



**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 T Gale  
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 4 March 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 Tadjrishi**  
**Town Clerk**  
**27 February 2026**

**Moment of Reflection:** Reverend Paulson Devasahayam, Trinity Methodist Church

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

- 1. Councillor's Declaration of Acceptance of Office**  
To note that, in accordance with section 83(3) of the Local Government Act 1972, Cllr Tristan Gale, who was elected to Felixstowe Town Council following the Walton byelection on 12 February, has made their Declaration of Acceptance of Office before the Town Clerk.
- 2. 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.
- 3. Apologies for Absence**  
To receive apologies for absence.
- 4. 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.
- 5. Questions to the Mayor**  
For the Mayor to respond to questions from Members, in accordance with Standing Order 26.
- 6. Confirmation of Council Minutes**  
To confirm the minutes of the Ordinary Council Meeting held on Wednesday 14 January 2026 as a true record. **(Pages 4-10)**
- 7. Mayor's Announcements**  
To receive such communications as the Mayor may wish to lay before Council. **(Page 11)**
- 8. Minutes of Committee Meetings**  
To receive and adopt the minutes of the following meetings:
  - a) Planning & Environment Committee 14 January 2026 **(Pages 12-15)**
  - b) Planning & Environment Committee 28 January 2026 **(Pages 16-18)**
  - c) Finance & Governance Committee 28 January 2026 **(Pages 19-21)**
  - d) Planning & Environment Committee 11 February 2026 **(Pages 21-25)**
  - e) Civic & Community Committee 11 February 2026 **(Pages 26-29)**
  - f) Assets & Services Committee 18 February 2026 **(Pages 30-34)**
  - g) Planning & Environment Committee 25 February 2026 **(Pages 35-37)**
- 9. 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.*

10. **Appointments to Committees**  
To update the Council's Committee membership following the Walton Ward by-election **(Page 38)**
11. **Procedural Review And Ratification**  
To formally ratify the decisions of a meeting held on 22 January 2026 and confirm the Council's representations regarding local education. **(Page 39 & Appendix A)**
12. **Felixstowe BID Renewal Ballot**  
To consider the Felixstowe BID Renewal Ballot. **(Page 40 & Appendix B)**
13. **SALC Audit Engagement letter**  
To receive a Letter of Engagement and confirm the appointment of SALC as the Council's internal auditor for 2025/26. **(Pages 41-42 & Appendix C)**
14. **New Audit Rules: Assertion 10**  
To consider the requirements of Assertion 10 in the 2025/26 Annual Governance and Accountability Return (AGAR) **(Pages 43-44)**
15. **UK Town of Culture 2028 Expression of Interest**  
To consider UK Town of Culture 2028 Expression of Interest Submission & Governance. **(Pages 45-46)**
16. **CIL Working Group Report**  
To receive an update from the CIL Working Group and consider approval of CIL funding. **(Pages 47-49)**
17. **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 50-51)**
18. **Year End Balances and Earmarked Reserve Transfers**  
To receive a report on Year End Earmarked Reserve Transfers. **(Pages 52-53)**
19. **Investment Policy & Strategy 2026/27**  
To approve the Council's Investment Policy & Strategy for 2026/27 as recommended by the Finance & Governance Committee (*Minute #365 of 2025/26*). **(Pages 54-56 & Appendix D)**
20. **Insurance Arrangements 2026/27**  
To confirm the adequacy of Council's insurance and to approve the arrangements as recommended by the Finance & Governance Committee (*Minute #366 of 2025/26*). **(Pages 57-58)**
21. **Occasional Grants Policy**  
To approve the Occasional Grants Policy as recommended by the Civic & Community Committee (*Minute #388 of 2025/26*). **(Page 59 & Appendix E)**

**22. Press & Media Policy**

To approve the Press & Media Policy as recommended by the Civic & Community Committee (*Minute #389 of 2025/26*). **(Page 59 & Appendix F)**

**23. Accounts for Payment**

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

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
15/01/2026	327 – 343	£5,475.12
30/01/2026	344 – 361	£55,870.00
13/02/2026	362 – 372	£8,660.98
25/02/2026	373 – 397	£65,805.60
	<b>TOTAL</b>	<b>£135,811.70</b>

**24. Closure**

To close proceedings and note that the next meeting will be the Annual Council Meeting at 7.30pm on Wednesday 20 May 2026.

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

**MINUTES** of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 14 January 2026 at 7.30pm**

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

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mr S Congi (Finance Administration Assistant) (*via Zoom*)

**IN ATTENDANCE:** 1 member 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 Captain Paul Williams, Church Leader, Salvation Army.

### **336. PUBLIC QUESTION TIME**

A member of the public enquired about the forthcoming renewal ballot for the Felixstowe Business Improvement District and the Town Council's process for considering its future endorsement.

The Town Clerk outlined the process by which Council would be able to consider its position on the BID prior to the ballot as a BID levy payer.

### **337. APOLOGIES FOR ABSENCE**

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

### **338. 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 Cllr A Folley	All	Other registerable interest (as Members of East Suffolk Council)

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

### **339. CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the **Minutes of the Ordinary Council Meeting held on 5 November 2025 be signed by the Mayor as a true record and adopted by the Council.**

### **340. MAYOR'S ANNOUNCEMENTS**

The Mayor provided an update on recent Mayoral engagements.

The Mayor highlighted many events and engagements in the lead up to and over the Christmas period. The Mayor was particularly impressed by the efforts of Felixstowe International School where students discussed the role of the Council, and the Port of Felixstowe Autonomous Truck Showcase. The Salvation Army Christmas Tree Festival, Concert and Christmas Day event where it was interesting to hear people's stories of why it was so important to have somewhere to go on Christmas Day. The Mayor also enjoyed pulling a pint to mark the reopening of the Grosvenor.

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

### **341. 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 5 November 2025**
- b) **Planning & Environment Committee 19 November 2025**
- c) **Assets & Services Committee 19 November 2025**
- d) **Planning & Environment Committee 3 December 2025**
- e) **Finance & Governance Committee 10 December 2025**
- f) **Planning & Environment Committee 17 December 2025**
- g) **Civic & Community Committee 17 December 2025**

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

None.

### **343. NOTICE OF BY-ELECTION**

The resignation of Cllr Margaret Morris and resulting casual vacancy were noted. As more than ten electors had requested a by-election in writing to East Suffolk Council, a by-election will be held on Thursday 12 February 2026.

Cllr Bird paid tribute to Cllr Morris for her service to the Council, particularly in her capacity as the Vice-Chair of the Council's Planning & Environment Committee.

Cllr Deacon paid further tribute to Cllr Morris, who was first elected to the Council in 2011, and thanked her for her generous and patient support over the many years they had been colleagues.

Cllr Bennett echoed the sentiments of his fellow Councillors and also recognised Cllr Morris' commitment to the Suffolk Coastal Disability Forum.

**RESOLVED that the by-election to be held on Thursday 12 February 2026 be noted.**

#### **344. BUDGET, RESERVES AND PRECEPT 2026/27**

Council received the finalised version of the 2026/27 Budget and Precept. It was noted that the budget had been prepared and presented in accordance with the recommendations of the Finance & Governance Committee meeting of 10 December 2025 (Minute #305 of 2025/26 refers).

Members thanked the Finance & Governance Committee and the Council staff for their work in presenting the budget.

Members discussed the budget estimates and proposed precept.

**Following a debate it was RESOLVED that:**

- i. the Felixstowe Town Council Budget for 2026/27, as set out in the report, be adopted, and was therefore approved as follows:**

<b>Total Budgeted Expenditure:</b>	<b>£933,046</b>
<b>Total Budgeted Income:</b>	<b>£202,896</b>

- ii. the 2026/27 Precept demand to East Suffolk Council be £749,873, representing a 3.6% increase cost to Band D equivalent Council Tax payer; and,**
- iii. and, the Clerk be delegated the authority to take any necessary action due and instructed to submit any information required by East Suffolk Council in this matter.**

#### **257. MEETING SCHEDULE 2026/27**

Council received the draft meeting schedule for 2026/27.

A possible clash for Members of East Suffolk Council was noted for the Annual Council Meeting on 20<sup>th</sup> May 2026. The Clerk advised that this meeting had been set in the schedule back in January 2025; that he would investigate further and report back to Council.

**It was RESOLVED that the Meetings calendar for 2026/27 be adopted as presented.**

**258. EARMARKED RESERVES EXPENDITURE**

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

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

**345. CO-OPTION POLICY AND PROCEDURES**

Council received the Co-option Policy and Procedures as reviewed and recommended by the Finance & Governance Committee.

**It was RESOLVED that the Co-option Policy and Procedures be adopted.**

**346. LCAS GOLD AWARD APPLICATION**

Council received the report on the LCAS Gold Award application and referral from the Finance and Governance Committee that confirmed that all the necessary documentation, information, and conditions are prepared for re-application and are published on the Council's website where applicable.

Members commented on the Council's good administration.

**It was RESOLVED that all the required documents, information and conditions are in place, as set out in the Guide to the Local Council Award Scheme, to re-apply for the Gold award and these are published on the Council's website where applicable.**

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

Council 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.

Council 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. **Council supports the Town Council’s participation in a future joint CCTV Steering Group with East Suffolk Council and Suffolk Constabulary;**
- iii. **Council welcomes and endorses the proposed district-led CCTV upgrade and monitoring model for Felixstowe;**
- iv. **Council, via the CCTV Working group 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. **Approval be given to release of its £42,000 CCTV Earmarked Reserve towards the capital cost of the project, subject to ESC proceeding with delivery of the upgraded system.**

### **348. CIL WORKING GROUP UPDATE**

Council received the report from the CIL Working Group and considered using CIL Earmarked Reserves towards the Walton Community Hall refurbishment project and improvements to the play equipment at Cavendish Park.

**It was RESOLVED that:**

- i. **the update from the CIL Working Group be noted;**
- ii. **up to £7,039.34 towards the refurbishment of Walton Community Hall be funded via Council’s CIL Earmarked Reserves; and,**
- iii. **£50,000 towards the improvements to play equipment at Cavendish Park be funded via Council’s CIL Earmarked Reserves.**

### **349. 20MPH ZONE WITHIN THE CENTRAL CONSERVATION AREA**

Council received a report regarding the proposed extension of the 20MPH zone within the Central Conservation Area.

It was noted that Suffolk County Council, as the statutory highways authority, was prepared to deliver the scheme and would remain responsible for legal compliance, the making of any Traffic Regulation Orders, and undertaking any required consultation, subject to the implementation costs being met.

Council was advised that Cllr Bennett had indicated an intention to allocate 50% of the project costs from their Suffolk County Council Local Highways Budget. The total cost of the scheme was estimated at between £18,000 and £22,000, plus a 10% contingency. Council therefore considered a contribution of up to £12,000 from its Community Infrastructure Levy (CIL) Earmarked Reserves.

Members welcomed the proposal and, through the local Suffolk County Council Members, requested that additional measures to manage vehicle speeds locally, including Community Speed Watch, be explored where appropriate.

Members emphasised the importance of appropriate consultation and communication with affected residents.

In response to a query regarding the inclusion of Undercliff Road East, and noting that Suffolk Constabulary had previously questioned its appropriateness within the scheme, Cllr Bennett confirmed that it remained included.

Members sought clarification as to whether the County Council's recent policy review on 20MPH schemes would affect the proposal. Cllr Bennett advised that the revised policy was intended to simplify the process and would include robust public consultation.

In response to a question regarding whether the scheme would be experimental or permanent, Cllr Bennett confirmed that speed limit regulations could not be introduced on an experimental basis and that, if approved, the scheme would be permanent.

Members raised concerns that the installation of signage or associated infrastructure should not create obstructions on pavements, particularly for pedestrians with pushchairs or mobility aids, and emphasised the need for signage to be clearly visible to motorists.

Members also expressed caution regarding the principle of the Town Council contributing towards a scheme that falls within the statutory responsibility of the County Council.

**RESOLVED that the Council authorises a contribution of up to £12,000 from its CIL Earmarked Reserves to Suffolk County Council towards the implementation of the 20MPH zone extension within the Central Conservation Area.**

### **350. 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>
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>

### **351. CLOSURE**

The meeting closed at 9.16pm. It was noted that the next Ordinary Meeting of the Council was scheduled for 4 March 2026 at 7.30pm.

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

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

17/01/2026	Salzwedel Quiz - OFCA
24/01/2026	Mayor's Charity Brush & Brew – Felixstowe Opportunity Group
25/01/2026	Churches Together United Services - River of Life
29/01/2026	Quick Chat Job Club - Salvation Army
30/01/2026	73 <sup>rd</sup> Anniversary of North Sea Floods - Flood Memorial, Langer Road
31/01/2026	Wesel Association AGM - Broadway House
07/02/2026	Mayor's Charity Quiz Night - St Mary's Church Hall, Walton
14/02/2026	St Elizabeth Hospice Valentines Day Dip
22/02/2026	Laying Up Service - St John's Baptist Church
24/02/2026	NALC Star Council Awards – House of Lords
01/03/2026	2026 Chinese New Year Show – The New Wolsey Theatre

**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 14 January 2026 at 9.30am**

**PRESENT:** Cllr S Bird (Chair)  
Cllr C Franklin  
Cllr D Aitchison  
Cllr S Bennett  
Cllr J Candy  
Cllr A Folley  
Cllr B Price (*from item 332B*)

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

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

### **328. PUBLIC QUESTION TIME**

At the direction of the Chair, the member of the public was invited to address the committee in advance of its considerations for item 332A below.

### **329. APOLOGIES FOR ABSENCE**

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

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

### **330. 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 Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird	All	Other registerable interests (as Members of Suffolk County Council)

### **331. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee meeting held on 17 December 2025** be confirmed as a true record.

### **332. PLANNING APPLICATIONS**

**Committee heard from a member of the public on item A below. Concerns expressed centred on potential antisocial behaviour, instability of the**

ground from the removal of trees, and the proximity to a pre-existing self-storage facility.

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>	<p><b>DC/25/4348/FUL</b>   Creation of, and Change of Use of land for a managed storage compound (Use Class B8) and creation of cafe (Use Class E(b)) built from repurposed shipping container materials. Repositioning of existing hoardings to form new pedestrian walkway between Great Eastern Square and the cafe, alongside landscaping and biodiversity improvements.</p> <p><b>Part Land Rear Of The Range Great Eastern Square</b></p>
<p><b>Committee recommended APPROVAL. However we would ask that the pedestrian access be separated from vehicle access through some physical measures (such as wands) and subject to ESC Environmental Protection being satisfied as to the stability of the embankment and sufficient landscaping on that embankment.</b></p>	

At this point, Cllr B Price joined the meeting.

<b>B</b>	<p><b>DC/25/4593/FUL</b>   Application for Full Planning Permission - Plant Equipment, Shopfront Alterations and New Signage. <b>85 Hamilton Road</b></p>
<p><b>Committee recommended APPROVAL, subject to ESC Environmental Protection receiving sufficient information concerning noise and odour from the proposed extraction equipment.</b></p>	

<b>C</b>	<p><b>DC/25/4594/ADI</b>   Illuminated Advertisement Consent - One Fascia Sign &amp; One Projecting Sign <b>85 Hamilton Road</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	

<b>D</b>	<p><b>DC/25/4256/FUL</b>   Change of use from offices to flats <b>108 Queens Road</b></p>
<p><b>Committee recommended APPROVAL. We support this iconic building being brought back into residential use and welcome the attention to detail in the plans. We believe that the application, if approved, will preserve and enhance the Conservation Area.</b></p>	

<b>E</b>	<b>DC/25/5009/LBC   Listed Building Consent - Change of use from offices to flats 108 Queens Road</b>
<b>Committee recommended APPROVAL. We support this iconic building being brought back into residential use and welcome the attention to detail in the plans. We believe that the application, if approved, will preserve and enhance the Conservation Area.</b>	
<b>F</b>	<b>DC/25/4956/VOC   Variation of Condition No. 2 of DC/24/2393/FUL - Single storey front extension and two storey rear extension with raised roof front with front and rear balconies and internal alterations - Amendments to previously approved drawings 91 Cliff Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>G</b>	<b>DC/25/4562/FUL   Retrospective Application - Erection of a Cycle Store Tehidy House 65 Orwell Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>H</b>	<b>DC/25/4584/FUL   Retrospective Application - Change of part of roof from pitched to flat Flat 226 High Street Walton</b>
<b>Committee recommended APPROVAL.</b>	
<b>I</b>	<b>DC/25/4882/TCA   1no. Acer Platanoides (Norway Maple) (marked on submitted plan) - Reduce crown by 30% Monkridge 103 Bath Road</b>
<b>Committee OBJECTED to the works proposed due the lack of information provided giving justification for this work and in consideration of the Town Council's ambitions towards net zero. Consequently we ask that the East Suffolk Council's Arboricultural Officer consider a TPO for this tree.</b>	

### 333. PLANNING DECISIONS

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

### 334. CORRESPONDENCE

a) **Response to Planning Applications over Christmas**

The Chairman reported that over the Christmas period there were two applications which required a response before this meeting.

DC/25/4719/FUL: 10 Falcon Street for two storey side extension, was recommended for Approval.

DC/25/4331/TCA: 100 Ranelagh Road for Crown reduce by 30% and shape. 1no. Bullace (centre of the rear garden) - Crown thin by 20% and crown raise by 10%, to which a response of No Objection was given.

**b) Statement of Community Involvement**

Committee noted that East Suffolk Council was reviewing its Statement on Community Involvement which sets out how people can be involved in local planning and the principles to be followed in engaging on a new local plan. Members of the public were invited to respond to the consultation by the **24 February** deadline. Committee Members were encouraged to respond as individual Councillors.

**335. CLOSURE**

The meeting was closed at 11.27am. It was noted that the next meeting was scheduled to take place on Wednesday 28<sup>th</sup> January 2026 at 9.30am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 28 January 2026 at 9.30am**

**PRESENT:** Cllr S Bird (Chair)  
Cllr S Bennett  
Cllr B Price

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

**352. PUBLIC QUESTION TIME**

None

**353. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr D Aitchison, Cllr N Barber, Cllr J Candy, Cllr C Franklin and Cllr A Folley.**

**354. 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	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)

**355. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 14 January 2026 be confirmed as a true record.**

**356. 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/25/4881/OUT   Outline Application (Some Matters Reserved) - Construction of four dwellings. 1 Gulpher Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>B</b>	<b>DC/25/1683/RG3</b>   Creation of tarmac area and use of land for the siting of 8 beach huts. <b>Part Clifflands Dip Promenade Cliff Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>C</b>	<b>DC/25/4690/FUL</b>   Two storey side extension and single storey rear extension <b>32 Exeter Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>D</b>	<b>DC/25/4817/FUL</b>   Side extension, alterations to infill window openings of sun room and rear extension to existing garage with new external staircase up to storage area. <b>Cambroun 1 Candlet Grove</b>
<b>Committee recommended APPROVAL.</b>	

<b>E</b>	<b>DC/26/0011/FUL</b>   Front extension and replacement garage roof. <b>9 Eastcliff</b>
<b>Committee recommended APPROVAL.</b>	

<b>F</b>	<b>DC/26/0038/TCA</b>   2no. Sycamore and 1no. Walnut (T1-T3 on plan) - Prune back side branches going towards houses numbered 12 to 16, prune back by 2 to 2.5 metres <b>Flat 12 Beach Place Undercliff Road East</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

<b>G</b>	<b>DC/26/0134/TCA</b>   1no. Birch (marked on plan) - Overall crown reduction by 33% <b>38 Brook Lane</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

**357. PLANNING DECISIONS**

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

**358. CORRESPONDENCE**

**c) Rerouting of Overhead Electricity Cables to Underground Cables at Felixstowe Ferry**

Clerk reported notice of the proposed replacement of overhead electrical cables with new underground cables. It was noted that permission was required by the Secretary of State for Environment, Food and Rural Affairs (DEFRA) under section 38 of the Commons Act 2006 as part of improvements to the electricity network within the area; and that any objections would need to be received by 9 February 2026. Members had no objections.

**d) DC/24/3429/VOC - Felixstowe Skatepark to be determined at Planning Committee South meeting on 27<sup>th</sup> January.**

It was noted that the application to extend the lighting hours had been determined for approval, with shrouding to be added to the lights to reduce spillage.

**e) DC/25/4381/FUL - Rear and side extension to an existing house - at 10 Park Avenue**

It was noted that this application was presented to the ESC Referral Panel as the recommendation to refuse the application was contrary to the 'minded to' recommendation of the planning officers. The application had been delegated to the planning officer for approval.

**f) Bloor Homes attendance at future Committee meeting.**

It was noted that Bloor Homes would be attending the Committee meeting on 25<sup>th</sup> March to provide an update on the Walton North development.

**RESOLVED** that the correspondence above be noted.

**359. CLOSURE**

The meeting was closed at 10.34am. It was noted that the next meeting was scheduled to take place on Wednesday 11<sup>th</sup> February 2026 at 9.30am.

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**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at  
Town Hall, Felixstowe on Wednesday 28 January 2026 at 7.30pm**

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

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

**360. PUBLIC QUESTION TIME**

There was none.

**361. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr D Aitchison, Cllr S Bennett, Cllr M Deacon and Cllr S Wiles.**

**362. DECLARATIONS OF INTEREST**

The following 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	All	Disclosable Pecuniary Interest and Other registerable interest (as Members of Suffolk County Council)

Members were reminded that should any matters arise during the meeting which relate to these interests, appropriate declarations should be made at that time.

**363. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 10 December 2025 be signed by the Vice-Chairman as a true record.**

**364. BUDGET MONITORING TO 31 DECEMBER 2025**

Committee received the budget monitoring report to 31 December 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 was working well.

**RESOLVED that the budget monitoring report to 31 December 2025 be noted.**

**365. INVESTMENT POLICY AND STRATEGY**

Committee considered the Council's Investment Policy & Strategy for 2026-27.

**It was RESOLVED that the Investment Policy and Strategy for the period 2026/27 be updated and recommended to Council for adoption as presented.**

**366. INSURANCE ADEQUACY REVIEW**

Committee received a report on the adequacy of the Council's insurance cover. It was noted that the valuations of all Council buildings were last carried out in 2023 and the Royal Institution of Chartered Surveyors (RICS) recommends that insurance valuations are refreshed every three years.

**It was RESOLVED that:**

- i. it be recommended to Council that Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2026/27; and,**
- ii. quotations for re-valuation of all Council buildings to be brought to Committee later in the year.**

**367. 4 YEAR FINANCE FORECAST/ACTION PLAN REVIEW**

Committee was presented with the financial forecast and four-year business plan 2024-28.

**It was RESOLVED that the Finance & Governance Committee noted the updated 4-year financial forecast covering the period 2024-28, in addition to reviewing the updated Action Plan 2024-28 with no further alterations.**

**368. GDPR PRIVACY NOTICE**

Committee was advised of the ongoing commitment of compliance with GDPR in the form of periodic reviews, to ensure compliance with current legislation. Committee was advised of the Data (Use and Access) Act 2025, and Members reviewed ICO guidance and the updated UK GDPR Privacy Notice.

**It was RESOLVED that the Finance & Governance Committee reviewed and approved of the Council's UK GDPR Privacy notice.**

### **369. TERMS OF REFERENCE FOR THE BUDGET REVIEW WORKING GROUP**

Committee reviewed the terms of reference for the budget review working group. Small amendments were made to better reflect the practices and purpose of the working group as follows:

“To identify **all** opportunities for efficiency and potential savings...”

“Reviewing suppliers, contracts, and service delivery to **seek to** identify cost-saving opportunities...”

Committee also wished to categorise future meetings by committee, with the first meeting focusing on the income and expenditure associated with Council’s premises: the Town Hall, Broadway House, and Walton Community Hall.

**It was RESOLVED that the Finance & Governance Committee considered and approved the Terms of References for the Budget Review Working Group, with the above changes.**

### **370. CLOSURE**

The meeting was closed at 8:22 pm. The next meeting noted as scheduled for Wednesday 18 March 2026.

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**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 11 February 2026 at 9.30am**

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

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

**IN ATTENDANCE:** 3 members of the public (*in the Chamber*)

**371. PUBLIC QUESTION TIME**

Having established that the members of the public present wished to speak in respect of two applications on the agenda, the Chair advised that an opportunity to make representations to the Committee would be provided immediately following the officer's presentation on those items.

**372. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr D Aitchison**.

**373. 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 Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird	All	Other registerable interests (as Members of Suffolk County Council)

The Chair highlighted application at Minute #375I below, an application by the Town Council. All Members had a registerable interest by virtue of being Members of Felixstowe Town Council (the applicant).

The Clerk advised that all Members had submitted a written request for a dispensation and that a dispensation had been duly granted under Section 33 of the Localism Act 2011, on the grounds that, without it, the Committee would be inquorate and unable to provide informed local comment on the application.

All Members declared their interest in application DC/25/4876/FUL at Minute #375I below and confirmed that they were participating and voting by virtue of the dispensation granted by the Proper Officer. Members further confirmed that their consideration of the item would be strictly limited to material planning considerations.

**374. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 28 January 2026 be confirmed as a true record.

**375. PLANNING APPLICATIONS**

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

The Committee heard from a member of the public, a beach hut owner on Brackenbury Cliffs since 1989, who raised concerns that the site description stated that existing parking facilities would not be affected, although informal parking for approximately ten additional vehicles would be lost due to the installation of bollards. Reference was also made to the number of beach huts currently on the market, which the speaker considered indicated a lack of demand for additional huts.

<b>A</b>	<b>DC/25/1682/RG3</b>   Creation of 7 new beach hut plots, 3 x plot row adjacent to Nut No 319 and 4 x plot row extension adjacent to Hut No 331B. <b>Brackenbury Fort Car Park Golf Road</b>
<b>Committee recommended APPROVAL.</b>	

The Committee heard from a member of the public, the applicant, who explained that the proposal sought to return three previously displaced beach huts to their historic location, resolving the final element of a long-standing programme to relocate 44 huts formerly situated near the Spa. It was noted that approval would result in a total of 17 huts at this location, representing an overall reduction compared to the historic arrangement. It was further noted that two of the huts were heritage structures and that the proposed platform design, flush with the promenade, would allow disabled access without alteration to the rear of the huts.

<b>B</b>	<b>DC/26/0076/FUL</b>   The erection of beach huts and associated wooden platforms located on the beach between the shelter and Spa Pavilion, an area where beach huts were previously located. <b>Part Beach At Undercliff Road West</b>
<b>Committee recommended APPROVAL and strongly welcomed this thoughtful proposal to resolve a longstanding issue relating to beach huts at this location.</b>	

<b>C</b>	<b>DC/26/0214/FUL</b>   Rear/side, single storey extension. <b>128 St Andrews Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>D</b>	<b>DC/26/0172/FUL</b>   Two-storey and single-storey rear extensions and single storey side extension. <b>52 Seaton Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>E</b>	<b>DC/26/0005/FUL</b>   Conversion of an existing unused garage to a ground floor bedroom with en-suite shower. <b>Thistleton 8 Crescent Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>F</b>	<b>DC/25/4816/FUL</b>   Erection of carport with solar panels. <b>6 Ferndown Road</b>
<b>Committee recommended APPROVAL. We note the concerns given in the pre application advice with regards to visual prominence. However we feel that the applicant has adequately addressed this in the reduction of height. We further believe that this proposal provides a significant contribution to sustainable energy with the provision of PV panels and therefore in accordance with SCLP Policy 9.1.</b>	
<b>G</b>	<b>DC/26/0013/FUL</b>   Replacement of six windows & two external doors to flat (in existing openings). <b>5 Cranmer Cliff Gardens</b>
<b>Committee recommended APPROVAL, subject to ESC Design and Conservation being content with the proposed design.</b>	
<b>H</b>	<b>DC/25/4807/FUL</b>   Proposed front boundary wall and vehicle gates 'Free go' application to replace previously withdrawn application DC/25/3156/FUL. <b>39 High Road East</b>
<b>Committee recommended REFUSAL. We note the proposed change from the previously withdrawn application in terms of the replacement of solid wooden panels with proposed slatted panels. However, Committee feel that none of its previous concerns have been addressed. We feel that this proposal will be unacceptable in terms of its jarring and visually intrusive appearance. Additionally the proposal will be incongruous to the street scene where front boundaries in this area are, in the main, open or consisting of hedging. We therefore believe that this contravenes SCLP 11.1 a), b) and c)iii and iv; and also, SCLP 11.2 e).</b>	
<b>I</b>	<b>DC/25/4876/FUL</b>   Replacement windows (11 in total) <b>274 High Street Walton</b>
<b>Committee recommended APPROVAL.</b>	

<b>J</b>	<b>DC/25/4777/FUL</b>   Replace all ground floor sash windows in the front bay to the right of the front door <b>Flat 2 4 Montague Road</b>
<b>Committee recommended APPROVAL, subject to ESC Design and Conservation being content with the proposed design.</b>	
<b>K</b>	<b>DC/26/0089/FUL</b>   Removal of existing timber framed double glazed windows and french doors to rear conservatory and replacement with UPVC double glazed windows and french doors. <b>10 Red Hall Court</b>
<b>Committee recommended APPROVAL, subject to ESC Design and Conservation being content with the proposed design.</b>	
<b>L</b>	<b>DC/26/0230/TCA</b>   1no. Apple (T6 on plan) - Fell 1no. Group of Willow (G1 on plan) - Remove 5 stems closest to building. <b>Dinsdale Court Undercliff Road West</b>
<b>Committee OBJECTS to the felling of the apple tree. Committee requests that East Suffolk Council's Arboricultural Officer considers, subject to confirming its sustainability, putting a Tree Protection Order on the apple tree as it contributes significantly to the amenity of the public realm in this location. Committee had no objection to the maintenance work proposed to the willows.</b>	

At this point, 12.04pm, Cllr Price left the meeting.

### 376. PLANNING DECISIONS

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

### 377. CORRESPONDENCE

None.

### 378. CLOSURE

The meeting was closed at 12.07pm. It was noted that the next meeting was scheduled to take place on Wednesday 25<sup>th</sup> February 2026 at 9.30am.

**NOTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 11 February 2026 at 7.30pm**

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

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

**379. PUBLIC QUESTION TIME**

None.

**380. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr D Aitchison**.

**381. 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 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)
Cllr M Sharman	#384	Other registerable interest (Chairman to Felixstowe & District Sports and Recreation)
Cllr S Harkin	#384	Other registerable interest (as a Trustee to Landguard Trust) Other registerable interest (as a Trustee to Music in Felixstowe) Other registerable interest (as a Trustee to Felixstowe Hospital League of Friends)
Cllr J Candy		Other registerable interest (as a Trustee to Landguard Trust)

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.

**382. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 17 December 2025 be confirmed as a true record.**

**383. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 6 February 2026.

**It was RESOLVED that the Budget Report to 6 February 2026 be received and noted with no further action required at this time.**

**384. OCCASIONAL GRANTS 2025/26 ROUND 3**

Committee considered completed applications for funding received prior to the 31 January 2026 deadline for the third round of Occasional Grants. The total of grant funding requested in this second round being £34,354.86.

**Those Councillors having declared Other Registerable Interests at Minute #381 above, absented themselves from the Chamber during the discussion and voting on those items.**

**8.55pm Cllr A Folley left the meeting.**

**RESOLVED that a total of £12,360.98 be awarded in Round 3 of the Occasional Grants for 2025/26, as detailed below, and approved for payment:**

- i. £800 to the Felixstowe & District Council for Sport & Recreation towards a new website;**
- ii. £500 to Emmaus towards Safe to Speak - Blinds for their Wellbeing Hub;**
- iii. £1,000 to the Felixstowe Creative Arts Trust towards their 2026 Folk & Shanty Festival;**
- iv. £1,500 to the Felixstowe Charities Network towards the second Felixstowe Charities Summit;**
- v. £500 to the Felixstowe Harmonies towards the Magic of Felixstowe – an original song anthem for Felixstowe;**
- vi. £500 to FTG (Theatre Group) towards performance, storage and rental fees;**

- vii. £500 to Landguard Conservation Trust (Landguard Bird Observatory) towards Landguard Wildlife Monitoring & Conservation;
- viii. £1,000 to Langer Primary Academy towards a sensory room for SEN Hub;
- ix. £1,160.98 to Men's Shed towards enabling CNC Router projects;
- x. £2,000 to Music in Felixstowe towards their free music events;
- xi. £400 to Pedal Felixstowe towards Ride Expansion – Bike carriers;
- xii. £500 to Suffolk Mind towards their Menopause & Me Project; and,
- xiii. £2,000 to Walton Parish Nursing towards their kitchen and office refurbishment.

### **385. UK TOWN OF CULTURE 2026**

The Committee received a report on the UK Town of Culture 2026 and the proposed role of Felixstowe Town Council and engagement approach.

**It was RESOLVED that Committee:**

- i. **note the progress made since Committee's consideration of the UK Town of Culture competition in December 2025; and,**
- ii. **endorse the proposed engagement and preparatory approach for the expression of interest stage; and,**
- iii. **supports the continued preparatory work with a view to a report to full Council on 4 March 2026 to seek formal endorsement and the establishment of a time-limited Steering Group to finalise the submission.**

### **386. ANNUAL TOWN MEETING AND CIVIC AWARDS 2026**

Committee noted the report on the Annual Town Meeting and Civic Awards 2026. It was confirmed that Felixstowe School had been booked as the venue, with the meeting scheduled to take place at 7pm on Wednesday 13th May.

**It was RESOLVED that the report on the Annual Town Meeting and Civic Awards 2026 be noted.**

### **387. ROYAL BRITISH LEGION EVENTS IN FELIXSTOWE**

The Committee received a report on the Royal British Legion events in 2026.

**It was RESOLVED that the report on Royal British Legion events be noted.**

### **388. OCCASIONAL GRANTS POLICY**

Committee reviewed the Council's Occasional Grants Policy and suggested the following amendments:

Under Grant conditions (bottom of page 2) a change to clarify the detailed cost breakdown required and amended to say "The application should be supported by a breakdown of estimates for the project insofar as possible, and a itemised price list for items of equipment to be purchased and any further information requested by the Town Council. "

On the last page the addition of:

"Any grants not accepted prior to the following round submission deadline for applications will be returned to the pot for reallocation, or, in the case of the final round, will be retained by the Council.."

**It was RESOLVED that the Occasional Grants Policy for 2026/27 be recommended to Council for adoption, incorporating the above changes.**

### **389. PRESS & MEDIA POLICY**

Committee reviewed and approved the Press and Media Policy and suggested the following amendments:

Under Policy Statement the word 'our' is changed to ' its' activities.

1.3 is amended to read like 2.5 with the addition of "where they were not involved in its preparation."

**It was RESOLVED that the Press & Media Policy for 2026/27 be recommended to Council for adoption incorporating the above changes.**

### **390. CLOSURE**

The meeting was closed at 9.25pm. It was noted that the next meeting was scheduled for Wednesday 8 April 2026 at 7.30pm.

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### **396. TOWN HALL REPAIRS**

The Committee considered a report outlining quotations for essential repairs to defective cast iron guttering, broken roof tiles and rotten fascia boards at the rear of the Town Hall.

Committee agreed to go with Company A whose submission specified heritage-appropriate materials and methods, including lime-based mortar and matching roof tiles, and they had previously undertaken satisfactory works at the Town Hall.

**It was RESOLVED that:**

- i. the Town Hall update report be noted, and;**
- ii. Company A be appointed to undertake the guttering, roof tile and fascia repairs at a cost of £1,648 + VAT, to be funded from the Town Hall Earmarked Reserve.**

### **397. ALLENBY PARK UPDATE**

The Committee received an update on the delayed Allenby Park gates.

Members expressed concern regarding continued delays and the contractor's failure to meet contractual obligations. It was noted that despite extensive contact and some limited recent progress, works remained incomplete and aspects were considered unsatisfactory.

The Committee considered the option of pursuing recovery of costs through the Small Claims Court to protect the Council's position. It was also proposed that alternative quotations be sought to rectify and make safe the gates.

With regard to new park signage, Members indicated a preference for Option A, together with a suitable stand, and requested consideration of anti-graffiti coating.

Discussion also took place regarding wider management considerations for the park, including directional signage and the potential presence of an ice cream vendor, although it was noted that this may not be commercially viable and would require further investigation.

**It was RESOLVED that:**

- i. the Allenby Park update report be noted, and;**
- ii. the Town Clerk be authorised to pursue appropriate action in respect of the gate contractor, including seeking recovery through the Small Claims Court if necessary, and;**
- iii. alternative quotations be obtained to rectify and make safe the Allenby Park gate, and;**

- iv. **The information signage to be purchased from Company A along with external stand costs and be financed from the Parks and Recreation Repairs and Maintenance budget.**

### **398. CEMETERY UPDATE REPORT**

The Committee received a report covering several operational matters at the Cemetery, including parking management on Cemetery Road during football fixtures, quotations for replacement entrance gates, the purchase of new funeral greens and ground protection boards, and the proposed purchase of a Cable Avoidance Tool (CAT) and Genny with associated staff training following a recent utility strike.

Members noted that the Saturday road closure trial had improved parking issues on match days.

The Committee considered quotations for replacement Cemetery gates and indicated a preference for Company 2. It was suggested that the contractor also be asked to review repair works required to the Allenby Park gates. The Committee discussed funding from the Community Infrastructure Levy (CIL) and the delegation of authority to commit expenditure accordingly.

In respect of funeral equipment, Members agreed that the purchase of replacement artificial grass (to be cut in-house) and four ground protection boards was necessary to maintain burial standards.

The Committee also considered training requirements for use of a cable avoidance tool (CAT) and generator. It was noted that the three members of the Grounds Team trained to operate the digger would require CAT and Genny training, and that on-site training would be preferable.

**It was RESOLVED that:**

- i. **The Cemetery update report be noted, and;**
- ii. **That Company 2 be appointed for the works to the Cemetery gates at a cost of £34,655, the Town Clerk be authorised to explore CIL funding and commit the necessary expenditure, and;**
- iii. **the purchase of a roll of artificial grass and four ground protection boards at a total cost of £1,037 + VAT be approved, with expenditure to be met from the Cemetery Earmarked Reserve, and;**
- iv. **the purchase of a Radiodetection CAT4+ and Genny4 kit at a cost of £1,278 + VAT be approved, with expenditure to be met from the Cemetery Earmarked Reserve, and;**
- v. **on-site CAT and Genny training be arranged with Company B at a cost of £999 + VAT with expenditure to be met from training budgets, and**

**that Officers also explore alternative on-site training options to ensure best value.**

#### **399. CEMETERY EXTENSION PROJECT**

The Committee considered a report on the Cemetery Extension Project. Members discussed timescales and future direction of the project. In response to a query it was understood that notice had been served on the Scouts, requiring the land to be vacated by 1 January 2027 in accordance with the lease, although support would be offered where possible.

The possibility of engaging external project management support for the Cemetery Extension was discussed. Members considered whether it would be more cost-effective to appoint a suitably qualified individual on a temporary or contract basis to assist with delivery of the project and expressed a preference for engaging an appropriately qualified external individual rather than establishing a new employed contracted position. Reference was made to local housing associations, with a query as to whether they employ suitably qualified surveyors or project professionals and, if so, whether they would have the capacity to assist with the project.

**It was RESOLVED that the Cemetery Extension Project report be noted and the next steps as outlined in the report be approved.**

#### **400. ALLOTMENTS UPDATE**

Committee received an update on current allotment occupancy and an ongoing Environmental Health investigation into fly tipping on the allotments.

**It was RESOLVED that the Allotments Update be noted.**

#### **401. EDIBLE FELIXSTOWE TREE PROJECT**

Committee received a report on Edible Felixstowe's Community Orchard project, and considered the Council's proposed role in permitting the planting of four fruit trees on Langley Avenue

Concerns were raised regarding potential maintenance and liability issues, particularly in light of reports elsewhere of fallen fruit causing nuisance. It was confirmed that the proposed planting locations would minimise such risks.

**It was RESOLVED that the Town Council's involvement with the Edible Felixstowe Tree Project be noted.**

#### **402. HERITAGE OPEN DAY / HERITAGE FESTIVAL WEEK**

The Committee considered participation in the Heritage Open Days programme, including opening the Town Hall as part of the initiative. Members acknowledged the Town Hall's involvement in previous Heritage Open Days and noted the positive feedback and value of those events.

**It was RESOLVED that the Town Hall be included in the Heritage Open days programme.**

**403. CLOSURE**

The meeting was closed at 8.28pm. The next meeting was noted as being scheduled for Wednesday 22 April 2026 at 7.30pm.

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**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 25 February 2026 at 9.30am**

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

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

**IN ATTENDANCE:** Cllr T Gale

**404. PUBLIC QUESTION TIME**

None

**405. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr D Aitchison**.

**406. 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 Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird	All	Other registerable interests (as Members of Suffolk County Council)

**407. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 11 February 2026 be confirmed as a true record.

**408. 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/26/0426/FUL   Alterations and single storey rear extension 119 Cliff Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>B</b>	<b>DC/26/0286/FUL   Single story rear extension to existing dwelling 42 High Road East</b>
<b>Committee recommended APPROVAL.</b>	
<b>C</b>	<b>DC/26/0520/FUL   First floor side extension, ground floor front extension, alterations to window and door details 36 Links Avenue</b>
<b>Committee recommended APPROVAL. We believe that this extension is sympathetically designed and that there will be no issue of overlooking or loss of light or amenity for the neighbour at 38 Links Avenue.</b>	
<b>D</b>	<b>DC/26/0525/TCA   2no. Sycamore and 1no. Norway maple (T1-T3 on plan) - Crown reduce from 4.5 metres to 3 metres 1no. Yew (T4 on plan) - Trim and shape 1no. Holm oak (T5 on plan) - Reduce lateral branches over lawn by 1.5 metres Marden House Martello Lane</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

#### 409. PLANNING DECISIONS

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

#### 410. CORRESPONDENCE

- a) **Application for Pavement Licence for Greggs, 85 Hamilton Road**  
 Committee noted that Greggs were seeking to place 4 tables and 8 chairs within an area 7.1m x 3.2m, on relocation from its current premises at 35 Hamilton Road. Times to be Monday to Sunday 06:00 to 23:00. Such licence, if granted, will last for 2 years.  
 Committee had no objection in principle to tables and chairs outside this café. However, Committee objected to the proposed location of the table and chairs immediately against the shop front as this will compromise the width of the pavement and access to the tactile pavements, which must be maintained for visually-impaired pedestrians. Committee suggests moving the tables and chairs into the space the other side of this line.

**b) Planning Reforms Consultation**

Committee noted the government consultation on proposed reforms to national planning policy and infrastructure delivery, affecting areas such as: local plan expectations, housing delivery, infrastructure planning, the role of statutory consultees, and community engagement. Members were invited to respond as individual councillors.

**c) East Suffolk Design Code Engagement Workshop**

Cllr Folley and Cllr Franklin would attend this on-line workshop which would be taking place on 18<sup>th</sup> March 7.30pm - 9.30pm.

**RESOLVED that the correspondence above be noted.**

**411. CLOSURE**

The meeting was closed at 10.33am. It was noted that the next meeting was scheduled to take place on Wednesday 11<sup>th</sup> March 2026 at 9.30am.

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## **AGENDA ITEM 10: APPOINTMENTS TO COMMITTEES**

Following the recent by-election, Cllr Tristan Gale has been duly elected to the Town Council.

Council currently holds vacancies across a number of Committees and Outside Bodies. While a comprehensive review of all appointments and Authorised Signatories is scheduled for the Annual Council Meeting in May 2026, certain appointments are deemed a priority to ensure the continued operational efficiency of for the remainder of the 2025/26 civic year.

It is proposed that Council addresses the immediate vacancy on the Planning & Environment Committee at this time. Vacancies on other Committees and Outside Bodies are not considered critical at this juncture and will remain vacant until the annual review in May.

- **Planning & Environment Committee Appointment:** It is proposed that Cllr Tristan Gale be appointed to the current vacancy. Cllr Gale attended the meeting on 25 February 2026 as an observer and has completed the required induction training with the Committee Chair.
- **Vice-Chair Appointment:** It is proposed that Cllr Corrine Franklin be formally appointed as Vice-Chair of the Planning & Environment Committee.

The proposed Membership for the remainder of 2025/26 is as follows:

### **PLANNING & ENVIRONMENT COMMITTEE (9 Members)**

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

**Council is requested to:**

- i. **approve the appointment of Cllr Tristan Gale to the Planning & Environment Committee for the remainder of the 2025/26 civic year;**
- ii. **formalise the appointment of Cllr Corrine Franklin as Vice-Chair of the Planning & Environment Committee; and,**
- iii. **note that all remaining vacancies on Committees and Outside Bodies will be reviewed at the Annual Council Meeting in May 2026.**

## **AGENDA ITEM 11:PROCEDURAL REVIEW AND RATIFICATION**

Council is requested to review its procedural framework for convening Extraordinary Meetings and to seek formal ratification of the decisions made at a meeting of 22 January 2026, ensuring the Council's representations regarding local education are legally robust.

On 22 January 2026, an Extraordinary Meeting was convened to consider an urgent community response following the decision by Unity Schools Partnership (USP) to pause sixth-form intake. The meeting was convened by the Mayor under the authority of Standing Order 6(a), which adopts the NALC model wording: "*The Chairman of the Council may convene an extraordinary meeting of the Council at any time.*"

Following the meeting, a review was conducted into the interaction between the Council's adopted Standing Orders and the statutory requirements of the Local Government Act 1972 (Schedule 12).

Whilst Standing Order 6(a) emphasises the power to convene meetings urgently, the statutory notice period required for all Council meetings (ordinary or extraordinary) is three clear days. In this specific instance, the "three clear days" threshold was not fully met.

Consequently, while the meeting was called in good faith to address a time-critical matter, the Clerk advised that the representations made were to be treated as an informal expression of the consensus of the Councillors present, until such time as they can be formally ratified by a full meeting of the Council.

Therefore, to address this technicality and protect the Council's resolutions from external challenge, Council is now asked to formally ratify the proceedings and resolutions as detailed in **Appendix A**; and, update the wording of the Council's Standing Orders to prevent future procedural ambiguity.

**Council is therefore requested to:**

- i. note the Record of Proceedings from the Meeting of 22 January 2026 (Appendix A);**
- ii. formally Ratify Resolutions 1 and 2 as set out in Appendix A, confirming them as formal Council resolutions for the 2025/26 civic year; and,**
- iii. approve an amendment to Standing Order 6(a) to read: "The Chairman of the Council may convene an extraordinary meeting of the Council at any time, subject to the statutory three-clear-day notice requirements."**

## **AGENDA ITEM 12:FELIXSTOWE BID RENEWAL BALLOT**

A ballot is scheduled for 26 March 2026 to determine whether the Felixstowe Business Improvement District (BID) will be established for a further term. This report provides the technical background to the ballot process and outlines the options for Felixstowe Town Council as a levy-paying entity within the BID area.

### **Background And Context**

The Felixstowe BID was first established in April 2021 following a successful ballot of local businesses. The BID is now seeking a renewal for a two-year term (2026–2028).

A two-year term is a notable departure from the standard five-year cycle. This shorter duration may be viewed by Council as a "bridge" or evaluation period. It provides a formal mechanism for the business community and the Town Council to assess the BID's impact on a more frequent basis, ensuring that its strategic objectives remain responsive to the town's current economic climate.

### **The Ballot Process**

The ballot is conducted via a postal vote managed by Civica Election Services (CES). Details at **Appendix B** confirms the following:

- **Deadline:** Valid ballot papers must be signed and received by 5:00 PM on Thursday, 26 March 2026.
- **The Dual Majority Rule:** For the proposal to succeed, it must receive a majority both in the total number of votes cast and in the aggregate rateable value of those votes.

### **Town Council Voting Capacity**

The BID continues to cover the primary commercial areas of the town centre and seafront, including Hamilton Road, Sea Road, and Great Eastern Square. As a landholder within the defined BID area, the Town Council holds two hereditaments:

1. **Town Hall**, Undercliff Road West
2. **Broadway House**, Orwell Road

In the original 2020 ballot, the Town Council elected to exercise only one of its votes. This followed the precedent set by East Suffolk Council (which held 11 potential votes but exercised only one) to ensure that the outcome was led by the private business community rather than being disproportionately influenced by local government votes. Members may wish to consider if this strategy remains appropriate for the 2026 ballot.

## **Stakeholder Considerations**

As a levy payer, it is appropriate for the Council to review the BID's performance to date against its stated objectives, which include footfall growth, vacancy rates, and the visitor economy.

At the time of writing, a detailed Business Plan or formal proposal for the 2026–2028 term has not yet been released for public review. Members may wish to consider how the BID intends to evolve its communication and engagement strategy with its partners over the proposed two-year period to ensure transparency and strategic alignment with the Council's own priorities for the town.

### **Council is requested to:**

- i. note the arrangements for the Felixstowe BID renewal ballot and the proposed two-year term;**
- ii. consider and determine the Council's voting strategy, specifically whether to exercise one vote (consistent with the 2020 precedent) or both available votes; and, Whether the Council wishes to vote 'YES' or 'NO' in respect of its hereditaments; and,**
- iii. authorise the Town Clerk to sign and return the ballot paper(s) in accordance with the Council's decision by the 26 March deadline.**

## **AGENDA ITEM 13: SALC AUDIT ENGAGEMENT LETTER**

At its meeting on 18<sup>th</sup> June 2025, Council reviewed the effectiveness of its internal audit arrangements (*Minute #64 2025/26 refers*). Council resolved that the current arrangements provided by SALC were effective and that SALC should be re-appointed for the 2025/26 period.

Following this resolution, SALC has provided a formal Letter of Engagement (**Appendix C**), which sets out the terms of the agreement, including the scope, responsibilities, and fees.

### **Key Terms of Engagement**

The engagement letter confirms the following:

- **Objective:** The primary objective is to review, appraise, and report upon the adequacy of internal control systems.
- **Independence:** Internal audit will operate within a framework that allows unrestricted access to officers and ensures segregation from day-to-day operations.
- **Scope:** There are no limitations on the internal audit's scope of activities, covering both financial and non-financial systems.
- **Access:** Auditors have the authority to access all assets, records, documents, and correspondence.
- **Reporting:** The internal auditor will formally report results and recommendations to the Council and follow up on corrective actions at subsequent audits.
- **Data Protection:** SALC is the data controller and the internal auditor is the data processor.

### **Financial Implications**

The audit fees for 2026 are determined by the higher of the Council's income or expenditure (excluding VAT). Given the Council's budget exceeds £500,001, the following rates apply as per the table in **Appendix C**:

Service Item	Fee / Rate
Annual Internal Audit Fee (>£500,001)	£713.00
Mileage (for onsite visits)	45p per mile

Council's approved budget for Internal Audit fees to be paid during the 2026/27 financial year is £1,437 and is projected to allow for one full-year and one half-year audit.

## **Audit Procedure**

SALC will continue to offer onsite audits for town councils. In accordance with the Council's specific request (*Minute #64*), SALC was notified of the requirement to assign different auditors for the interim and year-end visits to maintain maximum objectivity. The signed Annual Internal Audit Report (AIAR) will be presented on the day of the onsite visit.

**Council is requested to approve the SALC Letter of Engagement (Appendix C) for the period 1 April 2025 – 31 March 2026; and, formally appoint SALC as the Council's internal auditor for the 2025/26 financial year.**

## **AGENDA ITEM 14: NEW AUDIT RULES: ASSERTION 10**

This report outlines the necessary steps to align our ICT and Data Protection frameworks with the 2025 Practitioners' Guide and the NALC Roadmap, to ensure Felixstowe Town Council satisfies the mandatory requirements of Assertion 10 in the 2025/26 Annual Governance and Accountability Return (AGAR).

### **Background: Assertion 10 Technical Standards**

Assertion 10 is a new governance check requiring councils to confirm they have "appropriate" digital controls. As identified in the [2025 Practitioners' Guide](#) (Paragraphs 1.47–1.54), the Council must demonstrate:

- **Email Management (1.47):** Use of an authority-owned domain. Felixstowe is compliant via its @felixstowe.gov.uk infrastructure.
- **Website Accessibility (1.49):** Compliance with WCAG 2.2 AA technical standards.
- **Transparency (1.50):** Publication of data required by the Transparency Code and FOI Act. The Council's [2025/26 Publication Scheme](#) addresses this.
- **Data Protection (1.51-1.53):** Practical application of GDPR/DPA 2018. The Council's current [Data Protection Policy](#) and [Data Retention Policy](#) provide the foundation, but require procedural updates for digital assets.
- **IT Policy (1.54):** Documented rules for the use of Council and personal equipment (BYOD). The Council's ICT Policy is due a scheduled 4-year review to meet these new standards.

### **The Compliance Strategy: NALC Roadmap**

The Council is following the [NALC "Confidence Building" Roadmap](#) to ensure a robust audit trail:

- **Stage 1 & 2 (Mapping & Lawful Basis):** Creation of an Information Asset Register to document why and how we hold personal data.
- **Stage 3 (Risk Assessment):** Implementing a "Privacy by Design" screening tool for new projects.
- **Stage 4 (Embedding):** Updating the ICT Policy and performing a documented Website Accessibility Review.

### **Website Accessibility Audit Methodology**

To meet the updated WCAG 2.2 standard, a manual testing methodology based on the [UK Government \(DWP\) Accessibility Manual](#) is being followed. This methodology has been 'scoped' specifically for Town Council functions, ensuring the Council

meets high national standards without the disproportionate burden of central government testing cycles.

### **Next Steps**

Council's Finance & Governance Committee meets on 18 March 2026. To ensure all policies are formally "active" before the financial year ends on 31 March, it is necessary to delegate the final approval of the technical documents to that Committee.

**It is therefore recommended that Council:**

- i. note the new mandatory requirements of Assertion 10 and the technical specifications 1.47–1.54 of the 2025 Practitioners' Guide;**
- ii. acknowledges the Council's existing strengths in digital identity and transparency;**
- iii. delegates authority to the Finance & Governance Committee to formally review, update, and adopt the following governance documents at its meeting on 18 March 2026:**
  - Revised ICT Policy (2026-2030): To include mandatory WCAG 2.2 standards, MFA, and BYOD security protocols.**
  - Data Protection Policy: To align with the NALC Roadmap and current ICO "Privacy by Design" best practices.**
  - Data Retention Policy: To include specific retention schedules for digital assets and official email archives.**
  - Website Accessibility Statement: To be updated following the manual audit methodology.**
  - Information Asset Register: To formally record the Council's data mapping, lawful bases for processing, and technical security measures. (NEW)**
- iv. authorises the Finance & Governance Committee to implement any immediate procedural changes required to satisfy the Internal Auditor for the 2025/26 financial year.**

## **AGENDA ITEM 15: TOWN OF CULTURE EXPRESSION OF INTEREST**

Council is requested to receive an update on the preparatory work for the UK Town of Culture 2028 Expression of Interest (EOI) and to consider its formal endorsement for the submission and the establishment of a time-limited Steering Group to oversee the final delivery by 31 March 2026.

### **Background**

At its meeting on 11 February 2026, the Civic & Community (C&C) Committee reviewed the DCMS "Guidance for Bidders" and endorsed a structured engagement programme to inform the town's submission (*Minute #385 refers*). Committee recommended that the Town Council maintain a facilitative role, coordinating a place-based approach rather than acting as a sole deliverer.

### **Progress Update: Engagement & Evidence Base**

Consistent with the approach endorsed by C&C, the following preparatory work has been undertaken:

- **Stakeholder Workshops:** Thematic workshops have been conducted, engaging key representatives from heritage, industry, arts, and community sectors.
- **Survey Feedback:** Feedback the ongoing surveys and workshops have provided a distinctive evidence base. The narrative focuses on Felixstowe's "wonderful contradictions", the unique duality of a globally significant industrial port co-existing with a historic seaside resort and vibrant grassroots community.
- **Strategic Alignment:** Engagement with East Suffolk Council and the local Member of Parliament confirms that the bid aligns with regional cultural strategies and national "levelling up" priorities.

### **Proposed Governance: The Steering Group**

To meet the 31 March deadline while ensuring professional and democratic oversight, it is proposed that a time-limited Steering Group be established. This group will be responsible for submitting the Expression of Interest.

### **Proposed Terms of Reference:**

- To review the qualitative feedback from workshops and surveys.
- To approve the final narrative and technical responses of the EOI.
- To act as the "Place-Based Partnership" required by DCMS.

**Proposed Membership:** Membership is designed to be proportionate and cross-sectoral, including:

- **Civic:** The Mayor of Felixstowe
- **Heritage:** Representative from Landguard Trust (Proposed Chair)
- **Arts:** Representatives from the local arts and events sectors.

- **Economy:** Representatives from the Port of Felixstowe, Felixstowe Chamber and Felixstowe BID
- **Community:** Representatives from the Felixstowe Peninsula Community Partnership and Level Two Youth Project
- **Academic:** University of Suffolk (providing essential evaluation expertise)
- **Local Authority Partners:** ESC Cultural Officer.

### **Financial Implications**

The EOI phase continues to be delivered within existing officer capacity and modest budgets. As previously noted to C&C, should Felixstowe be successfully shortlisted, a £60,000 Development Grant would be made available by DCMS to fund the professional production of the full application. No new financial commitments are requested from the Town Council at this stage.

### **Council is recommended to:**

- i. **note the ongoing engagement programme and survey phase as endorsed by the Civic & Community Committee;**
- ii. **formally endorse the submission of an Expression of Interest for UK Town of Culture 2028 on behalf of the town;**
- iii. **approve the establishment of the UK Town of Culture Steering Group and its proposed membership; and,**
- iv. **delegate Authority to the Town Clerk, in consultation with the Steering Group, to finalise and submit the Expression of Interest by the 31 March 2026 deadline.**

## **AGENDA ITEM 16: CIL WORKING GROUP REPORT**

Council is requested to receive an update from the CIL Working Group meeting held on 23 February 2026 and to consider approval for three specific infrastructure funding allocations.

### **Project Proposals & Recommendations**

#### **A. Felixstowe & Walton Football Club – Clubhouse Extension**

The Working Group received a proposal for a 15m x 12m extension to the clubhouse.

- **Benefits:** Provides an additional multi-use room and new sanitary facilities, allowing for simultaneous events. Critically, it supports the new Girls' Academy (learning/mentoring) and improves the match-day experience for the club's growing fan base (400-500 per match).
- **Community Use:** The facility continues to host playgroups, fitness classes, and community social groups.
- **Recommendation:** A CIL grant of £20,000.

#### **B. Felixstowe Pump Track – Consultation Phase**

Following site visits on 17 February 2026 with East Suffolk Council and local users, two potential sites (Langer Park and Eastward Ho) have been identified for further investigation.

- **Next Step:** Engagement of specialist contractors (Clark & Kent) to provide a site-specific consultation and fully costed design.
- **Recommendation:** Funding of £750 + VAT for the formal design proposal.

#### **C. Cemetery Gates – Infrastructure Improvement**

Following the trial closure of the Cemetery road, the Assets & Services Committee (18 Feb 2026) reviewed quotes for permanent, ornate gates.

- **Design:** Galvanized steel, powder-coated black, featuring the Felixstowe Crest and gold-lettered "Felixstowe Cemetery" branding.
- **Efficiency:** This project removes the original fence line, which was estimated to cost over £200,000 to repair; the new gates offer a durable, long-term solution.
- **Recommendation:** Allocation of £34,655 from the CIL Earmarked Reserve and delegation to authorise the Assets & Services Committee to commission the project.

## CIL Financial Overview

The table below summarizes the CIL income and allocations to date:

Year	CIL Received	CIL Payments Spent/(Allocated)	EOY Balance
2016/17	£910.67	£0	£910.67
2017/18	£26,896.79	£0	£27,807.46
2018/19	£4,057.27	£27,807.79 Play Equipment	£4,056.94
2019/20	£30,245.03	£0	£34,301.97
2020/21	£17,291.40	£0	£51,593.37
2021/22	£77,289.65	£10,000 Allotment Assoc Community Hut	£118,883.02
2022/23	£116,511.36		£235,394.38
2023/24	£158,023.77	£10,000 Lions Relocation £23,665 Paths at Gosford & Allenby Parks	£359,753.15
2024/25	£158,651.02	£100,000 Play Improvements Walton Rec and Seaton Road Park (£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) £50,000 Play Improvements Cavendish Park Up to £7,039.34 Walton Community Hall refurbishment Up to £12,000 20mph zone	£347,469.06
<b>Total to date</b>	<b>£753,481.19</b>	<b>£259,622.79 (£7,350 final payment for gates, £20,000 Rugby, £50,000 Landguard, £50,000 Cavendish Pk £7,039.34 Walton Hall and £12,000 20mph zone pending)</b>	<b>£347,469.06*</b>

\*Note: Figures reflect proposed/ringfenced allocations approved by Council.

### Statutory Expiry Dates (Unspent CIL)

The Council must spend CIL funds within five years of receipt. Current unspent balances are scheduled as below, following Council approval of funding for the Rugby Club and Landguard Trust:

Date Received	Amount	5-year expiry date
24/10/2023	£25,213.81	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>£347,469.06</b>	

## **Pipeline Projects**

Members are asked to note that the Working Group is currently investigating the feasibility of:

- Real-time bus indicators;
- A cycle project to improve safer access to the High School;
- Additional Litter bins.
- Feasibility Study for the Triangle area.
- Investigations into the provision of toilets near the station.

**Council is requested to note the CIL Working Group update and to consider approving expenditure from the Council's CIL Earmarked Reserves as follows:**

- i. £20,000 for the Felixstowe and Walton Football Clubhouse extension;**
  - ii. £750 + VAT for the Pump Track design and consultation; and,**
  - iii. £34,655 for the fabrication and installation of the new Cemetery Gate, with authority delegated to the Assets & Services Committee to commission the project.**
-

## **AGENDA ITEM 17: EARMARKED RESERVE EXPENDITURE**

Council is requested to note an update on expenditure committed from Earmarked Reserves (EMR) during the 2025/26 civic year. This includes spending approved by the Assets & Services Committee under delegated powers and previously approved CIL allocations.

Under the Council's Terms of Reference (*Minute #12 of 2025/26*), standing committees are authorised to approve expenditure from EMRs relevant to their remit up to £20,000 per financial year. Expenditure exceeding this limit or falling outside specific committee remits requires Full Council approval.

### **Recent Expenditure (Assets & Services Committee)**

The following items have been committed following recent approval by the Assets & Services Committee:

Min #	Description	Net Amount	Earmarked Reserve
396ii	Roof repairs to Town Hall	£1,648	Town Hall
398iii	Roll of artificial grass and ground protection boards for graves	£1,037	Cemetery
398iv	Radio-detection CAT4+ and Genny4 kit	£1,278	Cemetery

### **Previously Noted EMR Expenditure (2025/26)**

The following represents EMR spending noted or approved earlier in the current civic year:

Min #	Description	Net Amount	Earmarked Reserve
415i (2024/25)	Cemetery Shower final payment	£2,564.67	Cemetery
289ii (2024/25)  521ii (2024/25)	Solar Panels Air Source Heat Pump	£20,762 £7,630	Walton Community Hall*
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

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

*\*Note: 80% of the Walton project was funded by the UKSPF Rural Business Grant; the remainder is being processed via the CIL Working Group.*

### **Community Infrastructure Levy (CIL) Expenditure**

The following CIL-specific allocations are either currently being drawn down or ring-fenced:

Min #	Description	Net Amount	Earmarked Reserve
349	20 mph zone extension within the central conservation area	Up to £12,000	CIL
348ii	Towards the refurbishment of Walton Community Project	Up to £7,039.34	CIL
348iii	Cavendish Park play equipment refurbishment	£50,000	CIL
147iii	Felixstowe Charities Network Website	£500	CIL
258	Landguard Trust	£50,000	CIL
147ii	Rugby Clubhouse project (ring-fenced, subject to planning permission and funding conditions)	£20,000	CIL
Previous approved but due to be paid during 2025/26:			
270ii (2024/25)	Gates at Allenby Park	£15,000	CIL
270 iv (2024/25)	Level Two Music Digital Arts Centre at Beach Street	£30,000	CIL

### **Council is requested to note:**

- i. the expenditure from Earmarked Reserves as approved by the Assets & Services Committee under delegated authority; and,**
- ii. the cumulative position of the Earmarked Reserves for the 2025/26 financial year.**

## AGENDA ITEM 18: YEAR END BALANCES AND EARMARKED RESERVE TRANSFERS

The report provides Council with the projected summary of reserves at the close of the 2025/26 financial year and to confirm the transfer of funds into Earmarked Reserves (EMR) effective 1 April 2026, as previously approved during the January budget setting.

### Financial Summary & Projections

The following table provides a high-level overview of the Council's reserve position as reported to Council in January:

<b>TOTALS</b>	<b>Actual 2024-25</b>	<b>Est. Outturn 2025-26</b>	<b>Approved Budget 2026-27</b>
General Reserves (c/f)	337,263	344,596	303,029
Earmarked Reserves (c/f)	592,697	573,315	534,599
CIL Reserves (c/f)	359,753	410,754	487,008
<b>TOTAL RESERVES (c/f balance)</b>	<b>1,289,713</b>	<b>1,328,665</b>	<b>1,324,637</b>
Income (excluding Precept or CIL)	198,085	227,414	202,896
Precept	664,727	717,436	749,873
Revenue Expenditure	813,979	926,759	933,046
Transfers from GF to Earmarked reserves	41,500	59,657	31,500
Earmarked Reserves Expenditure	60,883	98,372	56,000
CIL Income	158,651	163,604	66,527
CIL Expenditure	107,650	87,350	170,000
General Reserves (balance 31 March)	344,596	303,029	291,252
Earmarked Reserves (balance 31 March)	573,315	534,599	510,099
CIL Reserves (balance 31 March)	410,754	487,008	383,535
<b>TOTAL RESERVES (closing balance)</b>	<b>1,328,665</b>	<b>1,324,637</b>	<b>1,184,886</b>
<i>Surplus (+) Shortfall (-)</i>	<i>38,952</i>	<i>-4,028</i>	<i>-139,751</i>
<i>Surplus (+) Shortfall (-) excl. ER</i>	<i>7,334</i>	<i>-41,567</i>	<i>-11,778</i>
<i>% Revenue Expenditure change (excl. CIL / ER)</i>	<i>2.75%</i>	<i>13.86%</i>	<i>0.68%</i>

The following shows the projected Earmarked Reserves balances at yearend and the impact of the transfers between Earmarked Reserves approved by Council in January, which will take effect from 1<sup>st</sup> April 2026:

<b>Earmarked Reserve</b>	<b>Closing Balance 31.3.25</b>	<b>Projected Closing Balance 31.3.26</b>	<b>Approved Budget Transfers from GF 1.4.26</b>	<b>Projected Opening Balance 1.4.26</b>
Election Expenses	7,839.37	6,839.37	+ 6,000	12,839.37
Asset Repair & Replace	29,064.99	19,939.99	+3,000	22,939.99
IT Replacement Fund	19,318.09	19,318.09	-	19,318.09
Cemetery Projects	222,201.39	233,844.46	+ 20,000	253,844.46

Broadway House	56,557.94	31,557.94		31,557.94
Walton Community Hall	73,509.18	38,509.18		38,509.18
Town Hall	7,164.95	68,082.55	+5,000	73,082.55
Play Equipment	22,500.00	30,000	+ 7,500	37,500
Community Fund	33,784.57	22,031.23	-10,000	12,031.23
CCTV	42,000.00	-	-	-
Staffing Reserve	44,036.48	44,036.48	-	44,036.48
Public Spaces	15,337.00	15,337.00	-	15,337.00
CIL 22/23 (Oct)	94,079.38	0*	-	0*
CIL 23/24 (April)	46,843.92	0*	-	0*
CIL 23/24 (Oct)	111,179.85	108,583.81*	-	108,583.81*
CIL 24/25 (April)	17,750.03	17,750.03	-	17,750.03
CIL 24/25 (Oct)	140,900.99	140,900.99	-	140,900.99
CIL 25/26 (April)	0	93,318.94		93,318.94
CIL 25/26 (Oct)	0	70,285.29		70,285.29
<b>Total Earmarked Reserves</b>	<b>£984,068.13</b>	<b>£960,335.35</b>	<b>£31,500.00</b>	<b>£991,835.35</b>

*\*Transfer to Occasional Grants fund.*

The variance to January Budget Outturn Projections is due to updated figures following further commitments since that meeting and the "Projected Closing Balance" for CIL reserves assumes that the expenditure recommended in Agenda Item 16 (Football Club, Pump Track, and Cemetery Gates) is approved tonight.

The Election Expenses reserve has been adjusted to allow for the (est.) £7,000 cost of the recent Walton Ward by-election.

**Council is requested to:**

- i. note and Approve the projected year-end balances for 2025/26;**
- ii. confirm the scheduled transfers from General Reserves to Earmarked Reserves to take effect on 1 April 2026; and,**
- iii. consider whether any additional transfers between Earmarked Reserves are required based on the projected outturn.**

## **AGENDA ITEM 19: INVESTMENT POLICY & STRATEGY 2026/27**

Committee is to review the Council's Investment Policy & Strategy for 2026-27, in line with statutory requirements, proper governance, and the Council's Climate Emergency objectives, and to seek Committee recommendations to Council on any proposed actions.

The Council's investment powers and responsibilities are derived from:

- Section 12 of the Local Government Act 2003, which authorises councils to invest:
  - For purposes relevant to its functions under any enactment, or
  - For prudent management of its financial affairs.
- Section 15(1)(a) of the Local Government Act 2003, which requires councils to have regard to statutory guidance on Local Government Investments issued by the Secretary of State.

The current statutory guidance (3rd Edition, 2018) remains in force and applies to councils whose total investments exceed £100,000, including town and parish councils. The guidance sets out that investments should prioritise, in order:

1. Security of capital
2. Liquidity
3. Yield (return on investment)

In addition, the Council follows best practice as set out in the Governance and Accountability for Smaller Authorities (JPAG Proper Practices 2024) guidance.

The Council's Investment Policy & Strategy must therefore:

- Be reviewed and approved by full Council annually
- Ensure investments are prudent, secure, and transparent
- Consider ethical and environmental impacts alongside financial performance
- Be publicly available for transparency

The tables below shows the current investments and credit ratings of the institutions currently holding Council funds:

Institution	Type	Amount	Interest Rate / Account	Maturity / Notes
Close Brothers Treasury	1-year fixed bond	£500,000	4.2%	Matures 22 July 2026
Virgin Money	1-year fixed Business Term Deposit	£250,000	4%	Matures 14 Nov 2026
Nationwide Building Society	35-day notice savings	£660,901.01	2.4%	Variable rate. Ongoing fund.
Barclays Business Banking	Tracker / Current accounts	Operational funds	Variable	Tracker Account receives Precept. Automatic sweep from Tracker to Current account to maintain £50,000 overnight balance.

Institution	Agency	Long-Term	Short-Term	Notes
Close Brothers Ltd	Fitch	BBB	F3	Negative outlook ( <a href="https://www.closebrothers.com">closebrothers.com</a> )
	Moody's	A3	P2	( <a href="https://www.closebrothers.com">closebrothers.com</a> )
Nationwide Building Society	Fitch	A	F1	Stable outlook ( <a href="https://il.tradingview.com">il.tradingview.com</a> )
	Moody's	A1	P-1	Latest issuer ratings ( <a href="https://www.nationwide.co.uk">nationwide.co.uk</a> )
Virgin Money UK PLC	Fitch	A	F1	( <a href="https://www.virginmoneyukplc.com">virginmoneyukplc.com</a> )
	Moody's	A3	P2	( <a href="https://www.virginmoneyukplc.com">virginmoneyukplc.com</a> )
Barclays Bank UK PLC	Fitch	A+	F1	( <a href="https://www.home.barclays">home.barclays</a> )
	Moody's	A1	P-1	( <a href="https://www.home.barclays">home.barclays</a> )

In line with the Council's Climate Emergency Declaration, Members have reviewed investment counterparties for environmental and ethical impact:

- Nationwide Building Society: Rated as the second most ethical bank in the UK. Lending is primarily residential mortgages, avoids fossil fuel investment, discloses carbon emissions, and sets science-based targets. [Ethical banking Ethical banks and building societies](#)
- Virgin Money: Now part of Nationwide, may provide additional operational banking options (dual authorisation, payroll system, multiple signatories).

The Finance & Governance Committee reviewed the Council's Investment Policy & Strategy at its most recent meeting and considered ethical banking options. Officers are currently investigating possible alternative banking providers to the Council's

current/business tracker accounts, the conclusions of which will be presented to the Finance & Governance Committee in due course.

An updated draft Investment Policy & Strategy is provided at **Appendix D**. Key points for consideration include:

- Current and projected investment holdings,
- Security, liquidity, and yield criteria,
- Ethical and environmental considerations in selecting counterparties,
- Operational banking requirements (dual authorisation, payroll, multiple signatories).

**Council is requested to approve its Investment Policy & Strategy for 2026/27, as recommended by the Finance & Governance Committee (*Minute #365 of 2025/26 refers*).**

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## **AGENDA ITEM 20: INSURANCE ARRANGEMENTS 2026/27**

Council is required to review the adequacy of its insurance arrangements on an annual basis. The Finance & Governance Committee reviewed arrangements in January and has recommended that Council confirm the arrangements for insurance in respect of all insured risks are adequate for 2026-27, in readiness for the policy renewal date (*Minute #366 of 2025/26 refers*).

With effect from 1 April 2025, the Council entered into a three-year Long-Term Agreement with Zurich Municipal.

The insurance premium for 2025/26 was £9,161. During the procurement process, other insurers specialising in local authority insurance were invited to quote; however, Zurich remained the most competitive provider and best placed to meet the operational needs and risk profile of a town council.

The sums insured for buildings, contents and all risks are index linked. Zurich has confirmed that a 5% index-linked uplift is applied annually to these sums insured to mitigate the risk of under-insurance in a period of rising construction and replacement costs.

In 2023, valuations of all Council buildings were carried out and submitted to the insurer. The Royal Institution of Chartered Surveyors (RICS) recommends that insurance valuations are refreshed every three years; accordingly, officers will explore updated valuations later in 2026.

All physical assets and equipment owned or managed by the Council are insured. Cover is provided in accordance with the Council's Risk Management Policy at the following levels:

Public Liability (inc. personal accident liability cover for employees, Members and volunteers under the above policy)	<b>£15 Million</b>
Employers Liability	<b>£10 Million</b>
Fidelity Guarantee	<b>£2 Million</b>
Personal Accident (up to age 90)	<b>£50,000/£200 pw</b>
Hirers Liability	<b>£2 Million</b>
Libel and Slander	<b>£500,000</b>
Legal Expenses – enhanced EPL cover	<b>£200,000</b>
Money	<b>£250,000</b>
Officials Indemnity	<b>£15 Million</b>
Key Personnel Cover	<b>£100,000/£500 -£100pw</b>
Business Travel	<b>Included</b>
Motor	<b>Included</b>
Engineering - Inspection & Insurance	<b>Included</b>
Business Interruption	<b>Included</b>

With effect from 1 April 2025, the Council also holds standalone Cyber Insurance, renewed annually, with the following limits:

Aggregate Policy Limit of Liability	£500,000
Per Event Limit of Liability	£500,000
Aggregate Retention	£6,250

This cover provides protection against cyber-related risks including data breaches, ransomware, and business interruption arising from cyber incidents.

Officers are satisfied that the Council’s insurance arrangements remain appropriate and proportionate to its assets, activities and risk profile, and that adequate cover is in place across all key risk areas.

**Council is therefore requested to:**

- i. Confirm the adequacy of its insurance arrangements as recommended by the Finance & Governance Committee (*Minute #366 of 2025/26 refers*);**
  - ii. authorise any potential overspend beyond the approved budget, if necessary, to secure adequate cover.**
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## **AGENDA ITEM 21: OCCASIONAL GRANTS POLICY**

The Civic & Community Committee reviewed the policy at its meeting of 11 February 2026 which is recommended for adoption with the incorporated amendments as follows: (*Minute #388 of 2025/26 refers*):

- Under Grant conditions (bottom of page 2) a change to clarify the detailed cost breakdown required and amended to say “The application should be supported by a breakdown of estimates for the project insofar as possible, and a itemised price list for items of equipment to be purchased and any further information requested by the Town Council. “
- Addition (final page):  
“Any grants not accepted prior to the following round submission deadline for applications will be returned to the pot for reallocation, or, in the case of the final round, will be retained by the Council.”

Council’s Occasional Grants Policy is shown at **Appendix E**.

**Council is requested to approve the Occasional Grants Policy as presented at Appendix E.**

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## **AGENDA ITEM 22: PRESS & MEDIA POLICY**

The Civic & Community Committee reviewed the policy at its meeting of 11 February 2026 which is recommended for adoption with one small amendment (*Minute #389 of 2025/26 refers*):

- Under Policy Statement the word ‘our’ is changed to ‘its’ activities.
- 1.3 is amended with the addition of “where they were not involved in its preparation”, as per 2.5.

Council’s Press and Media Policy is shown at **Appendix F**.

**Council is requested to approve the Press & Media Policy as presented at Appendix F.**

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