

Introducing the Action Plan

This action plan has been developed by Felixstowe Town Council in accordance with its Business Plan 2020-24. The Action Plan summarises the projects and proposals that Felixstowe Town Council, sometimes in partnership with others, will develop or deliver during the next 4 years. The document will be subject to alteration and amendment and will inform the budget setting process.

The Action Plan is based on the following strategic Business Plan Objectives:

1

The Town Council declared a Climate Emergency in 2019. Felixstowe Town Council's Business Plan makes climate change action and improving our environment a key priority.

Focus on our environment

2

The Town Council is embedded in the community and engaging with local stakeholders is core to our function. We will work collaboratively to identify and address community need and continue to offer financial support through our occasional and annual grants scheme.

Support our community

3

The provision and enhancement of our community services, facilities and open spaces are critical to the health and wellbeing of our town. The Town Council will deliver excellent services and work in partnership with other relevant agencies to maximise the opportunities for Felixstowe.

Enhance public spaces and services

4

The Town Council will lead on initiatives to promote a thriving Felixstowe, its town centre, seafront, heritage and culture.

Promote Felixstowe

Review and Evaluation

The Action Plan will be regularly and formally reviewed. It is a 'live' document and the Council can add to it and amend as necessary. Progress on projects will be reviewed by Committees and reported to Full Council.

What's happened so far... Summary of completed projects 2020-2023

- Climate Action Group formed, including key stakeholders, local environmental groups and school children.
- Recorded Council's Carbon Footprint so as to be able to measure success and had Energy Performance Certificates and Display Energy Certificates carried out in 2020 and have used these as a baseline for improvement.
- Council buildings insulated to 270mm in uninsulated roof spaces.
- Climate Emergency Working Group members attended Woodbridge Town Council Climate Action Weekend, and other SALC Climate Forum training.
- Single use plastics policy being adhered to, and partners encouraged to think of the environment when delivering Council supported events (e.g. Jubilee weekend did not allow single use plastics).
- Grey Water used for watering Felixstowe in Flower baskets provided by the Felixstowe Ferry Golf Club.
- Quarterly Magazine includes several pages on environment in each edition.
- Promotion of environmental aims of local community groups at the Annual Town Meeting.
- Social media being used to increase public awareness of positive actions that can be taken to reduce environmental harm and signpost resources via website. Regular social media posts since Apprentice joined August 2021.
- 'Pardon the Weeds, We're Feeding the Bees!' project returning for 2023.
- Over 70 trees planted in Cowpasture Meadow in 2022 and a further 100 trees at Gosford Way Park and hedging along fence-line at Langley Avenue.
- 3 year fixed plan electricity and gas contract taken out 2022 with 100% renewable energy.
- Worked collaboratively with the Trimley Parish Councils, East Suffolk and Suffolk County Council on the East Suffolk Cycling and Walking Strategy adopted on 4 Oct 2022.
- Community Directory created online for local groups to promote their activities.
- 2022/23 - £50,000 made available through Community Support fund to support the 'Cost of Living' crisis.
- August 2022 Council took on ownership of Allenby Park and Gosford Way Parks. Work has taken place to bring up to a manageable condition.
- Blue Flag funded since 2020.
- Queen's Platinum Jubilee celebrations over 4 days.
- Worked closely with Ukraine2Felixstowe in marking the war and 1 year anniversary.
- Provided a Memorial service and events for the 70th Anniversary of the floods.
- Provided funding for the Christmas Ice rink in 2021 and 2022.
- June 2022 worked alongside partners for the launch of Free Wifi providing information data-based evidence to support other ongoing projects.
- Town Hall window renovation project protected the heritage of the Town Hall and provided better thermal insulation with new technology FINEO Glass.

Objective 1: Focus on our Environment

<i>The Town Council declared a Climate Emergency in 2019. This Business Plan makes climate change action and improving our environment a key priority.</i>						
Item	What we want to achieve	How we are going to achieve it	Responsibility of	Timescale	Resource Implications	Current Status and Comments <small>green = completed/on target Amber = in progress/monitor red = delayed/requires review</small>
BP1.1	Reduce our corporate environmental impact to meet our aspiration to be carbon neutral by 2030	Carry out regular reviews of our Climate Emergency Action Plan to maintain a focus on carbon reduction. Bench mark our current Carbon Footprint so as to be able to measure success	Climate Emergency Working Group (CEWG)	First review April 2020 then every six months until October 2023.	Training budget for Members and staff to attend courses, meetings, conferences relevant to Climate Change agenda	CE Action plan reviewed at each meeting Date of next review April 2023
		Full review of Climate Action Plan in October 2023 for the following 4 years.		Full review in October 2023 in preparation for 2024-28 Business Plan	Further resources identified via recommendations to Council/Cttees	On track.
BP1.2	Reduce waste from town council activities and events .	Assess waste levels resulting from Council activities/events and record actions taken to reduce, reuse or recycle.	FTC	Ongoing	Any costs associated with alternative products or services.	Disposable plates/cups no longer used, consideration to 'giveaway' items. Single use plastic policy being adhered to. Partners delivering Council supported

						events (e.g. Jubilee) asked to comply with FTC policies.
		Work with Felixstowe Ferry Golf Club on opportunity to reduce use of fresh water during Felixstowe in Flower.	C&C	Trial Summer 2020	Cost of alternative water supply.	Successful trial 2020 continued in 2021 & 2022. 2023 confirmed, subject environmental factors (i.e. rainfall)
BP1.3	Increase public awareness of positive actions that can be taken to reduce environmental harm, Establish and promote Champions in the community and signpost resources	Raise profile of environmental activities being carried out in local community and innovative opportunities for community stakeholders via news releases and social media platforms.	C&C	Ongoing	Staff time	Quarterly Magazine includes several pages on environment Regular social media posts since Apprentice joined August 2021.
		Invite local groups to exhibit environmental projects at the Annual Town Meeting.	FTC	Each May during life of plan	Venue hire costs.	Successful pre-covid and 2022. Next Annual TM 10 th May 2023
		Host information and signpost helpful resources on FTC website.	C&C	Ongoing	Staff time / Website costs	https://felixstowe.gov.uk/about-felixstowe-tc/climate-emergency-declaration/

BP1.4	Support appropriate re-wilding and biodiversity initiatives Review the management of our land and assets to seek to improve the environmental impact	Review schedule of grass cutting, weeding and verge maintenance in conjunction with responsible authorities.	ESC SCC East Suffolk Norse Highways England	March 2021	Commitment from current delivery partners.	'Pardon the Weeds, We're Feeding the Bees!' project returning for 2023
		Work with Friends of the Abbey Grove and other local community groups to improve protect and enhance wildlife areas.	FTC/Community Groups/ESC	March 2024	Cost to Council for anything that impacts on Council-owned land.	Planted over 70 trees in Cowpasture Meadow in 2022.
		Consider use of FTC land to support additional planting and environmental benefits.	FTC	March 2024	Cost to Council for provision of materials, plants and staffing resources.	Planted over 100 trees at Gosford Way Park and hedging along fenceline at Langley Avenue.
BP1.5	Invest in renewable energy facilities at Council-owned buildings	Benchmark existing energy use.	A&S	August 2022	Professional Fees for benchmarking and advice.	3 year fixed plan taken out 2022 with 100% renewable energy contract.
		Assess ROI and environmental benefit of new technologies	A&S	September 2024	Capital funding from Earmarked Reserves	Cost benefit analysis required.
BP1.6	Promote public transport links by working with appropriate landowners and responsible	Work with ESC and SCC to review connectivity of existing walking/cycling routes and continue work with Felixstowe Travel Watch and East Suffolk	Felixstowe and Trimleys Cycling & Walking working group	October 2022	Commitment from current delivery partners.	The East Suffolk Cycling and Walking Strategy was adopted on 4 Oct 2022 following collaborative input from

	authorities and support opportunities for new or enhanced cycle routes and footpaths	Lines Community Rail Partnership to promote public transport.				FTC and the Trimley PCs.
BP1.7	Support the provision of EV car charging points in Felixstowe	Work with ESC to increase number of EV charging points in council-owned land and car park.	P&E / ESC	April 2023	ESC funding initiatives.	ESC is tasked with installing some trial sites this financial year in Felixstowe. Update sought
		Identify EV opportunities within new developments.	P&E / ESC	As major development applications come forward.	Developer to fund.	Success is subject to developer's willingness to engage on the topic.
BP1.8	Make grants available to support environmental initiatives	Review Grant funding levels and consider a ringfenced allocation for environmentally beneficial projects.	C&C	June 2023	Council to set budget provision.	Promotion of grants pays particular attention to environmental projects via social media and magazine.
BP1.9	Examine the environmental impact of developments and encourage homes to be built to green standards	Support Member focus during reviews of planning applications and policy documents.	P&E	Ongoing	Staffing resources to support Member engagement	FTC is regularly consulted on and contributes towards ESC Planning Policy reviews (e.g. SPDs)
		Consider whether introduction of local policies (e.g. Neighbourhood Plan) can deliver significant positive environmental outcomes.	P&E	April 2024	Cost of professional consultants (CIL?)	Principle of this to be considered by the P&E Committee in the next Council term.
BP1.10	Work alongside local environmental	Invite developers of large construction sites to	CEWG	June 2023	Further resources identified via	Climate Action Group created October 2022,

	groups on improvement schemes	Climate Action Group, alongside other key stakeholders.			recommendations to Council/Ctees	well attended by key stakeholders in the town.
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Objective 2: Support our Community

<i>The Town Council is embedded in the community and engaging with local stakeholders is core to our function. We will work collaboratively to identify and address community need and continue to offer financial support through our occasional and annual grants scheme.</i>						
Item	What we want to achieve	How we are going to achieve it	Responsibility of	Timescale	Resource Implications	Current Status and Comments <small>green = completed/on target Amber = in progress/monitor red = delayed/requires review</small>
BP2.1	Provide a platform for promoting community activities through our printed magazine, online and at Council meetings	Structured approach to identify and contact community stakeholders to offer opportunities to promote activities in the magazine.	C&C	March 2021	Staff time.	Ongoing
		Invite community groups to make presentations/provide a moment of reflection at Council meetings.	Council/Mayor		Council's continued funding for Magazine.	Ongoing
		Create Community Directory for local groups to promote their activities	C&C		Funding for creation/webs ite costs	Created and live 2023, promotion required to expand https://felixstowe.gov.uk/community-directory/#/
BP2.2	Work with a range of partners to provide initiatives to ensure the	Review CCTV provision and investigate possibility of remote access for contractor to monitor	A&S/Suffolk Constabulary/ ESC	July 2023	Funding for network connection.	Quotes for new equipment being obtained. Await LATCO ESC. Review

	town remains a safe place	up-time of system possibly linking in with ESC monitoring Ensure FTC attendance at SNT meetings and regular reporting to Council.	Council/Suffolk Constabulary			July 2023 when contract ends, can be renewed then cancellation 1 months notice.
BP2.3	Work with young people and support the provision of youth groups and activities	Youth Forum meeting 5 times a year. Grant to Level 2 annually, occasional grants to other youth organisations.	Youth Forum/ C&C	Ongoing	Staff time. Council sets budget provision.	Ongoing
BP2.4	Ensure that occasional grants meet the aspirations of the Council's Business Plan.	Update Grant eligibility criteria to widen scope of applications.	C&C	Annual Review	C&C reviews Grant's Policy annually	Ongoing
BP2.5	Focus funding to support the continued health, wellbeing and cultural offer within the community	Promote funding opportunities via Magazine and social media. 2022/23 £50,000 made available through Community Support fund to support the 'Cost of Living' crisis	C&C Cost of Living working group	Annual Grants reviewed annually, Occ Grants – 2 rounds annually 31 March 2023	Council sets budget provision.	Reviewed Annually £9,226 payments made to date to pop up shops/ organisations tackling the Cost of Living crisis.
BP2.6	Collaborate with local stakeholders to tackle hidden needs within our community	Deliver projects through the Community Partnership to address agreed local priorities.	C&C	Ongoing	Staff time/possible Grants	Clerk and FTC reps attending Community Partnership meetings.
BP2.7	Ensure the sustainability of the town magazine with advertisements	Increase advertising revenue to cover cost of print and delivery.	C&C	Ongoing	Staff time	Difficult to gain advertising due to Covid and COL crisis.

	from reputable local businesses.					
BP2.8	Celebrate our community heroes	Raise profile of Civic Awards through the magazine and other media outlets.	Council	May 2023		Civic Awards made on Podium at Women's Cycle Tour, Oct 2021. Civic Awards 2022 at Orwell Hotel. Returning to same venue for 2023. Regular articles in magazine and on social media.

Objective 3 : Enhance Public Spaces and Services

<i>The provision and enhancement of our community services, facilities and open spaces are critical to the health and wellbeing of our town. The Town Council will deliver excellent services and work in partnership with other relevant agencies to maximise the opportunities for Felixstowe.</i>						
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BP3.1	Continue to improve the standard of local play areas	Work with ESC and Norse to deliver strategic programme of play area enhancements.	ESC/FTC	June 2021	Capital funding for equipment (CIL Earmarked Reserve) Budget for Parks &	August 2022 FTC now own Allenby Park and Gosford Way Parks. Work carried out through Autumn/Winter 2022/3 to bring up to manageable condition.

					Recreation set by Council	Ongoing
BP3.2	Plan for the extension and enhancement of Felixstowe Cemetery	Commission survey and design of	FTC	2027 tbc	Cemetery Earmarked Reserve	Dependent on space remaining, more urn interments mean longer timescale.
BP3.3	Embrace opportunities for the Town Council to manage assets from other bodies where this will result in a tangible benefit to residents	Explore potential to acquire	FTC	Ongoing	Consideration to using CIL	August 2022 FTC now own Allenby Park and Gosford Way Parks. Investigating possibility of taking on responsibility for Langley Avenue Sports Field.
BP3.4	Promote and encourage health walks along the prom	Research and promote	FTC/ OneLife Suffolk	Ongoing		Ongoing
BP3.5	Collaborate with local authority partners to develop a vision for the town centre	Work with partners to develop a shared vision and put into action	CIL Working Group/ESC/ SCC/BID High Street Task Force	2023/24	Consideration to using CIL	Currently being considered by CIL Working Group High Street Task Force providing a Mentor and A 'Developing a Shared Vision' workshop for stakeholders
BP3.6	Ensure the town remains disability & dementia friendly, leading by example and encouraging others	Promote through magazine and social media	C&C	September 2023		Dementia action plan https://felixstowe.gov.uk/about-felixstowe-tc/dementia-friendly-felixstowe/

BP3.7	Remain financially stable to deliver the Council's priorities	<p>Consider Precept on the basis of a 4-year financial plan.</p> <p>Investments – Consideration to long term savings and the most secure financial institutions alongside the best interest rates.</p>	F&G	<p>September 2023</p> <p>Reviewed regularly. 1 year bond reviewed every July.</p>		<p>2023/24 precept increase 0% due to diligent finance administration. With rpi increases possibly the last 0% rise for some years in the future. August 2022 Savings account transferred from Barclays to Nationwide for improved interest rates.</p>
BP3.8	Ensure the Council's effective and efficient use of resources	Review staffing structure.	Personnel	May 2023		<p>Apprentices taken on, staffing reviewed regularly.</p> <p>Succession plan for staff in light of forthcoming retirement to be in place by May 2023</p>
BP3.9	Invest in our staff and Councillors, providing training and development opportunities to meet the Council's objectives	Carry out a review of staff and Member training to identify priorities for professional development.	Personnel	April/October	Training budget.	Training log maintained and used to identify training. Councillors advised of training opportunities and supported by FTC to attend.
BP3.10	Ensure that developer contributions appropriately target infrastructure requirements	<p>Consulted with Developers/ESC.</p> <p>Review CIL holdings.</p>	<p>ESC/FTC</p> <p>CIL Working Groups</p>	Ongoing	CIL	CIL Working Group to identify strategic priorities within Parish Infrastructure Plan and refer to F&G, prior to Council approval.

Objective 4 : Promote Felixstowe

<i>The Town Council will lead on initiatives to promote a thriving Felixstowe, its town centre, seafront, heritage and culture.</i>						
Item	What we want to achieve	How we are going to achieve it	Responsibility of	Timescale	Resource Implications	Current Status and Comments <small>green = completed/on target Amber = in progress/monitor red = delayed/requires review</small>
BP4.1	Encourage more people to use the town centre through public events supported by commercial sponsorship whenever possible	Work in partnership with local organisations, with BID leading. Promote via magazine and social media.	BID/FTC/ESC Economic Development	Ongoing	Occasional Grants	2021 & 2022 grant given to BID for Christmas Event/Ice Rink
BP4.2	Promote & support initiatives with positive impact on tourism and the town centre	Promote via magazine and social media	BID/FTC/ESC Economic Development	Ongoing	Occasional Grants	Ongoing Jubilee 2022.
BP4.3	Promote digital technologies that support the visitor experience	Support ESC in the introduction of 'Digital Town' free wifi	ESC/BID/FTC	June 2022	Staffing support.	June 2022 launch of Free Wifi providing information and ESC/BID/FTC data-based evidence to support other ongoing projects.
BP4.4	Encourage a range of events for the benefit of the community	Support community event organisers. Promote via magazine and social media.	BID/FTC/ESC	Ongoing	Occasional Grants	Ongoing
BP4.5	Work with local authority partners to improve the gateway to the town	Collaborate with ESC/SCC/BID on opportunities to review.	FTC/SCC/ESC/ BID	2024	CIL	TBC

BP4.6	Celebrate and champion the unique opportunities of our seafront	Promote via magazine and social media	ESC/SCC/BID/ FTC	Ongoing		South Seafront improvements promoted in magazine. Blue Flag funded since 2020.
BP4.7	Support cultural activities that foster civic pride	Work with community organisations and promote via magazine and social media	FTC	Ongoing	Occasional Grants	Queen's Platinum Jubilee celebrations over 4 days Worked closely with Ukraine2Felixstowe in marking the war and 1 year anniversary. Provided a Memorial service and events for the 70 th Anniversary of the floods Provided a Memorial service to mark the life of Cllr Graham Newman
BP4.8	Promote and protect Felixstowe's heritage	Review planning applications. Promote via magazine and social media	Property owners/ ESC/ P& E - FTC	Ongoing	Earmarked Reserves.	Town Hall window renovation project protected the heritage of the Town Hall.