

Introducing the Action Plan

This action plan has been developed by Felixstowe Town Council in accordance with its Business Plan 2024-28. The Action Plan summarises the projects and proposals that Felixstowe Town Council, sometimes in partnership with others, will develop or deliver during the next 4 years. The document will be subject to alteration and amendment and will inform the budget setting process.

The Action Plan is based on the following strategic Business Plan Objectives:

1	<i>The Town Council places high importance on ensuring the exceptional quality of our town's public spaces and services. We are committed to investing in our community spaces and delivering excellent services, fostering partnerships with relevant agencies to maximise opportunities for Felixstowe.</i>
Take Pride in Public Spaces and Services	
2	<i>The Town Council is deeply rooted in the community, and engaging with local stakeholders is fundamental to our role. We are committed to collaborating with the community to identify and address local needs. Additionally, we will continue to provide financial support through our occasional and annual grants scheme.</i>
Enable our Communities	
3	<i>The Town Council will support initiatives aimed at promoting a vibrant Felixstowe, including its town centre, seafront, heritage, and culture.</i>
Celebrate Felixstowe	
4	<i>Since declaring a Climate Emergency in 2019, the Council has prioritised climate change action and environmental improvement. This Business Plan objective aims to deliver on that commitment.</i>
Promote Environmental Sustainability	

Review and Evaluation

The Action Plan will be regularly and formally reviewed. It is a 'live' document and the Council can add to it and amend as necessary. Progress on projects will be reviewed by Committees and reported to Full Council.

What's happened so far... Summary of completed projects 2020-2024

- Climate Action Group formed, including key stakeholders, local environmental groups and school children.
- Recorded Council's Carbon Footprint so as to be able to measure success and had Energy Performance Certificates and Display Energy Certificates carried out in 2020 and have used these as a baseline for improvement.
- Council buildings insulated to 270mm in uninsulated roof spaces.
- Single use plastics policy being adhered to, and partners encouraged to think of the environment when delivering Council supported events (e.g. Jubilee weekend did not allow single use plastics).
- Grey Water used for watering Felixstowe in Flower baskets provided by the Felixstowe Ferry Golf Club.
- Quarterly Magazine includes several pages on environment in each edition.
- Promotion of environmental aims of local community groups at the Annual Town Meeting.
- Social media being used to increase public awareness of positive actions that can be taken to reduce environmental harm and signpost resources via website. Regular social media posts since Apprentice joined August 2021.
- Over 70 trees planted in Cowpasture Meadow in 2022 and a further 100 trees at Gosford Way Park and hedging along fence-line at Langley Avenue.
- 3 year fixed plan electricity and gas contract taken out 2022 with 100% renewable energy.
- Worked collaboratively with the Trimley Parish Councils, East Suffolk and Suffolk County Council on the East Suffolk Cycling and Walking Strategy adopted on 4 Oct 2022.
- 2022/23 - £50,000 made available through Community Support fund to support the 'Cost of Living' crisis.
- August 2022 Council took on ownership of Allenby Park and Gosford Way Parks. Work has taken place to bring up to a manageable condition.
- Blue Flag funded since 2020.
- Queen's Platinum Jubilee celebrations over 4 days.
- Provided a Memorial service and events for the 70th Anniversary of the floods.
- Provided funding for the Christmas Ice rink in 2021 and 2022.
- June 2022 worked alongside partners for the launch of Free Wifi providing information data-based evidence to support other ongoing projects.
- Town Hall window renovation project protected the heritage of the Town Hall and provided better thermal insulation with new technology FINEO Glass.

Objective 1: Take Pride in Public Spaces and Services

	<p><i>The Town Council places high importance on ensuring the exceptional quality of our town's public spaces and services. We are committed to investing in our community spaces and delivering excellent services, fostering partnerships with relevant agencies to maximise opportunities for Felixstowe.</i></p>					
Item	What we want to achieve	How we are going to achieve it	Responsibility of	Timescale	Resource Implications	Current Status and Comments <small>green = completed/on target Amber = in progress/monitor red = delayed/requires review</small>
BP1.1	Have a voice in the North Felixstowe Garden Neighbourhood planning consultation with the aim to protect as much open space as possible.	Support Member focus during reviews of planning applications and policy documents.	P&E	Ongoing	Staffing resources to support Member engagement	FTC is regularly consulted on and contributes towards ESC Planning Policy reviews (e.g. SPDs)
		Engage with developers during planning consultation	P&E	Ongoing	Staffing resources to support Member engagement	Developers are invited to P&E meetings and site visits are arranged
BP1.2	Keep some areas wild/nature reserve, continue planting new trees and promote wildlife through planting and management of suitable areas.	Consider use of FTC land to support additional planting and environmental benefits.	FTC	Ongoing	Cost to Council for provision of materials, plants and staffing resources.	Planted over 100 trees at Gosford Way Park and hedging along fence line at Langley Avenue.
		Work with Friends of the Abbey Grove and other local community groups to improve protect and enhance wildlife areas.	FTC/Community Groups/ESC	Ongoing	Cost to Council for anything that impacts on Council-owned land.	Filling in tree planting to supplement the 70 trees planted in Cowpasture Meadow in 2022.

		Review schedule of grass cutting, weeding and verge maintenance in conjunction with responsible authorities.	ESC SCC East Suffolk Services Ltd. Highways England	Ongoing	Commitment from current delivery partners.	For 2025 ESC's 'Nature at Work' scheme has replaced the 'Pardon the Weeds, We're Feeding the Bees!' project
BP1.3	Promote our public spaces and encourage their use through the Town Council magazine and via social media.	Raise profile of our public spaces via Town Council Magazine each quarter, news releases and social media platforms.	A&S	Ongoing	Staff time	Quarterly Magazine includes updates on Parks and Allotments and regular social media posts are published.
BP1.4	Continue to improve the standard of local play areas.	Work with ESC and ESS to deliver strategic programme of play area enhancements.	ESC/FTC	July 2025	Capital funding for equipment (CIL Earmarked Reserve) Budget for Parks & Recreation set by Council	Spring 2025 FTC provided £100,000 CIL to upgrade Seaton Road Park and Walton Recreation Ground play equipment due to complete July 2025. FTC now own Allenby Park and Gosford Way Parks. Ongoing work to ensure good condition of equipment.
BP1.5	Promote Community Action Days to clean areas of the town requiring a boost ie 'Keep Britain Tidy Spring Clean'.	Work with Clear Hold Build team to clear up un-owned land such as the alleyway beside the library to Hamilton Road and the area behind Tesco's/Poundland	ESC/CHB and other volunteers	July 2025	Staffing resources to support Member engagement	Work is being started to tidy up areas.

		Help support litter picks via keeping ESC equipment and offering grants to local organisations	ESC/CEWG	Ongoing	Possible grant funding for organisations wishing to organise clean ups	More promotion required.
BP1.6	Plan for the extension and enhancement of Felixstowe Cemetery.	Commission surveys and design options.	FTC	2026 tbc	Cemetery Earmarked Reserve	Dependent on space remaining, more urn interments mean longer timescale.
BP1.7	Deliver opportunities for community gardens, providing local produce.	Work in partnership with the Felixstowe Allotment Association	FTC/FAA	Ongoing	Grants	Monitor opportunities via regular meetings with the FAA
		Support Edible Felixstowe with grants and advice	FTC/Edible Felixstowe	Ongoing	Occasional Grants	Monitor opportunities, and keep in contact with Edible Felixstowe
BP1.8	Review the provision of benches.	Work in partnership with ESC to review	ESC (FTC for Cemetery benches)	2025/26	Cost to Council for anything that impacts on Council-owned land.	Review can be undertaken or considered after Unitary decision made.
BP1.9	Collaborate with local authority partners to develop a vision for the town centre.	Work with partners to develop a shared vision and put into action	CIL Working Group/ESC/SCC/BID	2025/26	Consideration to using CIL	Currently being considered by CIL Working Group

Objective 2: Enable our Communities

	<i>The Town Council is deeply rooted in the community, and engaging with local stakeholders is fundamental to our role. We are committed to collaborating with the community to identify and address local needs. Additionally, we will continue to provide financial support through our occasional and annual grants scheme.</i>					
Item	What we want to achieve	How we are going to achieve it	Responsibility of	Timescale	Resource Implications	Current Status and Comments <small>green = completed/on target Amber = in progress/monitor red = delayed/requires review</small>
BP2.1	Support all ages of our diverse community including working with young people and supporting the provision of youth groups and activities.	Youth Forum meeting 5 times a year. Grant to Level Two annually. Occasional Grants to other youth organisations and organisations supporting people of all ages.	Youth Forum/ C&C	Ongoing	Staff time. Council sets budget provision.	Ongoing
BP2.2	Promote community activities through our printed magazine, online and at Council meetings.	Structured approach to identify and contact community stakeholders to offer opportunities to promote activities in the magazine.	C&C	Ongoing	Staff time. Council's continued funding for Magazine.	Ongoing
		Invite community groups to make presentations/provide a moment of reflection at Council meetings.	Council/Mayor			Ongoing
		Consider support to Felixstowe Charities Network	C&C	June 2025	Occasional Grants	To be considered C&C 11 June 2025

BP2.3	Promote grants to local community groups, through the Council and via Councillors working in the community and with local stakeholders/partners.	Mail out to all community groups and advertising in Town Council Magazine	C&C	Ongoing	Occasional Grants	Number of grant rounds increased to 3 times a year. Regular promotion in Town Council Magazine
BP2.4	Review and upgrade local CCTV, working with a range of partners to implement and provide this alongside other initiatives to ensure the town remains a safe place.	Monitor FTC CCTV provision and ESC plans for CCTV in the town. Ensure FTC attendance at SNT meetings and Clear Hold Build meetings and regular reporting to Council.	C&C/ ESC/Suffolk Constabulary Council/Suffolk Constabulary	Ongoing	CCTV Earmarked Reserve	Awaiting review by ESC. FTC continuing contract to maintain its 9 CCTV Cameras
BP2.5	Connect the Town Hall with our community by making it more accessible.	Hold more open days/events. Reduced hire for community groups.	A&S / C&C	Ongoing	Staff time to support Member engagement	Ongoing
BP2.6	Promote and support sports and health projects working with stakeholders and partners.	Promote funding opportunities via Magazine and social media	C&C	Annual Grants Occasional Grants 3 x per year	Council sets budget provision.	
BP2.7	Celebrate our community heroes through the annual Civic Award Scheme.	Raise profile of Civic Awards through the magazine and other media outlets.	C&C Council	Ongoing		Civic Awards ceremony at Annual Town Meeting each year. Promotion via magazine and on social media.

Objective 3 : Celebrate Felixstowe

	<i>The Town Council will support initiatives aimed at promoting a vibrant Felixstowe, including its town centre, seafront, heritage, and culture.</i>					
Item	What we want to achieve	How we are going to achieve it	Responsibility of	Timescale	Resource Implications	Current Status and Comments <small>green = completed/on target Amber = in progress/monitor red = delayed/requires review</small>
BP3.1	Encourage and support local community groups to provide a range of events via grants. Requesting promotion of Felixstowe Town Council as a key stakeholder to encourage other groups/events to apply.	Support community event organisers. Promote via magazine and social media.	BID/FTC/ESC Economic Development C&C - grants	Ongoing	Occasional Grants	Ongoing Grant recipients asked to acknowledge FTC with logos in publicity and banners at events.
BP3.2	Promote & support initiatives with positive impact on tourism and the town centre – in particular continuing to support Tourist Information Volunteers.	Support partners and organisations via grant schemes.	BID/FTC/ESC Economic Development C&C – grants	Ongoing	Occasional Grants	Ongoing Tourist Information hut supported by leaflets being delivered and stored at Town Hall.
BP3.3	Help to support Love Felixstowe and promote a 'Love Green Felixstowe' campaign.	Work in partnership with BID/ESC. Promote via magazine and social media	BID	Ongoing	Community Fund Earmarked Reserve and Grants	Also supporting the new campaign 'Felixstowe Love'
BP3.4	Promote and continue to support the Blue and Green Flags.	Work in partnership with ESC to retain both flags	ESC		Budgeted under	Blue Flag funded since 2020

					Advertising & Promotion	
BP3.5	Work with local authority partners to improve the gateway to the town.	Collaborate with ESC/SCC/BID on opportunities to review.	FTC/SCC/ESC/ BID	2025/26	CIL	TBC
BP3.6	Celebrate and champion the unique opportunities of our seafront and work with partners to improve transport links from the Town Centre to the Seafront.	Promote seafront via magazine and social media	ESC/SCC/FTC	Ongoing		Regular promotion of Seafront via magazine and social media.
		Work with ESC and SCC to review connectivity from Town Centre to Seafront and continue work with Felixstowe Travel Watch and East Suffolk Lines Community Rail Partnership to promote public transport.	ESC/SCC/FTC	Ongoing	Commitment from current delivery partners.	May be affected by unitary proposals.
BP3.7	Support cultural activities that foster civic pride	Work with community organisations and promote via magazine and social media	FTC	Ongoing	Occasional Grants	Many civic occasions such as VE80 are carried out, grants can be applied for to support cultural activities.
BP3.8	Do more to promote and protect Felixstowe's heritage and participate in Heritage Open Days to enable the community to see inside the Town Hall.	Review planning applications.	Property owners/ ESC/ P&E - FTC	Ongoing		P&E scrutinize planning applications. Town Hall window renovation project protected the heritage of the Town Hall.
		Town Hall open for Heritage Open Day/Weekend	FTC	Ongoing		Town Hall opens for Heritage Open day/ weekend.

Objective 4: Promote Environmental Sustainability

	<p><i>Since declaring a Climate Emergency in 2019, the Council has prioritised climate change action and environmental improvement. This Business Plan objective aims to deliver on that commitment.</i></p>					
Item	What we want to achieve	How we are going to achieve it	Responsibility of	Timescale	Resource Implications	Current Status and Comments <small>green = completed/on target Amber = in progress/monitor red = delayed/requires review</small>
BP4.1	Continue to deliver a proactive action plan targeted at reducing our corporate environmental impact to meet our aspiration to be carbon neutral by 2030.	<p>Carry out regular reviews of our Climate Emergency Action Plan to maintain a focus on carbon reduction.</p> <p>Review our Carbon Footprint so as to be able to measure success</p>	Climate Emergency Working Group (CEWG)	First review April 2020 then reviewed at every working group meeting.	Training budget for Members and staff to attend courses, meetings, conferences relevant to Climate Change agenda	<p>CE Action plan reviewed at each meeting</p> <p>2019 CO2 Council's consumption was calculated at 43.37 tonnes of CO2 re-calculated in 2020 to be 23.5 tonnes – (reduction in part due to Covid). CO2 17.89 tonnes in 2023 as now using electric van and tools.</p>
BP4.2	Further develop and widen the reach of the Climate Emergency Action Group including educating others on carbon literacy and	The wider Climate Action Group is being planned for September 2025	CEWG	Sept/Oct 2025	Further resources identified via recommendations to Council/Cttees	Climate Action Group created October 2022, well attended by key stakeholders in the town, next meeting arranged to make more autonomous.

	promoting wider behaviour change.	Cllr Candy to run training on Carbon Literacy	CEWG	Dec 2025	Staff time to support Member engagement	To be arranged as soon as possible
BP4.3	Consider investment in energy saving projects at Council-owned buildings such as further insulation, solar panels and battery storage.	Grant obtained towards solar panels, battery storage, double glazing to 2 single glazed windows and air source heat pump for Walton Community Hall	A&S	Sept 2025	Grant and Walton Earmarked Reserve	Planning permission being confirmed, structural survey being carried out for solar panels
		All lightbulbs at end of life replaced by LED	A&S	Ongoing	Under repairs and maintenance budgets	Ongoing
		Cemetery extension planned to be as sustainable as possible.	A&S Cemetery Extension Project group	2026/7	Cemetery Earmarked Reserve and CIL funds	Currently in the preliminary planning stage.
BP4.4	Improve standard of all parks and play areas, increasing biodiversity. Working in partnership for the parks that are not owned by us.	Work with ESC and ESS to deliver strategic programme of Park and Play area enhancements considering biodiversity.	ESC/FTC CEWG	Ongoing	Capital funding for equipment (CIL Earmarked Reserve) Budget for Parks & Recreation set by Council	Spring 2025 FTC provided £100,000 CIL to upgrade Seaton Road Park and Walton Recreation Ground play equipment due to complete July 2025. FTC now own Allenby Park and Gosford Way Parks. Ongoing work to ensure biodiversity areas in the parks and Council grounds.

BP4.5	Continue to make grants available to support and encourage environmental initiatives.	Grants promoted with a focus to encourage environmental projects	C&C	Ongoing	Occasional Grant Budget	Promotion in the Council Magazine and on Social Media to encourage grants for Environmental projects
BP4.6	Increase public awareness of positive actions that can be taken to reduce carbon footprint, promoting campaigns and encouraging local initiatives.	Profile raised of environmental activities being carried out in the local community and innovative opportunities for community stakeholders via news releases and social media platforms.	C&C	Ongoing	Staff time	Quarterly Magazine includes several pages on environment Regular social media posts.
		Invite local groups to exhibit environmental projects at the Annual Town Meeting.	FTC	Each May during life of plan	Venue hire costs.	Successful uptake from grant recipients, need to encourage more environmental highlighting.
		Host information and signpost helpful resources on FTC website.	C&C	Ongoing	Staff time / Website costs	https://felixstowe.gov.uk/about-felixstowe-tc/climate-emergency-declaration/
BP4.7	Help support opportunities for new and enhanced cycle and walking routes. Promote public transportation links by working with responsible	Work with ESC and SCC to review connectivity of existing walking/cycling routes and continue work with Felixstowe Travel Watch and East Suffolk Lines Community Rail Partnership to promote public transport.	Felixstowe and Trimleys Cycling & Walking working group	Ongoing	Commitment from current delivery partners.	The East Suffolk Cycling and Walking Strategy was adopted on 4 Oct 2022 following collaborative input from FTC and the Trimley PCs.

	appropriate authorities.					
BP4.8	Support the provision of EV car charging points in Felixstowe.	Work with ESC to increase number of EV charging points in council-owned land and car park.	P&E / ESC	2025/26	ESC funding initiatives.	ESC is tasked with installing some trial sites this financial year in Felixstowe. Update sought
		Identify EV opportunities within new developments.	P&E / ESC	As major development applications come forward.	Developer to fund.	Success is subject to developer's willingness to engage on the topic.
BP4.9	Consider implementing a Neighbourhood Plan to focus on the environmental impact of developments and encourage homes to be built to green standard.	A Feasibility group has been meeting to discuss the viability of implementing a Neighbourhood Plan	NP Feasibility Working Group / P&E / Council	June 2025	ESC Grants	To be decided.