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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL TOWN COUNCILLORS

Cllr M Jepson (Mayor of Felixstowe)
Cllr S Harkin (Deputy Mayor)
Cllr D Aitchison
Cllr N Barber
Cllr S Bird
Cllr S Bennett
Cllr M Deacon
Cllr S Gallant

Cllr T Green
Cllr M Morris
Cllr G Newman
Cllr M Richardson
Cllr D Savage
Cllr A Smith
Cllr S Wiles
Cllr K Williams

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at **FELIXSTOWE TOWN HALL** on **Wednesday 9 March 2022** 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://www.felixstowe.gov.uk/wp-content/uploads/2020/05/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 and Members are reminded to consider the Council's commitment to climate action.

Ash Tadjrishi
Town Clerk
4 March 2022

Moment of Reflection: Revd. Andrew Dotchin, St. John's Church.

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.
- 4. Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 25. **(Pages 4-5)**
- 5. Confirmation of Council Minutes**
To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 12 January 2022 as a true record. **(Pages 6-14)**
- 6. Mayor's Announcements**
To receive such communications as the Mayor may wish to lay before Council. **(Page 15)**
- 7. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following Meetings:
 - a) Planning & Environment Committee 12 January 2022 **(Pages 16-21)**
 - b) Civic & Community Committee 19 January 2022 **(Pages 22-26)**
 - c) Planning & Environment Committee 26 January 2022 **(Pages 27-30)**
 - d) Planning & Environment Committee 9 February **(Pages 31-33)**
 - e) Civic & Community Committee 16 February 2022 **(Pages 34-37)**
 - f) Planning & Environment Committee 23 February 2022 **(Pages 38-41)**
 - g) Assets & Services Committee 23 February 2022 **(Pages 42-47)**
- 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. Request from Home Instead for Council Representative**
To consider a request from Home Instead for a representative from Felixstowe Town Council to join its Steering Group. **(Page 48)**

- 10. Earmarked Reserves Expenditure**
To note Committee decisions on using Earmarked Reserves in accordance with approved Terms of Reference for 2021-22 (*Min# 9a 2021/22 refers*). **(Page 49)**
- 11. Battery Powered Tools**
To approve spending from the Cemetery Earmarked Reserve for replacement Power tools, as recommended by the Assets & Services Committee. **(Page 50)**
- 12. Community Governance Review (CGR)**
To consider the CGR and any response from the Town Council by the 1 April deadline. **(Page 51)**
- 13. Allenby Park/Gosford Way Park Transfers**
To authorise the formal transfer of the land titles at Allenby and Gosford Way parks from East Suffolk Council to Felixstowe Town Council. **(Page 52)**
- 14. Occasional Grants Policy 2022/23**
To approve the Occasional Grants Policy for 2022/23 as recommended by the Civic & Community Committee (*Min #367 of 2021/22*). **(Page 52 & Appendix A)**
- 15. Press & Media Policy 2022/23**
To approve the Press & Media Policy for 2022/23 as recommended by the Civic & Community Committee (*Min #368 of 2021/22*). **(Page 52 & Appendix B)**
- 16. Insurance Arrangements 2022/23**
To confirm the adequacy of Council's insurance and to approve the arrangements as recommended by the Finance & Governance Committee. **(Page 53)**
- 17. Investment Policy & Strategy 2022/23**
To approve the Council's Investment Policy & Strategy for 2022/23. **(Page 54 & Appendix C)**
- 18. FTC/ESC Joint Liaison Group Meeting**
To receive the notes of the FTC/ESC Joint Liaison Group meeting held on 15 February 2022; and consider any matters for discussion at the next meeting on 17 May 2022. **(To follow)**
- 19. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix D)**

| Date | Voucher Nos. | Total Payment |
|-------------|---------------------|----------------------|
| 15/01/2022 | 335 - 351 | £5,052.85 |
| 31/01/2022 | 352 - 373 | £57,549.50 |
| 15/02/2022 | 374 - 388 | £8,168.59 |
| 28/02/2022 | 389 - 399 | £42,934.04 |
| | TOTAL | £113,704.98 |

- 20. Closure**
To close proceedings and note that the next meeting is the Council will be the Annual Council Meeting scheduled for 7.00pm on Wednesday 18 May 2022.

AGENDA ITEM 4: QUESTIONS TO THE MAYOR

Question from Cllr Graham Newman

Dear Mark,

As you can see from the list below, there are 25 faults with the Promenade lighting system between Beach Station Road and Bath Hill. They are listed in that order.

| Lighting Column No | Location | Fault |
|-----------------------|-----------------------------------|--|
| (number broken off) | Opposite Beach Street | Lantern out |
| 2249 | Opposite Forum Amusements | Lantern out |
| 3527 | Opposite St Edmunds Road | Array out |
| 3526 | Opposite 147 Club | Festoon out (to 2251 & 3525) |
| 2251 | Opposite Manwick Road | Lantern out |
| 3525 | Opposite Arwela Road Car Park | Array out |
| 3522 | Opposite Rosebery Court | Festoon out (to 2255 & 3521) |
| 2255 | Opposite Beach Road West | Lantern out |
| 3521 | Opposite former Marlborough Hotel | Array out |
| 2285 | Opposite Felstow PH | Lantern out |
| 3517 | Opposite Granville Road | Array out |
| (no number) | Opposite 4 Sea Road | Festoon out (to 2959) |
| 2959 | Opposite NE end of Events Area | Lantern out |
| 2740 | Opposite The Alex | Lantern out |
| 3507 | Opposite Bent Hill | Array out |
| 3505 | Adjacent Beach Hut "Ellie" | Array out |
| 3505 | Adjacent Beach Hut "Ellie" | Festoon out (to 2743 adj hut "Fisherman's Friend") |
| 3504 | Adjacent Beach Hut #9 | Array out |
| 3504 | Adjacent Beach Hut #9 | Festoon out (to 2744 & 3503) |
| 3503 | Adjacent Beach Hut #18 | Array out |
| 2753 | NE end Spa Gdns before "The Hut" | Lantern out |
| 3494 | In front of "The Hut" | Array out |

I understand that the entire promenade lighting system is the responsibility of East Suffolk Council, so I would be very grateful if this issue could be raised at the next ESC/FTC joint meeting, with a view to having the system fully repaired in time for the upcoming summer season.

I would also be grateful if you could treat this as a “Mayor’s Question” item for the next FTC Full Council, and give a report on progress at that meeting, so that residents are aware that the Town Council is pressing for these lights to be repaired.

Response – received following referral to East Suffolk Council

Enquiries were made with Norse and they note the following:

The FM Team recently checked all festoon and rope lighting (Flyders to Manor) and have placed an order with Pearce and Kemp last week to do the works, which they hope to start 9th February. They are just checking to make sure all the ones on the list are covered in this but are confident they are.

The refurbishment of all lampposts on Felixstowe Promenade from the Pier down to Manor End was carried out last summer.

Work is due to commence at the end of March for the next stage of redecorating the lampposts from The Pier to the Spa Pavilion.

There are also 19 lampposts from the Spa Pavilion to The Fludyers which will need redecorating and hopefully will be completed by the end of this year.

The festoon lighting is coming to end of life and is part of the wider Seafront Masterplan.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES
MINUTES of the **ORDINARY COUNCIL** meeting held at **FELIXSTOWE TOWN HALL** on **Wednesday 12 January 2022** at **7.30pm**

PRESENT: Cllr M Jepson (Mayor) Cllr S Gallant
 Cllr S Harkin (Deputy Mayor) Cllr M Morris
 Cllr D Aitchison Cllr G Newman
 Cllr S Bennett Cllr M Richardson
 Cllr S Bird Cllr A Smith
 Cllr M Deacon Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs D L Frost (Deputy Town Clerk) *(via Zoom)*
 Mr S Congi (Finance Administration Assistant)

IN ATTENDANCE:
 Cllr D Savage (via Zoom)
 Cllr S Wiles (via Zoom)
 Inspector Soraya Francis, Suffolk Constabulary
 Shez Hopkins, Level Two Youth Project (via Zoom)
 2 Members of the public (via Zoom)

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection delivered by Ms Shez Hopkins, Level Two Youth Project.

308. PUBLIC QUESTION TIME

There were none.

309. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr N Barber, Cllr T Green, Cllr D Savage** and **Cllr S Wiles**.

310. DECLARATIONS OF INTEREST

| Member(s) | Minute No. | Nature of Interest |
|--|-------------------|---|
| Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr M Jepson Cllr M Richardson | All | Local Non-Pecuniary (as Members of East Suffolk Council) |
| Cllr S Bird Cllr G Newman | All | Local Non-Pecuniary (as Members of Suffolk County Council) |
| Cllr G Newman | 320 | Local Non-Pecuniary (as Chairman of the East Suffolk Lines Group) |

311. QUESTIONS TO THE MAYOR

Question:

The recent sporadic closures of flood gates along the promenade has raised again the issue of the sloped footway over the flood wall opposite Orford Road/Martello Park.

This footway has been closed off with Heras fencing for at least 12 months. The inability to use it causes great inconvenience to visitors, particularly those with mobility issues, when the flood gates are shut.

What action will this Council take to urge East Suffolk Council to reinstate this facility in time for the 2022 season, the opening of the new Martello restaurant and indeed the predictable higher tides & tidal surges of future winters?

Answer:

We have queried this with East Suffolk Council which has confirmed that the tender is out for the ramp, with a deadline of midday on Friday 21st January. A contractor will then be appointed and work will commence as soon as possible.

ESC has also advised that a permit from the Environment Agency is required and discussions are being had to expedite this.

312. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 10 November 2021 be signed by the Mayor as a true record and adopted by the Council.

313. MAYOR'S ANNOUNCEMENTS

The Mayor spoke of the recent engagements he had attended on behalf of the Town Council which, unfortunately, had been few and far between due to Covid. It was with great disappointment that the Christmas Day Dip had to be cancelled at the last minute due to weather conditions. The Mayor pledged to participate if it was rearranged during his mayoral year.

Highlights included the switching on of the Christmas lights, the judging at Beach Street, and Landguard at Christmas. Mayor thanked the Blue Naan for hosting his 'Curry and Conversation' event in November and confirmed that the Curry night at Bombay Nite due to take place on 17th January had been postponed due to covid but would be rearranged.

The Mayor then invited the Deputy Mayor to address the Council on the engagements she had attended on his behalf. The Deputy Mayor felt privileged to attend the Environmental Awards with Litter Free Felixstowe and enjoyed the Scout's Carol Service. Another highlight was the switch on of the Walton Christmas lights.

The Mayor thanked the Deputy Mayor for those engagements attended on his behalf.

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

314. MINUTES OF COMMITTEE MEETINGS

The Chairman of the Planning & Environment Committee recorded thanks to the Committee Members for their commitment over recent meetings which had seen a significant increase in the number of applications being considered.

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 17 November 2021**
- b) Assets & Services Committee 24 November 2021**
- c) Planning & Environment Committee 1 December 2021**
- d) Finance & Governance 8 December 2021**
- e) Planning & Environment Committee 15 December 2021**

315. REPORTS FROM MEMBERS OF OUTSIDE BODIES

There were none.

316. LOCAL POLICING MATTERS: INSPECTOR SORAYA FRANCIS

Council received a presentation from Inspector Soraya Francis, a police officer for the past 29 years, now covering a large area including Felixstowe, East and South East Ipswich, Woodbridge and out to Bawdsey. Inspector Francis carries out a lot of strategic work with PC Rachael Partridge and Sgt Russ Mason. It has been a difficult year with covid, but because of that there has been an uplift of responses in Felixstowe. Per shift there are 3 response officers based here in Felixstowe, there are another 6 officers at Martlesham who can attend. This means that during the day there can be 6 here and 3 or 4 in evening. This year there have been officers off with Covid but there are contingencies in place to cover those gaps, they adhere to Government guidance with PPE but it is difficult so a lot of officers have been off with symptoms. Two volunteers have been recruited from Ipswich, so they should be able to provide a more physical presence in the town.

There have been 6,000 incidents in the past year but these do include minor incidents as everything gets recorded. Less than 400 were related to anti-social behaviour, amounting to around 2 or 3 a day on average in Felixstowe and includes the Port. Inspector Francis would ask Sgt. Mason to get more detailed Felixstowe figures as the figures above are for the whole area.

There is a PSPO order at Landguard to protect that area and support the Rangers and that has been really successful. Last year saw two unauthorised encampments but the Police worked well with the councils and eviction notices were served and they were removed quite quickly. The white ribbon campaign

about domestic abuse has also been well supported and some good engagement work being carried out in schools.

A Member reported that the public were concerned about speeding and driving issues and asked whether schemes such as the Community Speedwatch would be reintroduced. Inspector Francis would get back to Council on this.

With regards to the recent Incidents on A14 which caused gridlock, this was a problem for traffic management, it was raised with the roads inspector, who covers the whole of Suffolk. Inspector Francis would investigate to find out if more could be done.

Council thanked Inspector Francis for attending the meeting and it was RESOLVED that the presentation be noted.

317. CORONAVIRUS UPDATE AND EMERGENCY SCHEME OF DELGATION

Council considered the Coronavirus update and report on emergency delegated authority. In relation to the current absence of legislation to enable remote meetings, members agreed that the Town Clerk should use the model letter provided by NALC to highlight Felixstowe Town Council's support of remote council meetings to the local MP. The Clerk advised that individual Members could also consider contacting the Government Minister for Levelling Up Communities to urge the same.

NALC's guidance in respect of the latest coronavirus advice was that Councils should consider whether a meeting is necessary while there is no legislation in place to meet remotely. The Clerk reminded Council that in March 2020, Council gave additional delegated authority to the Town Clerk to enable key business decisions to be taken in the absence of being able to meet in person. Members agreed it would be prudent to similar arrangements in place to enable key business to be transacted should circumstances prevent Council from being able to hold timely meetings in future.

A Member highlighted that the government were encouraging employees to work from home but Councillors were still being required to meet in person to conduct business.

It was RESOLVED that:

- i. the Coronavirus Operational update be noted;**
- ii. the Town Clerk uses the NALC model letters to write to the local MP to highlight Felixstowe Town Council's support of remote council meetings;**
- iii. in the absence of legislation, members consider individually responding to local MP and Kemi Badenoch, Minister for Levelling Up Communities to highlight their support of remote council meetings; and,**

- iv. the following provision be added to the Scheme of Delegation to the Clerk:

Should the holding of Council meetings be suspended as a result of a civil emergency, the implementation of Government advice, restrictions on direct contact in relation to national health, or other emergency, all functions of the Council, other than those matters specifically reserved by law to be determined by a meeting of the Council, to be delegated to the Clerk (as the Council's Proper Officer) in consultation with the Mayor (or the Deputy Mayor should the Mayor not be available), or Chairman of the appropriate relevant Committee (or the or Vice-Chairman if the Chairman should not be available) until the next Ordinary or Extraordinary Council meeting, at which time the delegation must be reviewed.

Such decision making to be in pursuance of the provision of ongoing Council services and business and in relation to new Council policy and functions arising from the circumstances that precipitated the suspension of Council meetings. Decisions made under such delegations to be noted at the next meeting of the Council.

318. BUDGET, RESERVES AND PRECEPT 2022/23

Council received the finalised version of the 2022/23 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 8 December 2021 (*Minute #285 of 2021/22 refers*).

It was RESOLVED that:

- i. the Felixstowe Town Council Budget for 2022/23, as set out in the report, be adopted and approved as follows:

| | |
|------------------------------------|-----------------|
| Total Budgeted Expenditure: | £813,272 |
| Total Budgeted Income: | £774,014 |

- ii. the 2022/23 Precept demand to East Suffolk Council of £612,735.64 (representing a 0% increase cost to Band D equivalent Council Tax payer), be made on the following basis:

| | |
|----------------------------------|--------------------|
| Band D rate | £70.87 |
| Multiplied by tax base | x 8,645.91 |
| Thus a Precept demand of: | £612,735.64 |

- 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.

319. MAYORAL AND MEMBER ALLOWANCES 2022/23

Council considered the report and policy relating to Members' Allowances, the Mayor's Allowance and reimbursement of expenses.

Following a brief discussion on the possible merits of introducing a small allowance for Members to mitigate the

It was RESOLVED that:

- i. Council will not introduce a Basic Allowance for its Members at this time, and the office of Town Councillor is to remain unpaid for the year 2022/23;**
- ii. the Mayor's Allowance for 2022/23 of £3,000 be paid for the purpose of defraying other costs associated with the office of Mayor, with payment made following approval at Annual Council, on the basis of PAYE through the Council's payroll system;**
- iii. the Members' Allowances & Expenses Policy incorporating the above and enabling the Mayor (and Deputy Mayor as required) to be reimbursed for tax-deductible out-of-pocket expenses be approved as presented; and,**
- iv. the Council's Finance & Governance Committee be asked to consider whether a small Members' Allowance should be introduced in time for the new Council term following elections in 2023, and report back to Council.**

320. REQUEST FROM EAST SUFFOLK LINES GROUP

Council considered a request from the Line Group East, East Suffolk Lines Community Rail Partnership asking the Town Council for support in the administration of its funds. Members noted that the cost, in terms of officer-time, was relatively small but concerns were raised over setting a precedence for providing such a service which a great many community groups could also seek support with.

RESOLVED that the Deputy Town Clerk responds to East Suffolk Lines Group to decline the request for finance administration support.

321. DRAFT CYCLING AND WALKING STRATEGY CONSULTATION

Members considered the recommended response to the East Suffolk Council Draft Cycling and Walking Strategy consultation as prepared by the Council's Cycling and Walking Working Group.

Members thanked the Working Group for the hard work in preparing the draft response.

It was noted that this was an exceptionally detailed consultation which had required a lot of officer and Member time.

Members asked if the Finance & Governance could give some consideration as to how much time the Town Council should dedicate towards responding to consultations, which were being received more regularly than ever.

It was RESOLVED that:

- i. the recommended response to the East Suffolk Council Draft Cycling and Walking Strategy consultation be submitted to East Suffolk Council as presented; and,**
- ii the Finance and Governance Committee should consider how the Town Council can balance timely and effective responses to consultations alongside meeting its other priorities.**

322. MEETINGS CALENDAR 2022/23

Council considered the draft meeting schedule for the 2022/23 Municipal Year as presented, which had been based on the current year's cycle.

The Clerk advised that he had reviewed the schedule for potential clashes with any currently published dates for East Suffolk Council and Suffolk County Council meetings. It was noted that there was only one (ESC) meeting that directly clashed with a Felixstowe Town Council Committee date at this time.

The Clerk gave thanks to the Finance Administration Assistant for collating the dates for the calendar.

RESOLVED that the 2022/23 Calendar of Meetings be adopted as per the schedule presented.

323. FTC/ESC JOINT LIAISON GROUP MEETING

Council received notes of the FTC/ESC Joint Liaison Group meeting held on 2 November 2021.

A question was raised regarding the town noticeboards, which ESC had deemed to be 'end of life'. It was noted that, with the introduction of the digital towns project, it was anticipated that this would inform any potential replacements, so there would be an absence in the meantime.

Clarification on the reason for the Beach Hut Village project being delayed was given – so as to avoid building work being carried out at that location over the summer season.

It was RESOLVED that the notes of the 2 November 2021 FTC/ESC Joint Liaison Group meeting be noted and Councillors were advised to let the Clerk know of any matters for the next meeting on 15 February 2022.

324. BLUE FLAG/SEASIDE AWARD 2022

Members discussed the continued application and cost of a combined Blue Flag and Seaside Award application for Felixstowe for the year 2022, subject to achieving the criteria requirements, with Felixstowe's bathing water continuing to be confirmed as 'excellent'. Following a discussion, it was agreed that the Town Council should continue to sponsor the combined award, with the cost of £799 (+ VAT).

It was noted that East Suffolk Council had agreed to carry out the administration of the application.

It was RESOLVED that the Town Council should sponsor the combined Blue Flag and Seaside Award application for 2022, with the cost of £799 (+ VAT) to come from the budget provision for 2022/23, subject to Felixstowe's bathing water being confirmed as 'excellent' once again.

325. EARMARKED RESERVES EXPENDITURE

In Council's Terms of Reference which were approved and adopted at Annual Council (*Minute #9a of 2021/22 refers*), an additional authority gives Committees the ability 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.

It was RESOLVED that Council notes the following spending from Earmarked Reserves approved by the Assets & Services committee on 24 November 2021:

| Min # | Description | Net Amount | Earmarked Reserve |
|---------|---------------------------------------|------------|-----------------------|
| 260 iii | Heritage advice for Town Hall Windows | £900 | Town Hall |
| 261 ii | New cooker for Walton Community Hall | £249.17 | Walton Community Hall |
| 262 ii | Repair for boiler at Broadway House | tbc | Broadway House |
| 263 ii | Essential work from Tree Survey work | tbc | Cemetery |
| 263 iii | Bike Shelter for Cemetery | £725 | Cemetery |

326. ACCOUNTS FOR PAYMENT

It was **RESOLVED** that the following schedule and payment of accounts be received and approved:

| Date | Voucher Nos. | Total Payment |
|-------------|---------------------|----------------------|
| 16/11/2021 | 261 - 287 | £36,046.05 |
| 30/11/2021 | 288 - 304 | £56,579.75 |
| 15/12/2021 | 305 - 327 | £10,712.83 |
| 31/12/2021 | 328 - 334 | £41,580.85 |
| | TOTAL | £ 144,919.48 |

327. CLOSURE

The Council gave congratulations to Cllr Darren Aitchison for the recent award of the British Empire Medal.

The meeting was closed at 9.10pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 9 March 2022 at 7.30pm.

AGENDA ITEM 6: MAYOR'S ANNOUNCEMENTS

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

| | |
|------------|--------------------------------|
| 21/01/2022 | Interview with Fresh Gold |
| 27/01/2022 | Open Station Café |
| 01/02/2022 | Interview Rupy from Wimpey |
| 04/02/2022 | Zoom school assembly Fairfield |
| 04/02/2022 | Zoom school assembly Colneis |
| 23/02/2022 | Open Felixstowe Opportunities |
| 24/02/2022 | Mayors Murder Mystery night |

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

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 12 January 2022 at 9.15am

PRESENT: Cllr S Bird (Chairman) Cllr M Jepson
Cllr A Smith (Vice-Chairman) Cllr M Morris
Cllr S Bennett Cllr D Savage (to item 301p)

OFFICERS: Mr A Tadjrishi (Clerk)
Mrs S Morrison (Planning Administration Assistant) (*via Zoom*)

IN ATTENDANCE ONLINE: Cllr S Wiles (*via Zoom*)
11 Member of Public (*via Zoom*)

299. PUBLIC QUESTION TIME

The Chairman advised that he would invite any members of the public wishing to make representations on a particular application to do so immediately prior to the application being considered.

300. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant, Cllr S Wiles and Cllr K Williams** gave apologies for absence requiring to attend to other business.

Cllr D Savage gave apologies in advance for having to leave at 12.00 to attend to other business.

301. DECLARATIONS OF INTEREST

| Member(s) | Minute No. | Nature of Interest |
|---|-------------------|---|
| Cllr S Bird Cllr M Jepson | All | Local Non-Pecuniary (as Members of East Suffolk Council) |
| Cllr S Bird | All | Local Non-Pecuniary (as a Member of Suffolk County Council) |
| Cllr S Bennett Cllr M Jepson Cllr A Smith | 5a | Local Non-Pecuniary (as owners of beach huts in Felixstowe, unaffected by the application being considered) |

302. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 15 December 2021 be confirmed as a true record.

303. PLANNING APPLICATIONS

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

At the direction of the Chairman, Committee heard representations from two members of the public on the following application. Objections on this application centred on the accessibility of the huts, the risk of erosion and land slippage, the proposed loss of beach huts from their heritage location at the Spa Pavilion and the impact of increased footfall in this area.

| | |
|--|---|
| A | DC/21/5174/FUL Formation of 18 new beach hut sites for the proposed repositioning of existing beach huts from the spa Area Between Front Row Of Beach Huts At Golf Road Car Park Golf Road |
| <p>Committee recommended REFUSAL of this application. Whilst we recognise that under policy SCLP12.2 additional beach huts are not precluded at this location, we feel that the application is in contravention of that policy for the following two reasons: the policy states that beach huts should be kept below the level of the cliff;</p> <p>the area is described in the policy as being “characterised by the open green cliff top and undeveloped nature”, and we therefore feel that additional huts are not in compliance with that policy.</p> <p>We strongly object to the removal of trees at this location and question the figure of five trees quoted in the planning documents. We ask that this be clarified, as our examination of the block plan suggests that more than 5 will be required to be felled. We also recognise that these mature trees and their root systems contribution to the stability of the cliff at this location, which may be compromised should they be removed.</p> <p>We are also separately asking the East Suffolk Council Principal Trees and Landscape Officer to consider a Group TPO for this prominent and significant group of affected trees, and the small woodland at this location, which contributes to the character of the area. Therefore its overall impact and quality merits protection.</p> <p>We also believe that an additional 18 huts at this site will be intrusive on the open vista at this location.</p> <p>Furthermore, we also feel that this application does not comply with policy SCLP9.3, as any proposed development within 30m of the</p> | |

landward side of a vulnerable cliff requires a Coastal Erosion Vulnerability Assessment, which has not been submitted.

At 10.16am there was a 5 minute recess.

| | |
|--|--|
| B | DC/21/5552/FUL Two storey & single storey extensions with attached garage 76 Links Avenue |
| Committee recommended APPROVAL. | |

| | |
|---|--|
| C | DC/21/5401/FUL Conversion of 3No Flats to Form 5No Flats 3 Undercliff Road West |
| Committee recommended APPROVAL. However, we note with regret that the application documents makes no reference to the fact that application site is within the Felixstowe South Conservation Area. Also, with reference to the Flood Risk Assessment we have established by careful examination of the EA flood map that the building is in Flood Zone 2 and therefore the application is invalid without a Flood Risk Assessment. However, the circumstances of the property is such that the criteria on safety is satisfactory. . | |

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| D | DC/21/5454/FUL Single-storey rear extension to detached house. 244 Ferry Road |
| Committee recommended APPROVAL. | |

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| E | DC/21/5539/FUL Demolition of conservatory and lobby. Erect single storey extension for lounge linked to kitchen area. Change windows to existing kitchen area and add door. Change windows to existing bathroom and 1 st floor. Add Velux light to roof over hall/ toilet. 28 Links Avenue |
| Committee recommended APPROVAL. | |

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| F | DC/21/5423/FUL Two Storey rear extension 108 Maidstone Road |
| Committee recommended APPROVAL. | |

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| G | DC/21/5040/FUL To convert roof void into bedroom and ensuite 6 Harbour Villas The Ferry |
| Committee recommended APPROVAL. | |

At this point 11.15am, Members agreed to extend the meeting.

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| H | DC/21/5579/FUL Installation of a new "Folded Roof" concept, comprising of aluminium cladding and associated works. Installation of new and replacement fascia signage. Mcdonalds Restaurant Walton Avenue |
| Committee recommended APPROVAL. | |

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| I | DC/21/5580/ADI Illuminated Advertisement Consent - Installation of 5no. fascia signs Mcdonalds Restaurant Walton Avenue |
| Committee recommended APPROVAL. | |

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| J | DC/21/5627/FUL Replacement of front doors and glazed side panels either side of front doors to main entrance into Christ Church and replacement of a further single door further along the south west elevation of the church with new sealed double glazed aluminium units. Christ Church Felixstowe Grange Farm Avenue |
| Committee recommended APPROVAL. | |

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| K | DC/21/5463/FUL New Garden Room. 8 College Green |
| <p>Committee recommended REFUSAL. We feel in terms of its overall height and massing in relation to the neighbouring gardens, this structure as built is contrary to SCLP 11.1 para. c) i and iii.</p> <p>Additionally, we believe that this is contrary to SCLP 11.2 a) privacy and overlooking and e), as it is particularly overbearing and intrusive to the neighbour at no.10. We also believe that, with the property being within the Conservation Area, a large overbearing structure of these dimensions is detrimental to the area and does not comply with 11.5 para. b) as it neither preserves nor enhances the Conservation Area, and para. d) which refers to retaining the open plan and settlement form.</p> <p>Furthermore, we recall that permitted development rights were removed for the entire College Green development, with a view to creating and preserving a particular character for the area, which we feel this proposal transgresses.</p> | |

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| L | DC/21/5467/FUL Change of use from current retail use (old A1 designation we believe) to appropriate usage designation for retail of sales and drink in option. ie shop and wine bar |
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| | 228 High Street Walton |
| Committee recommended APPROVAL. | |

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| M | DC/21/5524/FUL Proposed porch and first floor balcony with ground floor side extension 18A Western Avenue |
| Committee recommended APPROVAL. | |

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| N | DC/21/5668/FUL Replacement of two windows and one external door Flat 2 Seagull House 5A Hamilton Gardens |
| <p>Committee recommended APPROVAL. We have considered this application with regards to its location in the Conservation Area and have also given significant consideration to the ESC Historic Environment SPD para. 10.25 and 10.26.</p> <p>However, we consider that this application to be acceptable, particularly as other windows in this property have already been replaced with uPVC and these intended replacements are sympathetically designed facsimiles.</p> | |

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| O | DC/21/5586/FUL Change of use to ground floor only from retail (Class E) to residential (Class C3) use. Shop 15 Langer Road |
| <p>Committee recommended APPROVAL We welcome the provision of a proper Flood Risk Assessment and are content that the risk has been appropriately mitigated. However, we note that the fact that this property is within the Conservation Area has not been recognised in the application.</p> | |

At this point, 12.00pm, Cllr D Savage left the meeting.

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| P | DC/21/5485/FUL Proposed summer house and play equipment 28 Exeter Road |
| Committee recommended APPROVAL. | |

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| Q | DC/21/5471/FUL A wooden pergola built on top of an existing concrete base at the end of rear garden of 2 Foxgrove Gardens. 2 Foxgrove Gardens |
| Committee recommended APPROVAL. | |

304. DRAFT 30 YEAR TRANSPORT STRATEGY FOR THE EAST – CONSULTATION

The Clerk introduced the consultation document. The Committee agreed the following response to the consultation.

In order to support the stated aims for modal shift, Felixstowe Town Council requests greater investment towards improving rail freight capacity for Felixstowe to Peterborough, critically at Ely, and towards improving cycling and walking networks and public transport to reduce private car use.

In that context we notice that one core corridor is titled “Norfolk and Suffolk to Cambridge – Midlands – South-West”. We feel that this should have greater emphasis on rail routes to the north and north east, important destinations for rail freight.

Additionally, the document should place great emphasis on upgrading and further investment on the strategic Ipswich to Lowestoft route (A12).

RESOLVED that the Clerk should submit the response on behalf of the Town Council.

305. PLANNING DECISIONS

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

306. CORRESPONDENCE

None

307. CLOSURE

The meeting was closed at 12.35pm. It was noted that the next meeting was scheduled to take place on Wednesday 26th January 2022 at 9.15am.

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 19 January 2022** at **7.30pm**

PRESENT: Cllr S Wiles (Chairman) Cllr M Morris
 Cllr D Savage (Vice-Chairman) Cllr G Newman
 Cllr D Aitchison Cllr M Richardson
 Cllr S Harkin

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs D Frost (Deputy Town Clerk)
 Mrs S Faversham (Civic Events Officer – *via Zoom*)
 Ms H Miles (Communications Apprentice – *via Zoom*)
 Mrs J Smith (Administration Assistant – *via Zoom*)

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

328. PUBLIC QUESTION TIME

There were none.

329. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant** and **Cllr K Williams**.

330. DECLARATIONS OF INTEREST

| Member(s) | Minute No. | Nature of Interest |
|-----------------------------------|-------------------|--|
| Cllr S Wiles Cllr M Richardson | All | Local Non-Pecuniary (as Members of East Suffolk Council) |
| Cllr G Newman Cllr S Wiles | All | Local Non-Pecuniary (as Members of Suffolk County Council) |
| Cllr D Savage | 333 | Local Non-Pecuniary (as a representative to the Landguard Partnership) |
| Cllr S Wiles | 333 | Local Non-Pecuniary (as a Board Member to the Landguard Trust; Highways Drainage Cabinet Member; and Assistant Cabinet Member for the Economy) |

331. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 20 October 2021** be signed as a true record.

332. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 13 January 2022.

It was RESOLVED that the Budget Report to 13 January 2022 be received and noted as presented with no other action required at this time.

333. OCCASIONAL GRANTS ROUND TWO 2021/22

Committee considered completed applications for funding received prior to the 30 November 2021 deadline, for the second round of Occasional Grants. The total of grant funding requested in this second round being £33,372.25.

The Town Clerk advised that there was £14,827 available in the budget for this second round of grant applications.

Following consideration of all the eligible applications which had been received, Committee proposed that grants be awarded on the following basis:

Felixstowe BID

£2,341 to support the Visit Felixstowe website to continue to broadly promote the whole of Felixstowe as a visitor destination.

Committee would welcome an update from the BID on the events being planned and promoted for 2022 and beyond.

BOOST

£2,500 towards bereavement counselling and mentoring.

Disability Advice Service

£1,500 towards continuance of the crisis intervention service

FACTS

Members considered an application from FACTS for funding towards a vehicle that had already been purchased. Committee ordinarily would not fund retrospective applications but understood from the application that funding was needed to support repairs necessary to their portakabin.

Agreed that a maximum of £2,000 be ringfenced and FACTS be invited to resubmit and application to be considered at the next Civic & Community Committee on 16th February with details of repairs required to the portakabin.

Felixstowe Detachment Army Cadets

£429 towards improving communications delivery

Felixstowe Hockey Club

£250 towards coaching qualifications

Felixstowe Museum

£1,500 towards their Accessible Community Museum Engagement project to purchase conference camera, projector and other equipment.

Felixstowe Sea Angling Society

£700 towards replacement of aging security lighting and CCTV equipment.

Lions

£3,000 towards a new store and workshop for the Christmas Lights.

Save the Children

£606.71 towards renovations for Santa and Rudolph's Ride around Felixstowe.

It was RESOLVED that:

- i. **for the second round of Occasional Grants for 2021/22 a total of £12,827.71 be awarded and approved for payment on the basis of the schedule above; and,**
- ii. **FACTS be invited to submit a new Occasional Grant Application form by 9th February to be considered at the Civic & Community Committee meeting on 16th February for repairs to their Portakabin, with £2,000 being ringfenced as a maximum request.**

334. THE QUEEN'S PLATINUM JUBILEE WEEKEND

Committee noted the report on the Queen's Platinum Jubilee Weekend. The Town Clerk reported that a bagpiper and beacon lighting would take place at Landguard Fort on 2nd June with the song for the Commonwealth 'A Life Lived with Grace' being sung by a local choir.

On Friday and Saturday there would be a stage with music and entertainments at Beachside Events Area. Planning was also in progress for the community 'Big Lunch' on Sunday 5th June, which was hoped to take place in the Town Centre of Beachside Events Area alongside street parties throughout the town.

Committee was pleased to note that street closure charges from Suffolk County Council had been waived for the Queen's Jubilee weekend, however, the Town Clerk confirmed that there was an early deadline to applications for this at the end of March. This will be promoted in the Spring Magazine.

The organising committee and Town Council will be asking for community involvement, with the Civic Events Officer and Communications Apprentice engaging with schools. Each school will be asked to design a medal/coin for the Jubilee and each school will get its own design.

It was RESOLVED that the Queen's Platinum Jubilee Weekend report and update above, be noted.

335. CIVIC AWARDS 2022

Committee considered options for the 2022 Civic Awards. Given the activities around the Jubilee it was anticipated that this year's winners could participate in the weekend too. It was agreed that the formal Civic Awards ceremony should take place at the Annual Town Meeting as, in pre-pandemic times, highlighting the work of individuals as well as community organisations was a key element of the meeting.

Members commented on the need to increase the number and breadth of nominations. It was agreed that this year's Civic Awards should be promoted in conjunction with the Jubilee and nominations could reflect the efforts of community heroes across the whole 70 years of the Queen's reign and would not preclude previous recipients from being nominated.

It was RESOLVED that:

- i. The Civic Awards should have a Jubilee theme; and,**
- ii. The awards be planned to be held at the Annual Town Meeting, with the winners to also be invited to participate during the Jubilee weekend.**

336. HARWICH FOOT FERRY SERVICES

Committee noted the report on the Harwich Foot Ferry and agreed that it was a very important tourist link.

It was RESOLVED that the Partnership Agreement be renewed for 2022/23 and the funding be released in the 2022/23 financial year.

337. DIGITAL COMMUNITY DIRECTORY PROJECT

Committee noted the report on the digital community directory and was pleased to note that it was self-servicing for community groups to update their own details, with the ability for the Council to moderate entries.

The Clerk confirmed that the service would be free to use by any community groups which were based, or supporting residents, in Felixstowe.

It was RESOLVED that the update report on the Community Directory be noted.

338. MAYOR'S CHARITY EVENTS

Committee noted the dates for the upcoming Mayor's Charity events

It was RESOLVED that the Mayor's Charity events report be noted.

339. SUSTAINABLE PLANTING

Committee noted the report detailing planning for sustainable bedding plants and the Queen's Green Canopy. The Clerk confirmed that 105 trees had been ordered from the Woodland Trust and the 'Wild Harvest' pack would be delivered sometime in March. Once this date has been received a planting date can be arranged for schools, community groups and Members to plant a tree each. The Clerk confirmed that all trees planted on Council land would be watered and managed.

Members noted that sustainable plants had been planted in the wooden tubs. The Clerk advised that, following Members' comments at the previous meeting, he was in discussion with the Felixstowe BID on a project to install new tree planters through the Hamilton Road Shared Space. A report on this would be brought to the next meeting.

It was RESOLVED that the Sustainable Planting report be noted.

340. CLOSURE

The meeting was closed at 9.34pm. The next meeting was noted as being scheduled for Wednesday 16 February 2022 at 7.30pm.

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 26 January 2022 at 9.15am

PRESENT: Cllr S Bird (Chairman) Cllr M Morris
Cllr A Smith (Vice-Chairman) Cllr D Savage
Cllr S Bennett Cllr S Wiles
Cllr S Gallant (*to item 345c*)

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

IN ATTENDANCE: Cllr K Williams (*Zoom*)
14 members of the public (*Zoom*)
1 member of the public (*in person*)

341. PUBLIC QUESTION TIME

The Chairman advised that he would invite any members of the public wishing to make representations on a particular application to do so immediately prior to the application being considered.

342. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Jepson** and **Cllr K Williams**.

Cllr K Williams joined the meeting via Zoom.

Cllr S Gallant gave apologies in advance of leaving the meeting at 11.30am to attend to other business.

343. DECLARATIONS OF INTEREST

| Member(s) | Minute No. | Nature of Interest |
|---|-------------------|---|
| Cllr S Bird Cllr S Gallant Cllr S Wiles | All | Local Non-Pecuniary (as Members of East Suffolk Council) |
| Cllr S Bird Cllr S Wiles | All | Local Non-Pecuniary (as a Member of Suffolk County Council) |

344. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 12 January 2022 be confirmed as a true record.

345. PLANNING APPLICATIONS

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

At the direction of the Chairman, item B below was considered before item A. Committee heard representations from six members of the public on item A below. Objections on this application centred on the impact on amenity from the height and massing of the proposal, inadequate parking and access, the building design not being in keeping with the local area, the immediately adjacent Conservation Area and the aesthetics.

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| B | <p>DC/21/5699/FUL Erection of a three storey 66no. bed care home with associated works. Land At Candlet Road</p> |
| <p>Committee recommended APPROVAL, subject to:</p> <ul style="list-style-type: none"> i. further car parking if possible; and, ii. matures trees planted outside the railings on the western boundary to Gulpher Road to reflect the rurality of the environment. <p>The Town Council also supports the comments made by the NHS Ipswich & East Suffolk CCG and requests that a contribution of the CIL funding from this development should be put towards increasing local GP service capacity.</p> <p>Furthermore, we ask the planning authority to seek reassurance from Anglia Water that the drainage plans are adequate, given local knowledge of issues on this site.</p> | |

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| A | <p>DC/22/0043/FUL Mixed use development of leisure/commercial and residential. Adventure Golf Site Sea Road</p> |
| <p>Committee recommended REFUSAL.</p> <p>We believe this application is contrary to policy SCLP12.14 as the site does not promote “high intensity tourist uses” and does not meet the requirement that “proposals should consider the whole site for resort related uses to provide a vibrant mix of activities”.</p> <p>We feel it is contrary to policy SCLP11.1 in respect of design quality, and SCLP11.5 in respect of the Conservation Area. It does not comply with SCLP11.1 para. b) as it does not recognise a clear understanding of the character of the built environment, or SCLP11.1 c) (iii) due to its height and massing. With reference to SCLP11.5 c), we believe that the</p> | |

height and massing of the proposal will have a significant detrimental impact on the Conservation Area, which it immediately abuts.

Though we understand that it is not directly a planning matter we have grave concerns, as have many local residents, about the proposed use of the alleyways to provide shared access, and the fact that this application is dependant on the use of these alleyways to access the site, which may be unviable.

Furthermore, we believe that the proposal is contrary to policy SCLP5.10 in relation to affordable homes, noting that the applicant has submitted a viability study. Were this application be given permission, we would expect a commuted sum towards affordable housing in accordance with the comments of ESC Housing.

At this point in the meeting, 11.30am, Cllr Gallant left to attend to other business.

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| C | DC/21/5479/FUL Beach platform repairs & extension & the provision of 6 new beach hut sites Beach Platform South Beach |
| <p>Committee recommended REFUSAL. The application is contrary to policy SCLP12.14 covering Spa Pavilion to Manor End which states that “additional beach huts in this area will be limited to locations that complement the existing resort uses and do not fill in the important gaps between huts” we feel that the proposal as presented for a row of 22 huts without significant gaps between them will not comply with this policy.</p> <p>We also note that the applicants submitted Flood Risk Assessment at para 1.6 incorrectly refers to SCLP12.12 which relates to the area from the Golf Club to Cobbolds Road, not this location which has a different policy with regards to beach huts.</p> | |

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| D | DC/21/5715/FUL Garage with family accommodation over, revised entrance wall, access and drive Marsh End 283 Ferry Road |
| Committee recommended APPROVAL. | |

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| E | DC/22/0117/FUL Replacement of four windows to first floor flat 4 Cardinals Court Queens |
| Committee recommended APPROVAL. | |

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| F | <p>DC/21/5331/FUL Retrospective planning permission sought for a fence at the bottom of our garden. The land at the back of the property is waste land so the height of the fence does not interfere with any other property. The initial letter from yourselves was written by Dominic Starkey and the reference is ENF/21/0406/DEV</p> <p>110 High Road West</p> |
| <p>Committee recommended APPROVAL.</p> | |

346. PLANNING DECISIONS

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

347. CORRESPONDENCE

None

348. CLOSURE

The meeting was closed at 11.56am. It was noted that the next meeting was scheduled to take place on Wednesday 9 February 2022 at 9.15am.

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 9 February 2022 at 9.15am

PRESENT: Cllr S Bird (Chairman) Cllr M Jepson
Cllr A Smith (Vice-Chairman) Cllr D Savage
Cllr S Bennett Cllr S Wiles

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

IN ATTENDANCE: Cllr M Morris (*Zoom*)
1 member of the public (*Zoom*)

349. PUBLIC QUESTION TIME

The Chairman advised that he would invite any members of the public wishing to make representations on a particular application to do so immediately prior to the application being considered.

350. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant, Cllr M Morris** and **Cllr K Williams**.

Cllr M Morris joined the meeting via Zoom.

351. DECLARATIONS OF INTEREST

| Member(s) | Minute No. | Nature of Interest |
|--|-------------------|--|
| Cllr S Bird Cllr M Jepson Cllr S Wiles | All | Local Non-Pecuniary (as Members of East Suffolk Council) |
| Cllr S Bird Cllr S Wiles | All | Local Non-Pecuniary (as a Member of Suffolk County Council) |
| Cllr M Jepson | 353A | Local Non-Pecuniary (as a Non-Voting Member of Felixstowe Golf Club) |

352. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 26 January 2022 be confirmed as a true record.

353. PLANNING APPLICATIONS

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

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| A | <p>DC/22/0361/VOC Variation of Condition No.2 of DC/19/5049/FUL - Redevelopment of site to provide new clubhouse and new public facilities to include cafe, putting green, toilets and viewing platform, improved access, parking, 5 detached dwellings and associated landscaping, relocation of existing watch tower - existing clubhouse and pro-shop buildings to be demolished - Since planning consent was granted a full design team has been instructed and during the progression of the detailed design (including structural design), some design changes have been implemented to improve the buildability of the proposed dwellings and the clubhouse, include the aligning of structural elements. The clubhouse has now been amended to single storey, with a minimal increase in footprint and a reduction in floor level, whilst the essence of the design has been retained. Other minor fenestration/glazing revisions have also been proposed.</p> <p>Felixstowe Ferry Golf Club Ferry Road</p> |
| <p>Committee recommended APPROVAL of the variation and welcome the fact that the public facilities remain unchanged.</p> | |

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| B | <p>DC/22/0197/FUL Extensions and alterations 106 Garrison Lane</p> |
| <p>Committee recommended APPROVAL.</p> | |

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| C | <p>DC/22/0277/FUL Change of use from a Home retail store (Use Class E) to create a Hot Food Takeaway unit (Sui Generis) including associated external alterations. 102A Hamilton Road</p> |
| <p>Committee recommended APPROVAL.</p> | |

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| D | <p>DC/22/0215/FUL To remove skylights and reposition large light over dining area. Extend at first floor level on side of building for bedroom with ensuite. 18 Lansdowne Road</p> |
| <p>Committee recommended APPROVAL.</p> | |

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| E | <p>DC/21/5554/FUL Replace all windows in a flat where existing windows are rotten, replacing wood with UPVC but like for like in appearance 67 Capel Drive</p> |
| <p>Committee recommended APPROVAL.</p> | |

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| F | DC/22/0350/TCA 3 x Sycamore to reduce in height from approximately 30ft to 20ft with laterals by approximately 3ft to balance crown. Marden House Martello Lane |
| Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer. Committee regrets that there were no plans or drawings available with this application allowing identification of the trees. | |
| G | DC/22/0319/TCA To dismantle holm oak to approximately 10ft. The tree line has a huge amount of decay and rot in the main trunk and also has a large fracture crack present. The tree is heavily weighted towards the bungalow and the residents are concerned the tree may fall 2 Cranmer House Maybush Lane |
| Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer. | |

354. PLANNING DECISIONS

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

355. CORRESPONDENCE

Committee noted the following correspondence:

- i. Notification from East Suffolk Council that a Community Governance Review (CGR) covering the East Suffolk district is being undertaken, with suggestions for changes to local governance welcomed by the 1 April deadline.
- ii. Notification of a Traffic Order from Suffolk County Council, with effect from 4th February 2022, which amended the previous ‘No Waiting on any school day 8am-9.30am and 3pm-4.30pm’ restrictions on Colneis Road to ‘No Waiting Mon-Fri 8am-9.30am and 3pm-4.30pm’ restrictions, to ensure Traffic Sign Regulations and General Directions compliance.

Committee RESOLVED that the correspondence be noted; and, the CGR referred to the 9 March Council meeting with a recommendation that, as part of its submission, a request be made to adjust the parish boundary, at the north-east of the dock spur roundabout, so that the extent of the North Felixstowe Garden Neighbourhood allocation would be wholly within the civil parish of Felixstowe.

356. CLOSURE

The meeting was closed at 10:47am. It was noted that the next meeting was scheduled to take place on Wednesday 23 February 2022 at 9.15am.

MINUTES of the CIVIC & COMMUNITY COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 16 February 2022 at 7.30pm

PRESENT: Cllr S Wiles (Chairman) Cllr S Harkin
Cllr D Savage (Vice-Chairman) Cllr M Morris
Cllr D Aitchison Cllr G Newman
Cllr S Gallant

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Civic Events Officer)
Ms H Miles (Communications Apprentice)

IN ATTENDANCE: Mrs J Edgerley, ESC Development Officer (Felixstowe)
Mrs L Hack, ESC Delivery Manager
2 Members of the public (*via Zoom*)

357. PUBLIC QUESTION TIME

There were none.

358. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Richardson** and **Cllr K Williams**.

359. DECLARATIONS OF INTEREST

| Member(s) | Minute No. | Nature of Interest |
|---|-------------------|--|
| Cllr S Gallant Cllr M Richardson Cllr S Wiles | All | Local Non-Pecuniary (as Members of East Suffolk Council) |
| Cllr G Newman Cllr S Wiles | All | Local Non-Pecuniary (as Members of Suffolk County Council) |

360. CONFIRMATION OF MINUTES

RESOLVED that the Minutes of the Civic & Community Committee meeting held on 19 January 2022 be signed as a true record.

361. LANGER PARK ENHANCEMENTS PRESENTATION

Members received a presentation on plans for the enhancements to Langer Park by Jenny Edgerley, Development Officer (Felixstowe), East Suffolk Council and Laura Hack, Delivery Manager, East Suffolk Council.

Committee noted that a public consultation was carried out in June 2020 followed by a consultation with local community groups in June 2021. In September 2021

the Trim trail was relocated from Sea Road and is now in place in a loop round the park. It was noted that the onward upkeep of the Trim Trail would be maintained by Norse within the wider Langer Park schedule on behalf of East Suffolk Council.

Members were advised that, on 11th March, 7 oak trees would be planted for the Queen's Platinum Jubilee, and in June, two new benches made from Oak trees from the Grove woodlands will be put in place. New play equipment was being planned for ages 5-12 with some fully accessible play equipment, new signage, a refurbishment of the toilets and wheelchair friendly picnic benches. A Member asked if ESC would be consulting with the Disability Forum and it was agreed that this would be followed up. Members commented on the vulnerability of public toilets to vandalism and asked whether CCTV was being considered. Ms Hack advised that measures were being considered to make the toilets as vandal-proof as possible and that there was already CCTV nearby.

The Town Council was asked to consider support for a memorial feature to mark the impact of coronavirus on the community and the resilience of Felixstowe. In keeping with the theme of 'resilience', any such memorial would need to be of a durable material which would not require much in the way of ongoing maintenance, for example a significant piece of rock or granite, to commemorate the pandemic.

Flooding was discussed as it was noted that the park would always be susceptible to this issue due to its topography. Ms Hack advised that this was in hand and the watercourse would be managed appropriately.

Members were impressed by the project plans and looked forward to more details soon. Mrs Edgerley agreed to share the presentation slides with the Council.

Following the conclusion of the presentation Committee discussed the concept of the memorial and proposals for the play/family focused features by the creek area and whether the Town Council should make contribution towards these areas. This Town Clerk advised that funding for this could come via the Community Fund Earmarked Reserve, or potentially CIL, though this would require authorisation from Council on a recommendation of Committee.

Members suggested that further information should be sought on the what could be achieved for the memorial and creek features for around £10,000 and £15,000 respectively.

Committee NOTED the presentation on Langer Park enhancements and thanked Mrs Edgerley, Ms Hack and the design architect for their hard work on the project.

362. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 10 February 2022.

It was RESOLVED that the Budget Report to 10 February 2022 be received and noted as presented with no other action required at this time.

363. THE QUEEN'S PLATINUM JUBILEE WEEKEND

Committee received an update report on the Queen's Platinum Jubilee.

It was RESOLVED that the report on the Queen's Platinum Jubilee be noted.

364. ANNUAL TOWN MEETING/CIVIC AWARDS 2022

Committee noted the report on the Annual Town Meeting including the presentation of the Civic Awards. Members noted that it was not possible to currently hire the Felixstowe School as in previous years. The Civic Events Officer advised that Harvest House and The Orwell Hotel were being investigated as potential alternative locations. Members suggested the Orwell Hotel would be preferable to Harvest House due to parking.

Committee discussed the Civic Awards, which this Platinum Jubilee year, would seek to celebrate community contributions made by local volunteers throughout the Queen's reign. Following further discussion, it was agreed that a special service award should also be considered. It was also agreed that the Civic Awards branding should have a 'jubilee' refresh to help promote the significance of the year.

It was RESOLVED that the Annual Town Meeting and Civic Awards report be noted.

365. FELIXSTOWE IN FLOWER 2022

Committee noted the report on Felixstowe in Flower and considered the competition categories. It was suggested that a limit be placed on the number of categories that each entrant could enter and an extra category of 'Best Newcomer' (not just for allotments) be considered. Members suggested that a publicly-voted 'Best Jubilee theme' award be introduced for this year only, with voting via social media. Members asked that some competition entry forms be made available at the tourist information hut.

It was RESOLVED that:

- iii. The Felixstowe in Flower 2022 report be noted;**
- iv. Two new categories for 'Best Newcomer Overall' and 'Best Jubilee theme' be created;**
- v. The 'Best Jubilee theme' entries go out for a public vote via social media; and**

- vi. **Competition forms are given to the Tourist Information Hut to promote.**

366. TOWN CENTRE TREE PLANTERS

Committee considered a tabled report on tree planters in the Hamilton Road shared space. It was noted that new wooden planters were estimated to cost around £400 each, with appropriately sized trees for each likely to cost a similar amount. Members agreed that the Council should use the underspend in the bedding plants budget to purchase wooden tree planters and trees for the shared space. The Town Clerk reported having consulted with the BID on the possibility of additional tree planters to the north and south of shared space also. Committee noted a request from the BID asking whether a local shopkeeper could refurbish the traffic-restricting planters at the entrance to the shared space area, which would include repainting them to a different colour. Members supported this idea.

It was RESOLVED that authority be delegated to the Town Clerk, in consultation with the Chairman and Vice-Chairman, to purchase new tree planters and suitable trees, and circulate the information to all Members of the Committee via email.

367. OCCASIONAL GRANTS POLICY

Committee reviewed the Council's Occasional Grants Policy.

RESOLVED that the Occasional Grants Policy for 2022/23 be recommended to Council for adoption as presented with no changes.

368. PRESS & MEDIA POLICY

Committee reviewed the Council's Press & Media Policy.

RESOLVED that the Press & Media Policy for 2022/23 be recommended to Council for adoption as presented with no changes.

369. OCCASIONAL GRANT APPLICATION – FELIXSTOWE AREA COMMUNITY TRANSPORT

Committee considered the grant application from FACTS for funding towards repairs to the FACTS portacabin.

It was RESOLVED that an Occasional Grant of £2,000 be awarded and approved for payment to Felixstowe Area Community Transport (FACTS).

370. CLOSURE

The meeting was closed at 9.31pm. The next meeting was noted as being scheduled for Wednesday 20 April 2022 at 7.30pm.

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 23 February 2022 at 9.15am

PRESENT: Cllr S Bird (Chairman) Cllr M Jepson
Cllr A Smith (Vice-Chairman) Cllr M Morris
Cllr S Bennett Cllr D Savage

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

IN ATTENDANCE: Two members of the public (*Zoom*)
Mr A Tadjrishi, Town Clerk (*Zoom*)

371. PUBLIC QUESTION TIME

None.

372. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant**, **Cllr S Wiles** and **Cllr K Williams** needing to attend to other business.

373. DECLARATIONS OF INTEREST

| Member(s) | Minute No. | Nature of Interest |
|--|-------------------|---|
| Cllr S Bird Cllr M Jepson Cllr S Wiles | All | Local Non-Pecuniary (as Members of East Suffolk Council) |
| Cllr S Bird Cllr S Wiles | All | Local Non-Pecuniary (as a Member of Suffolk County Council) |
| Cllr S Bird | 375(D) | Local Non-pecuniary (familial connection to neighbour) |

374. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 9 February 2022 be confirmed as a true record.

375. PLANNING APPLICATIONS

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

| | |
|----------|--|
| A | DC/22/0103/FUL Proposed seasonal erection of an Observation Wheel attraction The Promenade Sea Road |
|----------|--|

While we welcome this addition to Felixstowe’s tourist offer, we could only recommend APPROVAL subject to the following matters being satisfactorily addressed

- a. The proposed removal of the wave wall at the rear of the promenade, would render the site, and hence adjoining grass areas to the north and south vulnerable to shingle and saltwater incursion from wave action during the period of operation of the wheel, from mid-February until mid-October. High tides and storms can occur at any time and are certainly not limited to the depth of winter. Therefore, it will be essential that a suitable structure of similar height is in place at all times along the wheel frontage, other than at any access point to the wheel. In that area, wave boards should be available for insertion on receipt of storm or flood warnings.**
- b. We note that the application site currently has raised grass areas and retaining walls, which will need to be removed in order to site the wheel and its supports. There is no recognition of these in the drawings supplied. We would request that appropriate properly designed transitions to the unchanged adjacent areas form part of this application, and that the central path would be suitably reinstated during the winter period.**
- c. Sunday and Bank Holiday operating hours should finish at 9pm, as already proposed for Monday – Friday.**

Committee agreed to bring the issue of parking back to Committee at the next meeting, and potentially then to write to East Suffolk Council.

| | |
|--|--|
| B | DC/22/0382/FUL InstaVolt are proposing to install one rapid electric vehicle charging station within the car park of McDonald's, Felixstowe. One existing parking space will become an EV charging bay, along with associated equipment. Mcdonalds Restaurant Walton Avenue |
| Committee recommended APPROVAL. | |

| | |
|--|--|
| C | DC/22/0070/FUL Replacement of external stair to Martello Tower U due to existing timber stair being beyond its life span The Martello Tower U The Ferry |
| Committee recommended APPROVAL. | |

| | |
|--|--|
| D | DC/22/0385/FUL Two storey Side Extension 19 William Booth Way |
| Committee recommended APPROVAL. | |

| | |
|---|---|
| E | DC/22/0336/FUL Change of use of shop to hot food takeaway restaurant with new shop front and flue to rear 8 Undercliff Road West |
| Committee recommended APPROVAL but note with concern that there is no mention of this proposal being in a Conservation Area in any of the documentation. | |
| F | DC/22/0365/FUL Single storey extension to dwelling and application of decorated render to external brickwork of existing dwelling 13 Holland Road |
| Committee recommended APPROVAL of this application. We understand from the documents that render will only be applied to the rear elevation but we would object to it being applied to the front elevation with this property being in a Conservation Area. We note with concern that the applicant does not refer to the Conservation Area in any document. | |
| G | DC/22/0474/FUL The existing dwellings 38-44 Maybush Lane has white wooden windows with a mix of sash and casement styles. Due to the proximity to the sea, the full force of the sea air is peeling the paint off the wooden windows. The upkeep of the windows has become impractical hence the need to change to a UPVC variant. We have selected a some high quality UPVC replacement units which will be sympathetic to the main dwelling. 40 Maybush Lane |
| Committee recommended APPROVAL for replacement UPVC windows, however we are concerned that no design drawings are shown and therefore recommend that the Conservation Officer is satisfied that the design is appropriate to this building. | |
| H | DC/22/0258/FUL Remove existing flue serving fish and chip frying range. Replace with new extract system through flat roof. Installation of sound and odour controls. Modify and clean existing extraction system serving kebab cooking range. Installation of sound and odour control system 67 Undercliff Road West |
| Committee recommended APPROVAL. | |
| I | DC/22/0431/FUL To remove the existing white timber sliding box sash type windows and replace with White P.v.c.u. casement type frames of different material and design. 94A Hamilton Road |
| Committee recommended APPROVAL. | |

| | |
|--|---|
| J | DC/22/0451/TPO TPO SCDC 00195:2006 T1 - Sycamore - 30% crown reduction - due to excessive shading and tree close proximity to building. T2 & T3 - Lime - 30% crown reduction - reasons as above. 45 Tower Road |
| Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. | |

| | |
|--|---|
| K | DC/22/0452/TCA T1 sycamore - crown reduction by 2.5m due to excessive shading and overhang in adjacent properties. G1 silver maple x 3 - reduce to previous points due to excess shading St Johns Court Princes Road |
| Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. | |

376. PLANNING DECISIONS

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

377. CORRESPONDENCE

Committee noted the following correspondence:

- i. Advice from the Chairman that the application for Seaside House, Bath Road had gone to referral and had been put forward for consideration by the ESC Planning Committee.
- ii. Notification on behalf of Bloor Homes that construction work was due to commence at Land North of Walton High Street and that roadworks relating to installation of a new sewer on Walton High Street were due to finish by mid-March. Committee asked that a meeting be set up with Bloor Homes to discuss progress of the works.
- iii. Notification that the East Suffolk Council Planning Committee (South) meeting on 7 March would consider DC/21/1322/ARM, as well as planning applications relating to the relocation of beach huts currently sited by the Spa Pavilion. It was agreed that Cllr A Smith should attend the ESC Planning Committee as a Parish Representative to relay the Town Council's recommendations on this application and to also raise the issue of tree care on the A14 and A154 Roundabout.

378. CLOSURE

The meeting was closed at 11.04am. It was noted that the next meeting was scheduled to take place on Wednesday 9 March 2022 at 9.15am.

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at
FELIXSTOWE TOWN HALL on Wednesday 23 February 2022 at 7.30pm**

PRESENT: Cllr S Harkin (Chairman)
Cllr D Aitchison
Cllr M Morris

Cllr M Richardson
Cllr D Savage

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs J Smith (Administration Assistant)

IN ATTENDANCE: Cllr A Smith (*Zoom*)
Mr N Farthing, Felixstowe Allotment Association. Chairman (*Zoom*)

379. PUBLIC QUESTIONS

There were none.

It was noted that Mr Farthing was in attendance on behalf of the Felixstowe Allotment Association and the Chairman moved the Allotment item from item 11 to item 5 on the agenda.

380. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr G Newman, Cllr A Smith and Cllr K Williams.**

381. DECLARATIONS OF INTEREST

| Member(s) | Minute No. | Nature of Interest |
|-------------------|-------------------|---|
| Cllr M Richardson | All | Local Non-Pecuniary (as a Member of East Suffolk Council) |

382. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 24 November 2021 be signed by the Chairman as a true record.

383. ALLOTMENTS UPDATE REPORT

Committee received a report on the allotments from the Administration Assistant. It was noted that progress was being made on the 20+ smaller microplots on Cowpasture. Members were pleased to note that following negotiations between the Felixstowe Allotment Association (FAA) and the contractors working on the Candlet Road development, improvements had been made to the Cowpasture access road by the Contractors.

Members considered a request from the FAA for funding towards the servicing of 2 Portaloos (one for Cowpasture and one for Ferry Road allotment sites) at around £600 +VAT per annum. Mr Farthing, Chairman of the FAA was enabled as a participant on Zoom to update members on the request.

A surcharge on allotment rent would be difficult to administer as some allotment holders have more than one allotment and two of the sites will not have this facility. Although there is a Repairs and Maintenance budget, this figure is calculated on previous year's spend and the budget for 2022/23 has not allowed for a cost of £600 to be spent on servicing portaloos.

The FAA AGM takes place on 24 March, and members requested that Mr Farthing ask FAA members if they would consider an increase to their subscription fees to cover the servicing of the portaloos. Mr Farthing will report back to the Town Clerk with feedback from this meeting in time for the next Assets and Services committee meeting.

Members thanked both the Administration Assistant for her report and Mr Farthing for the work that the FAA carry out at the allotments.

It was RESOLVED that:

- i. the Allotments update be noted; and,**
- ii. a report from the Felixstowe Allotment Association's AGM regarding covering the servicing costs of 2 portaloos be reported to the next meeting.**

384. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 17 February 2022.

Members noted the overspend on Cemetery staff training and also Equipment to cover PPE including boots and protective wear for the two new employees. Members also noted the Skips/Digger budget for both Cemetery and Allotment was likely to overspend due to extra work being carried out at the Cemetery.

RESOLVED that the Budget Report to 17 February 2022 be received and noted.

385. BUILDING VALUATIONS FOR INSURANCE PURPOSES

Committee considered three quotes for a Reinstatement Cost Assessment on all Council buildings (the Town Hall, Walton Community Hall, Broadway House, Felixstowe Cemetery), the Flood Memorial and War Memorial.

It was RESOLVED that:

- i. Company A be instructed to carry out the building valuations for insurance purposes; and,**
- ii. The cost of £895 +VAT be taken from Earmarked Reserves, being split equally against each building's earmarked reserve i.e. £223.75 each from Town Hall, Broadway House, Walton Community Hall and Cemetery Earmarked Reserves.**

386. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated Committee on a conversation with the Heritage Specialist further to receiving the preliminary report for the Town Hall windows. Members considered the preliminary report and advice that had been received regarding obtaining a Schedule of Works. The Schedule of works can be submitted to East Suffolk Council (attached to the Heritage Statement) as part of a planning application, and as a schedule it can be issued to building contractors specialising in joinery repairs; to enable their estimates to be priced on a like-for-like basis. It will also ensure that all Health and Safety including scaffolding and redecoration to original standards are covered.

Members agreed that the Architects who had carried out the preliminary report had provided a very comprehensive report and had obviously carried out a lot of background work already. Committee requested that a Schedule of Works be obtained from this architect as per the quote received of £1,500 +VAT to be funded from the Town Hall Earmarked Reserves.

It was RESOLVED that:

- i. the Town Hall update report be noted; and,**
- ii. a schedule of works be obtained from Plaice Architects at the cost of £1,500 to be taken from the Town Hall Earmarked Reserve; and**
- iii. the schedule of works details that the Town Hall must remain open to the public and members of staff throughout the proposed work and to carry out the work around wedding dates in the diary.**

387. WALTON COMMUNITY HALL UPDATE

Members considered the update on Walton Community Hall and noted that the new cooker had been purchased at £249.16 +VAT funded from the Walton Community Hall Earmarked Reserve as previously agreed to a maximum £300 (*Minute #261 ii 2021/22 refers*).

RESOLVED that the Walton Community Hall update report be noted.

388. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report. Members noted the cost of the boiler repair that had been previously agreed to be taken out of the Broadway House Earmarked Reserve was repaired at a cost of £318.02 +VAT (*Min #262 ii 2021/22 refers*).

Members considered the request from FOPWA to erect an A-Board in front of Broadway House and to incorporate that into a flower planter. Members agreed that this would be beneficial to visitors but suggested confirmation of planning permission rules be sought with regards to an A-Board. Members also wanted confirmation that the sign would not block the way for disabled wheelchairs and scooters.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. FOPWA be sent planning permission guidance and Committee's approval subject to not blocking the facility for disabled access via wheelchairs and scooters.**

389. CEMETERY UPDATE REPORT

Committee considered the Cemetery update report. Members were pleased to note that a lot of the urgent tree work from the tree survey recently carried out had been actioned in house. Members considered the 6 trees that required work from a professional and also the recent tree that had blown down at Taunton Road. Members agreed for the cost of this work, a total of £1,790 to be taken from the Cemetery Earmarked Reserve.

Members were also pleased with the erection of the bike shelter and thanked staff for their work and the donation of trellis by a member of staff.

Committee considered the report on the electric van cancellation of order due to that model no longer being manufactured. Members considered both the outright purchase of a demonstrator model of the same that was ordered and also some new models from alternative manufacturers on the same 3 year lease than had been agreed for the Renault Kangoo Etech.

Members requested that investigation be made into installing a 7kw charger as the new electric van will have a larger battery. Members agreed it was important to consider solar panels and battery storage in the future, however, this may be more appropriate once plans are drawn up for the Cemetery extension.

Members considered the report on power tools and the recommendation from Council's Climate Emergency Working Group. Committee welcomed the benefits both to the environment and also the health of the staff operating the equipment. The power tools will be securely locked away once purchased. Members agreed that Husqvarna battery operated tools, although slighter more

expensive were more heavy duty and had a simpler battery system. Members requested that 3 quotes be obtained for the Husqvarna power tools and that the cost be funded from the Cemetery Earmarked Reserve, which will require approval from Council.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and,**
- ii. the urgent tree work from the Tree Survey be carried out, the cost of £1,790 to be taken from the Cemetery Earmarked Reserve; and,**
- iii. staff consider other options to lease an electric van, via test drives and to obtain quotes from local garages. If a 3 year lease can be obtained for less than the already agreed amounts (*Minute #238i 2021/22 refers*) then the order should go ahead; and**
- iv. options for charging the van are investigated including using a 3 pin charger as well as costs for installing a 7kw mains charger; and,**
- v. three quotes be obtained for replacing all garden tools with Husqvarna, with a recommendation to Council to be taken from the Cemetery Earmarked Reserve.**

390. FELIXSTOWE FLOOD MEMORIAL

Committee considered details of options to refurbish the Flood Memorial during 2022 in time for the 70th Anniversary of the Floods in January 2023. A member suggested contacting Coastal Partnership East for some reclaimed timber that could be used. Two members of the Felixstowe Society have asked to be involved, and the original artists may be able to provide input also.

It was RESOLVED that:

- i. The Felixstowe Flood Memorial report be noted; and,**
- ii. Further investigations be made into reclaimed timber from the Coastal Partnership East; and,**
- iii. Consultation be made with the Felixstowe Society and the original artists.**

391. ALLENBY PARK/GOSFORD WAY PARK TRANSFERS

Committee considered the update report on the transfers of Allenby and Gosford Way Parks. A Member enquired about the section of land within the Gosford Way park which was not included in the title plan, confirmation will be obtained from the Town Clerk but it is believed that this has never been included in the title plan, however, ownership has been passed down for this strip from when FUDC owned it. Members were pleased that the car park outside Old Felixstowe

Community Association, was to be included in the transfer. Members requested that once in ownership of the Town Council, that an electric car charger be considered, this may have to be in partnership with OFCA who may be able to obtain a grant towards it.

A Member also enquired as to whether the Allenby Park locking and unlocking was going to be continued. The Deputy Town Clerk confirmed that it was included in the budget for the forthcoming year and may be carried out in house in the future.

RESOLVED that it be recommended to Council that the transfer of ownership of Allenby Park and Gosford Way park from East Suffolk Council to Felixstowe Town Council be formally authorised, subject to any recommendations from a final tree survey being carried out by East Suffolk Council.

392. CLOSURE

The meeting was closed at 9.06 pm. The next meeting was noted as being scheduled for Wednesday 27 April 2022 at 7.30pm.

AGENDA ITEM 9: REQUEST FROM HOME INSTEAD FOR COUNCIL REPRESENTATIVE

The Memory Lane dementia group was adopted by Home Instead at the beginning of the year. Cllr Sharon Harkin has been involved throughout to assist the group with a smooth transition a Steering Group has been set up to protect the interests of the Memory Lane members and volunteers. The Town Council has received a request from Home Instead that Cllr Harkin be formally appointed as a representative from the Council as part of the steering group. It is anticipated that this will involve attending 3 or 4 meetings per year which are likely to be held via Zoom.

Council is requested to consider appointing Cllr Sharon Harkin as a Council representative to the Home Instead Steering Group that supports Memory lane in Felixstowe and the surrounding peninsula.

AGENDA ITEM 10: EARMARKED RESERVES EXPENDITURE

Council's Terms of Reference were approved and adopted at Annual Council (*Minute #9a of 2021/22 refers*), these included an additional authority to 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 to note the following spending from Earmarked Reserves approved by the Assets & Services Committee on 23 February 2022. The table also shows Earmarked Reserves approved spends previously noted by Council this year.

| Min # | Description | Net Amount | Earmarked Reserve |
|--|--|--------------|---|
| 385ii | Reinstatement Cost Assessment – building valuations for insurance purposes | £895 | £223.75 from each of the following reserves: Town Hall, Broadway House, Walton Community Hall and Cemetery. |
| 386ii | A Schedule of Works for Town Hall Windows | £1,500 | Town Hall. |
| 389ii | Urgent tree work required from tree survey | £1,790 | Cemetery |
| Earmarked Reserve spends previously reported to Council | | | |
| Council 12 January (Min # 2021/22 refers) | | | |
| 260 iii | Heritage advice for Town Hall Windows | £900 | Town Hall |
| 261 ii | New cooker for Walton Community Hall | £249.17 | Walton Community Hall |
| 262 ii | Repair for boiler at Broadway House | £318.02 | Broadway House |
| 263 iii | Bike Shelter for Cemetery | £725 | Cemetery |
| Council 10 November 2021 (Min # 2021/22 refers) | | | |
| 162 ii | Service valves replaced on all 4 toilets | £640 | Broadway House |
| 163 ii | Refurbishments to Cemetery Office and Workshop | up to £3,000 | Cemetery |
| 163 iv | Tree Survey | £2,800 | Cemetery |
| 165 ii | War Memorial refurbishment | £2,842 | Cemetery |
| <p>Total Approved Spend from A&S Earmarked Reserves £15,659.19 (Cemetery Office and Workshop refurb £1,601.51 of £3,000 spent so far)</p> | | | |

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

AGENDA ITEM 11: BATTERY POWERED TOOLS

Council's Climate Emergency Working Group and Assets & Services Committee recently considered a report on replacing some petrol-driven tools which are nearing end of serviceable life, with battery powered equivalents.

It was noted that the benefits of batter powered tools would include reducing the Town Council's annual CO2 emissions by over 750 kg, saving a fuel cost of £459 (2020/21) and better protect the health of the grounds team. Vibration and noise emitted from tools would be dramatically reduced, with no harmful fumes emitted and no need for fuel additives.

Council's electricity supplier uses 100% renewable energy, therefore using rechargeable battery-operated equipment would provide a considerable reduction in the Council's carbon footprint.

Three quotes were obtained from local companies for a total of 8 Husqvarna tools including w chain saw, lawn mower, hedge cutters, pole saw, brush cutter and blowers, alongside 2 large batteries, 4 small batteries and 4 chargers:

| | |
|-----------|-----------|
| Company A | £6,345.11 |
| Company B | £6,895.00 |
| Company C | £6,550.00 |

Company A has supplied garden tools to the Council in the past.

Council's Assets & Services Committee has recommended the cost of the equipment to be authorised from the Cemetery Earmarked Reserve (*Minute #388v. of 2021/22 refers*).

Council is requested to authorise expenditure from the Cemetery Earmarked Reserve to replace garden equipment with Hasqvarna battery power tools, as recommended by the Assets & Services Committee.

AGENDA ITEM 12: COMMUNITY GOVERNANCE REVIEW

East Suffolk Council has published Terms of Reference to undertake a Community Governance Review (CGR) covering the East Suffolk district, with suggestions for changes to local governance welcomed by the 1 April deadline.

The process involves asking the public and other interested parties about the most suitable way of representing local communities, to ensure that local governance arrangements within East Suffolk continue to be reflective of the identity and interest of local communities and that they are as efficient and effective as they can be.

[District-CGR-Terms-of-Reference.pdf \(eastsuffolk.gov.uk\)](#)

A CGR provides councils with an opportunity to review and make changes to community governance arrangements. A CGR can consider the following:

- Creating, merging, altering or abolishing parishes
- The naming of parishes and the style of new parishes
- The electoral arrangements of parishes such as number of councillors and parish warding
- The grouping of parishes under a common parish council or the de-grouping of parishes

ESC has invited the Town Council to make suggestions for changes to the governance in its area or, to confirm it is content with the existing arrangements.

The deadline for submissions to be received is Friday 1 April 2022.

The correspondence from East Suffolk Council was noted by the Planning & Environment Committee which has recommended that as part of its submission, Council should request that the parish boundary, at the north-east of the dock spur roundabout, be adjusted so that the extent of the North Felixstowe Garden Neighbourhood allocation would be wholly within the civil parish of Felixstowe (*Minute #355 of 2021/22 refers*).

East Suffolk Council has advised that, if the Town Council were to respond to the consultation with suggestions for change, those suggestions would be worked through and considered prior to a further consultation period. Permission from the LGBCE would be required to make any amendments to District (or County) boundaries as they are protected for 5 years following the LGBCE reviews. ESC has already had preliminary discussions with the LGBCE so they are aware of the review and are aware that their permission may be sought to make changes.

To enable full consideration of this matter and a response to ESC by the 1 April deadline, Council could refer this to the Finance & Governance Committee meeting of 23 March.

Council is requested to consider the Community Governance Review and whether to delegate this matter to the 23 March Finance & Governance Committee for a formal response on behalf of the Town Council.

AGENDA ITEM 13: ALLENBY PARK/GOSFORD WAY PARK TRANSFERS

Following consideration of the transfer of Allenby Park and Gosford Way Park at the previous meeting, Council's solicitors have concluded their report and the transfer documents are complete. The solicitors have confirmed that Council will have good title to the properties following the transfer.

At the request of the Assets & Services Committee (*Minute #266 of 2021/22 refers*) the car park at the Gosford Way park, which also serves the Old Felixstowe Community Centre, has been included in the transfer title.

The Clerk also requested that an up-to-date tree survey be carried out on the parks by East Suffolk Council and a small section of pathway repaired at Gosford Way Park before the transfer is completed.

The transfer documents are now ready for signing, with approval required from Council. The Assets & Services has recommended to Council that the transfer of ownership of Allenby Park and Gosford Way park from East Suffolk Council to Felixstowe Town Council be formally authorised, subject to any recommendations from a final tree survey being carried out by East Suffolk Council (*Minute #391 of 2021/22 refers*).

Council is therefore requested to authorise the formal transfer of the land titles at Allenby and Gosford Way parks, from East Suffolk Council to Felixstowe Town Council, as recommended by the Assets & Services Committee.

AGENDA ITEM 14: OCCASIONAL GRANTS POLICY 2022/23

The Civic & Community Committee reviewed the policy at its meeting of 16 February 2022 which is recommended for adoption with no changes for 2022/23 at **Appendix A** (*Minute #367 of 2021/22 refers*).

Council is requested to approve the Occasional Grants Policy for 2022/23 as presented at Appendix A.

AGENDA ITEM 15: PRESS & MEDIA POLICY 2022/23

The Civic & Community Committee reviewed the policy at its meeting of 16 February 2022 which is recommended for adoption with no changes for 2022/23 at **Appendix B** (*Minute #368 of 2021/22 refers*).

Council is requested to approve the Press & Media Policy for 2022/23 as presented at Appendix B.

AGENDA ITEM 16: INSURANCE ARRANGEMENTS 2022/23

Council is required to review the adequacy of its insurance arrangements on an annual basis. The Finance & Governance Committee reviewed arrangements in December and has recommended that Council confirm the arrangements for insurance in respect of all insured risks are adequate for 2022-23, in readiness for the policy renewal date (*Minute #286 of 2021/22 refers*).

On 1 April 2019, a three-year Long-Term Agreement (LTA) was taken out with Zurich with an annual premium of **£5,742.69** per annum. The LTA will end on 1 April 2022.

There are only a few Insurance Companies who specialise in Insurance for Town and Parish Councils, and quotes have been sought from at least three companies insofar as possible on the basis of the current schedule.

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 |

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 #286 of 2021/22 refers*).

AGENDA ITEM 17: INVESTMENT POLICY & STRATEGY 2022/23

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 with Close Brothers Treasury, which matures in July 2022.

The remainder of Council's funds are administered through business banking accounts with Barclays.

An updated Investment Policy & Strategy is presented at **Appendix C**.

Council is requested to approve its Investment Policy & Strategy for 2022/23.
