

## NOTES

### Felixstowe Town Council / East Suffolk Council Joint Liaison Group

**Date:** 26th February 2021 (14:00pm – 16:00pm)

**Venue:** Teams Call

<b>Attendees:</b>		
Steve Gallant	ESC	Chair
Nick Barber	FTC	
Letitia Smith	ESC	
Sharon Harkin	FTC	Apologies
Craig Rivett	ESC	

<b>Officer</b>		
<b>Representatives:</b>		
Andrew Jarvis	ESC	
Ash Tadjrishi	FTC	
Laura Hack	ESC	
Helen Greengrass	FF	
Neil Cockshaw	ESC	
Tim Snook	ESC	
Chris Phillips	ESC	

	<b>ITEM</b>	<b>NOTES</b>	<b>Actions</b>
1.	Welcome and apologies	Apologies received after from Cllr Harkin	
2.	Minutes of the last meeting -20 October 2020	Agreed as a correct record	
3.	Programme Updates	<p><b>North Felixstowe</b></p> <p>Positive conversations with Trinity / Bidwells on the timings of the site coming forward. They now have a commercial hub interest to progress and need an access road built to this, which would be adjacent to the site. Noted that there is an educational provision for Candlet site – but this would be a small school and if the wider site comes to fruition, with a school being required to be located elsewhere. Persimmons would be expected to contribute towards such a facility.</p> <p>Seeking to get the road adopted to the Grove – this project had been on hold but now back on. Progress with the Medical Centre in terms of agreeing this.</p> <p>Noted that the primary school may go on ESC land and a study is being carried out by County on this. Clarified that this could be on one of two potential sites – one next to the existing Grove area. The other is a parcel of land on the other side.</p>	

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		<p>The leisure centre site is still expected on land near Dock Spur Roundabout. Key at the moment for the LC is to get a reply from Sports England as to funding. Operators have replied to comments on the plans but waiting to ramp up the programme once the land issues are resolved. Will be seeking to get permission from Cabinet to get to RIBA Stage 4 at the appropriate time.</p> <p><b>Former Deben High School Site</b> It is hoped that the Planning application will be submitted in the next few days. This is a hybrid scheme, based heavily on Passivhaus principles. The public consultation from Dec to Jan attracted a high level of public feedback.</p> <p><b>South seafront</b> Café build is still on budget and to programme. No supply chain issues expected. Scheduled to complete by late June 2021. The operator met with ESC onsite last week – they do have various challenges with COVID but are still confident on the café project. Hope that an opening will take place in the summer.</p> <p>Martello Tower P – ESC had a plan to get the tower open for Easter and hold some low-key events, but this has been postponed due to COVID. There is an officer group working on the future of the tower. A meeting took place with Historic England and they are happy with suggested plans. About to commission an access survey to see how easy it is to access the building by the public. The group were going to visit other towers held by local authorities, but these have been postponed. Currently exploring digital options for the tower. A meeting has been held with the Felixstowe Society to kickstart a Friends of Martello Tower P group later this year. Will then start to think more</p>	
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	<p>creatively about the building's long-term use.</p> <p>SG – noted that he would like to see some blue sky thinking on what can be done with the tower in the long term, to attract visitors.</p> <p>Noted that there needs to be better signage to the Landguard Fort, café, Martello Tower P on the road. Should be picked up as part of this project.</p> <p>NC noted that a refresh of the masterplan for the south seafront is being commissioned.</p> <p>CP brought a new commercial proposal to the meeting for a structure on council land. <i>Details have been withheld from the minutes due to commercial sensitivities.</i></p> <p><b>Beach Huts</b></p> <p>The Beach Village site was passed at Cabinet and a tender is going out soon for a PM for planning and building the sites. Agreed that a public consultation will go out next week or 6 weeks. Expected the works will be completed by Spring 2022.</p> <p>Beach platforms – this is an ongoing project and officers are reviewing other options due to the immense cost in putting in platforms. Waiting to hear back from consultants as to the benefits of extending the groynes each side of the beaches.</p> <p>Fishing Hut – this is being replaced with a like for like structure and is currently being designed. Will act as a tourist information point on the site as an enhanced replacement for the two current Visit Felixstowe beach huts</p> <p><b>BID – Next Steps</b></p> <p>Meeting planned 26 Jan with agenda items</p> <ul style="list-style-type: none"><li>-Setting up Felixstowe BID Company and Board</li><li>-BID Manager recruitment</li><li>-Bank Account, Insurance, Accountants</li></ul>	NC
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		<p>-Scoping of projects Mosaic have provided template exemplars of Articles of Association, Board Election, Financial and Organisations procedures, BID Manager job description and tender documents for accountants etc.</p> <p>In HG's opinion the biggest risk to the BID is now around getting the governance right and recruiting the right person for the BID Manager role.</p>	
4	Assets and Capital Projects	<p><b>Hamilton Road Alleyway</b> ESC have contacted SCC to note that there is funding to undertake trial holes on the site, but have not heard back. LH to chase again, copying in SG.</p> <p><b>Beach Shelters</b> Works to the four remaining beach shelters is well underway – noted that a suspected arsonist has targeted one recently but was stopped before damage could be caused. The Manwich shelter spec has now been written and will go out to tender imminently.</p> <p><b>Split out land for cafes.</b> CP noted that this was being developed for planning as a single application. Currently getting a design together for this, covering the area to left of The Alex stretching to the right of the Steak and Lobster. The development may be more piecemeal for each organisation, but will be to the same design. CP has a meeting tomorrow for the first designs for initial comment. SG noted concerns on a piecemeal approach to the site in that some aspects will be built out and some wont. The steer was that the Council should lead this project and build the structures. CP noted that the project would cost approx. £100K and based on the market rents, the payback period would be very long. SG noted that this project should not be seen as commercial and there was opportunity to draw down grants etc.</p>	LH

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		<p><b>Update from Assets Management</b> NA for this meeting</p>	
5.	Update on work of Town Council	<p>TC is delivering most of its services as normal, subject to COVID-secure guidance. The biggest impact is on hall hire, weddings and events.</p> <p>Currently reviewing CIL funding and what projects to put this towards.</p> <p>Looking at a review of CCTV and there is an opportunity to consider how this will link into the shelters and the need to protect them. This is a good opportunity as part of the Smart Towns Project to work with ESC on developing a plan for CCTV and the seafront lighting etc.</p> <p>Noted that a rep from ESC should come on this group, organised by Debbie Frost.</p> <p>Also having a wider conversation on better use of the Triangle and promotion of the town centre.</p> <p>Noted that the seasonal magazine is going out soon and will promote any relevant projects within this.</p> <p>The TC has agreed their budget for April and this includes COVID recovery funding.</p>	<p><i>ESC to make contact with CCTV work going on in Lowestoft.</i></p>
6.	Preview of 2021 event planning	<p>A number of events are provisionally booked for 2021. Our consistent advice has been to observe current government guidance, have contingency plans in place and keep events small and simple. Suffolk County Council have introduced a useful C-SET (COVID Suffolk Events Toolkit) which outlines all the steps event organisers need to take. HG was seeking some guidance on messaging as it seems unlikely that many, if any, event will be able to meet all the requirements for a safe event especially as it is looking likely that social distancing is to remain for some time yet. HG to agree key messaging with Phil Harris.</p> <p>Charges: HG confirmed all event organisers pay an application fee. There is no cost for event organiser to use East Suffolk Land with the exception of car parks, where there is a charge to reimburse loss of parking income.</p>	<p><i>HG</i></p>

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		<p>HG to ascertain costs of reimbursement across car parks in East Suffolk. With regard to the Felixstowe Carnival making use of the Shared Space this would be a matter for Suffolk Highways but any moving of street planters, if permitted, would likely carry a significant cost.</p> <p>Apply4. This is a simple online service to manage event applications. It is cost effective and easy to use. Their brochure is attached. It will cost less than £5k to set up with an ongoing cost to the Council of £2,000 per annum. Applicants pay £20 per application making it cost neutral to the Council if 100+ applications are processed.</p> <p>TS noted that The Women’s Tour was currently reviewing the date and a meeting is being held next week to determine whether this can be in June still. But it is all still in the air. SG noted that an event behind closed doors wasn’t viable for funding from the Council.</p>	
7	AOB	<p><b>Langer Park</b> As this is a community involvement project, it has been decided to stall this until lockdown restrictions recede. However, an environmental survey has been commissioned and works are imminently taking place on the footpath repairs due to H&amp;S issues.</p> <p><b>Landguard Partnership</b> There has been a recent meeting as the current partnership is coming to an end and the new Charitable Trust is moving forward. There has been a lot of interest from potential trustees and once this is more established things will progress. The ranger is making very good progress. The Men’s Shed is talking to the LP about using space at the fort. A general overview of the new partnership will be given at the next meeting.</p>	HG

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		Walking and cycling strategy is being developed by Planning – Major Projects Team.  TS noted that ground works have started at Seaton Park for the Red Devils football space.	
8	Date of next meeting	27 April 2-4pm	