



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 6 November 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
1 November 2024

Moment of Reflection: Andrew Marfleet, Walton Parish Nursing.

A G E N D A

1. Public Question Time

Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.

2. Apologies for Absence

To receive any apologies for absence.

3. Declarations of Interest

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

4. Questions to the Mayor

For the Mayor to respond to questions from Members, in accordance with Standing Order 26.

5. Confirmation of Council Minutes

To confirm the minutes of the Ordinary Council Meeting held on Wednesday 4 September 2024 as a true record. **(Pages 4-9)**

6. Mayor's Announcements

To receive such communications as the Mayor may wish to lay before Council. **(Pages 10)**

7. Minutes of Committee Meetings

To receive and adopt the Minutes of the following meetings:

- a) Planning & Environment Committee 4 September **(Pages 11-14)**
- b) Civic & Community Committee 11 September 2024 **(Pages 15-19)**
- c) Planning & Environment Committee 18 September 2024 **(Pages 20-23)**
- d) Assets & Services Committee 18 September 2024 **(Pages 24-30)**
- e) Planning & Environment Committee 2 October 2024 **(Pages 31-33)**
- f) Personnel Committee 2 October 2024 **(Pages 34-36)**
- g) Civic & Community Committee 9 October 2024 **(Pages 37-38)**
- h) Planning & Environment Committee 16 October 2024 **(Pages 39-41)**
- i) Finance & Governance Committee 23 October 2024 **(Pages 42-46)**
- j) Planning & Environment Committee 30 October 2024 **(Pages 47-49)**

8. Reports from Members appointed to Outside Bodies

Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.

- 9. North Felixstowe Garden Neighbourhood Masterplan Consultation**
To consider the Town Council’s statement in response to East Suffolk Council’s North Felixstowe Garden Neighbourhood Masterplan Consultation.
(Page 50 & Appendix A)
- 10. ESC Parking Review Proposals**
To consider any recommendation from the Town Council to East Suffolk Council’s parking review proposal options. **(Page 51-52 & Appendix B)**
- 11. Annual Governance & Accountability Return 2023/24**
To receive the External Auditor’s Report on the Annual Governance & Accountability Return for the Financial Year 2023/24.
(Page 53 & Appendix C)
- 12. Interim Internal Audit Report 2024/25**
To receive the interim report of the Internal Auditor for 2024/25 and note that the Finance & Governance Committee has considered the report in respect of any matters raised.
(Page 54 & Appendix D)
- 13. Clear Hold Project ‘Future Felixstowe’**
To receive a report on the Clear Hold Project and nominate representatives to the operational delivery groups. **(Page 55-56)**
- 14. Community Infrastructure Levy (CIL)**
To receive a report from the CIL Working Group and approve spending from the CIL Earmarked Reserves. **(Pages 57-58)**
- 15. Earmarked Reserves Expenditure**
To note Committee decisions on using Earmarked Reserves in accordance with approved Terms of Reference for 2024-25 (*Min. #12 2024/25 refers*).
(Page 59)
- 16. Remembrance Events 2024**
To receive an update on events taking place for Remembrance 2024.
(Page 60)
- 17. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix E)**

Date	Voucher Nos.	Total Payment
29/08/2024	172 – 187	£50,663.29
16/09/2024	188 – 204	£6,167.82
30/09/2024	205 - 224	£91,443.29
17/10/2024	225 - 240	£5,865.47
31/10/2024	241 - 262	£57,364.76
31/10/2024	263 - 266	£4,974.77
	TOTAL	£216,479.40

- 18. Closure**
To close proceedings and note that the next Ordinary Council Meeting will be at 7.30pm on Wednesday 8 January 2025.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 4 September 2024** at **7.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs J Smith (Assets & Services Officer) (*via Zoom*)

IN ATTENDANCE: Inspector B Richards, Suffolk Constabulary
Reverend A Dotchin, St. John's Church
3 members of the public (*in person*)
3 members of the public (*via Zoom*)

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection from Mr Stephen Wyatt, Member of Felixstowe Methodist Church and Director of Level Two Youth Project.

Prior to the commencement of the meeting, the Council paid tribute to Reverend Andrew Dotchin, who would be leaving Felixstowe to join the parish of Kesgrave. The Mayor expressed gratitude to Reverend Dotchin for his dedicated service to the parish of Felixstowe and his unwavering advocacy for marginalised members of the community.

152. COUNCILLOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Council noted 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 2024, has made their Declaration of Acceptance of Office before the Town Clerk.

153. PUBLIC QUESTION TIME

There were none.

154. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr M James**.

155. 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 Cllr S Wiles	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)

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.

156. QUESTIONS TO THE MAYOR

None.

157. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that, subject to a correction to Minute #80 to clarify that the Council was only seeking one alternative site for campervan parking, the Minutes of the Ordinary Council Meeting held on 19 June 2024 be signed by the Mayor as a true record and adopted by the Council.

158. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council, providing an update on recent Mayoral engagements. He began by highlighting the Pride Wellbeing Walk, which took place at the end of June as one of two Pride events held in Felixstowe this year.

The Mayor then spoke about the 30th Anniversary of the Twinning with Salzwedel, during which a reception was held. As part of the celebration, a tree was gifted by Salzwedel and has since been planted in Allenby Park, with a commemorative plaque. The Mayor expressed his thanks to Cllr Deacon for organising the event.

Next, the Mayor shared his experience attending the 80th Anniversary of the crashing of the Lancaster Bomber. He extended his gratitude to Cllr Harkin and the Felixstowe Museum for their efforts in putting on the event, noting that it provided an opportunity to learn more about the history and was well-attended by family members.

Looking ahead, the Mayor mentioned the forthcoming weekend, which will feature events such as Love Green Felixstowe and the Tour of Britain. The Mayor thanked East Suffolk Council and its officers for their work in securing the return of the Tour to Felixstowe.

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

159. 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 19 June 2024**
- b) Planning & Environment Committee 3 July 2024**
- c) Assets & Services Committee 10 July 2024**
- d) Planning & Environment Committee 17 July 2024**
- e) Personnel Committee 19 July 2024**
- f) Planning & Environment Committee 31 July 2024**
- g) Planning & Environment Committee 14 August 2024**

160. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

The Council received a report from Cllr Candy on the Friends of Felixstowe Library, as well as a report on the Port of Felixstowe Local Authority Liaison Committee.

The Council also received a report from Cllr Folley on the Felixstowe-Wesel Association. Further to her report, Cllr Folley paid tribute to the late Mary Cotterell, one of the founding members of the Association.

The Council recorded its condolences to the Cotterell family for their loss.

It was RESOLVED that the reports from outside bodies be noted.

161. LOCAL POLICING MATTERS: INSPECTOR BEN RICHARDS

The Mayor welcomed Inspector Ben Richards, who gave a presentation on the recent change in policing model from the Safer Neighbourhood Team (SNT) to the Community Policing Team (CPT).

Questions were raised regarding the police's approach to anti-social behaviour (ASB), particularly in relation to proactive versus reactive policing. Inspector Richards assured that the police are taking preventive measures, including the use of barriers in car parks and the successful deterrence of car meets before they reach Felixstowe. He also emphasised that approximately 30 response officers are on shift at any time in the region.

A query was made about the engagement between local schools and the police. While specific information regarding school grading could not be shared,

Inspector Richards encouraged schools to involve the police for educational presentations.

The value of officers being visible on foot versus in vehicles was also discussed. Inspector Richards acknowledged that, while there is great value in community engagement through foot patrols, there must be a balance between this and responding to urgent incidents.

Concerns were raised about individuals engaging in deceptive begging and how ASB can be reported in real-time. Inspector Richards recommended using the 101 service or online reporting for non-urgent incidents, which are assessed via the THRIVE framework. For serious crimes in progress, 999 should be called.

Speeding was another area of concern. Inspector Richards confirmed that surveillance data gathered by SafeCam had shown negligible speeding in a particular area of concern. He also noted that resources are being increasingly focused on speeding issues.

An inquiry was made regarding the number of police cars seen outside the station. Inspector Richards explained that this could be due to visiting units, officers being on foot patrol, or vehicles awaiting maintenance.

The discussion then shifted to the importance of addressing recurrent ASB. Inspector Richards noted that over 50,000 ASB cases had been reported in Suffolk since 1 January 2024, with neighbourhood disputes being a major contributor. He reassured the Council that all reports are recorded and hotspot areas receive greater attention.

It was further confirmed that East Suffolk Council, Suffolk County Council, and the Police share data on ASB, which is regularly discussed at Felixstowe Peninsula ASB meetings.

Inspector Richards was thanked for his time and contribution to the Council meeting.

It was RESOLVED that the update report on local policing matters be noted.

162. MOTION: X (FORMERLY TWITTER)

The Council considered a motion submitted by Cllr Deacon in accordance with Standing Order 9. Cllr Deacon proposed:

“This Council is deeply saddened by the recent riots fuelled by hatred, far-right extremism, and Islamophobia, particularly on social media, with X (formerly Twitter) being a notable platform. X appears to be doing little to restrict this hateful content. As a result, this Council determines to suspend the use of X as a form of communication and instructs the Civic & Community Committee to review the Council’s Press & Media Policy accordingly.”

The motion was seconded by Cllr Folley.

During the discussion, members unanimously condemned the recent riots and addressed concerns regarding misinformation and hate speech on social media. It was noted that while X has been a platform for such divisive content, the mainstream press could also be considered equally harmful. Members cautioned against solely blaming the platform for the riots, especially given that Suffolk did not experience these disturbances but continues to use social media effectively.

It was further recognised that social media, when used positively, remains a valuable tool for engagement. The Council also reaffirmed its commitment to free speech, honesty, and transparency.

Following a vote, the motion was passed, and it was RESOLVED that the Council suspend its use of X as a form of communication and instructed the Civic & Community Committee to review the Council's Press & Media Policy accordingly.

163. TOWN HALL REPAIRS

Members discussed the necessary repairs to several rooms at the Town Hall due to damp and damage that had occurred over the past few years. Unfortunately, the contractor who had recently undertaken work in the Chamber and the disabled entrance was unable to submit a broader quote in time for the meeting.

It was RESOLVED that:

- i. the revised quote of £1,480 + VAT for the repairs to the Clerk's Office be accepted and funded from the Town Hall Earmarked Reserves; and,**
- ii. three quotes be obtained for the repairs to the remaining four rooms upstairs and presented to the Council's Assets & Services Committee for consideration.**

164. APPOINTMENTS TO COMMITTEES

Council reviewed its Committees following the vacancy that necessitated the Felixstowe South Ward Byelection.

It was RESOLVED that the following appointments be made:

- i. Cllr W Underwood to fill the vacancy on the Finance & Governance Committee;**
- ii. Cllr W Underwood to replace Cllr J Candy on the Assets & Services Committee; and,**
- iii. Cllr S Bennett to replace Cllr B Price on the Civic & Community Committee.**

165. APPOINTMENTS TO OUTSIDE BODIES

Council reviewed the appointments to outside bodies following the Felixstowe South Ward Byelection.

It was RESOLVED that Council's representatives to Outside Bodies remain as before.

166. ANNUAL TOWN MEETING AND ANNUAL COUNCIL MEETING DATES

The Council noted a correction to the previously scheduled dates the Annual Town and Annual Council meetings. The Annual Town Meeting which had incorrectly been scheduled for 7th May, should instead take place on the take place on the second Wednesday in May. The Annual Council meeting should take place the following Wednesday.

Council reviewed the change in dates to align with the approved Terms of Reference.

It was RESOLVED that date of the Annual Town Meeting for the year 2024/25 be corrected and held on Wednesday 14th May 2025, with the Annual Council meeting for 2025/26 to be held on the following Wednesday, 21st May 2025.

167. ACCOUNTS FOR PAYMENT

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

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

168. CLOSURE

The meeting was closed at 9.12pm. It was noted that the next Ordinary Meeting was scheduled for 6 November 2024 at 7.30pm.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

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

08/09/2024	Heritage Open Day
08/09/2024	Tour of Britian
09/09/2024	Fairtrade Flag Raising
05/09/2024	Mayor's Charity Cheese & Wine Evening / Bargain Hunt Auction Landguard Fort
20/21/22/09/2024	Wesel 50th Anniversary - Barbeque Evening - Opening of Mayor's Corridor Unveiling of plaque - Viewing of Twinning Mural - Culture Night - City Tour
26/09/2024	Dementia Cinema Grand Opening - Cotman House
29/09/2024	WAMFEST Launch
29/09/2024	Edible Felixstowe
30/09/2024	Launch of Breast Cancer Awareness Month at Boardwalk
04/10/2024	Love to Work Felixstowe
05/10/2024	Last Night of Proms
11/10/2024	Barn Dance - Labour Club
12/10/2024	WAMFEST - Harvest House
13/10/2024	Felixstowe Trafalgar Day Parade
13/10/2024	Walton Parish Celebration Service
14/10/2024	Visit to Art Department Felixstowe School
15/10/2024	Felixstowe Travel Watch Meeting
17/10/2024	Felixstowe in Flower Awards Evening
20/10/2024	West Suffolk Civic Service - St Edmundsbury Cathedral
21/10/2024	Carnival AGM
24/10/2024	Judging of Future Felixstowe art competition Felixstowe School
26/10/2024	Orwell District Fireworks at Hallowtree
26/10/2024	Trimley St Mary Fund Raising Quiz Night
29/10/2024	Harbour Manor Care Home - Presenting Awards for Felixstowe in Flower
31/10/2024	The Benefice of Walton & Trimley – Installation of rev Enid Pow
02/11/2024	Grand Opening Of Bowls Green - Felixstowe Bowls & Social Club
07/11/2024	Felixstowe Festival of Remembrance

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

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe, on Wednesday 4 September 2024 at 9.30am**

PRESENT: Cllr S Bird (Chairman) Cllr J Candy (*to item #148F*)
Cllr M Morris (Vice Chairman) Cllr A Folley (*to item*)
Cllr N Barber Cllr C Franklin
Cllr S Bennett Cllr B Price

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

IN ATTENDANCE: 4 members of the public (via Zoom)

144. PUBLIC QUESTION TIME

None.

145. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Wiles**.

Cllr J Candy gave apologies in advance of having to leave the meeting at 10.30am.

Cllr A Folley gave apologies in advance of having to leave the meeting at 11.20am.

146. 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	All	Other registerable interests (as a Member of Suffolk County Council)

Cllr A Folley declared a Registerable Interest in item #148i, due to having a financial connection to the applicant.

Having declared that her interest was Registerable, Cllr Folley would absent herself prior to, and during, the consideration of this item.

147. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 14 August 2024 be confirmed as a true record.

148. 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/24/2067/VOC Variation of Condition 1 of DC/24/1230/VOC (amended scheme to that approved under Outline DC/16/2778/OUT, (as varied under DC/24/1230/VOC)) and Conditions 1, 2, 3, 5, 6, 7, 8, 11, 12, 39 of DC/21/1322/ARM to amend approved plans - (revisions to design and layout of 12no. dwellings previously approved and additional 3no. dwellings proposed). Land North Of Walton High Street
Committee recommended APPROVAL.	

B	DC/24/2764/FUL Demolition of the existing bungalow and to be replaced with a new chalet bungalow (self build). The existing garage to be removed and replaced with a new garage. Size, scale, layout and appearance to match that of the current approved scheme DC/24/0527/VOC. 32 Roman Way
Committee recommended APPROVAL.	

C	DC/24/2941/FUL Rear extension 18 Chepstow Road
Committee recommended APPROVAL.	

D	DC/24/2765/FUL Construction of single storey rear extension, outbuilding, solar panels, cladding to dwelling 6 William Booth Way
Committee recommended APPROVAL.	

E	DC/24/2820/FUL New walls and house access Creation of ramped access to aid access due to raised level of house. 48A Brook Lane
Committee recommended APPROVAL.	

At this point, it being 10.30am, Cllr J Candy left the meeting.

F	DC/24/2696/VOC Variation of Condition No. 2 of DC/22/3983/FUL - Two storey side extension, single storey rear extension & first floor front extension. New detached garage. Render to front elevation. Front wall. - Garage Design 68 Links Avenue
Committee recommended APPROVAL.	

G	DC/24/2762/FUL To install an open fronted tempastore warehouse building. Builders Yard Recreation Lane
Committee recommended APPROVAL.	

H	DC/24/2957/TCA Rear garden - 2x holly trees, one to be felled, the other to be trimmed and reshaped. 42 Victoria Street
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

I	DC/24/2953/TCA 1 No. Hawthorn tree in the front garden to be sectionally felled and removed as requested by owner. The tree has outgrown its surroundings and the owner is worried about the roots and footings 20 Cobbold Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

149. PLANNING DECISIONS

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

150. CORRESPONDENCE

The Clerk reported the following items:

- i) Pavement Licence for All Things Nice at 79 Hamilton Road.
Committee supported this licence application.
- ii) Pavement Licence for Rubys on Bent Hill.
Committee supported this licence application.
- iii) North Falls Offshore Wind Farm located in the Outer Thames Estuary given permission the Secretary of State for Housing, Communities and Local Government.
Committee noted the DCO Consultation.
- iv) ESC Consultation on the Pre-Application Advice Service
Committee responded briefly, in favour of publishing Pre-Application Advice.

At this point, it being 11.20am, Cllr A Folley left the meeting.

- v) Consultation on the National Planning Policy Framework (NPPF).The Chairman gave a summary of the proposed changes
Committee noted the consultation, which would end on 24 September. The Clerk would encourage Councillors to visit the SALC website to familiarise themselves with the consultation and respond as individual Councillors should they wish.

151. CLOSURE

The meeting was closed at 11.46pm. It was noted that the next meeting was scheduled to take place on Wednesday 18 September 2024 at 9.30am.

Cllr A Folley declared an Other Registerable Interest in the annual grant applications (*Minute # 174*) Felixstowe-Wesel Association.

Cllr M Morris declared an Other Registerable Interest in the annual grant applications (*Minute # 174*) Fairtrade Forum.

Councillors above for whom matters for consideration were directly related to their Other Registerable Interests advised that they would leave the meeting prior to any debate and decision on this 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.

172. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 12 June 2024 be confirmed as a true record.

173. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 31 August 2024.

RESOLVED that the Budget Report to 31 August 2024 be received and noted as presented with no other action required at this time.

174. ANNUAL GRANTS, COMMUNITY FUND PROJETS & PARTNERSHIPS

Members considered Annual Grant applications and funding for community projects for the year 2025-26.

Those Councillors having declared Other-Registerable Interests, absented themselves from discussion and voting on those items declared above in Minute #171.

It was RESOLVED that the following provision of annual grants be made as part of the recommendations for the 2025/26 budget:

i. As Annual Grants:

Art on the Prom	£3,000
Citizen's Advice	£3,000
FACTS	£2,500
Fairtrade Forum	£42
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£5,000
Felixstowe Council for Sport and Recreation	£300
Felixstowe Coast Patrol	£2,000
Landguard Fort	£1,000

Royal British Legion	£250
Salzwedel Twinning Association	£200
WAMFest	£2,500
Wesel Twinning Assoc.	£200
Total	£21,992

ii. **Community Fund Projects:**

Level Two	£10,000
Harwich Harbour Ferry Services Partnership	£1,000
Total	£11,000

iii. £8,000 towards the provision of the 2025 Christmas lights be included as part of the recommendations for the 2025/26 budget; and,

iv. all recipients be asked to display the Felixstowe Town Council promotional material to promote grants.

175. REMEMBRANCE

Members noted the report on Remembrance and the arrangements for forthcoming events to commemorate Remembrance.

RESOLVED that the update report on Remembrance be noted.

176. CHRISTMAS LIGHTS AND EVENTS 2024

Members noted the report on the Christmas Lights and events for 2024.

RESOLVED that the update report on Christmas Lights and events for 2024 be noted.

177. CIVIC CHRISTMAS CAROL SERVICE AND MAYOR'S CHARITY EVENTS

Members noted the report on the Civic Christmas Carol Service and Mayor's Charity Events.

RESOLVED that the update report on Civic Christmas Carol Service and Mayor's Charity Events be noted.

178. FELIXSTOWE IN FLOWER

The Civic Events Officer presented a report on this year's Felixstowe in Flower event. Members discussed the opportunity to increase both the level and uptake of sponsorship for the floral baskets and the Felixstowe in Flower Awards, particularly in light of next year's 40th Anniversary.

Members agreed that, in preparation for the 40th Anniversary of Felixstowe in

Flower, a Working Group should be established to consider arrangements for the event in 2025. The Working Group will explore options for increasing sponsorship and ensuring the continued success of the event.

It was RESOLVED that the Felixstowe in Flower report be noted; and, that a Working Group comprising Councillor Franklin, Councillor Folley, Councillor Harkin, and the Civic Events Officer be formed to consider arrangements for Felixstowe in Flower 2025 and report back to the Committee with any recommendations in due course.

179. TWINNING: WESEL 50 / SALZWEDEL 30

Members noted the report on Town Twinning and received an update from the Town Clerk regarding the forthcoming civic visit to Wesel to commemorate the 50th anniversary of the twinning between Felixstowe and Wesel.

The Civic Events Officer presented to the Committee a painting of Felixstowe Town Hall, created by a local artist. This painting will serve as the Town Council's gift to Wesel, in commemoration of the 50th anniversary of the twinning.

RESOLVED that the report on Twinning be noted.

180. FLAG FLYING ARRANGEMENTS

Members reviewed the Council's Flag Flying policy members reviewed the Council's current flag-flying arrangements at the Town Hall to address the growing number of ad-hoc requests and reduce uncertainty.

Following a wide-ranging discussion, the Clerk was asked to draft a clear policy for future flag-flying events to provide a consistent framework for the Council to handle flag requests while maintaining the significance of key civic, national and local occasions.

It was RESOLVED that the Town Clerk would draft a clear policy for future flag-flying events for review at the next meeting.

181. CCTV UPDATE

Members noted the report on CCTV. Cllr Candy provided insights into East Suffolk Council's (ESC) CCTV monitoring upgrade programme.

It was noted that the police had recently gained a couple of new volunteers to assist with monitoring the existing CCTV system. However, the upgrading of the CCTV infrastructure is currently on hold until ESC finalises its own CCTV programme and determines when the system can be integrated with the Lowestoft network. Until then, the current CCTV arrangements will need to continue.

RESOLVED that the CCTV update report be noted.

182. CHARITIES' SUMMIT

The Committee reviewed the proposal for a Charities Summit to enhance collaboration among local charities and community groups, scheduled for February 2025 at Felixstowe School.

Members agreed that the initiative is beneficial and suggested liaising with local VCFSE (voluntary, charity, faith, social enterprise) groups and Community Action Suffolk to determine the most effective format and agenda. Additionally, it was recommended to change the title from "Charities Summit" to "Community Summit" to include all not-for-profit organisations.

It was RESOLVED that the proposal be supported and to recommend to Council that a budget of up to £3,000 from the Community Fund Earmarked Reserve be approved for this purpose.

183. CLOSURE

The meeting was closed at 9.33pm. It was noted that the next meeting was scheduled to take place on Wednesday 11 October 2024 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 18 September 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 Cllr S Wiles

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

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

184. PUBLIC QUESTION TIME

None.

185. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

186. 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)

187. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 4 September 2024 be confirmed as a true record.

188. 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/24/2863/FUL Erection of double garage and entrance hall. Provide parking and turning area. Construct crossover to roadway. 115 Grange Road
Committee recommended APPROVAL.	
B	DC/24/2722/VOC Variation of Condition No. 2 of DC/23/4912/FUL - Raising the roof on the existing rear extension to match that of the rest of the building. External works to replace plastic UPVC cladding and improve buildings thermal performance. - amendment to two of the window dimensions on the southern façade. 1A Bent Hill
Committee recommended APPROVAL.	
C	DC/24/2939/VOC Variation of Condition No. 1 of C/06/1246 - Retention of decking and seating area & erection of fence - Extend the balcony use from 9am - 6pm. 1 Bent Hill
Committee recommended APPROVAL.	
D	DC/24/3054/FUL Alterations to conservatory to create garden room 14 Kentford Road
Committee recommended APPROVAL.	
E	DC/24/3096/FUL Proposed single storey rear extension 29 Lynwood Avenue
Committee recommended APPROVAL.	
F	DC/24/2747/FUL Retention of development as constructed and installation of 5 self storage containers. Felixstowe Truckstop Walton Avenue
Committee recommended APPROVAL.	
G	DC/24/3068/VOC Variation of Condition No. 12 of C/94/0217 (Erection of petrol filling station and all ancillary works, revised scheme) -Variation to opening hours. Morrison Supermarket Grange Farm Avenue
Committee recommended APPROVAL.	

H	DC/24/2556/ROC Removal of Condition No. 1 of C7637 (Continuation of use of property as two flats together with renovation works) - Removal of occupancy restriction. 39 Highfield Road
Committee recommended APPROVAL.	

I	DC/24/3174/TCA 1no. Holm oak (T1 on plan) - Remove 3 lower branches 1no. Holm oak (T2 on plan) - Coppice 2no. Scots pine (T3 and T4 on plan) – Fell Ridley House Maybush Lane
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer.	

J	DC/24/3034/TCA 1no. Beech (T029 on plan) - Crown reduce by 2 metres 1no. Sycamore (T024 on plan) - Monolith to 4 metres St Johns Court Princes Road
Committee OBJECTED to these works. We believe that both of the trees concerned are of significant amenity value within the public realm and visual appeal in the Conservation Area. The proposed ‘monolithing’ of the Sycamore is extreme and would eliminate the tree’s visual amenity. The proposed work on the Beech tree is not substantiated with any valid reason and we further believe that the work would detrimentally affect the visual appearance of that tree as well.	

K	DC/24/3051/TCA 1no. Leylandii (marked on plan) – Fell The Cottage Martello Lane
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer.	

189. PLANNING DECISIONS

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

190. CORRESPONDENCE

The Clerk reported the following items:

- i) Notification for Temporary Footpath Closure - Felixstowe FP18 (part) – from 28/10/2024 to 15/11/2024 for resurfacing works to be carried out.
Committee noted the temporary closure.
- ii) Expression of Interest to Install ‘Welcome to National Landscape’ Highway Signs. Suffolk & Essex Coast and Heaths National Landscapes

Team seeking support for a 'Welcome' sign being placed on the Ferry Road near the Golf Course to inform drivers that they are entering the Suffolk & Essex Coast & Heaths National Landscape.

Committee supported the principle of welcome sign. The Clerk advised that any ongoing responsibility for maintenance of the sign would need to be considered by the Assets & Services.

191. CLOSURE

The meeting was closed at 11.18am. It was noted that the next meeting was scheduled to take place on Wednesday 2 October 2024 at 9.30am.

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 18 September 2024 at 7.30pm

PRESENT: Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman) Cllr B Price
Cllr D Aitchison Cllr M Sharman
Cllr M Morris Cllr W Underwood

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

192. PUBLIC QUESTIONS

None.

193. APOLOGIES FOR ABSENCE

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

194. DECLARATIONS OF INTEREST

None.

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.

195. CONFIRMATION OF MINUTES

It was confirmed that the Member listed as both 'present' and as giving 'apologies for absence', was an error only in the copy of the Minutes attached to the agenda, with the official Minutes recording attendance correctly.

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 10 July 2024 be signed by the Chairman as a true record.

196. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 13 September 2024.

In response to a query regarding the income for Broadway house and the Telecoms mast it was explained that invoices had been issued and both leases are currently under review.

It was RESOLVED that the Budget Report to 13 September 2024 be received and noted.

197. FEES AND CHARGES 2025-26

Committee considered the scale of Fees and Charges for Council services from 1 April 2025 as presented in the report.

It was RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2025:

i) Town Hall – General Hire:

10% increase to Voluntary/Charity/Community and Commercial Business hire fees for 2025-26 as follows:

FELIXSTOWE TOWN HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Full day (Weekday, 9am-5pm)	Half day (weekdays 9-1pm, 1pm-5pm)	Hourly rate (weekday hours between 9am-5pm)	Hourly rate (all other times)
Council Chamber				
Commercial/Business Hire	£254	£128	£40	£58
Voluntary/Charity/Community	£124	£64	£20	£37
Other Town Hall Rooms				
Commercial/Business Hire	£190	£97	£28	£52
Voluntary/Charity/Community	£112	£55	£15	£31
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

ii) Town Hall - Weddings and Special Events:

10% increase for hire for 2025-26 as follows:

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1st April- 30th Sept)	Weekend (1st April- 30th Sept)	Any Day (1st Oct- 31st March)	Post-Ceremony Drinks
Council Chamber (for ceremonies attended by a maximum 76)	£636	£781	£636	N/A
Felixstowe Resident Rate	£536	£681	£536	
Clerk's Office (for ceremonies attended by a maximum 15)	£376	£442	£376	N/A
Felixstowe Resident Rate	£276	£342	£276	
Courtroom Gallery	N/A	N/A	N/A	£143
Other Rooms	N/A	N/A	N/A	£143

iii) Walton Community Hall – General Hire:

Proposal of 10% with 5% discount on block bookings – 5 or more bookings

WALTON COMMUNITY HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Weekdays 9-5pm	Evenings and Weekends up to 10pm	Session Rate Mon-Sun 9am-10pm (up to 4 hours)
Commercial/Business Hire	£20	£23.50	£62.50
Voluntary/Charity/Community /Private Hire	£10.50	£14	£34.50

iv) Cemetery:

10% increase on fees for 2025-26 as follows:

1. INTERMENTS	2025-2026	
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Standard Fee	Felixstowe Resident fee*
Still Born – 1 Month	No charge	No charge
Child up to 18 Years	No charge	No charge
Adult Grave - Single Depth 4'6"	1455	728
Double Depth 6'4"	2353	1176
Triple Depth 7'6"	2747	1369
Urn of cremated remains	370	188
Scattering of ashes	83	83
Additional charges applicable outside ordinary hours of burial Monday to Friday	Standard Fee	Felixstowe Resident fee
Grave space	970	485
Urn space	576	285
Scattering of ashes	327	161
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Standard Fee	Felixstowe Resident fee
Grave space	1613	806
Urn space	1128	564
Scattering of ashes	413	206
2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS	2025 - 2026	
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Standard Fee	Felixstowe Resident fee*
Adult Grave 8' by 3'	2747	1376
Children's grave 4' by 3'	No Charge	No Charge

Urn plot in GARDEN OF REMEMBRANCE	1128	564
Urn plot in LAWN GARDEN	2068	1031
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL	Standard Fee	Felixstowe Resident fee*
Renewal 50 years: Adult Grave	2426	1213
Child Grave	No Charge	No Charge
Urn plot (Garden of Remembrance)	806	400
Urn plot (Lawn Garden)	1741	868
Renewal 25 years: Adult Grave	1231	618
Child Grave	No Charge	No Charge
Urn plot (Garden of Remembrance)	406	204
Urn plot (Lawn Garden)	892	449
4. PERMISSION TO ERECT MEMORIALS		
	Standard Fee	
Kerb stone or border stone or edging not exceeding 6'6" by 2'6" by 6" in height (Blocks A – F only)	347	
Memorial not exceeding 3' 6" height by 3' width	347	
Kerb stone/border stone/edging AND Memorial	578	
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	190	
Vase with or without lettering	190	
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	190	
Additional inscription on any memorial after the first	119	
Garden of Remembrance – Ground level Plaque		
Plaque for urn plot 6" by 4"	190	
Plaque for urn plot 8" by 6"	190	
MEMORIAL GARDEN (subject to VAT)	EXISTING CHARGES 2022-2023 (5% / 10%)	
	Standard Fee	Felixstowe Resident fee*
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	727	364
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	448	225
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	594	297
Renewal of lease for the above memorials for further 5 years	155	155

Memorial bench plaques with inscription for 10 years (prices from)	1491	746
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)		
Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1984	1984
Planting single grave with winter and summer plants and maintaining for one year	345	345
Annual maintenance thereafter	198	198
6. MISCELLANEOUS		
Registering transfer of grant	52	52
Exhumation (Burial)	1940	1940
Exhumation (Ashes)	806	806
Register Search	30	30
Preparation of Statutory Declaration	67	67

v) Allotments

Starting in April 2025, the discount fee will be calculated based on a fixed rate rather than a percentage. This fixed rate will be approximately £17 for a standard-sized plot, with proportional adjustments for smaller and larger plots. Additionally, a new fee will be introduced for new tenants to cover administrative costs and encourage active use of the plots.

For allotments taken on from January to October, charges will be applied pro-rata through to October, along with the following 12 months. For allotments taken on between October and December, the full fee for 12 months will be charged, up to the following October.

For tenancies renewing in October 2025, or new tenancies beginning from April 2025, the applicable fees will be:

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot New tenant (approx. 125m ² or '5 Rods')	£75.00	Discount will be applied to first full year
Single-size plot (approx. 125m ² or '5 Rods')	£45.00	£28.00
Double-size plot (approx. 250m ² or '10 Rods')	£90.00	£56.00
'Allotment' (Miniplot)	£28.50	N/A

198. CEMETERY UPDATE REPORT

The Grounds and Maintenance Manager presented the Cemetery Update Report. It was noted that although Company 1 offered Husqvarna tools at a slightly lower price, Company 2's shorter delivery time would allow staff to begin work sooner. Additionally, Company 2 had a current discount offer, reducing the initial quote. Consequently, it was decided to purchase the brushcutter and replacement hedgetrimmer from Company 2.

It was RESOLVED that:

- i. the Cemetery Update Report be noted;**
- ii. the tools be purchased from Company 2, with the cost of £1,798.06 + VAT to be funded via the Asset Repairs and Replacement Earmarked Reserve; and,**
- iii. the cost of £1,650.00 + VAT for purchasing shoring equipment be funded via the Asset Repairs and Replacement Earmarked Reserve.**

199. ALLOTMENT UPDATE REPORT

The Assets & Services Officer presented the Allotments Update Report. The proposal to introduce a seasonal ban on bonfires from 30th June to 1st September was discussed. Members considered potential negative feedback from allotment tenants and inquired about engagement efforts. It was noted that discussions had been held with the Felixstowe Allotment Association, and controlled burns were being considered during the transition to the new policy. Members then deliberated on the necessity of bonfires on allotments and proposed extending the ban period from 1st June to 30th September.

It was RESOLVED that:

- i. the Allotment update report be noted; and,**
- ii. the bonfire policy be updated to reflect the new restrictions, including the proposed ban period from June 1st to September 30th.**

200. TOWN HALL CONFERENCING FACILITIES

The Committee discussed the benefits of improving the quality of refreshments offered to room hirers and visitors to the Town Hall, noting that such an enhancement could significantly improve customer satisfaction. Additionally, it was considered that these improved facilities could promote the Town Hall as a mini-conference venue, potentially increasing bookings.

It was RESOLVED that a coffee machine be purchased for the Town Hall, and the cost of £1,318 + VAT be funded via the Town Hall Earmarked Reserve.

201. PATHWAY AT GOSFORD WAY PARK

The Grounds & Maintenance Manager presented the update on the pathway at Gosford Way Park. Members expressed satisfaction with the progress and welcomed the financial contribution from OFCA of £1,500 + VAT.

It was RESOLVED that the total cost of £3,600 + VAT for the pathway works be taken from the Council's public spaces earmarked reserves.

202. CLOSURE

The meeting was closed at 8.26pm. The next meeting was noted as being scheduled for Wednesday 20 November 2024 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 2 October 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 Cllr S Wiles

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

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

203. PUBLIC QUESTION TIME

None.

204. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

205. 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)

206. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 18 September 2024 be confirmed as a true record.

207. 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/24/3140/FUL First floor extension on existing ground floor extension 132 Grange Road
<p>Committee recommended REFUSAL. We feel that this proposal is wholly inadequate and detrimental to the amenity of the adjoining neighbour at number 134. Firstly, the height and massing of the development is overly large and imposing, and is therefore contrary to SCLP 11.1 para. (c) iii. The neighbour at no. 134 will have a first floor wall approximately 8m in length situated only 0.7m from the boundary this will have an imposing and detrimental effect. Firstly, it will impair their outlook, contrary to SCLP11.2 para. (b). Furthermore the proposed extension will severely impact the light to their rear amenity space and the windows of habitable rooms and is therefore contrary to SCLP 11.2 paras. (c) and (e).</p>	

B	DC/24/3262/TPO W1 of TPO No. 195 / 2006 T1 Sycamore - Fell T2 Walnut - Reduce crown by up to 2 metres T3 Sweet Chestnut - Reduce crown by up to 2 metres T4 Strawberry tree - Fell T5 Holm Oak - Pollard to 5 metres (previous pollard points) T6 Sweet Chestnut - Reduce crown by up to 3 metres T7 Lime - Reduce crown by up to 5 metres T8 Lime - Pollard to 5 metres (previous pollard points) T9 Lime - Reduce crown by up to 2 metres 17 Tower Road
<p>Committee OBJECTED to this application.</p> <p>We object to the felling of the two trees proposed. We feel that sufficient reason for their felling has not been given and would ask that sympathetic management is conducted instead. With regard to the proposed work to the other seven trees, we would ask the East Suffolk Council's Arboricultural Officer to diligently check whether the work proposed is adequate or excessive, as we consider these trees to be of significant amenity value.</p>	

208. PLANNING DECISIONS

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

209. CORRESPONDENCE

The Clerk reported the following items:

- i) Consultation – Gambling Act 2005 Statement of Principles. The revision, in draft form for consultation was available via the East Suffolk website with a deadline for comment is 14th October, 2024.
Committee noted the consultation.

- ii) Pavement Licence Renewal Application for Costa Coffee, 74-76 Hamilton Road. This application was for 5 tables and 12 chairs with the opening hours Monday to Saturday 7.30am-6pm, Sunday 10am to 4pm.
Committee supported the application.

210. CLOSURE

The meeting was closed at 10.28am. It was noted that the next meeting was scheduled to take place on Wednesday 16th October 2024 at 9.30am.

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,
Felixstowe, on Wednesday 2 October 2024 at 4.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)

211. PUBLIC QUESTION TIME

None.

212. APOLOGIES FOR ABSENCE

None.

213. 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 M Deacon	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.

214. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee meeting held on 19 July 2024 be confirmed as a true record.

215. 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.

216. TOWN CLERKS APPRAISAL

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

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

217. STAFFING MATTERS

Committee considered a confidential report on staffing matters.

RESOLVED that:

- i. **The report on Staffing Matters be noted; and,**
- ii. **Committee would consider a review of the wider appraisal process and objective setting for the Council's staffing team; the Town Clerk and Mayor would discuss this and bring a report to the next meeting.**

218. STAFFING AND TRAINING BUDGET 2025/26

Members considered estimates for the Council's 2025/26 staffing and training budget. Salary scale point changes were approved as presented and the budgets were recommended as follows:

Cost Centre	Budget 2025/26		
	Salaries (£)	Employer National Insurance (£)	Employer Pension Contributions (£)
Administration	260,712	27,188	52,142
Town Hall	28,252	2,266	5,650
Walton	5,650	453	1,130
Broadway House	9,562	767	1,912
Cemetery	129,147	12,548	25,829
Allotments	27,674	2,689	5,535
Parks	27,674	2,689	5,535
Total	481,819	48,600	97,735

Training budget

	Budget 2025/26 (£)
Administration	2,000
Town Hall	500
Cemetery	1,500
Totals	4,000

It was RESOLVED that Council be recommended to approve the salaries and training budgets for the financial year 2025/26.

219. CLOSURE

The meeting was closed at 5.35pm. It was noted that the next meeting was scheduled to take place on Wednesday 2 April 2025 at 4.30pm.

RESOLVED that the Budget Report to 30 September 2024 be received and noted as presented with no other action required at this time.

224. DRAFT BUDGET CONSIDERATIONS 2025-26

The committee considered the Civic & Community Committee's draft budget proposals for the 2025-26 financial year.

Following a discussion on Occasional Grants, it was noted that the funding level had remained unchanged since it was increased from £15,000 to £25,000 in the 2017-18 financial year. Recognising the significant increase in the number of community groups over recent years and the impact of inflation, it was proposed to raise the funding for Occasional Grants to £35,000.

In a separate discussion on Twinning, members acknowledged the renewed enthusiasm for twinning activities following recent anniversary celebrations and agreed to maintain the twinning budget for 2025-26 at the current year's level.

RESOLVED that the draft budget for 2025-26, as presented, be recommended to the Finance & Governance Committee, with the Occasional Grants funding increased to £35,000.

225. TWINNING

Members noted the report on Twinning and requested that the Twinning Policy be reviewed at a future meeting.

RESOLVED that the update report on Twinning be noted and the Clerk to bring the Twinning Policy for review at a future meeting.

226. FLAG FLYING ARRANGEMENTS

Members reviewed the Council's Flag Flying Policy, drafted following the previous meeting.

It was proposed that authority for raising ad-hoc or additional flags, not specifically covered by the policy, be delegated to the Town Clerk, in consultation with the Mayor and the Chairman of the Civic & Community Committee.

It was RESOLVED that, with the delegation of approval for additional flag flying as outlined, the Flag Flying Policy be adopted.

227. CLOSURE

The meeting was closed at 8.17pm. It was noted that the next meeting was scheduled to take place on Wednesday 11 December 2024 at 7.30pm.

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 16 October 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

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

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

228. PUBLIC QUESTION TIME

None.

229. APOLOGIES FOR ABSENCE

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

230. 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	All	Other registerable interests (as a Member of Suffolk County Council)

Cllr A Folley declared an interest in application DC/24/2716/FUL Dooley Inn Ferry Lane under Minute #231(C), having worked closely with the applicant to assist them. Having declared that they felt predetermined, Cllr Folley advised that they would leave the Chamber prior to and during consideration of this item.

231. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 2 October 2024 be confirmed as a true record.

232. 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/24/2510/FUL Alterations & Extensions - Single storey rear extension in lieu of approved two storey rear extension 12 Dellwood Avenue
Committee recommended APPROVAL.	

B	DC/24/3316/FUL Erection of cart lodge and extension of driveway 30 High Road East
Committee recommended APPROVAL.	

At this point in the meeting at 9.50am, having declared an interested in the following item, Cllr Folley left the Chamber.

C	DC/24/2716/FUL Part Retrospective Application - Continued siting of 5 no. static mobile homes to provide contract worker/holiday accommodation (to address breach of conditions 2 and 3 of Planning Permissions C/11/2201 and C/13/1134); provision of 1 no. outbuilding for laundry and storage and 1 no. outbuilding for storage of maintenance equipment and garden tools (following demolition of existing outbuilding); provision of timber fence with trellis, biodiversity enhancement features, and bin storage. Dooley Inn Ferry Lane
Committee recommended APPROVAL.	

Cllr Folley returned at 10.04am.

D	DC/24/3260/FUL Installation of air source heat pump 6 Red Hall Court
Committee recommended REFUSAL. Whilst we are in favour of air source heat pumps in principle, we are concerned that, in this case the proposal will lead to unacceptable detrimental noise impact on residential amenity of neighbours. We are concerned that the usual noise emission and maximum possible noise emission from this unit will be considerably above background noise levels. We therefore feel that this proposal is contrary to SCLP 11.2 para. (d).	

Committee asked that East Suffolk Council's Environmental Protection team provide some guidance on effective consideration of noise-related issues. The Planning Administration Assistant would contact the District Council to achieve this.

E	DC/24/3189/FUL Erection of a modular platform (1.2m x 1.2m) and ramp (0.9m x 1.8m) with galvanised steel handrails at front of Flat 2. Flat 2 91 Ranelagh Road
Committee recommended APPROVAL.	
F	DC/24/3363/FUL Replacement PVCu windows and doors to bay window (1st floor flat) 30B Holland Road
Committee recommended APPROVAL.	

233. PLANNING DECISIONS

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

234. CORRESPONDENCE

The Clerk reported the following items:

- i) Welcome to National Landscape' Highway Signs. **Committee noted that, following the previous correspondence on this matter, the National Landscapes team had been in touch to advise that Waldringfield was due to have a sign installed in the next 6 months.**
- ii) Consultation - Local Transport Plan for Suffolk to 2040. This covered fifteen Area Transport Plans and the Local Cycling and Walking Infrastructure Plan and was available on Suffolk's Local Transport Plan website. **As feedback on the consultation was requested by 25th of November 2024, the Clerk would put this on the agenda for the next meeting and refer the consultation to Felixstowe Travel Watch.**
- iii) Pavement Licence Renewal Application for Nutshells-By-The-Sea, 1b Hamilton Road. The application was for a seating area in front of the premises 4.8m x 0.8m for 2 tables each with 2 chairs, Sunday to Tuesday & Thursday to Saturday 08:00 to 16:30.
Committee supported the application.
- iv) Commencement of King Charles III England Coast Path: Shotley Gate to Felixstowe Ferry.
Committee noted details of the commencement order and that new public access rights on this section of coast would be in effect from 16th October 2024.

235. CLOSURE

The meeting was closed at 11.00am. It was noted that the next meeting was scheduled to take place on Wednesday 30th October 2024 at 9.30am.

240. BUDGET MONITORING TO 30 SEPTEMBER 2024

The committee received the budget monitoring report to 30th September 2024, including details of any variances exceeding 10% or £500 against budget estimates for the period.

The Clerk advised that the Professional Fees budget was currently showing as overspent; however, once a recent invoice for legal fees was transferred and recoded to an earmarked reserve, as previously authorised, the budget would no longer be overspent.

RESOLVED that the budget monitoring report to 30 April 2024 be noted.

241. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2023-24

Committee noted that the External Audit for the Financial Year 2023/24 had been completed on 28 September 2024, with the External Auditor, PKF Littlejohn, having expressed the view that the information was in accordance with proper practices and no matters had come to attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

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

It was RESOLVED that:

- i. the Annual Governance & Accountability Return, including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard from 30 September 2024 and is available to view on the Financial Page of the Town Council website.**

242. INTERNAL AUDIT REPORT : INTERIM 2024/25

Committee received the Interim Internal Audit Report for 2024/25, completed on 21 October 2024, and noted the following observations:

Standing Orders: The Standing Orders on the website do not reflect the updated procurement threshold figures and require amendment to the latest adopted version (Sections 18. Av, F, G).

Internal Control Statement: The Council's Internal Control Statement references its Financial Regulations 6.8 for electronic payments, which requires updating in line with the new NALC Financial Regulations 2024. Electronic Payments are now referenced under Item 7.

The report made one recommendation:

It is recommended the Town Council approves member absences rather than just recording them. The Local Government Act 1972 s85 states the following; 'Subject to subsections (2) and (3) below, if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.'

The Committee considered this recommendation. Members expressed that it was not preferable to review and approve reasons for councillor absences at every meeting, as this would effectively reset the six-month attendance rule each time an absence was approved. Instead, the Committee agreed that any councillor approaching the six-month non-attendance threshold could be considered on a case-by-case basis, should the need arise. Consequently, the Committee did not support the Internal Auditor's recommendation and referred this to Council with a recommendation that it not be adopted.

The Committee extended its thanks to the staff for their efforts in achieving another positive audit report.

It was RESOLVED that :

- i. the Interim Internal Audit Report 2024/25 be approved by Council;**
- ii. the comments be noted and the Clerk to update the published procurement threshold figure in the Standing Orders and update the cross reference in the Internal Control Statement: and;**
- iii. it be recommended to Council that it does not adopt the Internal Auditor's recommendation the apologies and reasons for absence be considered and approved at each meeting.**

243. QUARTERLY BANK RECONCILIATIONS

It was confirmed that the Council's nominated Quarterly Bank Reconciliation Signatory (*Min #15 2024/25 refers*), had signed the reconciliation between the bank statement and Scribe accounts to confirm the amounts agreed each month.

RESOLVED that it be noted that the reconciliations between the bank statement and accounts statements for the period 1 April 2024 – 30 September 2024 had been reviewed and signed by the appointed bank reconciliation signatory.

244. COUNTY COURT JUDGEMENT AND DEBT RECOVERY

The Committee considered a report on the outstanding debt and recommended further enforcement action. It was agreed that the first step would involve assessing the debtor's ability to pay, incurring a court fee of £68. Following this assessment, the committee supported proceeding to further enforcement action, including the potential instruction of bailiffs.

It was RESOLVED that the Deputy Town Clerk make an application to assess the debtor's ability to pay, proceed with further enforcement action as necessary, and update Committee in due course.

245. COMMUNITY INFRASTRUCTURE LEVY WORKING GROUP UPDATE

Committee received the report and recommendations of the CIL Working Group.

The following items were considered:

i) Play Area Refurbishments and iii) Allenby Park

It was RESOLVED to recommend to Council the approval of funding from CIL Earmarked Reserves as follows:

- i. a total of £100,000 (£50,000 each) for the complete refurbishment of play equipment at Walton and Seaton Road recreation grounds; and,**
- ii. £15,000 towards the replacement of gates at Allenby Park.**

Cllr M Sharman was nominated and duly elected as Chairman for the next item, and **Cllr D Rowe** left the Chamber at 8.48pm for the discussion and decision regarding item ii) **Level Two Music Digital Arts Centre**.

With **Cllr M Sharman in the Chair**, it was noted that funding for the Level Two Music Digital Arts Centre project would be contingent on planning permission, with a potential clause to time-limit the funding offer.

It was further RESOLVED to recommend to Council the approval of:

- iii. £30,000 from CIL Earmarked Reserves towards the Level Two Music Digital Arts Centre project.**

Cllr D Rowe returned to the Chamber at 8.54pm and resumed the chair.

246. BUSINESS PLAN MONITORING

Committee noted the report on Business Plan monitoring.

It was RESOLVED that the Business Plan monitoring report be noted.

247. CLOSURE

The meeting was closed at 8.56pm. The next meeting was noted as being scheduled for Wednesday 4 December 2024 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 30 October 2024 at 9.30am**

PRESENT: Cllr S Bird (Chairman)
 Cllr M Morris (Vice Chairman) Cllr A Folley
 Cllr N Barber Cllr C Franklin
 Cllr S Bennett Cllr B Price (from item #252A)
 Cllr J Candy Cllr S Wiles

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

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

248. PUBLIC QUESTION TIME

None.

249. APOLOGIES FOR ABSENCE

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

Apologies for having to leave the meeting at 10.35am to attend other business were received from **Cllr S Wiles**.

250. 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)

251. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 16 October 2024 be confirmed as a true record.

252. PLANNING APPLICATIONS

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

At this point, 9.35am, Cllr B Price joined the meeting.

A	DC/24/1822/FUL Detached bungalow on severed garden plot 4 Yeoman Road
Committee recommended APPROVAL.	
B	DC/24/3519/ADI - Illuminated Advertisement Consent - Replacement shopfront signage 90 Hamilton Road
Committee recommended APPROVAL.	
C	DC/24/3248/FUL Window and door replacements Montague Road Nursing Home 14 Montague Road
Committee recommended APPROVAL.	
D	DC/24/3349/FUL Remove existing roof covering and supply new coverings of ply board decking 150mm of insulation and a single skin rubber membrane. 1 Dock Road The Docks
Committee recommended APPROVAL.	
E	DC/24/3362/FUL Demolition of wall Colbourn Court 11 Ranelagh Road
Committee recommended APPROVAL.	

253. CONSULTATION – LOCAL TRANSPORT PLAN FOR SUFFOLK TO 2040

Committee considered the Local Transport Plan which encompasses fifteen Area Transport Plans and the Local Cycling and Walking Infrastructure Plan. Committee also considered comments received from Felixstowe TravelWatch.

Members supported the comments of Felixstowe TravelWatch in respect of the Suffolk Local Transport Plan and the Felixstowe Area Transport Plan. Members were also concerned that, as a peninsula, Felixstowe is particularly vulnerable to congestion and gridlock, therefore it is critical that any transport plan includes adequate consideration of emergency planning and access at such times.

Committee noted that the Census 2021 data was already significantly out of date, given the current developments in progress and those which are incoming. As such, the population will be significantly higher.

It was agreed that connectivity of bus routes was essential from Old Felixstowe and the new proposed North Felixstowe Garden Neighbourhood development to service key locations in the town, such as:

- Felixstowe Train station – to enable integrated travel to coincide with the train schedule.
- The Grove Medical Centre
- Felixstowe School – to support modal shift from private vehicles to public transport to and from the school.

It was felt that consideration should be given to the potential benefits of one-way systems in areas which are particularly vulnerable to congestion, and a separate consultation should be carried out on this specific element.

Committee supported the aspiration to decarbonise transport but acknowledged that, without easy access to charging points for electric vehicles, it was wishful thinking to anticipate widespread transition from ICE vehicles.

The Committee also expected there to be consideration of enhanced road safety measures, particularly around schools.

Members were encouraged to submit any further comments independently.

It was RESOLVED that the Town Clerk respond to the consultation accordingly.

254. PLANNING DECISIONS

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

255. CORRESPONDENCE

i. Licensing of Jet Ski/Water Scooter Commercial Operators

Committee noted that East Suffolk Council was consulting on the licensing of commercial jet ski hire under Section 94 of the Public Health Act Amendments Act 1907. The committee expressed opposition to permitting commercial jet ski hire.

ii. Felixstowe TravelWatch Bus Service Improvement Plan 2

Committee unanimously supported and endorsed Felixstowe TravelWatch's application to Suffolk County Council under the Bus Service Improvement Plan 2 funding, aimed at improving the frequency of First service 73 (Woodbridge to Old Felixstowe) to an hourly daytime service.

256. CLOSURE

The meeting was closed at 11.26am. It was noted that the next meeting was scheduled to take place on Wednesday 13th November 2024 at 9.30am.

AGENDA ITEM 9: NFGN MASTERPLAN CONSULTATION

A Councillor briefing session was held on the North Felixstowe Garden Development Masterplan on 8th October 2024. The session was supported by the ESC Cabinet Member for Housing, the Head of Economic Development & Regeneration and the Development Enabling Lead.

In addition to highlighting the draft framework masterplan, East Suffolk Council advised that the coordination programme was being extended by six months. The extension was to allow for the finalisation of Heads of Terms with adjoining landowners, aiming for a design freeze by March 2025 and a first planning application by July 2025.

Members discussed various components of the development to inform the Town Council's perspective:

- **Leisure Facilities**
Support for a state-of-the-art leisure centre in a single location, promoting innovation and wellbeing. Members seek broad consultation prior to any facility closures and suggested exploring the inclusion of an Olympic-sized pool. Emphasis on preserving green spaces for community enjoyment was noted.
- **Housing Types**
A desire for a policy-compliant scheme with a higher proportion of social housing was expressed. Members advocated for diverse housing types, including bungalows and community-led housing, ensuring accessibility and sustainability.
- **Green Spaces**
Support for maintaining and enhancing publicly accessible green spaces, including upgrading playing pitches and establishing a Country Park.
- **Infrastructure Needs**
Importance of connectivity through cycleways and footpaths, improvements to road infrastructure, and the provision of local retail and enhanced medical services was highlighted. Public transport accessibility is also essential.
- **Education Requirements**
An emphasis on ensuring adequate investment in school facilities, including secondary and post-16 education, to accommodate population growth.

The statement at **Appendix A**, drafted based on the discussions is presented for consideration.

Additionally, following discussion on the need for a structured approach to reviewing planning applications related to the North Felixstowe Garden Development, it was agreed that the Planning & Environment Committee will be the delegated body, with wider Councillor participation encouraged. With Council's approval, dedicated meetings for planning application reviews will be organised based on application timing.

Council is requested to consider the draft statement at Appendix A in response to East Suffolk Council's consultation on the North Felixstowe Garden Neighbourhood Masterplan; and the approach to reviewing planning applications as outlined above.

AGENDA ITEM 10: ESC PARKING REVIEW PROPOSALS

A meeting was held on 15th October to revisit the remaining East Suffolk Council (ESC) parking proposals for Felixstowe, accompanied by a PowerPoint presentation (**related documents at Appendix B**) following the Town Council's recommendation on Proposal 5 (Undercliff Road East) at the June meeting.

Members were updated on the progress of Proposal 5, which aims to implement amended regulations on Undercliff Road East to enhance the street scene and prevent obstruction. It was noted that there had been no recent update from Suffolk County Council regarding this matter, and this would be followed up by East Suffolk Council and the local County Councillors.

Members discussed the following proposals:

Proposal 1: Introduce regulation of parking along Sea Road, either seasonally or all year. Additional regulation is intended to reduce congestion, enhance safety, and improve the street scene. Regulated bays to be supported by waiting/loading restrictions as needed.

The majority of Members present were in favour of Option 3, to reject the proposals, and felt that parking on Sea Road should remain largely unregulated. However there was some interest in exploring Option 2 and the potential of a seasonal period of free time-limited parking on the seafront, with no return for a period of time, potentially with residents' permit parking to allow exemptions for permit holders from time-limited parking restrictions.

Members commented that there was not enough promotion of existing car parks and recommended the use of smart digital displays showing parking availability.

Proposal 2: Consult with residents to determine level of support for the introduction of resident permit parking schemes around the seafront. Proposed areas are the residential streets around the Sea Road and Manor Terrace area (*Appendix 1*).

Members present were split between Option 3 (no changes) and Option 2 (for an informal consultation with the residents in the proposed area on the introduction of a seasonal permit scheme on current ESC permit terms).

Proposal 3: Amendment of parking regulations on Undercliff Road West for the improvement of the overall street scene, the prevention of obstructions, and to open up parking opportunities. Proposed amendments listed in *Appendix 2*.

Members largely agreed with Option 2. Supporting this in part, particularly the seaward side of the road, but to retain some flexibility for residents and businesses for parking outside Dominos/adjacent businesses.

Proposal 4: Consult with residents to determine level of support for the introduction of resident permit parking schemes around the town centre. Zones to be created on streets East and West of Hamilton Road (*Appendix 3*). Some public parking bays may need to be removed from use.

Members present were largely in favour of Option 2 (for an informal consultation with the residents in the proposed area on the introduction of a seasonal permit scheme on current ESC permit terms). It was suggested that the inclusion of St. Andrews Road be wholesale and not just in part.

Members also commented on the need for consultation with other stakeholders, such as town centre users, visitors, employees, shoppers and other residents; such as those in adjacent streets that may be affected by the introduction of any new parking regulations.

It was agreed that there should be more promotion of the existing car park season ticket and car parks returned to long-stay.

Proposal 6: Protection of cycle lanes through waiting restrictions on key cycle route of High Street, High Road West, and High Road East. This will improve safety for cyclists by preventing inappropriate parking.

Members present unanimously agreed with Option 2, seeking enforcement of mandatory cycle lanes.

Proposal 7: Introduction / Amendment of miscellaneous regulations in locations across Felixstowe for the purposes of safety and/or traffic flow enhancement.
(Appendix 5)

Members present unanimously agreed Option 1.

Council is requested to consider the positions discussed regarding the parking proposals for formal submission to East Suffolk Council.

AGENDA ITEM 11: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24

Council is advised that Notice has been given that the external audit of the accounts of Felixstowe Town Council for the Financial Year 2023/24 was completed on 28th September 2024. The Annual Governance and Accountability Return (AGAR), including the Audit Certificate is presented at **Appendix C**.

The Council's External Auditor, PKF Littlejohn, have expressed the view that, on the basis of the annual return, in their opinion, the information is in accordance with proper practices and no matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met. In addition, there were no other matters affecting their opinion that required the issue of a report or the further attention of the Council.

In accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014; the Accounts and Audit Regulations 2015 (SI 2015/234) and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 30 September 2024 and is also available to view on the Town Council website to advise local electors that the accounts and requisite information as defined by Section 13(1) of the Accounts and Audit Regulations 2015 are available for inspection.

Additionally, the Annual Governance and Accountability Return for the Financial Year 2023/24 will remain available online on the Council's website, as have the documents for the previous six years.

The Annual Governance and Accountability Return was presented to the Finance & Governance Committee for review and is also required to be formally approved and accepted at a meeting of the full Council.

Council is requested to:

- i. Approve and Accept the Annual Governance and Accountability Return including Audit Certificate as presented at Appendix C; and,**
 - ii. Note that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 & the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 30 September 2024 and is available to view on the Financial Page of the Town Council Website.**
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AGENDA ITEM 12: INTERIM AUDIT REPORT: YEAR 2024/25

The Interim Internal Audit for the half-year ending 30th September 2024 was conducted on 21st October 2024, with the signed report presented at **Appendix D**.

The primary objective of this internal audit is to review, appraise, and report on the adequacy of internal control systems in operation throughout the Council.

The Interim Internal Audit Report was reviewed by the Council's Finance & Governance Committee (*Minute #242 of 2024/25*), which noted the following observations:

- **Standing Orders:** The Standing Orders on the website require amendment to reflect updated procurement thresholds in line with the latest adopted version (Sections 18. Av, F, G).
- **Internal Control Statement:** The Internal Control Statement references Financial Regulations 6.8 for electronic payments, which requires updating to align with the new NALC Financial Regulations 2024. Electronic payments are now referenced under Item 7.

Audit Recommendation: The report includes one recommendation:

It is recommended that Town Council members approve absences, rather than simply recording them. Under the Local Government Act 1972 s85: 'Subject to subsections (2) and (3) below, if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.'

The Committee considered this recommendation and expressed that approving reasons for councillor absences at each meeting would effectively reset the six-month attendance rule with every approved absence. Instead, the Committee preferred a case-by-case approach if a councillor nears the six-month non-attendance threshold.

Consequently, the Committee did not support the Internal Auditor's recommendation and referred this to Council, recommending that it not be adopted. The Committee also extended its thanks to the staff for their efforts in achieving another positive audit report.

In accordance with the recommendations of the Finance & Governance Committee (Minute #242 of 2024/25), Council is requested to:

- receive and adopt the Interim Internal Audit Report for 2024/25 presented at Appendix D;**
- note that the Clerk has updated the published procurement threshold in the Standing Orders and amended the cross-reference in the Internal Control Statement; and,**
- Reject the Internal Auditor's recommendation to approve apologies and reasons for absence at each meeting.**

AGENDA ITEM 13: CLEAR HOLD BUILD PROJECT: 'FUTURE FELIXSTOWE'

In May 2024, Suffolk Police launched the *Clear Hold Build* initiative, a multi-agency approach to tackling organised crime in areas significantly impacted by gang activity and exploitation. This initiative empowers police and local partners to “clear” communities of criminal groups, then “hold” the area by preventing the return of these issues, and finally “build” community strength and resilience to safeguard against future problems. Suffolk Police have invited Council and community partners to participate actively in this initiative.

A re-launch workshop is planned for **Tuesday, 12th November 2024**, at Felixstowe Town Hall (12:30 pm - 4:00 pm), to update partners on the programme’s local aims and proposed delivery model. The workshop will also provide an opportunity to review how data will inform project direction and discuss ideas for addressing local needs.

For further information, the following links provide context on the Clear Hold Build approach:

- [Government announces crackdown against organised criminal gangs - GOV.UK](#)
- [Clear, Hold, Build | College of Policing](#)

Operational Delivery Groups

The initial workshop identified three core Operational Delivery Groups (ODGs), each with a lead agency:

1. **ASB / Crime / Drugs** – Lead: Police
2. **Community Culture** – Lead: Anita Humphrey, Communities Manager, East Suffolk Council
3. **Youth** – Lead: Shez Hopkins, Level Two

Additionally, educational programmes on child exploitation and online safety for professionals, community leaders, and parents will run alongside each project.

Following a recent meeting between Felixstowe Police, East Suffolk Council, and STC Solutions, a fourth ODG is proposed to address current issues with CCTV. The Town Council’s CCTV Working Group will be involved in this initiative.

Key proposed projects include:

- Beach Street Youth Music Café – Level Two
- Alley clearances and environmental improvements
- Diversionary sports activities, such as Parkour and skateboarding

Each ODG will develop projects in line with its specific focus areas, as outlined below:

Focus Areas for Delivery Groups

1. ASB / Crime / Drugs

- Tackling drug supply and substance misuse
- Developing intelligence around criminality and ASB, including issues in the night-time economy
- Preventing exploitation and street drinking

2. Community Culture

- Engaging local businesses to offer work experience and skills development
- Enhancing support for victims, community groups, and voluntary organisations
- Driving tourism, environmental improvements, and investment opportunities
- Promoting diversity and addressing inequalities

3. Youth

- Providing youth diversionary activities and criminal exploitation (CE) awareness
- Establishing support and training for both youth and parents
- Increasing engagement with the Criminal Exploitation (CE) Hub and safeguarding initiatives

Requirements for Partners

Partners are requested to:

1. Commit to one or more Delivery Groups where relevant.
2. Identify or contribute funding streams to support projects.
3. Organise an initial meeting for each Delivery Group to establish terms of reference, baseline performance, and indicators.

Councillors are invited to join any Delivery Group of interest. It is recommended that one Felixstowe Town Council representatives be appointed to each task group. Additionally, Suffolk Police have suggested that the Mayor represent Felixstowe Town Council on the overarching Tactical Group.

Council is therefore requested to appoint representatives to the following groups:

- ASB / Crime / Drugs
- Community Culture
- Youth
- CCTV
- Tactical Group – suggested appointee: Mayor of Felixstowe

Council is requested to note the report on the Clear Hold Build Project and nominate representatives to the operational and tactical delivery groups.

AGENDA ITEM 14: COMMUNITY INFRASTRUCTURE LEVY (CIL) **WORKING GROUP REPORT**

The CIL Working Group has been meeting regularly to discuss and identify projects suitable for CIL funding. The following projects, reviewed by the Council's Finance & Governance Committee (*Minute #245 of 2024/25 refers*), are presented for Council approval:

Play Area Refurbishments

It is recommended that £100,000 (£50,000 for each site) be allocated for the complete refurbishment of play equipment at Walton and Seaton Road recreation grounds. East Suffolk Council has approved match funding through District CIL, supplemented by the ESC Capital Programme and Outdoor Play Space Funds, as part of the broader "East Suffolk Play Enhancement Project," with a total funding of approximately £675,000.

The tender document is being finalised, with plans to go out to tender in early November. The evaluation process will involve representatives from Felixstowe Town Council reviewing compliant proposals before consulting the public to select their preferred design. Depending on the number of designs, this may involve in-person consultations, engagement with local primary schools/nurseries, and social media outreach. Specific dates will be arranged once the timeline is confirmed by East Suffolk Council's procurement team.

The aim is to open the tender in early to mid-November, allowing until mid-January for submissions. Evaluation is expected at the end of January, with community consultations taking place in early February. Acknowledgment plaques will be requested to recognise Felixstowe Town Council's support.

Level Two Music Digital Arts Centre

A contribution of £30,000 towards the Level Two Music Digital Arts Centre at Beach Street is proposed. Accessibility and environmental improvements have been incorporated into the project based on feedback from the Town Council's Planning & Environment Committee. The total estimated project cost exceeds £170,000, and Level Two is confident in securing the remaining funding with the Council's support. The facility will include a lift, disabled access flooring and alarm, an air source heat pump, and a green roof, extending its services to young people aged up to 25. The project is still undergoing the planning process, so funds will only be released once all funding is secured.

Allenby Park Gates

Subject to consultation with the Felixstowe Society, it is recommended that £15,000 + VAT from CIL funding be allocated for the replacement of the gates at Allenby Park. The Conservation Officer at East Suffolk Council has been consulted and supports the replacement.

The CIL Working Group is also conducting preliminary investigations into developing a Neighbourhood Plan and engaging with other Town Councils to explore potential timelines and opportunities.

The Group will continue to meet to review further potential projects for CIL funding.

CIL Financial Overview

The following table summarises CIL amounts currently held in Earmarked Reserves along with their five-year expiry dates:

Year	CIL Received	CIL Payments Spent/(Allocated)	EOY Balance
2016/17	£910.67	£0	£910.67
2017/18	£26,896.79	£0	£27,807.46
2018/19	£4,057.27	£27,807.79 Play Equipment	£4,056.94
2019/20	£30,245.03	£0	£34,301.97
2020/21	£17,291.40	£0	£51,593.37
2021/22	£77,289.65	£10,000 Allotment Assoc Community Hut	£118,883.02.
2022/23	£116,511.36		£235,394.38
2023/24	£158,023.77	£10,000 Lions Relocation £23,665 Paths at Gosford & Allenby Parks	£359,753.15
2024/25	£158,651.02	(£100,000 Play Improvements) (£30,000 Level Two Music Digital Arts Centre) (£15,000 Allenby Park Gates)	£373,404.17*
Total to date	£589,876.96	£71,472.79 (£145,000)	£373,404.17*

*Figures reflect proposed allocations, subject to Council approval.

CIL Reserves and Expiry Dates

The following table outlines the unspent CIL amounts and their 5-year expiry dates, should Council approve the funding of the play improvements, Level Two music project and the Allenby Park Gates:

Date Received	Amount	5-year expiry date
21/10/2022	£56,729.38	20/10/2027
18/04/2023	£46,843.92	17/04/2028
24/10/2023	£111,179.85	24/10/2028
17/04/2024	£17,750.03	17/04/2029
25/10/2024	£140,900.99	25/10/2029
Total in CIL Earmarked Reserves	£373,404.17	

In accordance with the recommendation of the Finance & Governance Committee (*Minute #245 of 2024/25*) Council is requested to approve funding from CIL Earmarked Reserves as follows:

- i. a total of £100,000 (£50,000 each) for the complete refurbishment of play equipment at Walton and Seaton Road recreation grounds;
- ii. £15,000 towards the replacement of gates at Allenby Park; and,
- iii. £30,000 from CIL Earmarked Reserves towards the Level Two Music Digital Arts Centre project.

AGENDA ITEM 15: EARMARKED RESERVE EXPENDITURE

Terms of Reference adopted at Annual Council (*Minute #12 of 2024/25 refers*) include authority for Committees to approve expenditure from Earmarked Reserves relevant to their scope of business, up to a limit of £20,000 in each financial year, without requiring further approval from Council.

Council is requested to note the following expenditure committed from Earmarked Reserves, following approval by the Assets & Services Committee, Civic & Community Committee and Personnel Committee:

Min #	Description	Net Amount	Earmarked Reserve
87	Love Green Felixstowe Festival	£1,000.00	Community Fund
126ii	Staffing Matters	£12,112.44	Staffing
163i	Repairs to Clerk's Office	£1,480.00	Town Hall
182	Community Summit	£3,000.00	Community Fund
198ii	Hedge trimmer and Brush Cutter	£1,798.00	Cemetery
198iii	Shoring Equipment	£1,650.00	Cemetery
200	Coffee Machine	£1,318.00	Town Hall
201	Pathway works Gosford Way	£3,600.00	Public Spaces

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

AGENDA ITEM 16: REMEMBRANCE EVENTS 2024

Further to the launch of the Poppy Appeal at the Triangle on 26th October, the Remembrance programme is as follows:

- **Thursday 7th November, 7.30pm:** Felixstowe Festival of Remembrance Concert at St John's Church, Orwell Road (organised by the Felixstowe Branch of the Royal British Legion).
- **Sunday 10th November:** Remembrance Sunday
 - 9.45am: Civic Remembrance Service at St John's Church, Orwell Road.
 - 10.45am: Civic Act of Remembrance at Felixstowe War Memorial, Undercliff Road West.
 - 12.00 noon: Remembrance Service at the War Graves, Felixstowe Cemetery.
- **Monday 11th November, 10.45am:** Armistice Day Schools have been invited to attend and participate. Due to the large number of wreaths laid following Remembrance Sunday, wooden crosses will not be laid by schoolchildren this year. However, schools are encouraged to read poems and bring their own tributes, which can be placed prior to the 11am silence.

Council is requested to note the Remembrance events 2024.
