



9 am to 4 pm Mondays to Fridays

**TO ALL TOWN COUNCILLORS**

Cllr S Bennett (Mayor of Felixstowe)  
Cllr M Deacon (Deputy Mayor)  
Cllr D Aitchison  
Cllr N Barber  
Cllr S Bird  
Cllr J Candy  
Cllr A Folley  
Cllr C Franklin

Cllr S Harkin  
Cllr M James  
Cllr M Morris  
Cllr B Price  
Cllr D Rowe  
Cllr M Sharman  
Cllr S Wiles

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 6 September 2023** at **7.30pm**.

**Public Attendance**

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

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

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

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

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

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/Remote-Meeting-Guidelines.pdf>

*Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making. Members are also 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**  
**1 September 2023**

**Moment of Reflection:** Richard Scott, Inspirational Life Guide.

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

- 1. Cllr David Underwood**  
Council will pay tribute to Cllr David Underwood, who passed away on 17<sup>th</sup> August 2023.
- 2. 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.
- 3. Apologies for Absence**  
To receive apologies for absence.
- 4. 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.
- 5. Questions to the Mayor**  
For the Mayor to respond to questions from Members, in accordance with Standing Order 26.
- 6. Confirmation of Council Minutes**  
To confirm the minutes of the Ordinary Council Meeting held on Tuesday 20 June 2023 as a true record. **(Pages 4-8)**
- 7. Mayor's Announcements**  
To receive such communications as the Mayor may wish to lay before Council. **(Page 9)**
- 8. Minutes of Committee Meetings**  
To receive and adopt the minutes of the following meetings:
  - a) Planning & Environment Committee 21 June 2023 **(Pages 10-13)**
  - b) Planning & Environment Committee 5 July 2023 **(Pages 14-17)**
  - c) Assets & Services Committee 5 July 2023 **(Pages 18-23)**
  - d) Finance & Governance Committee 12 July 2023 **(Pages 24-27)**
  - e) Planning & Environment Committee 19 July 2023 **(Pages 28-31)**
  - f) Planning & Environment Committee 2 August 2023 **(Pages 32-34)**
  - g) Planning & Environment Committee 16 August 2023 **(Pages 35-36)**
- 9. 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.*

- 10. North Felixstowe Garden Neighbourhood**  
To receive an update on North Felixstowe Garden Neighbourhood from Mr Neil Cockshaw, East Suffolk Council’s Felixstowe Development Programme Manager for Felixstowe. **(Verbal update)**
- 11. Motion: Fly Posting**  
To consider the Motion of Cllr A Folley submitted in accordance with Standing Order 9. **(Page 37)**
- 12. Motion: Street Cleansing**  
To consider the Motion of Cllr M James submitted in accordance with Standing Order 9. **(Page 38)**
- 13. Community Infrastructure Levy: Footpath Renovation at Parks**  
To consider authorising expenditure from the 2019/20 CIL Earmarked Reserve to renovate footpaths in both Gosford Way Park and Allenby Park. **(Pages 39-41)**
- 14. Public Spaces Earmarked Reserve**  
To consider the recommendation from Council’s Asset & Services Committee to create an Earmarked Reserve for the Parks and Council’s outdoor spaces. **(Page 42)**
- 15. Business Plan 2024-28**  
Verbal update from the Business Plan Steering Group meeting held the previous day. **(Verbal update)**
- 16. FTC/ESC Joint Liaison Group Meeting**  
To receive the notes of the FTC/ESC Joint Liaison Group meeting held on 1 August 2023 and consider any matters for discussion at the next meeting on 7 November 2023. **(to follow)**
- 17. Accounts for Payment**  
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix A)**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
30/06/2023	121 - 143	£66,553.65
17/07/2023	144 - 163	£8,013.66
31/07/2023	164 - 182	£47,321.90
16/08/2023	183 - 201	£8,785.12
31/08/2023	202 - 217	£46,601.49
	<b>TOTAL</b>	<b>£177,275.82</b>

- 18. Closure**  
To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 8 November 2023.

## **AGENDA ITEM 6: CONFIRMATION OF COUNCIL MINUTES**

**MINUTES** of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Tuesday 20 June 2023** at **7pm**

**PRESENT:** Cllr S Bennett (Mayor) Cllr C Franklin  
Cllr M Deacon (Deputy Mayor) Cllr S Harkin  
Cllr D Aitchison Cllr M James  
Cllr N Barber Cllr M Morris  
Cllr S Bird Cllr B Price  
Cllr J Candy Cllr M Sharman  
Cllr A Folley Cllr S Wiles

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

**IN ATTENDANCE:** 6 members of the public  
3 members of the Public (*via Zoom*).  
Ms Kate Cain, Felixstowe BID

### **MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection from Dr Josh Hunt, Chaplain to Felixstowe School, BOOST.

### **60. PUBLIC QUESTION TIME**

A member of the public informed Council that they had tried to attend the Annual Council meeting via Zoom but was unable to, and asked for reassurance that they would be able to attend remotely in the future. The Town Clerk advised that there had been an issue with the link to join the meeting, which had been since rectified and was unlikely to occur again.

### **61. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr D Rowe** and **Cllr D Underwood**.

### **62. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Wiles Cllr S Bennett	All	Other registerable interest (as Members of Suffolk County Council)
Cllr S Bennett Cllr J Candy Cllr M Deacon Cllr A Folley	All	Other registerable interest (as Members of East Suffolk Council)

Cllr N Barber	#68	Other registerable interest (as a Director of the Felixstowe BID)
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Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**63. QUESTIONS TO THE MAYOR**

None.

**64. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Annual Council Meeting held on 17 May 2023 be signed by the Mayor as a true record and adopted by the Council.**

**65. MAYOR'S ANNOUNCEMENTS**

The Mayor addressed the Council and spoke about his recent Mayoral Engagements, highlighting the inaugural raising of the Progress Pride flag in June, which had been well-attended, and the first 999 Emergency Service Day on 27<sup>th</sup> May which had included many of the organisations that Felixstowe was lucky to have. The Mayor enjoyed celebrating the 200<sup>th</sup> parkrun in Felixstowe and even found time to run it himself. The Mayor's Civic Service was another highlight with 180 people in attendance including civic dignitaries from as far afield as Lowestoft, Bungay and West Suffolk.

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

**66. 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 24 May 2023**
- b) Finance & Governance Committee 24 May 2023**
- c) Planning & Environment Committee 7 June 2023**
- d) Civic & Community Committee 14 June 2023**

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

There were none. The Mayor advised that he would circulate a report on Ukraine2Felixstowe in due course.

## 68. **FELIXSTOWE BID UPDATE**

The Mayor invited Kate Cain, Felixstowe BID Manager, to give an update to Council on recent achievements and upcoming plans. Council heard that work had been taking place with the High Street Task Force who attended earlier this year. Part of this work had revealed that Felixstowe was bucking the trend with less than 6% unoccupied shops compared to the national average of 10%. Statistics from the Smart Town initiative also showed that footfall was growing with a 20% increase month on month. Ms Cain advised that this data would be more useful next year when year-on-year figures could be compared.

Ms Cain advised that the BID were pleased to be working well in partnership with Felixstowe Town Council on projects such as the Christmas lights, the ice rink, and the planting throughout the town. The BID were keen to make even more impressive changes in the future and had been involved in the walking and cycling strategy and green strategy linking the beach to the town.

Council heard about the 'Love Felixstowe' festival which was in the planning stages and would showcase what Felixstowe and its local businesses have to offer. Councillors were invited to contact Ms Cain if they would like to be involved in the event.

In response to a question from Members about whether BID had much support from the police, Ms Cain advised that the BID did not have much sway over crime management. In response to a suggestion for volunteer Street Rangers, this was something that could be put in BID's next survey to see if there was an interest or need for this. It was noted that the BID did not currently have much to do with the Chamber of Commerce, but this could change in future. On a question as to whether a market could be held in Hamilton Road, Ms Cain advised that there were issues with this competing with the levy paying businesses.

Members praised the BID's 'Love Felixstowe' logo design, which would be used across the media for the event. An aerobatic display was also being planned.

Members congratulated BID on the increase in footfall and the work that had been done for the local business community.

It was noted that the Town Clerk and previous Mayor had attended BID meetings prior to the elections. Members agreed that this should continue, ex-officio.

Council thanked Ms Cain for her attendance.

**It was RESOLVED that the BID update be noted; and, that Mayor and the Town Clerk be the Town Council's representatives at the BID meetings, ex-officio.**

**69. INTERNAL AUDIT REPORT: FULL YEAR 2022/23**

Council considered the final Internal Audit Report for the year 1 April – 31 March 2023 as presented.

**It was RESOLVED that:**

- i. it be noted that there were no significant actions arising from the final Internal Audit Report for the Financial Year 2022/23 and, therefore, no action plan is required to be submitted with the Annual Return 2022/23 to the External Auditor.**

**70. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2022/23**

Council considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2022/23 as presented. Council paid thanks to the Deputy Town Clerk and the Financial Administration Assistant for their hard work and were advised that the Notice of Public Rights and Publication of unaudited Annual Governance & Accountability Return notice would be displayed on the Town Hall noticeboard and on the Town Council Website in accordance with the statutory requirements.

**It was RESOLVED that:**

- i. the Annual Return for the financial year ended 31 March 2023 (Section 1 – Annual Governance Statement) be approved and the Mayor and Town Clerk be authorised to sign the declaration on behalf of Felixstowe Town Council;**
- ii. the Annual Return for the financial year ended 31 March 2023 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council’s Responsible Finance Officer be approved, and the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council; and,**
- iii. it be noted that there were no actions arising from the final Internal Audit Report for the Financial Year 2022/23 and, therefore, no action plan was required to be submitted with the Annual Return 2022/23 to the External Auditor.**

**71. REVIEW OF INTERNAL AUDIT EFFECTIVENESS 2023/24**

Council reviewed the effectiveness of its internal audit arrangements.

**It was RESOLVED that:**

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**

- ii. in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, be appointed to continue as the Council’s internal auditor, undertaking a half-yearly and year-end audit on the basis of paras 4.14-4.17 of the “Governance and Accountability for Local Councils – a Practitioner’s Guide 2019”.

**72. STATEMENT OF INTERNAL CONTROL 2023/24**

Council considered the Statement of Internal Control for the year end 31 March 2024.

**It was RESOLVED that the Internal Control Statement for the year 2023/24 be adopted.**

**73. ANNUAL REPORT 2022/23**

Council considered the Annual Report for the year 2022/23 as presented.

**It was RESOLVED that the Annual Report for the Municipal Year 2022/23 be adopted.**

**74. ACCOUNTS FOR PAYMENT**

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

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
18/05/2023	63 – 82	£7,441.49
31/05/2023	83 – 99	£50,408.64
15/06/2023	100 - 120	£16,636.03
	<b>TOTAL</b>	<b>£74,486.16</b>

**75. CLOSURE**

The meeting was closed at 8.06pm. It was noted that the next Ordinary Meeting was scheduled for 6 September 2023 at 7.30pm.

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## **AGENDA ITEM 7: MAYORS ANNOUNCEMENTS**

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

21/06/2023	Suffolk Day - Flag Raising - Schools/Care Homes Attending
21/06/2023	Suffolk Remember's - Spa Gardens
22/06/2023	CIAT Awards for Martello Cafe, Felixstowe
24/25/06/2023	Book Festival - Sir Terry Waite
30/06/2023	Felixstowe Lions Club Charter Dinner
01/07/2023	125 <sup>th</sup> Celebration of Station & Orwell Hotel
01/07/2023	@INC Midsummer Birthday Party, Wine Boutique.
05/07/2023	Launch of The Grove Surgery Community Allotment
05/07/2023	Garden Party at The Felixstowe Hospital
09/07/2023	Mayor's Sunday in Aldeburgh
11/07/2023	Orwell District Scouts AGM
11/07/2023	Soiree at the Wine Boutique - Chamber of Commerce
15/07/2023	Launch of Suffolk Sound
15/07/2023	Summer Bazaar - Felixstowe Community Hospital
16/07/2023	<i>Civic Service – Newmarket (Deputy Mayor)</i>
21/07/2023	Mayor of Ipswich "At Home" - Ipswich Football Club
21-23/07/2023	Opening of Carnival Weekend – Carnival Events
23/07/2023	Annual NCI Day - Historical Tour
25/07/2023	Breakfast with Wesel Fire Cadets - Town Hall
26/07/2023	The Fisherman's Hut – Visit Felixstowe
30/07/2023	HMS Beehive: Memorial 1 Tonne Challenge
01/08/2023	Summer Garden Party: Ukraine 2 Felixstowe
06/08/2023	Summer Tea Party - Salzwedel Partnership
09/08/2023	Pushchair Pitstop: Summer BBQ
12/08/2023	Firefly Nationals 2023 Commodore's Reception - Sailing Club
13/08/2023	Litter-Free Felixstowe - Collecting litter
15/08/2023	<i>VJ Day (Deputy Mayor)</i>
13/08/2023	Pirate Radio Day: Spa Pavilion
16/08/2023	Re-opening Chapel Maybush Lane
23/08/2023	Pitstop Mannia - Beach Street
24/08/2023	<i>Ukraine Independence Day Flag Raising (Deputy Mayor)</i>
02/09/2023	Boost Annual BBQ
2-3/09/2023	Love Felixstowe Weekend
3/09/2023	Art on the Prom - Launch

**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 8: MINUTES OF COMMITTEES MEETINGS**

**MINUTES** of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Wednesday 21 June 2023** at **9.15am**

**PRESENT:** Cllr S Bird (Chairman) Cllr A Folley  
Cllr M Morris (Vice Chairman) Cllr C Franklin  
Cllr J Candy Cllr S Wiles (*until item 81F*)  
Cllr S Bennett (*from item 81C*)

**OFFICERS:** Mrs D Frost (Deputy Town Clerk)  
Mrs S Morrison (Planning Administration Assistant)

**IN ATTENDANCE:** 10 Members of the Public  
3 Member of the public (*via Zoom*)

### **76. PUBLIC QUESTION TIME**

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

### **77. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber** and **Cllr D Underwood**.

### **78. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

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

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

### **79. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 7 June 2023 be confirmed as a true record.**

## 80. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to East Suffolk Council, the order was rearranged to suit attendees and attendance of the Suffolk Day flag raising event :

Committee noted the presentation from beach hut owners with regard to the heritage value of the beach huts and heard with interest of their intent to develop heritage boards reflecting the history of beach huts in Felixstowe, and heritage colours for the painting of the 14 beach huts.

<b>A</b>	<b>DC/23/2089/FUL</b>   Relocate removed earlier 14 huts from promenade into new location between shelter building and spa pavilion area. The wooden platforms will be erected on the beach next to the promenade. <b>14 Beach Huts Undercliff Road West</b>
	<b>Committee recommended APPROVAL. We are satisfied that this application is policy compliant, specifically in relation to SCLP 12.14 which supports tourist related uses in this location. This approval would be subject to East Suffolk Council granting the necessary licenses for these huts and their being satisfied as to the safety requirements of the installation of the huts.</b>

At direction of the Chairman, item C below was moved up the agenda to be considered. Committee noted the neighbour concerns with regard to the height and mass and overlooking from the proposed block of flats.

At 10.05am Cllr S Bennett arrived.

<b>C</b>	<b>DC/23/1986/FUL</b>   Demolition of existing garages and erection of 6 flats with associated external works and access <b>Glenfield Court Glenfield Avenue</b>
	<b>Committee recommended REFUSAL. Whilst we are not against the provision of more smaller residential units in principle, Committee have strong objections to this particular scheme. We believe it will result in totally unacceptable overlooking and loss of outlook for several residential properties in High Road West, Glenfield Avenue and Fairfield Avenue. This proposal is for a three storey building which at its closest is only 2 metres away from a boundary in High Rd West and 1 metre away from a boundary in Glenfield Avenue, the properties concerned will either have overlooking from at least four new flats or will be looking onto a three storey blank wall. We therefore feel that this application is contrary to SCLP11.2 paragraph a, b and e. Furthermore, whilst we accept that the SCC parking guidance is not mandatory we feel the introduction of 6 additional residential units in this location with no parking provision is unacceptable.</b>

<b>F</b>	<b>DC/23/2291/TCA</b>   1no. Oak (marked on plan) - Reduce to a single standing stem <b>109 Undercliff Road West</b>
<b>Committee OBJECT to the work proposed on this tree, we believe it has been misnamed as a Holm Oak and understand that it is a Bay tree we therefore feel that this undermines and negates the reasons given for the work proposed. Subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

The meeting was adjourned at 10.50, Cllr S Wiles left the meeting to attend to other business. The meeting was readjourned at 11.28 due to attendance of members at the Suffolk Day flag raising event.

<b>B</b>	<b>DC/21/3486/FUL</b>   Erection of 1no. warehouse (Class B8) together with access and servicing arrangements, vehicle parking, landscaping and associated works <b>Orwell Crossing Truck Stop A14 Nacton East Bound Nacton Heath Ipswich</b>
<b>Committee recommended APPROVAL. We welcome this revised and reduced scheme which we understand now allows for a potential HGV facility on this site which previously was not possible. In addition we fully support the comments from Network Rail regarding a pedestrian and cycle access from Felixstowe Road. We would therefore ask that any approval be conditioned that the developer provides the necessary pedestrian/cycle bridge over the railway line providing a safe pedestrian/cycle route.</b>	

<b>D</b>	<b>DC/23/2045/FUL</b>   Renovation of existing detached 1970s building with replacement of UPVC windows and conversion of garage to studio/bedroom <b>34 Maybush Lane</b>
<b>Committee recommended REFUSAL. We do not object in principle to the conversion of the garage to habitable rooms, we are satisfied that the property will still have sufficient parking space and we find the window replacement to be acceptable. However, the proposed design incorporating a mono pitched roof and the 4.5 m high ridge which will extend for 5 m will cause unacceptable loss of light to the neighbour both in terms of rooms within their property and their rear amenity space. We therefore feel that this application is contrary to SCLP 11.2 para a, b and c.</b>	

<b>E</b>	<b>DC/23/0528/FUL</b>   Retrospective Application - Change of use of land to garden curtilage. <b>16 Manwick Road</b>
<b>Committee recommended REFUSAL. We understand that a number of neighbouring properties have had longstanding free access to their rear amenity spaces via this rear cartway. If this development were to be allowed, it prevents that access from both ends of the cartway and</b>	

**could set a precedent for other properties to do the same, which would result in total loss of access for some or all properties. We therefore feel this proposal is contrary to SCLP 11.1 para e.**

Members requested that East Suffolk Council's Arboricultural Officer be invited to attend a future Planning & Environment Committee meeting to give some clarification for Members on tree applications.

#### **81. PLANNING DECISIONS**

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

#### **82. CORRESPONDENCE**

Members considered dates for a site tour of Candlet Road development Phase 2. The Planning Assistant will let Persimmon Homes know that the best date for the tour would be Friday 28 July and PPE would be required, steel cap boots will hopefully be sourced in-house by members of P&E.

It was confirmed that DC/23/3182/ARM – Land North of Candlet Road Phase 2 has just been published and will be part of the applications for the Planning and Environment Agenda for 5 July.

#### **83. CLOSURE**

The meeting was closed at 12.58 pm. It was noted that the next meeting was scheduled to take place on Wednesday 5 July 2023 at 9.15am.

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**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 5 July 2023 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman)  
Cllr M Morris (Vice Chairman)      Cllr A Folley  
Cllr S Bennett (*from item #88*)      Cllr C Franklin  
Cllr J Candy      Cllr S Wiles

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

**IN ATTENDANCE:** 3 members of the public (*via Zoom*)

**84. PUBLIC QUESTION TIME**

None.

**85. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber** and **Cllr D Underwood**.

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

**86. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

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

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**87. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 21 June 2023 be confirmed as a true record.**

**At this point in the meeting, Cllr S Bennett joined.**

**88. 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/22/3182/ARM</b>   Approval of Reserved Matters relating to Outline Planning Consent DC/15/1128/OUT - Phase 2 - Residential (305 Dwellings, open space and supporting services and infrastructure), Land off Candlet Road, Felixstowe <b>Land North Of Candlet Road, Phase 2</b>
<b>Committee recommended APPROVAL. We strongly welcome this revised application. We feel that the applicant has addressed all concerns that Felixstowe Town Council and other consultees previously had.</b>	
<b>B</b>	<b>DC/23/2349/FUL</b>   Two double skinned fuel tanks will be installed on the existing site for the offloading and loading of fuels. These tanks will be installed on new reinforced concrete slabs. An electrical GRP pre-fabricated unit will be installed for the electrical connections. A catchment area around the two tanks will be surrounded by drainage channels to capture any spills and runoff from the loading of trucks. These channels will lead to sumps which will be connected to a full class 1 interceptor. Existing underground tanks to be foam filled. <b>Haven Filling Station Dock Road The Docks</b>
<b>Committee recommended APPROVAL.</b>	
<b>C</b>	<b>DC/23/2360/OUT</b>   Outline Application (All Matters Reserved) - Construction of 2no. 1 bed dwellings <b>Land Adjacent To 130 Mill Lane</b>
<b>Committee recommended REFUSAL. Whilst we do not object in principle to the potential development of new dwellings in this location, we feel that the proposal as planned is deficient. We have had regard to the pre-application advice given under 22/3964 where the officer has stated that there is “high potential for unacceptable impact on the privacy of prospective occupants”. We agree that the two proposed units will have unacceptable overlooking from the host property, no. 130, and therefore feel that this application is contrary to SCLP 5.7 para. (c).</b>	
<b>D</b>	<b>DC/23/2341/FUL</b>   Front extension and alterations <b>19 Western Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>E</b>	<b>DC/23/2285/FUL</b>   Erection of garden room 246 Ferry Road
<b>Committee recommended APPROVAL. However, we would ask that it be conditioned that its use remain ancillary to the host property.</b>	
<b>F</b>	<b>DC/23/2392/FUL</b>   New single storey side and rear extensions. New porch to the front of the property. New dropped kerb and vehicle crossing. 91 Western Avenue
<b>Committee recommended APPROVAL.</b>	
<b>G</b>	<b>DC/23/2249/VOC</b>   Variation of Condition No 3 of DC/21/0478/FUL - Part demolition, alteration and change of use of nursing home to provide 6no. apartments, together with 3no. new build houses - materials & finishes <b>St Marys Nursing Home Undercliff Road East</b>
<b>Committee recommended APPROVAL.</b>	
<b>H</b>	<b>DC/23/2474/TCA</b>   Side of building T1 Holm Oak - Re-pollard to previous pruning points. Reason: due to close proximity to building and public footpaths. <b>Former Bartlet Hospital And Grounds Undercliff Road East</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. We recognise that this tree has a prominent position in the Conservation Area and we welcome professional tree management as proposed.</b>	
<b>I</b>	<b>DC/23/2353/TCA</b>   1no. Apple (T5 on plan) - Reduce limbs overhanging pergola by up to 1 metre 2no. Apple (T7 and T8 on plan) - Reduce lateral, overextended branches by 1 metre 2no. Rowan (T9 and T11 on plan) - Reduce crown by 1 metre on all aspects. <b>Homeorr House Felix Road</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

## 89. PLANNING DECISIONS

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



## 90. CORRESPONDENCE

Committee NOTED the following correspondence:

- i. DC/23/1356/FUL - Wolsey Court, Stanley Road, for the retention of antennas installed on roof for ship to shore communication. The application had been reviewed by the East Suffolk Referral Panel and delegated back to the Head of Development and Coastal Management to be issued in line with officers recommendation of Approval.
- ii. Notice of an application for a Pavement Licence for The Office Café Bar, 30 Orwell Road, Felixstowe, IP11 7DB. The premises is seeking approval for 12 chairs and 3 tables on the roadside, Monday to Sunday 8am to 10pm. The dimensions of the licenced area to be 4.19m x 5.55m.  
**Committee welcomed additional opportunities for outdoor seating but felt that it would be much safer to locate the seating closer to the café rather than adjacent to the busy highway junction, which we would not support.**
- iii. Confirmation that Mr N Newton ESC Principal Landscape and Arboricultural Officer, would be available to attend a future meeting.  
**Committee requested that Mr Newton be invited to the 6 September meeting.**

## 91. CLOSURE

The meeting was closed at 11.04am. It was noted that the next meeting was scheduled to take place on Wednesday 19 July 2023 at 9.15am.

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**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 5 July 2023 at 7.30pm**

**PRESENT:** Cllr D Rowe (Chairman)  
Cllr M James (Vice Chairman) Cllr S Harkin  
Cllr D Aitchison Cllr M Morris  
Cllr J Candy Cllr M Sharman

**OFFICERS:** Mrs D Frost (Deputy Town Clerk)  
Mrs J Smith (Assets & Services Officer)  
Mr T Minns (Grounds & Maintenance Manager)

**IN ATTENDANCE:** None

**92. PUBLIC QUESTIONS**

None

**93. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr N Barber** and **Cllr D Underwood**.

**94. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr J Candy	All	Other registerable interest (as Members of East Suffolk Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**95. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 26 April 2023 be signed by the Chairman as a true record.**

**96. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 28 June 2023. It was questioned as to why there was no cost centre for bus shelters which it was believed Felixstowe Town Council own five, the Deputy Town Clerk explained that there are currently no bus shelters on Felixstowe Town Councils assets.

**It was RESOLVED that:**

- i. the Budget Report to 28 June 2023 be received and noted; and,**

- ii. **Deputy Town Clerk to review the ownership information on Bus Shelters in Felixstowe.**

#### **97. TOWN HALL UPDATE REPORT**

Committee received the update report on the Town Hall. Members were asked to give thought to an alternative use of the Surveyor's office now that East Suffolk Council had vacated the room.

Committee considered the damp that was apparent in the Committee room, also in the Clerk's Office and small amount in the Council Chamber and agreed it would be good to obtain an updated Structural Engineer report as it was coming up to 5 years since the work was carried out in October 2018.

Committee were pleased to note the comments of the East Suffolk Council Conservation Officer on the work carried out to the windows.

Members considered the damage to the accessible entrance porch roof and agreed that the work should be carried out at a cost of £180 to supply and fit plain clay tiles to match the existing.

Members questioned if the work to be done to the Town Hall Gardens toilets by East Suffolk Council, had gone out to tender, and if there was a set date for the works yet. The Deputy Clerk confirmed that work was due to be started at the end of 2023/2024 but as yet it had not gone out to tender. Plans will be forwarded to Members in due course.

**It was RESOLVED that:**

- i. **the Town Hall Update Report be noted;**
- ii. **the Structural Engineer who carried out the previous inspection be approached for a quote for new update report on the front elevation, if the cost is more than £500 then three quotes to be obtained and referred back to committee;**
- iii. **the porch roof to be repaired by same company who carried out previous work to Town Hall rear roof, funded from the Town Hall Repairs and Maintenance budget; and,**
- iv. **Deputy Town Clerk to investigate with East Suffolk Council as to whether the plans for the works to be done to the Town Hall Gardens toilets had been finalised, and ask how long the toilets would be out of action and whether portaloos would be there in the interim.**

#### **98. WALTON COMMUNITY HALL UPDATE**

Committee received the update report on Walton Community Hall. Members discussed the current costs and usage of Walton Hall, and the benefits of more

energy efficient heating and lighting. One member offered to forward details regarding the government's Move to Net Zero levelling up scheme.

The Deputy Town Clerk explained that the air conditioning had been turned off since the high rise of electricity costs, and it was agreed that it be serviced as usual.

**It was RESOLVED that:**

- i. the Walton Community Hall update report be noted;**
- ii. the air conditioning be serviced; and,**
- iii. the Deputy Town Clerk approach Groundwork East for an updated detailed report and/or seek other engineer reports if possible to assess the heating and lighting at Walton Community Hall and cost for the best options for environmental impact.**

## **99. CEMETERY UPDATE REPORT**

The Grounds Maintenance Manager presented the Cemetery Update Report. Members noted the work carried out to install a crate soak away system and agreed that quotes be obtained for the drainage field system and brought back to committee in September. If the same contractor is competitive it would be recommended to use them, as the work to date was very good.

Members discussed the options available for replacement hedging in the Cemetery and agreed that *Berberis darwinii* 'Compacta' be sourced as it is good for bees and low maintenance at an approximate cost of £2.79 per plant.

The need for shoring equipment as a Health and Safety matter due to coffins becoming longer and wider was discussed and agreed to be taken from the Cemetery Earmarked Reserve. It was noted that there was only one company who supplied universal equipment that would be compatible with the equipment already owned.

**It was RESOLVED that:**

- i. the Cemetery Update Report be noted; and**
- ii. three quotes be obtained for the drainage field system; and,**
- iii. up to £1,500 be funded from the Cemetery Earmarked Reserves to replace hedges affected by Box Blight; and,**
- iv. Grave shoring equipment and 4 ground protection boards at a cost of £2,395 +VAT to be funded by the Cemetery earmarked Reserve.**

## **100. ALLOTMENTS UPDATE REPORT**

The Assets & Services Officer presented the Allotments update report. Members discussed the benefits of keeping a hedged boundary at Cowpasture, and other boundary treatment options. Members were concerned that if a fence was to be erected it would probably mean that the hedge would have to be removed in order to erect the fence. Currently a mixture of dead hedge and hawthorn was being used. A trip has been arranged for Council's Planning & Environment Committee to visit the site at the end of July and boundaries can be discussed then, however, so far Persimmon have not been able to help with this matter.

It was agreed that some simple signage may prevent residents walking through Cowpasture and should be considered at key entry points where the site may be used as a walk through.

**It was RESOLVED that:**

- i. the Allotment update report be noted; and,**
- ii. investigations be made into the potential cost of boundary fencing, and Persimmons be approached again regarding a contribution to the boundary.**

## **101. ALLENBY PARK AND GOSFORD WAY PARK**

Committee received the updates on Allenby Park and Gosford Way Park. Members discussed potential points for a Park Management Plan, currently being drafted, and ways of increasing the profile of Allenby Park within the general community. The Park Management Plan can be incorporated in Council's forthcoming Business Plan which will span the years 2024-28.

Signposting from the Town Centre to Allenby Park and promoting its heritage would mean that visitors to the town would be made aware of its location.

Members questioned whether the cost of £4,445 to bring water to the park would bring value for money. Members also considered whether a licence could be given to a food or drink kiosk, even if it was a mobile one during the Summer holidays only. It is too short notice for this summer but something to consider in the future.

The Deputy Town Clerk reminded Committee that there was currently no Earmarked Reserves for the Parks but Members could consider recommending to Council that an Earmarked Reserve be created with a name such as 'Public Spaces' which would give a broader definition than just for parks. The money could be transferred in from General Reserves.

The Deputy Town Clerk confirmed that East Suffolk Council had agreed to fund 50% of the work required for the footpath in Gosford Way, however, they would

require Felixstowe Town Council to procure the works as it is now in ownership of Felixstowe Town Council. Members agreed that 3 quotes should be obtained and the funds to come from the newly created Earmarked Reserve should Council approve.

Members were pleased to hear about the work being carried out to allow disabled access to Allenby Park with the Play Matta costing £44. Promotion will be carried out both on social media and the magazine.

**It was RESOLVED that:**

- i. the Park Update Report be noted;**
- ii. it be recommended to Council to create an Earmarked Reserve named 'Public Spaces' with £20,000 transferred from Council's General Reserves.**
- iii. Three quotes be obtained for the Gosford Way Park footpath repair, once agreed with East Suffolk, recommend to Council that the cost is funded by the new 'Public Spaces' Earmarked Reserve if approved.**

## **102. TREE MANAGEMENT PLAN**

Members approved the draft Tree Management Plan. Committee discussed training of staff and what work could not be carried out in house. Members suggested that in the future it may be worth investigating further training for staff to allow more in-depth tree work.

Members discussed a tree at Allenby park, following concerns of a near neighbour. However, Committee felt that cutting down a healthy tree due to people climbing on it was not a reasonable course of action. Other efforts were being made to deter this behaviour such as growing grass around the base of the tree. The Grounds team would also speak with the neighbour and ask them to keep a record and report any anti-social behaviour to the police.

An ongoing issue with three trees along the entrance to the Ferry Road Allotments was discussed. Members considered various options available to resolve the issue. Pruning would become a regular cost to the Town Council, and Members were concerned that felling the tree could cause issues with the house adjacent due to roots shrinking. It was agreed to ask Flagship to attend the site to see the issue for themselves and ask if they would be prepared to make a contribution towards the work, as they went into an agreement for the house knowing that the trees were adjacent. Either way it was agreed that Flagship should be sent a disclaimer once the quote has been received for the works. Members agreed that it would be in the best interest to fell the tree overhanging the garden with Flagships agreement to a disclaimer and prune the other two. The expected cost to be up to £5,000.

East Suffolk Council gave planning permission but Members queried whether the planning permission has been complied with. If the house in question is closer to the trees than the plans suggest, it would be worth speaking with Planning Enforcement at East Suffolk Council. While they may not take any action, there could be a possibility of going to the developer and owner and seek some compensation/money towards the cost of pruning/felling the trees.

Cllr Harkin agreed to update the resident and advise that work was expected to take place by the end of the year. Felixstowe Town Council will also send a letter to the resident to confirm when the work will be done.

**It was RESOLVED that:**

- i. the Tree Management plan be brought back to committee when further work has been carried out;**
- ii. the Allenby Park resident be advised of Committee's reluctance to fell a healthy tree, and advice be offered on reporting any issues to the police; and,**
- iii. three quotes be obtained for the tree work to be carried out at Ferry Road allotments, fell F3 and hard prune F1 and F2, and bring figures to committee in September with an update of meeting Flagship housing to see if they will contribute half; checking plans against where the building is, and if necessary contact Planning Enforcement at East Suffolk Council.**

### **103. CLOSURE**

The meeting was closed at 9.19pm. The next meeting was noted as being scheduled for Wednesday 20 September 2023 at 7.30pm.

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**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at  
Town Hall, Felixstowe on Wednesday 12 July 2023 at 7.30pm**

**PRESENT:** Cllr M Deacon (Chairman) Cllr S Bird  
Cllr D Rowe (Vice-Chairman) Cllr M James  
Cllr D Aitchison Cllr M Sharman  
Cllr S Bennett Cllr S Wiles

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mr S Congi (Financial Administration Assistant)

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

**104. PUBLIC QUESTION TIME**

There were none.

**105. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr D Underwood**.

**106. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

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

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**107. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 24 May 2023 be signed by the Chairman as a true record.**

**108. BUDGET MONITORING TO 30 JUNE 2023**

Committee received the budget monitoring report to 30 June 2023. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.



**It was RESOLVED that the budget monitoring report to 30 June 2023 be noted.**

#### **109. COUNCIL INVESTMENTS**

Committee noted the report on Council investments and discussed the reinvestment of £500,000 in a 1-year bond with the Close Brothers Group at a return of 4.8% interest.

In response to a query on whether the interest received is returned into General or Earmarked Reserves, the Clerk confirmed that interest received would be accounted for as income on the revenue budget and, depending on the final year outturn, would affect the General Reserve.

Members were supportive of renewing a 1-year bond with the Close Brothers.

**It was RESOLVED that £500,000 be reinvested in a 1-year bond with the Close Brothers Group.**

#### **110. MEMBERS' ALLOWANCES & EXPENSES POLICY 2023–27**

Members noted the report and debated the possibility of introducing a Parish Basic Allowance for Members during the 2023-27 Council term.

It was noted that, should the Council propose to pay the Parish Basic Allowance, in setting the level of that allowance, it must have regard to the recommendations which have been made in respect of it by the district council's independent remuneration panel.

Members debated the merits and issues of introducing a Parish Basic Allowance for Town Councillors. Members were keen to ensure that people were not put off from joining the Council if they felt that it would leave them out of pocket.

It was agreed that the Expenses Policy should be reviewed to cover additional costs that may be incurred in relation to the role of Councillor.

In relation to the potential introduction of a Parish Basic Allowance, Members agreed that in the first instance the district council's independent review panel should be asked to provide a district-wide recommended figure for town and parish councils, based on its own basic allowance, when it next convenes to review its own arrangements.

**It was RESOLVED that:**

- i. the Clerk would draft a broader expenses policy, to defray a range of potential out-of-pocket costs that may be incurred as a result of being a Town Councillor, for Committee to review; and,**

- ii. **East Suffolk Council's Independent Remuneration Panel be requested to consider a district-wide recommended figure for town and parish councils, based on its own basic allowance, when it next convenes to review its own arrangements.**

## **111. IT EQUIPMENT**

Committee considered the provision of IT equipment for Councillors.

It was noted that under its Terms of Reference, Committee had delegated authority to spend against the Council's IT Replacement Fund Earmarked Reserve, which currently stood at £25,402.62.

It was agreed that the Clerk should offer all Councillors the provision of a tablet, Chromebook or laptop for use during their career with the Council, to be used in accordance with the Council's Information and Communications Technology (ICT) Policy 2021-25, and be delegated the authority to order the equipment.

**It was RESOLVED that:**

- i. **Members be offered the provision of the provision of a tablet, Chromebook or laptop for use during their career with the Council, to be used in accordance with the Council's Information and Communications Technology (ICT) Policy 2021-25; and,**
- ii. **authority be delegated to the Clerk to purchase the necessary equipment and software licences from the IT Replacement Fund Earmarked Reserve and report back to the next Committee meeting.**

## **112. COUNCIL AND COMMITTEE MEETING TIMES**

Members considered the possibility of bringing forward meeting start times by half an hour, from 7.30pm to 7pm for all Council and Committee meetings, aside from Planning & Environment and Personnel Committee meetings.

As there was no consensus amongst the Members at the meeting, Members felt that it would not be appropriate to make a clear recommendation to Council at this stage.

It was agreed instead that the Clerk should survey all Councillors for their views on the matter and, if there was a clear preference to change the meeting times, this should be reported to Council.

**It was RESOLVED that the Clerk survey all Councillors for their views on the matter and, if there was a clear preference to change the meeting times, this should be reported to Council.**

### **113. BUSINESS PLAN 2024-2028**

Committee considered the process by which the Council's next Business Plan for the period 2024-28 could be delivered.

The timescale as indicated on the agenda was reviewed and it was considered that it would be too ambitious to put a draft Business Plan to Council in March if there were to be six-week public consultation commencing in January. The Clerk advised that it would potentially be able to go to this Committee at the end of March, for onward referral to Annual Council in May.

Members debated the prospect of using a professional facilitator to support the Council in developing the Business Plan. The Clerk had been in contact with a local facilitator who would be able to support the Council in this process. The indicative cost for preparing and supporting two workshops and the production of a follow-up report would be under £900 which could be met from the Professional Fees budget.

Following a vote it was agreed that an external facilitator be engaged to support Member and staff workshops as part of the Business Plan development and that a Steering Group be set up to make any necessary arrangements to engage a professional facilitator, and oversee the process of developing the Business Plan 2024-28.

**It was RESOLVED that;**

- i. that an external facilitator be engaged to support Member and staff workshops as part of the Business Plan development; and,**
- ii. a Business Plan Steering Group, comprising Cllrs S Bennett, M Deacon, M James and D Rowe be set up to make any necessary arrangements to engage a professional facilitator and oversee the process of developing the Business Plan 2024-28.**

### **114. CLOSURE**

The meeting was closed at 9.04pm. The next meeting was noted as being scheduled for Wednesday 25 October 2023 at 7.30pm.

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**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 19 July 2023 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman)      Cllr A Folley  
                 Cllr S Bennett                      Cllr C Franklin  
                 Cllr J Candy                              Cllr S Wiles

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

**IN ATTENDANCE:** 3 members of the public (*in person*)  
                         2 members of the public (*via Zoom*)

**115. PUBLIC QUESTION TIME**

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

**116. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr M Morris** and **Cllr D Underwood**.

**117. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

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

**Cllr A Folley declared a Non-Registerable Interest in item 119(B) due to being closely known to those related to the application. Having declared this Non-Registerable Interest, Cllr Folley advised that they would leave the meeting prior to any debate and decision on the item.**

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**118. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 5 July 2023 be confirmed as a true record.**

## 119. PLANNING APPLICATIONS

At direction of the Chairman, item B below was moved up the agenda to be considered first.

Committee noted concerns from members of the public in respect of item B below on access, loss of amenity, overdevelopment of the site and out of character with the surroundings.

At this point, 9.20am, Cllr Folley left the meeting.

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

<b>B</b>	<b>DC/23/2466/OUT</b>   Outline Application (All Matters Reserved) - Construction of two three storey plus basement dwellings <b>9 Manor Road</b>
<p><b>Committee recommended REFUSAL. Committee believes that the proposals are contrary to SCLP5.7 (b) (c) and (d). Whilst we recognise that this is an outline application and the drawings submitted are purely indicative the severed plot as indicated would provide sufficient amenity space for the proposed properties, but would leave totally insufficient amenity space for the host property at number 9.</b></p> <p><b>Three storey properties in this location would be wholly unacceptable in terms of overlooking and privacy to properties 7, 9, and 11 Manor Road. Furthermore, whilst we accept that land ownership and access are not material planning considerations, the proposed access to the intended properties would be unacceptable in terms of crossing private land which was designed to provide parking spaces for properties in Old Fort Road.</b></p>	

Cllr Folley returned to the meeting.

<b>A</b>	<b>DC/23/2406/VOC</b>   Variation of Conditions 2 & 14 of DC/23/0232/FUL - Formation of new lorry parking and annexe portable office - Vary Condition 2 for changing drawings. Vary Condition 14 changes to the number of HGVs parked on that site from 20 to 50. <b>Former Gasworks Site Walton Avenue</b>
<p><b>Committee recommended REFUSAL for this Variation of Condition application. We fully concur with the comments from Suffolk County Council Highways that the additional proposed HGV parking will prevent the safe forward-facing entrance and exit of HGVs from this site. We accept that their comment is based on industry recognised swept-path analysis. Furthermore, we consider the addition of 30 HGV spaces will put undue pressure on the surrounding area and Walton Avenue in particular.</b></p> <p><b>We therefore feel that this application is contrary to NPPF para. 111 in relation to highway safety.</b></p>	

<b>C</b>	<b>DC/23/2527/FUL</b>   Single storey side return extension and addition of a rear dormer <b>37 Ranelagh Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>D</b>	<b>DC/23/2045/FUL</b>   Renovation of existing detached 1970s building with replacement of UPVC windows and conversion of garage to studio/bedroom <b>34 Maybush Lane</b>
<b>Committee recommended APPROVAL.</b>	
<b>E</b>	<b>DC/23/2504/FUL</b>   Loft conversion with proposed rear juliet balcony and flat roof dormers - dormers within 50m3 permitted development <b>37 Beatrice Avenue</b>
<b>Committee recommended APPROVAL.</b>	
<b>F</b>	<b>DC/23/2587/FUL</b>   Garage conversion to living space/study. Garage door to be removed and bricked up in a similar style to the rest of the property. Window to be added, the same size as the living room window on the opposite side of the front door. Access will be via an inside door from the utility room. <b>29 Tomline Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>G</b>	<b>DC/23/2533/FUL</b>   Two bay cartlodge and modified driveway and garden wall. <b>Old Thurlow Golf Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>H</b>	<b>DC/23/2570/FUL</b>   Single storey porch to front of existing two storey semi-detached dwelling. <b>60 Orwell Road</b>
<p><b>Committee recommended REFUSAL. Whilst we recognise that, to an extent, this proposed extension has been sympathetically designed in the Conservation Area, we feel that it is of excessive size. We feel that this application is therefore contrary to SCLP11.1(c) iii in relation to height and massing and contrary to the requirement for development in the Conservation Area to preserve or enhance the appearance. Additionally, we believe that this proposal will cause overshadowing to the neighbour's front window. We would ask that the 45 degree test under SPG16 is conducted. We feel that this proposal is contrary to SCLP11.2 para. (b) in terms of outlook and (c) in terms of access to daylight and sunlight.</b></p>	

<b>I</b>	<p><b>DC/23/2685/TCA</b>   1no. Cherry (T1 on plan) - Fell (dead) 3no. Conifers (T2, T3 and T4 on plan) - Fell 1no. Conifer (T5 on plan) - Reduce height and spread by up to 1.5 metres 1no. Unknown species (T6 on plan) - Fell (dead) 1no. Sycamore (T7 on plan) - Repollard back to historic pruning points 1no. Lime (T8 on plan) - Repollard back to historic pruning points 1no. Beech (T9 on plan) - Prune overextended branches by up to 1.2 metres 1no. Sycamore (T10 on plan) - Repollard back to historic pruning points</p> <p><b>15 Bath Road</b></p>
<p><b>Committee OBJECTED to this notification. Specifically, we object to the removal of three conifers with no reason given for felling which have public amenity value. We would also request that pruning be conducted rather than pollarding on the other tress described in the notice. We have no objection to the felling of the dead trees.</b></p> <p><b>We also request that the work proposed is subject to the guidance of the East Suffolk Council’s Arboricultural Officer.</b></p>	

It being 11.15am, in accordance with Standing Order 3(x), Committee agreed to extend the meeting beyond the two-hour limit.

**120. PLANNING DECISIONS**

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

**121. CORRESPONDENCE**

**Committee NOTED** the following correspondence:

- i)** Application for a Pavement Licence from All Things Nice Cafe, 79 Hamilton Road seeking approval for 15 chairs and 6 tables.  
**Committee supported and welcomed this licensing application.**
- ii)** Application for a Pavement Licence from Wimpy Restaurant, 77 Hamilton Road seeking approval for 8 chairs and 4 tables.  
**Committee supported and welcomed this licensing application.**

**122. CLOSURE**

The meeting was closed at 11.25am. It was noted that the next meeting was scheduled to take place on Wednesday 2 August 2023 at 9.15am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 2 August 2023 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman)  
Cllr S Bennett  
Cllr A Folley  
Cllr C Franklin  
Cllr S Wiles

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

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

**123. PUBLIC QUESTION TIME**

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

**124. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr J Candy, Cllr M Morris** and **Cllr D Underwood**.

**125. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

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

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**126. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 19 July 2023 be confirmed as a true record.**

**127. PLANNING APPLICATIONS**



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

<b>A</b>	<b>DC/23/2684/FUL</b>   Two storey pitched roof extension to dwelling 62 Western Avenue
<b>Committee recommended APPROVAL.</b>	

<b>B</b>	<b>DC/23/1986/FUL</b>   Demolition of existing garages and erection of 6 flats with associated external works and access <b>Glenfield Court Glenfield Avenue</b>
<p><b>Committee has carefully considered this application, however our concerns that we had in relation to the previous iteration of this scheme remain and we therefore recommend REFUSAL. We are not against the provision of additional flats on this site and we welcome this amendment providing individual cycle stores with charging points for each dwelling. However, we still have concerns that none of the additional 6 units will have car parking. More importantly our objections concerning the overlooking from first and second floor flats remain. We therefore feel this application is contrary to SCLP11.2 para. (a), (b) and (e). A less-intensive development in this location may be acceptable.</b></p>	

<b>C</b>	<b>DC/23/1936/FUL</b>   Change of use to beauty salon and hairdressers <b>Portlight The Ferry</b>
<b>Committee recommended APPROVAL.</b>	

**128. PLANNING DECISIONS**

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

**129. STREET NAMING FOR DEBEN FIELDS**

Committee considered the ESC list of proposed names. Committee suggested Britten, Elliot, Moore, and Rutherford, which were school house names when the school first became the Deben High School. The Committee were happy with the name Deben Fields for the main road and suggested Assembly Hall for the school hall.

**130. CORRESPONDENCE**

Committee **NOTED** the following correspondence:

- i) Deben Estuary Partnership was commencing the process of drafting a new Deben Estuary Plan. The Partnership had been in contact with individual Councillors to invite engagement with the Plan and the Town Clerk had advised the Partnership that the Town Council could appoint representatives if so wished and that the Deben Estuary Plan could be presented to the Planning & Environment Committee in due course should the Partnership seek formal consultation with the Town Council.
  
- ii) Notification that East Suffolk Council was renewing its Licensing Policy. This would be put on the next Committee Agenda and the consultation documents would be circulated when the Agenda was published. The deadline for comment was 28 August 2023.

### **131. CLOSURE**

The meeting was closed at 10.54am. It was noted that the next meeting was scheduled to take place on Wednesday 16 August 2023 at 9.15am.

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**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 16 August 2023 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman)  
Cllr M Morris  
Cllr C Franklin  
Cllr S Bennett  
Cllr A Folley

**OFFICERS:** Mrs D Frost (Deputy Town Clerk)  
Mrs S Morrison (Planning Administration Assistant)

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

**132. PUBLIC QUESTION TIME**

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

**133. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr J Candy, Cllr D Underwood** and **Cllr S Wiles**

**134. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

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

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**135. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 2 August 2023 be confirmed as a true record.**

**136. PLANNING APPLICATIONS**

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

<b>A</b>	<b>DC/23/3025/TCA</b>   Cherry tree in front garden - reduce in height by 1.2m. and crown width by up to 1m. Small cherry tree in rear garden - reduce height. <b>85 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>	
<b>B</b>	<b>DC/23/3073/TCA</b>   2no. Lime (T1 and T2 on plan) - Crown raise to 3 metres above ground level and to 5.5 metres above road <b>18-20 Hamilton Road</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

### **137. PLANNING DECISIONS**

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

### **138. THE LICENSING ACT 2003 – CONSULTATION ON REVISED STATEMENT OF LICENSING POLICY**

Committee considered the revised ESC Statement of Licensing Policy as drafted.

**RESOLVED** that feedback be sent to East Suffolk Council to say that Committee found the document to be very comprehensive and easy to read. It was felt, however, that it would be helpful to view a document that showed how it has been amended from its predecessor.

### **139. CORRESPONDENCE**

None.

### **140. CLOSURE**

The meeting was closed at 9.40 am. It was noted that the next meeting was scheduled to take place on Wednesday 6 September 2023 at 9.15am.

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## **AGENDA ITEM 11: MOTION: FLY POSTING**

*Council is requested to consider the following Motion, in accordance with Standing Order 9, moved by Cllr Amanda Folley:*

We would like to follow the lead of Ipswich Borough Council by making Felixstowe zero tolerant on fly posting.

Fly posting blights towns and Felixstowe is no different. Felixstowe Town Council calls on East Suffolk District Council and Suffolk Country Council to use the powers available to them and take a zero tolerance to fly posting by removing them and investigating the source and hold them responsible.

We would support more community notice boards in the villages and shopping parades to encourage healthy more environmental friendly advertising for our community groups and charities to use but the rise in commercial fly posting has been particularly significant since the pandemic and many of these posts are made of plastic often left up for months on end, once damaged by the elements are impacting on wildlife and also ending up in our drains which then leads to those becoming blocked.

**Council is requested to consider the motion of Cllr Amanda Folley.**

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## **AGENDA ITEM 12: STREET CLEANSING**

*Council is requested to consider the following Motion, in accordance with Standing Order 9, moved by Cllr Marc James:*

Felixstowe Town Council is disappointed at the quality of street cleaning in the Town and believes Felixstowe deserves better. It resolves to write to East Suffolk Council expressing its disappointment and request that East Suffolk Council sets out its street cleansing standards for Felixstowe so they can be held to account for the service they provide.

I would like to see the DEFRA code of practice on litter and refuse standards put in to practice in Felixstowe:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/834331/pb11577b-cop-litter1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/834331/pb11577b-cop-litter1.pdf)

I give the following example that I expect as a resident.

- Detritus and litter removed from the paths/channels and all public litter bins emptied in the town centre by 9am daily.
- All street furniture swept under daily (benches) – post etc. once a week to stop weeds growing.
- Town centre paths pressure washed at least once a year.
- Litter bins washed in town centre at least 3 times a year.
- All bus routes swept at least once a month.
- High Road West/East and all other routes leading into the main resort swept at least once a week.
- Sea Road & Undercliff Road West swept 2 times a week mechanically and at least a thorough litter pick and sweep of any broken glass etc. carried out daily.
- All housing estates roads swept at least every 13 weeks.
- Seafront shelters cleaned daily between 1<sup>st</sup> April – 30<sup>th</sup> September with a deep clean in March & June (before Easter & before 6-week main season)
- Seafront shelters cleaned 3 times a week in the winter months.
- Seafront benches swept 3 times a week (before weekend after weekend and mid-week).
- All bus shelters cleaned/washed 2 times a year.
- Graffiti removed within a week or within 24 hours in town or tourist footfall areas.

Felixstowe Town Council would also like to see any N195 inspections or similar results every quarter.

Photos illustrating the issues will be circulated at the meeting.

**Council is requested to consider the motion of Cllr Marc James.**

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## **AGENDA ITEM 13: COMMUNITY INFRASTRUCTURE LEVY: FOOTPATH RENOVATION AT PARKS**

A complaint was received earlier this year from a member of the public regarding the footpath between 9 Gosford way and Margery Girling house, which is in a very poor state of repair and not suitable for anybody with a disability to use. Staff members have inspected and made as safe as can be but it needs renewing.

Council's Assets and Service's committee have been discussing the state of repair and the Clerk has had agreement from East Suffolk Council that they are able to contribute half to this stretch of pathway (Area A). The entrance to the play area also requires a repair (Area B) and there is also another footpath which runs at right angles to this path which is in a bad state and in need of repair (Area C).

Allenby Park footpaths are in a similar condition and the following quotes have been obtained for repair:

### **Company 1 Gosford Way**

Area A      45m x 1.2m wide  
Area B      42m<sup>2</sup>

Break up and clear existing pathway, laying 100mm thick hardcore base to be thoroughly compacted down. Supply and lay path edging kerbs either side bedded on and surrounded with concrete.

50mm Thickness AC20 Dense Binder and 20mm thickness AC6 Dense Surface (SCC Spec) 93 m<sup>2</sup>

**£11,027.17**

Area C

Break up and clear existing pathway, prepare laying 100mm hardcore base to be thoroughly compacted down. Supply and lay approx. 57m of path edging kerbs to be bedded on and surrounded in concrete. 50mm thickness AC20 Dense Binder and 20mm thickness AC6 Dense Surface (Suffolk County Council Spec.)

To the area of 85m<sup>2</sup>

**£8,939.04**

**Total for Gosford Way £19,966.21**

### **Allenby Park**

50mm thickness AC20 Dense Binder and 20mm thickness AC6 Dense Surface (SCC Spec.)

To the area of 610m<sup>2</sup>

**Total for Allenby Park £21,104.06**

## **Company 2**

### **Gosford Way**

#### **Area A**

Excavate and install 86m of concrete edging kerbs

Make good adjacent to new edgings

Sweep clean and apply C40B40 emulsion tack coat.

Supply, lay and compact regulating surface to footpath and overlay with 25mm thickness AC6 Dense Surface

**To the area of 60m<sup>2</sup>**

#### **Area B**

Remove three panels of metal fencing and replace upon completion.

Excavate and install 9m of concrete edging kerbs

Make good adjacent to new edgings

Sweep clean and apply C40B40 emulsion tack coat.

Supply, lay and compact regulating surface to footpath and overlay with 25mm thickness AC6 Dense Surface

**To the area of 34m<sup>2</sup>**

#### **Area C**

Excavate and install 105m of concrete edging kerbs

Make good adjacent to new edgings

Sweep clean and apply C40B40 emulsion tack coat.

Supply, lay and compact regulating surface to footpath and overlay with 25mm thickness AC6 Dense Surface

**To the area of 86m<sup>2</sup>**

**Total for Gosford Way £11,500.00**

### **Allenby Park**

Cut and clear 5m<sup>2</sup> of key-ways.

Break out and replace 40no 150mm x 50mm roundtop edgings.

Break out and reset 10no 150mm x 50mm roundtop edgings.

Make good with topsoil along new / adjusted edgings.

Sweep clean and apply C40B40 emulsion tack coat.

Supply, lay and compact regulating surface to footpath and overlay with 25mm thickness AC6 Dense Surface

**Total for Allenby Park £12,165.00**

## **Company 3**

### **Gosford Way Park**

Area 1 (area 77m sq)

To Harris fence the area off.

To excavate area to the necessary depth and dispose of all spoil from site.

To supply and install 150mm x 50mm concrete edging kerbs laid on and backed up with 1:3:6 concrete where necessary.

To supply and lay 100mm thickness of Type 1 hardcore well compacted to the correct falls and levels.



To supply and lay 30mm thickness of 20mm grade Dense Bitumen Macadam Base course compacted to the correct falls and levels.

Finally, to supply and hand lay 30mm thickness of 6mm grade S.M.A Wearing Course compacted to the correct falls and levels.

**£15,365.00**

Area 2 (Extra area 94m sq)

To Harris fence the area off.

To trim back existing grass to form a net edge, and cart away spoils from site.

To cut key joints were necessary to form a flush finish to existing surfaces.

To flush out any potholes using 6mm SMA wearing course and compact.

Finally, to supply and hand lay 30mm thickness of 6mm grade S.M.A Wearing Course compacted to the correct falls and levels.

**£5,980.00**

**Total for Gosford Way £21,345**

*(Company 3 have not priced for Allenby Park)*

All prices quoted are +VAT.

Council's Assets & Services Committee initially considered that these repairs could be funded via a new 'Public Spaces' Earmarked Reserve – **see the next item.**

However, the Community Infrastructure Levy (CIL) funding held by the Town Council is also an appropriate source of funding, given that the parks are evidently community infrastructure that are impacted by increased use and their improvement would benefit many residents in Felixstowe.

In particular, CIL funding received in May 2019 is required to be spent on community infrastructure by May 2024, would be an apposite source of funding for these works.

Council will note, as per the table below, that £17,433.10 of CIL funding should be spent on suitable projects by 3<sup>rd</sup> May 2024, and £6,869.08 by 29<sup>th</sup> October 2024.

There is a total of £257,936.33 on top of the above two amounts which will need to be spent by the following years.

<b>Date Received</b>	<b>5 year expiry date</b>	<b>Amount</b>
03/05/2019	02/05/2024	£17,433.10
29/10/2019	28/10/2024	£6,869.08
28/04/2020	27/04/2025	£16,567.25
16/10/2020	15/10/2025	£724.15
20/04/2021	19/04/2026	£6,818.64
26/10/2021	25/10/2026	£70,471.01
26/04/2022	25/04/2027	£3,676.09
21/10/2022	20/10/2027	£112,835.27
18/04/2023	17/04/2028	£46,843.92

**Council is therefore requested to consider authorising expenditure from the 2019/20 CIL Earmarked Reserve to renovate footpaths in both Gosford Way Park and Allenby Park.**

## **AGENDA ITEM 14: 'PUBLIC SPACES' EARMARKED RESERVE**

When budget setting, it is difficult to foresee unexpected costs insofar as it relates to park maintenance. Council's Assets and Services discussed Parks and improvements that may be required in the future, and it was agreed that in addition to the normal budgets set for Parks and Recreation, it would be valuable to have an Earmarked Reserve to retain some funds for one-off projects and maintenance work which may be out of budget. A title such as 'Public Spaces' with a transfer of a figure such as £20,000 from the General Reserves may be appropriate (*Minute #101ii of 2023/24 refers*).

**Council is requested to consider the creation of a 'Public Spaces' Earmarked Reserve and transfer £20,000 from the General Reserves to this newly formed Earmarked Reserve, as recommended by the Assets & Services Committee.**

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