



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

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

Cllr S Harkin
Cllr M James
Cllr M Morris
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 **FELIXSTOWE TOWN HALL** on **Wednesday 5 November 2025** 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 meeting during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/Remote-Meeting-Guidelines.pdf>

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.



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

Ash Tadjrishi
Town Clerk
31 October 2025

Moment of Reflection: Joshua Geddis-Pile, Port Chaplin Felixstowe

A G E N D A

1. Public Question Time

Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.

2. Apologies for Absence

To receive any apologies for absence.

3. Declarations of Interest

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

4. Confirmation of Council Minutes

To confirm the minutes of the Council Meeting held on Wednesday 3 September 2025 as a true record. **(Pages 4-9)**

5. Mayor's Announcements

To receive such communications as the Mayor may wish to lay before Council. **(Page 10)**

6. Minutes of Committee Meetings

To receive and adopt the Minutes of the following meetings:

- a) Planning & Environment Committee 10 September 2025 **(Pages 11-14)**
- b) Civic & Community Committee 10 September 2025 **(Pages 15-17)**
- c) Assets & Services Committee 17 September 2025 **(Pages 18-26)**
- d) Planning & Environment Committee 24 September 2025 **(Pages 27-30)**
- e) Personnel Committee 1 October 2025 **(Pages 31-33)**
- f) Planning & Environment Committee 8 October 2025 **(Pages 34-36)**
- g) Finance & Governance Committee 15 October 2025 **(Pages 37-40)**
- h) Planning & Environment Committee 22 October 2025 **(Pages 41-42)**
- i) Civic & Community Committee 22 October 2025 **(Pages 43-45)**

7. Reports from Members appointed to Outside Bodies

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

8. CIL Working Group Report - Landguard Trust Amenity And Access Project

To consider a report from the CIL Working Group and a presentation from David Gledhill, Landguard Trust on their Amenity and Access Project.

(Pages 46-47)

- 9. Motion: ESC Waste Bins And CCTV Expenditure**
To consider the motion of Cllr D Rowe submitted in accordance with Standing Order 9. **(Page 48)**
- 10. 20MPH Survey Report**
To consider the findings of the 20MPH Survey report and make any comments to SCC Highways as appropriate. **(Page 49 & Appendix A)**
- 11. Annual Governance & Accountability Return 2024/25**
To receive the External Auditor’s Report on the Annual Governance & Accountability Return for the Financial Year 2024/25. **(Page 50 & Appendix B)**
- 12. Interim Internal Audit Report 2025/26**
To receive the interim report of the Internal Auditor for 2025/26. **(Page 51 & Appendix C)**
- 13. Earmarked Reserves Expenditure**
To note Committee decisions on using Earmarked Reserves in accordance with approved Terms of Reference for 2025/26 (*Min. #12 2025/26 refers*). **(Page 52)**
- 14. Council Investments**
To receive an update on the investments of the Town Council following delegated authority given to Council’s Finance & Governance Committee. **(Page 53)**
- 15. ICT Policy**
To adopt the ICT Policy 2025-28 as recommended by the Council’s Finance & Governance Committee. **(Page 54 & Appendix D)**
- 16. Remembrance Events 2025**
To receive an update on events taking place for Remembrance 2025. **(Page 55)**
- 17. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix E)**

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

- 18. Closure**
To close proceedings and note that the next Ordinary Council Meeting will be at 7.30pm on Wednesday 14 January 2026.

AGENDA ITEM 4: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 3 September 2025** at **7.30pm**

PRESENT: Cllr C Franklin (Mayor)
Cllr D Aitchison (Deputy Mayor) Cllr A Folley
Cllr S Bennett Cllr D Rowe
Cllr S Bird Cllr M Sharman
Cllr J Candy Cllr S Wiles
Cllr M Deacon Cllr W Underwood

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mr S Congi (Finance Administration Assistant)

IN ATTENDANCE: Inspector C Clack, Suffolk Constabulary
1 member of the public (*in person*)
3 members of the public (*via Zoom*).

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection from Rev'd Helen Rengert, St. John's Church, Felixstowe.

137. PUBLIC QUESTION TIME

None.

138. APOLOGIES FOR ABSENCE

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

The Council considered a request to grant dispensation under Section 85(1) of the Local Government Act 1972 for Councillor Margaret Morris, who had not attended any meetings since 23 April 2025 due to ill health. Without approval, Cllr Morris would automatically cease to be a member on 22 October 2025.

Members recognised the importance of supporting the wellbeing of elected members while ensuring compliance with legislation.

After discussion, it was RESOLVED that:

- i. The absence of Cllr Margaret Morris from meetings be approved on the grounds of ill health; and;**
- ii. This approval remain in place until the Ordinary Meeting of Full Council on 14 January 2026, with the matter to be reviewed at or before that date.**

139. DECLARATIONS OF INTEREST

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

| Member(s) | Minute No. | Nature of Interest |
|------------------------------------------------------------------|-------------------|---------------------------------------------------------------------------------|
| Cllr S 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) |
| Cllr D Rowe | 147iii | Other registerable interest (as a director of the Felixstowe Charities Network) |

Cllr D Rowe confirmed he would leave the Chamber for any discussion or decision relating to his declared interest.

Members were reminded to declare any interest arising during the meeting.

140. QUESTIONS TO THE MAYOR

None.

141. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Council Meeting held on Wednesday 18 June 2025; and, the Extraordinary Council Meeting held on Tuesday 29 July 2025 be signed by the Mayor as a true record and adopted by the Council.

142. MAYOR'S ANNOUNCEMENTS

The Mayor reported on her recent engagements, highlighting the Felixstowe School graduation, which provided an opportunity to celebrate students' successes. She also spoke warmly of the recent Carnival, including the Teddy Bear's Picnic and Mayor's Tea, praising the efforts of the Carnival Committee in organising a successful weekend of events.

The Mayor shared further highlights, including a visit to the Suffolk Seal Rescue Unit and attendance at the Suffolk VJ Day Celebrations at BSE, which were graced by the Duke and Duchess of Gloucester. She reminded Members of upcoming civic events and engagements.

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

143. 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 25 June 2025**
- b) Planning & Environment Committee 9 July 2025**
- c) Assets & Services Committee 9 July 2025**
- d) Planning & Environment Committee 23 July 2025**
- e) Planning & Environment Committee 6 August 2025**
- f) Planning & Environment Committee 27 August 2025**

144. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Cllr S Bennett provided a report as the Town Council's representative to the Felixstowe Fair Trade Forum. Council expressed thanks to Cllr Bennett for his report.

It was RESOLVED that the outside body report on the Felixstowe Fairtrade Forum be noted.

145. LOCAL POLICING MATTERS

The Mayor welcomed Inspector Colin Clack, recently appointed in July, who expressed his longstanding affection for Felixstowe and outlined policing priorities. He reported that from 1 October the local team would increase from three PCs and one Sergeant to five PCs and one Sergeant, with the current PCSO also remaining in post. Foot patrol officers would be dedicated specifically to Felixstowe, ensuring consistent presence and visibility.

Inspector Clack emphasised priorities including tackling organised crime, reducing recidivism, and monitoring drug-related activity. He explained that strategic meetings relating to Clear Hold Build had been removed, but other operational priorities remained, including focused enforcement at Landguard Fort. The night-time economy would continue to be monitored, with an emphasis on detecting violence against women and girls, whilst retail and high street crime would be addressed through data-led strategies and the redeployment of resources as necessary.

Members raised questions regarding speeding on Walton High Street, anti-social behaviour during public events such as VJ Day, retail crime on the high street, and continuity of policing due to officer turnover. Inspector Clack responded by confirming that accurate reporting through 101 remained important, giving assurances about coverage and engagement with local events, advising that PCs and Sgt coverage could be supplemented from Woodbridge or Ipswich if necessary, and that new PCs could be deployed to address retail crime. He also confirmed the continued presence of PCSOs and no current plans for their expansion.

Members welcomed the planned enhancements to foot patrols and community policing visibility.

Inspector Clack was thanked for his time and contribution to the Council meeting.

It was RESOLVED that the update report on local policing matters be noted.

146. CIVILITY AND RESPECT PLEDGE

The Council was briefed on NALC's Civility and Respect Pledge.

Members noted that this pledge was not a response to any specific incident but demonstrated the Council's commitment to good governance and civility, aligning with the Council's Gold-level Award application under the Local Councils Award Scheme. The Council's existing Code of Conduct was also referenced as supporting respectful conduct among staff and councillors.

Members debated the necessity of the pledge and raised concerns regarding legislative ambiguity, with further discussion on the civic pride in achieving the Gold Award and the importance of publicly demonstrating good governance.

Members also noted that the Personnel Committee would consider a Dignity at Work Policy at its October meeting, after which it would be circulated to staff and councillors and published online.

Following further debate and a vote, it was RESOLVED that Felixstowe Town Council would formally sign the Civility and Respect Pledge; and, the Personnel Committee be delegated the authority to produce and approve a Dignity at Work Policy.

147. CIL WORKING GROUP REPORT

The Council received an update from the Community Infrastructure Levy (CIL) Working Group. Members were briefed on progress regarding the Rugby Clubhouse project at Coronation Park, with outreach activities, enhanced facilities, and engagement with the local community noted. The Working Group recommended £20,000 be ring-fenced from CIL reserves towards the clubhouse project, contingent on planning permission and securing the remainder of funding.

Updates were also provided on a range of other projects being considered by the CIL Working Group, including a potential pump track and cemetery extension provisions. Members discussed the importance of long-term planning, collaboration with East Suffolk Council and Suffolk County Council, and alignment with the Cycling and Walking Strategy for larger projects such as any infrastructure improvements to the town centre Triangle.

The Felixstowe Charities Network website was highlighted as a tangible outcome from the February Charities Summit, with funding of £500 recommended from CIL reserves to support its launch.

It was RESOLVED that:

- i. The update from the CIL Working Group be noted;**
- ii. £20,000 be ring-fenced for the Rugby Clubhouse project, subject to planning permission and funding conditions; and**
- iii. £500 be allocated towards the Felixstowe Charities Network website.**

148. ACCOUNTS FOR PAYMENT

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

| Date | Voucher Nos. | Total Payment |
|-------------|---------------------|----------------------|
| 16/06/2025 | 103 – 126 | £30,646.86 |
| 30/06/2025 | 127 – 142 | £62,980.86 |
| 15/07/2025 | 143 – 154 | £2,945.91 |
| 31/07/2025 | 155 – 171 | £58,853.89 |
| 12/08/2025 | 172 – 187 | £21,770.48 |
| 29/08/2025 | 188 – 200 | £62,521.10 |
| | TOTAL | £239,719.10 |

149. EXCLUSION OF PRESS AND PUBLIC

Council agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due to the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

150. FELIXSTOWE PALACE CINEMA

The Council considered a confidential report on the Palace Cinema, following previous resolutions to explore the potential acquisition of the property.

Members discussed the building's condition, operational considerations, and potential future uses, including the balance of cinema and other ancillary activities.

At this point, 9.29pm, Members agreed to continue the meeting beyond the two hour time limit.

Discussions reflected concerns regarding the scale of investment required, ongoing operational costs, and the uncertainties inherent in taking on a large and complex property.

Members acknowledged the work already undertaken to gather independent advice, including valuation, high-level architectural input, and dialogue with East Suffolk Council, but noted that further detailed appraisal and due diligence would be necessary to fully understand the financial and operational implications.

After careful consideration of the potential opportunities and associated risks, it was RESOLVED that the Council would not pursue acquisition of the Palace Cinema at this time.

151. CLOSURE

The meeting was closed at 22.05pm. It was noted that the next Ordinary Meeting was scheduled for 5 November 2025 at 7.30pm.

AGENDA ITEM 5: MAYORS ANNOUNCEMENTS

The following Mayoral (and other) Engagements have been undertaken since the previous meeting:

| | |
|-------------|---------------------------------------------------------------|
| 06/09/2025 | Felixstowe Rugby Ladies Day |
| 07/09/2025 | Art on The Prom |
| 12/09/2025 | 40 th Anniversary of the Disability Advice Service |
| 14/09/2025 | Felixstowe Road Runners Coastal 10 Race |
| 14/09/2025 | Ipswich Mosque 40 years' Service Celebrations |
| 15/09/2025 | 356 (Felixstowe) Squadron ATC Awards Evening |
| 18/09/2025 | Rotary 41 st Charter Night |
| 21/09/2025 | Battle of Britian Commemoration & Thanksgiving Service |
| 22/09/2025 | Fairtrade Flag raising - Town Hall |
| 23/09/2025 | QVSR Felixstowe Seafarers Centre |
| 25/09/2025 | Rotary Club of Felixstowe Showcase Event |
| 26/09/2025 | Felixstowe Job & Careers Fair |
| 27/09/2025 | Felixstowe Fairtrade Family Sunday - Felixstowe Library |
| 27/09/2025 | Mayors Charities - Quiz Night |
| 28/09/2025 | The Compass Service of Thanks |
| 01/10/2025 | Felixstowe Sea Cadets AGM |
| 04/10/2025 | Grow, Cook, Eat Festival |
| 08/10/2025 | Friends Together - Salvation Army |
| 12/10/2025 | Stowmarket Town Mayor Civic Celebration |
| 16/10/2025 | Wesel Scouts Breakfast Town Hall |
| 17/10/2025 | Last Night of Wesel Scouts Visit |
| 19/10/2025 | Walton Parish Nurses |
| 20/10/2025 | Felixstowe Carnival AGM |
| 21/10/2025 | Felixstowe in Flower Award Ceremony |
| 23-27/10/25 | Civic Trip to Wesel |
| 27/10/2025 | FACTS AGM |

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.

Committee recommended REFUSAL. Whilst we welcome the changes made with the revised application, most notably the removal of the front smoking area, we agree with the SCDF. The front entrance has electronic push control only on the outer doors and this must also be provided on the inner doors for the entrance to be fully DDA compliant. We also note that the door to the accessible toilet is not push button controlled.

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| B | DC/25/3001/FUL Redevelopment of the site for continued HGV Fuel Provision and associate works Certus Terminal Dock Road Felixstowe Docks |
| Committee recommended APPROVAL. However, we note the comments in general, but in particular from the concerned neighbouring premises relating to the lack of toilets. We would therefore ask that the applicant provide secure toilet facilities for HGV users. | |

| | |
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| C | DC/25/3113/FUL Replace roof of the main part of the building with a mansard roof. Change second floor internal layout. Bligh Manor The Ferry |
| Committee recommended APPROVAL. We recognise the refusal of the previous application and the amendments made by the applicant. Regarding the potential overlooking of neighbouring properties we acknowledge the revision on the upper floor and the provision of a Juliette, rather than an open balcony and therefore feel that this application is compliant with SCLP11.2. Furthermore, we recognise that the additional grounds for the previous refusal was the mansard roof and introduction of the Velux window on the upper floor. However, we believe that this design will not be injurious to the appearance of the hamlet. Whilst the property is in the National Landscape, it is not in a Conservation Area and is not a listed building and there is no dominant, or consistent, architectural style in the area. Therefore the proposed design is acceptable and compliant with SCLP11.1 paras. a), b) and c). | |

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| D | DC/25/3212/FUL Proposed Side Extension 34 Princes Road |
| Committee recommended REFUSAL. We believe that the proposed design will be unacceptably intrusive to the neighbour at number 36. There will be unacceptable loss of both outlook and daylight to habitable rooms for the neighbour and therefore the proposal is contrary to SCLP 11.2 paras. b) and c). Furthermore, the proposed extension will take the host property considerably nearer to the boundary and the proposal will be substantially larger than the attached garage currently in situ. We believe that the application will be contrary to SCLP 11.1 para. c) iii. in terms of its height and massing. | |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E | DC/25/3198/FUL Rear extension to existing dwelling 43 St Andrews Road |
| Committee recommended APPROVAL. | |
| F | DC/25/3156/FUL Front boundary wall and vehicle gates 39 High Road East |
| <p>Committee recommended REFUSAL. We believe that the proposed design will be obtrusive and injurious to the street scene. The front boundaries in this area are, in the main, open or consisting of hedging. This large brick and wooden wall will be out of keeping. We therefore believe that this contravenes SCLP 11.1 a), b) and c)iii and iv; and also, SCLP 11.2 e).</p> | |
| G | DC/25/3140/FUL Installation of air-to-air heat pump 3 Park Court Langer Road |
| Committee recommended APPROVAL. | |
| H | DC/25/2738/FUL To replace current windows and doors with upvc windows and doors, including the replacement of fascias and soffits 1 Red Hall Court |
| Committee recommended APPROVAL. | |
| I | DC/25/3204/TCA 1no. Yew (T1 on plan) - Reduce in height and spread by up to 1.5 metres, and crown lift to a height of 2.5 metres 1no. Sycamore (T2 on plan) - Reduce in height and spread by up to 2.5 metres, and crown lift to 5.2 metres 1no. Dead Horse chestnut (T3 on plan) - Fell 1no. Yew (T4 on plan) - Reduce by 4 metres to turn back into a topiary hedge The Coach House Northcliffe Court |
| Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. | |

157. PLANNING DECISIONS

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

158. CORRESPONDENCE

i. Independent review of the East Suffolk Council Planning Committees.

The Chairman reported his attendance at an interview on 4th September in relation to the independent review of the East Suffolk Council Planning Committees to support the evidence-gathering for the final report, which has been commissioned to be undertaken by the Planning Advisory Service (PAS). The Chairman reported having represented Committee's experience of the planning process.

ii. Marine biosecurity planning for the Stour and Orwell Estuaries.

Committee noted that the Stour and Orwell Estuaries Biosecurity Planning team were continuing a project to develop a marine biosecurity plan for the Stour and Orwell Estuaries, and were seeking expressions of interest in attending the workshops, engaging with the planning process or being informed of progress. It was agreed that the Clerk should email the details to all Committee Members to ascertain interest in this.

Committee NOTED the correspondence.

159. CLOSURE

The meeting was closed at 11.41am. It was noted that the next meeting was scheduled to take place on Wednesday 24th September 2025 at 9.30am.

MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 10 September 2025 at 7.30pm

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

OFFICERS: Mrs D Frost (Deputy Town Clerk)
 Mrs S Faversham (Civic Events Officer)
 Ms H Miles (Communications Officer)

160. PUBLIC QUESTION TIME

None.

161. APOLOGIES FOR ABSENCE

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

162. DECLARATIONS OF INTEREST

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

| Member(s) | Minute No. | Nature of Interest |
|------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Cllr J Candy | All | Other registerable interests (as a Member of East Suffolk Council) |
| Cllr S Harkin | All | Other registerable interests (as an employee of East Suffolk Council) |
| Cllr M Sharman | #165 | Other registerable interest (as Chair of Felixstowe and District Council for Sports and Recreation and a Trustee to Landguard Fort Trust) |
| Cllr S Harkin | #165 | Other registerable interest (as a Trustee to Landguard Trust and Music in Felixstowe) |
| Cllr J Candy | #165 | Other registerable interest (as a Trustee to Landguard Trust) |

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

163. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Civic & Community Committee meeting held on 11 June 2025 be confirmed as a true record.

164. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 31 August 2025.

It was **RESOLVED** that the Budget Report to 31 August 2025 be received and noted with no further action required at this time.

165. ANNUAL GRANTS, COMMUNITY FUND PROJETS & PARTNERSHIPS

Members considered Annual Grant applications and funding for community projects for the year 2026-27.

Cllr Sharman having declared Other-Registerable Interests, absented himself from discussion and voting on those items declared above in Minute #162.

It was **RESOLVED** that the following provision of annual grants be made as part of the recommendations for the 2026/27 budget:

i. As Annual Grants:

| | |
|----------------------------------------------------|----------------|
| Art on the Prom | £3,000 |
| Citizen's Advice | £3,000 |
| FACTS | £2,500 |
| Fairtrade Forum | £45 |
| Felixstowe Book Festival | £2,000 |
| Felixstowe Carnival | £7,000 |
| Felixstowe Council for Sport and Recreation | £300 |
| Felixstowe Coast Patrol | £2,000 |
| Landguard Fort Trust | £1,000 |
| Royal British Legion | £300 |
| Salzwedel Twinning Association | £200 |
| WAMFest | £3,000 |
| Wesel Twinning Assoc. | £200 |
| Total | £24,545 |

ii. Community Fund Projects:

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

- iii. £8,000 towards the provision of the 2026 Christmas lights be included as part of the recommendations for the 2026/27 budget;
- iv. all recipients be asked to display the Felixstowe Town Council promotional material to promote grants, specifying if Felixstowe Town Council are the main sponsor and consider the environment and single use plastics when putting on events; and,
- v. Music in Felixstowe be invited to apply for an annual grant for the year 2027/28.

166. REMEMBRANCE 2025

Members noted the report on Remembrance and the arrangements for forthcoming events to commemorate Remembrance 2025.

RESOLVED that the update report on Remembrance be noted.

167. CIVIC CHRISTMAS CAROL SERVICE AND MAYOR'S CHARITY EVENTS

Members noted the report on the Civic Christmas Carol Service and Mayor's Charity Events and that the Christmas Carol Service was planned to take place at St. Mary's Church, Walton, at 4.30pm on Friday 12 December.

RESOLVED that the update report on Civic Christmas Carol Service and Mayor's Charity Events be noted.

168. FELIXSTOWE IN FLOWER

The Civic Events Officer presented a report on this year's Felixstowe in Flower events. Members gave thanks to the Civic Events Officer and suggested that David Button as the main sponsor be invited to display a banner at events and that attempts are made to obtain sponsorship of £20 for each of the trophies from local businesses.

It was RESOLVED that :

- i. the Felixstowe in Flower report be noted;
- ii. David Button be invited to display a banner at events; and,
- iii. Attempts to obtain sponsorship for the trophies of £20 each, from local businesses be made.

169. CLOSURE

The meeting was closed at 8.10 pm. It was noted that the next meeting was scheduled to take place on Wednesday 22 October 2025 at 7.30pm.

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 17 September 2025 at 7.30pm

PRESENT: Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman) Cllr B Price
Cllr D Aitchison Cllr M Sharman
Cllr N Barber Cllr W Underwood

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

170. PUBLIC QUESTIONS

None

171. APOLOGIES FOR ABSENCE

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

172. DECLARATIONS OF INTEREST

None.

Members were reminded to declare any interest arising during the meeting.

173. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 9 July 2025 be signed by the Chairman as a true record.

174. ASSETS & SERVICES BUDGET REPORT

The Committee reviewed income and expenditure against the budget as of 10 September 2025.

It was RESOLVED that the Budget Report to 10 June 2025 be received and noted.

175. FEES AND CHARGES 2026-27

Committee considered the scale of Fees and Charges for Council services from 1 April 2026 as presented in the report.

It was RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2026:

i) Town Hall – General Hire:

Hire fees to remain the same for 2026-27 as follows:

| FELIXSTOWE TOWN HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs. | Full day (Weekday, 9am-5pm) | Half day (weekdays 9-1pm, 1pm-5pm) | Hourly rate (weekday hours between 9am-5pm) | Hourly rate (all other times) |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------|
| Council Chamber | | | | |
| Commercial/Business Hire | £254 | £128 | £40 | £58 |
| Voluntary/Charity/Community | £124 | £64 | £20 | £37 |
| Other Town Hall Rooms | | | | |
| Commercial/Business Hire | £190 | £97 | £28 | £52 |
| Voluntary/Charity/Community | £112 | £55 | £15 | £31 |
| Refreshments (to include tea, coffee, water and biscuits) | | £2 per delegate | | |

ii) Town Hall - Weddings and Special Events:

Wedding fees for 2026-27 to be as follows:

| WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL | Weekday (1st April- 30th Sept) | Weekend (1st April- 30th Sept) | Any Day (1st Oct- 31st March) | Post-Ceremony Drinks |
|---------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------|
| Council Chamber (for ceremonies attended by a maximum 76) | £650 | £795 | £650 | N/A |
| Felixstowe Resident Rate | £550 | £695 | £550 | N/A |
| Clerk's Office (for ceremonies attended by a maximum 15) | £395 | £495 | £395 | N/A |
| Felixstowe Resident Rate | £295 | £395 | £295 | N/A |
| Courtroom Gallery | N/A | N/A | N/A | £150 |
| Other Rooms | N/A | N/A | N/A | £150 |

iii) Walton Community Hall – General Hire:

Hire fees to remain the same for 2026-27 as follows:

| WALTON COMMUNITY HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs. | Weekdays 9-5pm | Evenings and Weekends up to 10pm | Session Rate Mon-Sun 9am-10pm (up to 4 hours) |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------|--------------------------------------------------------------------------|
| Commercial/Business Hire | £20 | £23.50 | £62.50 |
| Voluntary/Charity/Community /Private Hire | £10.50 | £14 | £34.50 |

iv) Cemetery:

5% increase on fees for 2026-27 as follows:

| 1. INTERMENTS | 2026-2027 | |
|-------------------------------------------------------------------------------------------------|---------------------|---------------------------------|
| Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday | Standard Fee | Felixstowe Resident fee* |
| Still Born – 1 Month | No charge | No charge |
| Child up to 18 Years | No charge | No charge |
| Adult Grave - Single Depth 4'6" | 1528 | 764 |
| Double Depth 6'4" | 2471 | 1236 |
| Triple Depth 7'6" | 2885 | 1443 |
| Urn of cremated remains | 389 | 195 |
| Scattering of ashes | 88 | 88 |
| Additional charges applicable outside ordinary hours of burial Monday to Friday | Standard Fee | Felixstowe Resident fee |
| Grave space | 1019 | 510 |
| Urn space | 605 | 303 |
| Scattering of ashes | 344 | 172 |
| Additional charges applicable on Weekends and Bank Holidays (subject to availability) | Standard Fee | Felixstowe Resident fee |
| Grave space | 1694 | 847 |
| Urn space | 1185 | 593 |
| Scattering of ashes | 434 | 217 |
| 2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS | 2026 - 2027 | |
| Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday | Standard Fee | Felixstowe Resident fee* |
| Adult Grave 8' by 3' | 2890 | 1445 |
| Children's grave 4' by 3' | No Charge | No Charge |
| Urn plot in GARDEN OF REMEMBRANCE | 1185 | 593 |
| Urn plot in LAWN GARDEN | 2172 | 1086 |
| 3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL | Standard Fee | Felixstowe Resident fee* |
| Renewal 50 years: Adult Grave | 2548 | 1274 |
| Child Grave | No Charge | No Charge |
| Urn plot (Garden of Remembrance) | 847 | 424 |
| Urn plot (Lawn Garden) | 1829 | 915 |
| Renewal 25 years: Adult Grave | 1293 | 647 |
| Child Grave | No Charge | No Charge |
| Urn plot (Garden of Remembrance) | 427 | 214 |

| | | |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------|
| Urn plot (Lawn Garden) | 937 | 469 |
| 4. PERMISSION TO ERECT MEMORIALS | | |
| | Standard Fee | |
| Kerb stone or border stone or edging not exceeding 6'6" by 2'6" by 6" in height (Blocks A – F only) | 365 | |
| Memorial not exceeding 3' 6" height by 3' width | 365 | |
| Kerb stone/border stone/edging AND Memorial | 607 | |
| Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O) | 200 | |
| Vase with or without lettering | 200 | |
| Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high | 200 | |
| Additional inscription on any memorial after the first | 125 | |
| Garden of Remembrance – Ground level Plaque | | |
| Plaque for urn plot 6" by 4" | 50 | |
| Plaque for urn plot 8" by 6" | 50 | |
| MEMORIAL GARDEN (subject to VAT) | 2026-2027 | |
| | Standard Fee | Felixstowe Resident fee* |
| Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years | 764 | 382 |
| Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years | 471 | 236 |
| Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years | 624 | 312 |
| Renewal of lease for the above memorials for further 5 years | 163 | 163 |
| Memorial bench plaques with inscription for 10 years (prices from) | 1566 | 783 |
| 5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT) | | |
| Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years | 2084 | 1042 |
| Planting single grave with winter and summer plants and maintaining for one year | 363 | 363 |
| Annual maintenance thereafter | 208 | 208 |
| 6. MISCELLANEOUS | | |
| Registering transfer of grant | 55 | 55 |

| | | |
|--------------------------------------|------|------|
| Exhumation (Burial) | 2037 | 2037 |
| Exhumation (Ashes) | 847 | 847 |
| Register Search | 32 | 32 |
| Preparation of Statutory Declaration | 71 | 71 |

v) Allotments

For allotments taken on from January to October, charges will be applied pro-rata through to October, along with the following 12 months. For allotments taken on between October and December, the full fee for 12 months will be charged, up to the following October.

For tenancies renewing in October 2026, or new tenancies beginning from April 2026, the applicable fees will be:

| Plot Size | Standard Rent (inc. Water) | Discount Rent (inc. Water) |
|-------------------------------------------------------------------------------|-------------------------------|---------------------------------------------|
| Single-size plot New tenant (approx. 125m ² or '5 Rods') | £75.00 | Discount will be applied to first full year |
| Single-size plot (approx. 125m ² or '5 Rods') | £46.25 | £29.25 |
| Double-size plot (approx. 250m ² or '10 Rods') | £92.50 | £58.50 |
| 'Allotment' (Miniplot) | £29 | N/A |

176. WALTON COMMUNITY HALL

The Deputy Clerk presented a report on refurbishment works to improve the building's energy efficiency, scheduled to commence the day after the meeting.

Following a discussion on whether to replace two single-glazed windows with wooden or UPVC double-glazed windows, it was noted that the latter would require planning permission but was significantly more cost effective. It was suggested that a quote and planning permission be sought for the installation of UPVC double-glazed Victorian-style sash windows.

It was RESOLVED that quotes be obtained and planning permission sought for the installation of UPVC double-glazed Victorian-style sash window.

177. CEMETERY UPDATE REPORT

The Committee received an update regarding cemetery matters, including signage, road closures and a request from City Fibre for a Wayleave Agreement.

In discussion, Members raised questions about whether City Fibre had a statutory right to install apparatus and whether any payments could be sought. It was confirmed that the works formed part of a government-funded scheme and

that no compensation was available. Assurance was given that the scale of works was reduced from the original proposal and that grounds staff would monitor activity on site.

Members also discussed the impact of closing Cemetery Road overnight. While some public concerns had been received, it was noted that alternative routes were available and that the closure had already shown signs of reducing antisocial behaviour. It was further noted that discussions were ongoing with Sustrans regarding the diversion of the cycle route.

It was RESOLVED that:

- i. The Cemetery update be noted, and;**
- ii. that the signing of the Wayleave Agreement with City Fibre be approved.**

178. TELECOMS MAST LICENCE

The Committee received and noted an update on the renewal of the licence agreement for the telecoms mast at the Cemetery. It was reported that further information on cemetery capacity is being collated to support the valuation process, and updates will be provided in due course.

It was RESOLVED that the Telecoms Mast Licence report be noted.

179. ALLOTMENTS UPDATE REPORT

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

It was RESOLVED that the Allotment update report be noted.

180. PARKS UPDATE REPORT

The Committee received a report on the Allenby Park gates and on the use of Community Infrastructure Levy (CIL) funds for East Suffolk Council park upgrades.

Regarding the Allenby Park gates, Members expressed concern at delays and poor communication from the appointed contractor. While the refurbished gates had been installed, the adjoining posts were in a substandard condition and the crest remained outstanding. Members discussed options, including continuing to pursue the contractor or considering the works already paid for as sufficient value and appointing an alternative contractor to complete the posts and railings. It was agreed that efforts would continue to press the contractor to return the remaining property by the next meeting, while also seeking a quotation for completion of the posts should this not be achieved.

In relation to the play equipment projects funded by CIL contributions, Members noted with satisfaction that both Seaton Road Park and Walton Recreation Ground had reopened following installation and inspection of the new facilities.

Members welcomed that the East Suffolk Council Leisure Team would coordinate a formal opening photocall involving the Youth Forum and Level Two.

It was RESOLVED that:

- i. The Parks update report be noted, and;**
- ii. the contractor be pressed to complete or return the remaining railings by the next meeting, and;**
- iii. a quotation be sought from an alternative contractor to complete the restoration of the gate posts and railings if the appointed contractor fails to do so.**

181. COUNCIL MOTOR VEHICLES

The Committee received an update on the completion of the electric van purchase, including associated costs, and on the progress of leasing a new Toyota Hilux hybrid on revised terms. It was noted that the existing Hilux would be sold privately once the new vehicle had been delivered.

It was RESOLVED that the Council Motor Vehicles update be noted

182. BIODIVERSITY POLICY

The Committee received the draft Biodiversity Policy, setting out the Council's commitments and objectives for protecting and enhancing biodiversity across its land, buildings, and activities. Members noted that adoption of the policy would also support the Council's ambition to achieve a Gold Award under the Local Council Award Scheme..

It was RESOLVED that the draft Biodiversity policy be accepted.

183. GAZEBOS

The Committee considered a report on purchasing additional branded gazebos to support the Council's participation in community events. It was noted that the Council currently owns one large 3m x 6m gazebo stored at the Cemetery, which is well-worn, difficult to erect, and unsuitable for regular use.

The Grounds & Maintenance Manager had sourced quotes from three suppliers for two 3m x 3m branded gazebos. It was clarified that the individual figures for Company B did not exactly total the overall quoted amount, but this was a minor error, with individual figures inclusive of VAT and the overall total excluding VAT.

Following discussion, the Committee agreed to proceed with the purchase of two pop-up branded gazebos from Company B as the preferred supplier.

It was RESOLVED that the purchase of two 3m x 3m branded gazebos from Company B be approved, the cost of which £1992.42 + VAT be taken from Public Spaces Earmarked Reserves.

184. CEMETERY EXTENSION PROJECT

The Committee received an update on the Cemetery Extension Project, including pre-planning advice from East Suffolk Council and considerations for site infrastructure.

Borehole

Two quotes were obtained: a 60m borehole (£14,300 + VAT) and a 15m borehole (£6,037 + VAT). Members discussed the significant difference in depth proposed, noting that one company had assessed the site remotely while the other had provided an on-site explanation. Written assurances were to be sought before proceeding. The Committee supported the installation of a borehole by Company B, funded from Cemetery earmarked reserves, with reassurance that no charge would be made if no water was found.

Cemetery Extension Options

The Committee considered whether to take a phased approach or commission a whole-site masterplan. It was recognised that a phased approach would allow parts of the site to become usable sooner, while a masterplan would strengthen the Council's position to secure external funding and deliver a consistent long-term vision. Members noted that significant funding would be required in either case and discussed the importance of maximising potential grant opportunities. Updated costings were to be obtained to support the preparation of a masterplan, with proposals brought to the November meeting.

Deben Way Land Parcels

The potential purchase of two parcels of land behind Deben Way was discussed as a possible relocation site for the Scouts' hut, which would release their current site for the cemetery extension. Members queried the valuation process and agreed that the Council should seek clarification from the landowner on the lowest possible purchase price and obtain an independent valuation. The Scouts would be informed that the Council was exploring this option on their behalf and advised to seek pre-planning advice on the site's suitability. A further report will be brought to the next Committee meeting.

It was RESOLVED that:

- i. Company B be appointed to install the borehole with the cost of £6037 + VAT to be funded from Cemetery earmarked reserves, subject to written assurances;**

- ii. **that updated costings for the development of a cemetery masterplan be obtained to inform proposals;**
- iii. **discussions with the landowner regarding the Deben Way parcels continue and an independent valuation be obtained, with the Scouts advised to seek pre-planning advice, and;**
- iv. **a report on the Cemetery extension masterplan and the Deben way land purchase be brought to the next Assets & Services meeting on 19 November 2025.**

185. CLOSURE

The meeting was closed at 8.56pm. The next meeting was noted as being scheduled for Wednesday 19 November 2025 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 24 September 2025 at 9.30am**

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

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

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

186. PUBLIC QUESTION TIME

None.

187. APOLOGIES FOR ABSENCE

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

188. DECLARATIONS OF INTEREST

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

| Member(s) | Minute No. | Nature of Interest |
|---------------------------------|-------------------|----------------------------------------------------------------------|
| Cllr S Bennett Cllr A Folley | All | Other registerable interests (as a Member of East Suffolk Council) |
| Cllr S Bennett Cllr S Bird | All | Other registerable interests (as a Member of Suffolk County Council) |
| Cllr D Aitchison | 190B | Other registerable interests (as Chair of School Governors) |

Cllr Aitchison advised that he would leave the Chamber prior to and during the consideration of the application.

189. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 10 September 2025 be confirmed as a true record.

190. PLANNING APPLICATIONS

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

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | <p>DC/25/3207/FUL Formation of vehicular access and erection of self-service vehicle jet washers, customer and staff parking and associated development 201 Hamilton Road</p> |
| <p>Committee recommended REFUSAL. Whilst we recognise that this site is currently derelict and needs to be redeveloped, we feel that the proposal as submitted is unacceptable.</p> <p>Broadly we agree with the comments in the pre-app advice, under policy 24/2477. Firstly, we concur that this proposed use is inappropriate in this location. SCLP Policy 4.9 recognises areas of historic character and protecting the appearance of the town centre, we feel that this proposed use will not enhance this prominent site on one of the gateways to the town centre.</p> <p>Secondly, we believe in terms of design, whilst the applicant is proposing significant tree planting we believe that this proposal will not enhance the appearance of the area and is contrary to SCLP Policy 11.1 paras. a) and b).</p> <p>Furthermore, we recognise that this site is adjacent to a listed building, the former station building. We believe that the proposal will not complement the appearance of the listed building and will significantly harm its setting, and therefore the proposal is contrary to SCLP Policy 11.4 paras. a) and b).</p> <p>We recognise that there are residential properties that are located nearby and the use of the facility, particularly with the potential for 24hr use will be unacceptable and therefore contrary to SCLP 11.2 para. d) in terms of potential noise and para. f) in terms of potential light spillage.</p> <p>Lastly, we feel that the proposed use is contrary to SCLP policy 12.2 para. e).</p> | |

At this point, 10.22am, Cllr Aitchison left the Chamber.

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| B | <p>DC/25/3299/P14J Prior Notification - Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings - Proposed roof mounted solar Felixstowe School High Street Walton</p> |
| <p>Committee had no objections. We fully support and welcome this and believe that this proposal embraces the ambitions contained in SCLP Policy 9.1 on renewable energy.</p> | |

Cllr Aitchison returned, 10.27am.

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|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| C | DC/25/1957/FUL Use of land as car park (temporary period of two years) Land West Of Sea Road |
| Committee recommended APPROVAL. We would ask that it be conditioned that the use is temporary, for two years, as proposed. | |

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|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D | DC/25/3196/FUL Demolition of an existing dwelling and construction of a three-storey building containing 5 x 2-bedroom flats (Use Class C3). Riby House 9 Riby Road |
| Committee recommended APPROVAL. | |

At the direction of the Chair, 10.55am, the meeting was adjourned.

The meeting resumed at 11.03am.

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| E | DC/25/3482/P14J Prior Notification Application to determine if prior approval is required for a proposed: Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings- Proposed roof mounted solar panels Langer County Primary School Langer Road |
| Committee had no objections. We fully support and welcome this and believe that this proposal embraces the ambitions contained in SCLP Policy 9.1 on renewable energy. | |

| | |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F | DC/25/1347/FUL Change of use of first and second floor from residential as originally used to commercial and ground floor division of commercial space into 3 smaller commercial units. Coes Mens Shop 2 Hamilton Road |
| Committee recommended APPROVAL. | |

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|----------------------------------------|-----------------------------------------------------------------------------|
| G | DC/25/3292/FUL Rear kitchen extension 35 St Andrews Road |
| Committee recommended APPROVAL. | |

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|----------------------------------------|--------------------------------------------------------------------------------|
| H | DC/25/2862/FUL Installation of EV Charger 26 Constable Road |
| Committee recommended APPROVAL. | |

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|----------------------------------------|-------------------------------------------------------------------------------------|
| I | DC/25/3350/FUL To replace fascias and guttering 2 Red Hall Court |
| Committee recommended APPROVAL. | |

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| J | DC/25/3478/TCA 1no. Group of Pine (G1 on plan) - Crown reduce two largest trees in group by 1.5 metres 1no. Group of Sycamore (G2 on plan) - Crown reduce tree with cavity by 3 metres 1no. Wild cherry (T002 on plan) - Crown clean by removing dead and crossing branches 1no. Apple (T006 on plan) - Crown reduce by 1.5 metres 3no. Silver maple (T013, T014 and T015 on plan) - Crown reduce by 3 metres to previous pollard points 1no. Sycamore (T026 on plan) - Crown reduce by 2 metres to previous pruning points St Johns Court Princes Road |
| Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer. | |

191. PLANNING DECISIONS

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

192. CORRESPONDENCE

King Charles III England Coast Path (KCIIECP) - Commencement of new access rights between Felixstowe Ferry and Bawdsey

Confirmation that the new coast path access rights between Felixstowe Ferry and Bawdsey would commence on Wednesday, 24 September 2025. These rights will be brought into force by an Order made under section 3A of the Countryside and Rights of Way Act 2000.

Committee NOTED the correspondence.

193. CLOSURE

The meeting was closed at 11.45am. It was noted that the next meeting was scheduled to take place on Wednesday 8th October 2025 at 9.30am.

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,
Felixstowe, on Wednesday 1 October 2025 at 4.30pm**

PRESENT: Cllr C Franklin (Chairman) Cllr D Rowe
 Cllr M Deacon Cllr M Sharman

OFFICERS: Mr A Tadjrishi (Town Clerk)

194. PUBLIC QUESTION TIME

None.

195. APOLOGIES FOR ABSENCE

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

196. DECLARATIONS OF INTEREST

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

| Member(s) | Minute No. | Nature of Interest |
|------------------|-------------------|--------------------------------------------------------------------|
| Cllr M Deacon | All | Other registerable interests (as a Member of East Suffolk Council) |

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

197. CONFIRMATION OF MINUTES

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

198. DIGNITY AT WORK POLICY

Members considered the draft Dignity at Work Policy, which had been prepared based on the NALC model but revised to be more concise and practical for day-to-day use. Subsequent to Council endorsing NALC's Civility and Respect Pledge, the policy sets out the Council's approach to promoting civility, respect, and dignity in the workplace, provides guidance on reporting and resolving bullying or harassment, and applies to all staff, councillors, contractors, and others engaged by the Council.

It was RESOLVED that the draft Dignity at Work Policy be adopted as presented.

199. TRAINING STRATEGY

Members reviewed the Council's proposed training strategy for 2025/26, including mandatory training for staff and councillors, opportunities for professional development, and alignment with the Council's strategic objectives. Emphasis was placed on ensuring all training is cost-effective and targeted to identified skills gaps.

Subject to a minor amendment to clarify that the cost of Member training would be funded by the Town Council, and that the policy should be reviewed every three years rather than four, it was RESOLVED that the Training Strategy adopted as presented.

200. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

201. TOWN CLERK'S APPRAISAL

The Annual Appraisal for the Town Clerk was carried out. Several objectives for the forthcoming year were discussed and agreed.

It was RESOLVED that the Town Clerk's Appraisal document be finalised by the Mayor to include those objectives discussed and agreed for the following year.

202. STAFFING ARRANGEMENTS

Committee considered a confidential report on staffing matters.

The potential impact of Local Government Reorganisation on Council services was noted, and it was agreed that a review of the Council's staffing structure and job roles would be beneficial to ensure resources remain aligned with future priorities. The Town Clerk was asked to make the necessary preparations for this review. It was agreed that the Clerk and the Grounds & Maintenance Manager should determine when to commence recruitment for an additional Grounds Maintenance Apprentice.

RESOLVED that the report on Staffing Matters be noted; and, the recruitment of a Grounds Maintenance Apprentice should commence at a time agreed between the Clerk and the Grounds & Maintenance Manager.

203. STAFFING AND TRAINING BUDGET 2026/27

Members considered estimates for the Council's 2026/27 staffing and training budget.

Salary scale point changes were approved as presented and the budgets were recommended as follows:

| Cost Centre | Budget Estimates 2026/27 | | |
|-----------------------|---------------------------------|----------------------------------------|-------------------------------------------|
| | Salaries (£) | Employer National Insurance (£) | Employer Pension Contributions (£) |
| Administration | 269,741 | 35,211 | 53,948 |
| Town Hall | 29,281 | 3,417 | 5,856 |
| Walton | 5,856 | 683 | 1,171 |
| Broadway House | 9,911 | 1,157 | 1,982 |
| Cemetery | 140,645 | 17,947 | 28,129 |
| Allotments | 30,138 | 3,846 | 6,028 |
| Parks | 30,138 | 3,846 | 6,028 |
| Total | 515,711 | 66,107 | 103,142 |

Training budget

| | Budget 2026/27 (£) |
|-----------------------|---------------------------|
| Administration | 1,500 |
| Town Hall | 500 |
| Cemetery | 2,000 |
| Totals | 4,000 |

It was **RESOLVED** that Council be recommended to approve the salaries and training budgets for the financial year 2026/27.

204. CLOSURE

The meeting was closed at 5.52pm. It was noted that the next meeting was scheduled to take place on Wednesday 1 April 2026 at 4.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 8 October 2025 at 9.30am**

PRESENT: Cllr S Bird (Chairman)
Cllr S Bennett
Cllr J Candy
Cllr C Franklin
Cllr B Price

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

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

205. PUBLIC QUESTION TIME

None.

206. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Atchison, Cllr N Barber, Cllr A Folley, and Cllr M Morris.**

207. DECLARATIONS OF INTEREST

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

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

208. CONFIRMATION OF MINUTES

Subject to a correction to SCLP Policy 9.1 rather than 11.1 as stated on items #190 B and E; and, to correct the meeting adjournment time from 11.55 to 10.55am; it was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 24 September 2025 be confirmed as a true record.

209. PLANNING APPLICATIONS

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

| | |
|---------------------------------------|----------------------------------------------------------------------------|
| A | DC/25/3452/FUL 1 1/2 storey rear extension 23 Beatrice Avenue |
| Committee recommended APPROVAL | |

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| B | DC/25/3430/ADN Non-Illuminated Advertisement Consent - Parking signage - Fixed to pole, fixed to fence/wall Land West Of Sea Road |
| Committee recommended APPROVAL, however Committee requests that consideration be given to either an additional payment machine or to relocate the one proposed towards the centre of the site. or relocate the machine to the centre of the site. | |

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|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C | DC/25/3333/FUL Referring (as advised) to a previous application to change existing windows from wooden to UPVC, this is for 3 flats that were not changed at that time. Flat 4 = 5 windows & 1 set of patio doors Flat 7 = 3 windows & 2 sealed unit Flat 8 = 3 windows (& possibly 2 windows at a later date) Changing from brown painted wood to Rosewood UPVC Flats 4, 7 And 8 Rosemount, 11 Hamilton Gardens |
| Committee recommended APPROVAL. | |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| D | DC/25/3308/FUL Retrospective Application - Replacement kitchen extract Ferry Boat Inn The Ferry |
| Committee recommended APPROVAL. We recognise the importance of this business and its continuation at this site. We note that a previous application was refused on the grounds of potential noise and odour for neighbouring residential properties. However, we recognise that within the noise and odour assessment submitted by the applicant, that, any potential effect would be below adverse levels for neighbouring properties; and, particularly we note that to achieve optimal levels would require the installation of an acoustic fence on the roof of the pub which would be visually intrusive and unacceptable. | |

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|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| E | DC/25/3540/TCA 1no. Tilia cordata (marked on plan) - Crown lift to 2.5 metres 8 Rosery House Cambridge Road |
| Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. | |

210. PLANNING DECISIONS

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

211. CORRESPONDENCE

a) DC/25/2187/FUL – The Grosvenor, 25-31 Ranelagh Road.

Notice from East Suffolk Council that the above application had been presented to the ESC Referral Panel, as the comments of Felixstowe Town Council received during the consultation period were contrary to the 'minded to' recommendation of officers. The Panel decided that the application should be delegated to officers, without referral to ESC Planning Committee, Therefore, the decision was delegated, and the application would be approved.

b) ESC Planning Policy Consultations findings.

Members noted, as circulated by the Town Clerk, that East Suffolk Council had shared a link to the early findings following its recent consultation on Planning Policy Involvement.

c) ESC's Call for Sites in preparation of the new Local Plan.

Notice from East Suffolk Council on the preparatory work planned to begin in 2025 to produce a new Local Plan for adoption in 2029. The new Local Plan will go up to at least 2044 and replace the Suffolk Coastal Local Plan adopted in 2020. Members noted that East Suffolk Council would be undertaking a Call for Sites from Monday 20th October 2025 until Friday 9th January 2026, through which submissions would be invited for land to be put forward for consideration for allocation in the Local Plan. Town and Parish Councils were invited to send up to two attendees to an online briefing session on the Call for Sites on Wednesday 22nd October, 1pm – 2pm. It was agreed that the Chair of the Planning & Environment Committee and the Clerk should attend.

Committee NOTED the correspondence.

212. CLOSURE

The meeting was closed at 10.43am. It was noted that the next meeting was scheduled to take place on Wednesday 22nd October 2025 at 9.30am.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Town Hall, Felixstowe on Wednesday 15 October 2025 at 7.30pm**

PRESENT: Cllr M Deacon (Chairman)
Cllr D Rowe (Vice-Chairman) Cllr M James
Cllr S Bennett Cllr M Sharman
Cllr S Bird Cllr S Wiles

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

IN ATTENDANCE: One member of the public (*via Zoom*)
Cllr C Franklin

213. PUBLIC QUESTION TIME

There was none.

214. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr W Underwood**.

215. DECLARATIONS OF INTEREST

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

| Member(s) | Minute No. | Nature of Interest |
|-----------------------------------------------|-------------------|---------------------------------------------------------------------|
| Cllr S Bennett Cllr S Bird Cllr S Wiles | All | Other registerable interests (as Members of Suffolk County Council) |
| Cllr S Bennett Cllr M Deacon | All | Other registerable interests (as Members of East Suffolk Council) |

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

216. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 4 June 2025 be signed by the Chairman as a true record.

217. BUDGET MONITORING TO 30 SEPTEMBER 2025

Committee received the budget monitoring report to 30 September 2025. A report of any variance to budget estimates for the period greater than 50% or £500 was considered.

In response to a query on the outstanding lease payment for Broadway House, a Member agreed to follow this up directly.

The Clerk confirmed that the debtors list had significantly reduced since revised processes had been put in place.

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

218. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2024/25

Committee noted that the External Audit for the Financial Year 2024/25 had been completed on 12 September 2025, with the External Auditor, PKF Littlejohn, having expressed the view that the information was in accordance with proper practices and no matters had come to attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

Members recorded a vote of thanks to the Town Clerk, Deputy Town Clerk, and Finance Administration Assistant for their work in achieving Council's ongoing unqualified audits.

It was RESOLVED that:

- i. It be recommended to Council that the Annual Governance & Accountability Return, including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 and associated regulations, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 16 September 2025 and was available on the Council's website.**

219. INTERNAL AUDIT REPORT: INTERIM 2025/26

Members considered the interim Internal Audit Report for the period 1 April 2025 – 30 September 2025 as presented and noted that the Auditor had made no formal recommendations.

The Committee extended its thanks to the staff for their efforts in achieving another positive audit report.

It was RESOLVED that the Interim Internal Audit Report for the period 1 April 2025 – 30 September 2025 be noted as presented for onward referral to Council.

220. QUARTERLY BANK RECONCILIATION

It was confirmed that Cllr David Rowe, as the Council's nominated Quarterly Bank Reconciliation Signatory (*Minute #15 of 2025/26 refers*), had signed the reconciliations between the bank statement and Scribe accounts to confirm the amounts agreed each month for Quarter 1 and Quarter 2 of 2025/26.

It was RESOLVED that it be noted that the reconciliations between the bank statements and accounts for the period 1 April – 30 September 2025 had been reviewed and signed by the appointed bank reconciliation signatory.

221. COUNCIL INVESTMENTS

Committee noted the report on Council investments and discussed the investment of a further £250,000 in a one-year bond, acknowledging Fitch's recent downgrade of Close Brothers' credit rating.

The Deputy Town Clerk presented further options for investment following research into other banks and financial institutions.

It was noted that, as of 1 July 2025, Virgin Money UK PLC's long-term Issuer Default Rating (IDR) from Fitch Ratings was 'A' with a Stable Outlook, following completion of its acquisition by Nationwide Building Society. This represented an upgrade from 'A-'. With a one-year fixed rate of 4.10%, Virgin Money was a viable contender, and its Responsible Investment Policy aligned with the Council's ethical considerations.

Committee also noted that the Cambridge & Counties Bank 1-year Business Bond at 4.35% was competitive. Although unrated by the major agencies, the bank was jointly owned by a Cambridge University college and a Local Government Pension Fund, with a conservative lending profile, and demonstrated strong ethical and sustainability commitments.

Members agreed that investing with Virgin Money offered a balanced approach combining reasonable yield and security.

It was further agreed that £250,000 be transferred from the Barclays Business Tracker Account to the Nationwide 35-Day Saver Account to maximise interest returns.

RESOLVED that

- i. The Council invest £250,000 in a one-year bond with Virgin Money; and,**
- ii. £250,000 be transferred from the Council's Barclays Business Tracker Account to the Nationwide 35-Day Saver Account.**

222. MEMBERS' ALLOWANCES & EXPENSES POLICY

Committee reviewed the Members' Allowances & Expenses Policy, noting that Felixstowe Town Council has historically chosen not to provide any form of allowance.

Following a debate, Members agreed that allowances should not be introduced at this stage but that the matter should be reviewed again in advance of the 2027 Council elections and the setting of the 2027/28 budget.

It was RESOLVED that the Members' Allowances & Expenses Policy be re-adopted without change at this time; and that the Policy be reviewed again in advance of the 2027 elections and the setting of the 2027/28 budget.

223. ICT POLICY

Committee reviewed the Council's ICT Policy,

It was RESOLVED that ICT Policy be updated as presented and recommended to Council for approval.

224. CLOSURE

The meeting was closed at 20.12pm. The next meeting was noted as being scheduled for Wednesday 10 December 2025 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 22 October 2025 at 9.30am**

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

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

IN ATTENDANCE: 2 members of the public (in the Chamber)
3 members of the public (via Zoom)

225. PUBLIC QUESTION TIME

The Chairman directed that the members of the public, who had indicated a wish to speak on presentation of the application at Minute 229B, could do so at that time.

226. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr M Morris**.

227. DECLARATIONS OF INTEREST

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

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

228. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 8 October 2025 be confirmed as a true record.

229. PLANNING APPLICATIONS

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

| | |
|----------------------------------------|------------------------------------------------------------------------------------------|
| A | DC/25/1683/RG3 8 beach huts. Part Clifflands Dip Promenade Cliff Road |
| Committee recommended APPROVAL. | |

Committee heard from members of the public on the following application. Concerns were raised around the creation of new beach hut plots and the impact on accessibility for existing hut owners whose space for vehicular and mobility scooter access would be compromised by the proposed siting of the new huts. It was suggested that the seven huts would be better located on the north side.

| | |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B | DC/25/1682/RG3 Creation of 7 new beach hut plots, 3 x plot row adjacent to Hut No 319 and 4 x plot row extension adjacent to Hut No 331B. Brackenbury Fort Car Park Golf Road |
| Committee recommended APPROVAL, subject to adequate disability access to all beach huts being maintained. | |

| | |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C | DC/25/3694/VOC Variation of condition No. 1 of DC/23/1773/FUL - Alterations to Garage Outbuilding (reconstruction of roof to form storage / workshop area) - Changes to the number of dormers. Brandeston Golf Road |
| Committee recommended APPROVAL. | |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D | DC/25/3770/TPO 1no. Pine (in carpark of Martello Place) - Remove limb circled in red on submitted photograph. Tudor House Martello Place Golf Road |
| Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. | |

230. PLANNING DECISIONS

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

231. CORRESPONDENCE

None.

232. CLOSURE

The meeting was closed at 10.32am. It was noted that the next meeting was scheduled to take place on Wednesday 5th November 2025 at 9.30am.

MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 22 October 2025 at 7.30pm

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

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

233. PUBLIC QUESTION TIME

None.

234. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr M Morris**.

235. DECLARATIONS OF INTEREST

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

| Member(s) | Minute No. | Nature of Interest |
|-------------------------------------------------|-------------------|-------------------------------------------------------------------------------------|
| Cllr S Bennett Cllr J Candy Cllr A Folley | All | Other registerable interests (as Members of East Suffolk Council) |
| Cllr S Bennett | All | Other registerable interests (as a Member of Suffolk County Council) |
| Cllr S Harkin | All | Other registerable interests (as an employee of East Suffolk Council) |
| Cllr S Bennett | #239 | Other registerable interest (as a contributor to Pier Projects) |
| Cllr S Harkin | #239 | Other registerable interest (as Chair of the Felixstowe History and Museum Society) |

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

236. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 10 September 2025 be confirmed as a true record.

237. CIVIC & COMMUNITY BUDGET REPORT

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

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

238. DRAFT BUDGET CONSIDERATIONS 2026-27

The committee considered the Civic & Community Committee's draft budget proposals for the 2026-27 financial year.

On a question regarding portioning staffing costs to elements of the Committee's budget, the Town Clerk confirmed that clerical staff costs were attributed to the Administration cost centre under the auspices of the Finance & Governance Committee.

RESOLVED that the draft budget for 2026-27 be recommended to the Finance & Governance Committee as presented.

239. OCCASIONAL GRANTS ROUND 2 2025/26

Committee considered completed applications for funding received prior to the 30 September 2025 deadline for the second round of Occasional Grants. The total of grant funding requested in this second round being £18,954.70.

Those Councillors having declared Other-Registerable Interests at Minute #235 above, absented themselves from the Chamber during the discussion and voting on those items.

RESOLVED that a total of £9,474.70 be awarded in Round 2 of the Occasional Grants for 2025/26, as detailed below, and approved for payment:

- i. £584.70 to the 8th Felixstowe Scout Group towards camping equipment;**
- ii. £450 to Being Well in Suffolk towards men's peer support network;**
- iii. £1,000 to the Compass towards emergency food and fuel vouchers;**
- iv. £350 to Cuppa towards storage for free food donations and for community sports equipment;**
- v. £1,819 to the Felixstowe History and Museum Society towards improving children's provision at Felixstowe Museum;**
- vi. £580 to the Friends of Fairfield and Colneis towards an outdoor wooden mini adventure trail at Colneis Junior School;**

- vii. **£500 to the Friends of Felixstowe Seafront Gardens towards replenishment of gardening tools and equipment;**
- viii. **£1,500 to Home-Start Suffolk for volunteer training – Felixstowe;**
- ix. **£500 to Kingsfleet School Association towards playground improvements;**
- x. **£471 to Litter-Free Felixstowe towards ten sets of litter pickers (packs of eight) and certificates for children taking part in your treasure hunts over the coming year;**
- xi. **£900 to Memory Lane towards their Seaside Memories Project;**
- xii. **£200 to Pier Projects towards 10 Symposium bursary places;**
- xiii. **£500 to SARS (Suffolk Accident Rescue Service) towards Felixstowe activity;**
- xiv. **£120 to Save the Children towards Santa's ride around Town 2025.**

240. FELIXSTOWE IN FLOWER

Members noted the report on Felixstowe in Flower.

RESOLVED that the update report on Felixstowe in Flower be noted.

241. WESEL TWINNING VISIT

Members noted the report on Twinning.

RESOLVED that the update report on Twinning be noted

242. CLOSURE

The meeting was closed at 9.05pm. It was noted that the next meeting was scheduled to take place on Wednesday 17 December 2025 at 7.30pm.

AGENDA ITEM 8: CIL WORKING GROUP REPORT - LANDGUARD TRUST AMENITY AND ACCESS PROJECT

The Community Infrastructure Levy (CIL) Working Group met on 20 October 2025, receiving a presentation from David Gledhill, Chair of Landguard Trust, and Steve Curtis, Chair of Landguard Fort and member of the Fort Forward Group. The Working Group heard that, currently, there is only one permanent toilet on Landguard, which is in the museum and is linked to a WW2 effluent tank that has to be emptied at a cost of £2,000 per year, with a further £9,000 per year to maintain. Toilets in the Fort are currently portaloos, and the only water source available is via a single standpipe.

Landguard Trust is proposing a project to build a new toilet facility with accessible toilets. The plans include a sedum roof and will be dark grey to blend in with the Fort. The toilets would link to a pumping station on the Port's land, which was built to accommodate the new visitor centre and car park, potentially provided under a S106 agreement with the Port should it expand its operations. The plans also include a new water supply to a new kitchen capable of servicing both the Fort and Museum, volunteer welfare facilities, and a waste drainage system which would include effluent from the museum toilets. Overall, this will increase the capacity to expand the events and visitor offer.

Permissions, designs, and infrastructure routes are in place and approved. The total project cost is approximately £900,000. Funding towards this project is being sought from the National Lottery Heritage Fund, the Architectural Heritage Fund, District CIL, and other sources. Approximately £200,000 needs to be secured to provide confidence to start works, of which around £130,000 would be used to carry out the drainage works. David Gledhill will be attending Council to give a brief presentation on the project.

The CIL Working Group has recommended to Council that £100,000 be ringfenced from CIL, with £50,000 to be funded immediately towards the drainage works and the remainder to be released once additional funding has been secured to deliver the toilet block.

Other projects currently being investigated by the CIL Working Group include investigations into a suitable location for a pump track in Felixstowe, a possible play equipment refurbishment in Cavendish Park, support for the relocation of the 7th Felixstowe Scouts, bus indicator installations, and the extension of the Cycle Project.

The Working Group has also invited Felixstowe and Walton Football Club to its next meeting to hear about plans for a new clubhouse.

A summary of CIL amounts currently held in Earmarked Reserves, including payments spent or allocated and end-of-year balances, is as follows:

| 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 & Seaton Road Rec £30,000 Level Two Music Digital Arts Centre £15,000 Allenby Park Gates | £373,404.17* |
| 2025/26 | £163,620.23 | £500 Felixstowe Charities Network | £536,524.40 |
| Total to date | £753,497.19 | £216,972.79 (£7,350 final payment for gates pending) | £536,524.40* |

*Figures reflect proposed allocations, approved by Council.

CIL Reserves and Expiry Dates

The following table outlines the unspent CIL amounts and their 5-year expiry dates, following Council approval of the play improvements, Level Two music project and the Allenby Park Gates:

| Date Received | Amount | 5-year expiry date |
|----------------------------------------|--------------------|--------------------|
| 21/10/2022 | £56,229.38 | 20/10/2027 |
| 18/04/2023 | £46,843.92 | 17/04/2028 |
| 24/10/2023 | £111,179.85 | 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 | £70,301.29 | 28/10/2030 |
| Total in CIL Earmarked Reserves | £536,524.40 | |

Council is requested to receive the presentation from David Gledhill, Chair of Landguard Trust, note the report from the CIL Working Group, and consider the recommendation to approve spending from the Council's CIL Earmarked Reserves of £100,000 for the Landguard Toilet Project, with £50,000 to be funded immediately towards the drainage works and the remainder to be released once additional funding has been secured.

AGENDA ITEM 9: MOTION: ESC WASTE BINS AND CCTV EXPENDITURE

Council is requested to consider the following Motion, in accordance with Standing Order 9, moved by Cllr David Rowe:

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

It calls on East Suffolk to spend the £350,000 instead on CCTV in Felixstowe by working with Felixstowe Town Council to deliver an effective CCTV system to ensure residents, businesses and visitors are better protected.

The Town Clerk is requested to inform the Chief Executive and Leader of East Suffolk Council of this motion

Council is requested to consider the motion of Cllr David Rowe.

AGENDA ITEM 10: 20MPH SURVEY REPORT

Council is requested to receive the results of traffic surveys conducted by Suffolk County Council (SCC) on 13 roads within the Felixstowe Conservation Area, following the motion passed at Full Council in March 2025. The surveys were undertaken to assess the feasibility of extending the existing 20mph zone across the central Conservation Area.

At the Full Council meeting on 19 March 2025, Council considered a motion from Cllr Seamus Bennett regarding the introduction of 20mph speed limits within the central Conservation Area. The motion highlighted:

- The benefits of calmer streets for pedestrians, cyclists, and other road users.
- The potential for reduced accident severity and increased safety.
- That a 20mph limit would not restrict vehicle access or traffic flows.

Council resolved to support in principle a 20mph speed limit survey in the Conservation Area and requested that Cllr Bennett report back on the feasibility and cost of a wider scheme. The survey costs were covered by Cllr Bennett's SCC Highways budget, with no cost to the Town Council.

The Conservation Area already has a 12-year 20mph zone in place in part. If the proposed limits were implemented in full, they would complete the area as a continuous and consistent 20mph zone.

Survey Results

SCC Highways conducted traffic surveys on 13 roads within the Conservation Area. The results, attached as **Appendix A**, include:

- Vehicle speeds and flow data.
- Assessment of compliance with self-enforcing 20mph criteria.
- Analysis of roads suitable for inclusion in a continuous 20mph zone.

The survey confirms that the majority of roads meet SCC's criteria for a self-enforcing 20mph limit and identifies areas where signage and minor adjustments may be required.

Council is requested to receive and note the survey results and report from SCC Highways (Appendix A); and, make any comment to SCC Highways in response.

AGENDA ITEM 11: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25

Council is advised that Notice has been given that the external audit of the accounts of Felixstowe Town Council for the Financial Year 2024/25 was completed on 12th September 2025. The Annual Governance and Accountability Return (AGAR), including the Audit Certificate is presented at **Appendix B**.

The Council's External Auditor, PKF Littlejohn, have expressed the view that, on the basis of the annual return, in their opinion, the information is in accordance with proper practices and no matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met. In addition, there were no other matters affecting their opinion that required the issue of a report or the further attention of the Council.

In accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014; the Accounts and Audit Regulations 2015 (SI 2015/234) and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 16 September 2025 and is also available to view on the Town Council website to advise local electors that the accounts and requisite information as defined by Section 13(1) of the Accounts and Audit Regulations 2015 are available for inspection.

Additionally, the Annual Governance and Accountability Return for the Financial Year 2024/25 will remain available online on the Council's website, as have the documents for the previous eight years.

The Annual Governance and Accountability Return was presented to the Finance & Governance Committee, which has recommended that it be formally approved and accepted by Council (*Minute #218 of 2025/26 refers*).

Council is requested to:

- i. Approve and Accept the Annual Governance and Accountability Return including Audit Certificate as recommended by the Finance & Governance Committee and presented at Appendix B; and,**
 - ii. Note that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 & the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 16 September 2025 and is available to view on the Financial Page of the Town Council Website.**
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AGENDA ITEM 12: INTERIM AUDIT REPORT: YEAR 2025/26

The Interim Internal Audit for the half-year ending 30th September 2025 was conducted on 6th October 2025, with the signed report presented at **Appendix C**.

The primary objective of this internal audit is to review, appraise, and report on the adequacy of internal control systems in operation throughout the Council.

The Interim Internal Audit Report was reviewed by the Council's Finance & Governance Committee (*Minute #219 of 2025/26*). There were no additional comments or recommendations arising from the report.

The Committee extended its thanks to the staff for their efforts in achieving another positive audit report.

In accordance with the recommendations of the Finance & Governance Committee (Minute #219 of 2025/26), Council is requested to receive and adopt the Interim Internal Audit Report for 2025/26 presented at Appendix C;

AGENDA ITEM 13: EARMARKED RESERVE EXPENDITURE

Terms of Reference adopted at Annual Council (*Minute #12 of 2025/26 refers*) include authority for Committees to approve expenditure from Earmarked Reserves relevant to their scope of business, up to a limit of £20,000 in each financial year, without requiring further approval from Council.

Council is requested to note the following expenditure committed from Earmarked Reserves, following approval by the Assets & Services Committee and the Civic & Community Committee:

| Min # | Description | Net Amount | Earmarked Reserve |
|---------------------------------------------------|--------------------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------|
| # 415 i (2024/25) | Cemetery Shower final payment | £2,564.67 | Cemetery |
| # 289 ii (2024/25) #521 ii (2024/25) | Solar Panels | £20,762 | Walton (This has been 80% funded by the UKSPF Rural Business and Community Hub Fund Grant – remainder to go via CIL Working Group) |
| # 413 (2024/25) | New motor for Lift | £3,482.40 | Town Hall |
| # 182 (2024/25) | Charity Summit (held in February 2025 but 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 |

Council is requested to note the expenditure from Earmarked Reserves as approved by the Assets & Services Committee and the Civic & Community Committee.

AGENDA ITEM 14: COUNCIL INVESTMENTS

This report provides Members with an update on Council's current investment position and applications made to a new account, following delegation to the Finance & Governance Committee (*Minute #78 2025/26 refers*).

At its June 2025 meeting, the Finance & Governance Committee approved the reinvestment of £500,000 in a 1-year bond with Close Brothers (*Minute #37 2025/26 refers*). By the maturity/reinvestment date of 22 July 2025, the interest rate had reduced by 0.1% from that originally quoted in June. The bond will therefore yield a gross interest rate of 4.20% PA/AER, equating to £21,000.

At its meeting on 15 October 2025, the Committee agreed to invest a further £250,000 in a 1-year Business Fixed Term Deposit account with Virgin Money (*Minute #221i 2025/26 refers*). Investing at a different time of year to the maturity date of the Close Brothers bond provides greater flexibility for annual maturities.

The Committee also approved a transfer of £250,000 from the Business Tracker Account to the existing Nationwide 35-Day Saver Account (*Minute #221 ii 2025/26 refers*), whilst maintaining sufficient liquidity for operational requirements.

Council now holds the following accounts:

Barclays Accounts

- **Current Account:** Used for daily operations; automatically topped up to £50,000 daily from the tracker account.
- **Business Tracker Account:** Receives precept payments; interest rate: 1.21% AER.

Nationwide 35-Day Saver Account

- Current interest rate: 2.90% AER
- Notice period for withdrawals: 35 days
- Ethically rated, holding an A Stable rating from Fitch [Details: <https://www.nationwide.co.uk/about-us/responsible-business>]

Virgin Money 1-Year Business Fixed Term Deposit Account (In process of being set up)

- Current principal: £250,000
- Interest rate: 4% gross PA/AER
- Maturity: Early November 2026 (TBC)

Close Brothers 1-Year Bond

- Current principal: £500,000
- Interest rate: 4.20% gross PA/AER
- Maturity: 22 July 2026

Council is requested to note the report on the Council's investments following delegated authority to the Finance & Governance Committee.

AGENDA ITEM 15: ICT POLICY

To present the Council's updated ICT Policy, as reviewed and recommended by the Finance & Governance Committee, for approval by Full Council.

The ICT Policy, attached at **Appendix D**, sets out the security and acceptable use of all Felixstowe Town Council information and IT equipment, including email, internet, voice communications, mobile devices, and cloud-based systems.

The policy is designed to ensure that all employees, volunteers, contractors, and Members using Council IT systems understand what is permitted. Its objectives are to:

- Ensure appropriate use of Council equipment;
- Safeguard the security of IT systems and data; and
- Support compliance with UK Data Protection law, UK GDPR, and other relevant legislation.

Related Policies and Guidance

This policy should be read alongside:

- Data Retention Policy: [Link](#)
- Press and Media Policy: [Link](#)
- Data Protection Policy: [Link](#)

Members are also encouraged to consult the latest NALC *Good Councillors Guide to Cyber Security*: [NALC Guide](#).

The ICT Policy is scheduled for review at least every four years, or sooner if legislative, technological, or operational changes necessitate updates.

At its meeting on 15 October 2025, the Finance & Governance Committee reviewed the ICT Policy. It was resolved that the policy be updated as presented and recommended to Council for approval (*Minute #223 of 2025/26 refers*).

Council is therefore requested to consider and approve the ICT Policy at Appendix D, in accordance with the recommendation of the Finance and Governance Committee.

AGENDA ITEM 16: REMEMBRANCE 2025

Further to the launch of the Poppy Appeal at the Triangle on 25th October, the Remembrance programme is as follows:

- **Thursday 6th November, 7.30pm:** Felixstowe Festival of Remembrance Concert at St John's Church, Orwell Road (organised by the Felixstowe Branch of the Royal British Legion).

- **Sunday 9th November:** Remembrance Sunday
 - 9.45am: Civic Remembrance Service at St John's Church, Orwell Road.

 - 10.45am: Civic Act of Remembrance at Felixstowe War Memorial, Undercliff Road West.

 - 12.00 noon: Remembrance Service at the War Graves, Felixstowe Cemetery.

- **Tuesday 11th November, 10.45am:** Armistice Day Schools have been invited to attend and participate. Due to the large number of wreaths laid following Remembrance Sunday, wooden crosses will not be laid by schoolchildren this year. However, schools are encouraged to read poems and bring their own tributes, which can be placed prior to the 11am silence.

Council is requested to note the Remembrance events 2025.
