

## Notes


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

**Date:** 17th May 2022 (14:00pm – 16:00pm)

**Venue:** Teams Call

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

<b>Officer Representatives:</b>		
Andrew Jarvis	ESC	
Ash Tadjrishi	FTC	
Laura Hack	ESC	
Sarah Garbutt	ESC	SGT
Neil Cockshaw	ESC	
Tim Snook	ESC	
Chris Phillips	ESC	
Lewis Boudville	ESC	Guest

	<b>ITEM</b>	<b>Notes</b>	<b>Actions</b>
1.	Welcome and apologies	As above	
2.	Minutes of the last meeting -15 Feb 2022	These were agreed as a correct record	 Felixstowe Joint Liaison Group notes 1
3.	Programme Updates	<p><b>Deben School site</b></p> <p>Within the overall (housing) project plan, the Council is currently within the tender preparation stage for the main build contractor.</p> <p>Currently working with HBS, the development partner, and the wider project team on the detailed design / costing analysis and preparation of the Employers requirements ready for tendering.</p> <p>Slightly behind the original project programme because the team have chosen to develop more robust ER's due to volatility and uncertainty in the construction sector. Balancing risk and programme.</p> <p>Procurement of a main contractor will be via a national Framework.</p> <p>Next Project Board meeting will be held on the 25<sup>th</sup> May.</p> <p>Sales and Marketing Agent for the properties has been appointed and will be dealing with purchaser</p>	

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	<p>enquiries directly alongside implementing the marketing strategy for the site.</p> <p>Hoarding (with agent info) will go up this summer (June / July).</p> <p>Project team have made contact with local residents and collated feedback to help inform the engagement plan going forward. Face to face engagement event being planned and will be held on site in June.</p> <p>The issue of parking on site was raised in the meeting and the Housing Team have this as a working action.</p> <p><b>South Seafront (Martello café, Beach Village, Martello P, Public Realm, Masterplanning)</b></p> <p>Martello café – fully opened on 14<sup>th</sup> May and is currently in the snagging phase. The design was Highly Commended at the recent RIBA awards.</p> <p>Martello P – the team have established priorities regarding the tower itself and connection to Landguard nature reserve and fort and are now commissioning a feasibility study to consider best use(s) for the building and area. Ongoing discussions are being had with Historic England over the potential uses of the site. It was noted that a recent study concluded that the fabric of the building remains in good condition.</p> <p>South seafront masterplan refresh underway – the focus for this is on improving public realm, lighting, connectivity and responding to other developments on the seafront. The Masterplan will form basis for consultation with local businesses, residents and visitors later this year</p> <p>SG noted that links needed to be made with the Masterplan to Landguard Fort Trust.</p> <p><b>Beach huts at the Spa</b></p> <p>At the current time, 44 beach huts are on the Prom at the Spa without a licence. Invoices for 2022/23 have not been issued.</p>	
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		<p>30 new hut sites have been identified and licence holders have been asked their preferences and reasons for these for the 30 sites, with consideration to health and personal circumstances.</p> <p>The Felixstowe Beach Hut and Chalet Association have served the Council with an application for a Judicial Review, submitted 4 May 2022 and a petition has been submitted, which will be heard at Full Council 25 May 2022.</p> <p>It was noted that FTC have been approached by hut owners and there is continued public interest in the situation.</p> <p><b>North Felixstowe / Leisure – including new programme timeline</b></p> <p>North Felixstowe – The team is looking at a whole site master planning exercise to develop landowner collaboration and consultation with wider stakeholders. This will be complex phase of work and will take time; a revised timeline &amp; budget for the whole programme is being worked on.</p> <p>Felixstowe Leisure Centre - as discussed at the last meeting, the timeline for this is dependent upon the master planning and from the point of having the relevant findings from this it will take circa 4 years to open the new facility with just over 2 years of this being on site building time.</p> <p>In the meantime, there will be some investment in the current Felixstowe seafront Leisure Centre to ensure that it is maintained/improved. Recent work has replaced some plant room pumps, a third party sub-let provider is reopening the café area, a redecoration programme and new gym equipment is taking place over the summer months and some improvements to the changing rooms.</p> <p>Felixstowe Sports Hubs - progress is being made on the Felixstowe Sports Hubs, at Coronation Park, the home of the Felixstowe Rugby Club, the upgrading of the electricity to allow floodlighting commenced this week, the club has almost secured enough funding to install the proposed lighting and renewed planning permission has been submitted. The club</p>	
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	<p>and officers have met and the lease is being finalised with the plan that it will commence from the new season in August, with the club being responsible for grounds maintenance.</p> <p>The Felixstowe and Corinthians Cricket club met with officers at the Felixstowe School and are working with the school to reach agreement and long-term lease for the club with the school, for a pitch on site for the club's second pitch. This will involve a link and development plan with the school to provide opportunities to students for taking part in cricket coaching etc.</p> <p>The condition of the hockey pitch floodlighting and surface replacement was also discussed and jointly funding for upgrading the lighting and moving to LED is explored. To start with a contractor will review the whole pitch LUX levels to ensure any improvements meets the needs of the school and club.</p> <p>The proposed purpose built new indoor bowls facility, sharing ancillary facilities with the cricket club at Deben isn't progressing as quickly as hoped as the Felixstowe Indoor Bowls club have recently had a change in committee. A reduction in their membership is also creating concerns on their ability to undertake the operation of the facility. A meeting has been arranged for 13 June to understand the current position and how this can be taken forward.</p> <p><b>Parking Review</b></p> <p>A project management resource request for undertaking the proposed parking review is currently being finalised. There are a number of parking issues that need to be brought together under this project remit. While timescales for the review cannot be finalised as of yet, it was noted that the project will involve a change to the Traffic Regulation Orders, which will be an 18 month timeframe with Highways. A report is being taken to the July Cabinet meeting which will list the priority orders for the towns.</p>	
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		<p>It was agreed that LB will attend a future meeting of FTC to explain the purpose of the review and the process and what the implications could be for the town. FTC representatives noted that the Town Council will want to take an active part in the process.</p>	<p><i>AT to set meeting up with LB</i></p>
<p>4</p>	<p>Assets and Capital Projects</p>	<p><b>Chalets and Cliff House</b> The position with Cliff House, its chalets and those at Bath Tap, is that these properties are of an age and in a condition where decisions need to be made about future investment. In addition, the cliff at Cliff House may also require attention to ensure it does not become a problem at some point in the future. The Council needs to understand the ‘art of the possible’, what options may be available and at what price. To get this information the Council has in recent years adopted the practice of approaching the building design market for ideas and cost information. To this end, a tender has been sent out for services to undertake this work. The tender process has now closed and is being evaluated. Once potential schemes have been drawn up and costed, the Council will be in a position for wider consultation.</p> <p><b>Hamilton Road Alleyway</b> A PowerPoint presentation was given to the group on the works to date from Highways and a next steps approach to get the views of the group on writing to SCC.</p> <p>It was agreed that a formal letter be sent to the Leader of County Council from Steve Gallant.</p> <p>SH noted that she was declaring an interest in this project as a local resident and new Felixstowe Mayor. It was noted that the project has been running for a number of years, prior to SH’s new role.</p> <p><b>Langer Park</b> A briefing was circulated prior to the meeting</p> <div style="text-align: center;">  <p>Langer Park update May 2022.docx</p> </div>	<p><i>LH to draft letter for review by SG</i></p>

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		<p>It was agreed that an open tender should be made for new play equipment.</p> <p>Disappointed was raised that the new trees and tree guards had already been subject to vandalism.</p> <p><b>Fishing Hut</b> The team are currently waiting for Strouds to produce a final report on the foundations of the site and will be ready to tender for the build once this has been had. CP has been working with the BID to produce a lease for them to take it on.</p> <p><b>Access Ramp</b> There was a long delay in sourcing materials due to global supply issues, but this is now being built off-site and on-site work will commence in the next few weeks.</p> <p><b>Peter's Ice Cream Kiosk</b> This plot has now been leased to a new owner after an open marketing exercise. The old kiosk has been removed and a planning application has been submitted for a new one. It was felt that the local media had not reported on the situation in a factual way.</p> <p><b>Green and Blue Flag Awards</b> ESC have been working on the award submissions and judging for the Green Flag Award is taking place on the 27<sup>th</sup> May.</p>	
5.	Town Council updates and questions raised	<p><b>Parking at Undercliff Road East</b> The issue of motorhomes parking at Undercliff Road East was raised and assurances were made that this will be part of the review.</p>	<i>SGT to share agenda for the visit once known.</i>
6.	AOB	<p><b>Festoon Lighting</b> A wide-ranging discussion was had throughout the meeting on the current state of the lighting. It was agreed that this should become a priority project for the Council in the near future and this will commence with a report on the current state of the lighting and the network upgrade requirements for any new scheme.</p> <p><b>Events on East Suffolk Land Process</b></p>	<i>LH and NC to bring back update to the next meeting</i>

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		<p>Concerns were raised as to the effectiveness of the Council's new online events system.</p> <p>No phone number is shown on the website and groups are struggling to complete the application process, without a Council Officer to discuss this with. There seemed to be delays with processing applications and there are some Jubilee events that still haven't had sign off yet, with less than a month to the date.</p> <p>It was noted that the Events policy requires groups to have a £10m PL, but the Council's Grants Team only ask for a £5m PL and this should be streamlined.</p> <p>It was agreed that AJ would raise the concerns on the new system with Economic Development and ask for a response for the next meeting.</p> <p><b>Carparking Enforcement Officers</b> A concern was raised as to the overzealous actions of some of the CEO's in issuing tickets on the high street. LB noted that issues faced by the public can be reported through the website and will be looked into seriously.</p>	<p><i>NB to provide some written feedback gathered from local groups and pass to ESC.</i></p> <p>AJ</p>
7	Date of next meeting	26 July 2022	