



### TO ALL TOWN COUNCILLORS

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

Cllr S Harkin  
Cllr M James  
Cllr B Price  
Cllr D Rowe  
Cllr M Sharman  
Cllr W Underwood  
Cllr S Wiles

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 14 January 2026** at **7.30pm**.

### Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the 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](mailto: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 anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.*

**Ash Tadjirishi**  
**Town Clerk**  
**9 January 2026**

**Moment of Reflection:** Captain Paul Williams, Church Leader, Salvation Army

## **A G E N D A**

**1. Public Question Time**

Up to 15 minutes is set aside for members of the public (up to three minutes each) to make representations or ask questions relating to the town of Felixstowe.

**2. Apologies for Absence**

To receive apologies for absence.

**3. Declarations of Interest**

To receive declarations of interest and consider any requests for dispensations relating to disclosable pecuniary interests, other registerable interests or non-registerable interests.

**4. Questions to the Mayor**

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

**5. Confirmation of Council Minutes**

To confirm the minutes of the Ordinary Council Meeting held on Wednesday 5 November 2025 as a true record. **(Pages 4-10)**

**6. Mayor's Announcements**

To receive such communications as the Mayor may wish to lay before Council. **(Pages 11-12)**

**7. Minutes of Committee Meetings**

To receive and adopt the minutes of the following meetings:

- |  |                      |
|--|----------------------|
| a) Planning & Environment Committee 5 November 2025  | <b>(Pages 13-14)</b> |
| b) Planning & Environment Committee 19 November 2025 | <b>(Pages 15-16)</b> |
| c) Assets & Services Committee 19 November 2025      | <b>(Pages 17-21)</b> |
| d) Planning & Environment Committee 3 December 2025  | <b>(Pages 22-24)</b> |
| e) Finance & Governance Committee 10 December 2025   | <b>(Pages 25-27)</b> |
| f) Planning & Environment Committee 17 December 2025 | <b>(Pages 28-31)</b> |
| g) Civic & Community Committee 17 December 2025      | <b>(Pages 32-36)</b> |

**8. Reports from Members appointed to Outside Bodies**

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

**9. Notice of By-Election**

To note the resignation of Cllr Margaret Morris and the resulting casual vacancy. As more than ten electors have requested a by-election in writing to East Suffolk Council, a by-election will be held on Thursday 12 February 2026. **(Page 37)**

**10. Budget, Reserves and Precept 2026/27**

To consider and approve the Budget, Reserves and Precept for the financial year 2026/27. **(Pages 38-42 & Appendices A and B)**

**11. Meeting Schedule 2026/27**

To approve the schedule of meetings for Council and its Committees for the Municipal Year 2026/27. **(Pages 43-44 & Appendix C)**

**12. Earmarked Reserves Expenditure**

To note Committee decisions relating to the use of Earmarked Reserves in accordance with the approved Terms of Reference for 2025/26. **(Pages 45-46)**

**13. Co-option Policy and Procedures**

To approve a draft Co-option Policy. **(Page 47 & Appendix D)**

**14. LCAS Gold Award**

To confirm that all required documentation, information and conditions are in place to support re-application for the LCAS Gold Award and are published on the Council's website where applicable. **(Page 48)**

**15. CCTV Proposal**

To receive an update from the CCTV Working Group, consider participation in a joint CCTV Steering Group, endorse East Suffolk Council's district-led upgrade proposal, and approve £42,000 from the CCTV Earmarked Reserve. **(Pages 49-51)**

**16. CIL Working Group Report - Walton Hall and Cavendish Park Projects**

To receive an update from the CIL Working Group and consider approval of CIL funding for Walton Hall refurbishment and Cavendish Park play equipment upgrade. **(Pages 52-54)**

**17. 20mph Zone – Central Conservation Area**

To note progress on the proposed 20mph zone extension and consider approval of funding, with up to 50% to be met from CIL. **(Pages 55-56)**

**18. Accounts for Payment**

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

Date	Voucher Nos.	Total Payment
14/11/2025	283 – 305	£10,947.19
30/11/2025	306 – 324	£105,204.86
19/12/2025	325 – 346	£82,580.06
	<b>TOTAL</b>	<b>£198,732.11</b>

**19. Closure**

To close proceedings and note that the next meeting will be the Ordinary Council Meeting at 7.30pm on Wednesday 4 March 2026.

## **AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES**

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

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

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

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

### **MOMENT OF REFLECTION**

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

### **251. PUBLIC QUESTION TIME**

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

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

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

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

A resident of Barton Road requested the Council's support for the introduction of a 20mph speed limit, citing safety benefits in an area with multiple care

homes, as well as wider environmental and wellbeing advantages. Members thanked the resident for their comments, which would be considered later in the meeting during discussion of the speed survey report.

## **252. APOLOGIES FOR ABSENCE**

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

## **253. DECLARATIONS OF INTEREST**

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

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

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

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

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

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

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

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

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

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

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

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

## **256. MINUTES OF COMMITTEE MEETINGS**

**It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:**

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

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

None.

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

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

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

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

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

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

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

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

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

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

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

Following debate, the motion was approved.

**RESOLVED that Felixstowe Town Council:**

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

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

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

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

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

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

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

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

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

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



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

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

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

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

**It was RESOLVED that**

- i. the Annual Governance and Accountability Return including Audit Certificate be approved and accepted as presented; and,**
- ii. it be noted that in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 & the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 16 September 2025 and is available to view on the Financial Page of the Town Council Website.**

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

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

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

**263. EARMARKED RESERVES EXPENDITURE**

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

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

**264. COUNCIL INVESTMENTS**

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

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

## **265. ICT POLICY**

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

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

## **266. REMEMBRANCE EVENTS 2025**

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

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

## **267. ACCOUNTS FOR PAYMENT**

Council considered the schedule of accounts for payment.

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

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

## **268. CLOSURE**

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

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## **AGENDA ITEM 6: MAYOR'S ANNOUNCEMENTS**

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

09/11/2025	Remembrance Sunday
11/11/2025	Armistice Day
12/11/2025	Doris Sagar Funeral St Mary's Church Walton
13/11/2025	Active Lives AGM
14/11/2025	Felixstowe International School Students to Interview the Mayor
18/11/2025	Brook Lane Dental Surgery - Accepting a Donation for Mayor's Charity
20/11/2025	Port of Felixstowe Autonomous Truck Showcase
22/11/2025	Felixstowe Community Hospital Christmas Bazaar
27/11/2025	Felixstowe Fairtrade AGM
28/11/2025	Orwell District Scouts Carol Service
29/11/2025	Opening Refurbishment of Grosvenor Public House
29/11/2025	Lions' Christmas Light Up Day
01/12/2025	Kids Kitchen Final The Alex
02/12/2025	Fairfield Christmas Play
02/12/2025	Opening Charity Christmas Tree Festival Salvation Army
02/12/2025	Mayor Charity Italian evening Alba Chiara
03/12/2025	Cotman House Christmas Visit
04/12/2025	Carols at the Tower
06/12/2025	Nikolausfest - Wesel Association
07/12/2025	Orwell Connection Choir Christmas Concert
09/12/2025	Grange School Christmas Nativity Assembly
09/12/2025	Fashion Show Models Get Together St John's Church
10/12/2025	Fairfield Christmas Play
11/12/2025	Inner Wheel Christmas Lunch
11/12/2025	Maynell Christmas Visit
12/12/2025	Fairfield Christmas play Key Stage 1
12/12/2025	The Firs Christmas Visit
12/12/2025	Mayors Civic Carol Service
14/12/2025	Nine Lessons and Carols St John's Church

16/12/2025	Whitegables Christmas Visit
16/12/2025	Foxgrove Christmas Visit
18/12/2025	QVSR Annual Christmas Carol Service Seafarers Centre
18/12/2025	Pop Up Hub and Christmas Party at St Philips
19/12/2025	Coniston House Christmas Visit
19/12/2025	Salvation Army Christmas Concert
20/12/2025	Harbour Manor Christmas Visit
21/12/2025	Christingle St. John's Church
21/12/2025	Salvation Army Carol Service
22/12/2025	Christmas Train run - Ukrainian Refugee Children
22/12/2025	Mill Lane Christmas Visit
23/12/2025	Christmas Train Run - Photo Shoot
25/12/2025	Community Hospital Christmas Visit
25/12/2025	Salvation Army Christmas Lunch

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

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## **AGENDA ITEM 7: MINUTES OF COMMITTEE MEETINGS**

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

**PRESENT:** Cllr S Bird (Chairman) Cllr S Bennett  
Cllr D Aitchison Cllr J Candy  
Cllr N Barber Cllr A Folley

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

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

### **243. PUBLIC QUESTION TIME**

None

### **244. APOLOGIES FOR ABSENCE**

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

### **245. DECLARATIONS OF INTEREST**

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

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

### **246. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 22 October 2025 be confirmed as a true record.

### **247. PLANNING APPLICATIONS**

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

<b>A</b>	<b>DC/25/4001/VOC   Variation of Condition Nos. 5 and 10 of DC/21/3854/FUL - Retention and refurbishment of Riby House and sub division of Plot to create two additional dwellings - Wording of conditions</b> <b>Riby House 9 Riby Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>B</b>	<b>DC/25/3991/CLE   Certificate of Lawful Use (Existing) - C3 Dwelling -</b> The outbuildings are incidental to the dwelling and for use of the occupiers only. <b>102 Coronation Drive</b>
<b>Committee recommended APPROVAL.</b>	

## 248. PLANNING DECISIONS

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

## 249. CORRESPONDENCE

- i. The Town Clerk reported the receipt of correspondence from Mr Robert Edge, Clean Energy Specialist at Freeport East, advising of a prospective collaborative bid for an autonomous electric minibus trial in Felixstowe. The proposed pilot would link Landguard Fort car park with Felixstowe Pier via the seafront, using 5G-enabled technology to support vehicle operation. The initiative aims to reduce seafront traffic while maintaining visitor accessibility. Mr Edge confirmed that discussions are also taking place with Suffolk County Council, East Suffolk Council and the Landguard Trust. Members looked forward to hearing further details and suggested the BID should be informed.
- ii. The Town Clerk reported correspondence with Suffolk County Councillor Steve Wiles concerning a resident's complaint about speeding along High Road East. It was noted that police may be planning monthly speed checks, although this had not yet been confirmed. Other options available to local councils under Suffolk County Council's *Working Together to Reduce Speeding* initiative include Police enforcement, Community Speed Watch, Speed Indicator Devices (SIDs), or inclusion on the Temporary Vehicle Activated Sign (TVAS) programme. Members noted that any monitoring undertaken by the Police could provide useful data to inform future interventions.

**Committee noted the correspondence.**

## 250. CLOSURE

The meeting was closed at 10.03am. It was noted that the next meeting was scheduled to take place on Wednesday 19<sup>th</sup> November 2025 at 9.30am.

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

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

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

**269. PUBLIC QUESTION TIME**

None

**270. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr D Aitchison, Cllr M Morris and Cllr B Price**

**271. DECLARATIONS OF INTEREST**

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

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

**272. CONFIRMATION OF MINUTES**

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

**273. PLANNING APPLICATIONS**

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

<b>A</b>	<b>DC/25/3836/FUL   Decommissioning and Removal of Old Fuel Tanks and Installation of New Underground Fuel Tanks and Associated Works Petrol Filling Station Anzani Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>B</b>	<b>DC/25/4115/FUL</b>   Single Storey Rear Extension to Dwelling and Installation of First Floor Window to North Elevation <b>8 Picketts Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>C</b>	<b>DC/25/3986/FUL</b>   Single storey rear extension with dormer roof to rear 2nd floor roof. <b>4 Cobbold Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>D</b>	<b>DC/25/4146/VOC</b>   Variation of Condition No. 11 of DC/24/1020/OUT - Outline Application (All Matters Reserved) - Demolition of Auction House and erection of 7 dwellings – Omit the second bullet point from condition 11 and remove "a minimum of two visitor car parking spaces for the site" <b>Diamond Mills Auction House Orwell Road</b>
<b>Committee recommended APPROVAL.</b>	

## 274. PLANNING DECISIONS

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

## 275. CORRESPONDENCE

### a) **Cycle Shelter, Sainsburys.**

Confirmation, following correspondence between Cllr S Bennett and the store, that a covered cycle parking area is planned for the main car park at the rear of Sainsbury's. Due to fabrication lead times, the commencement of works was scheduled for 1<sup>st</sup> December 2025.

### b) **ESC Licensing - New Street Trading Policy**

Notification of ESC's new Street Trading Policy which would come into effect from 1<sup>st</sup> December 2025. As all streets in Felixstowe are undesignated, Committee sought clarification on ESC's comment that it would be for the Town Council to decide how to manage street trading in the area. Cllr J Candy would take this up at ESC and report back.

**Committee noted the correspondence.**

## 276. CLOSURE

The meeting was closed at 10.27am. It was noted that the next meeting was scheduled to take place on Wednesday 3<sup>rd</sup> December 2025 at 9.30am.



**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 19 November 2025 at 7.30pm**

**PRESENT:** Cllr D Rowe (Chairman) Cllr S Harkin  
Cllr M James (Vice Chairman) Cllr M Sharman  
Cllr D Aitchison Cllr W Underwood

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

**IN ATTENDANCE:** 2 Members of the public (in person)  
1 member of the public (via Zoom)  
Mr N Farthing, Felixstowe Allotment Association

**277. PUBLIC QUESTIONS**

In respect of bonfires, a member of the public – a resident of Trelawny Place – called on the Council to extend the seasonal ban on bonfires to year-round, citing concerns over the lack of control over, environmental concerns, the risk to health, quality of life, air quality, loss of habitat, and other related nuisances, as well as the increased risk of fire spreading.

**278. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr B Price and Cllr M Morris.**

**279. DECLARATIONS OF INTEREST**

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

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)
Cllr D Rowe	#282	Other registerable interests (as a Director of Level Two which has an allotment)
Cllr D Aitchison	#282	Other registerable interests (as a Director of Level Two which has an allotment)

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

## **280. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 17 September 2025 be signed by the Chairman as a true record.**

## **281. ASSETS & SERVICES BUDGET REPORT**

The Committee reviewed income and expenditure against the budget as of 14 November 2025.

On a question on Town Hall hire, clarification was given that all rooms suitable for licensing are currently licensed, though the duration of the Santander tenancy remained unconfirmed. It was noted that the availability of day-use rooms limited their suitability for longer-term leasing.

**It was RESOLVED that the Budget Report to 14 November 2025 be received and noted.**

## **282. ALLOTMENTS UPDATE REPORT**

Committee received the Allotment update report.

A discussion took place regarding the bonfire policy, including enforcement challenges, the impact on residents, and issues arising when bonfires resumed after the seasonal restriction. Members considered the need to balance allotment waste disposal with the concerns of neighbouring residents.

A representative of the Felixstowe Allotment Association addressed the Committee, acknowledging the concerns raised while emphasising the tradition and practical need for burning waste that cannot be composted. It was noted that some misuse of bonfires occurs when inappropriate materials are brought to the sites.

Members emphasised the importance of ensuring tenants are fully aware of the bonfire policy. It was noted that the policy is published on the Council's website, the allotment regulations outline the seasonal restrictions, and the annual letter to all tenants includes a reminder of the restrictions and the Bonfire policy, with a link to the full document online and an option to request a hard copy from the Town Hall.

Committee agreed that tenant awareness should be strengthened further.

Committee discussed potential adjustments to the current policy and agreed that controlled bonfires should continue under tighter conditions.

**It was RESOLVED that:**

- i. the Allotment update report be noted;**

- ii. **with effect from January 2026, bonfires be permitted only between the 1<sup>st</sup> and 7<sup>th</sup> of the months from October to May, subject to existing rules, and only when using incinerators;**
- iii. **the new regulations be communicated to all tenants, with the Felixstowe Allotment Association to include the information in its January newsletter;**
- iv. **that a copy of the bonfire policy be included in all new tenant welcome packs, in addition to the existing reminders provided annually and through the Council's website, and;**
- v. **the new Bonfire policy to be reviewed after 12 months and reported back to Committee.**

### **283. TOWN HALL UPDATE REPORT**

Committee considered the update on essential works relating to the emergency exit door and the replacement radiator.

**It was RESOLVED that:**

- i. **the Town Hall update report be noted, and;**
- ii. **the cost of £350 for the replacement FD30 fire-rated emergency exit door be met from the Town Hall Earmarked Reserve, and;**
- iii. **the cost of £250 + VAT for the replacement radiator and valves in the Magistrates' Room also be met from the Town Hall Earmarked Reserve.**

### **284. ALLENBY PARK GATES - REFURBISHMENT UPDATE**

Committee received a further update on the significantly delayed project. Members discussed the lack of progress, missed deadlines, uncertainty surrounding the condition and location of the railings, and concerns regarding overall workmanship and communication. Options considered included giving a final deadline, engaging an alternative contractor, and exploring legal remedies. It was noted that partial payment had been made and that outstanding works remained substantial.

**It was RESOLVED that:**

- i. **that no further payments be made and the contractor be given a final deadline of 5 December 2025 to install or return the outstanding railings, and;**
- ii. **that the Town Clerk, in consultation with the Chair of Assets & Services, be authorised to seek advice on potential legal action to recover costs and assets if the works are not completed or the railings not returned by the deadline.**

## **285. CEMETERY UPDATE REPORT**

The Committee received a report on the proposed removal of a large, dying cherry tree. In response to a query regarding the need for planning permission, it was clarified that none would be required, as the Cemetery is not located within a conservation area and the tree is not subject to a Tree Preservation Order (TPO).

**It was RESOLVED that Company 2 be appointed to remove the tree at a cost of £750, to be met from the Cemetery Earmarked Reserve.**

## **286. CEMETERY EXTENSION UPDATE**

Committee considered proposals for the hydrological risk assessment and agreed that a Tier 2 assessment should be undertaken.

Members also reviewed the proposed installation of removable bollards to prevent through-traffic on Cemetery Road, while maintaining access for visitors and staff. Clarification was given on the design and location, and that existing hedging and planned tree planting would reduce the risk of vehicles circumventing the barrier.

**It was RESOLVED that:**

- i. Company 2 be engaged to undertake a Tier 2 hydrological risk assessment at a cost of £4,695 + VAT, to be funded from the Cemetery Earmarked Reserve; and,**
- ii. removable bollards be installed on Cemetery Road at a cost of £347.26 + VAT, also to be funded from the Cemetery Earmarked Reserve.**

## **287. LGR AND LOCAL ASSETS**

Committee received an update on recent Local Government Reorganisation (LGR) briefings and discussed forming a Working Group to consider potential local asset and service transfers.

It was confirmed that a list of relevant assets was available for Members who had not attended the earlier workshop.

**It was RESOLVED that:**

- i. the update be noted; and,**
- ii. a politically proportionate 'LGR and Local Assets' Working Group of five Members be formed, with no Members who also serve on East Suffolk Council or Suffolk County Council, comprising of Cllr D Rowe (Chair), Cllr D Aitchison, Cllr N Barber, Cllr M James and Cllr W Underwood.**

## **288. DRAFT BUDGET CONSIDERATIONS 2026-27**

Committee considered first draft proposals for its element of the Council's 2026-2027 budget and reviewed the accompanying notes to the estimates in the report.

**It was RESOLVED that the draft proposals for the Assets & Services element of the Council's 2026-27 budget be recommended as presented to Council's Finance & General Purposes for further consideration.**

## **289. GRIT BINS**

Committee received the report on grit bins and noted the request for a new grit bin at the junction of Ferry Road and Cliff Road. Clarification was given that any request must be submitted by the Town Council, regardless of who funds the purchase.

A brief discussion took place regarding funding options. It was noted that Cllr S Wiles had indicated he would be willing to fund the cost through his locality budget, and the Committee agreed that this should be the preferred approach.

A query regarding an icy private alleyway near the library was noted, with advice given that the library may be willing to hold supplies of grit and that the matter could be raised with County Councillors.

**It was RESOLVED that:**

- i. that the Grit Bins report be noted, and;**
- ii. that the request for a grit bin at the junction of Ferry Road and Cliff Road (opposite the golf club) be approved, and;**
- iii. that the Town Council submit the required application to Suffolk Highways and that the grit bin be funded through Cllr S Wiles' locality budget.**

## **290. CLOSURE**

The meeting was closed at 9.09pm. The next meeting was noted as being scheduled for Wednesday 18 February 2026 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 3 December 2025 at 9.30am**

**PRESENT:** Cllr S Bird (Chairman)  
Cllr D Aitchison  
Cllr N Barber  
Cllr S Bennett  
Cllr A Folley  
Cllr C Franklin  
Cllr B Price

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

**291. PUBLIC QUESTION TIME**

None

**292. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr J Candy** and **Cllr M Morris**.

**293. DECLARATIONS OF INTEREST**

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

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

**294. CONFIRMATION OF MINUTES**

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

**295. PLANNING APPLICATIONS**

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

<b>A</b>	<b>DC/25/4327/ADI</b>   1. Fascia Sign (illuminated) 2. Projection Sign 3. Painted graphics on existing fixed canopy <b>Orwell Hotel Hamilton Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>B</b>	<b>DC/25/4422/CLE</b>   Certificate of lawful Use (Existing) - Carrying out of building works to determine that works were commenced prior to expiry of the planning approval. Planning approved under appeal decision reference APP/X3540/W/21/3275958: Demolition of workshop and replacement with 1no detached dwelling, alterations and extension to existing building to retain shop/office and provide 2no one bedroom first floor flats and 1no two bedroom dwelling. Demolition of existing single storey element has been undertaken with site clearance and piled foundations completed prior to expiry of the approval as documented within the application submission. <b>19 Manning Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>C</b>	<b>DC/25/4260/FUL</b>   Single storey side/rear extension. <b>56 Looe Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>D</b>	<b>DC/25/4123/FUL</b>   Dropped kerb for access by vehicle to the front garden <b>110 Langer Road</b>
<b>Committee recommended APPROVAL. However Committee did have concerns about the excessive width proposed.</b>	
<b>E</b>	<b>DC/25/4492/VOC</b>   Variation of Condition No. 4 ( Foundation Design) of DC/21/3854/FUL - Retention and refurbishment of Riby House and sub division of Plot to create two additional dwellings - seeking to vary trigger point <b>Riby House 9 Riby Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>F</b>	<b>DC/25/4332/TCA</b>   1no. Sycamore (marked on plan) - Crown reduce by 30% and shape <b>102 Ranelagh Road</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

## **296. TRAFFIC REGULATION ORDER – JUBILEE AVENUE**

Committee considered correspondence received from Suffolk County Council (SCC) Highways regarding potential waiting restrictions on Jubilee Avenue, the

main spine road within the Bloor Homes development linking Walton High Street and Candlet Road. SCC confirmed that no waiting restrictions were required as part of the original planning approval, but that Bloor Homes had recently raised concerns about parking at school pick-up and drop-off times. SCC advised that any proposed restrictions would need to follow the Traffic Regulation Order (TRO) process and would require support from the Town Council.

Committee reviewed the information provided and considered the road safety implications and the impact on traffic flow along this key route.

**It was RESOLVED that the Clerk write to Bloor Homes to express the Town Council's wish that, for road safety and traffic flow reasons, Bloor seek a TRO for Jubilee Avenue from Suffolk County Council to regulate parking on this major route within Felixstowe.**

## **297. PLANNING DECISIONS**

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

## **298. CORRESPONDENCE**

### **Autonomous Minibus Trial – Correspondence from Freeport East**

Committee received further correspondence from Freeport East regarding a proposed autonomous minibus trial in Felixstowe. The scheme aims to operate an electric, 5G-connected autonomous minibus along a route from Landguard Fort to the Pier, with the potential to extend to the Spa Pavilion where an appropriate turning point exists. A recent test visit to Felixstowe by the Ohmio autonomous vehicle identified no significant issues along the intended route, with only minor considerations around Suffolk Sands Holiday Park which SCC's Strategic Transport Team are reviewing.

The objective of the trial is to reduce traffic pressure on the seafront while maintaining accessibility for visitors, and to support the wider innovation aims linked to Connected and Autonomous Mobility funding. The consortium is currently preparing its bid, which must be submitted in mid-December. As part of the submission, the project team has requested a letter of support from the Town Council.

**The Committee was supportive of the initiative and agreed that the Chair should write a letter of support for the bid.**

## **299. CLOSURE**

The meeting was closed at 10.35am. It was noted that the next meeting was scheduled to take place on Wednesday 17<sup>th</sup> December 2025 at 9.30am.





### **304. BUDGET MONITORING TO 30 NOVEMBER 2025**

Committee received the budget monitoring report to 30 November 2025, which highlighted variances exceeding 10% or £500 against budget estimates. Attention was directed at increased water prices, with members advised of recent unit charge rises. Committee was also advised that the invoice chasing process has been successful, with only the Magazine Sponsorship cost code appearing below the expected value due to outstanding invoices.

**RESOLVED** that the budget monitoring report to 30 November 2025 be noted.

### **305. BUDGET ESTIMATES 2026/27 (DRAFT)**

Committee considered papers showing a first draft full budget, including suggested Earmarked Reserve transfers. Members reviewed comparisons against the current year budget, actual expenditure, and projected outturn for 2025/26.

Relevant sections of the budget had previously been considered and recommended by the Council's Civic & Community, Assets & Services, and Personnel committees.

A recommendation for a 5% precept increase, aimed at avoiding significant depletion of the general reserve, was met with resistance from members, who preferred a 3.6% increase in line with inflation figures.

Committee requested the Clerk write to East Suffolk Council to enquire further into the details of the taxbase and suggested establishing a "budget working party" comprising existing members of the Finance & Governance Committee to allow for more detailed groundwork prior to January's budget setting. To help mitigate the impact on the general reserve, it was agreed that the Cemetery Groundskeeper apprenticeship would be postponed until 2027/28.

**It was RESOLVED** that it be recommended to Council that, subject to any further adjustments deemed appropriate by the Town Clerk (which would not alter the total requirement), the draft budget 2026/27 proposals with a 3.6% precept increase (£79.97 per annum for a Band D property) be approved.

### **306. CO-OPTION POLICY AND PROCEDURES**

The Committee received an overview of the Co-Option policy and procedures. Members raised minor questions, which were addressed. It was noted that the policy complies with NALC guidance and would meet the formal requirement set out by NALC's Local Councils Award Scheme accreditation.

**It was RESOLVED** that the Finance & Governance committee recommended the adoption of the Co-Option Policy to Council

### **307. LCAS GOLD AWARD APPLICATION**

Further to the previous item, Committee was advised of other requirements to meet Gold Award standards. Committee reflected on the work and effort undertaken to first achieve the LCAS Gold Award in 2015 and were advised that resolution from Council is the final step in the re-application process.

**It was RESOLVED that the Finance & Governance Committee recommend to Council that all required documents, information, and conditions are in place to re-apply for the Gold Award.**

### **308. CLOSURE**

The meeting was closed at 9.01pm. The next meeting noted as scheduled for Wednesday 28 January 2026 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 17 December 2025 at 9.30am**

**PRESENT:** Cllr S Bird (Chairman)  
Cllr D Aitchison  
Cllr N Barber  
Cllr S Bennett  
Cllr J Candy  
Cllr C Franklin  
Cllr B Price

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

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

**309. PUBLIC QUESTION TIME**

None

**310. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr A Folley**.

Committee noted, and recorded a vote of thanks, to its long-serving Vice-Chairman, **Cllr M Morris**, following her recent resignation from the Council.

It was agreed that **Cllr C Franklin** would act as the Vice-Chairman until such time as the Council formally reviewed Committee membership.

**311. DECLARATIONS OF INTEREST**

The following Other Registerable Interests were declared and noted:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bennett Cllr J Candy	All	Other registerable interests (as a Member of East Suffolk Council)
Cllr S Bennett Cllr S Bird	All	Other registerable interests (as Members of Suffolk County Council)
Cllr N Barber	#Item 313e	Other registerable interests (as the application site is above property in which he had a beneficial interest)

**Cllr N Barber advised that, as the application was directly related to the interest declared, he would leave the Chamber prior to and during the consideration of the application.**

### 312. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 3 December 2025 be confirmed as a true record.

### 313. PLANNING APPLICATIONS

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

<b>A</b>	<b>DC/25/4371/FUL</b>   Conversion of existing dwelling to 2 No. self-contained flats, removal of UPVC porch and lean-to extensions and associated works <b>Landguard Lodge Manor Terrace.</b>
<b>Committee recommended APPROVAL and welcomed this application. We believe that the conversion to residential, and its future occupancy, will preserve this historically significant building. Additionally, we welcome the additional amenity space and planting. We would, however, ask that the use of the annexe be conditioned to remain ancillary to the flat to which it is to be assigned.</b>	
<b>B</b>	<b>DC/25/4381/FUL</b>   Rear and side extension to an existing house <b>10 Park Avenue</b>
<b>Committee recommended REFUSAL. Whilst Committee were content with the proposed extension and its size, we have significant concerns as to the design. We believe that the use of zinc and aluminium in the parapet wall is incongruous with its surroundings. Furthermore, the stand alone, semi-industrial looking, chimney is out of keeping with the character of the area. We therefore feel that this proposal is contrary to SCLP policy 11.1 paras. b) and c) v. Additionally we believe this proposal will be detrimental for the neighbouring properties in terms of its stark appearance and therefore is contrary to SCLP policy 11.2 paras. b) and e).</b>	
<b>C</b>	<b>DC/25/4534/VOC</b>   Variation of Condition No. 2 of DC/25/2658/FUL - First floor side extension with single-storey rear extension - Design change - The first floor element of the works has been removed. We would like the approved drawing numbers to be replaced with the revised drawings. <b>14 Cliff Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>D</b>	<b>DC/25/3200/FUL   Ground and First Floor Extensions to self-contained Flats to create additional bedrooms Ellis House 9 York Road</b>
<p><b>Committee recommended REFUSAL. Whilst we recognise the provision of much needed additional living space, we feel that this proposal is unacceptable. It represents an over-development and unacceptable over-intensification of this site. We believe that the size of the proposed rear extension is unacceptable, particularly in terms of its height and massing and therefore is contrary to SCLP policy 11.1 paras. b) and c) ii, iii and iv.</b></p> <p><b>Additionally, the proposed extension will have an unacceptable impact for neighbouring properties, specifically the outlook from their rear amenity space and therefore is contrary to SCLP policy 11.2 paras. b) and e).</b></p> <p><b>Furthermore, the increased size of four of the five dwellings on site could have a significant impact on car parking in the road, given that this property - and many others - do not have off-street parking.</b></p>	

<b>E</b>	<b>DC/25/4512/FUL   Planning application for replacement of 4no. doors within their existing apertures and 1no. door replaced by window Maytree House 60 Maybush Lane</b>
<p><b>Committee recommended APPROVAL, subject to ESC Design and Conservation team being satisfied.</b></p>	

**At the point in the meeting, 10.44am, Cllr N Barber left the Chamber.**

<b>F</b>	<b>DC/25/4687/P3MA   Prior Notification - Commercial to Dwelling - Change of use from commercial, business and service use to a two-bedroom flat 154 Hamilton Road</b>
<p><b>Committee had NO OBJECTION.</b></p>	

**Cllr Barber returned, 10.50am.**

<b>G</b>	<b>DC/25/4604/P14J   Prior Notification- Roof mounted solar PV on non-domestic building Custom House View Point Road</b>
<p><b>Committee had NO OBJECTION. We strongly support and welcome this proposal which accords with SLCP policy 9.1 on renewable energy.</b></p>	

<b>H</b>	<b>DC/25/4300/FUL   Install step lift at front of the property and new entrance door Note: These works relate to a Disabled Facilities Grant 49 Brightwell Close</b>
<b>Committee recommended APPROVAL.</b>	

**314. PLANNING DECISIONS**

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

**315. CORRESPONDENCE**

None.

**316. CLOSURE**

The meeting was closed at 11.08am. It was noted that the next meeting was scheduled to take place on Wednesday 14<sup>th</sup> January 2026 at 9.30am.

**MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 17 December 2025 at 7.30pm**

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

**OFFICERS:** Mr Ash Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Ms H Miles (Communications Officer)

**317. PUBLIC QUESTION TIME**

None.

**318. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr A Folley**.

**319. 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	All	Other registerable interests (as a Member of Suffolk County Council)
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)

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

**320. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 22 October 2025 be confirmed as a true record.**

**321. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 30 November 2025.



**It was RESOLVED that the Budget Report to 30 November 2025 be received and noted with no further action required at this time.**

### **322. UK TOWN OF CULTURE**

The Committee received a report introducing the newly announced UK Town of Culture competition and outlining the potential opportunity for Felixstowe to participate through the submission of an Expression of Interest (EOI), subject to Council endorsement.

Members noted that the competition, launched by the Department for Culture, Media and Sport (DCMS), is intended to recognise and celebrate the cultural identity of towns, offering a £3.5 million prize fund for the successful town to deliver an ambitious cultural programme in 2028, with development funding available for shortlisted places.

Committee considered the relevance of the competition to Felixstowe, recognising the town's diverse cultural assets, heritage, creative organisations, and volunteer networks, as well as the potential wider benefits of partnership working, community engagement, and profile-raising, regardless of the outcome of the competition.

Members discussed the role of the Town Council at this early stage, noting that the EOI phase is expected to be light-touch and carry minimal financial risk. Any progression to a full bid would require more detailed consideration of governance, resources, and deliverability, and would be subject to further reports and formal approval by Council.

The importance of partnership working was emphasised, with Members expressing support for a convening and facilitative role for the Town Council, rather than acting as sole deliverer, and for ensuring that any preparatory work is inclusive, representative, and aligned with equality and accessibility principles.

**RESOLVED that the introduction of the UK Town of Culture competition and the potential opportunity it presents for Felixstowe be noted; and, the Committee supports officers undertaking preparatory work towards an Expression of Interest, including early stakeholder engagement and exploration of an appropriate partnership and governance framework, with further reports to be brought back to Committee and Council once DCMS guidance is published.**

### **323. CCTV – UPDATE FROM THE WORKING GROUP AND ESC PROPOSAL**

Committee received an update from the CCTV Working Group following its meeting on 5 December 2025, together with a draft proposal from East Suffolk Council (ESC) regarding a phased, district-led upgrade and monitoring model for public-space CCTV in Felixstowe.

Members noted the current position, including the split ownership of cameras between the Town Council and ESC, and the longstanding aspiration for a more strategic and consistent approach led by the statutory community safety authority.

Members noted the scope of the proposed upgrade, the indicative capital costs for the Felixstowe phase, the intention for ESC to assume responsibility for monitoring, and the proposal to establish a joint CCTV Steering Group involving ESC, the Town Council and Suffolk Constabulary.

An additional priority location at Runnacles Way (“Blue Bridge”) was discussed, and it was agreed that this be requested for consideration for inclusion, subject to this not impacting on project delivery timetable. Members further agreed that, should the additional camera be viable, the Town Council should consider funding the capital cost.

Members acknowledged that the proposal aligned with good governance principles by placing operational responsibility with the statutory authority, while enabling the Town Council to contribute proportionately through its existing CCTV Earmarked Reserve and retain an effective strategic voice.

**It was RESOLVED that:**

- i. the update from the CCTV Working Group be noted;**
- ii. the Committee supports the Town Council’s participation in a future joint CCTV Steering Group with East Suffolk Council and Suffolk Constabulary;**
- iii. the Committee recommends to Council, in principle, welcoming and endorsing the proposed district-led CCTV upgrade and monitoring model for Felixstowe;**
- iv. the Committee requests that ESC consider the inclusion of an additional camera at Runnacles Way (“Blue Bridge”), subject to this not impacting the project delivery timetable; and**
- v. the Committee recommends to Council that, subject to ESC proceeding with delivery of the upgraded system, the Town Council approves the release of its £42,000 CCTV Earmarked Reserve towards the capital cost of the project.**

### **324. FELIXSTOWE IN FLOWER 2027 AND BEYOND**

The Committee received a report reviewing the current operation of the Felixstowe in Flower scheme and proposing a strategic refocusing from the 2027 season onwards to enhance visual impact, sustainability, and operational efficiency.

Members noted the long-standing success and community value of the scheme, as well as review findings identifying stronger public support, sponsorship uptake, and maintenance efficiencies in concentrated, high-footfall areas such as Hamilton Road.

The challenges associated with the seafront displays were discussed, including high maintenance demands, exposure to coastal conditions, ageing infrastructure, and lower relative impact. Members considered the proposal to discontinue seafront displays (excluding the Town Hall) from 2027 and redirect resources towards Hamilton Road, the Shared Space, and Walton High Street.

Members requested that consideration be given to incorporating other spaces, such as Gosford Way and Adastral Close, in the scheme as well as other sustainable planting infrastructure, such as moss benches within the display arrangements.

The Committee welcomed the emphasis on sustainability, including reduced water use, vehicle mileage, and staff time, and the potential for modern, self-watering planters to improve resilience and presentation. The updated annual timeline was considered helpful in reflecting operational realities and governance requirements.

Members also noted related work by the Felixstowe BID in relation to street trees and recognised the opportunity for complementary improvements to the town centre environment.

**It was RESOLVED that:**

- i. the review of the current Felixstowe in Flower arrangements be noted;**
- ii. the proposal to remove seafront floral displays (excluding the Town Hall) from 2027 onwards be supported in principle;**
- iii. the redirection of resources towards Hamilton Road/Shared Space and Walton High Street be supported in principle;**
- iv. the updated Annual Timeline for the scheme be endorsed; and,**
- v. Officers bring forward further detailed proposals, including costings and sponsorship implications, for future consideration as required.**

**325. HARWICH HARBOUR FERRY UPDATE**

Committee received an update report following the annual meeting on Harwich Harbour Ferry funding for the 2026 season and discussions on the longer-term future of the service, including the potential for year-round operation.

Members noted the attendance and strategic interest of Freeport East, particularly in relation to workforce connectivity and longer-term investment

opportunities, alongside the significant operational, financial and infrastructure challenges currently facing the service.

Committee noted the limitations of the existing vessel, accessibility constraints at Felixstowe, weather and tidal risks, and the financial viability of winter operation. The opportunities associated with tourism growth, marketing improvements, cleaner fuels and future infrastructure feasibility work were also noted.

Members welcomed the proposed phased and evidence-led approach, including the development of a clearer business plan, improved data collection and continued partnership working.

**RESOLVED that the update report on the Harwich Harbour Ferry be noted.**

### **326. FELIXSTOWE FLOODS – 73RD ANNIVERSARY COMMEMORATION**

The Committee received a report outlining arrangements to mark the 73<sup>rd</sup> Anniversary of the Felixstowe Floods on Saturday 31 January 2026.

The Clerk advised that, since publication of the agenda, Langer School had indicated a wish to participate in the commemoration, which would be possible if held on Friday 30 January instead of Saturday.

Members noted the continued importance of the annual commemoration as part of the Council's civic programme and the plans for a short service at the Flood Memorial on Langer Road, including wreath-laying and community reflections. Members agreed that it would be preferable to hold the event at a time more appropriate for schools.

The Committee acknowledged the significance of maintaining the Memorial and ensuring that the history and impact of the 1953 floods continue to be remembered and shared with future generations.

**It was RESOLVED that the report on the forthcoming service to mark the 73<sup>rd</sup> Anniversary of the Felixstowe Floods be noted, and that the Civic Events Officer liaise with Langer School to confirm details of the commemoration service.**

### **327. CLOSURE**

The meeting was closed at 9.02pm. It was noted that the next meeting was scheduled for Wednesday 11 February 2026 at 7.30pm.

## **AGENDA ITEM 9: NOTICE OF BY-ELECTION**

On 12 December 2025, the Town Clerk received a letter of resignation from Councillor Margaret Morris, who had been on an extended leave of absence due to ill-health. The resignation was accepted and East Suffolk Council's Elections Team was formally notified.

In accordance with the statutory process, a Notice of Vacancy was displayed on the Town Council's noticeboard and website. During the prescribed notice period, more than ten electors submitted a written request to East Suffolk Council for an election to be held.

On Monday 5 January 2026, the Town Clerk was informed by East Suffolk Council that a by-election has therefore been triggered. The by-election for the vacant seat will take place on Thursday 12 February 2026.

Once the vacancy has been filled, Council will be asked at its March meeting to review committee memberships, outside body appointments and authorised signatories, as appropriate.

**Council is requested to note the information set out above.**

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## **AGENDA ITEM 10: BUDGET, RESERVES AND PRECEPT 2026/27**

Council is requested to consider and approve its budget estimates and Precept for the financial year 2026/27.

The draft budget has been reviewed by the Assets & Services, Civic & Community, Personnel, and Finance & Governance Committees, with their recommendations incorporated into the consolidated draft budget. Additional adjustments are shown in red in the supporting papers (**Appendices A and B**).

A summary comparison is provided against the current year's projected outturn and the previous year's figures (**Appendix A**), with detailed budget estimates, notes, and proposed movements to Earmarked Reserves (ERs) provided at **Appendix B**.

### **Tax Base**

East Suffolk Council will set the tax base for 2026/27 by 31 January 2026. Current forecasts indicate a tax base of 9,377.06 Band D equivalent properties for Felixstowe Town Council, an increase of 82.64 on 2025/26. At the existing Band D charge, this would generate an additional £6,379.26 in precept income.

### **Financial Governance Considerations**

Initial expenditure modelling was estimated to rise from £923,617 (budget 2025/26) to £970,640 (2026/27), reflecting inflationary pressures and service commitments. Council's Finance & Governance Committee noted that, based on the initial estimates presented, a 0% increase in the Band D charge for both 2026/27 and 2027/28 would place General Reserves below typical sector benchmarks (commonly cited as 3–12 months of net revenue expenditure for councils of this size £231,689 - £926,759). Under a frozen precept, the revenue budget shortfall for 2026/27 would have been around £75,429, reducing General Reserves from a projected £303,029 (Mar 2026) to £227,600 (Mar 2027), and further to £110,858 (Mar 2028).

Such a reduction would significantly limit the Council's ability to absorb cost pressures, respond to unforeseen events, or take advantage of unplanned opportunities. In this context, the draft budget presented to the Finance & Governance Committee was modelled on an indicative 5% increase to the Band D tax charge for 2026/27.

On reviewing budget proposals, Committee sought to limit any proposed increase in line with the most recently published CPI inflation rate of 3.6% ([ONS, Oct 2025](#)), coupled with a reduction in expenditure achieved through a pause on recruitment. With the anticipated forthcoming CCTV project, an small further ongoing revenue saving is expected to be achieved from 2026/27.

A 3.6% increase represents an annual rise of £2.78 on a Band D property (approximately 23p per month) and, together with the reduction in budgeted expenditure, is estimated to limit the 2026/27 in-year shortfall to £11,778.

## Earmarked and Restricted Reserves

Earmarked Reserves are forecast to reduce from £638,455 (Mar 2023) to £469,599 (Mar 2028), reflecting planned project drawdowns. ERs cannot be applied to general operational pressures.

CIL reserves are strictly restricted; and, whilst projected to peak at £487,008 (Mar 2026), receipts are unpredictable beyond the short term, and unspent CIL must be used within the statutory timeframe.

Although headline total reserves remain high (£1.33m in Mar 2025, declining to a projected £1.11m by Mar 2028), General Reserves are the only flexible resource and are projected to decline most sharply.

The summary table below shows the current year outturn projection, draft budget estimates for 2026-27 and a basic forecast for 2027-28:

<b>TOTALS</b>	<b>Actual 2023-24</b>	<b>Actual 2024-25</b>	<b>Budget 2025-26</b>	<b>Projected Outturn 2025-26</b>	<b>Draft Budget 2026-27</b>	<b>Forecast Budget 2027-28</b>
General Reserves (c/f)	390,828	337,263	344,596	344,596	303,029	291,252
Earmarked Reserves (c/f)	638,455	592,697	573,315	573,315	534,599	510,099
CIL Reserves (c/f)	235,394	359,753	410,754	410,754	487,008	383,535
<b>TOTAL RESERVES (c/f balance)</b>	<b>1,264,677</b>	<b>1,289,713</b>	<b>1,328,665</b>	<b>1,328,665</b>	<b>1,324,637</b>	<b>1,184,886</b>
Income (excluding Precept or CIL)	179,536	198,085	191,601	227,414	202,896	203,911
Precept	621,629	664,727	717,436	717,436	749,873	749,873
Revenue Expenditure	792,177	813,979	923,617	926,759	933,046	959,117
Transfers from GF to Earmarked reserves	62,553	41,500	31,500	59,657	31,500	31,500
Earmarked Reserves Expenditure	108,310	60,883	52,000	98,372	56,000	72,000
CIL Income	158,024	158,651	0	163,604	66,527	0
CIL Expenditure	33,665	107,650	0	87,350	170,000	0
General Reserves (balance 31 March)	337,263	344,596	298,516	303,029	291,252	254,419
Earmarked Reserves (balance 31 March)	592,697	573,315	552,815	534,599	510,099	469,599
CIL Reserves (balance 31 March)	359,753	410,754	410,754	487,008	383,535	383,535
<b>TOTAL RESERVES (closing balance)</b>	<b>1,289,713</b>	<b>1,328,665</b>	<b>1,262,085</b>	<b>1,324,637</b>	<b>1,184,886</b>	<b>1,107,553</b>
<i>Surplus (+) Shortfall (-)</i>	<i>25,036</i>	<i>38,952</i>	<i>-66,580</i>	<i>-4,028</i>	<i>-139,751</i>	<i>-77,333</i>
<i>Surplus (+) Shortfall (-) excl. ER</i>	<i>-53,565</i>	<i>7,334</i>	<i>-46,080</i>	<i>-41,567</i>	<i>-11,778</i>	<i>-36,833</i>
<i>% Revenue Expenditure change (excl. CIL / ER)</i>	<i>2.89%</i>	<i>2.75%</i>	<i>13.47%</i>	<i>13.86%</i>	<i>0.68%</i>	<i>2.79%</i>
Taxbase (Band D Equivalents)	8,771.40	8,887.28	9,294.42	9,294.42	9,377.06	9,377.06
Precept charge per Band D	70.87	74.80	77.19	77.19	79.97	79.97
<b>Tax charge increase per Band D</b>	<b>0.00%</b>	<b>5.54%</b>	<b>3.20%</b>	<b>3.20%</b>	<b>3.60%</b>	<b>0.00%</b> if static taxbase

## Occasional Grants

Council should note that The Occasional Grants budget was increased from £25,000 to £35,000 in 2025/26, funded through the Community Fund ER.

The 2026/27 draft budget proposes a similar transfer; however, applying the ER in 2027/28 would leave £2,031, limiting future sustainability. Maintaining the higher grant level beyond 2027/28 will require additional funding from the revenue budget or alternative sources.

The budget estimates presented are summarised following precept calculation:

	<b>Budget 2025/26</b>	<b>Budget 2026/27</b>
Estimated Total Expenditure Requirement	£923,617	£970,640
Less Estimated Income	£191,601	£202,896
Add Contribution to Earmarked Reserves	£31,500	£31,500
Less Contribution from General Fund	£46,080	£11,778
<b>Gross Precept Requirement</b>	<b>£717,436</b>	<b>£749,873</b>
<b>Band D Equivalent Properties</b>	<b>9,294.42</b>	<b>9,377.06</b>
<b>Annual Council Tax charge per Band D</b>	<b>£77.19</b>	<b>£79.97</b>
% change year on year	3.20%	3.60%

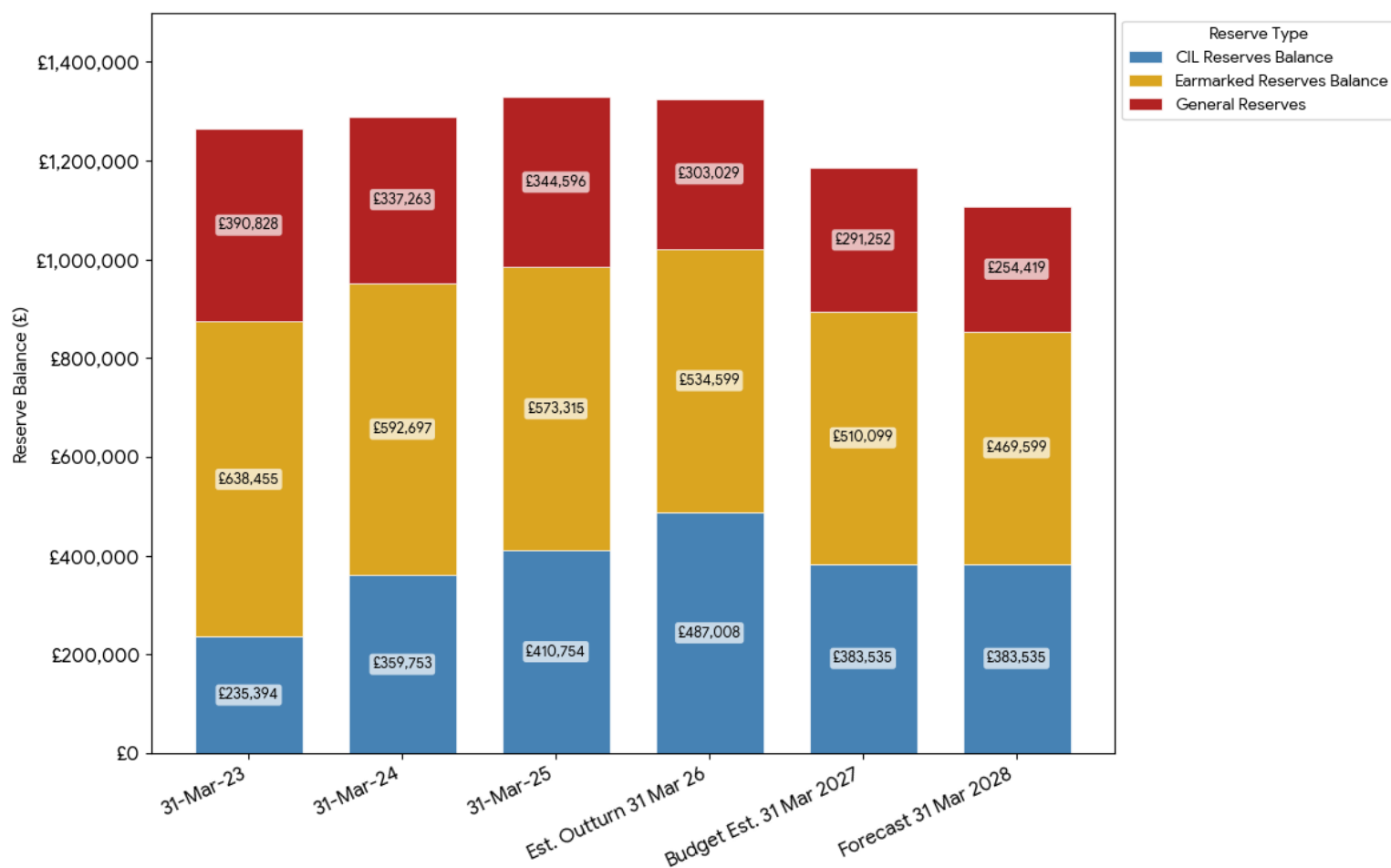
The table below shows the annual Band D tax charge for all precepting town councils in East Suffolk over the past five years, highlighting that Felixstowe remains among the lowest-charging comparable towns, although differences in service provision between councils limit direct comparisons.

	Annual Band D Tax Charge				
Town Council	2021-22	2022-23	2023-24	2024-25	2025-26
Leiston	£171.63	£171.63	£173.42	£179.64	£184.34
Lowestoft	£142.68	£146.63	£152.85	£160.38	£181.23
Saxmundham	£143.28	£143.28	£150.30	£158.03	£165.14
Woodbridge	£110.67	£119.50	£125.40	£146.36	£156.95
Halesworth	£81.34	£81.34	£88.25	£90.46	£155.48
Bungay	£88.34	£95.18	£98.28	£112.14	£134.67
Aldeburgh	£114.95	£114.31	£113.21	£118.24	£118.22
Framlingham	£105.31	£105.31	£110.05	£113.27	£115.80
Southwold	£109.59	£109.59	£109.59	£109.59	£109.59
Kesgrave	£63.07	£67.93	£74.03	£87.47	£92.24
Beccles	£38.82	£39.74	£42.98	£69.44	£79.06
Felixstowe	£70.87	£70.87	£70.87	£74.80	£77.19
Carlton Colville	£21.68	£21.68	£21.68	£21.68	£22.87



The table below, with the accompanying chart on the following page, illustrates the Council's reserve balances over time and projections for the next two years.

Code	Description	31-Mar-23	31-Mar-24	31-Mar-25	Est. Outturn 31 Mar 26	Budget Est. 31 Mar 2027	Forecast 31 Mar 2028
	<b>Total Reserves Balance</b>	<b>£1,264,677</b>	<b>£1,289,713</b>	<b>£1,328,665</b>	<b>£1,324,637</b>	<b>£1,184,886</b>	<b>£1,107,553</b>
	<b>General Reserves</b>	<b>390,828</b>	<b>337,263</b>	<b>344,596</b>	<b>303,029</b>	<b>291,252</b>	<b>254,419</b>
	<b>Earmarked Reserves</b>	<b>638,455</b>	<b>592,697</b>	<b>573,315</b>	<b>534,599</b>	<b>510,099</b>	<b>469,599</b>
	<b>CIL Reserves</b>	<b>235,394</b>	<b>359,753</b>	<b>410,754</b>	<b>487,008</b>	<b>383,535</b>	<b>383,535</b>
	<b>Individual Earmarked Reserves Balances:</b>						
330	Election Expenses	23,862	8,502	7,839	13,839	19,839	9,839
335	Enhancement Promotional	692	-	-	-	-	-
345	Asset Repairs & Renewals	23,065	26,065	29,065	19,940	22,940	25,940
350	IT Replacement Fund	25,403	20,428	19,318	19,318	13,318	7,318
360	Cemetery Projects	204,542	210,638	222,201	233,844	203,844	173,844
365	Broadway House	59,727	59,646	56,558	31,558	31,558	31,558
370	Walton Community Hall	74,527	73,509	73,509	38,509	38,509	38,509
380	Town Hall	52,512	24,872	7,165	68,083	73,083	78,083
390	Community Fund	9,297	36,037	33,785	22,031	12,031	2,031
400	CCTV	42,000	42,000	42,000	-	-	-
405	Staffing Reserve	58,564	58,564	44,036	44,036	44,036	44,036
415	AFW Legacy/Jubilee/VE	8,010	-	-	-	-	-
392	Community Support Fund	41,254	-	-	-	-	-
420	Public Spaces	-	17,437	15,337	13,440	13,440	13,440
425	Play Equipment	15,000	15,000	22,500	30,000	37,500	45,000
500	Grant Funded Projects	-	-	-	-	-	-
	<b>Individual CIL Reserves Balances:</b>						
411	CIL 2019/20	24,302	-	-	-	-	-
450	CIL 2020/21 (April)	16,567	7,204	-	-	-	-
451	CIL 2020/21 (October)	724	724	-	-	-	-
452	CIL 2021/22 (April)	6,819	6,819	-	-	-	-
453	CIL 2021/22 (October)	70,471	70,471	-	-	-	-
454	CIL 2022/23 (April)	3,676	3,676	-	-	-	-
455	CIL 2022/23 (October)	112,835	112,835	94,079	6,729	-	-
456	CIL 2023/24 (April)	-	46,844	46,844	46,844	-	-
457	CIL 2023/24 (October)	-	111,180	111,180	111,180	-	-
458	CIL 2024/25 (April)	-	-	17,750	17,750	12,503	12,503
459	CIL 2024/25 (October)	-	-	140,901	140,901	140,901	140,901
460	CIL 2025/26 (April)	-	-	-	93,319	93,319	93,319
465	CIL 2025/26 (October)	-	-	-	70,285	70,285	70,285
466	CIL 2026/27	-	-	-	-	66,527	66,527



**Council is therefore requested to consider the recommendations of the Finance & Governance Committee (*Minute #305 of 2025/26 refers*) and:**

- i. **approve and adopt the Felixstowe Town Council Budget for 2026/27 as follows:**  
**Total Budgeted Expenditure: £933,046**  
**Total Budgeted Income: £202,896**
- ii. **approve the 2026/27 Precept demand to East Suffolk Council of £749,873, representing a 3.6% increase in the Band D charge; and,**
- iii. **authorise the Town Clerk to take any necessary actions and submit any information required by East Suffolk Council in respect of the Precept.**

## **AGENDA ITEM 11: MEETINGS SCHEDULE 2026/27**

The draft Meetings Calendar for the 2026/27 Municipal Year is attached at **Appendix C**.

The calendar has been prepared based on the Council's established cycle of meetings and provides for the following programme:

**Annual Council Meeting (1):**

7.00pm on the third Wednesday in May.

**Council (5):**

7.30pm on Wednesdays: 17 June, 2 September, 4 November, 13 January and 3 March.

**Finance & Governance Committee (5):**

7.30pm on Wednesdays: 3 June, 14 October, 9 December, 27 January and 17 March.

**Assets & Services Committee (5):**

7.30pm on Wednesdays: 8 July, 16 September, 18 November, 17 February and 21 April.

**Civic & Community Committee (6):**

7.30pm on Wednesdays: 10 June, 9 September, 21 October, 16 December, 10 February and 14 April.

**Personnel Committee (2):**

6.00pm on Wednesdays: 7 October and 7 April.

**Planning & Environment Committee:**

Fortnightly on Wednesdays (approximately 24 meetings per year), with a recess in August, at Christmas and at Easter.

**Annual Town Meeting (1):**

7.00pm on the second Wednesday in May.

**Other meetings (to be scheduled as required):**

- **Youth Forum:** Dates to be confirmed in liaison with local schools.
- **Appeals Committee:** To be convened if required.

As several Town Councillors also serve on East Suffolk Council and/or Suffolk County Council, the draft calendar has been compared against the most recently available meeting schedules for those authorities.

There are currently no known clashes. East Suffolk Council Full Council meetings are usually held on the third Wednesday of the month and, if this pattern continues, there may be a potential clash for East Suffolk Council Members with the Assets & Services Committee meeting scheduled for 17 February 2027. However, none of the

current Members of the Assets & Services Committee are Members of East Suffolk Council.

All scheduled Full Council and Cabinet meetings of Suffolk County Council commence at 2.00pm and do not clash with any Town Council meetings. Some Suffolk County Council committee meetings commencing at 10.00am may coincide with the Town Council's Planning & Environment Committee meetings, although it is not currently known whether this will affect local County Councillors.

**Council is requested to approve the Meetings Calendar for the 2026/27 Municipal Year, as set out at Appendix C.**

## **AGENDA ITEM 12: EARMARKED RESERVE EXPENDITURE**

The Council's Terms of Reference, adopted at the Annual Council Meeting (*Minute #12 of 2025/26*), authorise Committees to approve expenditure from Earmarked Reserves relevant to their remit, up to a limit of £20,000 per financial year, without requiring further approval from Council.

The following expenditure has been committed from Earmarked Reserves following approval by the Assets & Services Committee:

Min #	Description	Net Amount	Earmarked Reserve
102i	Electric Van	£12,125	Asset Repair and Renewal
283ii	Replacement fire door/Emergency exit	£350	Town Hall
283iii	Replacement radiator and valves in Magistrates Room	£250	Town Hall
285	Remove large dying cherry tree from Cemetery	£750	Cemetery
286i	Tier 2 Hydrological Risk Assessment	£4,695	Cemetery
286ii	Removable bollards for Cemetery Road	£347.26	Cemetery

The following expenditure has previously been noted by Council for the year 2025/26:

Min #	Description	Net Amount	Earmarked Reserve
415i (2024/25)	Cemetery Shower final payment	£2,564.67	Cemetery
289ii (2024/25)	Solar Panels Air Source Heat Pump	£20,762 £7,630	Walton (This has been 80% funded by the UKSPF Rural Business and Community Hub Fund Grant – remainder to go via CIL Working Group)
521ii (2024/25)			
413 (2024/25)	New motor for Lift	£3,482.40	Town Hall
182 (2024/25)	Charity Summit (held February 2025, invoiced in April)	£1,058.34	Community Fund
392 (2024/25)	VE Day barriers	£695	Community Fund
183 (2025/26)	2 FTC Branded Gazebos	£1,897.44	Public Spaces

The following Community Infrastructure Levy expenditure has previously been approved by Council for the year 2025/26:

Min #	Description	Net Amount	Earmarked Reserve
270ii	Gates at Allenby Park	£15,000	CIL
270 iv	Level Two Music Digital Arts Centre at Beach Street	£30,000	CIL
147iii	Felixstowe Charities Network Website	£500	CIL
147ii	Rugby Clubhouse project (ring-fenced, subject to planning permission and funding conditions)	£20,000	CIL
258	Landguard Trust	£50,000	CIL

**Council is requested to note the expenditure from Earmarked Reserves, as approved by the Assets & Services Committee.**

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## **AGENDA ITEM 13: CO-OPTION POLICY AND PROCEDURES**

“Co-option” is the process by which a local (parish or town) council fills a seat without holding a public by-election. This is typically when a “casual vacancy” occurs (for example, if a councillor resigns, dies, or becomes disqualified) and no by-election is called. It may also apply where, at a regular election, there are insufficient candidates to fill all available seats. In such cases, the council may co-opt to ensure full membership and effective governance.

Because councils have flexibility when co-opting, the National Association of Local Councils (NALC) recommends adopting a formal co-option policy. A policy ensures that any co-option is conducted fairly, transparently, and consistently, providing confidence to both councillors and residents.

A robust co-option policy typically includes:

- Eligibility criteria: Who may stand and any disqualifications.
- Advertising of vacancies: Ensuring vacancies are publicised widely via noticeboards, the Council website, and other appropriate channels.
- Person specification/role description: Outlining skills, experience, or representation the Council wishes to encourage, helping address any skill gaps or representational imbalances (e.g., age, gender, geographic distribution within the town).
- Transparent selection process: Applications, candidate statements or presentations, and a formal vote by Full Council (or delegated committee), requiring an absolute majority.
- Formal induction procedures: Acceptance of office, declaration of interests, and notifying Electoral Services/Monitoring Officer of the co-option.

Although Felixstowe Town Council has never previously needed to co-opt a councillor because all seats have been filled via election, adopting a co-option policy is required for councils seeking the Local Councils Award Scheme Gold level.

The draft Co-Option Policy presented at **Appendix D** was considered by the Finance and Governance Committee and is recommended to Council for adoption (*Minute #306 of 2025/26 refers*).

Approval of this policy ensures that Council:

1. Complies with NALC guidance and best practice.
2. Demonstrates governance readiness and transparency.
3. Meets a formal requirement for Gold Award accreditation.

**Council is requested to approve the Co-option Policy and Procedures at Appendix D.**

## **AGENDA ITEM 14: LCAS GOLD AWARD APPLICATION**

Felixstowe Town Council was the first of 424 parish and town councils in Suffolk to be awarded 'Quality Gold', the highest level in the Local Councils Award Scheme (LCAS), in 2015.

This prestigious award recognised the Council for exemplary governance, community engagement, and business planning. At the time, fewer than 40 of England's 9,000 town and parish councils had achieved this level, placing Felixstowe Town Council in an elite group. The Council was commended for going beyond statutory obligations, actively seeking improvements, and demonstrating innovation within the local council sector.

The Local Council Award Scheme celebrates the achievements of high-performing councils, providing a framework for continuous improvement. Accreditation demonstrates that a council meets high standards in governance, financial management, and community engagement, while fostering collaboration, knowledge-sharing, and sector-wide best practice. Further information is available via the National Association of Local Councils (NALC) website:

[Local Council Award Scheme Guide to the Scheme](#)

Following a delay in reaccreditation during the pandemic, NALC has undertaken a comprehensive review of the scheme, incorporating feedback from focus groups, public consultations, and stakeholder engagement.

Last year, the Finance and Governance Committee resolved to pursue reaccreditation of the Gold award (*Min #363, 2024/25*). All requirements are now in place, and the Committee has confirmed that all necessary documentation, information, and conditions are prepared for re-application and are published on the Council's website where applicable (*Min #307, 2025/26*).

This resolution from Council is required in order to make the final application.

**Council is requested to consider the requirements as set out in the Guide to the Local Council Award Scheme (see link above) and confirm that all the required documents, information and conditions are in place to re-apply for the Gold award and these are published on the Council's website, where applicable.**

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## **AGENDA ITEM 15: CCTV - UPDATE FROM THE WORKING GROUP AND ESC PROPOSAL**

This report updates Council on the work of the Town Council's CCTV Working Group, which met on Friday 5 December 2025, and presents a proposal received from East Suffolk Council (ESC) regarding the future delivery, ownership and monitoring of public space CCTV in Felixstowe.

Council is asked to consider the Working Group's conclusions, the recommendations from the Civic and Community Committee (*Min #323 2025/26 refers*) and determine an in-principle endorsement of the proposed partnership approach and use of the Town Council's CCTV Earmarked Reserve towards the capital phase of the project.

### **Background**

Felixstowe Town Council currently maintains nine of the fifteen public space CCTV cameras in the town, with servicing of these carried out by STC Solutions; the remaining six (Sea Front Gardens) are owned by East Suffolk Council.

Monitoring is not undertaken by Felixstowe Town Council; footage is accessed by Suffolk Police and reviewed post-incident from equipment located at the Police Station.

For several years, Felixstowe Town Council has expressed support for a more strategic, district-led CCTV model. East Suffolk Council is the statutory authority for community safety and holds responsibility for the majority of public assets where CCTV is required. Felixstowe Town Council's CCTV Earmarked Reserve (£42,000) exists to support improvements in partnership with East Suffolk Council should an appropriate upgrade proposal emerge.

### **Update from the CCTV Working Group (Meeting of 5 December 2025)**

The Working Group received an update from Sergeant Nick Kitchen confirming that Suffolk Police will now check existing cameras weekly. A service report was also received from STC Solutions detailing maintenance since March 2025.

The Working Group noted that:

- Public safety and ASB mitigation are the primary objectives for CCTV.
- East Suffolk Council, as the statutory body for community safety and the principal owner of public assets, is better placed to lead the operational and governance model for a modernised system.
- Felixstowe Town Council has consistently indicated it does not wish to be a data controller or operate monitoring systems from the Town Hall; monitoring should remain with either the Police or a district-managed monitoring centre.

## East Suffolk Council Proposal

East Suffolk Council has now shared a draft proposal for a phased CCTV upgrade across Felixstowe and Lowestoft. Key elements relating to Felixstowe include:

- Upgrade of the existing 15 cameras plus installation of 8 new cameras across priority sites including Sea Road, Langer Park, Hamilton Road, the Library, Train Station, Walton High Street, and the Viewpoint Café area.
- A total estimated capital cost of £97,500 for the Felixstowe phase.
- East Suffolk Council is preparing to take a report through its own governance process early in the new year to secure district-level capital funding and approval for a unified monitoring model.
- Monitoring would be undertaken by East Suffolk Council (through East Suffolk Services Ltd or a contracted provider), with indicative ongoing annual monitoring costs funded by East Suffolk Council.
- A joint East Suffolk Council – Felixstowe Town Council–Suffolk Police CCTV Steering Group would be established to oversee implementation and ongoing performance management.

## Working Group Position

The Working Group agreed that:

1. they are content to contribute the CCTV Earmarked Reserve (£42,000), endorsed by the Civic and Community Committee (*Min# 323v refers*) towards the capital cost of the Felixstowe upgrade, subject to the agreement of Council.
2. Felixstowe Town Council should remain an active partner within a joint CCTV Steering Group with ESC and the police, ensuring the Town Council retains an effective voice in strategic deployment, performance monitoring, and ongoing review.
3. Members reviewed the locations identified within East Suffolk Council's proposal. An additional priority location was identified as the blue bridge off Runnacles Way, which was a recognised ASB hotspot.

This approach aligns with good governance principles by allowing the statutory authority for community safety to take primary responsibility for delivery, while the Town Council contributes proportionately and appropriately to capital investment.

## Financial Implications

Felixstowe Town Council holds £42,000 within its CCTV Earmarked Reserve, set aside for future system improvements. Release of this reserve requires a decision of Council.

There are no further financial commitments proposed at this stage.

## **Next Steps**

- East Suffolk Council will progress its proposal through its governance channels in early 2026.
- Felixstowe Town Council to continue to engage to ensure that the Town Council's priorities are reflected, including consideration of the potential addition of the Runnacles Way "blue bridge" camera location.
- an in-principle endorsement of the partnership model and release of the earmarked reserve funds by full Council.

## **Council is requested to:**

- i. note the update from the CCTV Working Group and the Civic and Community Committee;**
  - ii. consider the Town Council's participation in any future joint CCTV Steering Group alongside East Suffolk Council and Suffolk Constabulary;**
  - iii. consider the recommendation of the Civic and Community Committee, that in principle, it welcomes and endorses the East Suffolk Council proposal for a district-led CCTV upgrade and monitoring model for Felixstowe; and,**
  - iv. subject to East Suffolk Council's commitment to delivering the upgraded system, approve the release of its £42,000 CCTV Earmarked Reserve towards the capital cost of Phase 1.**
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## **AGENDA ITEM 16: CIL WORKING GROUP UPDATE**

The Community Infrastructure Levy (CIL) Working Group met on 7 January 2026 and considered the following matters:

### **7<sup>th</sup> Felixstowe Scouts – Proposed Relocation**

The Working Group received a presentation from John Meyrick and John Baker regarding the proposed relocation of the 7<sup>th</sup> Felixstowe Scouts from their current Scout Hut at Felixstowe Cemetery.

The Scout Group currently has approximately £70,000 set aside towards relocation costs and is continuing to explore a range of potential sites within the town. The Group will return to the CIL Working Group with further details once options have been developed further.

### **Walton Community Hall Refurbishment Project**

The Working Group received an update on the Walton Community Hall refurbishment project.

In March 2025, Felixstowe Town Council was awarded a grant of £28,157.32 from the UK Shared Prosperity Fund – Rural Business and Community Hub Fund, representing 80% of the total project cost, towards environmental and community benefit improvements at Walton Community Hall. At the Assets & Services Committee, it was subsequently proposed that the remaining balance be met from CIL Earmarked Reserves (Minute 521(ii), 2024/25 refers).

The original project cost was estimated at £35,196.66. Savings have since been achieved through the installation of the air source heat pump, although some additional costs have arisen in relation to making good the ceiling following the repositioning of vents. These savings have also enabled LED lighting to be installed throughout the hall.

It is anticipated that the remaining contribution required from Felixstowe Town Council will be approximately £7,039.34. CIL funding is considered an appropriate means of supporting this expenditure, which delivers both environmental improvements and enhanced community facilities.

### **Cavendish Park – Play Equipment Improvements**

An upgrade to the play equipment at Cavendish Park is now being progressed by East Suffolk Council. Procurement is underway, with indicative timescales expected shortly. Completion is anticipated by September 2026, subject to tender outcomes and consultation.

The Working Group has welcomed the inclusion of this project within East Suffolk Council's programme and has suggested that £50,000 be allocated from Felixstowe Town Council's CIL Earmarked Reserves.

An indicative funding breakdown, comparable to projects at Seaton Road Park and Walton Recreation Ground, is set out below:

	<b>ESC Capital</b>	<b>Parish/Town Council</b>	<b>Active Communities Budget</b>	<b>S106</b>	<b>Total Funding</b>
Cavendish Park	£50,000	£50,000	£20,000	£27,000	£147,000

East Suffolk Council intends to procure the works through a fixed-price tender, with scope to expand the project should additional funding become available.

### **20mph Speed Limit Zone Extension**

The Working Group received an update from Cllr Bennett regarding the extension of the 20mph speed limit zone within the central conservation area. The scheme has now been signed off by Suffolk County Council, enabling it to proceed.

The estimated cost of the project is £18,000–£22,000, with a potential 10% contingency, and includes legal costs, Traffic Regulation Orders, and works on site. While Suffolk County Council supports the project in principle, it will not provide funding. Cllr Bennett has indicated that part of the funding may be met from his Locality Highways Budget and has asked whether the remaining balance could be funded by Felixstowe Town Council (Agenda Item 17 refers). An estimated £10,000–£12,000 of funding remains to be identified.

The Working Group considers that, should Council wish to support the project, CIL would be an appropriate funding source and that sufficient CIL funds are available if Council resolves to proceed.

### **Other projects**

Other projects currently under consideration by the Working Group include:

- A pump track (with site visits planned);
- Real-time bus indicators; and
- A cycle project to improve safer access to the High School.

Felixstowe and Walton Football Club will attend a future meeting to discuss proposals for a new clubhouse.

### **Overview**

A summary of CIL amounts currently held in Earmarked Reserves, including amounts spent or allocated and end-of-year balances, is set out below:

<b>Year</b>	<b>CIL Received</b>	<b>CIL Payments Spent/(Allocated)</b>	<b>EOY Balance</b>
2016/17	£910.67	£0	£910.67
2017/18	£26,896.79	£0	£27,807.46
2018/19	£4,057.27	£27,807.79 Play Equipment	£4,056.94
2019/20	£30,245.03	£0	£34,301.97
2020/21	£17,291.40	£0	£51,593.37
2021/22	£77,289.65	£10,000 Allotment Assoc Community Hut	£118,883.02
2022/23	£116,511.36		£235,394.38

2023/24	£158,023.77	£10,000 Lions Relocation £23,665 Paths at Gosford & Allenby Parks	£359,753.15
2024/25	£158,651.02	£100,000 Play Improvements (£30,000 Level Two Music Digital Arts Centre) (£15,000 Allenby Park Gates)	£373,404.17*
2025/26	£163,604.23	£500 Felixstowe Charities Network £20,000 ringfenced Rugby Club £100,000 Landguard (£50k 2025/6 and £50k once full funding is in place)	£416,508.40
<b>Total to date</b>	<b>£753,481.19</b>	<b>£216,972.79 (£7,350 final payment for gates, £20,000 Rugby and £50,000 Landguard pending)</b>	<b>£416,508.40*</b>

\*Figures reflect proposed allocations, approved by Council.

### CIL Reserves and Expiry Dates

The following table shows unspent CIL amounts and their statutory five-year expiry dates, following Council approval of funding for the Rugby Club and Landguard Trust:

<b>Date Received</b>	<b>Amount</b>	<b>5-year expiry date</b>
24/10/2023	£94,253.15	24/10/2028
17/04/2024	£17,750.03	17/04/2029
25/10/2024	£140,900.99	25/10/2029
25/04/2025	£93,318.94	25/04/2030
28/10/2025	£70,285.29	28/10/2030
<b>Total in CIL Earmarked Reserves</b>	<b>£416,508.40</b>	

**Council is requested to note the CIL Working Group update and to consider approving expenditure from the Council's CIL Earmarked Reserves of £7,039.34 towards the refurbishment of Walton Community Hall and £50,000 towards improvements to play equipment at Cavendish Park.**

## **AGENDA ITEM 17: 20MPH ZONE WITHIN THE CENTRAL CONSERVATION AREA**

Council is requested to consider support for the implementation of an extension to the existing 20mph zone within the central Conservation Area and, if so, whether to allocate Community Infrastructure Levy (CIL) funding towards the scheme.

At its meeting on 19 March 2025, the Council considered a motion from Cllr Seamus Bennett regarding the introduction of 20mph speed limits within the central Conservation Area. Council resolved to support in principle the undertaking of a feasibility survey and requested that Cllr Bennett report back on the outcomes. Traffic surveys were subsequently commissioned and funded through Cllr Bennett's Suffolk County Council (SCC) Local Highways Budget. The results of those surveys were reported to Council on 5 November, at which time Council resolved to support the introduction of a 20mph zone in the area surveyed.

Members were advised at that meeting that, should the proposal progress beyond principle, further work would be required, including Traffic Regulation Orders (TROs), statutory consultation, signage, and works on the ground, and that these elements may require local funding support.

### **Update on Scheme Progress**

The Town Council's CIL Working Group has now received an update from Cllr Bennett confirming that:

- Suffolk County Council has formally signed off the proposed extension of the 20mph zone within the central Conservation Area, meaning the scheme is able to proceed to implementation.
- SCC supports the scheme in principle but will not provide funding for its delivery.
- The estimated total cost of the project is between £18,000 and £22,000, with a potential 10% contingency to account for final design, consultation, and implementation variables.
- The cost estimate includes all necessary elements, including legal processes, Traffic Regulation Orders, statutory consultation, signage, and works on the ground.
- Cllr Bennett has confirmed that he can fund approximately 50% of the scheme through his SCC Local Highways Budget.

This leaves an estimated £10,000–£12,000 still to be secured in order for the scheme to proceed.

### **CIL Working Group Consideration**

The CIL Working Group discussed the matter and agreed that, should the Council wish to support the implementation of the 20mph extension, CIL funding would be the most appropriate source.

The Working Group noted that:

- The proposal aligns with the purposes of CIL, particularly in supporting infrastructure improvements that mitigate the impacts of development and improve the public realm.
- The scheme delivers local highway and environmental benefits within a defined area of the town.
- There are sufficient unallocated CIL funds available should Council resolve to support the project.

If Council resolves to support the project, it is proposed that a contribution of up to £12,000 from CIL be allocated, subject to confirmation of final costs and invoicing arrangements with SCC.

No revenue budget implications arise from this proposal.

### **Other Considerations**

Felixstowe Town Council has no statutory responsibility for highways; this remains the responsibility of Suffolk County Council as the highways authority. Any funding contribution would therefore be made as a discretionary grant or contribution towards an SCC-led project.

The decision before Council is whether to provide financial support; responsibility for delivery, legal compliance, TROs, consultation, and enforcement rests with SCC.

**Council is therefore requested to consider whether it wishes to support the implementation of the extension of the 20mph zone within the central Conservation Area; and, if so, whether to approve the allocation of up to £12,000 of CIL funding towards the project, subject to final costs being confirmed by Suffolk County Council.**

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