



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

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

Cllr A Folley
Cllr S Harkin
Cllr M James
Cllr M Morris
Cllr B Price
Cllr M Sharman
Cllr W Underwood
Cllr S Wiles

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **FELIXSTOWE TOWN HALL** on **Wednesday 4 September 2024** 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 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 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
29 August 2024

Moment of Reflection: Stephen Wyatt, Member of Felixstowe Methodist Church and Director of Level 2

A G E N D A

- 1. Councillor’s Declaration of Acceptance of Office**
To note that, in accordance with section 83(3) of the Local Government Act 1972, Cllr Wendy Underwood, who was elected to Felixstowe Town Council following the South Ward byelection on 4th July, has made their Declaration of Acceptance of Office before the Town Clerk.
- 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 any 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, other registerable or non-registerable 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 Annual Council Meeting held on Wednesday 19 June 2024 as a true record. **(Pages 3-9)**
- 7. Mayor’s Announcements**
To receive such communications as the Mayor may wish to lay before Council. **(Pages 10-11)**
- 8. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following meetings:
 - a) Planning & Environment Committee 19 June **(Pages 12-15)**
 - b) Planning & Environment Committee 3 July 2024 **(Pages 16-18)**
 - c) Assets & Services Committee 10 July 2024 **(Pages 19-23)**
 - d) Planning & Environment Committee 17 July 2024 **(Pages 24-26)**
 - e) Personnel Committee 19 July 2024 **(Pages 27-28)**
 - f) Planning & Environment Committee 31 July 2024 **(Pages 29-31)**
 - g) Planning & Environment Committee 14 August 2024 **(Pages 32-35)**

9. Reports from Members appointed to Outside Bodies

To receive reports from Cllr Jan Candy, Town Council representative to the Friends of Felixstowe Library, and the Port of Felixstowe Local Authority Liaison Committee. **(Page 36)**

To receive a report from Cllr Amanda Folley, Town Council representative to the Felixstowe-Wesel Association. **(Page 37)**

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. Local Policing Matters: Inspector Ben Richards

To receive an update on local policing matters from Inspector Ben Richards, Suffolk Constabulary. **(Verbal Report)**

11. Motion: X (formerly Twitter)

To consider the Motion of Cllr M Deacon submitted in accordance with Standing Order 9. **(Page 38)**

12. Town Hall Repairs

To approve works to and authorise expenditure from the Town Hall Earmarked Reserve. **(Page 39)**

13. Appointments to Committees

To review and confirm the membership of Council's Committees since the South Ward byelection held on 4 July 2024. **(Schedule on pages 40-42)**

14. Appointments to Outside bodies

To update the appointments to outside bodies since the South Ward byelection held on 4 July 2024. **(Schedule on pages 43-44)**

15. Annual Town Meeting and Annual Council Meeting dates

To consider the change in dates to align with the approved Terms of Reference. **(Page 44)**

16. Accounts for Payment

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

Date	Voucher Nos.	Total Payment
30/06/2024	97 – 119	£61,690.46
15/07/2024	120 – 136	£8,638.39
31/07/2024	137 - 153	£50,397.09
16/08/2024	154 - 171	£6,261.39
	TOTAL	£126,987.33

17. Closure

To close proceedings and note that the next Ordinary Council Meeting will be at 7.30pm on Wednesday 6 November 2024.

AGENDA ITEM 6: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 19 June 2024** at **7.30pm**

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

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

IN ATTENDANCE: 6 members of the public
5 members of the Public (*via Zoom*).

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection from Ms Val Taylor, Ranelagh Christian Fellowship.

72. PUBLIC QUESTION TIME

Council heard from members of the public on the issue of parking on Undercliff Road East. A beach hut licensee quoted terms of their beach hut licence which they had to comply with and which they felt were not being mutually considered by nuisance parking, which often caused obstructions and impacted on other users, particularly for those with protected characteristics. A representative of the Beach Huts and Chalets Association echoed similar concerns, urged that the Council ask East Suffolk Council to provide an alternative site for campervans and to reinstate the discounted car park season ticket for beach hut owners.

73. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison**, **Cllr N Barber** and **Cllr S Wiles**.

74. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr S Bird 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 S Harkin	All	Other registerable interest (as an employee of East Suffolk Council)
Cllr A Folley	87	Other registerable interest (as sometimes contracted to work for the Felixstowe BID)

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.

75. QUESTIONS TO THE MAYOR

None.

76. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 15 May 2024 be signed by the Mayor as a true record and adopted by the Council.

77. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council and spoke of his recent Mayoral Engagements, highlighting his the Blue Flag Award and the moving commemoration for the 80th Anniversary of the D-Day.

The Mayor spoke of his delight in raising the Pride Flag to celebrate Pride Month.

The Mayor thanked those who attended his Civic Service, which had been a successful event.

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

78. 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 May 2024**
- b) Planning & Environment Committee 5 June 2024**
- c) Finance & Governance Committee 5 June 2024**
- d) Civic & Community Committee 12 June 2024**

79. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

There were none.

80. PARKING ON UNDERCLIFF ROAD EAST

Council considered a number of proposals from East Suffolk Council in respect of options to regulate the parking of campervans on Undercliff Road East.

The Clerk advised that, whilst the Town Council had no authority over parking enforcement or regulations, East Suffolk Council, as the enforcement authority, was seeking a steer from the Town Council prior to consulting with Suffolk County Council, as the authority responsible for traffic regulations, as to what – if any – options should be considered further.

Members agreed that the matter was an issue that needed to be addressed, as many residents had also expressed similar concerns as those raised at this meeting.

Following further discussion and debate it was agreed that regulations to prevent campervan and motorhome parking should be welcomed, notwithstanding that Felixstowe, as a popular visitor destination, should remain a resort which welcomes campers. As such it was agreed that any response to East Suffolk Council on this issue should include a recommendation that an alternative, appropriate, site for campervans and motorhomes be found in the town.

It was also agreed that there was a need for blue badge parking along Undercliff Road East and it was suggested that these spaces should be located close to the dropped kerbs, providing access to the prom from the road.

Following proposal and a vote it was RESOLVED that option one, as outlined in the report, should be recommended to East Suffolk Council, with the following addition that this not be implemented until potential permanent alternative sites be found for campervan and motorhome users.

81. INTERNAL AUDIT REPORT: FULL YEAR 2023/24

Council considered the final Internal Audit Report for the year 1 April – 31 March 2024 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 2023/24 and, therefore, no action plan is required to be submitted with the Annual Return 2023/24 to the External Auditor.**

82. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2023/24

Council considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2023/24 as presented. Council paid thanks to the Town Clerk, 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.

In response to a question on election costs the Town Clerk confirmed that the November byelection had cost £6,354.37.

It was RESOLVED that:

- i. the Annual Return for the financial year ended 31 March 2024 (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 2024 (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 2023/24 and, therefore, no action plan was required to be submitted with the Annual Return 2023/24 to the External Auditor.**

83. REVIEW OF INTERNAL AUDIT EFFECTIVENESS 2024/25

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 the auditors appointed by Suffolk Association of Local Councils; SALC be appointed to continue as the Council’s internal auditor, undertaking a half-yearly and year-end audit on the basis of Section 4 of the “Accountability and Governance Practitioner’s Guide 2024”.**

84. STATEMENT OF INTERNAL CONTROL 2024/25

Council received the Statement of Internal Control for the year end 31 March 2025 as reviewed and recommended by the Finance & Governance Committee.

It was RESOLVED that the Internal Control Statement for the year 2024/25 be adopted.

85. ANNUAL REPORT 2023/24

Council considered the Annual Report for the year 2023/24 as presented.

It was RESOLVED that the Annual Report for the Municipal Year 2023/24 be adopted.

86. COUNCIL INVESTMENTS

Council considered the re-investment from the proceeds of a 1 year fixed-rate bond with Close Brothers and other investments.

It was RESOLVED that :

- i. £500,000 be reinvested in a one year fixed rate bond with Close Brothers; and,**
- ii. Other investments are re-considered at Council's Finance and Governance Committee.**

87. LOVE GREEN FELIXSTOWE

Council considered a report on the Love Green Felixstowe festival. It was noted that the Felixstowe BID and East Suffolk Council had each committed £10,000 towards the event.

Members debated the merits of the Love Felixstowe event and the support of the Town Council.

It was RESOLVED that Council should support the Love Green Felixstowe festival and contribute £1,000 towards the event, via the Community Fund Earmarked Reserve.

88. FINANCIAL REGULATIONS 2024/25

Council received the updated Financial Regulations for 2024/25 as recommended by the Finance & Governance Committee. It was noted that these were based on the latest NALC model, published in May 2024.

It was **RESOLVED** that the Financial Regulations for the year 2024/25 be adopted.

89. RESERVES POLICY 2024-2026

Council received the General and Earmarked Reserves Policy for 2024-26 as reviewed and recommended by the Finance & Governance Committee.

It was **RESOLVED** that the **General and Earmarked Reserves Policy for 2024-26** be adopted.

90. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
18/05/2024	39 – 69	£43,466.16
31/05/2024	70 – 80	£50,592.84
12/06/2024	81 - 96	£13,789.74
	TOTAL	£107,848.74

91. CLOSURE

The meeting was closed at 9.11pm. It was noted that the next Ordinary Meeting was scheduled for 4 September 2024 at 7.30pm.

AGENDA ITEM 7: MAYORS ANNOUNCEMENTS

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

20/06/2024	Rotary Community Lunch
20/06/2024	RAF Honington - Annual Formal Reception & Sunset Parade
21/06/2024	Suffolk Remembers
22/06/2024	Trimley St Mary School Summer Fair
26/06/2024	Felixstowe School Yr 13 Graduation
27/06/2024	Felixstowe Remembers War Time Past - Palace Cinema
28/06/2024	Cotman House - Care Home - Open Day
29/06/2024	Salzwedel Garden Party
30/06/2024	Pride Wellbeing Walk
30/06/2024	Mill Lane Nursing Home - Open Day
05/06/2024	Felixstowe School Challenge Day
05/07/2024	QVSR Felixstowe Seafarers Centre
04/07/2024	Opening of 'Views from Convalescent Hill' Exhibition Felixstowe Museum
06/07/2024	Felixstowe Community Hospital League of Friends - Summer Bazaar
06/07/2024	Open Garden visit Roman Way
06/07/2024	National Garden Scheme - Foxgrove & Maynell House
06/07/2024	Lions Club of Felixstowe Annual Charter Dinner
09/07/2024	Launch of Multicultural Festival 2024 - Alexandra Park
09/07/2024	Brook Lane Dental Practice
11/07/2024	Mayor's Civic Reception
15/07/2024	Samaritans of Ipswich & East Suffolk
17/07/2024	Photoshoot Green Flag & Schools Litter Competition
18/07/2024	Chamber of Commerce - Felixstowe Ferry Golf Club
19/07/2024	The Mayor's at Home St. Stephens's Church Ipswich
20/07/2024	Salzwedel 30 th Anniversary Breakfast Reception Town Hall
20/07/2024	Felixstowe vs Wesel Football Match
20/07/2024	Salzwedel Evening - The Hut
23/07/2024	Orwell District Scout AGM
25/07/2024	Judging Art Competition for Tour of Britian
26/07/2024	Opening Felixstowe Carnival
27/07/2024	Opening of Ferris Wheel

27/07/2024	Felixstowe Carnival
27/07/2024	Felixstowe Garden Club Annual Show
30/07/2024	Fire Cadets Breakfast
01/08/2024	100 th Birthday Bash
01/08/2024	Opening of Level Two Young People Art Exhibition
03/08/2024	Open Gardens Foxgrove & Maynell
08/08/2024	Tree Planting Ceremony Gifted from Salzwedel
09/08/2024	Martello Tower
11/08/2024	Felixstowe Lawn Tennis Club 140 Year Celebrations
13/08/2024	Nutshell's Café - Book Launch Felixstowe Author Steve Favell
14/08/2024	Felixstowe Photographic Society 15 th Biennial Exhibition
15/08/2024	60 th Anniversary Party Housing 21 (Mays Court)
23/08/2024	Felixstowe Cemetery Wreath Laying - 80 th Anniversary Lancaster Bomber
24/08/2024	Friends of Felixstowe Library
25/08/2024	80th Anniversary Lancaster Bomber
28/08/2024	Felixstowe Hospital 115 th Birthday Celebration
31/08/2024	Bargain Hunt with Charities
01/09/2024	Art on Prom
01/09/2024	Multicultural Event - Ipswich
02/09/2024	356 (Felixstowe) Sqn ATC Presentation Evening
03/09/2024	Raise the Flag Red Ensign Merchant Navy Day

Council is requested to note the Mayoral Engagements attended since the previous meeting and any other announcements the Mayor may wish to lay before Council.

AGENDA ITEM 8: MINUTES OF COMMITTEES MEETINGS

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe, on Wednesday 19 June 2024 at 9.30am**

PRESENT: Cllr S Bird (Chairman)
Cllr M Morris (Vice Chairman) Cllr C Franklin
Cllr S Bennett Cllr B Price
Cllr A Folley Cllr S Wiles (*to item #68E*)

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

IN ATTENDANCE: 1 member of the public (via Zoom)

64. PUBLIC QUESTION TIME

None.

65. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr J Candy**.

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

66. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr A Folley	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)

67. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee meeting held on 5 June 2024** be confirmed as a true record.

68. PLANNING APPLICATIONS

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

A	<p>DC/24/1872/P20AA Prior Notification under Schedule 2, Part 20, Class AA of the General Permitted Development Order in respect of proposed development comprising: Construction of two floors of flats (14no.) over the existing principal facades to Hamilton Road and York Road.</p> <p>York House York Road</p>
<p>Committee OBJECTS to this proposal. Whilst we recognise the potential benefit of additional small residential units, we feel firstly that the visual appearance and detrimental affect on the street scene of this proposal is unacceptable. Additionally, we concur with Suffolk County Council Highways, in that the cycle storage provision does not meet the required standards. More importantly the lack of any car parking provision for these 14 units is unacceptable.</p>	

B	<p>DC/24/1914/FUL Youth support and training facility with multimedia music & digital arts centre.</p> <p>Land Adjacent To Manning Amusement Park Micklegate Road</p>
<p>Committee recommended APPROVAL. However, we note that there is no disability access to the upper floor. Should this not be feasible, we would therefore ask that consideration is given to providing some studio facilities on the ground floor.</p>	

C	<p>DC/24/0823/FUL Redevelopment for 58 retirement living apartments including communal facilities, access, car parking and landscaping.</p> <p>39 Mill Lane</p>
<p>Committee recommended REFUSAL. We note the additional four parking places provided in this revised application and we acknowledge the statement from the applicant that their 20 other sites have similar or less parking provision. However, we still feel that the provision of 25 spaces for resident and visitors is inadequate and falls significantly below the recommended level in the Suffolk County Council parking guidance 2023.</p>	

D	<p>DC/24/1895/FUL Replacement of existing timber single glazed bay window to the front elevation with new double glazed timber bay window to match existing size.</p> <p>52 Hamilton Road</p>
<p>Committee recommended APPROVAL.</p>	

At this point, 11am, Cllr S Wiles left the meeting.

E	DC/24/1913/FUL Garage and workshop 15 Bath Road
<p>Committee recommended REFUSAL. We recognise that, not only is this application in the Conservation Area, but the host property is also a particularly architecturally outstanding building in a prominent position on Bath Road. We feel that this proposed garage extension in terms of its size and utilitarian appearance will be detrimental to the host property and the street scene. We therefore feel that this application is contrary to Section 72 of the Conservation and Listed Building Act (1990) and SCLP 11.5 paras. a), b) and c).</p>	
F	DC/24/2059/TCA 3no. Elm (T1, T2 and T3 on plan) - Fell 2no. Sycamore (T4 and T5 on plan) - Fell Cotman House Garfield Road
<p>Committee OBJECTED to the proposed felling of these five trees. We note the comment from the applicant that these trees are blocking views but it is not alleged that they are diseased, dangerous or causing damage to the building. We therefore feel that they should be appropriately managed rather than felled and request that East Suffolk Council's Arboricultural Officer consider this.</p>	
G	DC/24/1927/TCA 3no. Leylandii (shown in photograph) - Fell The Cottage Martello Lane
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</p>	

69. PLANNING DECISIONS

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

70. CORRESPONDENCE

The following items were reported by the Town Clerk:

- i. **DC/24/1196/FUL - Marenia, Felixstowe.**
Noted that this was considered by the ESC Referral Panel and would be delegated to the planning officer to determine.
- ii. **Healthy Environments Supplementary Planning Document**
Noted that this SPD had been adopted by East Suffolk Council.
- iii. **Planning Forum for Town and Parish Councils on 25th July, East Suffolk House, Melton.**

Noted that the Planning Administration Officer would attend this event and the Clerk would circulate the invitation should any Member also wish to attend.

iv. Deben Estuary Partnership Consultation

Members were invited to respond to the questionnaire individually.

71. CLOSURE

The meeting was closed at 11.26am. It was noted that the next meeting was scheduled to take place on Wednesday 3 July 2024 at 9.30am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 3 July 2024 at 9.30am**

PRESENT: Cllr S Bird (Chairman) Cllr A Folley
Cllr M Morris (Vice Chairman) Cllr C Franklin
Cllr S Bennett Cllr B Price
Cllr J Candy (*to item #96E*)

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

IN ATTENDANCE: 1 member of the public (via Zoom)

92. PUBLIC QUESTION TIME

None.

93. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr S Wiles**.

Apologies in advance of leaving the meeting at 10.40am were received from **Cllr J Candy**.

94. DECLARATIONS OF INTEREST

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

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

95. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 19 June 2024 be confirmed as a true record.

96. PLANNING APPLICATIONS

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

A	<p>DC/24/1710/FUL Conversion of the existing building to create 8 new residential units. Retention of commercial units at ground floor level. Rear extension at second floor level. Associated alterations including landscaping.</p> <p>18 Hamilton Road</p>
<p>Committee recommended APPROVAL. We recognise the need for small residential units in the town centre. We are sympathetic to the objection from the neighbouring church with regards to the solar panels. However, we feel that the benefits of this scheme far outweigh any perceived harms. In terms of the Conservation Area, we believe that the existing appearance of the rear of this building is unattractive and that the proposed second floor extension will significantly enhance its appearance in the Conservation Area and is therefore compliant with SCLP11.5.</p>	

B	<p>DC/24/2048/ARM Approval of Reserved Matters for Outline Planning Permission granted under DC/23/0539/VOC (Variation of Condition No. 11 of Hybrid Permission DC/21/0541/FUL) - Appearance, Landscaping, Layout & Scale of the redevelopment and extension of retained sports hall to provide an indoor bowls facility and cricket pitch with pavilion, parking, landscaping and associated works.</p> <p>Former Felixstowe International College Garrison Lane Felixstowe Suffolk</p>
<p>Committee recommended APPROVAL.</p>	

C	<p>DC/24/1925/FUL Changes to rear single storey extension roof and windows to rear elevation</p> <p>6 Lansdowne Road</p>
<p>Committee recommended REFUSAL we recognise that the submitted drawings are unclear particularly in relation to the treatment of the perimeter of the proposed balcony. However, we feel that this proposed balcony element will cause unacceptable overlooking and loss of amenity for the rear gardens of the neighbours on both sides. We therefore feel that this application is contrary to SCLP11.2 paragraphs a), d) and e).</p>	

D	<p>DC/24/1103/FUL Reconstruction and rebuilding of garden boundary wall</p> <p>2 Coniston Close</p>
<p>Committee recommended APPROVAL.</p>	

At this point, 10.40am, Cllr Candy left.

E	DC/24/2068/FUL Installation of a domestic air source heat pump (8kW) 33 Hintlesham Drive
Committee recommended APPROVAL.	

F	DC/24/2035/TPO W1 of TPO No. 51 / 1964 1no. Pine (T1 on plan) - Fell 8 The Pines
<p>Committee strongly OBJECTS to the proposed felling of this iconic and highly visible pine. The applicant has submitted no evidence that this tree is diseased, dying or dangerous. It is a very significant mature tree, in a highly visible location contributing significantly to vistas in the area. Indeed, the name of the road concerned was taken from this row of pine trees. We therefore object in the strongest possible terms to the felling of this tree and request that the East Suffolk Council's Arboricultural Officer consider this.</p>	

97. PLANNING DECISIONS

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

98. CORRESPONDENCE

None.

99. CLOSURE

The meeting was closed at 11.03am. It was noted that the next meeting was scheduled to take place on Wednesday 17 July 2024 at 9.30am.

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 10 July 2024 at 7.30pm

PRESENT: Cllr D Rowe (Chairman) Cllr M Morris
Cllr M James (Vice Chairman) Cllr B Price (from item no.6)
Cllr J Candy Cllr M Sharman

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

IN ATTENDANCE: 3 Members of the public.

100. PUBLIC QUESTIONS

Council heard from members of the public on the issue of long grass on Blocks A & B in the Cemetery. A family member of someone interred in Block A expressed dissatisfaction, noting that the long grass in this area made visits to loved ones unpleasant and challenging. They were also apprehensive that cutting the grass at the end of summer would only exacerbate the untidiness. Another member of the public echoed these concerns, also citing a recent incident where they tripped over a concealed tree branch, highlighting the long grass as a safety hazard.

101. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr D Aitchison, Cllr N Barber** and **Cllr S Harkin**.

Apologies for lateness were received from **Cllr B Price**.

102. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr J Candy	All	Other registerable interest (as Members of East Suffolk Council)
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)
Cllr D Rowe	#107	Other registerable interests (as Honorary President of FOPWA)

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.

103. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 24 April 2024 be signed by the Chairman as a true record. At the direction of the Chairman and with the assent of Members, the Cemetery Update Report was brought up the agenda to the next item.

104. CEMETERY UPDATE REPORT

The Grounds & Maintenance Manager presented the Cemetery Update Report, highlighting the current rewilding efforts in Blocks A & B at Felixstowe Cemetery during the summer months. Members discussed the impact of these efforts on both cemetery visitors and local wildlife. It was emphasised that the rewilding initiative aimed to preserve local ecology and manage resources efficiently.

The positive effects of rewilding on local wildlife was highlighted in discussion and it was proposed that the cutting schedule for the rewilded areas be aligned with other parts of the Cemetery, due to concerns about the negative impact on visitors.

The Committee also reviewed the renewal of the telecoms site agreement at Felixstowe Cemetery with Clarke Telecom. Concerns were expressed regarding the significantly reduced offer from Clarke Telecom, leading to a recommendation to reject the initial proposal. It was agreed that the free legal advice offered should be sought before proceeding with further negotiations.

It was RESOLVED that:

- i. the Cemetery Update Report be noted;**
- ii. the strimming schedule for Blocks A & B at Felixstowe Cemetery will return to a 4-week cycle; and**
- iii. the initial renewal offer for the telecom mast contract be rejected, with legal advice to be sought and negotiations to be initiated.**

105. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 28 June 2024.

It was RESOLVED that the Budget Report to 28 June 2024 be received and noted.

106. TOWN HALL UPDATE REPORT

Committee received the update report on the Town Hall. The Deputy Town Clerk also presented members with a quote of £480 + VAT that had just been received, for re-decoration of the Clerk's Office to put in place foil backed plasterboard to help with the damp problem. The quote was from the same company who did the ceiling in the Chamber earlier in the year. Members discussed the value of engaging with a local company that has previously delivered satisfactory work for the council, rather than commissioning another survey.

It was RESOLVED that:

- i. the Town Hall Update Report be noted; and**
- ii. the cost of £480 + VAT for damp proofing work in the Clerk's office to be funded from the Town Hall Earmarked Reserve.**

107. WALTON COMMUNITY HALL UPDATE

Committee received the update report on Walton Community Hall. Members discussed the available grants and their potential uses. The Deputy Clerk informed Members that there was an additional community fund from Sizewell C that could be applied for. There was a question raised whether these funds would specifically cover heating improvements. The Deputy Town Clerk clarified that the grants are intended for a comprehensive approach for environmental projects at Walton Community Hall, with heating improvements being a key component.

It was RESOLVED that the Walton Community Hall update report be noted.

108. BROADWAY HOUSE UPDATE REPORT

Committee received the report from Broadway House. Members discussed the FOPWA lease renewal, the Town Council's current level of involvement, and the rental income from FOPWA. A suggestion was made to consider a rent increase for the renewal and it was proposed that the Town Clerk be delegated the authority to finalise the lease renewal, subsequent to consulting with the Chairman of FOPWA on the possibility of a small rent increase.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. the Town Clerk be delegated the authority to finalise the lease renewal with FOPWA.**

109. ALLOTMENTS UPDATE REPORT

The Assets & Services Officer presented the Allotments update report. Members also reviewed the report on the potential cost of installing a boundary fence at the Cowpasture allotments. Members unanimously agreed not to fund the fence installation.

It was RESOLVED that:

- i. the Allotment update report be noted; and,**
- ii. no further action be taken regarding the fence installation at Cowpasture.**

110. ALLENBY PARK AND GOSFORD WAY PARK

Committee received the updates on Allenby Park and Gosford Way Park. Members discussed the benefits and costs of installing a water tap at Allenby Park and explored potential funding options. Although they agreed to accept the concept and ongoing maintenance of the water tap installation, they did not wish to fund it.

Additionally, Members considered options for renovating the gates at Allenby Park. It was decided to approach outside companies to obtain quotes for both restoring the existing gates and installing new ones. This to include a design plan for the new gates.

It was RESOLVED that:

- i. the Parks Update Report be noted; and,**
- ii. The Felixstowe Society be informed that the Council have decided not to fund the tap but will not object if the Society chooses to fully fund its installation; and,**
- iii. Investigations be made in the cost of either restoring the existing gates at Allenby Park or installing new ones, including a design plan for the new gates.**

111. LANGLEY AVENUE PLAYING FIELDS – ASSETS OF COMMUNITY VALUE LISTING

It was RESOLVED that the application for re-nomination of Langley Avenue Playing Fields as an Asset of Community Value be submitted to East Suffolk Council.

112. CLOSURE

The meeting was closed at 9.00pm. The next meeting was noted as being scheduled for Wednesday 18 September 2024 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 17 July 2024 at 9.30am**

PRESENT: Cllr S Bird (Chairman) Cllr A Folley
 Cllr M Morris (Vice Chairman) Cllr B Price
 Cllr N Barber

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

IN ATTENDANCE: 1 member of the public (via Zoom)

113. PUBLIC QUESTION TIME

None.

114. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bennett, Cllr J Candy, Cllr C Franklin and Cllr S Wiles.**

115. DECLARATIONS OF INTEREST

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

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

116. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 3 July 2024 be confirmed as a true record.

117. PLANNING APPLICATIONS

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

A	DC/24/1656/OUT Outline Application (Some Matters Reserved) - Construction of 2 no. three-storey plus basement dwellings. Former 9 Manor Road
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Committee recommended REFUSAL. We believe that this proposal at this location is wholly unacceptable on a number of grounds. Firstly, these intended properties are effectively four-storeys high and the introduction of those to this vicinity would cause overlooking and loss of privacy to number 7, 9, 11 Manor Road, and potentially other properties, and the scale of development would also be unacceptable, contrary to SCLP11.1 para. (c) iii, and SCLP 11.2 paras. a), b) and e).

The host property, number 9, would be left with an inadequate amount of rear amenity space and therefore this is contrary to SCLP 11.1 para. (a).

Furthermore, whilst we recognise that land ownership is not a material planning consideration, the intended vehicular access for these properties – and potentially the means of supplying utilities and treatment of foul water - would be over privately owned land and not public highway. Should access of this land not be granted, this proposal would be rendered unviable. We also concur with SCC Highways comments that the intended garages do not meet the minimum standards and that egress from the garages would conflict with the proposed parking spaces. Notwithstanding this, these are four-bedroom properties requiring three parking spaces and only two each have been allocated.

B	DC/24/2210/ADI Illuminated Advertisement Consent - 1. Powder coated aluminium fascia sign. 2. Double sided projecting illuminated 'bus' stop sign. 45 Hamilton Road
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Committee recommended APPROVAL.

C	DC/24/2230/FUL Single storey side extensions to both sides. 73 Western Avenue
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Committee recommended APPROVAL.

D	DC/24/2258/FUL Rear extension in an L shape to form a new kitchen and dining area. 7 Park Avenue
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Committee recommended APPROVAL.

E	DC/24/2370/FUL Erection of single storey rear extension, insertion of roof windows to the east elevation and replacement roof lantern window to the hall. 15 Victoria Road
Committee recommended APPROVAL.	

F	DC/24/2304/FUL Alterations to roof including dormer window and rooflights to facilitate loft conversion (revised scheme to DC/23/0507/FUL as amended by DC/24/1247/AME) 11 Picketts Road
Committee recommended APPROVAL.	

G	DC/24/2413/TCA 5no. Lime (marked on plan) - Pollard to 3 metres above ground level 23 Montague Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

H	DC/24/2378/TCA 1no. Mountain Ash (T1 on plan) - Fell 1no. Cordyline (T2 on plan) - Remove main leader to sub co-dominant stem 15 Montague Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

118. PLANNING DECISIONS

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

119. CORRESPONDENCE

The Clerk reported the temporary closure of Felixstowe Footpath 028 (part) – from Candlet Road for 30 metres north eastbound and then from Candlet Road, Felixstowe for 65 metres south westbound from 2nd September to 11th November 2024.

120. CLOSURE

The meeting was closed at 10.27am. It was noted that the next meeting was scheduled to take place on Wednesday 31 July 2024 at 9.30am.

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,
Felixstowe, on Friday 19 July 2024 at 12pm**

PRESENT: Cllr D Rowe (Chairman) Cllr S Bennett
 Cllr C Franklin (Vice-Chairman) Cllr M Sharman

OFFICERS: Mr A Tadjrishi (Town Clerk)

121. PUBLIC QUESTION TIME

None.

122. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr M Deacon**.

123. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett	All	Other registerable interests (as Members of East Suffolk Council)
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.

124. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee meeting held on 3 April 2024 be confirmed as a true record.

125. 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.

126. STAFFING MATTERS

Committee considered a confidential report on staffing matters.

RESOLVED that:

- i. funding from the Staffing Earmarked Reserve be approved for personnel-related expenditures, as detailed in the confidential report provided to Members;**
- ii. a staff member be offered a one year fixed-term contract to August 2025, with a review prior to the end date;**
- iii. a new Grounds Maintenance Apprenticeship post be created and the vacancy advertised, subject to the confidential report;**
- iv. a staff member's request to return to full-time hours would be approved to take effect from 1 September 2024; and,**
- v. the Clerk be delegated the authority to take such actions as necessary to implement these resolutions.**

127. CLOSURE

The meeting was closed at 12.28pm. It was noted that the next meeting was scheduled to take place on Wednesday 2 October 2024 at 6pm.

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 31 July 2024 at 9.30am

PRESENT: Cllr S Bird (Chairman)
Cllr M Morris (Vice Chairman) Cllr A Folley
Cllr S Bennett Cllr B Price
Cllr C Franklin Cllr S Wiles

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

IN ATTENDANCE: 1 member of the public (via Zoom)

128. PUBLIC QUESTION TIME

None.

129. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr J Candy**.

130. DECLARATIONS OF INTEREST

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

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

131. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 17 July 2024 be confirmed as a true record.

132. PLANNING APPLICATIONS

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

A	<p>DC/24/2451/FUL Retrospective Application - Addressing the breach of condition 4 for the approved planning application: C/11/1032 - Unauthorized use of the ground floor extension for residential purposes. - Unauthorized occupancy of first-floor accommodation in extension. Proposed change of use of the approved planning application C/11/1032 for the erection two storey extension providing a restaurant to the ground floor and first floor accommodation restricted to a person employed at the Public House, To Ground floor accommodation to a person/ persons who are employed by the Public House, Manager accommodation & staff room. First floor accommodation to a person employed at the Public House. Removal of the unauthorized Signage advertising "Lorry Parking" and restricting the Public House car park for the customers and employees parking.</p> <p>Dooley Inn Ferry Lane</p>
Committee recommended APPROVAL.	

B	<p>DC/24/2393/FUL Single storey front extension and two storey rear extension with raised roof front with front and rear balconies and internal alterations.</p> <p>91 Cliff Road</p>
Committee recommended APPROVAL.	

C	<p>DC/24/2377/FUL Construction of a two storey rear extension</p> <p>26 Nayland Road</p>
Committee recommended APPROVAL. However, Committee noted that there appears to be an error in the submitted drawings in that there is no internal door providing access to the proposed new bedroom.	

D	<p>DC/24/2277/FUL Demolition of conservatory and construction of a single storey rear extension for living and kitchen area</p> <p>83 Grange Road</p>
Committee recommended APPROVAL.	

E	<p>DC/24/2099/FUL Retrospective Application - Addition of a wooden pergola with a polycarbonate roof on the outside of our tearoom to offer shelter, shade and an additional seating option.</p> <p>111 High Road East</p>
Committee recommended APPROVAL.	

133. PLANNING DECISIONS

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

134. CORRESPONDENCE

The Clerk reported the following items:

- i. Pavement Licence application for Clouds of Felixstowe Café, 30 Hamilton Road.
Committee supported this licence application.
- ii. Confirmation from Bloor Homes that the closure of Candlet Road will take place during the period 8th September to 11th November.
Committee noted the information.

135. CLOSURE

The meeting was closed at 10.33am. It was noted that the next meeting was scheduled to take place on Wednesday 14 August 2024 at 9.30am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 14 August 2024 at 9.30am**

PRESENT: Cllr S Bird (Chairman)
 Cllr M Morris (Vice Chairman) Cllr A Folley (*to item #140D*)
 Cllr N Barber Cllr C Franklin
 Cllr S Bennett Cllr B Price
 Cllr J Candy Cllr S Wiles (*to item #140F*)

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

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

136. PUBLIC QUESTION TIME

None.

137. APOLOGIES FOR ABSENCE

None.

Cllr A Folley gave apologies on leaving the meeting at 10.51am.

Cllr S Wiles gave apologies on leaving the meeting at 11.24am.

138. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as a Member of East Suffolk Council)
Cllr S Bennett Cllr S Bird Cllr S Wiles	All	Other registerable interests (as a Member of Suffolk County Council)
Cllr J Candy	140J	Applicant is a friend.

139. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 31 July 2024 be confirmed as a true record.

140. PLANNING APPLICATIONS

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

A	DC/24/2048/ARM Approval of Reserved Matters for Outline Planning Permission granted under DC/23/0539/VOC (Variation of Condition No. 11 of Hybrid Permission DC/21/0541/FUL) - Appearance, Landscaping, Layout & Scale of the redevelopment and extension of retained sports hall to provide an indoor bowls facility and cricket pitch with pavilion, parking, landscaping and associated works. Former Felixstowe International College Garrison Lane
Committee recommended APPROVAL.	

B	DC/24/1068/VOC Variation of Condition Nos. 2, 6 and 7 of DC/22/1292/FUL (Demolition of existing building; Replacement building to be used for commercial use at ground floor and two residential units above). Retrospective alterations to previously approved drawings (condition 2), and discharge of conditions 6 and 7. 2 Hamilton Road
<p>Committee recommended REFUSAL. The drawings as submitted for this application appear to show no external access to the courtyard other than via the commercial premises. Therefore, we conclude that the residents of the two dwellings will have no means of accessing their home or of presenting their rubbish bins for collection on the street. There is a comment from a neighbour that access to the courtyard would be across land in their ownership, however the plan submitted does not even show this means of access. The previous application showed an external door to the street and a passageway to the side of the shop, both of which are omitted from the latest submitted drawings.</p> <p>Committee also object to the loss of cycle racks for customers to the shop.</p>	

C	DC/24/2546/FUL Front extension and conversion of garage to living accommodation 6 Western Avenue
Committee recommended APPROVAL.	

At this point in the meeting, 10.51am, Cllr A Folley left the Chamber.

D	<p>DC/24/1244/LBC Listed Building Consent - Renewal of old leaking roof with new tiles to match existing. Complete external insulation render and painted. Replacement of old timber windows with new double glazed timber windows to match existing. Demolish existing garage and relocate and build new garage. Internal plastering to ceilings and damaged walls, electrical rewiring and upgrading boiler.</p> <p>362 High Street Walton</p>
<p>Committee recommended APPROVAL, with the following comment:</p> <p>We note that the applicant states that the windows will be like-for-like timber replacement, however one of the submitted drawings shows the windows with a different fenestration pattern and design, plus the same document contains small print referring to aluminium framed windows. Because this is a Grade II* listed building we would expect like-for-like replacements in timber.</p>	

E	<p>DC/24/2554/FUL French doors and side window restricted by condition 1 Park View Langer Road</p>
<p>Committee recommended APPROVAL.</p>	

F	<p>DC/24/2505/VOC Variation of Condition No. 2 of DC/23/4051/FUL (Alterations, extensions and erection of new detached garage. Alterations to vehicular access. New front boundary wall.) - Amended internal layout, amended access location, revised boundary wall design, amended windows, and addition of covered bin store adjacent to garage.</p> <p>Rowan Lodge 246 Ferry Road</p>
<p>Committee recommended REFUSAL. We believe that due to the height of the proposed front and side wall pillars, and the inclusion of solar lights, the proposal is injurious to the street scene and the amenity of the neighbour at no.248. We therefore feel that this application is contrary to SCLP11.1 paras. c) ii and e) and SCLP 11.2 paras. b) and e).</p>	

At this point in the meeting, 11.24am, Cllr S Wiles left the Chamber.

G	<p>DC/24/2207/FUL Porch to front elevation 28 The Downs</p>
<p>Committee recommended APPROVAL.</p>	

H	DC/24/2553/ROC Removal of Condition No. 1 of C/91/0614 - Continuation of use of property as five flats, together with renovation works and retention of minor extensions - Occupancy Condition 9-11 York Road
Committee recommended APPROVAL.	

I	DC/24/2622/FUL Replacement of 1 no. PVCu window Flat 4 Landguard Court 58 Sea Road
Committee recommended APPROVAL.	

J	DC/24/2673/TCA 1no. Copper Beech (T1 on plan) - Crown reduction by up to 4 metres 1no. Copper Beech (T2 on plan) - Pollard to previous points Gravitas House 64 Brook Lane
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

K	DC/24/2616/TCA Apple tree in the rear garden which is in heavy decline to be felled. Belgrove 3 Ranelagh Road
Committee feel that there was insufficient information provided to make a comment.	

141. PLANNING DECISIONS

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

142. CORRESPONDENCE

The Clerk reported the following items:

Persimmon Homes Suffolk Felixstowe Footpath 024 (part): 280metres south westbound from Felixstowe Footpath 018 for a further 100metres south westbound. Start date for closure: 10/09/2024 and finish date for closure:09/03/2025

143. CLOSURE

The meeting was closed at 11.53am. It was noted that the next meeting was scheduled to take place on Wednesday 4 September 2024 at 9.30am.

AGENDA ITEM 9: OUTSIDE BODIES REPORTS

Council is requested to receive the following reports from Cllr Jan Candy, representative to the Friends of Felixstowe Library, and the Port of Felixstowe Local Authority Liaison Committee

Report from Friends of Felixstowe Library (June 2024):

The Friends are engaged in a project to upgrade a corner of the Library to make it suitable for those who find large spaces difficult. This will be a safe space for those on the autistic spectrum and also those with a visual impairment for which we received advice from the late Cllr David Underwood.

Council is requested to receive the following report from Cllr Jan Candy, representative to the Friends of Felixstowe Library.

Report from Port of Felixstowe Local Authority Liaison Committee (June 2024):

The Port of Felixstowe continue to liaise with the community which surrounds it and we have discussed the BTOM (Border Target Operating Model) which is a completely different, post Brexit, method of inspecting goods coming through the Port. There have been a few initial technical glitches but appears to be running smoothly.

The Port Community Fund asks that if any Members know of any good causes or Charities who may benefit from their assistance to get in touch.

The Port responds to questions about expansion by saying that they cannot physically expand their footprint but are expanding capacity by deepening berths as the trend is for larger, deeper ships.

Rail capacity has peaked at 38 trains away with capacity able to be 40/41. So there is some room to expand capacity in freight transport.

The Port continues to decarbonise and is increasing its fleet of electric vehicles with a view to using hydrogen fuel cells in the future.

Council is requested to receive the above reports and any other update from Cllr Candy.

Council is requested to receive the following report from Cllr Amanda Folley, representative to the Friends of Felixstowe Library.

Report from the Felixstowe Wesel Association (August 2024):

It has been an amazing experience and a true privilege to serve as the Council representative to the Felixstowe Wesel Association, especially during this year as we celebrate 50 years of twinning. When the Association was first formed, it was just a dream for my parents, and to see it thriving today is truly special.

The Association has often expressed its appreciation for the support from the Council, particularly this year. The team from the Town Hall made the celebrations unforgettable for everyone who attended. With the return trip to Wesel next month, I am confident that the Civic Party's visit will be invaluable.

The celebrations included a reception at Harvest House, followed by a weekend filled with events showcasing Felixstowe at its finest—breakfasts at Sea You, The Fish Dish, and The Alex. In July, the 'England vs. Germany' football match was a highlight, with both teams playing a great game. Unfortunately, the usual carnival team couldn't make it this year due to a change of date, and their presence was missed, especially the feathers! However, the Fire Cadets, as always, provided a strong presence. After enjoying all that Felixstowe has to offer, we had a beautiful BBQ at Peewit, organized by Level Two.

Many of you may have heard the sad news last week that top chef, David, passed away at the age of 59. Our thoughts are certainly with our Wesel friends during this difficult time.

Looking ahead, an extra date has been added to the Wesel Association calendar next year for the return leg of the football friendly between our two towns. Given the success of this year's event and the brilliant organization by the Association, particularly Sue Faversham, we hope this will become an annual tradition.

Council is requested to receive the above report and any other update from Cllr Folley.

AGENDA ITEM 11: MOTION: X (FORMERLY TWITTER)

Council is requested to consider the following Motion, in accordance with Standing Order 9, moved by Cllr Mike Deacon:

“This Council is deeply saddened by the recent riots fuelled by hatred, far right extremism and islamophobia on social media in particular the X (formerly twitter) platform.

X appears to be doing little to restrict this hateful content.

As a result this Council determines to suspend the use X as a form of communication and instructs the Civic & Community Committee to review the Council’s Press & Media Policy accordingly.”

Council is requested to consider the motion of Cllr Mike Deacon.

AGENDA ITEM 12: TOWN HALL REPAIRS

At its meeting on 10th July, the Assets & Services Committee reviewed necessary repair works to address the deterioration of the inner walls on the front elevation of the Town Hall. These defects are most evident in the Clerk's Office, which also serves as a wedding venue, and in the rooms rented by the Suffolk County Council Registrars and East Suffolk Council. The downstairs offices on the right side of the front entrance appear unaffected.

To prevent further damp ingress, the Structural Engineer recommended using foil-backed plasterboard. The proposed work would potentially include repointing, stripping back the internal plaster to the bare bricks, sealing, re-plastering, and redecorating.

The Committee initially approved repair works to the Clerk's Office, with a quoted cost of £480 + VAT for the installation of foil-backed plasterboard (*Minute #106 of 2024/25 refers*).

However, upon closer inspection, the contracted company has advised that a more comprehensive scope of work is advisable. This would include removing the existing plasterboard, lime rendering all areas around the bay window, and making good the skirting and corners, followed by treating these areas with a stain blocker and repainting as necessary. The new foil-backed plasterboard would be adhered to the exposed brickwork using silicone dabs to prevent future damp issues, finished with a two-coat plaster, and decorated accordingly. Additionally, the external brickwork of the bay window would be treated with a Weather Tec solution to mitigate future water ingress.

The anticipated duration for these enhanced works is three days, with a revised quote of £1,480 + VAT.

Initially, it was suggested that each room could be addressed individually. However, the Deputy Town Clerk has requested a quote for undertaking the works in all affected rooms simultaneously for consideration.

Council is requested to review and consider the amended quote for the enhanced repair works.

AGENDA ITEM 13: APPOINTMENTS TO COMMITTEES

Following the Felixstowe South Ward byelection, Cllr Wendy Underwood was duly elected to the Town Council.

Council is therefore now requested to review the current schedule of appointments to Committees and appoint Members to any vacancies as follows:

FINANCE & GOVERNANCE COMMITTEE (9)

1. Cllr Mike Deacon (Chairman)
2. Cllr David Rowe (Vice-Chairman) **(ex-officio as Chairman of A&S)*
3. Cllr Darren Aitchison
4. Cllr Seamus Bennett
5. Cllr Stuart Bird
6. Cllr Marc James
7. Vacant
8. Cllr Michael Sharman *** (ex-officio as Chairman of C&C)*
9. Cllr Steve Wiles

CIVIC & COMMUNITY COMMITTEE (9)

1. Cllr Michael Sharman^{**} (Chairman) *(and ex-officio Member of F&G above)*
2. Cllr Corrine Franklin (Vice-Chairman)
3. Cllr Darren Aitchison
4. Cllr Nick Barber
5. Cllr Jan Candy
6. Cllr Amanda Folley
7. Cllr Sharon Harkin
8. Cllr Margaret Morris
9. Cllr Bernard Price

ASSETS & SERVICES COMMITTEE (9)

1. Cllr David Rowe ^{*} (Chairman) *(and ex-officio Member of F&G above)*
2. Cllr Marc James (Vice-Chairman)
3. Cllr Darren Aitchison
4. Cllr Nick Barber
5. Cllr Jan Candy
6. Cllr Sharon Harkin
7. Cllr Margaret Morris
8. Cllr Bernard Price
9. Cllr Michael Sharman

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Stuart Bird (Chairman)
2. Cllr Margaret Morris (Vice-Chairman)
3. Cllr Nick Barber
4. Cllr Seamus Bennett
5. Cllr Jan Candy
6. Cllr Amanda Folley
7. Cllr Corrine Franklin
8. Cllr Bernard Price
9. Cllr Steve Wiles

PERSONNEL COMMITTEE (5)

1. Mayor of Felixstowe (Chairman) (*ex-officio as Mayor of Felixstowe for 2024/25*)
2. Deputy Mayor (*ex-officio as Deputy Mayor for 2024/25*)
3. Cllr Seamus Bennett (*ex-officio as Mayor of Felixstowe for 2023/24*)
4. Cllr Mike Deacon
5. Cllr Michael Sharman

APPEALS COMMITTEE (5 Members who are not on the Personnel Committee)

1. Cllr Margaret Morris (Chairman)
2. Cllr Amanda Folley (Vice-Chairman)
3. Cllr Marc James
4. Cllr Nick Barber
5. Cllr Bernard Price

YOUTH FORUM (3 FTC)

1. Cllr Margaret Morris
2. Cllr Bernard Price
3. Cllr Darren Aitchison

OTHER MEETINGS/GROUPS:

COMMUNITY EMERGENCY GROUP

1. Cllr Amanda Folley (Lead Emergency Coordinator)
2. Cllr Nick Barber (Deputy Emergency Coordinator)
3. Cllr Darren Aitchison (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)
5. Deputy Town Clerk (Deputy Emergency Coordinator)

CCTV WORKING GROUP

1. Cllr Marc James (Chairman)
2. Cllr Nick Barber
3. Cllr Sharon Harkin
4. Cllr Darren Aitchison

CLIMATE EMERGENCY WORKING GROUP

1. Cllr Margaret Morris (Chairman)
2. Cllr Mike Deacon
3. Cllr Jan Candy
4. Cllr Seamus Bennett
5. Cllr Nick Barber
6. Cllr Sharon Harkin
7. Cllr Darren Aitchison

COMMUNITY INFRASTRUCTURE LEVY (CIL) WORKING GROUP

- 1. Cllr Mike Deacon (Chairman)**
- 2. Cllr Darren Aitchison**
- 3. Cllr Nick Barber**
- 4. Cllr Seamus Bennett**
- 5. Cllr Margaret Morris**
- 6. Cllr David Rowe**
- 7. Cllr Michael Sharman**

Council is requested to consider and update its Appointments to Committees for 2024/25.

AGENDA ITEM 14: APPOINTMENTS TO OUTSIDE BODIES

Following the Felixstowe South Ward byelection, Cllr Wendy Underwood was duly elected to the Town Council.

Council is therefore now requested to review the current schedule of appointments to Outside Bodies and Partnerships and appoint Members to any vacancies as follows:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Memory Lane Steering Group	1. Cllr Sharon Harkin 2. Cllr Bernard Price
Felixstowe Ferry Fairways Committee	1. Cllr Amanda Folley
Friends of Felixstowe Library	1. Cllr Jan Candy
Felixstowe Nightsafe	1. Cllr Marc James
Felixstowe Old People's Welfare Association	1. Cllr Margaret Morris + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr David Rowe 2. Cllr Margaret Morris
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Amanda Folley + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Seamus Bennett
Haven Ports Welfare	1. Cllr Darren Aitchison
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Jan Candy 2. Cllr Seamus Bennett 3. Mayor of Felixstowe (<i>ex-officio</i>) 4. Town Clerk (<i>ex-officio</i>)
Felixstowe Area ASB Meeting	1. Cllr Michael Sharman 2. Cllr Marc James 3. Cllr Stuart Bird
Level Two Youth Project	1. Cllr Corrine Franklin 2. Cllr Margaret Morris 3. Cllr Bernard Price
Freight Quality Partnership	1. Cllr Seamus Bennett
Fairtrade Forum	1. Cllr Margaret Morris 2. Cllr Bernard Price
East Suffolk Lines Community Rail Partnership	1. Cllr Nick Barber

Orwell District Scouts	1. Mayor of Felixstowe (<i>ex-officio</i>)
Felixstowe Peninsula Community Partnership	1. Cllr Corrine Franklin 2. Cllr Michael Sharman 3. Town Clerk
Felixstowe Chamber of Trade	1. Cllr Amanda Folley 2. Cllr Bernard Price
Ukraine2Felixstowe	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett

Council is requested to consider and update its Representatives to Outside Bodies and Partnerships for 2024/25.

AGENDA ITEM 15: ANNUAL TOWN MEETING AND ANNUAL COUNCIL MEETING DATES

The meeting schedule for the 2024/25 year was approved at the Ordinary Council meeting in January (*Minute #368 2023/24 refers*). According to this schedule, which is also available on our website, the Annual Town Meeting is currently set for 7th May.

However, the Terms of Reference approved at the Annual Council meeting on 15th May 2024 (*Minute #12a 2024/25*) specify that:

“Annual Council (Mayor-making, Committee appointments, Key governance documents, and policies) is held at 7pm on the third Wednesday in May each year, the week following the Annual Town Meeting.”

In recent years, this has meant that the Annual Town Meeting is held on the second Wednesday in May. For 2025, this would place the Annual Town Meeting on Wednesday, 14th May, with the Annual Council meeting on Wednesday, 21st May 2025.

Council is requested to correct the date for the 2025 Annual Town Meeting, moving it from Wednesday, 7th May to Wednesday, 14th May.
