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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ANNUAL** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at **FELIXSTOWE TOWN HALL** on **Wednesday 21 May 2025** at **7pm**.

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. 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. Members are also reminded to consider the Council's commitment to climate action.



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi
Town Clerk
15 May 2025

Moment of Reflection: Felixstowe Quakers

A G E N D A

- 1. Election of Mayor**
To elect the Mayor of Felixstowe for the Municipal Year 2025-26. The new Mayor will make the Statutory Declaration of Acceptance of Office and address the Council.
- 2. Election of Deputy Mayor**
To elect the Deputy Town Mayor for the Municipal Year 2025-26.
- 3. Appointment of Mayor's Cadet**
To appoint the Mayor's Cadet for the Municipal Year 2025-26.
- 4. 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.
- 5. Apologies for Absence**
To receive any apologies for absence.
- 6. 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.
- 7. Confirmation of Council Minutes**
To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 5 March 2025 as a true record. **(Pages 5-13)**
- 8. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following meetings:
 - a) Planning & Environment Committee 5 March 2025 **(Pages 14-16)**
 - b) Planning & Environment Committee 19 March 2025 **(Pages 17-18)**
 - c) Finance & Governance Committee 19 March 2025 **(Pages 19-23)**
 - d) Planning & Environment Committee 2 April 2025 **(Pages 24-26)**
 - e) Personnel Committee 2 April 2025 **(Pages 27-29)**
 - f) Civic & Community Committee 9 April 2025 **(Pages 30-35)**
 - g) Planning & Environment Committee 16 April 2025 **(Pages 36-39)**
 - h) Assets & Services Committee 23 April 2025 **(Pages 40-45)**
 - i) Planning & Environment Committee 30 April 2025 **(Pages 46-50)**
 - j) Planning & Environment Committee 14 May 2025 **(Pages 51-54)**

- 9. Asset Register 2024/25**
To approve the Council's Asset Register for the year ending 31 March 2025 as recommended by the Assets & Services Committee. **(Page 55 & Appendix A)**
- 10. CIL Annual Report 2024/25**
To approve the CIL Annual Report for 2023/24. **(Pages 56 & Appendix B)**
- 11. Scheme of Delegation to the Town Clerk 2025-26**
To review and approve authority delegated to the Town Clerk by Council for 2025/26. **(Pages 57-58)**
- 12. Council Governance and Policy 2025-26**
To adopt the following governance and policy documents for 2024-25:
- a) Terms of Reference **(Page 59 & Appendix C)**
 - b) Standing Orders **(Page 59 & Appendix D)**
 - c) Financial Regulations **(Page 59 & Appendix E)**
 - d) Risk Management Policy & Risk Register **(Page 59 & Appendix F)**
 - e) Complaints Procedure **(Page 60 & Appendix G)**
 - f) Freedom of Information Publication Scheme **(Page 60 & Appendix H)**
 - g) Community Engagement Strategy **(Page 60 & Appendix I)**
- 13. Appointments to Committees**
To appoint Chairs, Vice-Chairs and Members to serve on the following standing Committees, plus other Groups for 2025-26:
- Finance & Governance Committee (9 Members)
 - Assets & Services Committee (9 Members)
 - Civic & Community Committee (9 Members)
 - Planning & Environment Committee (9 Members)
 - Personnel Committee (5 Members)
 - Appeals Committee (5 Members)
 - Youth Forum (3 Members) **(Schedule on pages 62-64)**
- 14. Appointments to Outside Bodies**
To appoint Members to represent the Town Council on Outside Bodies for 2025-26. **(Schedule on pages 65-66)**
- 15. Authorisation of Signatories**
To confirm Council's authorised signatories for 2025-26. **(Page 66)**
- 16. Subscriptions**
To review and approve the Council's and staff subscriptions to other bodies. **(Page 67)**

17. Accounts for Payment

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

Date	Voucher Nos.	Total Payment
15/03/2025	420 - 431	£17,047.41
28/03/2025	432 - 455	£74,684.44
01/04/2025	1 - 6	£15,547.82
15/04/2025	7 - 37	£41,975.35
30/04/2025	38 - 59	£60,620.32
15/05/2025	60 - 80	£5,469.41
	TOTAL	£215,344.75

(Schedules attached at Appendix J)

18. Closure

To close proceedings and note the date of the next Ordinary Council Meeting, which is currently scheduled for 7.30pm on Wednesday 18 June 2025.

429. APOLOGIES FOR ABSENCE

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

430. DECLARATIONS OF INTEREST

The following Disclosable Pecuniary Interests and Other Registerable Interests, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Bennett	All	Disclosable Pecuniary Interest and Other registerable interest (as Members of Suffolk County Council)
Cllr S Bennett Cllr J Candy Cllr M Deacon Cllr A Folley	All	Disclosable Pecuniary Interest and Other registerable interest (as Members of East Suffolk Council)

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.

431. QUESTIONS TO THE MAYOR

None.

432. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 8 January 2025 be signed by the Mayor as a true record and adopted by the Council.

433. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council, providing an update on recent Mayoral engagements.

The Mayor highlighted the Charities and Community Groups Summit and recorded thanks to the Council staff involved, in particular to the Clerk, Civic Events Officer and Communications Officer. Feedback on the summit will be reported to the next Civic & Community Committee.

The Mayor advised Council that he had, today, been made aware that East Suffolk Council had rescheduled its Annual Council Meeting to the 21st May, which clashed with the Annual Council Meeting of Felixstowe Town Council. Members debated whether to rearrange the Town Council's date and following a vote it was agreed not to change the date of the Annual Council meeting.

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

434. MINUTES OF COMMITTEE MEETINGS

The Mayor wished it noted that the Chairman of Civic & Community Committee sought a correction to Minute 391, to clarify that the inclusion of an Environmental Award should be considered during the 2025/26 Municipal Year; and, a correction to Minute 397, to reflect Committee's decision to increase the number of grants rounds from 2 to 3, with a delegation to the Clerk to determine the appropriate timing of these rounds

It was RESOLVED that the, subject to the corrections being made to the Civic & Community Minutes as above, the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- k) Planning & Environment Committee 8 January 2025**
- l) Finance & Governance Committee 15 January 2025**
- m) Planning & Environment Committee 22 January 2025**
- n) Planning & Environment Committee 5 February 2025**
- o) Civic & Community Committee 12 February 2025**
- p) Planning & Environment Committee 19 February 2025**
- q) Assets & Services Committee 19 February 2025**

435. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

None.

436. LOCAL POLICING MATTERS : INSPECTOR BEN RICHARDS

Council received a verbal update from Inspector Ben Richards, along with a handout outlining Crime and Local Policing updates in Felixstowe for the period January – March 2025.

On police visibility, Inspector Richards reported that over 1,500 pulse patrols had been recorded in the South of Suffolk between 24 January and 20 February. A heatmap was presented showing the concentration of these patrols in the Felixstowe area and times of engagement.

Inspector Richards advised that the Felixstowe Communities Team had carried out 104 community engagement activities, including attendance at this Council meeting, which would be counted as one such engagement.

A notable increase in thefts reported from a local supermarket was observed. Inspector Richards attributed some of this to improved security arrangements and increased reporting. An operational response was underway to assess this trend further. He emphasised the value of being able to prosecute thefts successfully, which often served to deter and reduce associated criminal activity.

In relation to anti-social behaviour (ASB), the Inspector advised that attempts to secure Criminal Behaviour Orders (CBOs) for certain individuals had not been successful. However, newer ASB and community protection legislation was being considered.

A pilot for Enhanced Video Response (Digital Automated Video Response – DAVR) was being trialled in Suffolk, enabling remote engagement with victims and incidents under appropriate circumstances.

Inspector Richards also reported on a Live Facial Recognition (LFR) trial, funded through ASB monies and conducted in Ipswich. The technology was used to identify individuals from a watchlist of 300 known persons, resulting in five arrests. Although promising, the technology came with significant cost, and any further use would be subject to future funding bids.

A Clear, Hold, Build initiative update was given. The Diversion Group had commissioned 'Crucial Crew Plus' at the local high school to coincide with its careers day.

The Environmental Group had contacted East Suffolk Council regarding its CCTV upgrade programme, notifying them of funding available via Felixstowe Town Council. Integration with the 24/7 control room in Lowestoft was the goal. Alleyway clearance was also being looked into, but complications around land ownership remained a barrier. It was noted that this work would require direct action from East Suffolk Council or potentially be undertaken on a paid basis.

An education programme led by Suffolk County Council had been introduced to address local child exploitation concerns. Additionally, an Emergency Services Diversion Programme, led by Inspector Dan Fisk, was running in schools to engage students who may benefit from learning more about emergency service roles.

Although reports of child exploitation had reduced, Inspector Richards cautioned that this did not signal an end to the issue.

The Inspector outlined local policing priorities, which included tackling county lines drug dealing, reducing burglaries, robberies and vehicle-related theft, and working with partners to address ASB in public spaces. Since the Community Policing Team (CPT) replaced the Safer Neighbourhood Team (SNT), a near 50% reduction in ASB reporting had been recorded in the southern sector.

Members raised the following points and questions:

In relation to alleyway clearance, it was confirmed that East Suffolk Council's Environment Portfolio Holder had requested East Suffolk Services Ltd to provide a quotation for some of the work.

A query on data retention from LFR scanning was raised. Inspector Richards clarified that only images of individuals on the watchlist were retained; all other data was deleted within seconds if there was no match.

Asked about liaison with Border Force, the Inspector confirmed that while there was no ongoing direct relationship, collaboration occurred on a case-by-case basis as required.

In terms of partnership working, the Inspector confirmed that the police were engaging with the new Felixstowe BID Manager.

On the subject of crime mapping, it was confirmed that online maps do not identify victims but display crime types and, where appropriate, perpetrators.

A question was raised regarding the cyclical nature of drug dealing, asking whether arrested dealers were quickly replaced. Inspector Richards acknowledged that, particularly in large-scale operations, this was often the case. However, smaller operations could be significantly disrupted through arrests.

The Mayor thanked Inspector Richards for his comprehensive update and extended best wishes for his forthcoming role as Staff Officer to the Chief Constable.

Council recorded a formal vote of thanks to Inspector Richards.

437. MOTION: 20 MPH SPEED LIMITS

The Council considered the motion of Cllr S Bennett submitted in accordance with Standing Order 9.

Cllr Bennett proposed that Council should support a 20mph speed limit survey in the Felixstowe Conservation Area. Highlighting key benefits, including:

- Increased safety for pedestrians and cyclists
- Reduced severity of accidents
- Potential for smoother traffic flow

Members discussed various aspects, including the enforcement of a 20mph limit, the potential impact on journey times, and whether alternative locations should be considered.

Cllr Bennett highlighted Suffolk County Council's policy on 20mph limits, explaining that they must be self-enforcing, with evidence showing a significant number of vehicles already travelling below 24mph.

Members queried whether any public consultation had been carried out and whether the views of local residents and businesses had been sought. It was noted that many of the roads in the proposed Conservation Area were congested with parked cars, and Members suggested the South Conservation Area may be more appropriate due to the known issues of speeding on Sea Road. Cllr Bennett advised that the Felixstowe Conservation Area had been chosen as a starting point as it is already a defined character area and more economical to survey.

It was confirmed that there would be no cost to the Town Council as the survey costs, estimated at £10,000, would be covered by Cllr Bennett's SCC Highways budget, with the total scheme cost estimated at £20,000. This would fund speed surveys and an assessment of traffic impact before any decision was made. Subject to the survey, and due diligence, should a 20mph limit become installed, only entrance and exits to the area would be proposed to be signposted.

Members expressed general support for initiatives that demonstrably encouraged walking and cycling initiatives, reducing pollution and traffic noise and suggested that other high-footfall areas, such as roads near schools, and the south seafront should also be considered.

It was RESOLVED that Felixstowe Town Council supports in principle a 20mph speed limit survey in the Felixstowe Conservation Area and Cllr Bennett report back on the feasibility and cost of a wider scheme, including other potential locations in Felixstowe.

As the meeting approached the two hour mark, the Mayor sought agreement from Members that the meeting be permitted to continue.

RESOLVED that Standing Orders be suspended to allow the meeting to continue.

At the direction of the Mayor the meeting was adjourned for 5 minutes.

The meeting resumed at 9.35pm.

438. CONSULTATION ON COMBINED MAYORAL AUTHORITY

Council considered whether to respond to the Government's consultation on the proposal to establish a Mayoral Combined County Authority (MCCA) for the local government areas of Norfolk County Council and Suffolk County Council.

During discussion, a Member expressed concern that the proposal appeared to be a *fait accompli* and questioned the value of engaging with the consultation process.

Another Member raised concerns regarding democratic legitimacy, noting the potential difficulty in securing a meaningful electoral mandate should the proposed Mayor be elected under a first-past-the-post system.

It was further suggested by a Member that the Government lacked a clear mandate to impose a directly elected Mayor across the combined counties of Suffolk and Norfolk.

Following discussion, it was RESOLVED that Council would not submit a formal response to the consultation on the proposed Mayoral Combined County Authority.

439. EAST SUFFOLK TOWN COUNCILS' CONFERENCE

Council received a report on the inaugural East Suffolk Town Councils' Conference, held on 27 February 2025.

Members noted that discussions at the conference included the emerging proposals for local government reorganisation in Suffolk and Norfolk. It was recognised that the implications for towns such as Felixstowe could be significant, particularly in relation to the delivery of local services. It was suggested that Felixstowe Town Council should consider forming and submitting its own position on local government reorganisation once all relevant principal authorities had published theirs. Members queried the potential impact of reorganisation on adopted and emerging Neighbourhood Plans.

The Town Clerk advised that Suffolk County Council and Ipswich Borough Council had published formal positions, and East Suffolk Council was due to do so on 19 March. It was noted that the window for submissions would be limited, and there may be an opportunity for Felixstowe Town Council to consider what form of unitary governance would best serve the town, particularly with regard to the efficient delivery of services.

Members were reminded that Minute #350 had resolved to consider the implications of any new governance model on Felixstowe Town Council's responsibilities and to assess preparatory actions required in anticipation of potential changes.

It was RESOLVED that:

- i. the report on the East Suffolk Town Councils' Conference be noted; and,**
- ii. the Mayor would consider whether an Extraordinary Council Meeting should be convened to discuss the forthcoming local government reorganisation and the effect on Felixstowe Town Council in further detail.**

440. QUARTERLY 'PUBLIC REALM' DROP-IN MEETINGS

Council noted the continuing arrangements for the FTC/ESC Quarterly Drop in Meetings for Public Realm Maintenance.

It was RESOLVED that the report on quarterly 'public realm' drop-in meetings be noted.

441. EARMARKED RESERVES EXPENDITURE

Council noted the report on Council's Committees approved Earmarked Reserve spending.

It was RESOLVED that the Earmarked Reserve Expenditure be noted.

442. YEAR END BALANCES AND EARMARKED RESERVE TRANSFERS

Council received the report on Year End balances and Earmarked Reserve transfers.

It was RESOLVED that the report on the projected outturn for the year 2024/25 and the Earmarked Reserve transfers be noted.

443. INVESTMENT POLICY & STRATEGY 2025/26

Council considered its Annual Investment Policy & Strategy for 2025/26 as updated to reflect current investments as recommended by the Finance & Governance Committee (*Minute #361 of 2024/25*)

RESOLVED that the Investment Policy & Strategy for 2025/26 be approved and adopted as presented in the report.

444. INSURANCE ARRANGEMENTS 2025/26

Council considered its insurance arrangements for 2025/26 as per the recommendation of the Finance & Governance Committee (*Minute #362 of 2024/25 refers*).

It was RESOLVED that the Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2025/26.

445. MAYOR'S CADET

Council considered the introduction of a Mayor's Cadet and spoke positively about the prospect. A Member asked that the Council consider including an addition to the first line after the title 'Welfare and Safeguarding' to include "Whilst the Town Council has a duty of care..."

Members emphasised the need to ensure that the Mayor's Cadet received a badge at the beginning of their term at the Annual Council meeting and a framed certificate at the end of their year at the Annual Town Meeting.

It was agreed that the cadet organisation be invited to appoint a Mayor's Deputy Cadet.

It was RESOLVED that:

- i. the report on the Mayor's Cadet be noted; and,**
- ii. the Mayor's Cadet Policy be adopted subject to addition of "Whilst the Town Council has a duty of care..." under the title of 'Welfare and Safeguarding'; and,**
- iii. the parent cadet force be invited to appoint a Mayor's Deputy Cadet.**

446. OCCASIONAL GRANTS POLICY 2025/26

Council considered its Occasional Grants Policy for 2025/26 as recommended by the 12 February 2025 Civic & Community Committee (*Minute #397 of 2025/26 refers*).

Members noted the increased flexibility of the grants which was anticipated to help promote the availability of the grants.

At this point in the meeting, 10.20pm, Cllr B Price left the meeting.

RESOLVED that the Occasional Grants Policy for 2025/26 be approved and adopted with the amendments as presented in the report and inclusion of three rounds with their closing dates being 31 May, 30 September and 31 January.

447. PRESS & MEDIA POLICY 2025/26

Council considered its Press & Media Policy for 2025/26 as recommended by the 12 February 2025 Civic & Community Committee (*Minute #398 of 2025/26 refers*).

RESOLVED that the Press & Media Policy for 2025/26 be approved and adopted as presented in the report.

448. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
15/01/2025	354 – 374	£10,537.27
31/01/2025	375 – 391	£64,474.18
15/02/2025	392 – 401	£2,065.35
28/02/2025	402 - 419	£64,464.57
	TOTAL	£141,541.37

449. CLOSURE

The meeting was closed at 10.22pm. It was noted that the next meeting is the Annual Council Meeting scheduled for 21 May 2025 at 7pm.

AGENDA ITEM 8: MINUTES OF COMMITTEE MEETINGS

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Wednesday 5 March 2025** at **9.30am**

PRESENT: Cllr S Bird (Chairman) Cllr J Candy
 Cllr M Morris (Vice-Chairman) Cllr A Folley
 Cllr N Barber Cllr C Franklin
 Cllr S Bennett (*from item #424*) Cllr B Price

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

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

420. PUBLIC QUESTION TIME

None.

421. APOLOGIES FOR ABSENCE

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

422. DECLARATIONS OF INTEREST

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

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

423. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee meeting held on 19 February 2025** be confirmed as a true record.

424. PLANNING APPLICATIONS

At this point in the meeting, 9.35am, Cllr S Bennett joined.

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

A	DC/25/0411/OUT Outline Application (All Matters Reserved) - For one dwelling The Cottage 16 High Road East
Committee recommended APPROVAL.	
B	DC/25/0491/FUL Installation of external plant & machinery to service a commercial kitchen to replace existing equipment The Fludyers Hotel Undercliff Road East
Committee recommended APPROVAL subject to the planning officers being content with the detail that is still to be confirmed in relation to the acoustic cladding.	
C	DC/25/0580/ADI Illuminated and Non-illuminated Advertisement Consent - A - New non-illuminated flexface sign bearing company name and logo fixed to the main building at 6500mm (w) x 1600mm (h) x 89mm (d). B - Illuminated new face panels bearing company name and logo to be fixed front and rear to an existing totem sign at the entrance to the site at overall size 1750mm (w) x 3450mm (h). C -Non-illuminated new 'Reception' sign from folded aluminium at 1500mm (w) x 500mm (h) x 40mm (d). Maersk House Haven Exchange
Committee recommended APPROVAL.	
D	DC/25/0573/FUL Single storey rear extension, first floor side extension and garage extension with relocation of 1.8m high boundary fence (within property boundary) 7 Dukes Close
Committee recommended APPROVAL.	
E	DC/25/0461/FUL Single storey rear extension & single storey front (porch) extension 6 Vicarage Road
Committee recommended APPROVAL.	

F	DC/25/0129/FUL Retrospective application - Use of garage extension as an annex, with associated external works. 116 Chelsworth Road
Committee recommended APPROVAL. However, we would request that there is a condition imposed that the use of this annex remain ancillary to the host property.	
G	DC/24/4359/FUL Change of use from Class E(b) (Sale of food and drink for consumption mostly on the premises) to Sui Generis Use (Cafe & Takeaway) and installation of an extraction flue to the rear side of the building. 1 Crescent Road
Committee recommended APPROVAL.	

425. PLANNING DECISIONS

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

426. CORRESPONDENCE

The following correspondence was reported:

- i. Felixstowe Footpath 024 (part): Felixstowe Footpath 019 for 250metres south westbound will be closed from 1/04/25 – 30/09/25 within Trelawney Place.**
Committee noted the temporary closure.
- ii. Felixstowe Peninsula Community Partnership Meeting 30th April.**
Committee were advised that there was a meeting of the Felixstowe Peninsula Community Partnership scheduled for 10am on 30th April, which a number of the Committee's Members were expected to attend. As such it was agreed that the Planning & Environment Committee meeting which was scheduled to take place at the same time should be moved to commence at 2pm instead.

RESOLVED that the correspondence be noted.

427. CLOSURE

The meeting was closed at 10.46am. It was noted that the next meeting was scheduled to take place on Wednesday 19th March 2025 at 9.30am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 19 March 2025 at 9.30am**

PRESENT: Cllr S Bird (Chairman)
Cllr N Barber
Cllr S Bennett
Cllr J Candy
Cllr A Folley
Cllr C Franklin
Cllr B Price

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

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

450. PUBLIC QUESTION TIME

None.

451. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Morris** and **Cllr S Wiles**.

452. DECLARATIONS OF INTEREST

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

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

453. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 5 March 2025 be confirmed as a true record.

454. 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/25/0540/FUL Loft Extension 40 Russell Road
<p>Committee recommended APPROVAL. We believe that this loft extension has been sympathetically designed within the Conservation Area. We also note that there will be no new windows directly overlooking neighbouring properties. We therefore feel that this application complies with S.72 of the Conservation and Listed Buildings Act 1990. Additionally we note that the Suffolk County Council guidance requires three off road parking spaces but we accept that the existing three bedroom property has no off street parking.</p>	

B	DC/25/0730/FUL Single storey rear extension 19 Park Avenue
<p>Committee recommended APPROVAL.</p>	

C	DC/25/0761/FUL New front bay window and lean-to roof canopy 20 Ferry Road
<p>Committee recommended APPROVAL.</p>	

D	DC/25/0213/FUL Garden room/workshop. 7.5m wide 4m deep and 2.39m high plus base work. 27 Winston Close
<p>Committee recommended APPROVAL.</p>	

455. PLANNING DECISIONS

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

456. CORRESPONDENCE

None.

457. CLOSURE

The meeting was closed at 10.12am. It was noted that the next meeting was scheduled to take place on Wednesday 2nd April 2025 at 9.30am.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Town Hall, Felixstowe on Wednesday 19 March 2025 at 7.30pm**

PRESENT: Cllr D Rowe (Vice-Chairman *in the chair*) Cllr M James
Cllr D Aitchison Cllr M Sharman
Cllr S Bird Cllr W Underwood

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Finance Administration Assistant)

458. PUBLIC QUESTION TIME

There was none.

459. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Deacon (Chairman), Cllr S Bennett** and **Cllr S Wiles**.

460. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr S Bird	All	Disclosable Pecuniary Interest and Other registerable interest (as a Member of Suffolk County Council)

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.

461. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 15 January 2025 be signed by the Vice-Chairman as a true record.

462. BUDGET MONITORING TO 28 FEBRUARY 2025

Committee received the budget monitoring report to 28 February 2025, which highlighted variances exceeding 10% or £500 against budget estimates.

RESOLVED that the budget monitoring report to 28 February 2025 be noted.

463. INVOICING PROCEDURE REVIEW

Committee reviewed current procedures for chasing outstanding invoices and the current list of debtors.

It was agreed that the current 30 day payment term be reduced to 28 days and that the Finance Administration Assistant reviews invoices weekly and for those exceeding 35 days, refers them to the relevant officer who originally liaised with the client. A reminder and duplicate invoice are sent at this stage, following confirmation of the correct email address by phone.

Invoices more than one month overdue are then escalated to the Clerk and Deputy Clerk. All invoices are sent via the Scribe system, which tracks when they are issued and received.

Members considered the introduction of late payment fees. The Clerk will look into the legalities of this.

It was RESOLVED that :

- i. the current procedures for chasing outstanding invoices be amended as above; and,**
- ii. the list of debtors be noted; and,**
- iii. the Clerk will look into the legalities of introducing late payment fees.**

464. COMMUNITY INFRASTRUCTURE LEVY UPDATE

Committee noted that £100,000 towards the play area had been paid to East Suffolk Council and the tender process has been completed, the designs will be announced soon. Procurement for the play areas will be completed after the consultation feedback. The gates at Allenby Park were in the process of being refurbished and up to £15,000 would be funded from CIL for these. £30,000 has also been ring-fenced towards the Level 2 Music and Entertainment Centre at Beach Street. This project is still awaiting planning permission.

With these projects being funded from CIL it, the next funds, currently in Earmarked Reserves, does not need to be spent until October 2027. Members received a short update on the Cemetery extension project.

A member brought up the subject of litter bins, after a discussion at the earlier Public Realm meeting that evening. Litter bins will be brought to the next CIL Working Group meeting.

It was RESOLVED that :

- i. the CIL Working Group update report be noted; and,**

- ii. **litter bins be brought to the next CIL Working Group Meeting.**

465. INSURANCE REVIEW

Committee considered the report on a new three year Long Term Agreement to start on 1 April 2025.

There are not many insurance companies who specialise in council insurance, and despite contacting 3 other companies, Zurich remains the only viable option. Two other companies could not offer a competitive quote, and the third company was twice as high as Zurich. Zurich reduced their quote upon learning that attempts had been made by us to seek business elsewhere.

While their quote will leave us overbudget, this has already been reported to Full Council. Committee was also made aware Cyber Insurance was not offered by Zurich.

Committee discussed the quotes for Cyber Insurance and agreed to insure for £500,000 cover with Gallagher Insurance.

It was RESOLVED that:

- i. **A 3 year Long Term Agreement (LTA) is taken out with Zurich; and,**
- ii. **£500,000 Cyber Insurance cover is taken out with Gallagher Insurance for the year 1 April 2025 – 31 March 2026..**

466. TERMS OF REFERENCE 2025/26

Committee was informed the revised Terms of Reference includes the three Occasional Grant Rounds, as opposed to two from previous years.

There was also a revision to the Appeals committee to reflect If called, the Appeals Committee shall sit with three of the five Members. Should any Members of the Appeals Committee have an interest in any matters to be considered, they should be recused from sitting on the committee for those relevant meetings.

It was RESOLVED that the Terms of Reference for 2025/26 be recommended to Annual Council for adoption as presented.

467. STANDING ORDERS 2025/26

Committee considered no changes proposed to the new standing orders. The Chairman expressed concern over the procedures for calling an extraordinary meeting. The Clerk suggested adding an explanatory note explaining in normal circumstances, notice will be given.

It was RESOLVED that Standing Orders for 2025/26 be recommended to Annual Council meeting for adoption with an explanatory note explaining in normal circumstance, notice will be given on arranging an extraordinary meeting.

468. FINANCIAL REGULATIONS 2025/26

Committee reviewed the Council's Financial Regulations for 2025/26 updated from NALC's most recent model. In accordance with Regulation 6.8, Committee reviewed the continued use of BACS.

It was RESOLVED that:

- i. the Financial Regulations for 2025/26 be recommended to the Annual Council meeting for adoption as presented; and,**
- ii. the continued use of BACS also be recommended to Council.**

469. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER

Committee considered Council's Risk Management Policy and Financial Risk Register for 2025/26.

It was RESOLVED that the Risk Management Policy and Financial Risk Register be recommended to the Annual Council meeting for adoption as presented.

470. COMPLAINTS PROCEDURE 2025/26

Committee reviewed the Council's Complaints Procedure for 2025/26.

Members were advised that one of the main recommended changes was to allow complaints to be resolved through a formal written response from an appropriate officer, with a right of appeal, rather than being referred immediately to the Appeals Committee. This step was incorporated into the revised Complaints Procedure.

It was also suggested that the words "as may be" be added to paragraph 7 to clarify that either the Town Clerk or the Mayor may acknowledge receipt of a complaint, depending on who received it.

An amendment was also made that it will be confirmed in writing within 7 working days, together with details to suggest any *necessary* action to be taken.

It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for adoption in 2025/26.

471. PUBLICATION SCHEME 2025/26

Committee reviewed the Publication Scheme based on the Information Commissioner's Office (ICO) model publication scheme, and the schedule of information available from Felixstowe Town Council.

RESOLVED that the ICO model publication scheme be recommended to Annual Council for re-adoption without change for 2025/26.

472. UPDATE ON PARISH BASIC ALLOWANCES

Committee received an update following the publication of the Independent Remuneration Panel's (IRP) latest report, which, for the first time, includes specific recommendations on Parish Basic Allowances (PBAs) for town and parish councils within East Suffolk. These recommendations are intended to provide a framework for any council considering the introduction of a basic allowance for elected members.

Members noted that Felixstowe Town Council has historically chosen not to provide any form of allowance, and the 2025/26 budget has been set on that basis. However, the IRP's recommendation that PBAs may be set at a percentage of the East Suffolk Council basic allowance provides a useful point of reference. Based on population, Felixstowe would likely fall within the 3% band.

It was noted that while there is no intention to introduce allowances at this stage, the Council now has a clear framework to refer to should it wish to consider the matter in future. Committee agreed that there would be an opportunity to review the provision of Members' allowances during the 2025/26 financial year, in advance of setting the 2026/27 budget.

It was RESOLVED that:

- i. The Parish Basic Allowance recommendations in the Independent Remuneration Panel's report be noted; and,**
- ii. the provision of a Members' allowance is considered during the 2025/26 year, in advance of setting the budget for the year 2026/27.**

473. CLOSURE

The meeting was closed at 8.44pm. The next meeting was noted as being scheduled for Wednesday 4 June 2025 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 2 April 2025 at 9.30am**

PRESENT: Cllr S Bird (Chairman)
Cllr M Morris
Cllr S Bennett
Cllr J Candy
Cllr C Franklin (*from #478C*)
Cllr B Price
Cllr S Wiles

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

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

474. PUBLIC QUESTION TIME

None.

475. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr A Folley**.

Apologies for lateness were received from **Cllr C Franklin**.

476. 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	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird Cllr S Wiles	All	Other registerable interests (as Members of Suffolk County Council)

477. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 19 March 2025 be confirmed as a true record.

478. 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/24/1710/FUL Conversion and extension of the existing building to create nine residential units (retaining the existing one residential unit) and two commercial units on part of ground floor level and basement including retention of existing gym following demolition of store building and removal of dormer window at rear, changing window to door on corner of southern and eastern elevation and replacement windows, together with associated works and landscaping. 18 Hamilton Road
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Committee recommended APPROVAL. As per our previous comments, we are content with the proposed design of this building in the Conservation Area. Furthermore, we note the report which indicates that the new structure will have minimal effect on the PV panels of the neighbouring property. We therefore recommend approval of this application, subject to the ESC Arboricultural Officer being content with the potential impact on the two lime trees, which are to be preserved.

B	DC/24/2048/ARM Approval of Reserved Matters for Outline Planning Permission granted under DC/23/0539/VOC (Variation of Condition No. 11 of Hybrid Permission DC/21/0541/FUL) - Appearance, Landscaping, Layout & Scale of the redevelopment and extension of retained sports hall to provide an indoor bowls facility and cricket pitch with pavilion, parking, landscaping and associated works. Former Felixstowe International College Garrison Lane
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Committee recommended APPROVAL. We have considered the lighting provision on the proposed pathway at the boundary and consider that the low level LED lighting bollards are appropriate. We have also had regard to the report submitted that indicates minimal or no effect on daylight to residential windows as a result of the new proposed roof on the bowls facility.

At this point, 9.54am, Cllr C Franklin joined.

C	DC/25/0272/FUL Alterations to car park including removal of existing trolley parks and signposts and existing trolley shelters and replacement new trolley shelters. East Of England Co-op Supermarket 189 Hamilton Road
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Committee recommended APPROVAL and welcome the provision of covered cycle shelters. However, in noting the proposed changes to the parking arrangements and new 2 hour time limit, we would welcome comment from the Planning Authority on any correspondence had between Greater Anglia and the relevant landowners and Sainsbury's with reference to commuter parking, whether paid or unpaid.

D	DC/25/0291/FUL Installation of new external plant, scissor lift, security fence and gates and the construction of an external canopy within the service yard. East Of England Co-Op Supermarket 189 Hamilton Road
Committee recommended APPROVAL.	
E	DC/25/0871/FUL Erection of a single storey side extension (following demolition of outbuilding) removal of chimney stack and part cladding of front elevation. 67 Ferry Road
Committee recommended APPROVAL.	
F	DC/25/1192/FUL Construction of a single storey rear extension 6 Garden Field
Committee recommended APPROVAL subject to the ESC Planning Officer being content that this proposal would pass the SPG16 45 degree test in relation to the effect on the neighbouring property's window.	
G	DC/25/1164/TCA 2no. Sycamore (marked on plan) - Pollard to previous pollard points 18 Barton Road
Committee had no OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

479. PLANNING DECISIONS

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

480. CORRESPONDENCE

- i. **DC/25/0142/FUL 2 Queens Road.**
Committee noted that this application was to be referred to the Planning South Committee as the Planning Officer was minded to refuse the application contrary to Committee's recommendation of approval.

481. CLOSURE

The meeting was closed at 11.28am. It was noted that the next meeting was scheduled to take place on Wednesday 16th April 2025 at 9.30am.

- Code of Conduct – Additional guidance on conflicts of interest and appropriate social media use.
- Disciplinary & Grievance Procedures – Updated in line with ACAS guidance.
- Leave & Absence – Updated provisions for compassionate leave.
- Council Operating Policies – Inclusion of reference to the new Sexual Harassment Policy.
- Dress Code – Relaxation of rules and guidance on Council-issued clothing.
- Pensions – Updated to reflect the Local Government Pension Scheme (LGPS) as the Council's sole provider.
- Other Minor Updates – Formatting improvements, updated terminology, and procedural clarifications.

The following amendments to the Lone Worker Policy were reviewed and approved:

- Risk Assessments: Strengthened processes and requirement for periodic reviews.
- Communication Measures: Enhanced check-in protocols and emergency contact guidance.
- Reporting Procedures: Clearer escalation routes for lone-working incidents.
- Minor Adjustments: General language and formatting improvements for clarity.

The following amendments to the new Safeguarding Policy were reviewed and approved:

- Reporting Framework: More detailed guidance on escalation procedures.
- Roles & Responsibilities: Clarification of safeguarding officers' duties and expectations for all staff.
- Training Requirements: Increased emphasis on mandatory and refresher training.
- Procedural Adjustments: Improved instructions on handling allegations and referrals.
- General Updates: Legal and language refinements for consistency and compliance.

It was RESOLVED that the Staff Handbook and associated staffing policies be updated and adopted as discussed.

487. 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.

488. STAFFING ARRANGEMENTS

The Committee considered a staffing matter referred by the Mayor and agreed appropriate arrangements to support the continued wellbeing of staff.

RESOLVED that the report be noted and that the second option outlined therein be enacted. Accordingly, adjustments would be made to certain contact arrangements with appropriate internal support and delegation put in place as required.

489. TOWN CLERK'S APPRAISAL: SIX MONTH REVIEW

The six-month review of the Town Clerk's Appraisal was carried out and progress against agreed objectives were discussed and noted.

It was RESOLVED that the six-month review of the Town Clerk's Appraisal be noted as carried out.

490. CLOSURE

The meeting was closed at 18.22pm. It was noted that the next meeting was scheduled to take place on Wednesday 1 October 2025 at 6pm.

MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 9 April 2025 at 7.30pm

PRESENT: Cllr M Sharman (Chairman)
 Cllr C Franklin (Vice Chairman) Cllr S Bennett
 Cllr D Aitchison Cllr J Candy
 Cllr N Barber Cllr M Morris

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Faversham (Civic Events Officer)
 Ms H Miles (Communications Officer)

N ATTENDANCE:
 Mr R Ashford, Ms J Edwards, Ms T Richer (Felixstowe BID)
 Mr B Osborne, Ms A Stallard (Art of Noise)

491. PUBLIC QUESTION TIME

None.

492. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr A Folley** and **Cllr S Harkin**.

493. 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	All	Disclosable Pecuniary Interest and Other registerable interest (as Members of East Suffolk Council)
Cllr S Bennett	All	Disclosable Pecuniary Interest and Other registerable interest (as Member of Suffolk County Council)
Cllr M Sharman	#499	Other registerable interest (Landguard Fort and Felixstowe Council for Sport and Recreation Trustee)
Cllr D Aitchison	#499	Other registerable interest (Level Two Trustee)

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.

494. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 12 February 2025 be confirmed as a true record.

495. FELIXSTOWE BID UPDATE

The Chairman welcomed representatives from the Felixstowe Business Improvement District (BID) and invited them to address the Committee.

The Committee received a detailed presentation on recent changes to the BID's structure and forthcoming plans for the BID area. Janine Edwards, Richard Ashford, and Tracy Richer outlined the revised management arrangements and introduced members to a new delivery model aimed at improving engagement, accountability, and the visibility of the BID's work. It was noted that the BID Board now included volunteers bringing a range of expertise, including retail, hospitality, and marketing.

The BID team highlighted current efforts to enhance communication with levy payers and demonstrate clearer value for their contributions, which are based on a proportion of business rateable value—typically around £300 per year for an average business. The BID's focus would be on supporting the long-term success and visibility of Felixstowe's businesses, with an emphasis on increasing footfall through more creative events and marketing initiatives.

The BID area was also discussed, with the team noting some inconsistencies in its current boundaries. In response to this, work was being undertaken to ensure that more businesses—whether inside or outside the formal BID boundary—felt included and could participate in future initiatives.

Plans for a rebranded summer event, now titled the Felixstowe Loves Festival, scheduled for August 2025, were introduced. This would be a continuation of the former Love Felixstowe Festival, with an expanded creative programme. The BID has partnered with Ben Osborne and Alice Stallard, experienced arts and events professionals Art of Noise, who would be coordinating festival content on behalf of the BID.

Mr Osborne shared details of his background delivering successful events such as Latitude and First Light, and outlined the vision for bringing elements of the London music scene and emerging talent to Felixstowe.

In keeping with their commitment to sustainable, creative programming, Mr Osborne and Ms Stallard described plans for a town-wide projection trail as part of the Felixstowe Loves Festival. This would link the town centre and seafront, with the aim of encouraging movement across the BID area and engaging both visitors and residents. Complementary events were also being explored to extend the reach of Art on the Prom south of the pier. Further ambitions included a Christmas event and the potential development of a town market.

Members raised questions around community engagement, accessibility, and connectivity. The importance of signposting the route between the seafront and

the town centre was noted, with some discussion as to whether Community Infrastructure Levy (CIL) funding might support improved signage.

The Committee welcomed the BID's inclusive approach and efforts to ensure a broad range of businesses and organisations were encouraged to take part in planned activities.

The Chairman thanked the BID representatives for their informative presentation and for their continued work in supporting the town's business community.

It was RESOLVED that the Felixstowe BID update be noted.

496. CIVIC & COMMUNITY BUDGET REPORT

The Town Clerk presented a report showing income and expenditure to 31 March 2025. Members noted that, as year-end adjustments had not yet been finalised, some figures may be subject to change.

RESOLVED that the Budget Report to 31 March 2025 be received and noted as presented with no other action required at this time

497. ANNUAL TOWN MEETING AND CIVIC AWARDS 2025

The Civic Events Officer gave an update on arrangements for the Annual Town Meeting and Civic Awards, scheduled to take place at Felixstowe School at 7pm on Wednesday 14 May 2025.

It was confirmed that recipients of the Civic Awards had been notified and invited to attend the presentation evening, which would be followed by light refreshments.

Members considered the ongoing relevance of the "HMS Ganges Youth Trophy" and discussed the potential to rename it to make the award more inclusive and recognisable for today's young people. While the historic link with HMS Ganges was acknowledged, it was felt that more emphasis on the youth element when promoting the award could encourage more nominations and better reflect its purpose.

It was RESOLVED that the report on the Annual Town Meeting and Civic Awards 2025 be noted; and, the Civic Events Officer and Communications Officer review the promotion of the HMS Ganges Youth Trophy award to reflect its inclusivity for all young people aged 21 or under.

498. FELIXSTOWE IN FLOWER 40TH ANNIVERSARY

Committee considered a report outlining plans to commemorate the 40th Anniversary of Felixstowe in Flower. Members noted that the launch had been scheduled to take place at the Felixstowe Triangle on Saturday 7 June. The Civic Events Officer provided an overview of the programme, which included active engagement with local primary schools. As part of this initiative, the Mayor

of Felixstowe and members of the Council's Grounds Team would be visiting school assemblies in May to distribute packages comprising seeds, wooden planters, canes, and compost. This formed part of the Council's ongoing commitment to promote horticultural activity and civic pride among younger residents.

Members were also encouraged to take part in the Councillors' Flowerpot Competition, continuing a popular tradition of visible community involvement.

Committee discussed potential venues for the Felixstowe in Flower Awards Ceremony. The Sea You Café was proposed as a family-friendly location, with its proximity to the play area viewed as a benefit for younger attendees. The Town Hall remained a possible alternative, offering a more formal setting. Given the expected attendance, Members considered whether a divided ceremony format could be adopted to address any capacity concerns.

It was suggested that, in future years, individual streets across Felixstowe might be invited to participate in a flowerpot competition, further broadening community involvement in the initiative.

It was RESOLVED that the report on the 40th Anniversary of Felixstowe in Flower be noted; and, the Civic Events Officer would consult with local schools to ascertain their preference for a single or split-format Awards Ceremony.

499. ANNUAL GRANTS AND OTHER PAYMENTS

Committee noted a report from the Lions Club of Felixstowe, and that the following had been allocated funds from the budget agreed at the Ordinary Council meeting of 8 January 2025 (*Minutes #174 & #351 of 2024/25 refer*).

It was noted that the format of the Art on the Prom event was under review, with increasing costs and a move towards professional management. While Members supported the continuation of funding in principle, it was agreed that the grant should be subject to conditions to ensure community benefit and support for emerging local artists.

It was RESOLVED that payment of the following Annual Grants and other payments for the year 2025/26 be approved:

i. £8,000 towards the provision of the 2025 Christmas lights to the Lions Club of Felixstowe

ii. 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

iii. **As Partnership Projects:**

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

500. CCTV UPDATE

The Committee received an update from the CCTV Working Group and noted the contents of the report.

Despite the withdrawal of funding by East Suffolk Council, the Committee agreed that it remained essential for Felixstowe Town Council to continue its own maintenance arrangements in order to support public safety for both residents and visitors. It was noted that the Town Council's maintenance contract, which covers nine cameras, would be renewed on a quarterly basis until further notice.

The Chairman, together with the Chairman of the CCTV Working Group, would write to East Suffolk Council and Suffolk Constabulary to formally express the Town Council's commitment to supporting local CCTV infrastructure and to highlight its continued investment in this area.

It was RESOLVED that the CCTV update report be noted; that the maintenance contract for the Council's nine cameras be renewed on a quarterly basis until further notice; and, that a letter be sent to East Suffolk Council and Suffolk Constabulary to affirm the Council's support for local CCTV provision.

501. VE80 EVENTS IN FELIXSTOWE

The Civic Events Officer provided an update on events being planned to commemorate the 80th Anniversary of Victory in Europe Day.

A short wreath-laying ceremony would be held at the War Memorial at 11.00am on Thursday 8 May, with support from the Royal British Legion and the Mayor in attendance.

In the evening, the Mayor would lead a torchlight procession, in partnership with Felixstowe Remembers, with 112 torches to symbolise each of the Felixstowe fallen during the Second World War

It was RESOLVED that the report on the VE80 Events be noted.

502. CHARITY AND VOLUNTARY GROUPS SUMMIT

The Town Clerk reported on the success of the first Charity and Community Groups Summit held on 20 February 2025. Over 50 organisations had taken part, providing feedback and networking opportunities. Members expressed support for the Summit becoming a regular fixture and discussed the merits of also hosting a Volunteering Fair, possibly at Felixstowe Leisure Centre, aimed at connecting volunteers with local community groups and charities.

It was also reported that a further outcome of the event was that the Chair of the Landguard Trust was exploring options for developing a central online hub for Felixstowe's community groups and charities, and that seed funding from the Town Council might be requested to support this initiative.

It was RESOLVED that the report be noted and that the Committee supports the further development of a Volunteering Fair and online hub, subject to available funding.

503. MEDIA POLICY UPDATE

The Committee received a report on the Town Council's Press and Media Policy, including options to enhance digital engagement.

Following the earlier suspension of the Council's account on X (formerly Twitter), the Communications Officer presented options for trialling alternative platforms such as Bluesky, TikTok, and Instagram.

It was RESOLVED that the Town Council would trial the use of Bluesky and Instagram; and, an update of the associated impact would be provided at a future Civic and Community Committee meeting.

504. COMMUNITY ENGAGEMENT STRATEGY

Committee reviewed the Council's Community Engagement Strategy, as presented, for the year 2025/26.

RESOLVED that the Community Engagement Strategy be recommended to Council for adoption for 2025/26.

505. CLOSURE

The meeting was closed at 9.38pm. It was noted that the next meeting was scheduled to take place on Wednesday 11 June 2025 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 16 April 2025 at 9.30am**

PRESENT: Cllr S Bird (Chairman)
Cllr M Morris (Vice-Chairman) Cllr A Folley
Cllr N Barber Cllr C Franklin
Cllr J Candy Cllr B Price

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

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

506. PUBLIC QUESTION TIME

None.

507. APOLOGIES FOR ABSENCE

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

Cllr N Barber gave apologies in advance of needing to leave the meeting at 11.50am.

508. 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	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird Cllr S Wiles	All	Other registerable interests (as Members of Suffolk County Council)
Cllr N Barber	510F	Other non-registerable interest (as has been assisting a neighbour to the application site)

509. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 2 April 2025 be confirmed as a true record.

510. 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/25/1434/ADI Illuminated Advertisement Consent - signage including x2 Sainsbury's Fascia Signs, x2 Argos Flex Signs, x1 Store Totem Sign, x1 Pedestrian Totem Sign, x1 ATM Surround Sign, x1 ATM Projecting Sign and various car park signage. East Of England Co-Op Supermarket 189 Hamilton Road
Committee recommended APPROVAL.	

B	DC/25/0907/FUL Construction of a single storey detached building for Felixstowe Sea Cadet headquarters (three existing structures to be demolished) Hall 137 Garrison Lane
Committee strongly welcomed this new facility and recommended APPROVAL.	

C	DC/25/1127/FUL Extension to 9 High Road East 9 High Road East
Committee recommended APPROVAL.	

D	DC/23/0580/FUL Erection of two dwellings to the rear of a extant consent for 10 No. flats approved under C/05/1593. Stowe House Cliff Road
<p>Committee recommended REFUSAL. We believe that this proposal represents an unacceptable intensification and overdevelopment of this site. Firstly, the proposed dwellings will remove amenity space for the consented 10 flats and is therefore contrary to SCLP policy 11.1 e).</p> <p>Furthermore, the proposed dwellings will have an unacceptable impact and loss of amenity for existing dwellings in Cliff Road and Eastcliff and is therefore contrary to SCLP policy para. 11.2 a) and e).</p> <p>Additionally the proposal diminishes the character of Cliff Road which consists of larger residential properties in large plots and is therefore contrary to SCLP policy para. 11.1 c)i and d).</p> <p>Moreover, the proposed access and egress to these proposed properties below the flats represents an unacceptable development in terms of safety and access for emergency vehicles which will not be able to directly access these homes and therefore this is contrary to SCLP policy 11.1 para. a) and f).</p>	

E	DC/25/1272/FUL Demolish store, erect extension to extend kitchen for breakfast area 90 Cobbold Road
Committee recommended APPROVAL.	

At this point, 10:53am, Cllr N Barber left the Chamber.

F	DC/25/1194/VOC Variation of Condition 2 of DC/22/0918/VOC - (Variation of Condition No.2 of DC/21/4457/FUL - Alterations and roof extensions to form additional 3 flats, with associated parking and vehicular access - The alterations to the rear roof are required to provide sufficient headroom for the communal staircases and circulation spaces) - General amendments to window and external door openings - Alterations to external bin store Glenfield Court Glenfield Avenue
<p>Committee recommended REFUSAL. We have significant concerns that the conversion of this building as built detracts from many acceptable features from the originally approved application.</p> <p>The alteration to the fenestration arrangements, particularly the loss of distinctive Juliette balconies is unacceptable.</p> <p>More significantly, we note that the box dormers on the side and rear elevations have been constructed with brick that does not match the existing structure in colour. Furthermore there is patching of brickwork with non-matching bricks, for example on the south elevation. We therefore feel that this application is contrary to SCLP11.1 para. a) and b).</p>	

Cllr Barber returned, 11.13am

G	DC/25/1123/FUL Construction of first floor side extension, replacement windows and cladding to existing elevations 6 The Pines
Committee recommended APPROVAL. We note that there are no PV panels on the proposed extension.	

H	DC/25/1214/FUL Construction of extension to rear of property encompassing single storey and two storey 1 Bredfield Close
<p>Committee recommended REFUSAL. Whilst we accept that this proposal has been designed so that there is no overlooking of neighbours we recognise that this dwelling is one of four properties that are small and on narrow plots. We believe that the proposal represents unacceptable impact on residential amenity in terms of outlook and is therefore contrary to SCLP policy 11.2 para. b) and, in terms, of design is contrary 11.1 para. c)i, ii and iii.</p>	

I	DC/25/0990/FUL Demolition of outside toilet and conservatory. Erect single storey wrap round extension for garden room, bathroom, utility/porch. 18 Cowley Road
Committee recommended APPROVAL.	

J	DC/25/1288/FUL Single storey flat roof extension 118 Chelsworth Road
Committee recommended APPROVAL. However we would ask that it be conditioned that the use of this remain ancillary to the host property.	

At this point, 11.50am, Cllr N Barber, left the meeting.

511. PLANNING DECISIONS

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

512. CORRESPONDENCE

- i. DC/25/4416/FUL 116 Garrison Lane**
Committee noted that the application had been presented to the ESC referral panel on 8th April 2025 as Officers were minded to approve the application contrary to the Town Council’s objection. The panel had concluded that there were no material planning considerations warranting further discussion by the district Planning Committee. The decision was therefore delegated to officers.

513. CLOSURE

The meeting was closed at 11.52am. It was noted that the next meeting was scheduled to take place on Wednesday 30th April 2025 at 2.00pm.

515. APOLOGIES FOR ABSENCE

None.

516. 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 Harkin	All	Other registerable interests (as an employee of East Suffolk Council)

Members were reminded that if any matters directly related to their interests arose during the meeting, they should declare them at the appropriate time.

517. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 19 February 2025 be signed by the Chairman as a true record.

518. ASSET OF COMMUNITY VALUE – THE GROVE AND EASTWARD HO

The Committee considered a report submitted by a member of the public requesting that The Grove and Eastward Ho be nominated as Assets of Community Value (ACVs) under the Localism Act 2011. The submission outlined the long-standing community significance of these areas, highlighting their recreational, ecological, and amenity value. Both sites are located within the area identified for the proposed North Felixstowe Garden Neighbourhood, leading to increased community interest in their protection.

A vote of thanks was recorded to the author of the submission.

During discussion, strong support was expressed for the nomination, with Members emphasising the need to include the whole of Eastward Ho within the application, rather than limiting it to the playing fields. It was proposed that Eastward Ho be defined for the purposes of the nomination as including the playing fields, the paddock, and the two adjacent fields to the north and east.

A concern was raised regarding the need for the nomination process to remain independent of other departments within East Suffolk Council. Members stressed the importance of ensuring the ACV nomination is considered independently of the East Suffolk Council's development interests.

It was noted that asset reference numbers were duplicated within the report, and that this should be corrected if the report is subject to further scrutiny. It was confirmed that the Town Council would prepare and submit its own nomination, drawing on the material provided by the member of the public.

Questions were raised about whether land already allocated for development might affect the outcome of the ACV application. It was agreed that this would ultimately be a matter for the determining authority, but Members were advised that it would be preferable to submit the full application initially and resubmit in amended form if required. The Committee was also advised that it had the authority to make the submission and that referral to other committees would not be necessary.

It was RESOLVED that the Town Council submit a nomination to East Suffolk Council for the listing of The Grove and Eastward Ho as Assets of Community Value, with Eastward Ho defined as including the playing fields, the paddock, and the adjacent fields to the north and east.

519. ASSETS & SERVICES BUDGET REPORT

The Committee reviewed income and expenditure against the budget as of 31 March 2025.

The Deputy Town Clerk reported that figures in the budget report had been reviewed by the internal auditor and were the final outturn figures for 2024-25.

It was RESOLVED that the Budget Report to 31 March 2025 be received and noted.

520. ASSET REGISTER 2024/25

Committee reviewed the Asset Register and noted the additions of assets that had been made during the year 2024/25.

Based on the Asset Register, the total of fixed assets for the Annual Governance and Accountability Return would be £340,429.43, which was a £10,090.33 net increase in fixed assets value between 31st March 2024 and 31st March 2025.

In answer to a question on asset values, the Clerk confirmed that asset values were not depreciated. Instead, the values remain fixed until the assets are disposed of. The Clerk also clarified that insurance values are separate and may differ from the asset values in the register, as they are often index-linked and buildings are revalued periodically.

A further question was raised about the replacement cycle for council laptops. The Clerk explained that laptops are replaced as needed, typically when they are no longer functional or are broken. There is no regular upgrade schedule for these items

It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented.

521. WALTON COMMUNITY HALL UPDATE REPORT

The Deputy Town Clerk provided an update on the Walton Community Hall project, confirming that the Town Council's funding application had been approved. The Committee was advised that the remaining balance for the project could potentially be covered using Community Infrastructure Levy (CIL) funding, subject to Council approval.

As part of the report, the Deputy Town Clerk relayed a matter raised by Orwell Housing regarding the installation of the solar panels. They questioned how the panels would be attached to the roof, as the roof's guarantee wouldn't cover any damage caused by the installation.

The preference for fibre broadband was expressed, with a clear interest in using it for the project. The Clerk advised that fibre broadband could be costed into the project and incorporated into future budgeting.

It was RESOLVED that;

- i. The Walton Community Hall update be noted, and;**
- ii. Community Infrastructure Levy (CIL) funding be recommended to cover any balance required for the project, once final project costs were known.**

522. ALLOTMENT UPDATE REPORT

The Assets & Services Officer gave an update on current allotment occupancy.

In response to a question about whether the remaining tenants on the Cemetery site had been offered relocation assistance, it was confirmed that all tenants were given the option to relocate when initially informed about the Cemetery extension years ago. While early indications suggest the remaining tenants will be vacating the plots entirely, assistance will be available should they choose to relocate instead.

It was RESOLVED that the Allotment update report be noted.

523. CEMETERY EXTENSION REPORT

Committee received an update on the Cemetery Extension Project. It was highlighted that approval was being sought for the introduction of a gated access system at the boundary of the cemetery land along Langley Avenue.

During discussion, it was confirmed that the initial installation would involve a galvanised steel gate, similar in design to the existing gate at the Mill Lane end of Langley Avenue, positioned in line with the Cemetery Boundary at the opposite end. It was noted that pedestrian access would not be restricted at this stage and that the gate would remain open during the day.

The potential for a separate pedestrian gate was discussed, and it was clarified that for the soft launch phase, the focus would be on limiting vehicular traffic. Full implementation, including pedestrian access control outside of operating hours, would be addressed at a later stage once the full gate system was installed.

It was RESOLVED that the Cemetery Extension Project report be noted and that approval be given to proceed with the gated access system as outlined.

524. COUNCIL MOTOR VEHICLES

The Grounds & Maintenance Manager provided a report outlining options for the replacement of the Council's leased electric van, due to expire on 17 August 2025, and an update on the Grounds Team's truck (Toyota Hilux).

Following discussion on the electric van, Members considered the options presented, noting that purchasing the current van appeared to offer better value than entering into a new lease, particularly when considering potential cost savings compared to market prices. It was also acknowledged that while the outright purchase cost of a petrol equivalent would be lower, the ongoing running costs would be significantly higher.

It was proposed that delegated authority be granted to the Town Clerk and Chairman to agree the purchase of a replacement electric van.

The Committee noted the estimated repair costs for the Toyota Hilux following its recent MOT, alongside concerns that, given the vehicle's age and mileage, further mechanical issues were likely to arise.

It was agreed that officers should bring a report to a future Assets & Services Committee meeting a report outlining both leasing and purchasing options for a suitable replacement truck. It was noted that any future vehicle would need to meet the operational demands of towing plant equipment and the water bowser, and that while electric vehicles were preferable for sustainability, a modern diesel vehicle was likely to be the most viable option at this time.

It was RESOLVED that:

- i. authority be delegated to the Town Clerk, in consultation with the Chairman, to agree the purchase of a replacement electric van, up to a maximum budget of £15,000, funded from Asset Repairs and Replacement, and;**
- ii. Further investigations to be made into the purchasing options for a replacement truck, to be brought back to committee at a future meeting.**

525. NATURE AT WORK

Committee received the report on East Suffolk Council's newly launched Nature at Work initiative, which aims to enhance biodiversity, improve green infrastructure, and connect communities with nature through practical, collaborative projects. Felixstowe Town Council has expressed interest in participating and is awaiting further information from East Suffolk Council regarding engagement processes, funding opportunities, and suitable project examples.

It was RESOLVED that the Nature at Work report be noted

526. CLOSURE

The meeting was closed at 8.44pm. The next meeting was noted as being scheduled for Wednesday 9 July 2025 at 7.30pm.

The Delivery Plan area includes parts of other parishes on the peninsula and collates infrastructure expected to be delivered in conjunction with development. This is based on planning permissions and applications currently underway and allocations of housing as identified in the Local Plan.

The data can be viewed via an interactive map, which shows indicative timeframes for delivery.

The range of infrastructure required under the Suffolk Coastal Infrastructure Funding Statement (IFS) has been extracted and included as a Felixstowe Peninsula-specific list in the Felixstowe Peninsula Infrastructure Delivery Plan. The aim is to update the data, in line with the annual review of the IFS.

In response to a question on population projections, Mr Beck undertook to investigate how these are determined and to provide further information following the meeting.

The Plan includes a section on Community Infrastructure Levy (CIL) funding with a link to the Infrastructure Funding Statement. This information is also accessible via the interactive map.

Committee thanked Mr Beck for attending the meeting.

RESOLVED that the presentation on the Felixstowe Peninsula Infrastructure Delivery Plan be noted.

532. 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/25/1312/FUL Construction of new detached visitor toilet building adjacent to North Redoubt, to replace existing portaloos by South Redoubt, including pumped connection to mains drainage, and related works Landguard Fort View Point Road
Committee recommended APPROVAL. We welcome this much needed facility at this tourist destination. We have considered the design carefully and believe that it has been designed in a visually recessive style so as to blend in with this architecturally significant building. We therefore feel that this proposal confirms with SCLP policy 11.4 and the provisions of the Conservation and Listed Buildings Act 1990.	

B	DC/25/1313/LBC Construction of new detached visitor toilet building adjacent to North Redoubt, to replace existing portaloos by South Redoubt, including pumped connection to mains drainage, and related works Landguard Fort View Point Road
<p>Committee recommended APPROVAL. We welcome this much needed facility at this tourist destination. We have considered the design carefully and believe that it has been designed in a visually recessive style so as to blend in with this architecturally significant building. We therefore feel that this proposal confirms with SCLP policy 11.4 and the provisions of the Conservation and Listed Buildings Act 1990.</p>	

C	DC/25/1358/FUL Single storey side extension 6 Foxgrove Lane
<p>Committee recommended APPROVAL.</p>	

D	DC/25/1485/FUL New porch, side porch, extensions to garage roof and walls. 9 Brook Lane
<p>Committee recommended APPROVAL.</p>	

E	DC/25/1373/FUL Single storey rear extension and internal alterations 33 Holmhill Drive
<p>Committee recommended APPROVAL.</p>	

F	DC/25/1278/FUL Two storey rear extension to facilitate conversion of 3 storey dwelling house to 5 flats. 85 Queens Road
<p>Committee recommended APPROVAL. From a detailed knowledge of this location, Members considered the impact on the street scene and neighbouring amenity of this well-designed conversion and therefore feel the proposal is compliant with SCLP policies 11.1 and 11.2.</p>	

G	DC/25/1532/FUL Minor refurbishment of the restaurant with elevation changes to include the redecoration of fascia soffits, window frames and doors. The relocation of one drive thru booth, with both booths to have new glazing and the installation of a new high level window with associated works to the site. McDonalds Restaurant Haven Exchange
<p>Committee recommended APPROVAL.</p>	

H	DC/25/1392/FUL Single storey extension to rear forming new dining room and kitchen. Small extension to porch cover at entrance to property. Removal of masonry balustrade to 1st floor balcony and replace with glass balustrade. Replacement of velux roof windows to front and back, and replace with Dormers as per drawing. Additional window to 1st floor landing. Enlarged windows to bedroom 1 and 1st floor landing. Replacement of existing windows to house with modern windows of similar style and materials. 2 Western Avenue
Committee recommended APPROVAL.	

I	DC/25/1473/FUL Installation of 12 replacement windows into existing opening apertures. Flat 3 The Hermitage Undercliff Road East
Committee recommended APPROVAL, subject to the ESC Conservation Officer being satisfied that the replacements are like-for-like in design.	

J	DC/25/1377/FUL Window change of existing wood windows to sympathetic upvc units. The new windows will replicate the look of traditional sash/casement windows but with modern technology to help with sustainability of the dwelling. 2 Quilter Road
Committee recommended APPROVAL, subject to the ESC Conservation Officer being satisfied that the replacements are like-for-like in design.	

533. PLANNING DECISIONS

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

534. CORRESPONDENCE

- i. ESC Planning Committee South 22nd April 2025 - DC/25/0142/FUL- 2 Queens Road.
The Chairman reported having attended the meeting to present the Committee’s recommendation of approval, to which the Planning Committee South Members then voted in favour.
- ii. ESC Planning Committee South 22nd April 2025 – DC/24/0823 – Churchill Retirement Complex, 39 Mill Lane.
Cllr Folley reported having attended the meeting as a Ward Member and had echoed the concerns raised by the Planning & Environment

Committee, however the Planning Committee South Members voted in favour of approving the application.

- iii. Orwell Bridge Works - Notice to replace the two westbound expansion joints on the A14 Orwell Bridge.
Members noted that construction work is expected to start in mid to late June 2025 and would take approximately seven weeks to complete.

535. CLOSURE

The meeting was closed at 3.59pm. It was noted that the next meeting was scheduled to take place on Wednesday 14th May 2025 at 9.30am.

Mr Clark noted that his last attendance had been approximately 18 months ago and provided a summary of recent developments, some of which the Committee would have seen through planning updates. These included amendments to the Reserved Matters application and an increase in housing numbers achieved by replacing larger homes with smaller family units.

Mr Clark also referenced changes to the Section 106 Agreement to ensure that the £380,000 contribution remained in place, albeit linked to a lower number of housing completions.

Mr Clark commended the good communication between the developer, contractors, Suffolk Highways, and the Town Council, which had enabled the best possible delivery of the Candlet Road roundabout, despite the disruption it had inevitably caused.

Mr Clark commented on the unusual nature of the highway drainage scheme, which incorporated rain gardens as part of a Sustainable Urban Drainage System (SUDS), offering a more environmentally sustainable solution.

Mr Clark reported that the southern roundabout on Walton High Street was currently undergoing its first-year maintenance review and Road Safety Audit Stage 3 (RSA3). Subject to a satisfactory outcome, the roundabout would be adopted by Suffolk County Council Highways. The audit included assessments during school drop-off and pick-up times.

Mr Clark confirmed that the Link Road would have a 30mph speed limit and that parking would be prohibited along its length.

In response to a Member's query about the roundabout's capacity, Mr Clark confirmed that it had been built in accordance with Suffolk County Council specifications, with limited scope for deviation.

Members welcomed the level of planting observed on site and asked whether this would be adequately maintained. Mr Clark confirmed that maintenance of the grass and trees would remain the responsibility of Bloor Homes.

Mr Clark advised that the Link Road was expected to open by the end of July, as the main foundations and roofs on the southern side of the development would be complete, eliminating the need for haulage across the road. Any future haulage required for the northern side would be managed accordingly.

Mr Clark undertook to return to the Committee following the opening of the Link Road to provide a further update. Members thanked him for his attendance and the helpful update.

RESOLVED that the update from Bloor Homes Eastern be noted.

541. 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/25/1596/FUL Replacement Dwelling Ferry Beach Felixstowe Ferry
<p>Committee recommended APPROVAL. We have considered this design in detail and believe that this replacement dwelling has been very thoroughly and sympathetically designed. We believe that it will be no more visually intrusive than the previous dwelling and therefore complies with SCLP policy 5.3 para. (c). Furthermore, we welcome the range of flood resilience measures incorporated into the design and therefore feel that this application conforms with SCLP policy 9.5. We also welcome the provision of an air source heat pump and PV panels and therefore feel that the application complies with SCLP policy 9.2.</p>	
B	DC/25/1671/FUL Replace existing windows with UPVC windows The Chapel Maybush Lane
<p>Committee recommended REFUSAL. Whilst we recognise that this is not a listed building, we believe it is a building of significant character and historical importance in the Conservation Area. Furthermore, the application is vague and incomplete and, in particular, does not specifically state whether or how the two stained glass windows are to be replaced. We therefore feel that this application does not comply with SCLP policy 11.5 para. (b), (c) and (e); and the Conservation and Listed Building Act (1990) Section 72.</p>	
C	DC/24/2048/ARM Approval of Reserved Matters for Outline Planning Permission granted under DC/24/0773/VOC (Variation of Condition No. 11 of Hybrid Permission DC/21/0541/FUL) - Appearance, Landscaping, Layout & Scale of the redevelopment and extension of retained sports hall to provide an indoor bowls facility and cricket pitch with pavilion, ball mitigation fencing, parking, landscaping and associated works. Request to discharge conditions 13 (lighting), 16b (noise) and 30b (drainage) of DC/24/0773/VOC for matters relating to the outline consent. Former Felixstowe International College Garrison Lane
<p>Committee recommended APPROVAL.</p>	

D	<p>DC/25/1686/P3MA Prior Notification - Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3) - We will incorporate the part of the property that was used as a display room - The only work that has already been completed is to reinstate the door connecting the display room to the main house. The old display room will now be used a front hallway / cloak room as it would have been before it was changed.</p> <p>127 Undercliff Road West</p>
<p>Committee recommended APPROVAL.</p>	

E	<p>DC/25/1688/TCA 1no. Honey Locust (red circle on plan) - Fell Beauty Therapy 30 Maybush</p>
<p>Committee OBJECTED to this notification. Committee believe that there is no valid reason for the felling of this tree.</p>	

F	<p>DC/25/1753/TCA 1no. Eucalyptus (T1 on plan) - Fell Harvest House Cobbold Road</p>
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</p>	

G	<p>DC/25/1818/TCA 1no. Group of European Olives (marked on plan) - Reduce in height by 2 metres 3 Beach Road East</p>
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</p>	

542. PLANNING DECISIONS

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

543. CORRESPONDENCE

Committee noted correspondence on a new pavement licence for Hamilton Road Fish and Chips at 175 Hamilton Road. There were no objections.

544. CLOSURE

The meeting was closed at 11.29pm. It was noted that the next meeting was scheduled to take place on Wednesday 28th May 2025 at 9.30am.

AGENDA ITEM 9: ASSET REGISTER REVIEW

The Council maintains an Asset Register which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Council is required to review its Asset Register at least once annually and this is attached at **Appendix A**.

Although it is common practice for business to depreciate long-term assets for both tax and accounting purposes, this is not recommended for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is therefore shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

The Council's Asset Register, which was updated to reflect acquisitions and disposals in the year since 1 April 2024 and reviewed by the Assets & Services Committee on 23 April.

Committee noted that, based on the Asset Register, the total of fixed assets for the Annual Governance and Accountability Return would be £340,429.43, which was a £10,090.33 net increase in fixed assets value between 31 March 2024 and 31 March 2025.

The Asset Register to 31 March 2025 is presented for approval and adoption as recommended by the Assets & Services Committee (*Minute #519 of 2025-25 refers*).

Council is requested to approve the Asset Register to 31 March 2025 as recommended by the Assets & Services Committee.

AGENDA ITEM 10: COMMUNITY INFRASTRUCTURE LEVY

An Annual CIL report must be published by the Town Council by 31 December of the following reported year giving details on the total CIL received, how it was spent and unspent funds.

Felixstowe Town Council received two CIL payments in the year 2024/25 (£17,750.03 in April 2024 and £140,900.99 in October 2024) and expenditure of £107,650. £100,000 of which was a contribution to improvements to Walton Recreation Ground and Seaton Road Park play equipment, £7,650 towards the refurbishment of the Allenby park gates. These are reflected in the Town Council's CIL annual report for the year 2024/25 at **Appendix B**.

This report will be published on the Town Council website, a summary reported in the magazine and put on the noticeboard. The CIL annual report will also be sent to East Suffolk Council by the 31 December 2025 deadline.

Committee is requested to consider the report on the Community Infrastructure Levy and approve the CIL Annual Report for 2024/25.

AGENDA ITEM 11: SCHEME OF DELEGATION TO THE TOWN CLERK 2025-26

Council is requested to review and approve the authority delegated to the Town Clerk for 2025-26. These remain the same as the arrangements approved for 2024-25, including the addition of a provision made in 2021-22 for delegating all functions of Council in the event of the suspension of Council meetings as a result of government advice or civil emergency (*Minute #317iv. of 2021-22 refers*).

Delegated Authority to the Town Clerk

Subject to any further delegation by Committees, the Town Clerk will have the following delegated authority:

- i. Approve routine expenditure within budgets without further approval by Committee.
- ii. Within the agreed staffing establishment and budget, to vary working hours of established staff, and to recruit both permanent, casual and contract staff provided that the grade of such staff is NJC Scale Point 23 or below.
- iii. In the event of an emergency incur expenditure to a maximum of £50,000 in consultation with the Town Mayor.
- iv. Make investments in accordance with the Council's agreed policy.
- v. With just cause, ban persons from entering Council premises or land.
- vi. Negotiate commercial filming rights on Council property/land.
- vii. Produce and/or edit any Council publication in consultation with the Mayor or formally appointed Council body.
- viii. Implement, where timescales require, any legislation which may affect the Town Council and to report its implementation to Full Council.
- ix. Take legal action to recover debts on behalf of the Council if considered proportionate and necessary.
- x. Should the holding of Council meetings be suspended as a result of a civil emergency, the implementation of Government advice, restrictions on direct contact in relation to national health, or other emergency, all functions of the Council, other than those matters specifically reserved by law to be determined by a meeting of the Council, to be delegated to the Clerk (as the Council's Proper Officer) in consultation with the Mayor (or the Deputy Mayor should the Mayor not be available), or Chairman of the appropriate relevant Committee (or the or Vice-Chairman if the Chairman should not be available)

until the next Ordinary or Extraordinary Council meeting, at which time the delegation must be reviewed.

- xi. Such decision making (in x. above) to be in pursuance of the provision of ongoing Council services and business and in relation to new Council policy and functions arising from the circumstances that precipitated the suspension of Council meetings. Decisions made under such delegations to be noted at the next meeting of the Council.

Council is requested to review and approve its arrangements for delegated authority to the Town Clerk for 2025/26.

AGENDA ITEM 12: COUNCIL GOVERNANCE 2025/26

Council is requested to review the following documents and adopt them for the Municipal Year 2025-26. The documents underpin the general good governance of the Council.

a) **Terms of Reference 2025-26**

Council's Terms of Reference are presented for approval, as recommended by the Finance & Governance Committee (*Minute #466 of 2024/25 refers*) at **Appendix C**.

Committee's recommended Terms of Reference includes the three Occasional Grant Rounds, as opposed to two from previous years.

Additionally, a revision to the Appeals Committee to reflect that, if called, the Appeals Committee shall sit with three of the five Members. Should any Members of the Appeals Committee have an interest in any matters to be considered, they should be recused from sitting on the committee for those relevant meetings.

b) **Standing Orders 2025-26**

Standing Orders are presented to Council for approval as recommended by the Finance & Governance Committee (*Minute #467 of 2024/25 refers*).

Committee's recommended revision includes an explanatory note explaining in normal circumstance, notice will be given on arranging an extraordinary meeting (6e).

Since the Finance & Governance Committee met, NALC published new Standing Orders on 31 March 2025. The NALC revisions are shown as tracked changes to the version recommended by the Finance & Governance Committee at **Appendix D**.

c) **Financial Regulations 2025-26**

Financial Regulations are presented to Council for adoption at **Appendix E** as recommended by the Finance & Governance Committee (*Minute #468i of 2024/25 refers*).

In line with item 7.10 the approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

Council's Finance & Governance Committee also recommended the continued use of BACS (*Minute #462ii of 2024/25 refers*).

d) **Risk Management Policy & Risk Register 2025-26**

Council is required to review its Risk Management Policy and Financial Risk Register on an annual basis. The Risk Management Policy and Financial Risk Register is at **Appendix F** for review, updated to show the insurance cover

which took effect from 1 April 2025. Council's Finance and Government Committee recommended adoption as presented (*Minute #469 of 2024/25 refers*).

Councils are also required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. Council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken. The Clerk will bring a report on the effectiveness of internal audit to Council in June.

e) Complaints Procedure 2025-26

Council reviews its Complaints Procedure annually. Council's Finance and Government Committee reviewed the Complaints Procedure at its meeting of 19 March.

Revisions from the previous version include changes to allow complaints to be resolved through a formal written response from an appropriate officer, with a right of appeal, rather than being referred immediately to the Appeals Committee. The words "as may be" were added to paragraph 7 to clarify that either the Town Clerk or the Mayor may acknowledge receipt of a complaint, depending on who received it. An amendment was also made to clarify that any decision would be confirmed in writing within 7 working days, together with any details of any necessary action to be taken.

The Complaints Procedure, updated for 2025/26, is therefore presented for adoption at **Appendix G** as recommended by the Finance & Governance (*Minute #470 of 2024/25 refers*).

f) Publication Scheme 2025-26

Under the Freedom of Information Act 2000, it is the duty of every public authority to adopt and maintain a Publication Scheme. Local authorities must produce and publish the method by which specific information will be available so that it can be easily identified by members of the public.

The Information Commissioner's Office (ICO) provides a model publication scheme (version 1.2, 2015 is the current version), which the Council re-adopted in 2019 alongside an updated schedule of information available from Felixstowe Town Council within the scheme. The model scheme and a schedule of information available is provided at **Appendix H** without amendment. Council's Finance and Government Committee recommended adoption as presented (*Minute #471 of 2024/25 refers*).

g) Community Engagement Strategy 2025-26

Council's Community Engagement Strategy Scheme is presented at **Appendix I** for re-adoption with no material changes proposed at this time. Council's Civic and Community Committee recommended adoption as presented (*Minute #504 of 2024/25 refers*).

Council is therefore requested to adopt the following Governance Documents:

- i. Terms of Reference for 2025-26 as presented at Appendix C;**
- ii. Standing Orders for 2025-26 as presented at Appendix D;**
- iii. Financial Regulations for 2025-26 as presented at Appendix E and confirm the continued use of BACS payments;**
- iv. Risk Management Policy & Risk Register for 2025-26 as presented at Appendix F;**
- v. Complaints Procedure for 2025-26 as presented at Appendix G;**
- vi. Freedom of Information Publication Scheme for 2025-26 as presented at Appendix H;**
- vii. Community Engagement Strategy for 2025-26 as presented at Appendix I.**

AGENDA ITEM 13: APPOINTMENTS TO COMMITTEES

In accordance with its Terms of Reference, Council is requested to review the following schedule and confirm the appointment of Chair, Vice-Chair and Members to its Committees and Working Groups for the Municipal Year 2025/26. Council is also requested to note that the Mayor of Felixstowe, unless already formally appointed as a Councillor, will be an additional Member, *ex-officio*, of the Finance & Governance, Planning & Environment, Assets & Services and Civic & Community committees, with full voting rights.

FINANCE & GOVERNANCE COMMITTEE (9)

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

CIVIC & COMMUNITY COMMITTEE (9)

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

ASSETS & SERVICES COMMITTEE (9)

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

PLANNING & ENVIRONMENT COMMITTEE (9)

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

PERSONNEL COMMITTEE (5)

1. Mayor of Felixstowe (Chair) (*ex-officio as Mayor of Felixstowe for 2025/26*)
2. Deputy Mayor (Vice-Chair) (*ex-officio as Deputy Mayor for 2025/26*)
3. Cllr David Rowe (*ex-officio as Mayor of Felixstowe for 2024/25*)
4. Cllr Mike Deacon
5. Cllr Michael Sharman

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

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

YOUTH FORUM (3 FTC)

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

OTHER MEETINGS/GROUPS:

COMMUNITY EMERGENCY GROUP

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

~~CCTV WORKING GROUP~~ dissolved at end of 2024/25

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

CLIMATE EMERGENCY WORKING GROUP

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

COMMUNITY INFRASTRUCTURE LEVY (CIL) WORKING GROUP

1. Cllr Mike Deacon (Chair)
2. Cllr Darren Aitchison
3. Cllr Seamus Bennett
4. Cllr Margaret Morris
5. Cllr David Rowe
6. Cllr Michael Sharman

NEIGHBOURHOOD PLAN FEASIBILITY WORKING GROUP

1. Cllr Stuart Bird (Chair)
2. Cllr Seamus Bennett
3. Cllr Mike Deacon
4. Cllr Amanda Folley
5. Cllr Corrine Franklin
6. Cllr Marc James
7. Cllr Margaret Morris

Council is requested to consider and update its Appointments to Committees for 2025/26.

AGENDA ITEM 14: APPOINTMENTS TO OUTSIDE BODIES

Council is requested to confirm the appointment of representatives to Outside Bodies and Partnerships on the basis of the following schedule:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Memory Lane Steering Group	1. Cllr Sharon Harkin 2. Cllr Bernard Price
Felixstowe Ferry Fairways Committee	1. Cllr Mike Deacon
Friends of Felixstowe Library	1. Cllr Jan Candy
Felixstowe Nightsafe	1. Cllr Marc James
Felixstowe Old People's Welfare Association	1. Cllr Margaret Morris + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr David Rowe 2. Cllr Margaret Morris
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Amanda Folley + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Seamus Bennett
Haven Ports Welfare	1. Cllr Darren Aitchison
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Seamus Bennett 2. Cllr Jan Candy 3. Cllr David Rowe 4. Mayor of Felixstowe (<i>ex-officio</i>) 5. Town Clerk (<i>ex-officio</i>)
Felixstowe Area ASB Meeting	1. Cllr Amanda Folley 2. Cllr Marc James 3. Cllr Stuart Bird
Level Two Youth Project	1. Cllr Corrine Franklin 2. Cllr Margaret Morris 3. Cllr Wendy Underwood
Freight Quality Partnership	1. Cllr Seamus Bennett
Fairtrade Forum	1. Cllr Margaret Morris 2. Cllr Bernard Price
East Suffolk Lines Community Rail Partnership	1. Cllr Nick Barber
Orwell District Scouts	1. Mayor of Felixstowe (<i>ex-officio</i>)
Felixstowe Peninsula Community Partnership	1. Cllr Corrine Franklin 2. Cllr Michael Sharman 3. Town Clerk

Felixstowe Chamber of Trade	1. Cllr Amanda Folley 2. Cllr Bernard Price
Ukraine2Felixstowe	1. Cllr Seamus Bennett
Clear Hold Build Tactical Group	1. Cllr David Rowe

Council is requested to consider and update its Representatives to Outside Bodies and Partnerships for 2025/26.

AGENDA ITEM 15: AUTHORISED SIGNATORIES

COUNCIL TO CONFIRM THE FOLLOWING MEMBERS AS ITS BANK SIGNATORIES FOR 2025/26:

- Cllr Seamus Bennett
- Cllr Stuart Bird
- Cllr Mike Deacon
- Cllr Corrine Franklin
- Cllr Sharon Harkin
- Cllr Margaret Morris

COUNCIL TO CONFIRM THE FOLLOWING MEMBER AS ITS QUARTERLY BANK RECONCILIATION SIGNATORY FOR 2025/26:

- Cllr David Rowe (not a signatory above)

COUNCIL TO CONFIRM THE FOLLOWING OPEN CREDIT AGREEMENT FOR 2025/26:

- Town Clerk, Deputy Clerk and Civic Events Officer be authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.

Council is requested to consider and decide its Authorised Signatories for 2025/26.

AGENDA ITEM 16: REVIEW OF SUBSCRIPTIONS

The Town Council has included within its budget for 2025/26, provision to pay subscription costs to the following organisations:

Organisation	2025/26 fee	Notes
Suffolk Association of Local Councils (SALC)	£2,622.54 (est. - tbc)	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Institute of Cemetery & Cremations Management (ICCM)	£105	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.

And on behalf of its staff Council pays subscription fees to:

Organisation	2025/26 fee	Notes
Society of Local Council Clerks (SLCC)	£480	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£300	Professional membership of the Deputy Town Clerk

Council is requested to review and confirm its subscriptions for 2025/26.
