Felixstowe Town Council / East Suffolk Council Joint Liaison Group

Date: 21 February 2023 (2pm – 4pm)

Venue: Teams Call

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

Officer		
Representatives:		
Andrew Jarvis	ESC	
Ash Tadjrishi	FTC	
Jenny Edgerley	ESC	
Sarah Garbutt	ESC	SGb
Neil Cockshaw	ESC	
Chris Phillips	ESC	
Tim Snook	ESC	Apologies

	ITEM	Notes	Lead
1.	Welcome and apologies	Apologies from Tim Snook and Craig Rivett	SG
2.	Minutes of the last meeting – 1 November 2022	Felixstowe%20Joint% 20Liaison%20Group% Agreed as an accurate record	SG
3.	Programme Updates	Deben School site – brief summary of TS update provided with full email update circulated to the attendees after the meeting. Assembly room – No formal conversation with FTC from ESC as yet but awareness that it is early days for this project. SH has had conversations with community groups about who might be interested in the use of the assembly rooms in the future. Early Years provision is something ESC Assets will be looking into further.	TS
		South Seafront Beach Village - BV and AP is well underway. Programme is on track to finish mid-July. Sewer connection has been completed; grounds works progressing well. Beach Pod fitouts being discussed currently and 27 new beach huts on order which will be assembled on site in May/June. Discussions with agents about marketing the new beach huts are taking place. Values vary considerably so will be reviewed with project team and how the roll out will take place and timings.	NC

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		Seafront lighting – Preliminary stages have been completed including underground surveys, outline costs for new columns and festoon lighting. ESC will be consulting with FTC and other stakeholders regarding the decorative lighting. This could include 'showcase' lighting which will mean bringing in temporary displays. Rosie Cockcroft (NFGN project officer) will be assisting with stakeholder engagement.	
		Installation of streetlighting is relatively short time scale project – approx. 3 months for installation. The decorative side would take longer to plan but would look to do all the installations all at once rather than cause disruption twice. There is an affordability constraint with regard to the decorative lighting. Potential to look for external funders who might want to contribute financially. Good to have early conversations about the lighting scheme.	
		Martello Café – Contracts ready to be exchanged with the new lease holders.	
		Martello P – Feasibility report complete, and the recommendations are to create a heritage and cultural centre – multi use, open to hire out for events, community use, costings are included in the report. It is a multimillion-pound investment, so the next step is to submit an Expression of Interest to Heritage Lottery Fund. Will fulfil a local need. VIP visit to Coastwatch in late March.	
		North Felixstowe / Leisure including North Felixstowe Masterplan - James Goldberg has recently joined and is overseeing masterplanning. Currently has 2 tenders out for consultants to work on design packages. There are several key events and milestones including public consultations, the first of which is likely to take place late this year.	TS/NC
4.	Assets and Capital Projects	Langer Park – update on play area, lost creek play trail sculptures and waterway. Action: JE to speak to Laura Hack re: getting trees replanted.	JE
		Fishing Hut – a few delays but a meeting planned soon with BID and Ambassadors for fit out.	СР
		Seating Out Area – planning app is in and going to committee in March. Legal is working on longer leases for users.	AJ/CP

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		Signage in the resort – new heritage signs have been installed along the prom. Signs regarding dogs and bye laws have started to be replaced but the wording isn't quite right so now on hold as bye laws are being reviewed at the end of March. Can the title be changed so it doesn't make it sound like dogs are banned from the beach and not just certain sections. Notice boards have been replaced around the town. The BID is considering digital information boards	SGb
		Commemorative Wall – Was discussed at FTC Civic and Community Committee last week. Mixed reviews from the councillors. FTC would like further clarity about the reasons why this project has been designed as there are some issues with cost, demand, location. SG: May want to consider in the future but at this point it isn't something the FTC want to progress with.	JE
		Hamilton/Highfield Road alley way update – Project transferred to Assets. There are a lot of questions which need to be considered before we progress, including resources. A meeting will be planned within ESC to discuss what is possible. NB: Can this just be kept clean and tidy rather than spend large amount of money on it as there is a lot of issues. AJ: We either take control of the entire thing or do nothing at all. SG: Find some money to fill the potholes and then get East Suffolk Services to keep it maintained. Also need to look at taking away the railings, fence and cut back the overgrowth. Action: CP to speak with SH outside of this meeting to progress this.	СР
		Beach huts – waiting for date for the hearing of final planning application. Not date as yet, as they are waiting to hear back from applicant regarding response to ecology report. 14 beach huts on Golf Road car park which need to be moved as soon as possible.	
5.	Town Council updates and questions raised	Town hall refurbishment – conservation team advised that the original Town Hall windows be repaired rather than replaced with uPVC which is currently taking place.	Town Council
		Spring edition of magazine due out in March. Civic memorial service on Saturday 25 th February for Cllr	
		Graham Newman.	

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		Coronation – community street parties are going to be supported. Ukraine anniversary on Friday and there will be a service for this. Attention is now turning to the elections and annual town council meetings. Town Hall toilets going to planning committee.	
		Portaloo's which were in place around the leisure centre have been removed. Can these be replaced? CP: Think these are already in hand but will double check.	
		Vintage car rally is back on 7 th May 2023.	
6.	AOB	SGb - Pre-season walk within the resort and things raised which we will pick up as a report team. Thanks from AT for carrying out this piece of work.	All
		East Suffolk Services – progressing well and setting up a strong client side of the business so will be a better system of ensuring that works are carried out when required. Laura Hack has a key part in that so sure things will continue to improve.	
		SG - This is my last Liaison meeting as leader. It has been a pleasure to attend and I hope the new administration will continue with these meetings as they are so important.	
7	Date of next meeting	2pm on Tuesday 6 th June 2023	All