

**MINUTES of the ORDINARY COUNCIL meeting held at Felixstowe Town Hall on  
Wednesday 5 November 2025 at 7.30pm**

**PRESENT:** Cllr D Aitchison (Deputy Mayor *in the Chair*)  
Cllr N Barber Cllr M James  
Cllr S Bennett Cllr D Rowe  
Cllr S Bird Cllr M Sharman  
Cllr J Candy Cllr W Underwood  
Cllr M Deacon Cllr S Wiles

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

**IN ATTENDANCE:** Mr D Gledhill, Chair of Landguard Trust  
7 members of the public (*in person*)  
1 member of the public (*via Zoom*)

**MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection from Mr Joshua Geddis-Pile, Port Chaplain Felixstowe.

**251. PUBLIC QUESTION TIME**

A member of the public asked for an update on East Suffolk Council's proposed North Felixstowe Residential Neighbourhood expansion and the replacement Leisure Centre, noting the significant public interest and the absence of recent updates.

Members advised that they were aware that ESC's discussions regarding land acquisition were ongoing, and that updated Local Plan requirements could increase housing targets, potentially influencing the scope of the North Felixstowe Garden Neighbourhood. It was understood that there was currently no definitive site proposal for the Leisure Centre pending progress on these matters.

Concerns were also raised about the limited capacity of Felixstowe School and the absence of post-16 provision. Members advised that plans for additional buildings within the school grounds were progressing and that there was broad agreement with relevant authorities on the need for expansion. It was noted that the aspiration for improved post-16 and vocational training facilities remained a key consideration for the community.

A further question was raised regarding the possibility of collaborating with Suffolk Pride in Ipswich on a parade in August. Members expressed support for exploring a joint approach.

A resident of Barton Road requested the Council's support for the introduction of a 20mph speed limit, citing safety benefits in an area with multiple care homes, as well as wider environmental and wellbeing advantages. Members

thanked the resident for their comments, which would be considered later in the meeting during discussion of the speed survey report.

## **252. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr A Folley, Cllr C Franklin, Cllr M Morris, Cllr B Price and Cllr S Harkin.**

## **253. DECLARATIONS OF INTEREST**

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

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Bennett	All	Other registerable interest (as Members of Suffolk County Council)
Cllr S Bennett Cllr J Candy Cllr M Deacon	All	Other registerable interest (as Members of East Suffolk Council)
Cllr M Sharman	#258	Other registerable interest (as a Trustee to Landguard Fort Trust)
Cllr J Candy	#258	Other registerable interest (as a Trustee to Landguard Trust)
Cllr M Deacon	#259	Other registerable interest (as Chair of East Suffolk Council Scrutiny Committee)
Cllr S Bennett	#259	Other registerable interest (as Member of East Suffolk Council Scrutiny Committee)

**Cllrs M Deacon and S Bennett advised that they would withdraw from the meeting prior to debate and decision on Minute #259, in order to maintain impartiality in advance of the forthcoming East Suffolk Council Scrutiny Committee consideration of the matter.**

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

## **254. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 3 September 2025 be signed by the Mayor as a true record and adopted by the Council.**

## **255. MAYOR'S ANNOUNCEMENTS**

In the absence of the Mayor, the Deputy Mayor provided an update on recent Mayoral engagements.

Members were informed that the Mayor had attended a variety of events since the last meeting. These included Art on the Prom, which attracted a large number of visitors and offered a wide range of works for sale, and the finish line of the Felixstowe Road Runners Coastal Race. The Mayor also attended the 356 (Felixstowe) Squadron awards and the Jobs Fair at Felixstowe Leisure Centre, engaging with employers and further education providers regarding local opportunities.

Further visits included the QVRS Felixstowe Seafarers Association, which supports visiting seafarers with rest facilities, and the Friends Together group at the Salvation Army, which meets regularly to foster companionship and social interaction. The Mayor also took part in the Walton Parish Nursing celebration at St. Mary's, Walton, and the Felixstowe in Flower Awards evening.

In addition, the Mayor visited the twin town of Wesel during its Hansefest celebrations, which included traditional events and a farewell to the outgoing Mayor of Wesel, recognising the longstanding partnership between the towns.

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

## **256. 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 10 September 2025
- b) Civic & Community Committee 10 September 2025
- c) Assets & Services Committee 17 September 2025
- d) Planning & Environment Committee 24 September 2025
- e) Personnel Committee 1 October 2025
- f) Planning & Environment Committee 8 October 2025
- g) Finance & Governance Committee 15 October 2025
- h) Planning & Environment Committee 22 October 2025
- i) Civic & Community Committee 22 October 2025

## **257. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

None.

## **258. CIL WORKING GROUP REPORT - LANDGUARD TRUST AMENITY AND ACCESS PROJECT**

The Deputy Mayor invited Mr David Gledhill, Chair of Landguard Trust, to present the Trust's proposals to improve amenities and access at Landguard

Fort, including the installation of fully plumbed and drained toilets and a kitchen facility.

Members noted the extent of the preliminary works required, particularly in relation to drainage infrastructure. Mr Gledhill outlined the wider community and visitor benefits of the scheme for Felixstowe and the Landguard peninsula.

Council noted the ongoing work of the CIL Working Group and the summary of CIL balances held by the Council, including associated expiry dates.

Council received the presentation from the Chair of Landguard Trust and noted the Working Group's report. Members considered the recommendation to approve expenditure of £100,000 from the Council's CIL Earmarked Reserve for the Landguard Toilet Project, with £50,000 to be released immediately towards drainage works and the remaining £50,000 to be released once additional external funding is secured.

**RESOLVED that the report from the CIL Working Group be noted; and, expenditure of £100,000 from the Council's CIL Earmarked Reserves for the Landguard Toilet Project be approved, with £50,000 to be released immediately towards drainage works and the remaining £50,000 to be released once additional external funding has been secured.**

**At this point 8.17pm Cllr M Deacon and Cllr S Bennett left the Chamber.**

#### **259. MOTION: ESC WASTE BINS AND CCTV EXPENDITURE**

Council considered a motion calling on East Suffolk Council (ESC) to reverse its decision to replace green waste bin lids with brown lids at a cost of £350,000, suggesting that a more cost-effective approach, such as labelling bins, could achieve the same outcome. The motion also proposed that ESC redirect the funding towards improving CCTV provision in Felixstowe, in collaboration with the Town Council.

During discussion, members noted that the funding for the bin lid changes originated from a ring-fenced government grant associated with the "simpler recycling" scheme. While a cost-effective alternative to changing the lids could be achieved through labelling, there was general agreement that effective CCTV provision was a priority for improving public safety and reassurance. Members also considered that repurposing the funding or returning it to the government could be a potential option.

Following debate, the motion was approved.

**RESOLVED that Felixstowe Town Council:**

- i. calls on East Suffolk Council to reverse the decision to change the lids of all green waste bins to brown lids at a cost of £350,000 and instead implement a more cost effective scheme by for example labelling different bins with a sticker on the lid.**

- ii. **calls on East Suffolk to spend the £350,000 instead on CCTV in Felixstowe by working with Felixstowe Town Council to deliver an effective CCTV system to ensure residents, businesses and visitors are better protected.**
- iii. **requests the Town Clerk to inform ESC's Chief Executive, Leader of the Council and Chair of Scrutiny of this resolution.**

**At this point 8.35pm Cllr M Deacon and Cllr S Bennett returned.**

## **260. 20MPH SURVEY REPORT**

Council noted the report from Suffolk County Council (SCC), which had been commissioned and funded via Cllr S Bennett's Local Highways Budget following the Council's previous support in principle for a speed limit survey.

The report concluded that the surveyed roads met the eligibility criteria for a 20mph limit and highlighted the associated safety and environmental benefits of reduced vehicular speeds.

Members discussed the report and noted that, at this stage, the Council was being asked to comment only on the principle of the 20mph zone rather than on its implementation. It was explained that SCC Highways require confirmation of local support before progressing further. Subject to being endorsed in principle by the Town Council, SCC will consider whether to proceed with the proposal, and officers will then prepare detailed costings and implementation plans, at which point the Council may be asked to consider funding or other practical matters. It was noted that the survey already had the support of the police.

While there was broad agreement that road safety was a priority, particularly in densely populated areas and near schools, parks, and other vulnerable sites, concerns were raised about enforcement and the potential for non-compliance. It was acknowledged that implementation would require significant additional costs, including Traffic Regulation Orders, signage, and consultation, which may need to be funded locally.

The selection of roads for the survey was also questioned, with some members observing that other areas experiencing higher levels of anti-social driving or safety concerns might also warrant attention. Members discussed the limitations of signage alone in reducing speeds and considered that complementary measures, such as junction protection or traffic calming, could provide additional safety benefits. At the same time, introducing a 20mph zone in the surveyed area was recognised as a potential starting point for broader consideration of speed reduction measures across the town.

**RESOLVED that the response be that Felixstowe Town Council would support the introduction of a 20mph zone in the area surveyed.**

**At the direction of the Deputy Mayor, Council agreed to extend the meeting beyond the two hour time limit.**

**261. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25**

Council received the report on the Annual Governance and Accountability Return (AGAR) for 2024/25 and noted that the Notice of Conclusion of Audit had been displayed on the Town Hall noticeboard and published on the Town Council's website.

Members expressed their thanks to staff for their efforts in achieving an unqualified audit.

**It was RESOLVED that**

- i. the Annual Governance and 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 & the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 16 September 2025 and is available to view on the Financial Page of the Town Council Website.**

**262. INTERIM INTERNAL AUDIT REPORT 2025/26**

Council noted the Interim Internal Audit Report for 2025/26 and thanked staff for their work in achieving another positive audit outcome.

**It was RESOLVED that the Interim Internal Audit Report 2025/26 was approved by Council.**

**263. EARMARKED RESERVES EXPENDITURE**

Council received the report on expenditure from Earmarked Reserves approved by the Committees.

**It was RESOLVED that the report on Earmarked Reserve Expenditure be noted.**

**264. COUNCIL INVESTMENTS**

Council noted the report on investments made since the delegation of authority to the Finance & Governance Committee.

**It was RESOLVED that the report on Council investments be noted.**

## **265. ICT POLICY**

Council received the ICT Policy as recommended by the Finance & Governance Committee.

**It was RESOLVED that the ICT Policy be approved as presented.**

## **266. REMEMBRANCE EVENTS 2025**

Council noted the report on events scheduled for Remembrance 2025, including the Festival of Remembrance at St. John's Church.

**It was RESOLVED that the report on Remembrance 2025 events be noted.**

## **267. ACCOUNTS FOR PAYMENT**

Council considered the schedule of accounts for payment.

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

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
12/09/2025	201 – 215	£9,642.25
30/09/2025	216 – 240	£96,192.29
15/10/2025	241 – 253	£6,301.28
31/10/2025	254 - 282	£63,610.02
	<b>TOTAL</b>	<b>£175,745.84</b>

## **268. CLOSURE**

The meeting closed at 9.35pm. It was noted that the next Ordinary Meeting of the Council was scheduled for 14 January 2026 at 7.30pm.

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Date: \_\_\_\_\_

Town Mayor: \_\_\_\_\_