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9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

## TO ALL TOWN COUNCILLORS

Cllr S Harkin (Mayor of Felixstowe)  
Cllr M Richardson (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 Jepson  
Cllr M Morris  
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 8 March 2023** 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.

*If you wish to attend in person, please email [townclerk@felixstowe.gov.uk](mailto:townclerk@felixstowe.gov.uk) to confirm capacity.*

**To join the meeting please follow this link:**

<https://us02web.zoom.us/j/87878734022>

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

*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.*



*The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.*

**Ash Tadjrishi**  
**Town Clerk**  
**3 March 2023**

**Moment of Reflection:** Carolyn Jones, St. Philips Community Hub Felixstowe

## **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.

**5. Confirmation of Council Minutes**

To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 11 January 2023 as a true record. **(Pages 4-8)**

**6. Mayor's Announcements**

To receive such communications as the Mayor may wish to lay before Council. **(Page 9)**

**7. Minutes of Committee Meetings**

To receive and adopt the Minutes of the following Meetings:

- |  |                      |
|--|----------------------|
| a) Planning & Environment Committee 11 January 2023  | <b>(Pages 10-13)</b> |
| b) Finance & Governance Committee 18 January 2023    | <b>(Pages 14-15)</b> |
| c) Planning & Environment Committee 25 January 2023  | <b>(Pages 16-18)</b> |
| d) Planning & Environment Committee 8 February 2023  | <b>(Pages 19-21)</b> |
| e) Civic & Community Committee 15 February 2023      | <b>(Pages 22-26)</b> |
| f) Planning & Environment Committee 22 February 2023 | <b>(Pages 27-29)</b> |
| g) Assets & Services Committee 22 February 2023      | <b>(Pages 30-33)</b> |

**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. Earmarked Reserves Expenditure**

To note Committee decisions on Earmarked Reserves in accordance with approved Terms of Reference for 2022-23 (*Minute #10 of 2022/23 refers*). **(Page 34)**

**10. Lions Club Facility**

To consider the recommendation of the Assets & Services Committee (*Minute #425 of 2022/23*) to support the development of a facility to house the Lions Club of Felixstowe. **(Page 35-36)**

**11. S106 Application for Goals for Gosford Way Park**

To consider making an application for S106 funding to replace football goals at Gosford Way Park. **(Page 37)**

**12. Occasional Grants Policy 2023/24**

To approve the Occasional Grants Policy for 2023/24 as recommended by the Civic & Community Committee (*Minute #401 of 2022/23*). **(Page 38 & Appendix A)**

**13. Press & Media Policy 2023/24**

To approve the Press & Media Policy for 2023/24 as recommended by the Civic & Community Committee (*Minute #402 of 2022/23*). **(Page 38 & Appendix B)**

**14. Insurance Arrangements 2023/24**

To confirm the adequacy of Council's insurance and to approve the arrangements as recommended by the Finance & Governance Committee (*Minute #371 of 2022/23*). **(Page 39)**

**15. Investment Policy & Strategy 2023/24**

To approve the Council's Investment Policy & Strategy for 2023/24 as recommended by the Finance & Governance Committee (*Minute #370 of 2022/23*). **(Page 40 & Appendix C)**

**16. FTC/ESC Joint Liaison Group Meeting**

To receive the notes of the FTC/ESC Joint Liaison Group meeting held on 21 February 2023; and consider any matters for discussion at the next meeting on 6 June 2023. **(Appendix D)**

**17. Accounts for Payment**

To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix E)**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
15/01/2023	386 - 403	£8,502.51
31/01/2023	404 - 417	£47,869.84
15/02/2023	418 - 432	£28,541.35
28/02/2023	433 - 451	£49,845.19
	<b>TOTAL</b>	<b>£134,758.89</b>

**18. 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 17 May 2023.

## **AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES**

**MINUTES** of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 11 January 2023** at **7.30pm**

**PRESENT:** Cllr S Harkin (Mayor) Cllr S Gallant  
Cllr M Richardson (Deputy Mayor) Cllr T Green  
Cllr D Aitchison Cllr M Morris  
Cllr N Barber Cllr D Savage  
Cllr S Bird Cllr A Smith  
Cllr M Deacon Cllr S Wiles

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

**IN ATTENDANCE:** 3 Members of the public  
Mrs S Faversham (Civic Events Officer)  
Mrs E Wiggins (Cemetery Supervisor)  
Mrs S Morrison (Planning Administration Assistant)  
Mrs J Smith (Administration Assistant)  
Ms H Miles (Communications Apprentice)

### **MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection from Mrs Gulshan Kayembe, Deputy Lieutenant for Suffolk.

### **351. CLLR GRAHAM NEWMAN**

Council reflected on the sad loss to the town of Cllr Graham Newman, who passed away on 28<sup>th</sup> December 2022 following a short illness. Members paid tribute to Graham, who joined the Town Council in 2009, becoming Mayor in 2014/15 and again in 2018/19, citing his dedication to Felixstowe as a councillor and volunteer to several local community organisations. Members remarked that Graham's experience would be sorely missed, particularly his knowledge of local cycle routes and public transport. It was noted that, alongside his council roles, Graham served as Chairman of Felixstowe Travel Watch, was a member of OFCA Old Felixstowe Community Association and was Chief Ambassador for Visit Felixstowe and the Tourist Information hut.

Members thanked the Mayor and Cllr Savage for keeping Council informed during the previous few weeks. The Mayor led the Council in a minute of silence.

Council delegated authority to the Clerk to appoint new representatives to the outside bodies that Cllr Graham Newman represented.

**It was RESOLVED that delegated authority be given to the Town Clerk to appoint a new representative to the Felixstowe Old People's Welfare Association; the SALC Area Meeting; the Fairtrade Forum; and, the East Suffolk Lines Community Rail Partnership.**

**At this point in the meeting, 7.57pm, Council adjourned for 5 minutes.**

**The meeting recommenced at 8.12pm**

**352. PUBLIC QUESTION TIME**

None.

**353. APOLOGIES FOR ABSENCE**

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

**354. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Wiles	All	Other registerable interest (as a Members of Suffolk County Council)
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr M Richardson Cllr S Wiles	All	Other registerable interest (as Members of East Suffolk Council)

**355. QUESTIONS TO THE MAYOR**

None.

**356. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 9 November 2022 be signed by the Mayor as a true record and adopted by the Council.**

**357. MAYOR'S ANNOUNCEMENTS**

The Mayor addressed the Council, highlighting a few of the engagements attended since the previous meeting. The Mayor spoke of the Mayor's Charity Fashion Show, which raised over £6,000, and St Elizabeth Hospice's Christmas Day Dip, where the Mayor entered the sea up to her knees. St Elizabeth's Hospice had shared with the Mayor that over £41,000 was raised which was their best year for fundraising from the Christmas Day Dip.

The Mayor's first engagement of the year had been the Felixstowe parkrun, attended by over 250 people. The Mayor commented on the number of sea swimmers and cyclists – the latter prompting thoughts of Cllr Graham Newman who was a keen cyclist himself.

The Mayor spoke of her attendance at the 25<sup>th</sup> Anniversary award ceremony for BSC Multicultural Services. BSCMS had received the Queen's Award for Voluntary Service 2022. The award, which recognises the outstanding work of local volunteer groups across the UK, was given for the group's voluntary service contribution over last 25 years and the last award ever to be signed by the Queen. There were many people in attendance who paid their respects to Cllr Graham Newman.

Cllr M Richardson spoke about the events that he had attended for the Mayor which included visiting several care homes on the run up to Christmas.

**It was RESOLVED that the Mayor's communications be noted.**

### **358. MINUTES OF COMMITTEE MEETINGS**

**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, 16 November 2022**
- b) Assets & Services Committee, 23 November 2022**
- c) Planning & Environment Committee, 30 November 2022**
- d) Finance & Governance Committee, 8 December 2022**
- e) Planning & Environment Committee, 14 December 2022**
- f) Civic & Community Committee, 14 December 2022**

### **359. BUDGET, RESERVES AND PRECEPT 2023/24**

Council received the finalised version of the 2023/24 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 2022 (*Minute #319 of 2022/23 refers*).

Members discussed the Cost-of-Living crisis and commended the Council's officers for their prudent management of Council's finances, which had enabled the budget to be prepared on the basis of a 0% increase to the Town Council's portion of the local council tax. The Town Clerk advised that, should inflation remain at a level that was not mitigated by a commensurate increase in ratepaying properties, it was unlikely that Council would be able to continue to freeze the council tax rate in future year. Council noted the advice of the Clerk and agreed that, given the current situation, the use of reserves to maintain a 0% increase was appropriate at this time. However, in the new municipal year Council should review its future budget requirements.

**It was RESOLVED that:**

- i. the Felixstowe Town Council Budget for 2023/24, as set out in the report, be adopted and approved as follows:**

<b>Total Budgeted Expenditure:</b>	<b>£818,314</b>
<b>Total Budgeted Income:</b>	<b>£789,262</b>

- ii. **the 2023/24 Precept demand to East Suffolk Council of £621,629.12 (representing a 0% increase cost to Band D equivalent Council Tax payer), be made on the following basis:**

<b>Band D rate</b>		<b>£70.87</b>
<b>Multiplied by tax base</b>	<b>x</b>	<b>8,771.40</b>

**Thus a Precept demand of: £621,629.12**

- 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.**

### **360. MEETING SCHEDULE 2023/24**

Council considered the draft meeting schedule for the 2023/24 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.

Members discussed Planning & Environment meetings being held during mornings and how this may inhibit attendance by any new or returning Councillors who worked during the day. Following the Council elections in May 2023, there should be an opportunity to review the timing of these fortnightly meetings.

**It was RESOLVED that:**

- i. **the Meetings Calendar for 2023/24 be adopted as per the schedule presented; and,**
- ii. **after May 2023 the timing of Planning & Environment meetings be considered for review.**

### **361. EARMARKED RESERVES EXPENDITURE**

Council noted a report on Earmarked Reserve Expenditure for the financial year 2022/23 and were pleased to note that reserves were being used to help with the Cost-of-Living Crisis.

**It was RESOLVED that the Earmarked Reserves Expenditure be noted.**

### **362. ACCOUNTS FOR PAYMENT**

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

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
18/11/2022	312 - 330	£5,524.43
30/11/2022	331 - 341	£46,933.30
14/12/2022	342 – 364	£17,039.80
20/12/2022	365 - 385	£63,928.78
	<b>TOTAL</b>	<b>£ 144,919.48</b>

### **363. CLOSURE**

The meeting was closed at 8:51pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 8 March 2023 at 7.30pm.

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## **AGENDA ITEM 6: MAYOR'S ANNOUNCEMENTS**

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

12/01/2023	Mayor Charities Evening - Town Hall
15/01/2023	Churches Together - St John's Church
18/01/2023	Community Action Suffolk - Quick Chat - Felixstowe Salvation Army
19/01/2022	TS Landguard Sea Cadet Corps - Presentation Evening
21/01/2023	Wesel Association AGM
21/01/2023	Chinese New Year- Northgate Library
22/01/2023	Annual United Service - St John's Church
28/01/2022	Flood Book Launch at Felixstowe Library
29/01/2023	70 <sup>th</sup> Anniversary Felixstowe Floods - Service at St John's Church
31/01/2023	70 <sup>th</sup> Anniversary Felixstowe Floods - Flood Memorial Service
31/01/2022	70 <sup>th</sup> Anniversary Felixstowe Floods - Procession of Lights
03/01/2023	Cllr G Newman Funeral – Seven Hills
05/02/2023	<i>Mid Suffolk Chairman's Civic Service (Deputy Mayor)</i>
08/02/2022	Matilda Performance - Felixstowe School
17/02/2022	356 Felixstowe Sqn Annual Dinner - Felixstowe Golf Club
18/02/2023	17 <sup>th</sup> Annual Chinese New Year Show - New Wolsey Theatre
23/02/2023	Felixstowe Town Council Award - Photography Society
24/02/2023	International Animals at War Day – Wreath Laying at War Memorial
24/02/2023	Flag Raising – Anniversary of invasion of Ukrainian Vigil
25/02/2023	Civic Church Service for Cllr G Newman – St John's
28/02/2023	East Suffolk Awards
03/03/2023	World Day of Prayer
04/03/2023	<i>Mid Suffolk Chairman's Dinner at the Officers Mess (Deputy Mayor)</i>
04/03/2023	WAMFest - Beach Street
04/03/2023	Auction of Promises - Felixstowe Sailing Club
07/03/2023	Langer Performance - Snape Maltings
08/03/2023	International Women's Day

**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 11 January 2023 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  
                 Cllr S Gallant                                      Cllr S Wiles

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

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

**Prior to the start of the meeting, the Chairman referred to the passing of fellow Town Councillor Graham Newman on 28<sup>th</sup> December 2022.**

**Members and Officers stood and a minute's silence was observed for Cllr Newman.**

### **342. PUBLIC QUESTION TIME**

The Chairman advised that he would invite representations from members of the public immediately prior to debate on specific applications.

### **343. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr K Williams**.

### **344. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant Cllr M Jepson Cllr S Wiles	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as a Members of Suffolk County Council)

### **345. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 14 December 2022 be confirmed as a true record.**

### **346. PLANNING APPLICATIONS**

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

<b>A</b>	<b>DC/22/4367/FUL</b>   Change of use to allow continuation by local business use of the open space. The land will be used for tables and chairs as in previous applications. N. B. Development of this site for groundworks have temporarily been put on hold because of cost restraints. This may be revisited as part of a future application in due course. <b>Land East Of Bent Hill Undercliff Road West</b>
<b>Committee recommended APPROVAL.</b>	

<b>B</b>	<b>DC/22/4767/FUL</b>   Change of Use from Residential Maisonette Flat to 5 Bedroom HMO. <b>8 Orwell Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>C</b>	<b>DC/22/4734/FUL</b>   Proposed loft conversion with proposed rear juliet balcony and 4no. rooflights <b>37 Beatrice Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>D</b>	<b>DC/22/4899/FUL</b>   Single storey front, side and rear extensions, partial garage conversion and alterations including replacement roof <b>65 Links Avenue</b>
<b>Committee recommended APPROVAL.</b>	

**Cllr D Savage left the Chamber prior to the next item.**

<b>E</b>	<b>DC/22/4773/FUL</b>   Demolish conservatory and replace with sun room as extension to house. Replace flat roof to side extension, with pitched roof. Change UPVC roofed covered ways with tiled <b>89B Princes Road</b>
<b>Committee recommended APPROVAL.</b>	

**Cllr D Savage returned to the Chamber.**

<b>F</b>	<b>DC/22/4814/FUL</b>   Single storey erection of extension to toilet as utility/shower area <b>174 Chelsworth Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>G</b>	<b>DC/22/4803/FUL</b>   Change of Use of HMO comprising of 7 no. bedrooms (Sui Generic) to HMO comprising of 9 no. bedrooms) (Sui Generis) <b>Kerensa 20 Manning Road</b>
<p><b>Committee recommended APPROVAL.</b></p> <p><b>We note that no Flood Risk Assessment has been provided but additionally note that all bedroom units have accessed to the first floor.</b></p>	
<b>H</b>	<b>DC/22/4750/FUL</b>   Construction of an annexe (amendments to previously approved application DC/22/1892/FUL) <b>165 Grange Road</b>
<p><b>Committee recommended APPROVAL but would request that it be conditioned that its use remains ancillary to the host property.</b></p>	

**347. PROPOSED UPGRADE TO EXISTING RADIO BASE STATION INSTALLATION AT HIGH STREET, WALTON**

Committee considered the proposed upgrading of mobile phone mast infrastructure at High Street, Walton.

**RESOLVED** that the Clerk respond to thank the operator for the opportunity to provide feedback on the proposals. The Committee had no significant comments to make.

**348. PLANNING DECISIONS**

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

**349. CORRESPONDENCE**

**Committee NOTED** the following correspondence:

- i. **DC/22/3493/FUL, 54 Looe Road.** Noted that this was sent to referral on the 20<sup>th</sup> of December, where it was determined that the application would need to go to committee on the 24<sup>th</sup> of January 2023. The proposal was being recommended for committee, regarding highways comments in terms of acceptability without standard parking spaces.  
Cllr Smith would attend the ESC Planning Committee meeting on behalf of the Town Council.
- ii. **Enforcement case ENF/22/0303/DEV following the refusal of planning application DC/22/3931/FUL.**  
Noted that the applicant had been instructed to cease the residential use of the building and remove facilities to ensure the building is reliant on,

and therefore ancillary to, the main dwelling and not an independent self-contained accommodation.

**iii. Email from Suffolk County Council asking feedback from the Town Council on the possibility of replacing the taxi rank at the Triangle with blue badge parking.**

Members did not support the removal of the taxi rank at that location at this time.

**350. CLOSURE**

The meeting was closed at 10.35am. It was noted that the next meeting was scheduled to take place on Wednesday 25 January 2023 at 9.15am.

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**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at  
Town Hall, Felixstowe on Wednesday 18 January 2023 at 7.30pm**

**PRESENT:** Cllr M Richardson (Chairman)  
Cllr T Green (Vice-Chairman) Cllr A Smith  
Cllr S Bird Cllr S Wiles

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mr S Congi (Financial Administration Assistant)

**IN ATTENDANCE:** One member of the public (*via Zoom*)

**364. PUBLIC QUESTION TIME**

There were none.

**365. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr S Bennett, Cllr M Deacon and Cllr K Williams.**

**366. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as a Members of Suffolk County Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

**367. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 8 December 2022 be signed by the Chairman as a true record.**

**368. BUDGET MONITORING TO 31 DECEMBER 2022**

Committee received the budget monitoring report to 31 December 2022. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

Committee was pleased to note that income from hirings, such as Walton Community Hall, was due to exceed budget this year. In response to a question

on the proportion of hirings vs vacancies of Walton Community Hall, Members noted that there had been a strong return to use since the pandemic with around 14 regular hirers per week at this time.

**It was RESOLVED that the budget monitoring report to 31 December 2022 be noted.**

### **369. EARMARKED RESERVES REPORT**

Committee received a report on Earmarked Reserves. Members thanked the officers for the report and suggested that a similar report be brought to Council in the new term, with an explanation of the purpose and use of each Reserve for the benefit of new councillors. It was suggested that this include a separation between the revenue reserves (General Fund), Earmarked Reserves and CIL.

In response to a Member's question on the CCTV Earmarked Reserves, the Deputy Town Clerk advised that a quote was being sought for improved equipment and would be brought to a relevant Committee meeting in due course.

Committee recorded a vote of thanks to the Finance Administration Assistant for his work on producing the report.

**It was RESOLVED that the Earmarked Reserves Report be noted.**

### **370. INVESTMENT POLICY AND STRATEGY**

Members noted a report on the Council's investments and reviewed the Council's Annual Investment Policy & Strategy for 2023-24.

**It was RESOLVED that that the Annual Investment Policy & Strategy for 2023-24 be recommended to Council for adoption as presented.**

### **371. INSURANCE ADEQUACY REVIEW**

Committee received a report on Council's insurance cover and levels. Members commented on the sums insured which were in accordance with the Risk Register.

**It was RESOLVED that it be recommended to Council that Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2023/24.**

### **372. CLOSURE**

The meeting was closed at 8.13pm. The next meeting was noted as being scheduled for Wednesday 22 March 2023 at 7.30pm.

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<b>B</b>	<b>DC/22/4774/FUL</b>   Change of use from Pharmacy to Hot Food take away. Single storey maisonette over existing retail unit. <b>27 Beach Station Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>C</b>	<b>DC/23/0099/FUL</b>   Single storey extension to main house and single storey extension to existing garage <b>21 Ferry Lane</b>
<b>Committee recommended APPROVAL.</b>	

<b>D</b>	<b>DC/23/0008/FUL</b>   Single storey rear extension <b>15 Gainsborough Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>E</b>	<b>DC/22/4862/FUL</b>   Garage Conversion With Bay Window <b>Hanby 94A High Road West</b>
<b>Committee recommended APPROVAL.</b>	

<b>F</b>	<b>DC/23/0018/TCA</b>   1no. Oak (marked on plan) - Pollard to previous pruning points <b>Manor Court 9 The Courts</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

<b>G</b>	<b>DC/23/0099/TCA</b>   1no. Oak (1 on plan) - Crown thin by 30%, 2no. Holly (2 and 3 on plan) - Fell <b>8 Gainsborough Road</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

### **378. PLANNING DECISIONS**

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

### **379. CORRESPONDENCE**

**Committee NOTED DC/22/3339/FUL - 1 The Churchmans Undercliff Road East was referred to the Referral Panel. The Officers were minded to approve the application, contrary to the view of objection from the Town**

**Council, following the Committee's refusal. Following the Referral Panel approved subject to conditions.**

**380. CLOSURE**

The meeting was closed at 10.04am. It was noted that the next meeting was scheduled to take place on Wednesday 8 February 2023 at 9.15am.

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**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 8 February 2023 at 9.15am**

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

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

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

**381. PUBLIC QUESTION TIME**

None.

**382. APOLOGIES FOR ABSENCE**

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

**383. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr M Jepson Cllr S Wiles	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as a Members of Suffolk County Council)

**384. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 25 January 2023 be confirmed as a true record.

**385. PLANNING APPLICATIONS**

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

<b>A</b>	<b>DC/23/0232/FUL   Formation of new lorry parking and annexe portable office Former Gasworks Site Walton Avenue</b>
<b>Committee welcome this application and recommend APPROVAL in principle. However we have concerns as to the design of the vehicular access. In light of the longstanding issues from the adjacent site, we would ask that this be reconsidered and potentially widened to allow sufficient, safe, entrance and exit of HGVs on to an already busy Walton Avenue.</b>	

<b>B</b>	<b>DC/23/0124/FUL</b>   Construction of front and rear single storey extension with first floor side dormer extension. <b>16 Picketts Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>C</b>	<b>DC/23/0129/FUL</b>   Part single, part two storey extension to include new bedroom to first floor and kitchen/ dining space to ground floor. An existing garage is to be part demolished. The plot has (and will maintain) a generous garden to rear, with parking for a minimum of two cars to the front. <b>21 St Edmunds Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>D</b>	<b>DC/22/3651/FUL</b>   "Demolish conservatory, erect single storey rear extension, convert garage into study and ensuite. Remove flat roof to existing garage, provide pitched lean-to. Enlarge existing vehicular parking in front garden with additional vehicular access and erect balcony to 1st floor rear bedroom" <b>16 Colneis Road</b>
<b>Committee recommended APPROVAL. Committee noted the comments of Suffolk Highways in relation to the dropped kerb access.</b>	
<b>E</b>	<b>DC/23/0317/FUL</b>   Proposed single storey extension and alterations (Altered roof design from that approved under DC/22/1926/FUL). <b>33 Upperfield Drive</b>
<b>Committee recommended APPROVAL.</b>	
<b>F</b>	<b>DC/23/0220/FUL</b>   Remove the existing timber main entrance door and side panel to apartment block 8-19 Martello Place. It is proposed to be replaced with a composite door and upvc framed side panel. <b>Apartment 8 Martello Place Golf Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>G</b>	<b>DC/23/0350/FUL</b>   New dropped kerb and access <b>49 High Road East</b>
<b>Committee recommended APPROVAL.</b>	

<b>H</b>	<b>DC/23/0166/TPO   G1 of TPO No. 78 / 1994 1no. Acacia (T1 on plan) - Fell 1no. Sycamore (T2 on plan) - Crown raise to 5 metres above ground Orwell Cottage 219 Grange Road</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

<b>I</b>	<b>DC/23/0322/TCA   6no. Unknown species (1-6 on plan) - Fell 3 Stanley Road</b>
<b>Committee OBJECT to this application. Whilst we accept that there may be argument for the removal of the two tress that are stated to be dead. We do not feel that there is sufficient reason given for the felling of the remaining four, apparently healthy, trees. We consider that some, if not all four, are visible from the public realm and contribute to public amenity value. We therefore conclude that there is not sufficient justification for them to be felled.</b>	

### **386. PLANNING DECISIONS**

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

### **387. DRAFT COASTAL ADAPTATION SUPPLEMENTARY PLANNING DOCUMENT**

**Committee RESOLVED** that this item be brought to the next meeting for consideration. The Clerk would circulate a copy of the SPD via email.

### **388. CORRESPONDENCE**

**Committee NOTED** the following Correspondence:

- i. Initial consultation on the Custom and Self-Build Housing Supplementary Planning Document which will run between 1 February to 15 March 2023  
Committee agreed to consider this at the next meeting.

### **389. CLOSURE**

The meeting was closed at 10.46am. It was noted that the next meeting was scheduled to take place on Wednesday 22 February 2023 at 9.15am.

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**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 15 February 2023** at **7.30pm**

**PRESENT:** Cllr S Wiles (Chairman)  
Cllr D Savage (Vice Chairman)  
Cllr D Aitchison  
Cllr S Harkin (from item 395)  
Cllr M Richardson

**OFFICERS:** Mrs D Frost (Deputy Town Clerk)  
Mrs S Faversham (Civic Events Officer)

**IN ATTENDANCE:** One member of the public (via Zoom)

**390. PUBLIC QUESTION TIME**

There were none.

**391. APOLOGIES FOR ABSENCE**

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

Apologies for lateness were received from **Cllr S Harkin**.

**392. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr M Richardson Cllr S Wiles	All	Other registerable interest (as Members of East Suffolk Council)
Cllr S Wiles	All	Other registerable interest (as a Members of Suffolk County Council)

**393. CONFIRMATION OF MINUTES**

**RESOLVED** that the **Minutes of the Civic & Community Committee meeting held on 14 December 2022** be signed as a true record.

**394. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 31 January 2023.

**RESOLVED** that the **Budget Report to 31 January 2023** be received and noted as presented with no other action required at this time.

### **395. ANNUAL TOWN MEETING AND CIVIC AWARDS 2023**

Committee considered venues for the forthcoming Annual Town Meeting and Civic Awards evening on Wednesday 10<sup>th</sup> May at 7pm. Members agreed that the Orwell Hotel, where the event was held the previous year, felt a better suited, more prestigious venue for the award ceremony.

#### **Cllr S Harkin joined the meeting at 19.43.**

The Deputy Town Clerk reminded members that nominations for the Civic Awards were sought by 31 March 2023 and not many had been received so far. Members enquired as to whether a Councillor was able to nominate candidates, it was believed that this had been done in the past but not in recent years. The Deputy Town Clerk would seek clarification and advise all Members via email subsequent to the meeting.

Members discussed whether the Civic Awards should be considered as a biennial event. The Deputy Town Clerk reminded Members of the difficulties of attracting public to attend the Annual Town Meeting when the Civic Awards were held on a separate evening. It was agreed that this should be discussed in the new municipal year.

It was agreed that local schools, Level Two and cadet groups should be contacted to encourage more nominees for the HMS Ganges Youth Trophy Award.

**It was RESOLVED that:**

- i. the report on the Annual Town Meeting and Civic Awards 2023 be noted; and,**
- ii. The Orwell Hotel be booked as a venue for the Annual Town Meeting and Civic Awards evening on Wednesday 10<sup>th</sup> May at 7pm.**

### **396. EAST SUFFOLK AWARDS 2023**

Members considered the report on the East Suffolk Awards 2023 and noted that Felixstowe had been shortlisted as a finalist for Community of the Year.

There was at least one additional place available ceremony at the awards ceremony and members agreed that the Deputy Town Clerk should take this place and join the Mayor, Deputy Mayor and Town Clerk at the event on 28<sup>th</sup> February.

**It was RESOLVED that:**

- i. the nomination for Felixstowe as Community of the year in the East Suffolk Awards 2023 be noted; and,**
- ii. the four representatives to attend be the Mayor, Deputy Mayor, Town Clerk and Deputy Town Clerk.**

### **397. FELIXSTOWE IN FLOWER 2023**

Members received the report on Felixstowe in Flower arrangements for 2023 and noted that the date for the launch was being planned for Saturday 10<sup>th</sup> June at the Triangle. It was agreed that the Orwell Hotel should be used for the Award Ceremony which is planned to take place on Friday 22<sup>nd</sup> September.

Members recorded a vote of thanks to the Felixstowe Ferry Golf Club for their support in providing water.

Committee expressed some disappointment with the sustainable bedding along the seafront. The Deputy Town Clerk confirmed that the Town Council no longer contributes to the sustainable bedding but agreed to contact Norse to seek reassurance that the planting will be of an appropriate standard for the forthcoming season.

Members discussed the number of awards given and length of time that the award ceremony takes. It was agreed that the 'Highly Commended' certificates for schools should be awarded at school instead of at the ceremony. It was also suggested that there be just one group photograph taken at the end, with the opportunity for each winner to have their own photo taken with the Mayor either during or at the end of the ceremony.

Cllr D Savage had sponsored the Most Unusual Container competition for many years, however this category would not be continuing from this year. It was suggested that it be replaced with a Creative Arrangement category so that shop windows and other flower based, but potentially non-horticultural entries could be made. It was agreed that a more streamlined list of competitions be presented to the next Civic & Community Committee.

**It was RESOLVED that:**

- i. the Felixstowe Ferry Golf Club be thanked for their support in supplying water for Felixstowe in Flower;**
- ii. the dates of the Felixstowe in Flower Launch and Awards Ceremony be noted;**
- iii. the Deputy Town Clerk contacts Norse to ask for their plans for the sustainable bedding on the seafront;**
- iv. a more streamlined Award Ceremony be planned with the competition entries re-considered and a report be given to the next Civic & Community Committee on 12 April 2023;**
- v. the 'Most Unusual Container' competition be replaced with a 'Creative Arrangement' category to enable shop windows and other flower based but non-horticultural entries to enter; and,**
- vi. A 'Coronation' theme be added to this year's competition categories.**



### **398. CORONATION OF KING CHARLES III**

Members received the report detailing plans received so far for the Coronation of King Charles III over the weekend of 6 May 2023.

The Deputy Town Clerk confirmed that there was £8,009.62 left in the Earmarked Reserve from the Queen's Platinum Jubilee. Members agreed that this fund should now be used for the celebrations marking the Coronation of King Charles III.

Committee agreed that bunting should be purchased to dress the Town Hall and when further details of the 'Lighting up the Nation' moment are released it be considered whether the Town Hall could be lit up or another prominent building in Felixstowe.

Committee would like to encourage the community to take part in this year's 'Big Lunch' and would be happy to use the Earmarked Reserve for this purpose. An article will be included in the Spring Magazine asking people to let us know what they are planning so that these funds can be used.

Members requested that a meeting is facilitated with Felixstowe BID, the Lions and Wool Baa to let them know that this money is available to help with any celebrations they may be planning, i.e. Big Lunch or large screen to view the Coronation.

**It was RESOLVED that:**

- i. the report on the Coronation of King Charles III be noted; and,**
- ii. a 'call out' article is placed in the Town Council Spring Magazine asking people to let us know how they are planning to mark the Coronation of King Charles III and that funds may be available to help;**
- iii. a meeting is facilitated with Felixstowe BID, the Lions, Wool Baa and any other interested party to let them know that there is money available to help with any celebrations that they are planning;**
- iv. the Earmarked Reserve, currently standing at £8,009.62 used for the Queen's Platinum Jubilee is now renamed and used to fund the marking of the Coronation of King Charles III; and,**
- v. the Town Hall is dressed for the weekend with bunting and/or consideration is made to lighting it up as part of the 'Lighting up the Nation' moment on Sunday 7 May 2023.**

### **399. COMMEMORATIVE WALL**

Committee considered the report on the Commemorative wall and the concept design document which showed details of the project and proposed location.

Members agreed that it was a very interesting concept and would like East Suffolk Council to come to the next Civic & Community meeting with further information and proposed costs.

Members liked the design of the memorial in that it was low and not blocking the view. However, there were concerns over whether there would be a demand for the 500 commemorative plaques, bearing in mind problems FTC have had with finding interested parties to purchase the leaf plaques on the Memorial Tree at Felixstowe Cemetery. There was a discussion about the area chosen and the general consensus was that the area isn't used for much but possibly contemplation as people do sit there, and members questioned whether it was the right place for it.

**It was RESOLVED that:**

- i. The report and concept design document on a Commemorative Wall be noted; and**
- ii. East Suffolk Council be invited to attend the next Civic & Community meeting to give Committee further information and costings of the project.**

#### **400. HARWICH HARBOUR FERRY AGREEMENT FOR 2023**

Members received the Harwich Harbour Ferry Partnership agreement.

**RESOLVED that Harwich Harbour Ferry Agreement for 2023 be noted.**

#### **401. OCCASIONAL GRANTS POLICY**

Committee reviewed the Council's Occasional Grants Policy.

**RESOLVED that the Occasional Grants Policy for 2023/24 be recommended to Council for adoption as presented with no changes.**

#### **402. PRESS & MEDIA POLICY**

Committee reviewed the Council's Press & Media Policy.

**RESOLVED that the Press & Media Policy for 2023/24 be recommended to Council for adoption as presented with no changes.**

#### **403. CLOSURE**

The meeting was closed at 8.41pm. The next meeting was noted as being scheduled for Wednesday 12 April 2023 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 22 February 2023 at 9.15am**

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

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

**IN ATTENDANCE:** 1 members of the public (via Zoom).

**404. PUBLIC QUESTION TIME**

None.

**405. APOLOGIES FOR ABSENCE**

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

**406. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant Cllr M Jepson	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird	All	Other registerable interests (as a Members of Suffolk County Council)

**407. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 8 February 2023 be confirmed as a true record.

**408. PLANNING APPLICATIONS**

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

<b>A</b>	<p><b>DC/23/0422/ARM</b>   Approval of Reserved Matter of Planning Permission DC/20/3658/OUT - Outline Application (Some Matters Reserved) - Residential development consisting of a pair of 3 bedroom semi-detached houses and 2no. 2 bedroom bungalows. Formation of upgraded vehicular access onto high street. - Appearance, Landscaping, Layout &amp; Scale Details</p> <p><b>Land To The Rear Of 361-377 High Street</b></p>
<b>Committee recommended APPROVAL.</b>	

<b>B</b>	<b>DC/23/0460/RG3</b>   Extension & alterations to public toilet block facility to provide improved male & female toilets. Together with accessible toilet/operatives rest area & improved access. <b>Public Toilet Block Adjacent Town Hall Undercliff Road West</b>
<b>Committee recommended APPROVAL.</b>	
<b>C</b>	<b>DC/23/0389/FUL</b>   Construction of single storey front extension <b>4 Barons Close</b>
<b>Committee recommended APPROVAL.</b>	
<b>D</b>	<b>DC/23/0043/FUL</b>   A metal replacement of the exterior wooden fire escape stairs <b>34 Beach Station Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>E</b>	<b>DC/23/0534/ADN</b>   Non Illuminated Advertisement - Erection of fourteen non-illuminated billboards, replacing existing fencing along the northern boundary of a retail site (currently occupied by a company trading as Homebase) that adjoins Felixstowe railway, sited opposite Felixstowe station platform. <b>Homebase Great Eastern Square</b>
<b>Committee recommended APPROVAL.</b>	
<b>F</b>	<b>DC/23/0433/TCA</b>   1no. Tree of heaven (T1 on plan) - Fell 1no. Group of Holm oak (T2 on plan) - Crown thin by 20% <b>Marden House Martello Lane</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	
<b>G</b>	<b>DC/23/0424/TCA</b>   1no. Conifer (T1 on plan) - Fell 1no. Rowan (T2 on plan) - Fell 1no. Bay (T3 on plan) - Fell <b>37 Ranelagh Road</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

#### 409. PLANNING DECISIONS

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

**410. DRAFT COASTAL ADAPTATION SUPPLEMENTARY PLANNING DOCUMENT**

**Committee RESOLVED to submit the following response:**

**Committee welcomed sight of the Draft Coastal Adaptation Supplementary Planning Document, found it easy to read with well-laid out clear and precise language. However, it was surprising to note that this document, dealing with coastal adaption, does not detail the impact and relevance of flood risk, given the local plan policy SCLP 9.3 (Erosion Risk) and its companion piece SCLP 9.5 (Flood Risk).**

**411. DRAFT RURAL DEVELOPMENT SUPPLEMENTARY PLANNING DOCUMENT – INITIAL CONSULTATION**

Committee considered the initial consultation on the Draft Rural Development Supplementary Planning Document.

**RESOLVED that the Town Clerk respond to state that we welcome the document but do not feel able to add any further comment.**

**412. CORRESPONDENCE**

**Committee NOTED the following Correspondence:**

- i. Custom and Self-Build Housing Supplementary Planning Document.  
**It was agreed that the Town Clerk respond to state that the Committee felt the scope to be thorough and comprehensive. That it was easy to read and most importantly covers all possible areas that a potential reader would expect to see. Committee very much welcomed the potential SPD as it deals with an important aspect of the Local Plan.**
- ii. Letter from UKPN on proposed alterations to the electricity network at Felixstowe Ferry Common.  
**Committee welcomed the proposal to move the existing overhead power cables underground.**

**413. CLOSURE**

The meeting was closed at 10.33am. It was noted that the next meeting was scheduled to take place on Wednesday 8 March 2023 at 9.15am.

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#### **420. WALTON COMMUNITY HALL**

The Deputy Town Clerk updated members on Walton Community Hall and the broken dishwasher there. Members agreed that a survey should be sent out to all hirers to find out if they use the dishwasher and if not it should be removed.

**It was RESOLVED that:**

- i. the Walton Community Hall update be noted, and,**
- ii. a survey be sent to hirers to find out if the dishwasher is used, and if not, for it to be removed.**

#### **421. BROADWAY HOUSE UPDATE REPORT**

Committee received the Broadway House update report. It was noted that there were still ongoing maintenance issues with the automatic doors, and if there were further problems in the near future the Deputy Town Clerk will bring options and quotes to the next meeting.

**It was RESOLVED that:**

- i. the Broadway House update report be noted; and,**
- ii. the automatic doors be monitored, and if required, an update will be brought to the next meeting with options and quotes.**

#### **422. CEMETERY UPDATE REPORT**

Committee received the Cemetery update report, members were pleased that the water butts were being erected to recycle rainwater and praised the member of staff for creating mushrooms from the unsightly trees stumps which would be difficult to remove due to their proximity to graves.

**It was RESOLVED that the Cemetery update report and positive feedback be noted.**

#### **423. ALLOTMENTS UPDATE REPORT**

Committee received the Allotment update report and were pleased to hear that the micro allotments 'Alittlements' had been so successful.

Members considered the Allotment Tenancy Agreement and agreed that the additions and alterations were an improvement. Committee also agreed that an Allotment Regulations document would be a useful addendum to the tenancy agreement.

The Town Clerk explained the circumstances regarding three trees on Council's land which were causing issues to a neighbour of the Ferry Road Allotments. Committee recognised that the position of the houses being built so close to the

trees was a real issue to the resident. The third tree is the biggest issue as it is closest to the garden where children play. Members considered various options such as pollarding but were concerned that if the trees were removed there could be an issue as the roots shrink due to their proximity to the house in question. It was agreed that the resident should in the first instance contact Flagship Housing Association and then if they do not have any success, let us know who their contact at Flagship is, so we can progress further.

**It was RESOLVED that:**

- i. the Allotment update report be noted;**
- ii. the Allotment Tenancy Agreement and Allotment Regulations Addendum be presented to the Felixstowe Allotment Association and made accessible on the Town Council website with a paper copy being available on request; and,**
- iii. the resident living adjacent to the three trees on the walkway to the Ferry Road Allotments be contacted and asked to contact Flagship Housing Association in the first instance and to let us know who the contact is there so the issue can be investigated further.**

#### **424. ALLENBY PARK/GOSFORD WAY PARK UPDATE**

Committee considered the report on Allenby Park and Gosford Way Park, and were pleased to note the work that has been carried out so far to enable the parks to be easier to maintain in the future.

Members noted that there is one section of the blue trail equipment that originally came from Langer Park that is coming to the end of its life.

Committee considered the pathway between Gosford Way and Margery Girling House and its poor state of repair. This pathway had been neglected for many years and Committee suggested speaking to East Suffolk regarding this.

It was agreed that the pathway should be inspected to ensure that there were no urgent tripping hazards and to obtain some quotes to professionally repair the footpath.

**It was RESOLVED that:**

- i. The Allenby Park/Gosford Way Park Update report be noted;**
- ii. the footpath between Gosford Way and Margery Girling House be inspected for any immediate tripping hazards;**
- iii. quotes be obtained to repair the footpath; and,**
- iv. local Councillors be contacted for any ECB/Locality funding to potential help contribute to the refurbishment of the pathway.**



#### **425. LIONS CLUB FACILITY**

The Town Clerk presented a report on the development of the Lions Club facility and a request from East Suffolk Council for funding support toward the scheme, which would enable the Club to continue to deliver the town's Christmas lights. ESC has costed the remaining works, which were estimated to not exceed £35,000.

Members considered the project and felt that it was an ideal use of CIL money for which the Community Infrastructure Levy Earmarked Reserve for 2019/20 could be used. Committee asked that BID be invited to contribute toward the project, given its benefits to the Town Centre, and that local councillors be contacted for any potential local enabling budgets. Members considered a maximum of £10,000 from CIL and requested that the Town Clerk speaks to ESC regarding what figure they were looking for, an update will be brought to Council on 8 March who would be required to approve the CIL spending from the Earmarked Reserve.

**It was RESOLVED that:**

- i. The Lions Club Facility report be noted; and,**
- ii. it be recommended to Council that £10,000 be authorised from the 2019/20 Community Infrastructure Levy Earmarked Reserve to support the establishment of a new facility for the Lions Club.**

#### **426. EUROPEAN GATEWAY PLAQUE**

Committee considered a request received from a member of East Suffolk Council that the Town Council supports the replacement of a plaque to commemorate the victims of the European Gateway disaster. The new plaque will include the names of the drivers and seamen who lost their lives in the disaster. The families will be informed once the new plaque is in place and there will be an opening ceremony and publicity around the new plaque.

It was noted that this would be at no cost to the Council, the request was simply to receive and administer the funds from the Councillor's Enabling Communities Budget.

**It was RESOLVED that the Town Council receives and administers the ECB funding for a replacement plaque commemorating the European Gateway disaster.**

#### **427. CLOSURE**

The meeting was closed at 8.30pm. The next meeting was noted as being scheduled for Wednesday 26 April 2023 at 7.30pm.

## **AGENDA ITEM 9: EARMARKED RESERVES**

Council is to note that no spending from Earmarked Reserves was approved by either the Assets & Services Committee or the Civic & Community Committee since the last Council Meeting.

At the most recent meeting of the Civic & Community Committee the Earmarked Reserve used for the Queen's Platinum Jubilee currently standing at £8,009.62 was renamed 'Coronation of King Charles III' and as such will be used to grant payments to both organisations and people in the community to support street parties and other celebratory activities in Felixstowe.

The table below shows Earmarked Reserves approved spends previously noted by Council this year.

Min #	Description	Net Amount	Earmarked Reserve
105ii	Three batteries and an edging trimmer	£1,643	Cemetery
170	Refurbishment of the Town Hall windows with Fineo glass	£57,357	Town Hall
193	Repainting of the guttering at the Town Hall	£1,750	Town Hall.
198	Renovation of the Flood Memorial	£700	Cemetery
82i & 222	Cost of Living funding support	£50,000	Community Support
275	Langer Park Lost Creek Play Trail	£15,000	Community Fund

**Council is requested to note the Earmarked Reserves approved spends for the year 1 April 2022 to date and the renaming of the Queen's Platinum Jubilee Earmarked Reserve to the Coronation of King Charles III Earmarked Reserve**

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## **AGENDA ITEM 10: LIONS CLUB FACILITY**

At its meeting of 22 February, the Council's Assets & Services Committee considered a request from East Suffolk Council to support further funding toward the establishment of a new facility for the Lions Club, to enable them to continue to deliver the town's Christmas lights displays.

The Lions Club has now progressed the move of the main building and it is now in place and the windows have temporarily been boarded. This was undertaken at their cost (circa £4,000 with funding via the Town Council and local councillor ECB).

ESC has met with the Lions to agree several actions that will help to reduce the cost of the remainder of the project. This includes:

- Not fencing the entire area but going around the building and the van parking only. Also linking to facts to avoid fencing along that edge.
- Fencing to be 6 ft rather than 9ft.
- Use concrete pads for the 3 x 40' containers instead of a full landscape/levelling of the area.
- Lions club to try to secure the containers themselves.
- Not to level the frontage for car parking and share the reserved car parking with FACTS next door.
- Share toilets/water with FACTS

The remaining works therefore are:

- 1) Connection to a mains electricity supply (sub metered from FACTS).
- 2) Installation of a soakaway
- 3) Installation of level pads for the containers (rotate containers 90 degrees to facing the temp building)
- 4) Installation of a 6ft fence, (and frontage landscape shielding as required by planners), or negotiate with planners no fence and cage the windows like FACTS next door .
- 5) To provide type two hardstanding for one Luton van (approx. area 13m x4m)
- 6) Minor changes to parking lines for the reserved parking.
- 7) Confirm all changes with Planning.

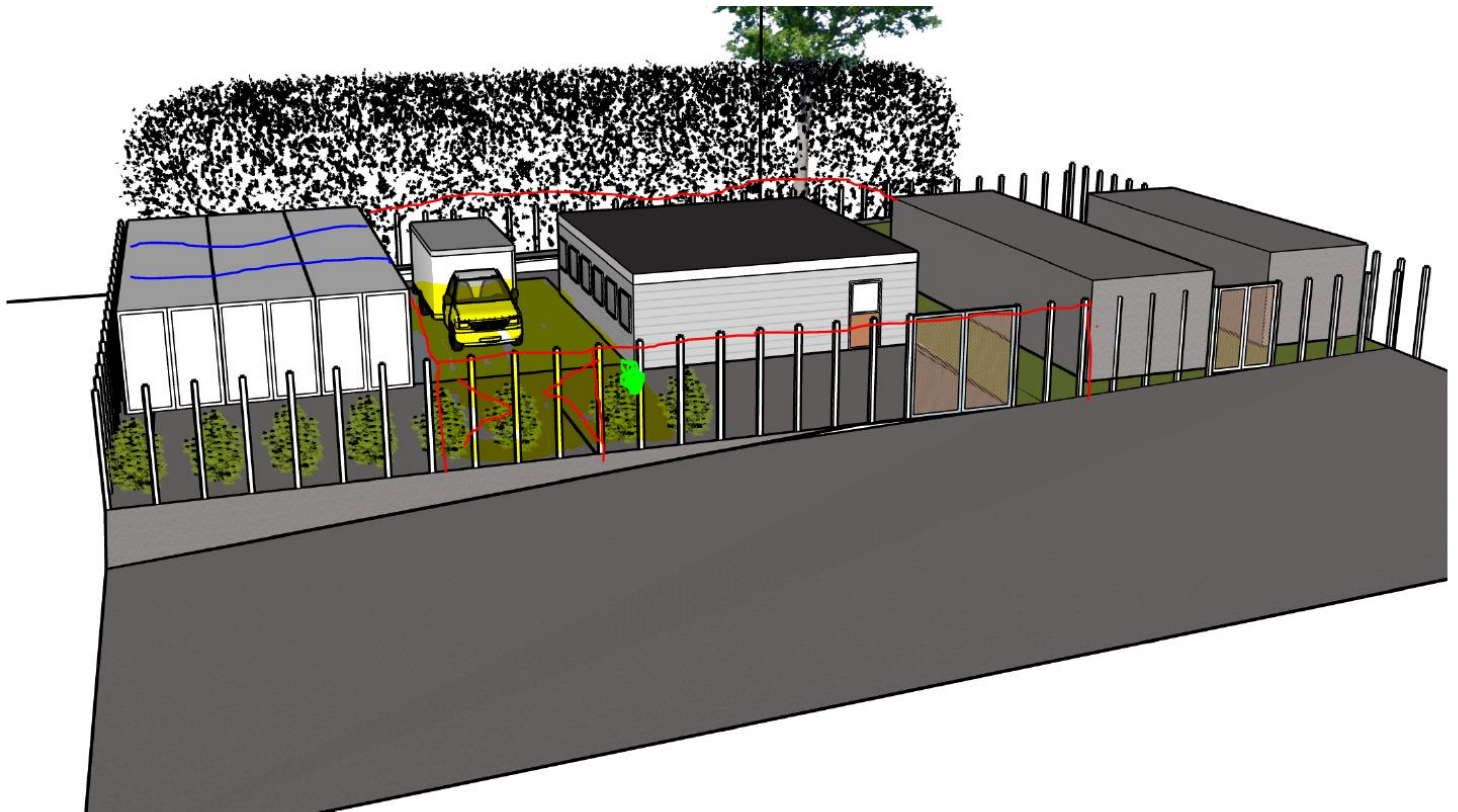
On the legal side the Lions have a licence to install and occupy until the end of the year from ESC with a view to be provided with a new 6-year excluded ground lease. The building and outgoings will be their responsibility once the above is completed.

The amendments, as sketched on to the original drawing, are shown on the following page.

*Red Line = Proposed revised reduced fencing and gate move*

*Yellow shading = Type 2 hardstanding for van (some slope acceptable)*

*Blue Line = rotate 90 degrees so easier to but on concrete pads*



ESC has now costed the remaining works, is seeking contractors and the Lions Club themselves are to supply. The works are as outlined above and include levelling works, concrete pads, hardstanding for vehicles, drainage soakaways, fencing, window protection and electrical connections. These cost are estimated not to exceed £35,000.

ESC formally requested that the Town Council consider a contribution towards these monies to secure a long-term home for the Lions Club and the Christmas lights.

The Assets & Services Committee recognises that there is no specific budget provision to support this project. However, Committee understands that the Community Infrastructure Levy Earmarked Reserve for 2019/20 would be an appropriate source of funding. The CIL Earmarked Reserve from that year currently stands at £24,302.

The Assets & Services Committee has therefore recommended that Council support the project by authorising £10,000 from the 2019/20 CIL Earmarked Reserve (*Minute #425 of 2022/23 refers*).

**Council is requested to consider the recommendation of the Assets & Services Committee and authorise £10,000 from the 2019/20 CIL Earmarked Reserve to support ESC with funding for the Lions Club facility.**

## **AGENDA ITEM 11: S106 APPLICATION FOR GOALS FOR GOSFORD WAY PARK**

The football goals at Gosford Way Park have rusted through in sections and have therefore been removed by Council staff on safety grounds.



The goals were originally manufactured and installed by Jacob's Forge, Kirton, over 20 years ago.



The Forge has quoted £1,260+Vat (each), with a lead time of three weeks, to manufacture and install replacement goals, for which a similar lifespan can be anticipated – or longer with regular maintenance.

An application has been drafted to fund the replacement of the goals from the S106 sports pot.

Enquiries are being made with a local metalworker as to whether the old goals can be repaired and potentially reused.

**Council is requested to consider approving the application to East Suffolk Council for S106 funding to replace the goals at Gosford Way Park at a total cost of £2,520+VAT.**



## **AGENDA ITEM 12: OCCASIONAL GRANTS POLICY 2023/24**

The Civic & Community Committee reviewed the policy at its meeting of 15 February 2023 which is recommended for adoption with no changes for 2023/24 at **Appendix A** (*Minute #401 of 2022/23 refers*).

**Council is requested to approve the Occasional Grants Policy for 2023/24 as presented at Appendix A.**

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## **AGENDA ITEM 13: PRESS & MEDIA POLICY 2023/24**

The Civic & Community Committee reviewed the policy at its meeting of 15 February 2023 which is recommended for adoption with no changes for 2023/24 at **Appendix B** (*Minute #402 of 2022/23 refers*).

**Council is requested to approve the Press & Media Policy for 2023/24 as presented at Appendix B.**

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## **AGENDA ITEM 15: INSURANCE ARRANGEMENTS 2023/24**

Council is required to review the adequacy of its insurance arrangements on an annual basis. The Finance & Governance Committee reviewed arrangements in January and has recommended that Council confirm the arrangements for insurance in respect of all insured risks are adequate for 2023-24, in readiness for the policy renewal date (*Minute #371 of 2022/23 refers*).

On 1 April 2022 a new three-year Long-Term Agreement was taken out with Zurich, the premium for the year 2023/24 has been confirmed at £7,565.61. This has increased from the previous year due to now insuring the Electric Van and Play equipment at Allenby Park and Gosford Way Parks.

The sums insured for contents, all risks and buildings are index linked, although the underlying rates stay the same. This is to help protect against 'under insurance' as costs are always rising and it is not possible to always check the sums insured each year to ensure they are correct. This year, valuations of all buildings were carried out and submitted to the Insurance Company, the sums insured will still be automatically increased on an annual basis.

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)	<b>£15 Million</b>
Employers Liability	<b>£10 Million</b>
Fidelity Guarantee	<b>£2 Million</b>
Personal Accident (up to age 90)	<b>£50,000/£200 pw</b>
Hirers Liability	<b>£2 Million</b>
Libel and Slander	<b>£500,000</b>
Legal Expenses – enhanced EPL cover	<b>£200,000</b>
Plant hire protection	<b>£500,000</b>
Money	<b>£250,000</b>
Cyber	<b>£100,000</b>
Officials Indemnity	<b>£15 Million</b>
Key Personnel Cover	<b>£100,000/£500 -£100pw</b>
Business Travel	<b>Included</b>
Motor	<b>Included</b>
Engineering - Inspection & Insurance	<b>Included</b>
Business Interruption	<b>Included</b>

**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 #371 of 2022/23 refers*).**

## **AGENDA ITEM 16: INVESTMENT POLICY & STRATEGY 2023/24**

Council is required to review its Investment Policy & Strategy annually. The existing policy reflects the statutory guidance on local Government Investments (3<sup>rd</sup> Edition) issued under section 15(1)(a) of the Local Government Act 2003.

Council currently holds a £500,000 one-year fixed investment @ 1.9% with Close Brothers Treasury, which matures in July 2023.

Council also took out £410,901.01 from a Barclays savings account to the Nationwide Building Society on 6 September 2022, this is a 35 day notice account. This started with an interest rate of 1.50% variable and is currently returning an interest rate of 2.40%. In accordance with Councils' Climate Emergency Declaration, Members considered the environmental impact of its investments. Nationwide Building Society rate well ethically with a rating of 90 as one of the top 3 banks and building society in Statista Environmental and ethical index score. <https://www.statista.com/chart/27580/uks-most-ethical-banks/>

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

Credit ratings for the institutions holding Council funds have been monitored and an updated Investment Policy & Strategy is presented at **Appendix C**.

**Council is requested to approve its Investment Policy & Strategy for 2023/24, as recommended by the Finance & Governance Committee (*Minute #370 of 2022/23 refers*).**

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