



9 am to 4 pm Mondays to Fridays

**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 G Newman  
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 the **Town Hall, Felixstowe** on **Wednesday 9 November 2022** at **7.30pm**.

**Public Attendance**

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

*There is a limit to the number of public attending in-person. If you wish to attend in person, please email [townclerk@felixstowe.gov.uk](mailto:townclerk@felixstowe.gov.uk) to confirm capacity.*

**Public are very welcome join via Zoom using the following 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**

**4 November 2022**

For information (via email):

All Town Councillors  
Local Press  
Felixstowe Chamber of Trade & Commerce



**Moment of Reflection:** Rev'd Abe Konadu-Yiadom, Trinity Methodist Church,

## **A G E N D A**

- 1. Public Question Time**  
Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.
- 2. Apologies for Absence**  
To receive apologies for absence.
- 3. Declarations of Interest**  
To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest.
- 4. Questions to the Mayor**  
For the Mayor to respond to questions from Members, in accordance with Standing Order 26.
- 5. Confirmation of Council Minutes**  
To confirm the minutes of the Ordinary Council Meeting held on Wednesday 7 September 2022 as a true record. **(Pages 5-11)**
- 6. Mayor's Announcements**  
To receive such communications as the Mayor may wish to lay before Council. **(Page 12)**
- 7. Minutes of Committee Meetings**  
To receive and adopt the minutes of the following meetings:
  - a) Planning & Environment Committee 7 September 2022 **(Pages 13-17)**
  - b) Planning & Environment Committee 28 September 2022 **(Pages 18-21)**
  - c) Assets & Services 28 September 2022 **(Pages 22-28)**
  - d) Planning & Environment Committee 5 October 2022 **(Pages 29-31)**
  - e) Civic & Community Committee 5 October 2022 **(Pages 32-37)**
  - f) Personnel Committee 12 October 2022 **(Pages 48-39)**
  - g) Planning & Environment Committee 19 October 2022 **(Pages 40-42)**
  - h) Finance & Governance Committee 26 October 2022 **(Pages 43-45)**
  - i) Planning & Environment Committee 2 November 2022 **(Pages 46-48)**
- 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. Felixstowe BID Manager**  
To welcome Ms Kate Cain, Felixstowe BID Manager, and note an update from the Felixstowe BID. **(verbal report)**
- 10. Earmarked Reserves Expenditure**  
To note Committee decisions on using Earmarked Reserves in accordance with approved Terms of Reference for 2022-23 (*Min# 10a 2022/23 refers*).  
**(Page 49)**
- 11. Annual Governance & Accountability Return 2021/22**  
To receive the External Auditor's Report on the Annual Governance & Accountability Return for the Financial Year 2021/22.  
**(Page 50 & Appendix A)**
- 12. Interim Internal Audit Report 2022/23**  
To receive the interim report of the Internal Auditor for 2022/23 and note that the Finance & Governance Committee has considered the report in respect of any matters raised.  
**(Page 51 & Appendix B)**
- 13. Climate Emergency Working Group Update**  
To receive information on the recent Climate Action Meeting held with partners from the town.  
**(Page 52 & Appendix C)**
- 14. Town Hall Windows Update**  
To receive an update on the refurbishment of the Town Hall Windows  
**(Page 53 & Appendix D)**
- 15. Remembrance and Flood Memorial Events**  
To receive an update on events taking place for Remembrance and the refurbishment of the Flood Memorial for the 70<sup>th</sup> anniversary of the floods.  
**(Pages 54-55)**
- 16. Langer Park – Lost Creek Play Trail**  
To consider funding the provision of a new play trail in Langer Park, as reported to the Civic & Community Committee.  
**(Pages 56 & Appendix E)**
- 17. Suffolk Public Mental Health Programme**  
To consider Council's representation on workshops to support the delivery of a Felixstowe action plan in respect of the Suffolk Public Mental Health Programme.  
**(Pages 57-58)**
- 18. FTC/ESC Joint Liaison Group Meeting**  
To receive the notes of the FTC/ESC Joint Liaison Group meeting held on 1 November 2022 and consider any matters for discussion at the next meeting, provisionally scheduled for 21 February 2023.  
**(Appendix F)**
- 19. Felixstowe Chamber of Commerce - Membership**  
To consider the invitation for Council to join as an honorary member of the Felixstowe Chamber of Commerce.  
**(Page 59)**
- 20. Parish Warding Arrangements and Election Costs 2023**  
To note a report on Electoral arrangements and costs for 2023.  
**(Pages 60-61)**

## 21. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows:

**(Schedules attached at Appendix G)**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
15/09/2022	228 - 247	£11,313.03
30/09/2022	248 - 271	£64,165.58
17/10/2022	272 - 290	£5,691.93
31/10/2022	291 - 311	£49,950.77
	<b>TOTAL</b>	<b>£131,121.31</b>

## 22. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 11 January 2023.

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

**MINUTES** of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 7 September 2022 at 7.30pm**

**PRESENT:** Cllr S Harkin (Mayor) Cllr M Jepson  
Cllr M Richardson (Deputy Mayor) Cllr G Newman  
Cllr S Bennett Cllr M Morris  
Cllr S Bird Cllr D Savage  
Cllr M Deacon Cllr A Smith  
Cllr S Gallant Cllr S Wiles  
Cllr T Green

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)

**IN ATTENDANCE:** 2 Members of the public  
1 Member of the public (*via Zoom*)  
Ms H Miles (Communications Apprentice) (*via Zoom*)  
Ms Nicole Rickard, Head of Communities, East Suffolk Council  
(*via Zoom*)

### **MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection from Captain Paul Williams, Felixstowe Salvation Army.

### **159. PUBLIC QUESTION TIME**

None.

### **160. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr D Aitchison**, **Cllr N Barber** and **Cllr K Williams**.

### **161. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Non-Pecuniary (as Members of Suffolk County Council)
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr M Jepson Cllr M Richardson Cllr S Wiles	All	Non-Pecuniary (as Members of East Suffolk District Council)

## **162. QUESTIONS TO THE MAYOR**

None.

## **163. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Annual Council Meeting held on 22 June 2022 be signed by the Mayor as a true record and adopted by the Council.**

## **164. MAYOR'S ANNOUNCEMENTS**

The Mayor addressed the Council, highlighting her engagements so far, which included a visit to the Felixstowe School Summer Concert which was particularly poignant as the Head of Music, Mr Wren was leaving. The Mayor was made most welcome at a formal reception for RAF Honington's Sunset Parade and had been treated to a virtual training session. The Ukrainian Independence Day on the 24<sup>th</sup> August at the Triangle was very moving and included a candlelit vigil in the evening, where they sang the Ukraine national anthem. The Mayor reported that over 400 people participated in the second Felixstowe triathlon on the 28<sup>th</sup> August. Other highlights included the Ranelagh Road 'Street Supper' and the Mayor's charity afternoon tea event.

The Mayor thanked the Deputy Mayor who relayed his attendance at the Mayor of Ipswich Civic Reception at the Transport Museum and the Stowmarket Civic Service.

The Mayor gave thanks to all who attended her Mayor's Civic Service. Thanks was also given to those who hosted the carnival guests from Wesel, Germany.

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

## **165. 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 22 June 2022**
- b) Planning & Environment Committee 6 July 2022**
- c) Assets & Services 6 July 2022**
- d) Finance & Governance Committee 13 July 2022**
- e) Planning & Environment Committee 20 July 2022**
- f) Personnel Committee 20 July 2022**
- g) Planning & Environment Committee 3 August 2022**
- h) Planning & Environment Committee 17 August 2022**

**At the instruction of the Mayor the following agenda item was brought forward due to the attendance of Ms Rickard:**

## **166. COST OF LIVING CRISIS**

Ms Nicole Rickard, Head of Communities, East Suffolk Council gave an overview of the 'Ease the Squeeze' campaign which had recently been launched. Members of the public were able to access all the relevant information on the ESC website, with help available for individuals required assistance. In the first week, 30 enquiries had been received from people seeking help.

To develop the program, a series of workshops had been held, prompting 70 ideas which were distilled down to the 12 on the programme handout which was tabled for Members. The programme included 'Warm Rooms' - places in the local community, in which residents can receive refreshments and access a heated space. Businesses and venues which could provide a 'Warm Room' would be co-ordinated by East Suffolk Council.

ESC was recruiting a Food Network Coordinator to help establish a food network covering the whole of East Suffolk. The aim was to open food pathways by bringing together food banks, pantry suppliers and producers to ensure better coordination, fair distribution of food, less waste, increased sustainability and more visibility for local food producers and businesses. This would give individuals, families, and communities access to sufficient food items in accessible locations.

Council were informed of the Handyperson scheme, supporting the installation of low-cost energy efficiency measures in the homes for people with low incomes, or health conditions, unable to carry out the work themselves. East Suffolk Council would be funding 'cooking on a budget' classes aimed at giving families the skills and confidence to cook healthy balanced meals on a tight budget. There was also a project to distribute a stock of energy efficient microwaves, small, slow cookers and small electric hobs alongside fuel cards to help mitigate energy costs. Recipe books would also accompany the new equipment. Other projects included Comfort Food – places to provide additional meals in the community, Field to Fork – to promote growing your own food, winter warmth packs and uniform banks to help with the cost of school uniforms.

ESC were using data and local intelligence via its Community Partnership Officers to target support to people and families who were likely to come into crisis. The Warm Homes team lead the Handyperson scheme – all relevant persons would safeguarding training and DBS checks.

Councillors noted the importance of promotion. All enquiries should be directed to the website [www.eastsuffolk.gov.uk/contact-us/ease-the-squeeze](http://www.eastsuffolk.gov.uk/contact-us/ease-the-squeeze).

The Clerk reminded Council that, at the next Civic & Community Committee meeting, Members would be considering how best to utilise the £50,000 allocated by Council from its reserves and determine the best way to deliver support to residents during the cost-of-living crisis (*Minute #82i 2022/23 refers*). Council thanked Ms Rickard for her presentation.

**It was RESOLVED that the update on the cost-of-living crisis and presentation on ESC's Ease the Squeeze project, be noted.**

**167. REPORT FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

Council noted reports from Cllr D Savage, representative to the Port Welfare Committee and Cllrs S Bennet and M Richardson, representatives to the Ukraine2Felixstowe Steering Committee.

**It was RESOLVED that the Outside Body Reports be noted.**

**168. FELIXSTOWE BID UPDATE**

Councillor M Jepson, as the Town Council's representative to the BID, provided an update to Council. It was noted that, the BID Manager, Kate Cain, was hoping to attend the next Council meeting. Council heard that Ms Cain was settling in well, had hit the ground running and had several meetings with local stakeholders, including East Suffolk Council. The BID was optimistic about adding value to local business and tourism. A new stylised 'map' of Felixstowe had been produced and distributed to the Tourist Information Point Beach Hut and were distributed around the table. A BID event, called 'Love Felixstowe', was organised to take place over the weekend of the 17<sup>th</sup> and 18<sup>th</sup> of September. The event would include activities at the Triangle and Pier Plaza, plus an air display. Councillors were invited to attend the event, which was for tourists and residents both. The BID were also arranging a photo competition.

**It was RESOLVED that the Felixstowe BID update be noted.**

**169. MEMBERS ALLOWANCES & EXPENCES POLICY 2023-27**

Council considered Finance & Governance Committee's recommendation to introduce a Basic Allowance for Members. The Clerk advised that, whilst Council is not obliged to adopt the rate recommended by the Independent Remuneration Panel (IRP), it must have regard to the recommendations when considering a Parish Basic Allowance. To date, the IRP had not given made any recommendation on a Parish Basic Allowance in East Suffolk. The Town Clerk had been making enquiries with East Suffolk Council on the process and cost to convene the IRP. Council noted that the cost to convene the IRP would be £600 + mileage. This cost could be shared with another town council which had been seeking a review before Covid. Members noted that, as far as ESC was aware, Beccles was the only other parish or town council in the East Suffolk area that pays its Members an allowance. This was currently £100 a year.

Council was advised that, should it decide to introduce an Allowance, it must give public notice in the parish and would also publish details of allowances paid to councillors following the end of each financial year.



A debate took place to consider whether an allowance should be introduced. Members expressed concern that potential future councillors may be put off standing for election due to financial reasons, e.g. childcare, and how this could impact on representation. It was noted that, of 178 parish councils in East Suffolk, only two were known to give an allowance. Some Members expressed their pride in volunteering their time to the town on the Council without receiving any remuneration, like members of many voluntary groups in the town. It was noted that town and parish councillors were community representatives, not responsible for the scale of significant service provision at higher tier authorities. Discussing the flexibility of being a parish or town councillor, Members noted that there was a balance to be struck between doing what you can on a voluntary basis, and being paid to attend meetings. Some Members pointed to the current cost-of-living crisis and felt that the Council should not increase its expenditure on Members at this time. It was stated that the Allowance would be voluntary, Members would not be obliged to take it, but it could help Council to be more inclusive.

Following a vote, it was determined that Council would not introduce a Basic Allowance for Members at this time. However, it was agreed that the expenses policy should be reviewed again in due course to support Councillors from being out-of-pocket insofar as was appropriate.

**It was RESOLVED that:**

- i. the Members' Allowances and Expenses Policy for the 2023-27 Council term be approved;**
- ii. a Basic Allowance for Members is not introduced at this time but should be reconsidered if felt appropriate in the future; and,**
- iii. Council's Expenses policy be reviewed by the Finance & Governance Committee in due course to consider the most appropriate way to support Councillors from being out-of-pocket.**

#### **170. TOWN HALL WINDOWS UPDATE REPORT**

The Deputy Town Clerk gave an update on the latest quotation for the renovation of the Town Hall windows using Fineo glass which has the lowest thermal transmittance of 0.7 w/m<sup>2</sup>.k.

It was noted that quote to include Fineo glass was now higher than the £50,000 threshold for the authority to spend against the Town Hall Earmarked Reserve which had been delegated to the Assets & Services Committee (*Minute #85 of 2022/23 refers*).

**It was RESOLVED that the additional amount of £7,357 be approved from the Town Hall Earmarked Reserve for the refurbishment of the Town Hall windows with Fineo glass, making the total funding for the renovation of the windows totalling £57,357 +VAT.**

### **171. CLIMATE EMERGENCY WORKING GROUP UPDATE**

Councillor Mick Richardson updated Council on a Climate Emergency Working Group Meeting held earlier that week.

Members were pleased to hear that the Climate Action Meeting had been organised with local stakeholders. A further update would be circulated after this meeting.

It was suggested that 'Motion for the Ocean' be investigated by the Climate Emergency Working Group. The ocean absorbs more than 90% of the excess heat in the climate system as well as absorbing around 20% of annual carbon dioxide (CO<sub>2</sub>) emissions generated by human activity.

**It was RESOLVED that:**

- i. the update from the Climate Emergency Working Group be noted; and,**
- ii. 'Motion for the Ocean' be investigated by the Climate Emergency Working Group.**

### **172. COUNCIL REPRESENTATIVE TO THE FPCP**

Council considered the appointment of another representative from the Town Council to the Felixstowe Peninsula Community Partnership since a vacancy has arisen.

**It was RESOLVED that Cllr N Barber be appointed as the Town Council Representative to the Felixstowe Peninsula Community Partnership.**

### **173. FTC/ESC JOINT LIASON GROUP MEETING**

Council received the notes of the FTC/ESC Joint Liaison Group meeting held on 26 July 2022. At the next meeting discussions will include the consideration of beach information boards. Public toilets would also be on the agenda, alongside other items including the mobile chip van, camper van parking, the skate park, and the process for reporting of vandalism to East Suffolk Council assets.

The next meeting was scheduled to take place on 1<sup>st</sup> November 2022 and the Clerk invited Members to contact him with any other items they wished to be considered for inclusion on the agenda.

**It was RESOLVED that the notes from the Felixstowe Town Council/East Suffolk Council Joint Liaison group be noted.**

#### **174. REQUEST FROM DUNKIRK TO FLY THE FELIXSTOWE FLAG**

Council considered a request from the Mayor of Dunkirk to fly the Felixstowe flag from a newly renovated bridge in the city of Dunkirk, France.

**It was RESOLVED that permission be granted to the city of Dunkirk to fly the Felixstowe flag.**

#### **175. SAAA CENTRAL EXTERNAL AUDITOR APPOINTMENT ARRANGEMENT**

Council considered the external auditor appointment arrangements for the next five years, running from 2022-23 until 2026-27.

**It was RESOLVED the council do not opt out of the current arrangements with SAAA.**

#### **176. 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>
30/06/2022	114 - 152	£78,804.18
14/07/2022	153 - 172	£11,696.99
31/07/2022	173 - 188	£45,231.86
12/08/2022	189 - 207	£10,940.15
31/08/2022	208 - 227	£43,973.34
	<b>TOTAL</b>	<b>£190,646.52</b>

#### **177. CLOSURE**

The meeting was closed at 9.26pm. It was noted that the next Ordinary Meeting was scheduled for 9 November 2022 at 7.30pm.

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

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

04/09/2022	Praise on the Prom
11/09/2022	King's Proclamation Ipswich Town Hall
11/09/2022	King's Proclamation Felixstowe Town Hall
11/09/2022	WamFest Finale Two Sisters Art Centre
15/09/2022	Fresh Gold Radio Interview re: Queen Elizabeth II
15/09/2022	Felixstowe Radio Interview re: Queen Elizabeth II
16/09/2022	BID Love Felixstowe Event Triangle & Pier Plaza
17/09/2022	St. Edmundsbury Cathedral: County Thanksgiving Service
17/09/2022	Proms at St. Johns Church: Music in Felixstowe
18/09/2022	Richard Bennett Felixstowe Coastal 10-mile run
18/09/2022	National Silence for Reflection
20/09/2022	Most Active Town - Suffolk Community Awards, Stowmarket
23/09/2022	Mayor Quiz Night – Labour Club
24/09/2022	Felixstowe Harmonies Movie Music Concert – St Andrews
30/09/2022	Mayor's Civic Reception – Sailing Club
05/10/2022	Trefoil Guild Lunch – Mayor Talk
07/10/2022	Opening Little JeM's Catholic Nursery
08/10/2022	Opening of The Jubilee Courtyard – at the Community Centre
12/10/2022	Friends Together Salvation Army – Mayor Talk
13/10/2022	FACTS Annual General Meeting
14/10/2022	Felixstowe in Flower Awards Evening
15/10/2022	Mayor's Charity Murder Mystery Evening
16/10/2022	Walton Parish Nursing Celebration Service
20/10/2022	Halloween decorations from Langer – Beach Street
21/10/2022	Memory Lane Launch - Trimley Memorial Hall
22/10/2022	Come Dine with Me – Fundraiser for Mayor Charities
24/10/2022	Felixstowe Carnival AGM
26/10/2022	Barber Auctions 10 <sup>th</sup> Anniversary Celebration Event – Bombay Nite
29/10/2022	Poppy Appeal Launch
29/10/2022	Orwell Scouts Fireworks - Hallowtree
30/10/2022	Halloween Swim – Swimsapes Fundraiser for Mayors Charities
30/10/2022	Mayor's Civic Service, Beccles
31/10/2022	Intergenerational Bingo – Grange Primary/Mill Lane

**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 7 September 2022 at 9.15am**

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

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

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

### **151. PUBLIC QUESTION TIME**

None.

### **152. APOLOGIES FOR ABSENCE**

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

**Cllr S Wiles** gave apologies in advance of needing to leave the meeting at 10.45am.

### **153. 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	Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Non-Pecuniary (as Members of Suffolk County Council)
Cllr A Smith	155N	Non-Registerable Interest (as a neighbour to the applicant property)

Cllr Smith advised that he would leave the Chamber for the duration of the Committee's consideration of item 115N.

### **154. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 17 August 2022 be confirmed as a true record.

### **155. 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/22/3182/ARM</b>   Approval of Reserved Matters of DC/15/1128/OUT - Application for Outline Planning Permission for up to 560 dwellings, including a Local Community Centre, a 60 Bedroom extra Care Home and 50 assisted Assisted Living Units, 2 small Business Units and open space provision with associated Infrastructure – <b>Land North Of Candlet Road, Phase 2</b></p>
<p><b>Committee recommended REFUSAL of this application.</b></p> <p><b>We recognise several positive aspects of this application, notably the interesting and varied designs and the increase to six different character areas. We welcome the 33% provision of affordable homes via different tenures and distribution throughout the site. We also welcome the provision of several bungalows.</b></p> <p><b>However, we have a number of concerns:</b></p> <p><b>There is no detail in the application documents as to the compliance with building regulations M4(2), M4(1) and M4(3) in terms of disability access requirements.</b></p> <p><b>We note that a number of roads have no footpaths – requiring pedestrians to share a road with vehicles, with consequent safety concerns.</b></p> <p><b>Whilst we accept that renewable energy provisions, such as PV panels and ground source heat pumps, are not a planning requirement, we regret that the developer has not sought to make provision of these within the application.</b></p> <p><b>We are concerned that the buffer between the development and the Grove woodland is particularly narrow in the central section where housing directly abuts the woodland – which we estimate to be only around 5m.</b></p> <p><b>Concerning the provision of POS, whilst we accept that this meets the requirements of the outline consent, we note that the total given includes such things as the perimeter around the drainage basins. We are also concerned that POS provision is not evenly distributed throughout the site and that the site overall only contains one equipped Play area.</b></p> <p><b>Most importantly we feel it is unacceptable that there is still not an approved surface drainage strategy for this site, as highlighted by the LLFA submission. Our concerns are well-founded given a variety of known flooding issues on, or adjacent to, different parts of this site.</b></p>	

<b>B</b>	<b>DC/22/2930/FUL</b>   Erection of new Office Accommodation Building (for a temporary period of two years) <b>Land Off Walton Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>C</b>	<b>DC/22/2379/FUL</b>   Proposed installation of Photo Volatic Arrays on the existing roof <b>Felixstowe Mega Distribution Centre Land At Clickett Hill Road</b>
<b>Committee recommended APPROVAL and strongly welcomed this application.</b>	

<b>D</b>	<b>DC/22/2963/ADN</b>   Non Illuminated Advertisement - Totem pole sign 5.300m high approx. <b>Beach Village Sea Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>E</b>	<b>DC/22/3266/VOC</b>   Variation of Condition No. 3 of DC/22/1996/FUL - Replacement beach side kiosk adjacent to promenade - Operational hours <b>Kiosk Site Near Bent Hill The Promenade Undercliff Road West</b>
<b>Committee recommended APPROVAL.</b>	

**At this point, 10.45am, Cllr S Wiles left the meeting.**

<b>F</b>	<b>DC/22/3001/FUL</b>   Internal changes to form 2 dwellings <b>9 Manor Road</b>
<b>Committee recommended APPROVAL, having considered the proximity of public transport.</b>	

<b>G</b>	<b>DC/22/2962/FUL</b>   Rear first floor extension. Alteration to consented position of two windows to side elevations <b>41 Westmorland Road</b>
<p style="text-align: center;"><b>Committee recommended REFUSAL on following grounds:</b></p> <p><b>The proposal appears to be contrary to SCLP11.1 para. (b) as it does not demonstrate a clear understanding of, or complement, the local character and distinctiveness of this estate. Furthermore, with reference to SCLP11.1 para. (c) iiv, the proposal does not relate well to the scale and strong character of its immediate surroundings; will impact the existing neighbourhood layout; and, due to its massing and design, does not relate well to the street scene at Westmorland Road and Wrens Park. We are also concerned about the impact on residential amenity, with reference to SCLP11.2 para. (e) and its physical relationship with other properties.</b></p>	

<b>H</b>	<b>DC/22/3028/FUL</b>   Demolition of utility and walls to kitchen and dining area and extend to form kitchen/family room with utility room and toilet <b>67 Gainsborough Road</b>
<p><b>Committee recommended REFUSAL. We believe that the extent of this proposed extension is unacceptable in terms of its mass and the consequent impact on the neighbour at no. 65, due to its overbearing nature and the loss of daylight and sunlight to the rear window of no. 65. We therefore feel that this application is contrary to SCLP 11.1(c)3, 11.2(c) and 11.2(e).</b></p> <p><b>We note with concern that there is no reference by the applicant to the fact that the property is situated within the Felixstowe Conservation Area.</b></p>	

<b>I</b>	<b>DC/22/3133/FUL</b>   Re-submission to create 30m2 office extension and conversion of one large flat to two smaller flats (scheme previously approved 2018 - ref: DC/18/1446/FUL <b>156 - 158 Hamilton Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>J</b>	<b>DC/22/2952/FUL</b>   A joint application between 175 & 177 to erect an adjoined front porch. <b>177 Maidstone Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>K</b>	<b>DC/22/3151/FUL</b>   Retrospective Application - Retention of cladding <b>19 Kemsley Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>L</b>	<b>DC/22/3022/FUL</b>   To change windows and door to front of property to upvc. styles like for like. <b>14 Red Hall Court</b>
<b>Committee recommended APPROVAL.</b>	
<p><b>We note with concern that there is no reference by the applicant to the fact that the property is situated within the Felixstowe Conservation Area.</b></p>	



<b>M</b>	<b>DC/22/3024/FUL   To Replace Existing Wooded Front Door With UPVC 12 Red Hall Court</b>
<p><b>Committee recommended APPROVAL.</b></p> <p><b>We note with concern that there is no reference by the applicant to the fact that the property is situated within the Felixstowe Conservation Area.</b></p>	

**At this point, 11.20am, Cllr A Smith left the meeting.**

<b>N</b>	<b>DC/22/2606/TPO   1 no. Copper beech (T1 on plan) Lateral reduction to create a clearance of 3 metres from the dwelling of no.19 Picketts Road The Picketts 15 Picketts Road</b>
<p><b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b></p>	

**At this point, 11.23am, Cllr A Smith returned.**

#### **156. PLANNING DECISIONS**

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

#### **157. CORRESPONDENCE**

**Committee NOTED the following correspondence:**

- i. Suffolk County Council was developing a series of transport Town Plans to identify the local transport priorities and interventions in 10 strategic towns across Suffolk. The plans were to feed into the Local Transport Plan (LTP), which was being revised, in line with the strategic priorities of the LTP (Decarb; Levelling Up the Economy; Health, Care & Social Inclusion, and; Creating Better Places). The plans would consist of a package of interventions to be delivered over a five-year period and follow the Department for Transport's Hierarchy of Road Users, placing sustainable travel at the forefront. The Town Plans were to be considered as live documents and reviewed annually. The LTP would be issued for public consultation in early 2023 and SCC was seek to meet up with a couple of representatives from the Town Council in September to walk around Felixstowe and help inform the project.  
**Members agreed that the Town Clerk plus Cllrs S Bennett and A Smith should attend the meeting on behalf of the Committee.**

#### **158. CLOSURE**

The meeting was closed at 11.28am. It was noted that the next meeting was scheduled to take place on Wednesday 21 September 2022 at 9.15am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 28 September 2022 at 9.15am**

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

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

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

**178. PUBLIC QUESTION TIME**

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

**179. APOLOGIES FOR ABSENCE**

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

**Cllr S Wiles** gave apologies in advance of needing to leave the meeting at 11am.

**180. 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	Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Non-Pecuniary (as Members of Suffolk County Council)
Cllr A Smith	182(B)	Non-Registerable (as having been previously involved with coastal protection matters in this area)

**181. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 7 September 2022 be confirmed as a true record.

**182. PLANNING APPLICATIONS**

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

**Committee noted concerns raised by a member of the public in respect of item A below about the loss of amenity for existing hut owners and the risk of flooding damage to relocated huts at this location.**

<b>A</b>	<p><b>DC/22/3221/FUL</b>   Creation of a new row of 19 Beach Hut sites to the seaward side of an existing row at Manor Road, Felixstowe. These will provide relocation sites for the 14 displaced huts at the Spa in the row behind.</p> <p><b>Beach Hut Site Manor Road</b></p>
<p><b>Committee recommended REFUSAL.</b></p> <p><b>Committee recognise that huts at this location are increasingly subject to movement and damage due to wave action. To accommodate the new row of huts would necessitate bringing the existing row forward by approximately 5.4m closer to the sea, thereby significantly increasing the risk of damage to these huts and, consequently, the new row of huts behind.</b></p>	
<b>B</b>	<p><b>DC/22/3392/FUL</b>   Construction of a rock armour revetment circa. 130m in length designed to improve the existing coastal flood defence embankment by providing better protection against erosion and scour along the embankment</p> <p><b>Beach Along Part Of Felixstowe Sailing Club Off Ferry Road</b></p>
<p><b>Committee recommended APPROVAL, as flood defences in this stretch are critical both to the immediate community and the wider hinterland.</b></p>	
<b>C</b>	<p><b>DC/22/3374/VOC</b>   Variation of Condition No. 2 of DC/21/2329/FUL - Erection of new veterinary surgery &amp; 3 residential units in two phase - Minor changes to site layout &amp; changes to fenestration during detailed design of the new vets.</p> <p><b>Land At Junction Of Garrison Lane And High Road West</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	
<b>D</b>	<p><b>DC/22/3491/FUL</b>   Cart Lodge in the grounds. Replacement French Doors and Windows to Garden Room (garden room is 1950's extension)</p> <p><b>The Priory 2 Cliff Road</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	
<b>E</b>	<p><b>DC/22/3492/LBC</b>   Listed Building Consent - Cart Lodge in the grounds. Replacement French Doors and Windows to Garden Room (garden room is 1950's extension)</p> <p><b>The Priory 2 Cliff Road</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	

<b>F</b>	<b>DC/22/3348/FUL</b>   Remove conservatory, new single storey rear extension, first floor side extension over garage, new windows, doors and external finishes. <b>56 Garrison Lane</b>
<b>Committee recommended APPROVAL.</b>	

<b>G</b>	<b>DC/22/3493/FUL</b>   Proposed two storey part side/part rear extension, single storey rear extension and alterations <b>54 Looe Road</b>
<p><b>Committee recommended REFUSAL. Whilst we are content with all other aspects of the proposals, we feel that, because of the intense demand of on-street parking in Looe Road, with both an increase in the number of bedrooms to this property and loss of the garage - resulting in the property only having one off-street parking space - is unacceptable, in accordance with County Council parking guidance which would require three spaces.</b></p>	

**At this point in the meeting, 10.45am, Cllr Wiles left the meeting.**

**At the direction of the Chairman, the meeting was adjourned for 5 minutes.**

**The meeting resumed at 10:52am**

<b>H</b>	<b>DC/22/3372/FUL</b>   Alterations & extensions - (re-submission of previous application DC/17/2617/FUL) <b>Friarscroft Marcus Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>I</b>	<b>DC/22/3522/FUL</b>   Single storey extension to front of bungalow, and replacement (steeper) roof over existing bungalow <b>28 Roman Way</b>
<b>Committee recommended APPROVAL.</b>	

<b>J</b>	<b>DC/22/3397/FUL</b>   Proposed single storey side extension <b>45 Exeter Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>K</b>	<b>DC/22/3429/FUL</b>   Alterations <b>6 Church Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>L</b>	<b>DC/22/3141/FUL   Change of Use from Waste Land to Residential 26 The Downs</b>
<b>Committee recommended APPROVAL.</b>	
<b>M</b>	<b>DC/22/3384/FUL   Balustrading to existing second floor dormer folding windows (reinstatement of that previously approved under C10/ 1735) 6 Kiligarth Court Wolsey Gardens</b>
<b>Committee recommended APPROVAL.</b>	
<b>N</b>	<b>DC/22/3426/FUL   Insertion of replacement window and door units Kerensa 20 Manning Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>O</b>	<b>DC/22/3520/TCA   1no. Acacia (T1 on plan) - Fell Drift Wood Martello Lane</b>
<b>Committee OBJECTS to the proposed felling of this tree. The two relevant questions on the application form which might have supported felling are answered in the negative. We therefore feel that sensitive tree management rather than felling would be appropriate. Additionally, this tree provides a visually attractive enhancement to the Conservation Area.</b>	

### 183. PLANNING DECISIONS

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

### 184. CORRESPONDENCE

**Committee NOTED** the following correspondence:

- i. An invitation from the developer to suggest a name for redevelopment of Leopold Nursing Home with historical significance to the area.  
**Members suggested Leopold House.**
- ii. The Clerk advised that East Suffolk Council was preparing a new Healthy Environments Supplementary Planning Document (SPD) to which the Committee was invited to comment by 7<sup>th</sup> November.  
**Members agreed that this should be included on agenda for the next meeting on 5<sup>th</sup> October.**

### 185. CLOSURE

The meeting was closed at 11.53am. It was noted that the next meeting was scheduled to take place on Wednesday 5 October 2022 at 9.15am.



## 191. PARKS

The Town Clerk updated committee on the transfer of Allenby Park and Gosford Way. Members discussed the future management and maintenance of the parks by the Council and it was agreed that the security of the park should be brought in-house. It was noted that Norse will continue to provide some cyclical services, such as grass cutting, or those require specialist equipment that the Council did not currently have access to.

Committee suggested consideration should be put into planting extra wildflower seeds in the rewilding areas.

Members also considered a request to receive and administer ECB funding to replace four benches on public land in Walton, which would be maintained by Suffolk County Council.

**It was RESOLVED that:**

- i) Locking and unlocking of gates at Allenby Park to be brought in house, opening year-round at 6.30am and closing at dusk, or 9pm, whichever is earlier;**
- ii) Further investigation be made into planting wildflower seeds in the rewilding areas; and,**
- iii) Felixstowe Town Council administers the funds from East Suffolk Locality budgets for the replacement of benches in Walton.**

## 192. FEES AND CHARGES 2023-24

Committee considered the scale of Fees and Charges for Council services from 1 April 2023 as presented in the report.

**It was RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2023:**

- i) Town Hall – General Hire:**  
5% increase to Voluntary/Charity/Community and Commercial Business hire fees for 2023-24

<b>FELIXSTOWE TOWN HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<b>Full day (Weekday, 9am-5pm)</b>	<b>Half day (weekdays 9-1pm, 1pm-5pm)</b>	<b>Hourly rate (weekday hours between 9am-5pm)</b>	<b>Hourly rate (all other times)</b>
<b>Council Chamber</b>				
Commercial/Business Hire	£220	£110	£34	£50
Voluntary/Charity/Community	£108	£55	£17	£32.50

Other Town Hall Rooms				
Commercial/Business Hire	£165	£84	£24	£45
Voluntary/Charity/Community	£97	£48	£12.50	£27
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

**ii) Town Hall - Weddings and Special Events:**  
10% increase for 2023-24.

<b>WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL</b>	<b>Weekday (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Weekend (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Any Day (1<sup>st</sup> Oct- 31<sup>st</sup> March)</b>	<b>Post- Ceremony Drinks</b>
<b>Council Chamber</b> <small>(for ceremonies attended by a maximum 76)</small>	£435	£555	£435	N/A
<b>Clerk's Office</b> <small>(for ceremonies attended by a maximum 15)</small>	£220	£275	£220	N/A
<b>Courtroom Gallery</b>	N/A	N/A	N/A	£118
<b>Other Rooms</b>	N/A	N/A	N/A	£118

**iii) Walton Community Hall – General Hire:**  
No increase for Voluntary/Charity/Community fees 5% increase for Commercial Business hire for 2023-24

<b>WALTON COMMUNITY HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<b>Weekdays 9-5pm</b>	<b>Evenings and Weekends up to 10pm</b>	<b>Session Rate Mon-Sun 9am-10pm (up to 4 hours)</b>
Commercial/Business Hire	£16.80	£19.90	£54.60
Voluntary/Charity/Community /Private Hire	£9.00	£12.00	£30.00

**iv) Cemetery:**  
'Permission to Erect a Memorial fees' to become one standard rate (at the current resident rate) no increase, the reduction of the memorial fee for urn plots and a 5% increase to all other Cemetery fees for 2023-24

<b>1. INTERMENTS</b>		
<b>Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee*</b>
Still Born – 1 Month	No charge	No charge
Child up to 18 Years	No charge	No charge
Adult Grave - Single Depth 4'6"	1260	630



Double Depth 6'4"	1940	1018
Triple Depth 7'6"	2378	1186
Urn of cremated remains	320	163
Scattering of ashes	71	71
<b>Additional charges applicable outside ordinary hours of burial Monday to Friday</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee</b>
Grave space	840	420
Urn space	499	247
Scattering of ashes	283	139
<b>Additional charges applicable on Weekends and Bank Holidays (subject to availability)</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee</b>
Grave space	1396	698
Urn space	976	465
Scattering of ashes	357	178.50
*Residents fee applies to persons whose normal place of residence at their time of death was within the Town of Felixstowe within the last two years immediately before their death.		
<b>2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS</b>	<b>EXISTING CHARGES 2022-2023 (5% / 10%)</b>	
<b>Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee*</b>
Adult Grave 8' by 3'	2378	1192
Children's grave 4' by 3'	165	165
Urn plot in GARDEN OF REMEMBRANCE	976	488
Urn plot in LAWN GARDEN	1790	892
<b>3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL</b>		
	<b>Standard Fee</b>	<b>Felixstowe Resident fee*</b>
Renewal 50 years: Adult Grave	2100	1050
Child Grave	110	110
Urn plot (Garden of Remembrance)	698	346.50
Urn plot (Lawn Garden)	1507	751
Renewal 25 years: Adult Grave	1066	535
Child Grave	55	55
Urn plot (Garden of Remembrance)	352	176
Urn plot (Lawn Garden)	772	388.50
<b>4. PERMISSION TO ERECT MEMORIALS</b>		
Kerb stone or border stone or edging not exceeding 6'6" by 2'6" by 6" in height (Blocks A – F only)	300	300
Memorial not exceeding 3' 6" height by 3' width	300	300
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	150	150

Vase with or without lettering	165	165
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	165	165
Additional inscription on any memorial after the first	102.50	102.50
Space for single plaque on Wall of Remembrance 8" by 6"	270	270
<b>Garden of Remembrance – Ground level Plaque</b>		
Plaque for urn plot 6" by 4"	270	270
Plaque for urn plot 8" by 6"	270	270
<b>MEMORIAL GARDEN (subject to VAT)</b>	<b>EXISTING CHARGES 2022-2023 (5% / 10%)</b>	
	<b>Standard Fee</b>	<b>Felixstowe Resident fee*</b>
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	630	315
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	388	194
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	514	257
Renewal of lease for the above memorials for further 5 years	134	134
Memorial bench plaques with inscription for 10 years (prices from)	1291	646
<b>5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)</b>		
Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1748	1748
Planting single grave with winter and summer plants and maintaining for one year	299	299
Annual maintenance thereafter	171	171
<b>6. MISCELLANEOUS</b>		
Registering transfer of grant	45	45
Exhumation (Burial)	1680	1680
Exhumation (Ashes)	698	698
Register Search	26	26
Preparation of Statutory Declaration	55	55

## v) Allotments

For tenancies renewing in October 2023, or for new tenancies commencing from April 2023, an increase of 25p per 25m<sup>2</sup> or 'rod':

<b>Plot Size</b>	<b>Standard Rent (inc. Water)</b>	<b>Discount Rent (inc. Water)</b>
Single-size plot (approx. 125m <sup>2</sup> or '5 Rods')	<b>£41.25</b>	<b>£24.75</b>
Double-size plot (approx. 250m <sup>2</sup> or '10 Rods')	<b>£82.50</b>	<b>£49.50</b>

The discounted rate above (40% off) is offered to tenants (or joint tenancies with one qualifying tenant) who are:

- **Senior Citizens** (on evidence of being in receipt of state pension)
- **Long-Term Unemployed** (on evidence of associated unemployment benefits)

### **193. TOWN HALL UPDATE REPORT**

The new 3-year fixed energy contract using 100% renewable energy was noted. The Deputy Town Clerk updated Committee on the contract for the windows. The contractors, Charles Clarke & Son had also been asked to quote for repainting the guttering whilst the scaffolding was up, the resulting quote was £1,750 +VAT. Committee agreed that it was sensible to have this work carried out at this time and the amount should be funded from the Town Hall Earmarked Reserves.

**It was RESOLVED that:**

- i) the Town Hall update report be noted; and**
- ii) £1750 +VAT be taken from the Town Hall Earmarked Reserves for the repainting of the guttering**

### **194. BROADWAY HOUSE UPDATE REPORT**

Committee received the Broadway House update report.

**It was RESOLVED that the Broadway House update report be noted.**

### **195. WALTON COMMUNITY HALL**

Members received a report on environmental improvements that could be made to Walton Community Hall. Members agreed with the current increase in costs and usage of the hall that before this work was investigated a review of the community hall should take place. Members agreed that this review should take place in the next civic year.

**It was RESOLVED that:**

- i. the Walton Community Hall update report be noted; and,**
- ii. a full review of Walton Community Hall should take place in 2023.**

#### **196. CEMETERY UPDATE REPORT**

Committee received the Cemetery update report.

**It was RESOLVED that:**

- i) the Cemetery Update report be noted;**
- ii) enquiries be made with Felixstowe Men's Shed to ask whether they would like to build 3 bat roost shelters; and**
- iii) the Company Vehicle Policy be approved.**

#### **197. ALLOTMENTS UPDATE REPORT**

The Administration Assistant presented the Allotment update report. With reference to recent reports of Avian Flu in England, it was agreed that the Town Council liaise with the FAA on this matter. It was noted that allotment holders had a duty to adhere to DEFRA guidelines as part of their Tenancy Agreement and that the Felixstowe Allotment Association (FAA) were proactive in this regard. Committee considered the Felixstowe Allotment Association's request for a contribution towards the cost of servicing the portaloos currently on Cowpasture and Ferry Road Allotment sites.

**It was RESOLVED that:**

- i) the Allotments update report be noted; and,**
- ii) the FAAs request for a contribution to the servicing of their toilets would not be supported at this time.**

#### **198. FLOOD MEMORIAL REPORT**

Members discussed the options presented in the report, and agreed that the wooden waves should be replaced with like for like wooden sleepers and that the Cemetery staff create a bench similar to the one that was already there, as it was designed for that area with a curve in its shape.

**It was RESOLVED that the Flood Memorial be refurbished in-house, and the cost of replacing the wooden sleepers and the wooden bench, total cost of no more than £700 be taken from the Cemetery Earmarked Reserve.**

#### **199. CLOSURE**

The meeting was closed at 9.14pm. The next meeting was noted as being scheduled for Wednesday 23 November 2022 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 5 October 2022 at 9.15am**

**PRESENT:** Cllr S Bird (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:** 2 members of the public (*via Zoom*)

**200. PUBLIC QUESTION TIME**

None

**201. APOLOGIES FOR ABSENCE**

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

**202. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr M Jepson	All	Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Non-Pecuniary (as Members of Suffolk County Council)

**203. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee meeting held on 28 September 2022** be confirmed as a true record.

**204. 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/22/3604/VLA   Variation of Legal Agreement of DC/15/1128/OUT - Application for Outline Planning Permission for up to 560 dwellings, including a Local Community Centre, a 60 Bedroom extra Care Home and 50 Assisted Living Units, 2 small Business Units and open space provision with associated Infrastructure. <b>Land At Candlet Road</b></b>
<b>Committee recommended APPROVAL. We welcome this increase to the number of affordable homes on the site.</b>	

<b>B</b>	<b>DC/21/3418/FUL</b>   Conversion of the existing garage into a one-bedroom studio <b>Land Adjacent To 4 High Road East</b>
<b>Committee recommended APPROVAL.</b>	
<b>C</b>	<b>DC/22/3531/FUL</b>   Flat roof single storey rear/side extension <b>93 Mill Lane</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, erect balcony to 1st floor rear bedroom <b>16 Colneis Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>E</b>	<b>DC/22/3339/FUL</b>   Addition of solar panels to south facing roof slope <b>1 The Churchmans Undercliff Road East</b>
<p><b>Committee recommended REFUSAL. Whilst we acknowledge the environmental benefit of solar panels, we have paid regard to the fact that this property is within the Conservation Area and additionally to the fact that the proposed solar panels will be visible from the public realm. We feel that these proposed panels will have a detrimental affect on the appearance of the Conservation Area and this row of buildings which were designed to complement the adjacent significant historical building. We therefore feel that this application is contrary to SCLP11.5 a), b), c) and e).</b></p>	
<b>F</b>	<b>DC/22/3646/TPO</b>   W1 of TPO No. 195 / 2006 2no. Sweet chestnut (T1 and T2 on plan) - Reduce in height to half of existing height <b>71 Tower Road</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

## **205. PLANNING DECISIONS**

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

## **206. HEALTHY ENVIRONMENTS SUPPLEMENTARY PLANNING DOCUMENT**

Committee considered the consultation. Members felt that the scope and content of the SPD, to which this initial consultation was focused, would be relevant and of interest to all Councillors given that it would inform to how developments could support community health and wellbeing.

**RESOLVED that the Clerk should forward the consultation to all Felixstowe Town Councillors, inviting them to respond individually to East Suffolk Council.**

## **207. CORRESPONDENCE**

None.

## **208. CLOSURE**

The meeting was closed at 10.28am. It was noted that the next meeting was scheduled to take place on Wednesday 19 October 2022 at 9.15am.

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**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 5 October 2022** at **7.30pm**

**PRESENT:** Cllr D Savage (Vice-Chairman)  
Cllr D Aitchison  
Cllr S Harkin  
Cllr M Morris

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Ms H Miles (Communications Apprentice)

**IN ATTENDANCE:** Cllr Steve Wiles (*via Zoom*)  
Jenny Edgerley, Development Officer, East Suffolk Council  
(*via Zoom*)

**209. PUBLIC QUESTION TIME**

There were none.

**210. APOLOGIES FOR ABSENCE**

Apologies for absence were received from, **Cllr S Gallant, Cllr G Newman, Cllr M Richardson, Cllr S Wiles** and **Cllr K Williams**.

**211. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Harkin	222	Local Non-Pecuniary (as Communities Officer, Felixstowe Peninsula, East Suffolk Council)
Cllr D Savage	135	Local Non-Pecuniary (as a Trustee to Citizens' Advice)

**212. CONFIRMATION OF MINUTES**

**RESOLVED** that the **Minutes of the Civic & Community Committee meeting held on 15 June 2022** be signed as a true record.

**213. LANGER PARK UPDATE**

Committee welcomed Ms Jenny Edgerley, East Suffolk Council Development Officer, who gave a presentation on the ongoing development project at Langer Park. It was noted that there had been some damage to the guards surrounding the oak trees planted under the scheme for The Queen's Platinum Jubilee. New benches designed by a local designer had been installed. The toilet block had now been refurbished and it was noted that the opening times were being adjusted to minimise the risk of vandalism and antisocial behaviour.



New signs had been established at the entrance to Langer Park, with an anti-graffiti covering.

Jenny reported that agreement had been made in principle to access the water course near Langer Park to improve drainage in the area. This should help to resolve the flooding issues.

Work was due to commence begin next Spring to update the play area. New equipment including a new climbing frame will be installed and three pieces of pre-existing play equipment retained. The surface would be replaced with the same 'Matta' material that was used in Gosford Way and Allenby Park play areas. Railings surrounding the park have been painted and two new football goals have been ordered.

Following the Town Council's interest in supporting the delivery of the 'Lost Creek Play Trail' Ms Edgerley had contacted several companies to carry out this work, to the value of £15,000 which had previously been suggested for this element. East Suffolk Council had selected Groundworks East as the contractor and Committee saw some example images of wooden sculptures that had been the result of a previous project. Ms Edgerley advised that this company had been selected on the basis of their proposal to develop the project by having an open consultation event on the site so local people can collaborate with the artist to help form ideas. Members asked that the proposal be forwarded to the Town Council for formal consideration and approval.

Members discussed the possibility of a 'Resilience Memorial' and it was agreed that this element should be postponed due to the current cost-of-living crisis.

Planting of wildflowers was suggested as a good biodiversity option.

**It was RESOLVED that :**

- i. The update on Langer Park be noted;**
- ii. the work suggested in the presentation be supported; and,**
- iii. Ms Edgerley to forward the proposal for the Lost Creek Play Trail for further consideration by the Council.**

#### **214. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 28 September 2022.

Committee noted that income from sponsorship for Felixstowe in Flower and the Council's Magazine had yet to reach pre-pandemic level and was under budget.

**RESOLVED that the Budget Report to 28 September 2022 be received and noted as presented with no other action required at this time.**

## **215. ANNUAL GRANTS, COMMUNITY FUND PROJECTS & CHRISTMAS LIGHTS 2022/23**

Committee considered applications for on-going funding support from several local partner organisations and a report from Harwich Harbour Ferry Services.

**It was RESOLVED that:**

- i. £6,750 towards the provision of the 2023 Christmas lights be included as part of the recommendations for the 2023/24 budget alongside the following:**

**As Annual Grants:**

<b>Art on the Prom</b>	<b>£2,000</b>
<b>Citizen's Advice</b>	<b>£3,000</b>
<b>Felixstowe Book Festival</b>	<b>£2,000</b>
<b>Felixstowe Carnival</b>	<b>£3,000</b>
<b>Felixstowe Council for Sport and Recreation</b>	<b>£300</b>
<b>Felixstowe Coast Patrol</b>	<b>£1,500</b>
<b>Landguard Fort</b>	<b>£1,000</b>
<b>Wesel Twinning Assoc.</b>	<b>£200</b>
<b>Salzwedel Twinning Association</b>	<b>£ 200</b>
<b>Total</b>	<b>£13,700</b>

**Through Community Fund Projects:**

<b>Level Two</b>	<b>£10,000</b>
<b>Harwich Harbour Ferry Services Partnership</b>	<b>£1,000</b>
<b>Total</b>	<b>£11,000</b>

## **216. OCCASIONAL GRANT UPDATE**

The Deputy Town Clerk updated Members on correspondence received from St Philips Community Hub confirming plans for Christmas provisions from the ringfenced Occasional Grant. Members agreed to release the grant. An update was also received from Suffolk Mind in respect of a grant award of £1,600 made in June 2022. The organisation requested that it be permitted to use the grant to support the provision of alternative courses, such as 'Supporting Other's Mental Health' and their 'Mental Health Toolkit' course, due to the impact on Pastors' time because of workload created by the cost-of-living crisis.

**It was RESOLVED that:**

- i. **the ringfenced grant of £990 be released to St Philips Community Hub towards their Christmas Party, with Christmas Flower decorations and a gift; and,**
- ii. **Suffolk Mind be thanked for updating Committee on the change in training for which the grant had originally been awarded, with a report requested from the organisation by the end of the financial year.**

#### **217. REMEMBRANCE 2022**

Members received the report outlining Remembrance activities this year.

**It was RESOLVED that the Remembrance 2022 arrangements be noted.**

#### **218. CHRISTMAS LIGHTS AND EVENTS 2022**

Members received the report detailing the planned Christmas events.

Committee considered a request from the Felixstowe BID for funding support towards Christmas 2022 events.

It was noted that the BID were bringing back the ice rink, with some funding towards this from East Suffolk Council, and with the Town Council's support the the Christmas offer could be enhanced with further festive elements. Amongst the plans, Committee noted that there would be a craft Christmas tree at Great Eastern Square, stilt-walkers and other live festive attractions in the town centre. The BID were also commissioning local artist, Tracy Barrit-Brown, to create angel sculptures and were also looking to source a centrepiece item such as a carousel, helter-skelter as well as other decorative additions.

Members were happy to become a partner in these celebrations and it was agreed that £3,000 from the Council's seasonal events budget should be put towards the festivities.

**It was RESOLVED that :**

- i. **The report on Christmas Lights and Events 2022 be noted; and,**
- ii. **£3,000 be allocated to Felixstowe BID to support Christmas 2022 events.**

#### **219. CHRISTMAS CIVIC SERVICE AND MAYOR'S CHARITY EVENT**

Members received the report detailing the planned Mayor's Charity Events and Civic Christmas Carol Service.

**It was RESOLVED that the report on the Civic Christmas Carol Service and Mayors Charity Events be noted.**

**Cllr D Aitchison left the meeting at 20.40**

## **220. FELIXSTOWE IN FLOWER**

Members received an update on Felixstowe in Flower. Members were sorry to learn that Grange Nurseries, which had previously supplied the flowers for the baskets, were no longer trading. Committee considered two quotes from alternative suppliers and chose the local and cheaper quotation.

The Clerk advised that sponsorship for Felixstowe in Flower should be reviewed for the forthcoming year, given that two long-standing key sponsors were no longer able to continue sponsoring to the same level. Committee also noted that there could be extra costs for structural column testing in future years. This was relevant for both hanging baskets and Christmas lights. Suffolk County Council had confirmed that lampposts would not be replaced unless they do not fulfil their statutory obligation. Committee noted that there were currently 5 lampposts now out of use for Felixstowe in Flower and the Christmas light. Whilst the 5 lampposts were situated in such locations that they should not significantly impact on the overall display, should further columns become unavailable it would become quite noticeable.

**It was RESOLVED that:**

- i. the report on Felixstowe in Flower be noted;**
- ii. an order be placed with Supplier A at £5,597+VAT for the flowers to be planted in baskets and troughs for Felixstowe in Flower 2023, with the cost to be included in the budget for 2023/24.**
- iii. any further notifications from Suffolk County Council regarding lampposts failing structural testing requirements to be reported to Committee.**

## **221. COMMUNITY EMERGENCY PLAN**

Committee received the update from the Community Emergency Plan Working Group and considered the adoption of a Community Self-Help agreement with Suffolk Council. Cllr Wiles updated Committee that the use of water pumping equipment, which the Langer Road Flood Group had been hoping to purchase has already been pursued, and was contrary to the self-help agreement.

**It was RESOLVED that:**

- i. the report on the Community Emergency Plan be noted;**
- ii. the Langer Road Flood Group be enabled to enter into the self-help agreement led by Felixstowe Town Council; and,**
- iii. the Community Emergency Working Group to remain in contact with the Langer Flood Group, and update Committee on the implementation of the self-help agreement.**

## **222. COST OF LIVING FUND – FUNDING FRAMEWORK**

Members considered the process and framework for the administration of the Council's Cost-of-Living funding support, £50,000 allocated via the Community Fund and Community Support Fund Earmarked Reserve (*Minute #82i 2022/23 refers*).

Committee agreed that this fund should build on the work being carried out by East Suffolk Council on their 'Ease the Squeeze' campaign, adding value to projects that were being supported in Felixstowe. To ensure that funds could be directed to organisations that were operating local for the benefit of Felixstowe residents, Councillors were asked to consider community groups within their wards which may need funding to assist them in delivering community support.

To expedite the consideration of funding, Committee delegated authority to the Clerk to commit expenditure from the Council's Cost-of-Living funding support, in consultation with a small panel from the Civic & Community Committee, to include the Chairman, Vice-Chairman, Cllr Harkin and Cllr Morris. Committee also considered options for a 'Cost of Living' leaflet to be distributed throughout the town.

**It was RESOLVED that:**

- i. funding be allocated for 14,000 four-sided, A4 leaflets, highlighting the availability of local cost-of-living support, for distribution to all IP11 addresses. The cost of £1,382 to be taken from the Community Fund and Community Support Fund Earmarked Reserve; and,**
- ii. authority be delegated to the Clerk to commit expenditure from the Council's Cost-of-Living support fund of £50,000, in response to funding requests, in consultation with a small panel from the Civic & Community Committee, to include the Chairman, Vice-Chairman, Cllr Harkin and Cllr Morris.**

## **223. DRAFT BUDGET CONSIDERATIONS 2023-24**

Committee considered first draft proposals for its element of the Council's 2023-24 budget and reviewed the accompanying notes to the budget estimates in the report.

**It was RESOLVED that the draft proposals for the Civic & Community element of the Council's 2023-24 budget be recommended, as per the report, to Council's Finance & Governance Committee for further consideration, subject to the annual grants budget being amended to £13,700, as per Minute #215 2022/23 above.**

## **224. CLOSURE**

The meeting was closed at 9.30pm. The next meeting was noted as being scheduled for Wednesday 14 December 2022 at 7.30pm.

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,  
Felixstowe, on Wednesday 12 October 2022 at 6pm**

**PRESENT:** Cllr S Harkin (Chairman) Cllr M Richardson Cllr D Savage

**OFFICERS:** Mr A Tadjrishi (Town Clerk)

**IN ATTENDANCE:** Cllr K Williams (*via Zoom*)

**225. PUBLIC QUESTION TIME**

None.

**226. APOLOGIES FOR ABSENCE**

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

**227. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr M Richardson	All	Non-Pecuniary (as a Member of East Suffolk Council)

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

**228. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 20 July 2022 be confirmed as a true record.**

**229. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)**

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

**It was RESOLVED that the Press and Public be excluded and instructed to withdraw.**

**230. TOWN CLERK'S APPRAISAL**

The Annual Appraisal for the Town Clerk was carried out and several objectives were discussed and agreed.

It was **RESOLVED** that the Town Clerk’s Appraisal document be finalised by the Mayor to include those objectives discussed and agreed for the following year.

**231. STAFFING ARRANGEMENTS**

The Clerk updated Committee on staffing arrangements. The impending retirement of the Council’s part-time caretaker was noted and the Clerk would seek to cover the duties within a new role in due course as per the salary terms in the draft 2023/24 salaries budget report.

**RESOLVED** that the report on staffing arrangement be noted.

**232. STAFFING AND TRAINING BUDGET 2023/24**

Members considered estimates for the Council’s 2023/24 staffing and training budget. Salary scale point changes were approved as presented and the budgets were recommended as follows:

**Salaries Budget:**

Cost Centre	Budget 2023/24		
	Salaries (£)	National Insurance (£)	Pension Contributions (£)
Administration	231,880	25,585	44,035
Town Hall	26,701	1,810	1,602
Walton	5,340	362	320
Broadway House	9,037	613	542
Cemetery	154,662	16,491	13,637
Allotments	27,293	2,910	2,406
<b>Sub-Totals</b>	<b>454,913</b>	<b>47,772</b>	<b>62,543</b>
<b>Total</b>	<b>565,228</b>		

**Training Budget:**

Cost Centre	2023/24 (£)
Administration	2,000
Town Hall	500
Cemetery	1,500
<b>Totals</b>	<b>4,000</b>

It was **RESOLVED** that Council be recommended to approve the salaries and training budgets for the financial year 2023/24.

**233. CLOSURE**

The meeting was closed at 8.19pm. It was noted that the next meeting was scheduled to take place on Wednesday 5 April 2023 at 6pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 19 October 2022 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman)      Cllr M Jepson  
                 Cllr A Smith                              Cllr D Savage

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

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

**234. PUBLIC QUESTION TIME**

None

**235. APOLOGIES FOR ABSENCE**

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

**236. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr M Jepson	All	Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Non-Pecuniary (as a Member of Suffolk County Council)

**237. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 5 October 2022 be confirmed as a true record.**

**238. 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/22/3743/VOC   Variation of Condition 2 and 3 of DC/19/0042/FUL - Substitute approved drawing 4470-PL1 Rev A with proposed drawing 4470-PL1 Rev B to accommodate site connectivity with site immediately adjacent to the north-west. Former Routemaster Hotel And Offices Walton Avenue</b>
<b>Committee recommended APPROVAL.</b>	



<b>B</b>	<p><b>DC/22/3693/FUL</b>   Placement of a shipping container into the corner of our car park, still allowing for parking 17 cars, with the requirement to be at least 15. This is to provide additional storage facilities for our fortnightly pop up food bank that is run in the main church building. The food bank provides essential supplies and food to approx 80 - 100 people in the local area of limited means. A container has been purchased and donated to the church for this use.</p> <p><b>Christ Church Felixstowe Grange Farm Avenue</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	

<b>C</b>	<p><b>DC/22/3565/FUL</b>   Engineering works to form earth banked, concrete lined open silage clamps with ancillary hard standings</p> <p><b>Gulpher Farm Gulpher Road</b></p>
<p><b>Committee welcomes this investment in the farm, demonstrating faith in the future of the town. Additionally we endorse the comment of ESC Landscaping that a condition be imposed that the new clamp is screened along its western edge by suitable hedge planting.</b></p> <p><b>Committee recommended APPROVAL.</b></p>	

<b>D</b>	<p><b>DC/22/3593/FUL</b>   Erection of new agricultural dairy cattle building (CALVES) and erection of a new feed store building</p> <p><b>Gulpher Farm Gulpher Road</b></p>
<p><b>Committee welcomes this investment in the farm, demonstrating faith in the future of the town. Committee recommended APPROVAL.</b></p>	

<b>E</b>	<p><b>DC/22/3616/FUL</b>   Erection of new agricultural dairy cattle building following demolition of existing open silage clamp</p> <p><b>Gulpher Farm Gulpher Road</b></p>
<p><b>Committee welcomes this investment in the farm, demonstrating faith in the future of the town. Committee recommended APPROVAL.</b></p>	

<b>F</b>	<p><b>DC/22/3617/FUL</b>   Erection of new agricultural dairy cattle building following demolition of existing cubicle housing</p> <p><b>Gulpher Farm Gulpher Road</b></p>
<p><b>Committee welcomes this investment in the farm, demonstrating faith in the future of the town. Committee recommended APPROVAL.</b></p>	

<b>G</b>	<p><b>DC/22/3788/FUL</b>   Existing flat roof converted to pitched roof on the side of the main dwelling, Front door reinstated to central location on dwelling with canopy over the top, existing garage demolished and new one erected further back. All windows replaced and various other internal changes.</p>
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	<b>40 St Georges Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>H</b>	<b>DC/22/3858/FUL   Detached gym and storage building. June Cottage 72 Brook Lane</b>
<b>Committee strongly recommended APPROVAL. Committee welcomes this extremely well-designed outbuilding that sympathetically complements this attractive dwelling in the Conservation Area.</b>	

### **239. PLANNING DECISIONS**

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

### **240. CORRESPONDENCE**

**Committee NOTED** the following correspondence:

- i. Information on a public consultation and invitation to provide feedback on the current proposals for North Falls Offshore Wind Farm.**  
Members noted the consultation.
- ii. An update from the Chairman on East Suffolk Council strategic planning matters.**  
The Chairman would circulate further details to Members in due course.

### **241. CLOSURE**

The meeting was closed at 10.10am. It was noted that the next meeting was scheduled to take place on Wednesday 2 November 2022 at 9.15am.

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#### **247. QUARTERLY BANK RECONCILIATIONS**

It was confirmed that Cllr D Savage, as the Council's nominated Quarterly Bank Reconciliation Signatory (*Min #13 2022/23 refers*), had signed the reconciliation between the bank statement and Scribe accounts to confirm the amounts agreed each month.

**RESOLVED that it be noted that the reconciliations between the bank statement and accounts statements for the period 1 April - 30 September 2022 had been reviewed and signed by Cllr D Savage.**

#### **248. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

Committee noted that the External Audit for the Financial Year 2021/22 had been completed on 23 September 2022, with the External Auditor, PKF Littlejohn, having expressed the view that the information was in accordance with proper practices and no matters had come to attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

It was noted under 'other matters' that the approval date of the AGAR was after the start of the notified period for the exercise of public rights. The AGAR was published on the Council website on the 17<sup>th</sup> June and issued to Councillors with the Agenda for the 22<sup>nd</sup> June Full Council meeting. The notice on the exercise of public rights was displayed for exactly 6 weeks from 20<sup>th</sup> June. The Auditor's comments indicate that the two-days before the Council meeting approved the accounting statements should not be counted towards the 6-week period.

Members recorded a vote of thanks to the Town Clerk, Deputy Town Clerk, and Finance Administration Assistant for their work in achieving Council's ongoing unqualified audits.

**It was RESOLVED that:**

- i. the Annual Governance & Accountability Return, including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard from 29 September 2022 and is available to view on the Financial Page of the Town Council website**

#### **249. INTERIM INTERNAL AUDIT REPORT 2022/23**

Committee considered the interim Internal Audit Report for 2021/22.

Members noted the comments of the internal auditor, including the recommendation that Council should display the notice of public rights for a

period that positively exceeds the minimum requirement so that there can be no doubt the regulations have been complied with. Committee accepted the recommendation and no further action was deemed necessary.

The Clerk advised that he had sent a reminder to all Councillors that their Register of Interests should be updated and checked annually, or as-and-when new registerable interests occur.

Committee thanked Council's Officers for their ongoing efforts in achieving positive audit reports.

**It was RESOLVED that the Interim Internal Audit Report for the period 1 April 2022 - 30 September 2022 be noted.**

## **250. COMMUNITY INFRASTRUCTURE LEVY (CIL) ANNUAL REPORT**

Committee considered the report on the Community Infrastructure Levy and the CIL Annual Report for 2021/22.

It was agreed that, in advance of the next meeting of the CIL Working Group, all Councillors should be invited to put forward further ideas for CIL-appropriate projects. It was further suggested that all Councillors should be free to participate in the Working Group sessions, once the meeting dates had been finalised.

In response to a question on anticipated future CIL receipts, the Clerk advised that the Council had sought this information from East Suffolk Council, however, the figures supplied were indicative only and subject to change depending on progress with developments. The Clerk would forward this information to Members subsequent to the meeting.

**It was RESOLVED that:**

- i. Community Infrastructure Levy Annual Report for 2021/22 be approved as presented, published on the Council's website before 31st December 2021, and sent to East Suffolk Council;**
- ii. all Councillors to be invited to put forward further ideas for CIL-appropriate projects for consideration by the CIL Working Group, and invited to participate in the Working Group sessions, once the meeting dates had been finalised; and,**
- iii. a report from the CIL Working Group with recommendation on CIL project priorities to be brought back to the Finance & Governance Committee in due course.**

## **251. CLOSURE**

The meeting was closed at 8.29pm. The next meeting was noted as being scheduled for Wednesday 7 December 2022 at 7.30pm.

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**Committee recommended REFUSAL. We believe that this application is contrary to SCLP 12.14 which states “Proposals should consider the whole site for resort related uses to provide a vibrant mix of activities” clearly this application does not fulfil this criterion.**

**In the Planning Statement at paragraph 5.9 the applicant states “The Council has supported proposals elsewhere along this section of Sea Road involving commercial uses at ground floor level with residential accommodation above”.**

**That is a fundamental misuse of the phrase “this part of Sea Rd”. The change of land use and hence urban character at the site boundary is because the area was created some 130 years ago as a resort, and the frontage southwards maintained in that way for many years, supported by planning policies for many decades. The area to the north of this site and Buregate Rd supported the resort by being developed for holiday accommodation. Those two land uses are mutually necessary and supportive and essential for the future of the resort.**

**This is a fundamental flaw in the application, in the context of SCLP12.14 as above.**

**We note that a Flood Risk Assessment has now been submitted, however we would seriously dispute the contentions and claims made within that assessment. This site is subject to a risk of flood and the applicant has not adequately addressed this issue.**

**Access and Parking: Whilst it is not a planning issue, we would dispute the use of the shared alleyway to serve as the access for this site. We further believe that the access - particularly with a height restricted entrance and tight turning circle - will be inadequate for commercial vehicles. Whilst we note the applicant’s comparison with the former North Sea Hotel site, nonetheless we believe that the provision for only 10 parking spaces for both residential and commercial occupiers, is totally inadequate and does not comply with SCC parking guidance. We recognise that parking in this busy seafront location is already at a premium and therefore on-street parking will not be a viable alternative for the residential units in this application and will detract from available visitor parking.**

**We also believe that this application is contrary to SCLP 11.2 a) in that it will cause unacceptable loss of privacy and overlooking for several nearby residential properties in Arwela Road.**

**Affordable units: We dispute the applicant’s claim in paragraphs 9.2 and 9.3 that it is not financially viable to provide affordable dwellings in this location. We would request that, if the application is approved, the appropriate level of affordable units is provided.**

<b>B</b>	<b>DC/22/4027/FUL</b>   Single storey rear extension, loft conversion, and associated works 125 Colneis Road
<b>Committee recommended APPROVAL.</b>	
<b>C</b>	<b>DC/22/3931/FUL</b>   Retrospective Application for a previously built ancillary annex adjoined to applicants workshop. <b>Journeys End Marsh Lane</b>
<b>Committee recommended APPROVAL, subject to it being conditioned that this annexe should remain ancillary to the main dwelling.</b>	
<b>D</b>	<b>DC/22/3151/FUL</b>   Retrospective Application - Retention of cladding and rear single storey extension and dormer <b>19 Kemsley Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>E</b>	<b>DC/22/4071/TCA</b>   1no. Silver birch (marked '1' on plan) – Fell <b>Belgrove 3 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>	

## **257. PLANNING DECISIONS**

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

## **258. CORRESPONDENCE**

None.

## **259. CLOSURE**

The meeting was closed at 10.47am. It was noted that the next meeting was scheduled to take place on Wednesday 16 November 2022 at 9.15am.

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## **AGENDA ITEM 10: EARMARKED RESERVES EXPENDITURE**

Terms of Reference adopted at Annual Council (*Minute #10a of 2022/23 refers*) include authority for Committees to approve expenditure from Earmarked Reserves relevant to their scope of business, up to a limit of £20,000 in each financial year, without requiring further approval from Council.

Council is requested to note the following spending from Earmarked Reserves approved by the Assets & Services Committee and Civic & Community Committee respectively:

Min #	Description	Net Amount	Earmarked Reserve
105ii A&S	Three batteries and an edging trimmer	£1,643	Cemetery
193ii A&S	Repainting of guttering while scaffolding is up for the windows refurb	£1,750	Town Hall
198 A&S	Flood Memorial – wooden sleepers and bench	£700	Cemetery
222i C&C	Cost of Living leaflet (14,000 copies of a four-sided A4 leaflet to all IP11 addresses)	£1,382	Community Support Fund

**Council is requested to note the expenditure from Earmarked Reserves as approved by the Assets & Services Committee and Civic & Community Committee.**

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## **AGENDA ITEM 11: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22**

Council is advised that Notice has been given that the external audit of the accounts of Felixstowe Town Council for the Financial Year 2021/22 was completed on 23<sup>rd</sup> September 2022. The Annual Governance and Accountability Return (AGAR), including the Audit Certificate is presented at **Appendix A**.

The Council's External Auditor, PKF Littlejohn, have expressed the view that, on the basis of the annual return, in their opinion, the information is in accordance with proper practices and no matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Auditor noted under 'other matters' that the approval date of the AGAR was after the start of the notified period for the exercise of public rights. The AGAR was published on the Council website on 17<sup>th</sup> June and issued to Councillors with the Agenda for the 22<sup>nd</sup> June Full Council meeting. The notice on the exercise of public rights was displayed for exactly 6 weeks from 20<sup>th</sup> June. The Auditor's comments indicate that the two-days before the Council meeting approved the accounting statements should not be counted towards the 6-week period. As a result, on the Annual Governance Statement next year for 2022/23, Assertion 4 will need to be answered 'No'. See page 13 under Section 11 of the Internal Audit Report (**Appendix B**) for the Internal Auditors comments on this.

In accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014; the Accounts and Audit Regulations 2015 (SI 2015/234) and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 29 September and is also available to view on the Town Council website to advise local electors that the accounts and requisite information as defined by Section 13(1) of the Accounts and Audit Regulations 2015 are available for inspection.

Additionally, the Annual Governance and Accountability Return for the Financial Year 2021/22 will remain available online on the Council's website, as have the documents for the previous six years. The Annual Governance and Accountability Return was presented to the Finance & Governance Committee for review and is also required to be formally approved and accepted at a meeting of the full Council.

### **Council is requested to:**

- i. Approve and Accept the Annual Governance and Accountability Return including Audit Certificate as presented; and,**
- ii. Note that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 & the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 28 September 2022 and is available to view on the Financial Page of the Town Council Website.**

## **AGENDA ITEM 12: INTERIM AUDIT REPORT: YEAR 2022/23**

The Interim Internal Audit for the half-year ending 30 September 2022 took place on 14 October 2022 and the signed report is presented at **Appendix B**.

As referenced at Agenda Item 10, the Internal Auditor made the following recommendation:

*Recommendation: The Council should display the notice of public rights for a period that positively exceeds the minimum requirement so that there can be no doubt the regulations have been complied with.*

The Internal Auditor also noted that Councillors should regularly check their Register of Interests to ensure it is up to date.

The Interim Internal Audit Report was presented to the Finance & Governance Committee for review, with no actions recommended (*Minute #249 of 2022/23 refers*), and is also required to be formally reviewed and received at a meeting of the full Council.

**Council is requested to note the Interim Internal Audit Report for the period 1 April 2022 – 30 September 2022.**

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## **AGENDA ITEM 13: CLIMATE EMERGENCY WORKING GROUP** **UPDATE**

As reported to Council on 7 September, the Climate Emergency Working Group organised a meeting with local stakeholders, to provide a forum for local groups to present and discuss ideas for reducing the local carbon footprint (*Minute #171 of 2022/23 refers*).

Organisations including the Port, BID, Chamber, Felixstowe Community Nature Reserve, Greenprint Forum, Felixstowe Wildlife Trust, Litter-Free Felixstowe and Fairtrade were invited.

Several participants had also attended the Climate Action March on 2 July organised by Dr Adrian Cooper, Felixstowe Community Nature Reserve.

The Working Group was keen to provide an open forum with local stakeholders to share learning, communicate the actions that the Town Council had already taken, offer support and work together on local Climate Action. The format of a 'Citizen's Advisory Group' was investigated as the type of group format it could have, see <https://involve.org.uk/resources/methods/citizen-advisory-groups> for further details.

The meeting, postponed from its original date in September, due to the period of public mourning for Her Majesty Queen Elizabeth II, took place on 12 October.

During the event, attendees were asked to consider three following questions:

1. What is the most impactful thing your organisation can do to reduce its carbon impact? (Imagine if you could wave a magic wand and money was no object).
2. What is your organisation doing in the next 12 months to reduce its carbon footprint?
3. What do you think the Town Council can do to help?

The group considered creating a Felixstowe Climate Charter and Green Felixstowe Awards to recognize local business and groups work in reducing its carbon footprint.

Notes from the meeting are shown at **Appendix C**.

All who attended were enthusiastic to participate in further meetings, the next of which will be scheduled in 2023, with more organisations invited.

Attendees were invited to promote community action discussed in the meeting via Felixstowe Town Council's social media platforms, and in upcoming editions of the seasonal quarterly magazine.

**Council is requested to note the update report from the Climate Emergency Working Group.**

## **AGENDA ITEM 14: TOWN HALL WINDOW REFURBISHMENT**

Further to Council's approval to commit the expenditure of £57,357 for the winning tender for the refurbishment of the Town Hall Windows (*Minute #85iii & #170 of 2022/23 refers*) the contract has been signed and the glass has been ordered.

The Fineo glass being used is of the lowest u-value of 0.7 W/m<sup>2</sup>.K for thermal transmittance. The Schedule of Works drawn up by our architect (**Appendix D**), details windows which will be repaired and which pieces will require replacement parts due to their condition. The existing springs, some of which are failing, will be replaced with new traditional sash cords and weights.

With an expected wait time of 12 weeks for the glass, we are very hopeful that the work will be carried out in the timescale we have made available with no wedding bookings or those that are booked are aware that there could be scaffolding on the building. The work should take 6-8 weeks.

The Contractors will use the Magistrate's room as a rest room and for storing any necessary materials. Scaffolding will be put up but access will still be available to the disabled entrance at the side of the building.

Contractors are aware of the Planning & Environment meeting dates and other dates of Committee and Council meetings and will work around these, wherever possible.

Suffolk County Council Registrars and East Suffolk Council have been informed and will be kept updated throughout the project.

**Council is requested to note the update report on the Town Hall window refurbishment project.**

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## **AGENDA ITEM 15: REMEMBRANCE & FLOOD MEMORIAL EVENTS**

### **Remembrance**

The Remembrance programme began on Saturday 29 October with the launch of the 2022 Poppy Appeal at the Triangle. The large poppies were placed on the lampposts and the Remembrance road signs put up throughout the town by the Royal British Legion.

The remainder of the Remembrance programme is as follows:

#### **Thursday 10<sup>th</sup> November, 7.30pm**

Felixstowe Festival of Remembrance concert at Spa Pavilion (Coordinated by the Felixstowe Branch of the Royal British Legion).

#### **Armistice Day, Friday 11<sup>th</sup> November, 11am**

Two Minutes Silence at Felixstowe War Memorial. Schools are being invited to attend and participate. Please arrive at the Town Hall ready to walk to the War Memorial by 10.50am.

#### **Sunday 13<sup>th</sup> November 2022**

**9.45am** - Civic Remembrance Service, St Johns Church, Orwell Road. Members to convene in the Church robing room by 9.35am. Please RSVP to the Civic Events Officer to reserve seating.

**10.45am** - Civic Act of Remembrance, Felixstowe War Memorial, Undercliff Road West.

**12 noon** - Remembrance service at the War Graves, Felixstowe Cemetery.

Service sheets will be made available on the day and will be published on the Town Council's Remembrance webpage here: [www.felixstowe.gov.uk/remembrance](http://www.felixstowe.gov.uk/remembrance).

The link to the programme is being promoted via the Council's usual channels.

### **Flood Memorial**

The 31<sup>st</sup> January 2023 will mark the 70<sup>th</sup> anniversary of the North Sea Floods. In preparation, work is being prepared under the direction of Council's Assets & Services Committee to refurbish the Flood Memorial.

Renovation work will be carried out by the Council's Grounds Maintenance Team, with new engraved plaques, wooden sleepers marking out the shape of the waves, a new wooden bench, new shingle and a deep clean of the existing structures.

The Felixstowe Society and other interested parties were consulted to enhance the story and review the spelling of the names listed on the memorial plaque.

Alongside the traditional service held at the Flood Memorial, consideration is being given to other ways to mark this special anniversary. A book is currently being written by Ms Jean Macpherson, a quilt is being made to display in time for the 70<sup>th</sup> anniversary, and a film is under production. Events to mark the occasion will be considered by the Civic & Community Committee and communicated subsequent to the December meeting.

**Council is requested to note the report on Remembrance activities, alongside any other update, and decide on any actions it deems necessary.**

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## **AGENDA ITEM 16: LANGER PARK – LOST CREEK PLAY TRAIL**

At its meeting of 5 October, the Council's Civic & Community Committee received a presentation from the Ms Jenny Edgerley, East Suffolk Council Development Officer, on the ongoing development project at Langer Park.

Following the Town Council's stated interest in supporting the delivery of the 'Lost Creek Play Trail' Ms Edgerley had contacted several companies to carry out this work, to the value of £15,000 which had previously been suggested for this element. East Suffolk Council had selected Groundworks East as the contractor and Committee saw some example images of wooden sculptures that had been the result of a previous project. See images below:



Ms Edgerley advised that this company had been selected on the basis of their proposal to develop the project by having an open consultation event on the site so local people can collaborate with the artist to help form ideas. The Civic & Community Committee has indicated its support, in principle, for this project, subject to sight of the proposal and further consideration.

At Committee's request, Ms Edgerley forwarded the proposal for the Lost Creek Play Trail for further consideration by the Council (*Minute #213 of 2022/23 refers*). This is at **Appendix E**.

So as not to delay Council's consideration of this matter, the Chairman of the Civic & Community Committee has referred this to Council. Subject to Council approval, funding for the Lost Creek Play Trail could be authorised via the Community Fund Earmarked Reserve.

**Council is therefore requested consider funding for the provision of a new play trail in Langer Park, as originally reported to the Civic & Community Committee.**



## **AGENDA ITEM 17: SUFFOLK PUBLIC MENTAL HEALTH PROGRAMME**

Suffolk County Council's Public Health & Communities team has 16 places available for two-day workshops per specific geographic area focusing on Public Mental Health. They are seeking interest from leaders, influencers, and managers within these areas to influence planning and spend of the allocated funding.

Council has been invited to send up to two representatives to the Felixstowe workshops.

The Suffolk Public Mental Health programme aims to 'support, enable and strengthen the protective factors for good mental wellbeing'. The programme is supported by a £2.5m allocation from the 'Covid Outbreak Management Fund'. As part of the programme, Suffolk County Council are working with Suffolk Mind to capture information on how well individuals are meeting the 12 emotional and physical needs that keep us mentally well (Food and Drink, Sleep, Movement, Attention (Giving and Receiving), Community, Emotional Connection, Close relationships, Security, Control, Privacy, Value, Status, Achievement and Meaning and Purpose). This is being done through the 'Emotional Needs Audit' (ENA) – further information at: [Emotional Needs & Resources - Suffolk Mind](#).

In addition to having Suffolk wide population data, the work will have a specific focus on 15 population groups agreed across Suffolk.

### **The geographical population groups in the East Suffolk Focus Areas are:**

1. Lowestoft
2. Beccles
3. Felixstowe
4. Aldeburgh, Leiston and Saxmundham Community Partnership (rural focus)

In addition to the geographical focus areas, the Public Mental Health programme is also focusing on specific populations of interest.

### **These include:**

1. Those in work facing poverty
2. Those who are unemployed
3. Those who were deemed as Clinically Extremely Vulnerable during the covid pandemic

### **For each of these areas, Suffolk Mind will:**

- Collect Emotional Needs Audit data representative of that population
- Produce case studies for each group
- Provide a detailed data report outlining how well individuals in that group are meeting their emotional and physical needs
- Provide a two-part virtual training workshop for 16 key stakeholders for that group (i.e. Locality leads) including:
  - 'Your Needs Met' training on the ENA – 3hrs
  - Local ENA data results and action planning workshop – 3hrs

**Note:** The workshops for the three population of interest groups will take place at **county** level to bring together wider stakeholders. Through these workshops, local level actions will be identified.

A safeguarding intervention for those scoring below an agreed threshold on the survey has also been put in place. This includes a support call, signposting to self-help, and/or services if deemed appropriate. This will be provided by Suffolk Mind.

### **Funding support for delivery of Locality Wellbeing Action Plans**

£50,000 funding has been allocated to each of the geographical focus areas to support the delivery of action plans created through the two-part training workshops. A commitment to both workshops is desired.

Locality	Your Needs Met Training Workshop (Training on ENA)	Time	ENA data Results and Action Planning workshop	Time
Lowestoft – key focus on ‘left-behind areas’ and most deprived wards	28/11/2022	9:00-1:00	19/01/2023	9:30-12:30
Felixstowe	12/12/2022	9:00-1:00	02/02/2023	2:00-5:00
Aldeburgh, Leiston and Saxmundham Community Partnership (rural focus)	16/01/2023	9:00-1:00	09/02/2023	9:00-12:00
Beccles	02/02/2023	9:00-1:00	28/02/2023	9:00-12:00

**Council is requested to consider its representation on workshops to support the delivery of a Felixstowe action plan in respect of the Suffolk Public Mental Health Programme.**

## **AGENDA ITEM 19: FELIXSTOWE CHAMBER OF COMMERCE**

The Felixstowe Chamber of Trade and Commerce has invited the Town Council to become an honorary Gold Member.

The Chamber has stated that it is offering the membership to improve relations between our local business community and the good work of the Town Council:

*“We hope this investment of our limited funds will help both parties have a better understanding of each other; goals, aspirations, concerns, and difficulties. A more informed and closer community will surely fruit better cooperations and decisions. And obviously benefit our town.*

*Gold Membership entitles one delegate (of the Felixstowe Town Council) to attend our events free of charge. Our events normally range from £10-£20. Additional delegates of the Felixstowe Town Council are welcome, and a gold membership entitles a third off the normal price, for each additional delegate.*

*If you accept our offer, we’ll leave it to the Felixstowe Town Council to decide who should have the free attendance. We expect councillors and staff will have personal areas of expertise or interest. Each event has different themes that attract different members and non-members who, likewise, have expertise or interest in the theme. We believe it’s working well and growing.*

*Our next event is on Tuesday 15th November, 6:30pm, at the Wine Boutique, Hamilton Road. The theme for this soirée event is ‘Charity and Funding’. We have speakers from Suffolk Community Foundation and the Port Community Fund.*

*Our sponsor Kingsfleet Wealth will enable us to offer half price admission (Standard Price £12) to Felixstowe charities and non-profits, so we can afford to run at a loss. We hope they will be encouraged to build relations with these grant providers so they can better fund their work in our town.*

*Also attending, are business leaders, who will be informed how they can ensure their charitable donations can be spent in right place. Given to the right people. And support the issues they hold dear, by using vehicles such as the Suffolk Community Foundation and the Port Community Fund.”*

**Council is requested to consider the invitation for Council to join as an honorary member of the Chamber of Commerce.**

## **AGENDA ITEM 20: PARISH WARDING ARRANGEMENTS AND ELECTION COSTS 2023**

East Suffolk Council commenced a district-wide Community Governance Review in January 2022.

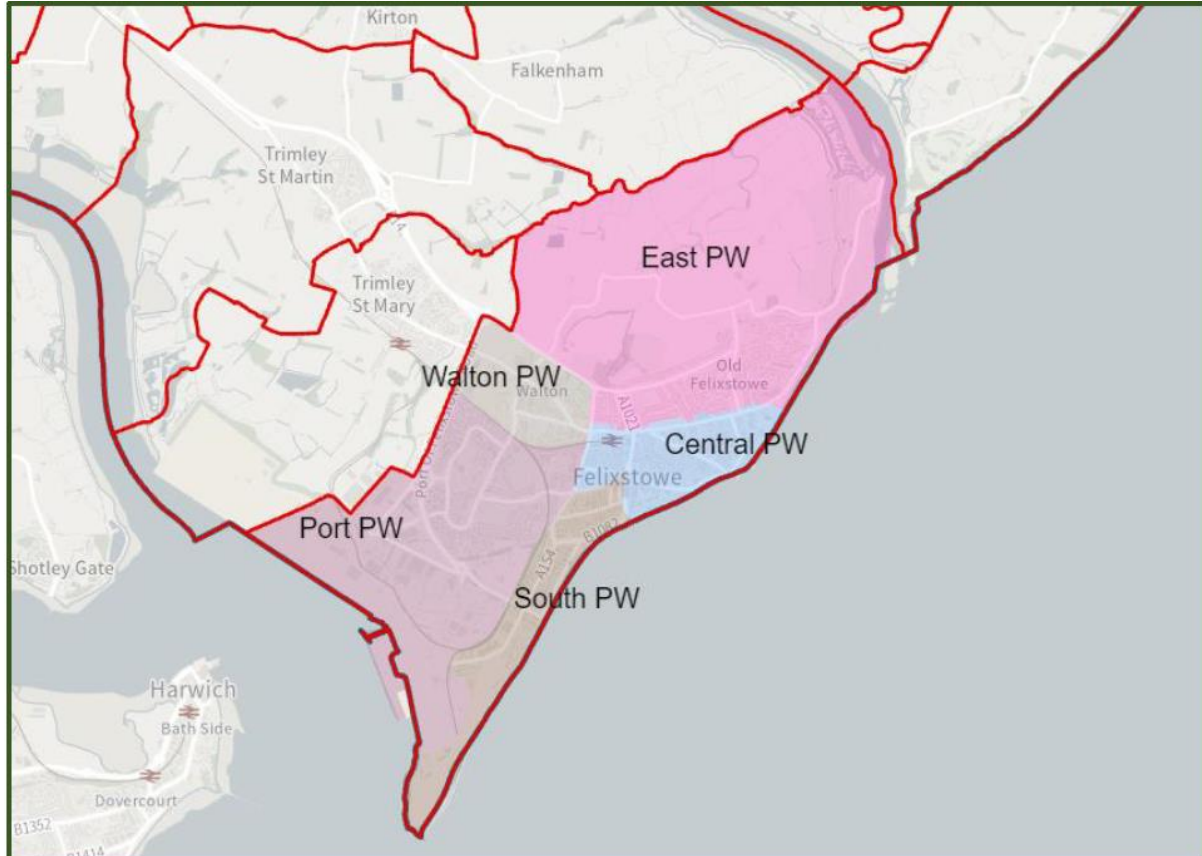
The initial consultation period ended on 1 April 2022 and ESC's Member Working Group agreed draft recommendations which were then approved by East Suffolk Council for a second stage of consultation, which ran until 8 July.

The Planning & Environment Committee reviewed the consultation documents, responding on behalf of the Town Council in favour of the recommendations.

[Recommendation 14](#) is relevant to Felixstowe and provides that the consequential changes to Parish Wards from the County Council review should be brought forward to take effect from May 2023 stating that "The revised parish wards contribute to more effective and convenient governance".

The Parish Wards for Felixstowe would therefore be as follows:

- Central – 3 Councillors
- East – 3 Councillors
- Port – 5 Councillors
- South – 2 Councillors
- Walton – 3 Councillors



*Proposed Parish Warding arrangements from 1 April 2023.*

Following a period of consultation, the final recommendations of the Community Governance Review were approved by East Suffolk at its meeting on Wednesday 28 September 2022.

Consent has been requested from the Local Government Boundary Commission for England, with the Re-organisation Order to take effect from 1 April 2023. Electoral arrangements will come into force at the first scheduled elections following the date on which the Order was made – i.e. for the whole of Council elections on 4 May 2023 - unless otherwise stated.

### **Election Costs**

East Suffolk Council has provided the Town Council with estimated elections cost breakdown for parish elections on 4 May 2023, and the estimate cost of a by-election in the next 4 years.

Note that the figures in the table below are based on contested elections within the current warding arrangements and are subject to change, should the incoming warding arrangements require a net-addition to the number of polling stations.

<b>Ward</b>	<b>Contested Scheduled Election Thursday 4 May 2023</b>	<b>Unscheduled By-election 2023-2027</b>
Coastal	£7,880.75	£14,691.12
Marshes	£2,830.15	£5,935.13
Port	£4,521.43	£8,797.58
Walton	£2,936.98	£6,005.05
<b>Total</b>	<b>£18,169.31</b>	

**Council is requested to note the report on Electoral arrangements and costs for 2023.**

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