Levy, £26,897 (4%)
- Armed Forces Weekend Legacy Fund (earmarked), £10,796 (1%)

Net Expenditure 2017/18 (Actual)



- Town Hall, £59,816 (29%)
- Broadway House, £4,363 (2%)
- Cemetery, £24,565 (12%)
- Allotments, £9,067 (4%)
- Civic & Community, £64,877 (31%)
- Grants, £41,113 (20%)
- Felixstowe in Flower, £2,904 (1%)

Net Budget Expenditure 2018/19 (Estimates)



- Town Hall, £61,663 (23%)
- Walton Community Hall, £1,216 (<1%)
- Broadway House, £4,411 (2%)
- Cemetery, £70,047 (26%)
- Allotments, £12,507 (5%)
- Civic & Community inc Christmas Lights, £69,766 (26%)
- Grants, £43,350 (16%)
- Felixstowe in Flower, £1,600 (<1%)

Town Council awarded Quality Gold in the Local Councils' Award Scheme

In October 2017, the Town Council became the first of the 424 parish/town councils in Suffolk to be rated 'Quality Gold'; the highest award level in the Local Councils Award Scheme. The award was given in recognition of the Council's dedication to being at the forefront of best practice, with the highest standards of governance, community leadership and council development. Delivered by the National Association of Local Councils through its county branches, the scheme aims to share best practice, drive up standards and support those who are committed to improving their offer to their communities in order that individual councils and the sector as a whole will reach its full potential.

The Council will continue to review how it may further improve its service to the local community and welcomes comments and suggestions at any time.

Council Business Plan 2016-2020

Following a period of public consultation, Felixstowe Town Council adopted its first ever Business Plan, spanning the four year period from 2016 to 2020. Each committee was given a number of objectives, in line with local priorities, which they will regularly review throughout the Plan period. The Business Plan was reviewed and the action plan updated in September 2017.

Cycling on the Prom made permanent

Following the Town Council's formal request to Suffolk Coastal District Council to permit safe and considerate cycling on the prom on a permanent basis a 12 month trial period began in October 2016. The trial was deemed a success and signs have been installed to inform both pedestrians and cyclists that the Prom is now a shared space, with cycling permitted. Cyclists are asked to be mindful of pedestrians and to dismount in crowded or narrow areas.

Community Emergency Plan

In December 2017 the Town Council adopted a Community Emergency Plan (CEP) for Felixstowe, following recommendations from the Working Group set up to develop the plan. A CEP helps prepare for and provide a measured approach to supporting the community in the event of an emergency; as well as identifying local resources which may be able to be called on by appropriate agencies in such situations. Emergency boxes are now in place, including a securely held register of local resources. Annual reviews will be carried out each September to ensure that the CEP remains up to date.

Plastic Policy

The Town Council seeks to make a measurable difference to the environment and to improve the quality of life of the community it serves. To this end the Council has committed to phase out single-use plastics wherever possible and will work with local businesses and media to promote the phasing out of single-use plastic items such as containers, cups, cutlery, drinks bottles, straws and plastic promotional goods.

Assets & Services Committee

Chairman: Cllr Jan Garfield

Council's Asset & Services Committee oversees and monitors the management of Council's land and property assets. Over the course of the year Committee has been involved in several key projects:

Cemetery

Committee oversaw a project to remove some overgrown conifers and tidy up the northern boundary of the Cemetery. The conifers have been replaced with laurel to provide screening for the neighbouring residence with reed screening put in place whilst the laurel is being established.

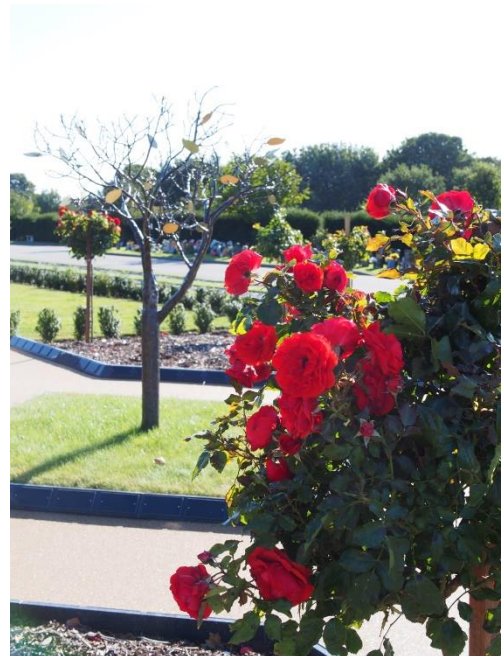
Before



After



The new Memorial Garden is flourishing and offers many different types of memorials such as roses, plaques on granite edging stones or benches and a bespoke metal tree with leaves for memorial inscription as the centre-piece.



Memorial Garden at Felixstowe Cemetery

In the past year two Council staff completed an Advanced Apprenticeship in Horticulture and one was nominated for Apprentice of the Year.

Becoming (more) Digital

Council invested in a software package which will allow digitisation of all our paper burial records (which date as far back as 1915) and will help manage the administration of our cemetery services.

Allotments

The Town Council manages five allotment sites in Felixstowe:

Cowpasture, Candlet Road, IP11 9AZ	296 plots
Ferry Road, IP11 9TP	94 plots
Railway Hill, Coronation Drive, IP11 2NU	45 plots
Cemetery Field, Langley Avenue, IP11 2ND	16 plots
Taunton Road, IP11 9AX	18 plots

Committee regularly reviews the demand for allotments and some vacancies still remain. This is despite the overall number of available plots being reduced at the Cemetery Field since last year as the land will be required for cemetery expansion in due course. The Council regularly promotes the availability of plots and, in conjunction with the Felixstowe Society of Allotment Leisure Gardeners (FSALG), works to ensure the sites are maintained to a high standard.

A continued positive partnership between Council and FSALG has resulted in further improvements to the roadways at Cowpasture and a new car parking area at the Ferry Road site.



Working with FSALG to lay the groundworks for a new car parking area at the Ferry Road allotment site.

Felixstowe Town Hall

As the custodian of this historic local asset the Town Council continues to invest in the preservation of the Town Hall. Work is planned to safeguard several courses of brickwork below the wall plate in the south elevation. The works will also include repointed chimneys, broken bricks replaced and brick and mortar repair to the feature front gable. A structural engineering report has indicated that future work required to look after the Hall will be less intensive and the Council has therefore been able to budget for a more general programme of planned and preventative maintenance.

Meeting facilities were improved with an upgraded projection screen, new carpet in the Council Chamber and some additional conferencing tables.

The flagpole beside the Town Hall was the venue for a number of flag raising events throughout the year such as the Red Ensign to commemorate Merchant Navy Day on 3 September and the Commonwealth Day on 12 March.



Hall Hire and Weddings

Fees and charges for the hire of rooms and the community hall were reviewed and no increase was made for hall hire, with a small increase for weddings considered following a cost comparison with other wedding venue providers.

Committee reviews the promotion of its venues and a new Facebook page for the Town Hall was created. Weddings at the Town Hall continue to be popular, seeing an increase in bookings year on year. Equally, as more organisations discover the facilities on offer for their training and presentation needs, general hire bookings for the Town Hall have also increased.

Lease and Licences

The Town Council licences accommodation at the Town Hall to the Suffolk County Council Registrar team, Felixstowe Forward and Suffolk Coastal District Council's Beach Huts and Chalet Administrator. Felixstowe Town Council offers the space at a nominal rate to help ensure that these services can be provided locally.

Walton Community Hall

The introduction of a new 'session rate' last year proved very popular for fitness groups, family gatherings and dance groups, giving value for money for hirers holding events longer than a couple of hours at a time. A new Facebook page was created promote the facilities available at Walton Community Hall.

Broadway House

The Town Council continues to support the Felixstowe Old People's Welfare Association (FOPWA) which provides a highly popular drop-in service with a warm welcome for all at Broadway House. Subsequent to approving funding for a new carpet in the main room, Committee put plans in place for further decorative improvements in the forthcoming year.

Civic & Community Committee

Chairman: Cllr Doreen Savage

Council's Civic & Community Committee meets to consider civic functions, community engagement, partnership working and grants.

Council Communications – Going Digital

Council regularly tweets from its [@FelixstoweTC](https://twitter.com/FelixstoweTC) Twitter account, and posts updates on its Facebook page www.facebook.com/FelixstoweTownCouncil to provide up to the minute information about the Town Council, its partners and links to Council meetings and agendas.

Council Communications – Remaining Accessible

Council's increased use of digital formats has not diminished our use of more traditional media. Our bi-monthly newsletter continues to be delivered to all households in Felixstowe, is printed in full colour and details future events and town council initiatives. Details of all Town Council Meetings and forthcoming events are also displayed on the noticeboard outside the Town Hall. When possible we also endeavour to promote charitable events on the noticeboards inside the Town Hall. The Council also engages closely with local newspapers, providing news releases and copies of all agendas in advance of meetings. The press regularly attend Council meetings. Members of the public are welcome at all Council and Committee meetings and a public session is ordinarily held at the start of each.

Grants 2017/18

Felixstowe Town Council is committed to supporting and strengthening the many networks and community groups that help to make a positive difference to Felixstowe as a place to live, work and visit. Through its Annual and Occasional Grants scheme, the Town Council was able to support an increased number of local organisations and projects during 2017/18.

There are two rounds for applications and details can be found on the website www.felixstowe.gov.uk/council-services/grants. The deadlines for application submissions are 31 May and 30 November 2018. Committee is looking forward to receiving applications from community organisations which are able to demonstrate a clear need for financial support and which contribute towards the vision and aims for Felixstowe. All projects and activities supported benefit residents of Felixstowe.



The Mayor presenting a Town Council grant cheque to Coastwatch. The funding is being provided towards the installation of a CCTV Camera at Clifflands Car Park, pointed out to sea

In 2017/18 Council awarded a total of £ 40,112.57 to the following local schemes via its Occasional and Annual Grants and through its community partnerships:

Organisation	Grant awarded
1 st Walton Rainbows	£300
356 (Felixstowe) Squadron, Air Training Corps	£400
6th Old Felixstowe Scout Group	£650
ActivLives	£862
Art on the Prom Ltd	£750
Citizens Advice - Felixstowe & District	£1,500
Cycle Felixstowe	£667
Felixstowe & District Council for Sport and Recreation	£200
Felixstowe Area Community Transport Ltd (FACTS)	£2,000
Felixstowe Book Festival	£ 579.57
Felixstowe Carnival Association	£1,000
Felixstowe Hockey Club	£500
Felixstowe Opportunity Group	£1,500
Felixstowe Salzwedel Partnership Association	£200
Felixstowe Time Banking (c/o Felixstowe Forward)	£1,000
Felixstowe Wesel Association	£200
Felixstowe Old People's Welfare Association	£4,500
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500
Landguard Fort Trust	£1,000
Landguard Partnership	£1,000
Level Two Youth Project	£10,000
Mencap Sports Opportunities	£1,500
Music in Felixstowe	£400
National Coastwatch	£2,500
Orwell District Scouts	£400
Parkrun Ltd	£300
Revitalise Respite Holidays	£354
Suffolk Accident Rescue Service (SARS)	£350
Visit Felixstowe - CIC	£4,000
Total	£ 40,112.57



1st Walton Rainbows receiving their cheque via a Town Council Grant.



6th Old Felixstowe Scout Group in front of their new trailer purchased with the help of a Town Council Grant.

Street Furniture – Litter and Dog Waste Bins

Council's Civic & Community Committee initiated a review of public waste bin provision across the town and was provided with a report from SC Norse at its meeting of 13 December 2017. Norse advised that a rationalisation of bins – some being relocated and a provision of new bins being installed - would resolve the need for "ad-hoc" additional bins in future and result in comprehensive coverage for the town. Council approved funding of £5,225 +VAT to complete the project.

Annual Town Meeting

The Annual Town Meeting is a meeting for local electors to raise topics or ask questions. The Annual Town Meeting was held this year at the Felixstowe Academy on Wednesday 9th May.

Community groups were invited to attend with a display to help promote their organisation and the Council's Civic Awards were also presented.



The Mayor presents the Town Council's Civic Awards at the Annual Town Meeting at Felixstowe Academy

Civic Awards 2018

The Town Council is proud to recognise contributions to the community made by individuals, young people and local organisations. Five local people were presented with the Mayor's Award for their contribution to the community in 2017/18, they were:

- **Jane Bolton**, for her work for Old Felixstowe Community Association for nearly 20 years raising hundreds of pounds for the Association.
- **Robert (Bob) Cockburn**, for supporting the Royal British Legion for many years. Including being Parade Marshall for the town and Standard Bearer for The RAF Association.
- **Pam Cole**, for her dedicated work with the Felixstowe Museum and its volunteers as Chairman and more recently as Committee Member.
- **Rob Rushen-Smith**, for his outstanding contribution to the Felixstowe Scouting Group for over 40 years as well as starting the 8th Felixstowe Scout Group over 25 years ago.
- **Sue Simmons**, for being instrumental in the running of support groups for people living with dementia in Felixstowe.

The Felixstowe Community Award 2018 was presented to The Laydens Community Project, for improving the local community by reducing social isolation by providing meals, free confidential health checks, food bank provision, assistance with job searching, British Sign Language courses and much more.

The HMS Ganges Youth Trophy was awarded to Charlie Webb, for his hard work within the Level Two Youth Project as well as volunteering as a representative at the Suffolk Assembly of Youth. He is a keen leader and speaker and helps young people attending Level Two Youth Project by supporting them in their open sessions.

The inaugural **'Visit Felixstowe Tourism Award'** went to the **Festival of Fabric**, who won via a public vote.

At the event the Mayor also announced that a total of £17,346 had been raised in support of his three chosen charities: Felixstowe Area Community Transport (FACTS); Level Two Youth Project and Felixstowe & Walton Football Club. Details of how to nominate a Felixstowe resident to receive an award for outstanding community service to the town are detailed on the Town Council website: www.felixstowe.gov.uk/council-services/civic-awards

Felixstowe in Flower

The annual event began back in the summer of 1985 and was designed by the Town Council to involve the whole community in making Felixstowe a more beautiful place. A variety of free to enter competitions are open to residents and businesses in the town. Competitions include private gardens, allotments, floral containers, commercial premises, residential homes, public houses, hotels and guest houses.

Judging took place during the summer and prizes were awarded to the best entries in all the competition categories at the Felixstowe in Flower Awards ceremony in September at Felixstowe Academy.

To provide and maintain all the flowers, tubs and baskets for the event costs just under £10,000 and any donations or sponsorship goes towards mitigating these costs. A total of £ 6,246 was received in 2017/18 towards the event.

This year another 22 hanging baskets were replaced with newer self-watering planters which will help cut down on the amount of watering during the summer. This year was the first year that the watering was carried out purely in house by Council's ground staff. In previous years the watering has been carried out by Suffolk Coastal Norse, at a cost of around £3,000.

A very welcome donation of £2,000 was received this year from the East of England Co-op, who also provided Sunflower seeds for all the school children to participate in the Tallest Sunflower competition and growbags for the schools competition. Other local organisations, including the Port of Felixstowe continued to support the event.

The working party helped further to promote Felixstowe in Flower and a new launch event was held at the Triangle in June 2017 to raise public awareness about the competitions, provide an opportunity to judge Councillor's own floral entries and pick

up free seeds. The Mayor visited many of our local schools to publicise the event and encourage children to participate.

PSPO's (Public Space Protection Orders)

The Civic & Community Committee set up a small Working Group to consider the issues and options posed by the introduction of Public Space Protection Orders (PSPOs) and consider whether any new or additional PSPOs could be beneficial to Felixstowe. The Group's general approach was to not seek a PSPO unless there was evidence of an ongoing nuisance which a PSPO was likely to deter.

The Working Group helped shape the SCDC consultation on proposals for PSPOs which would impose requirements on dog owners to clean up after their dogs on public land, keep dogs on leads in certain defined areas and prohibiting dogs from other areas. Council asked SCDC to consider different options for a PSPO relating to Dogs on Felixstowe Beach and put this out for public consultation before a final decision was made.

Tree for the Queen

On 21 March, the Mayor of Felixstowe, Cllr Nick Barber together with fellow Town Councillors planted a tree in Allenby Park, Felixstowe. Joined by the Chairman of Suffolk Coastal District Council, Cllr Chris Blundell, and Mr Nicholas Newton, SCDC Arboriculture and Landscape Manager, the Mayor thanked Suffolk Coastal Norse for their help in acquiring the tree, a Whitebeam, on behalf of the Town Council.

Beneath the tree a plaque was placed reading "*Planted by Felixstowe Town Council in commemoration of the 65th anniversary of the reign of Queen Elizabeth II, who in 2017 became the first British monarch to have a Sapphire Jubilee*".



CCTV

The Town Council manages the maintenance contract for the town's CCTV cameras. Hardware replacements this year have improved the stability and responsiveness of the system. The system is monitored by a team of volunteers, coordinated by the Police, with images from all 15 cameras being able to be viewed at the same time. The Police and CCTV contractor provide quarterly updates and meet regularly with Council Members and officers to oversee the provision. In 2017/18 the monitoring system was successfully relocated to the new combined Police and Fire Station.

Christmas Ice Rink

Committee oversaw the provision of a synthetic ice rink and other attractions at Great Eastern Square in the lead up to Christmas 2017 for the third year running. Sponsorship was received from the East of England Cooperative. The event was highly popular and benefitted from an outside broadcast from BBC Radio Suffolk and Fresh Gold Radio. The Town Council approved similar provisions for December 2018.



Armed Forces Weekend and Legacy Fund Grant

Council was involved in the planning of a celebratory event for Felixstowe to show appreciation of the work of the Armed Forces. 2017 marked the 350th anniversary of the Dutch attack on Landguard Fort in Felixstowe and to mark the occasion, and to recognise the huge contribution made by our servicemen and women from the past until the present day, Felixstowe was chosen as the venue for Suffolk Armed Forces weekend. The event included a unique package of entertainment including music from choirs and military bands to an evening of pop and rock, military displays, food stalls, children's activities and fireworks, and some thrilling battle re-enactments between the Dutch and English with cannon, muskets and swords. The Town Council sponsored the event, which was organised in partnership by organisations including Suffolk Coastal District Council, Suffolk County Council, the Suffolk Armed Forces Covenant Group, the Landguard Fort Trust, Royal Marines Association and the Royal British Legion.

After the event, surplus funds totalling £10,796 were handed back to the Town Council and it was decided to put this in to a ring-fenced pot towards an Armed Forces Weekend Legacy Grant. The fund was made possible by contributions from Suffolk Coastal District Council and others who had supported the event. The Town Council introduced a responsive application process to attract a wide number of applicants throughout the year. Individuals who wish to apply for a grant must do so via a military-related charity such as the Royal British Legion. The minimum grant amount is £100. Funding requests above £500 will be considered depending on the nature of the project. All applications for projects relating to WWI Centenary Commemorations and/or projects that benefit armed forces personnel, veterans or cadets in Felixstowe and / or the wider Suffolk Coastal District area will be most

welcome and further information can be found on the grant page of Council's website.

Remembrance

Council invited primary school children to attend and lay wreaths at the War Memorial with the Mayor of Felixstowe on Friday 10 November 2017. This proved to be a positive addition to the Council's commemorative activities and all schools in Felixstowe are now invited to participate on an annual basis. Plans for the Remembrance 2018 are underway with a 'project board' having been set up to oversee and support events marking the centenary of the end of WWI.

65th Anniversary of the North Sea Floods

On Saturday 27 January 2018 the Town Council and St John's Church held a Concert of Memories to commemorate the 1953 North Sea Floods, which claimed 41 lives locally and over 300 people in English coastal towns and villages.

St. John's Church also hosted an exhibition of images and archive material from the time, support by the Town Council, the Felixstowe Society and the Felixstowe Museum.

On the anniversary of the disaster, at 3pm on 31 January 2018 a short moment of reflection was held at the Flood Memorial in Langer Road.

Planning & Environment Committee

Chairman: Cllr Andy Smith

The Town Council is a statutory consultee of the planning authority and the Planning & Environment Committee meets fortnightly to consider all planning applications affecting Felixstowe, making recommendations to Suffolk Coastal District Council. The Planning & Environment Committee also has the responsibility to respond to consultations on matters relating to planning or the local environment.

Planning Applications

During 2017/18 the Planning & Environment Committee considered a total of 207 local planning applications. Committee noted that 87.5% of the time (154 of 176 reported decisions) Suffolk Coastal District Council has supported the recommendation of the Town Council's Planning & Environment Committee. In many of the cases where there was contrasting view, Committee requested that those applications be referred to the District Council Planning Committee for further consideration.

On 18th August 2017 Suffolk Coastal District Council launched the Issues and Options for the Suffolk Coastal Local Plan Review. The Local Plan sets out the level of growth which needs to be planned in an area and identifies where that growth should be located and how it should be delivered up to 2036, the consultation ran until 30th October 2017. The Planning & Environment Committee discussed the document at their meetings and also held two workshops to analyse the document. A formal response was made to the District Council from the Town

Council highlighting the need for a robust Local Plan which will be able to stand up to scrutiny and successfully rejects inappropriate speculative planning applications. It was also seen as critical that appropriate infrastructure is delivered in a planned way to meet the need of Felixstowe and its community. The Town Council's full response to this, and other local consultations, can be seen here:

<http://www.felixstowe.gov.uk/category/consultations>

There will be further opportunity for members of the public to have their say as the Local Plan Review progresses through two further rounds of public consultation and engagement; these are expected in the summer and autumn of 2018.

The Felixstowe Chamber of Trade and Commerce regularly attends meetings of the Planning & Environment Committee and members of the public are also welcome to attend to express views on any applications they may have an interest in.

Planning Documents Archive

Over a period of 6 months during 2017, the Felixstowe Society helped the Town Council undertake the enormous task of archiving planning material housed at the Town Hall. An elite team, comprising several members of the Society and led by David Crawford, met every Wednesday to review the old plans. Bev Boyce, Archivist at the Museum and member of Felixstowe Society joined the group and kept an spreadsheet of their work, recording that approximately three thousand planning applications had been reviewed. Historic applications that were selected to be retained are now being cared for at the Felixstowe Museum.

Community Infrastructure Levy (CIL)

Council received CIL payments from SCDC totalling £26,896.79 in 2017/18 to add to £911 received in the previous year which is held in an earmarked reserve. Council will soon be considering community infrastructure projects which could benefit from this funding.

Other Committees

Highways Advisory Committee

The Highways Advisory Committee meets to consider highways matters in the Felixstowe area. The Committee is a partnership of members of the Town Council, Suffolk County Council and Suffolk County Highways.

Personnel Committee

The Personnel Committee considers matters relating to the recruitment and management of the Council's employees, oversees the management of Health & Safety and the Council's corporate responsibilities as an employer such as reviewing and approving personnel-related policies and procedures.

Youth Forum

Felixstowe Town Council's Youth Forum is a multi-representative group of young people nominated by school councils and youth projects in Felixstowe. The Forum meets regularly with local Councillors and other local stakeholders at the Town Hall and meetings are chaired by the young people themselves on rotation basis. Debate is encouraged to enable a young person's perspective to be placed on issues which they themselves bring up and which are fed back to the local schools. Following much consideration by Youth Forum members it was agreed to put its 2017/18 budget towards a trampoline are to be held at the Carnival in the summer holidays.



2017/18 Felixstowe Town Councillors

(Note: County Council Members were updated following 4 May 2017 Elections)

EAST WARD

Nick Barber [Mayor of Felixstowe]

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Steve Gallant*

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Doreen Savage*

[Chairman: Civic & Community Committee]
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Steve Wiles**

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Jon Garfield

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Andy Smith*

[Chairman: Planning & Environment Committee]
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ALLENBY WARD

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WEST WARD

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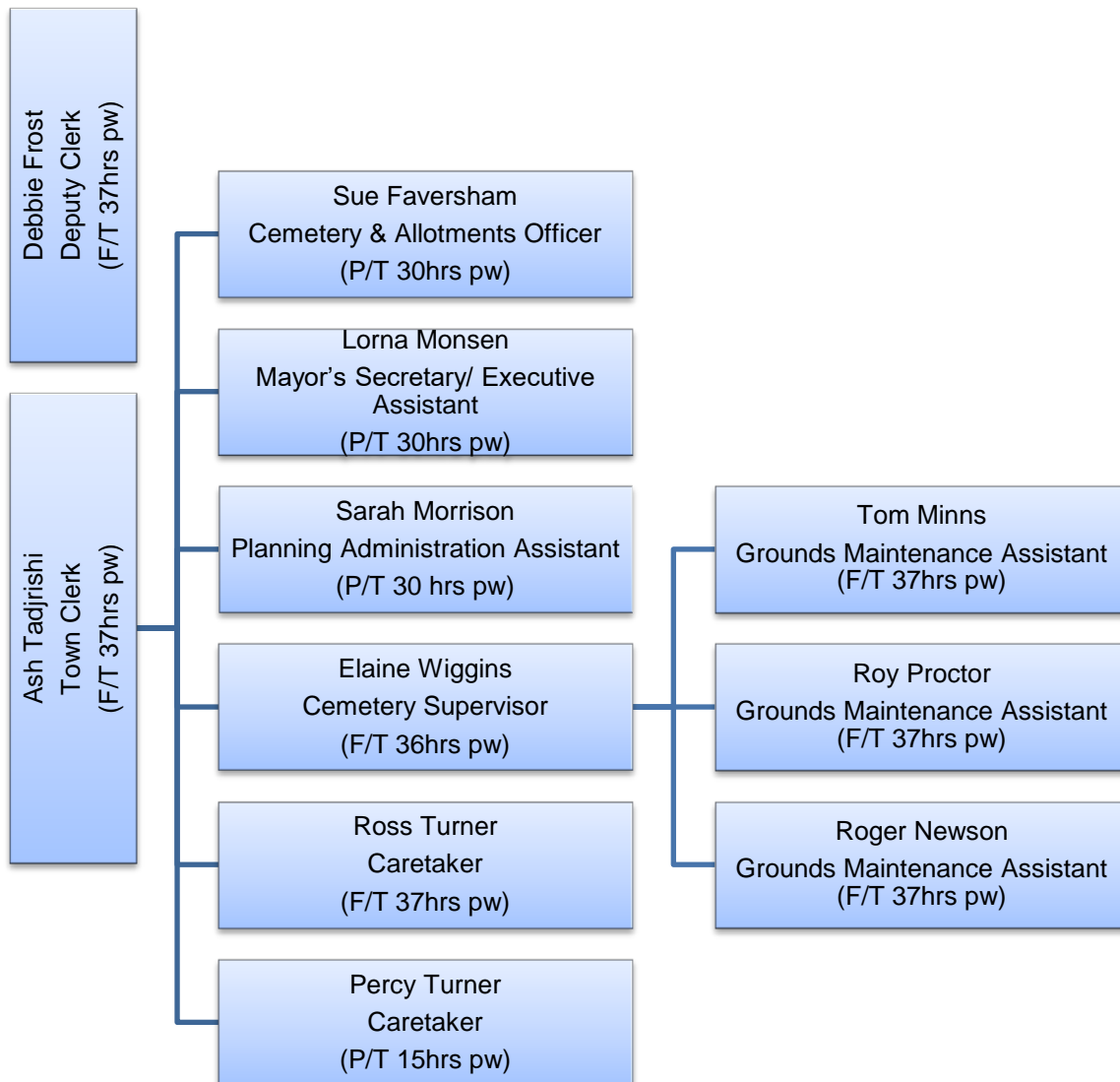
Graham Newman [Deputy Mayo]**

[Chairman: Finance & General Purposes Committee]
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Email: graham.newman.flx@gmail.com

*Denotes: Suffolk Coastal District Council Member as well as Town Councillor

**Denotes: Suffolk County Council Member as well as Town Councillor

Felixstowe Town Council Staff Structure (as at 3rd May 2018)



For more information and resources, please visit our website at www.felixstowe.gov.uk which provides details of all of our services and facilities, information about Town Councillors, Council committees, meetings, agendas, minutes, policies, contact information and Council news.

Alternatively, please contact us:
Felixstowe Town Council
Town Hall
Felixstowe
IP11 2AG
Tel: 01394 282086
Email: enquiries@felixstowe.gov.uk

Council & Committee Meetings 2018/19 *(provisional)*

	9.15am	7.30pm
Wed, May 16, 2018		Annual Council (Mayor Making) (7pm)
Wed, May 23, 2018	Planning & Environment	Finance & General Purposes
Wed, June 06, 2018	Planning & Environment	Assets & Services
Wed, June 13, 2018		Full Council
Wed, June 20, 2018	Planning & Environment	Civic & Community
Wed, July 04, 2018	Planning & Environment	
Wed, July 11, 2018		Full Council
Wed, July 18, 2018	Planning & Environment	
Wed, July 25, 2018		Finance & General Purposes
Wed, August 01, 2018	Planning & Environment	
Wed, August 15, 2018	Planning & Environment	
Wed, August 29, 2018	Planning & Environment	
Wed, September 05, 2018		Assets & Services
Wed, September 12, 2018	Planning & Environment	Full Council
Tue, September 18, 2018		Highways Advisory (2pm)
Wed, September 19, 2018		Civic & Community
Wed, September 26, 2018	Planning & Environment	Finance & General Purposes
Wed, October 10, 2018	Planning & Environment	Personnel (6pm)
Wed, October 17, 2018		Civic & Community
Wed, October 24, 2018	Planning & Environment	
Wed, November 07, 2018	Planning & Environment	Assets & Services
Wed, November 14, 2018		Full Council
Wed, November 21, 2018	Planning & Environment	
Wed, November 28, 2018		Finance & General Purposes
Wed, December 05, 2018	Planning & Environment	
Wed, December 19, 2018	Planning & Environment	Civic & Community
Wed, January 09, 2019		Full Council
Wed, January 16, 2019	Planning & Environment	
Wed, January 23, 2019		Finance & General Purposes
Wed, January 30, 2019	Planning & Environment	
Wed, February 06, 2019		Assets & Services
Wed, February 13, 2019	Planning & Environment	
Wed, February 20, 2019		Civic & Community
Wed, February 27, 2019	Planning & Environment	
Tue, March 05, 2019		Highways Advisory (2pm)
Wed, March 13, 2019	Planning & Environment	Full Council
Wed, March 27, 2019	Planning & Environment	Finance & General Purposes
Wed, April 03, 2019		Assets & Services
Wed, April 10, 2019	Planning & Environment	Personnel (6pm)
Wed, April 17, 2019		Civic & Community
Wed, May 01, 2019	Planning & Environment	
Wed, May 08, 2019		Annual Town Meeting/Civic Awards at Felixstowe Academy (7pm)