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9 am to 4 pm Mondays to Fridays

TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL TOWN COUNCILLORS

Cllr D Aitchison (Mayor of Felixstowe)	Cllr C Franklin
Cllr D Rowe (Deputy Mayor)	Cllr T Gale
Cllr N Barber	Cllr S Harkin
Cllr S Bennett	Cllr M James
Cllr S Bird	Cllr B Price
Cllr J Candy	Cllr M Sharman
Cllr M Deacon	Cllr W Underwood
Cllr A Folley	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 2 September 2026** at **7.30pm.**

Public Attendance
Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to meeting during the public session.

There is a limit to the number of public attending in-person. If you wish 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/remote-meeting-guide**

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
27 August 2026

Moment of Reflection: Hannah Walker, Brave Futures

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

5. **Confirmation of Council Minutes**
   To confirm the minutes of the Ordinary Council Meeting held on Wednesday 17 June 2026 as a true record. **(Pages 4-14)**

6. **Mayor's Announcements**
   To receive such communications as the Mayor may wish to lay before Council. **(Pages 15-16)**

7. **Minutes of Committee Meetings**
   To receive the Minutes of the following meetings:

   a) Planning & Environment Committee 24 June 2026 **(Pages 17-19)**
   b) Planning & Environment Committee 8 July 2026 **(Pages 20-24)**
   c) Assets & Services Committee 8 July 2026 **(Pages 25-28)**
   d) Planning & Environment Committee 22 July 2026 **(Pages 29-31)**
   e) Planning & Environment Committee 5 August 2026 **(Pages 32-34)**
   f) Planning & Environment Committee 26 August 2026 **(Pages 35-38)**

8. **Reports from Members appointed to Outside Bodies**
   To receive a report from Cllr Amanda Folley, Town Council representative to the Felixstowe-Wesel Association. **(Page 39)**

   To receive a report from Cllr Seamus Bennett, Town Council representative to the Felixstowe Fairtrade Association. **(Page 40)**

   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.

9. Motion: Councillor Safety and Protection of Residential Addresses
To consider the Motion of Cllr A Folley submitted in accordance with Standing Order 9. **(Page 41)**

10. CIL Report and Recommendations
To receive an update report from the CIL Working Group and approve spending from the CIL Earmarked Reserve. **(Pages 42-47)**

11. LCAS Gold Award
To receive a report on feedback for Council's application for the LCAS Gold Award and consider any actions required. **(Pages 48-51 & Appendix A)**

12. Scheme of Delegation
To consider and adopt an overarching Scheme of Delegation.
(Pages 52-54 & Appendix B)

13. Accounts for Payment
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix C)**

Date	Voucher Nos.	Total Payment
15/06/2026	87 - 113	£33,419.60
30/06/2026	114 - 131	£68,473.12
15/07/2026	132 - 148	£11,878.02
30/07/2026	149 - 164	£58,507.29
15/08/2026	165 - 177	£14,578.57
29/08/2026	178 - 188	£54,480.16
	TOTAL	**£241,336.76**

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

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 17 June 2026** at **7.30pm**

PRESENT: Cllr D Aitchison (Mayor of Felixstowe)
Cllr D Rowe (Deputy Mayor)
Cllr N Barber
Cllr S Bennett
Cllr S Bird
Cllr J Candy
Cllr A Folley
Cllr T Gale
Cllr S Harkin
Cllr B Price *(to end of item 69)*
Cllr M Sharman
Cllr S Wiles
Cllr W Underwood

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

IN ATTENDANCE: Cllr M Hadwen (Leader, Suffolk County Council)
Cllr T Love (Suffolk County Councillor)
4 members of the public *(in person)*
4 members of the public *(via Zoom)*

60. PUBLIC QUESTION TIME

The Mayor welcomed the Leader of Suffolk County Council, Cllr M Hadwen. Cllr Hadwen addressed the Council, highlighting that, for the first time in the county's history, Felixstowe was represented both within the leadership of the County Council and via all three Felixstowe division members serving on the SCC Cabinet.

Cllr Hadwen further expressed his concerns regarding the proposal by Unity Schools Partnership to close Felixstowe School's Sixth Form. He advised that he had requested an urgent meeting with the multi-academy trust and the Department for Education (DfE), affirming his commitment to securing long-term post-16 state education within the town.

A member of the public enquired as to the status of the Visit Felixstowe brand, which had been dormant since the dissolution of the Felixstowe BID. It was confirmed that conversations were taking place with East Suffolk Council (ESC) to investigate a long-term solution.

A member of the public spoke regarding the SCC notice regarding the cancellation of the 20mph zone, expressing their dismay and concern that this would lead to an increased risk of accidents on the roads. The Mayor confirmed that this would be discussed during the meeting and welcomed the member of the public to stay to listen to the debate.

A member of the public spoke to express their agreement with the previous speaker and raised concerns around the increased density of traffic due to growth in the town and the abrupt notice of the cancellation.

61. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Deacon, Cllr C Franklin** and **Cllr M James**.

62. DECLARATIONS OF INTEREST

The following Other Registerable Interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	Minute No.	Nature of Interest
Cllr T Gale	All	Other Registerable Interest (as Member of Suffolk County Council)
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other Registerable Interest (as Members of East Suffolk Council)
Cllr S Harkin	All	Other Registerable Interest (as an employee of East Suffolk Council)
Cllr D Aitchison	#69	Other Registerable Interest (as a Chair of Governors of Felixstowe School)
Cllr T Gale	#69	Non-Registerable Interest (Parent of a Yr8 student at Felixstowe School) *Dispensation granted by the Proper Officer under Section 33 of the Localism Act 2011 to speak and vote, valid until May 2027.*

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.

63. QUESTIONS TO THE MAYOR

There were none.

64. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on Wednesday 20 May 2026 be signed by the Mayor as a true record and adopted by the Council.

65. MAYOR'S ANNOUNCEMENTS

Council received and noted the schedule of Mayoral engagements undertaken since the previous meeting. The Mayor drew particular attention to his recent visits to local charities and community events, expressing his gratitude to local volunteers.

The Mayor spoke of the launch of the summer season for Swimscapes, which was attended by hundreds of swimmers from all over the region and beyond.

The Mayor enjoyed attending the Ipswich Borough Council AGM and the appointment of the new Mayor of Ipswich, who subsequently visited the Mayor's Civic Reception.

The raising of the Progress Pride flag, marking the start of Pride month, had been particularly well supported.

The Mayor thanked those who supported his Civic Reception, which had also been attended by local dignitaries and local organisations. Referring to the forthcoming Civic Service on 12 July, the Mayor encouraged all Councillors to attend.

The Mayor spoke of his excitement and nerves for his forthcoming charity skydive in September.

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

66. 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 27 May 2026
b) Finance & Governance Committee 3 June 2026
c) Planning & Environment Committee 10 June 2026
d) Civic & Community Committee 10 June 2026

67. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

None.

68. CANCELLATION OF PROPOSED 20MPH SCHEME

Council received and noted the formal decision of Suffolk County Council not to proceed with the proposed 20mph speed restriction scheme within the Felixstowe Central Conservation Area.

Members expressed disappointment and concern at the abrupt decision to not proceed with the scheme, citing evidence from other regions, such as Wales, regarding the effectiveness of 20mph limits in reducing accidents, injuries, and fatalities by up to 20%, as well as lowering insurance premiums. It was noted that SCC had cited insufficient support for the scheme, however Members were aware that 60% of residents within the proposed zone had responded in favour during SCC's informal consultation.

Members considered that the introduction of a 20mph limit would have promoted a perception of security, reduced pollution, and protected vulnerable road users, including the elderly population, visitors to Felixstowe Hospital, and children walking to school.

It was noted that there was common ground with the County Council on the need to reduce vehicular speed. Members welcomed the potential introduction of alternative speed-reducing measures, such as Speed Indicator Devices (SIDs), and called upon the County Council to reconsider its decision.

Conversely, some Members observed that the Town Council had not been unanimous in its original support for the scheme. It was highlighted that the location of the proposed 20mph zone had not been put forward based on direct local evidence of need, despite technically meeting the criteria for such a zone.

It was noted that the final determination ultimately rested with the County Council as the highways authority. Members expressed hope for constructive future collaboration with the County Council on local highways matters.

RESOLVED that the cancellation of the proposed 20mph scheme for the Felixstowe Central Conservation Area be noted with disappointment.

At this point in the meeting, at 8.28pm, it was RESOLVED to suspend Standing Orders 3(f) and (g) to allow County Councillor M Hadwen to briefly address the Council.

Cllr Hadwen addressed a number of the points raised by Members and confirmed that the County Council remained committed to road safety initiatives across the county.

The Mayor directed the resumption of Standing Orders at 8.32pm.

69. FELIXSTOWE SCHOOL SIXTH FORM PROVISION – STATUTORY CONSULTATION

Pursuant to the Other Registerable Interest declared earlier in the meeting, the Mayor, Cllr D Aitchison, withdrew from the meeting and vacated the Chamber at this point (8.32pm) for the consideration of, and voting on, the following item.

The Deputy Mayor, Cllr D Rowe, took the Chair for the duration of this item.

Council considered an official corporate response to the Unity Schools Partnership statutory consultation on the proposed permanent closure of Felixstowe School's Sixth Form.

Members expressed severe concern that a critical lack of communication and engagement by the Trust was damaging the reputation of the school. It was urged that action be taken to ensure local children - some of whom reside in areas of significant socio-economic disadvantage - are not further failed by a reduction in educational provision.

Members questioned the clear lack of collaboration with the community and other stakeholders to find a solution that would preserve post-16 provision. Concerns were raised that the absence of local post-16 education would deter families from choosing Felixstowe as a place to live, thereby creating negative socio-economic barriers.

Members discussed the importance of making local education sustainable by ensuring that the curriculum offer is current and tailored to employment opportunities within the town, working alongside local partners such as Level Two and the Port of Felixstowe.

Deep concern was expressed that while the Unity Schools Partnership previously operated eight schools with sixth forms, this number had now been reduced to only two.

Council agreed that a robust stance must be taken against the proposal, requesting support from Suffolk County Council to oppose the closure. Some Members felt that the Department for Education (DfE) should consider whether the Unity Schools Partnership remains the appropriate trust for Felixstowe School.

Members sought clarity as to why the Trust's strategy had shifted from an initial operational "pause" of the sixth form to a permanent closure, questioning why maintaining a temporary pause was not deemed viable. It was noted, however, that pausing entry ultimately forced a closure due to a resulting lack of student enrolment.

It was acknowledged that Felixstowe School had achieved notable improvements over recent years; however, progress could be severely undermined by a lack of continuity in local educational provision. It was felt to be unacceptable for a town of Felixstowe's size to have no post-16 state education provision.

Disappointment was expressed that the Trust had failed to engage with partners a few years prior to taking this decision, when collaborative solutions could have been explored. Further disappointment was raised regarding the statutory framework of academies, which prevents the County Council from taking direct control of the school, meaning it can only ever be transferred to an alternative multi-academy trust.

During the ensuing debate, Members expressed their deep disappointment and concern, highlighting a number of critical factors regarding the impact of the proposal on the town. The following key points, which formed the basis of the Council's agreed representation, were recorded:

Principle of Opposition: Council expressed strong opposition to the reduction of the school's age range from 11-18 to 11-16. It was noted that the transition from a temporary "operational pause" to a permanent structural closure confirmed the Council's initial fears and represented a fundamental retreat from educational obligations to local young people. The chamber reaffirmed that excellent post-16 provision must include a dedicated local sixth form within Felixstowe itself.

Critique of Stakeholder Engagement: Deep frustration was recorded regarding the unilateral approach taken by the Trust. Because the original suspension of entry was presented as a fait accompli, local stakeholders and regional partners were entirely excluded from early-stage strategic planning. Members agreed that this statutory consultation must not be treated as a retrospective box-ticking exercise, and that the Trust must engage transparently to find alternative solutions.

Impact on Local Families and Socio-Economic Barriers: It was emphasised that a permanent closure removes the only state post-16 provider in the town, forcing students to commute outward and introducing heavy travel costs, estimated to exceed £1,000 per student per year. This places a direct financial penalty on continuing education for lower-income households and undermines local "Pride in Place" initiatives.

Furthermore, the absence of post-16 education will reduce the attraction of Felixstowe as a place to live.

Impact on Staff Recruitment and Retention: Members highlighted that losing 11-18 status significantly diminishes the professional appeal of the school. Offering sixth-form and A-Level teaching is a vital mechanism for attracting and retaining top-tier subject specialists. For a school situated on a peninsula with an inherently restricted geographical catchment area for commuting staff, this structural loss risks degrading the overall quality of education across all key stages.

Educational and Geographical Isolation: Council noted that forcing teenagers into daily long-distance commutes is detrimental to student well-being and severely reduces independent study time. Whilst it was acknowledged that community stakeholders are beginning to explore alternative long-term local models, any such framework would take multiple years to establish, leaving current cohorts completely isolated in the interim.

Call to Action: Reaffirming the Council's previous vote of no confidence, Members concluded that Unity Schools Partnership must be urged to completely withdraw the closure proposal and work constructively with the Town Council, the community, and the Department for Education to create a sustainable, long-term business case to retain post-16 education within the town.

Following full consideration of the discussion paper and debate, it was RESOLVED that:

i. **the Town Council submits a formal, robust objection to the Unity Schools Partnership consultation based on the detailed framework of representation outlined in the narrative above; and,**

ii. **the Town Clerk, in consultation with the Chair of the Civic & Community Committee, be authorised to finalise and submit the official representation ahead of the public consultation deadline on 30 June 2026.**

At 9.04 pm, Cllr D Aitchison returned to the Chamber and retook the Chair from the Deputy Mayor.

70. INTERNAL AUDIT REPORT: FULL YEAR 2025/26

Council received the final Internal Audit Report for 2025/26, which had been previously circulated to all Members and recommended for adoption by the Finance & Governance Committee *(Minute #31 of 2026/27 refers).*

Members noted with satisfaction that the report confirmed that the Council's systems and controls across core areas were operating effectively, and the associated action plan to publish a fully compliant Contracts Register to the Council's website by the next quarter was approved.

It was RESOLVED that the final Internal Audit Report for the year ending 31 March 2026 be formally received and adopted, and the action plan to publish a compliant Contracts Register to the Council's website be approved.

71. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2025/26

Council considered the Annual Governance Statement and Accountability Return (AGAR) for the financial year 2025/26.

Members recorded a vote of thanks to the Council’s staff for their hard work in completing the audit documents.

Following the recommendation of the Finance & Governance Committee (*Minute #33 of 2026/27 refers),* it was RESOLVED that:

i. **Section 1 (Annual Governance Statement) for the financial year ended 31 March 2026 be approved, and the Mayor and Town Clerk be authorised to sign the declaration on behalf of the Council;**

ii. **Section 2 (Accounting Statements) as signed and certified by the Town Clerk as Responsible Finance Officer be approved, and the Mayor be authorised to sign the declaration on behalf of the Council; and,**

iii. **it be noted that no material recommendations arose from the final Internal Audit Report, meaning no supplementary action plan was required for submission to the External Auditor.**

72. ANNUAL REPORT 2025/26

Council received the final draft of the Annual Report for 2025/26 as recommended by the Finance & Governance Committee *(Minute #34 of 2026/27 refers)*. Members commented on the document's readability and quality, noting that the publication serves as a key mechanism for local accountability, highlighting the Council's financial performance, civic achievements, and progress on major community projects over the past year.

It was RESOLVED that the Town Council's Annual Report for the Municipal Year 2025/26 be approved and adopted for public distribution in print and digital formats.

73. COMMITTEE APPOINTMENTS: PLANNING & ENVIRONMENT COMMITTEE

Council considered a variation to committee memberships. Members paid tribute to Cllr Barber for his service on the Planning & Environment Committee.

It was RESOLVED that Cllr S Wiles be appointed to the Planning & Environment Committee to replace Cllr N Barber.

74. REVIEW OF INTERNAL AUDIT EFFECTIVENESS 2026/27

Following the recommendation of the Finance & Governance Committee (*Minute #32 of 2026/27 refers*), Council conducted its annual review of its audit provisions.

It was RESOLVED that:

i. **having reviewed the competency, independence, and structural scope of the internal audit, the Council confirms the current system of internal audit control to be fully effective; and,**

ii. **the Suffolk Association of Local Councils (SALC) be formally re-appointed to conduct the interim and year-end audits for the 2026/27 financial year in strict accordance with the Practitioner's Guide.**

75. STATEMENT OF INTERNAL CONTROL 2026/27

Following the recommendation of the Finance & Governance Committee (*Minute #38 of 2026/27 refers*), Council reviewed its corporate risk management arrangements.

It was RESOLVED that the Statement of Internal Control for the year ending 31 March 2027 be approved and formally adopted as presented.

At this point, 9.28pm, in accordance with Standing Order 3(x), Council agreed to extend the meeting beyond the two hour time limit.

76. COUNCIL INVESTMENTS

Council considered a strategic report regarding the maturity of capital investments, noting that the Finance & Governance Committee had recommended the renewal of the investment with Close Brothers Group *(Minute #37 of 2026/27 refers).*

Members noted recent changes to Close Brothers' credit rating and considered the implications for investment risk, whilst observing that no financial institution could guarantee the complete absence of investment risk.

Suffolk Building Society was considered as a later, alternative option, supporting local and ethical considerations. It was noted that smaller regional building societies such as Suffolk do not typically maintain formal commercial credit ratings from agencies such as Fitch or Moody's.

The Clerk advised that investment decisions must adhere to the SLY principle (prioritising Security, then Liquidity, before finally seeking Yield). The Clerk further advised that because the Council's Investment Policy and Strategy 2026/27 establishes formal credit ratings as a key determinant for deposits, selecting an unrated institution would require Council to knowingly overrule its own adopted policy for this specific transaction.

Following full consideration of the due diligence, security assessments, and the original committee recommendation, it was RESOLVED that the Council renews its fixed-term investment of £500,000 with Close Brothers Group upon its maturity.

77. CIL REPORT AND RECOMMENDATIONS

Council considered a comprehensive report from the Community Infrastructure Levy (CIL) Working Group detailing its recent meetings held on 27 April and 8 June 2026, alongside recommendations for new capital project allocations from the local CIL Earmarked Reserve.

Members reviewed the progress of several ongoing public realm initiatives, including the Cavendish Park play equipment procurement, proposed Cemetery

Road boundary gates, and a town-wide strategic review of smaller play facilities.

The Town Clerk confirmed the CIL Working Group’s desire to see the town centre considered for a new enhancement project. The Clerk reported that his recent attendance at the Felixstowe Place Board, where the CIL Working Group’s support for a project in the Triangle area was formally communicated. The Clerk had also contacted the Chair of the Pride in Place Board, noting that an improvement to the town centre would directly benefit residents in the Western Felixstowe area.

It was noted that the previously approved feasibility study for a potential pump track was currently on hold until East Suffolk Council (ESC) confirmed its structural support for the proposed sites.

In considering new allocations, Members noted that, whilst preliminary statutory survey work for the Felixstowe Cemetery Extension costing £18,715 + VAT had been authorised by the Assets & Services Committee, this urgent expenditure had effectively exhausted that Committee's £20,000 annual delegated spending threshold for the Cemetery Earmarked Reserve. To ensure subsequent planning, design, and environmental survey phases advanced without delay, Council supported utilising the local CIL fund as an alternative strategic funding mechanism, thereby preserving the primary Cemetery Earmarked Reserve for future capital works.

Following the recent unauthorised encampment at Gosford Way Park, Members evaluated options to enhance physical perimeter security to safeguard the open space. It was proposed to approve the appointment of Company A to supply and install 160 metres of low steel perimeter railings and two secure access gates, noting their proven standard of workmanship on similar infrastructure at Cavendish Park.

A review of the financial summary tables confirmed an unallocated cash balance of £361,114.92, which accounted for the return of the £12,000 match-funding from the cancelled conservation area 20mph scheme.

It was RESOLVED that:

i. **the comprehensive project updates, monitoring of CIL expenditure against the applicable five-year repayment provisions, and financial reconciliation reports from the CIL Working Group be formally received and noted;**

ii. **an allocation of up to a maximum cap of £80,000 be approved from the local CIL Earmarked Reserve to fund the initial £18,715 and all subsequent statutory planning, design, and environmental survey phases of the Felixstowe Cemetery Extension project; and,**

iii. **the contract for the supply and installation of low perimeter railings and access gates at Gosford Way Park be awarded to Company A**

at a cost of £10,260 + VAT, and that a 10% operational contingency be authorised, creating a maximum total project budget of £11,300 to be funded from the CIL Earmarked Reserve.

78. ACCOUNTS FOR PAYMENT

Council considered the schedule of accounts for payment.

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

Date	Voucher Nos.	Total Payment
14/05/2026	37-73	£34,922.63
31/05/2026	74–86	£53,972.03
	TOTAL	**£88,894.66**

79. CLOSURE

The meeting closed at 9.50pm. It was noted that the next Ordinary Meeting of the Town Council would take place on Wednesday 2 September 2026.

AGENDA ITEM 6: MAYOR’S ANNOUNCEMENTS

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

20/06/2026	Colneis Summer Fayre
21/06/2026	Suffolk Remembers Spa Gardens
23/06/2026	Felixstowe School Graduation Ceremony
23/06/2026	Year 9 Awards Evening - Felixstowe School
27/06/2026	Lions Club Felixstowe Annual Dinner
28/06/2026	Suffolk Pride Wellbeing Walk
03/07/2026	Reopening of Felixstowe Opportunity Group Garden
03/07/2026	Dora Love Prize
04/07/2026	Felixstowe in Flower Launch - The Triangle
06/07/2026	Wesel Association Meeting - Broadway House
08/07/2026	Youth Forum - Felixstowe Town Hall
11/07/2026	Brook Lane Dentist Anniversary
12/07/2026	Mayor's Civic Service
14/07/2026	Orwell District Scouts AGM
13/07/2026	Speak at School & Attend “Langer Loves Felixstowe” Festival
16/07/2026	Langer Loves Felixstowe Festival - Felixstowe School
17/07/2026	Ipswich Mayors Reception at The Regent
18/07/2026	Felixstowe Community Hospital Summer Bazaar League of Friends
19/07/2026	Felixstowe Triathlon - Prize Giving
21/07/2026	Beach Street Level Two Opening
23/07/2026	Level Two Arts Exhibition
24/07/2026	Felixstowe Carnival Opening Event - Stage Area
25/07/2026	Breakfast with Salzwedel Visitors - Town Hall
25/07/2026	Carnival Procession
25/07/2026	Salzwedel Social Evening - Felixstowe Tennis Club
26/07/2026	Roast on the Coast with Salzwedel Association - The Alex

29/07/2026	Mayor Breakfast with Wesel Fire Cadets - Town Hall
29/07/2026	Wesel Fire Cadets BBQ – Peewit Caravan Park
06/08/2026	Level Two 142 Gallery Private View
08/08/2026	Yoga on the Beach
11/08/2026	Fairtrade Shop Opening Hamilton Road
12/08/2026	Open Felixstowe Photographic Exhibition
15/08/2026	VJ Day Services War Memorial
22/08/2026	Suffolk Punch Camp & Activity Days
22/08/2026	Grand Opening Conservative Club
22/08/2026	Lifeboat Annual Shanty Night
24/08/2026	Wesel Association Meeting - Broadway House
25/08/2026	Military Book Launch - Lowestoft
26/08/2026	Chamber of Commerce Event - Coes Hamilton Road
29/08/2026	Charity Pool Event - 147 Club
30/08/2026	WAMfest Felixstowe - Spa Gardens
02/09/2026	Felixstowe Port and Ship Tour

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.

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe,** on **Wednesday 24 June 2026** at **9.30am**

PRESENT: Cllr S Bird (Chair)
Cllr C Franklin (Vice-Chair)
Cllr D Aitchison
Cllr T Gale
Cllr A Folley
Cllr B Price
Cllr S Wiles

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

IN ATTENDANCE: 3 Members of the public (*via Zoom*)

80. PUBLIC QUESTION TIME

None.

81. APOLOGIES FOR ABSENCE

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

82. DECLARATIONS OF INTEREST

The following interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	Minute No.	Nature of Interest
Cllr A Folley	All	Other Registerable Interest (as Member of East Suffolk Council)
Cllr T Gale	All	Other Registerable Interest (as Member of Suffolk County 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.

83. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 10 June 2026 be confirmed as a true record.

84. 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/26/1744/FUL |** Removal of poorly constructed single storey extension and conservatory and replaced with one single storey rear extension, removal of prefab garage to be replaced with a double garage with a room above. **19 High Road East**
	Committee recommended APPROVAL.

B	**DC/26/1870/FUL |** Bay window to converted garage. Cart Lodge. **13 Thornley Road**
	Committee recommended APPROVAL.

C	**DC/26/1922/FUL** | Construction of rear extension and alteration to kitchen. **12 Lansdowne Road**
	Committee recommended APPROVAL.

D	**DC/26/1914/FUL |** Single storey rear extension. **78 Maidstone Road**
	Committee recommended APPROVAL.

E	**DC/26/2036/TCA |** 1no. Cherry (marked on plan) - Fell The tree is not 20cm at breast height but please feel free to have a look. **6 Quilter Road**
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.

85. <u>PLANNING DECISIONS</u>

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

86. <u>CORRESPONDENCE</u>

i. **Planning Committee South: DC/25/4807/FUL 39 High Road East.** The Chair reported his attendance at the East Suffolk Council meeting the previous day where the above application was considered. The Chair had represented the Town Council's objections to the ESC Committee.

It was noted that the ESC Committee had concurred with this Committee's recommendation and determined the application for refusal.

ii. **Consultation Telecoms Site YORK HOUSE (Ref: CS 20003026)**
Cornerstone were consulting on the proposed removal of 3 no. antennas, 1 no. equipment cabinet and installation of 9 no. antennas on a new steelwork, 1 no. transmission dish and ancillary development.
Committee noted and had no objections to the proposal.

iii. **DC/26/1406/TCA – 69 Tomline Road.**
ESC had written to the Committee outlining its rationale for not placing a Tree Protection Order on this tree.
Committee noted the correspondence.

87. CLOSURE

The meeting was closed at 10:16am. It was noted that the next meeting was scheduled to take place on Wednesday 8th July 2026 at 9.30am.

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe,** on **Wednesday 8 July 2026** at **9.30am**

PRESENT: Cllr S Bird (Chair)
Cllr C Franklin (Vice-Chair)
Cllr D Aitchison
Cllr J Candy
Cllr A Folley
Cllr T Gale
Cllr B Price
Cllr S Wiles

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

IN ATTENDANCE: 2 Members of the public.

88. PUBLIC QUESTION TIME

None.

89. APOLOGIES FOR ABSENCE

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

90. DECLARATIONS OF INTEREST

The following interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	Minute No.	Nature of Interest
Cllr J Candy Cllr A Folley	All	Other Registerable Interest (as Member of East Suffolk Council)
Cllr T Gale	All	Other Registerable Interest (as Member of Suffolk County 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.

91. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 24 June 2026 be confirmed as a true record.

92. 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/26/2109/FUL |** Redevelopment for 61 retirement living apartments including communal facilities, access, car parking and landscaping **Royal British Legion Club Mill Lane**
	Committee recommended REFUSAL. We note the changes in design from previously approved applications. We remain supportive of the principle of retirement living provision at this location, and we are generally supportive of the design and layout. However, we have significant concerns which remain from those stated previously. **Firstly, the parking provision is wholly inadequate, 31 parking spaces will not be sufficient for residents, visitors and contractors. Furthermore - particularly in a residential unit wholly allocated to older residents - three disabled spaces is not enough.** **We further believe that there should be more than one lift provided within the building.** **Lastly, we note that the Biodiversity Net Gain report shows that there will be an 8.49% BNG, which does not meet the provisions of the Environment Act 2021. We question how the calculation was made; did it use, as a base figure, the vegetation currently on site, or the position prior to demolition, when we understand that there were significantly more trees on site? Secondly, this is a large site with adequate amenity space, within which, further planting could be achieved. We would ask that a landscaping plan is provided producing a 10% Net Gain on site rather than off-site planting.**

B	**DC/26/1630/FUL |** Retrospective Application - Shingle driveway and parking space **29/29A High Road East**
	Committee recommended APPROVAL.

C	**DC/26/1454/OUT |** Outline Application - Construction of single-storey dwelling to the rear gardens of 3 and 4 Pond Close. Access from Cricket Hill Road to the rear. **4 Pond Close**
	Committee recommended APPROVAL. We support the principle of one dwelling on this severed plot as proposed. We recognise that this is an outline application only, dealing purely with the principle of a dwelling and the access arrangements. **We note comments about the potential of an air source heat pump and the Biodiversity Net Gain requirements but we understand that those are matters which will be dealt with under a subsequent approval of reserved matters application.**

D	**DC/26/1529/FUL** | Replacement door and soffits and guttering to front of house **8 Red Hall Court**
	Committee recommended APPROVAL.

E	**DC/26/2179/TCA |** 1no. Beech (T001 on plan) - Prune branches overhanging The Beeches by 2 metres 1no. Bay (T002 on plan) - Prune branches overhanging The Beeches by 2 metres. **The Beeches Martello Lane**
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.

F	**DC/26/2181/TCA |** 1no. Lime (T001 on plan) - Prune back to boundary line to a height of 6 metres above ground 1no. Conifer (T002 on plan) - Prune back to boundary line **The Beeches Martello Lane**
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.

G	**DC/26/2225/TCA |** 3no. Beech (marked Beech plan) - Reduce branches overhanging 3 Northcliffe Court by 4 metres to fence line 1no. Beech (marked dead Beech on plan) - Fell **3 Northcliffe Court**
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.

93. EAST SUFFOLK COUNCIL NEW LOCAL PLAN: SCOPING CONSULTATION

Following discussion, it was **RESOLVED** that the Clerk would collate the Committee's initial feedback into a structured working document. This document will be circulated to Committee Members for further consideration, with the aim of formally agreeing the final submission at the next meeting prior to sending it to East Suffolk Council.

During the discussion, the Committee highlighted the following key principles and priorities to be included in the response:

Infrastructure & Housing Delivery

- **Phasing of Infrastructure:** Infrastructure must be delivered concurrently with new housing developments, rather than retrospectively.

- **Masterplanning:** A mandatory requirement for comprehensive masterplanning should be enforced for any proposed development exceeding nine dwellings.

- **Community Integration:** Focus must be placed on creating cohesive, sustainable communities rather than simply constructing housing estates.

Environment & Sustainability

- **Renewable Energy:** The plan should insist on the installation of solar photovoltaic (PV) panels on new builds and actively promote communal energy schemes.

- **Natural Assets:** Existing hedgerows must be retained.

- **Biodiversity Net Gain (BNG):** The Committee strongly advocates that any BNG requirements are met strictly on-site, rather than permitted via off-site offsetting.

- **Public Amenity Space:** Calculations for public amenity space must be based strictly on genuinely usable public space, explicitly excluding unusable areas such as roadside verges.

- **Sustainable Materials:** Sustainable construction methods should be prioritised, with an emphasis on avoiding the use of concrete where viable alternatives exist.

Economy, Education & Skills

- **Economic Growth:** Clear strategies are required to foster local business creation and support economic development.

- **Town Centre Vitality (Box 16):** Encourage the creation of vibrant town centres that people want to visit, aiming for a balanced mix of uses (e.g., a target of 50% retail and 50% alternative commercial or community uses).

- **Skills & Higher Education:** Support the establishment of a post-16 education and skills centre, and develop stronger links with universities to cultivate postgraduate career and research opportunities within the area.

Housing Diversity & Community Services

- **Alternative Housing Models:** The Local Plan should actively support and allocate space for self-build projects and modular housing initiatives.

- **Supportive Living:** There is an urgent need to plan for and increase the provision of supportive living accommodation.

- **Educational Capacity:** Future planning must adequately account for and secure sufficient high school places to match population growth.

- **Public Transport:** Provisions must be made to secure more affordable and accessible public transport links.

94. PLANNING DECISIONS

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

95. CORRESPONDENCE

None

96. CLOSURE

The meeting was closed at 11.50am. It was noted that the next meeting was scheduled to take place on Wednesday 22nd July 2026 at 9.30am.

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 8 July 2026** at **7.30pm**

PRESENT: Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman)
Cllr D Aitchison
Cllr T Gale
Cllr S Harkin
Cllr M Sharman
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)

97. PUBLIC QUESTIONS

None

98. APOLOGIES FOR ABSENCE

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

99. DECLARATIONS OF INTEREST

The following interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	Minute No.	Nature of Interest
Cllr T Gale	All	Other Registerable Interest (as Member of Suffolk County Council)
Cllr S Harkin	All	Other registerable interests (as an employee 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.

100. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 23 April 2026 be signed by the Chairman as a true record.

101. ASSETS & SERVICES BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 30 June 2026.

The Committee noted that increased Town Hall income was due to the renewal of the Santander lease. It was confirmed that lease payments are received monthly and, as the renewal was unanticipated, the associated income had not been included in the current year's budget projections.

Members also noted that increased Cemetery income reflected a significant increase in burials compared with the previous year, although operational demand has recently begun to ease.

It was RESOLVED that the Budget Report to 30 June 2026 be received and noted.

102. REINSTATEMENT COST ASSESSMENT SURVEY

Committee received an update report on the Reinstatement Cost Survey Assessment of all Council's property including the Flood and War Memorial. The updated values reflect the total replacement and reinstatement value rather than simple insurance valuation. These figures have been submitted to Council's Insurance Company which has resulted in a small refund from the annual premium paid in April.

It was RESOLVED that the updated values from the Reinstatement Cost Assessment Survey be noted.

103. WALTON COMMUNITY HALL REFURBISHMENT PROJECT

The Committee received an update on the Walton Community Hall refurbishment project. Members noted the positive feedback received on the refurbished facilities from hirers and that the interior decoration had been completed in-house by Council staff. In response to discussions regarding hall usage and whether there would be future necessity for acoustic soundproofing, the Town Clerk clarified that noise levels are included within the hall hire terms and conditions.

It was RESOLVED that the Walton Community Hall refurbishment project update be noted.

104. CEMETERY TELECOMS MAST

The Committee received an update on the Telecoms Mast proposed contract and discussed the proposed operational covenants. Regarding heavy machinery clauses, it was suggested that language be requested to ensure any structural or ground damage is properly reinstated to its original standard. Access restrictions were also reviewed, noting that operators must continue to contact the Council to coordinate access to avoid disruptions to active cemetery operations.

It was RESOLVED that the Telecoms Mast update be noted, and the Deputy Town Clerk responds to Amsy with the above feedback.

105. ALLOTMENTS UPDATE REPORT

The Committee received an update on allotment matters, including the upcoming installation of a dip tank supply point at the Cowpasture site, and plans to host dedicated Saturday payment sessions at Hut 39 using the wireless SumUp system when the renewal invoices go out in September.

It was RESOLVED that the Allotment update report be noted.

106. PARKS UPDATE

The Committee received an update on the restoration of the Allenby Park gates, and the installation of low level fencing at Gosford Way Park.

Members were advised that cost recovery actions against the previous contractor for the Allenby Park gates project remain slow but are continuing through the standard legal processes. An update was also provided regarding highways lines outside the park, noting that the County Council is currently undertaking a feasibility review and costings are awaited.

It was RESOLVED that:

i. **the Parks Update report be noted; and,**

ii. **Committee be kept updated on the court action process for cost recovery on Allenby Park gates.**

107. CEMETERY EXTENSION PROJECT UPDATE

The Committee considered a report on the Cemetery Extension Project, including the results of the recent ground survey and the installation of new access gates.

An update was provided regarding the decommissioning of the third-party Scout Hut. Members were informed that the Scout Group expects to cease scouting at the location in September 2026, with plans underway to move the structure to Landguard for use as an educational facility. It is anticipated that the hut will be dismantled and transferred during the Autumn before seasonal ground conditions deteriorate.

Members discussed a recent asset transfer in Stowmarket, where the local council had taken on ownership of a playing field from Suffolk County Council, noting that the details of this transfer could provide useful insights for Felixstowe. The Town Clerk advised that the Council has already formally expressed an interest in taking on the adjacent field, which is currently registered as an Asset of Community Value. It was noted that reviewing the information regarding the Stowmarket transfer would be of interest to inform the Council's approach.
Following a query it was confirmed that both the pet cemetery and green burial areas would be fully incorporated into the current project phase.

It was RESOLVED that the Cemetery Extension Project update be noted, and further updates be brought to committee as the project evolves.

108. CLOSURE

The meeting was closed at 8.29pm. The next meeting was noted as being scheduled for Wednesday 16 September 2026 at 7.30pm.

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe,** on **Wednesday 22 July 2026** at **9.30am**

PRESENT: Cllr S Bird (Chair)
Cllr C Franklin (Vice-Chair)
Cllr D Aitchison
Cllr S Bennett
Cllr A Folley
Cllr B Price
Cllr S Wiles

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: Mr T Minns (Grounds and Maintenance Manager)
3 Members of the Public.

109. PUBLIC QUESTION TIME

None.

110. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr J Candy** and **Cllr T Gale**.

111. DECLARATIONS OF INTEREST

The following interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	**Minute No.**	**Nature of Interest**
Cllr S Bennett Cllr A Folley	All	Other Registerable Interest (as Member of East Suffolk Council)

All Members declared their interest in application DC/26/2235/FUL at Minute #113B below as Members of Felixstowe Town Council (the applicant).

Members advised that they were participating and voting by virtue of the dispensation granted by the Proper Officer. Members further confirmed that their consideration of the item would be strictly limited to material planning considerations.

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.

112. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 8 July 2026 be confirmed as a true record.

113. <u>PLANNING APPLICATIONS</u>

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

A	**DC/26/0010/FUL |** Conversion of ground floor commercial unit to provide new homes, including minor ground floor infill (identical scheme to that allowed by APP/X3540/W/22/3290649) **Melrose House 7 Sea Road**
	Committee recommended APPROVAL. We are disappointed at the minimal car parking provision but accept that limited provision is available on this site. We welcome the revised design which addresses our previous objection. The revised plan allows internal access to upper floors for all the proposed flats.

At 10.00am, the Deputy Clerk moved to the public area.

B	**DC/26/2235/FUL |** Replacement of existing gates to larger gates, these mark the entrance to the Felixstowe Cemetery and the road is not publicly accessible out of the cemetery opening hours. **Cemetery Langley Avenue**
	Committee recommended APPROVAL.

At 10.49am, the Deputy Clerk returned to the table. Committee adjourned, resuming at 10.55am.

C	**DC/26/2427/TCA |** 1no. Sycamore (marked T1 on submitted plan) - Fell **17 Undercliff Road West**
	Committee OBJECTS to the felling of this tree. Whilst we recognise that, on a TCA notice, a reason is not required, the applicant in this case has given reasons which we do not feel are adequate. We understand that the tree is not diseased, dying or dangerous. Furthermore, it is a significant tree which is visible from the rear (i.e. Lincoln Terrace), contributes significantly to the public vista and therefore has public amenity value.

D	**DC/26/2473/TCA |** 1no. Beech (marked T1 on plan) - Fell **17 Martello Place Golf Road**
	Committee OBJECTS to the felling of this tree. Our view is that this tree significantly contributes to public amenity. Whilst we recognise that the applicant is not required to give a reason, we believe that the reasons presented are not adequate. In many cases disease within a beech tree can be treated and we believe that tree management would be appropriate rather than felling. Additionally we recognise that a replacement tree would take a significant number of years to mature and replace the lost value of this tree.

114. EAST SUFFOLK COUNCIL NEW LOCAL PLAN: SCOPING CONSULTATION

Members considered the draft consultation submission which had been prepared following the previous meeting.

It was RESOLVED that the draft response be finalised as presented and submitted by the Town Clerk by 29 July 2026.

115. CONSULTATION: DRAFT EAST SUFFOLK TREE & HEDGEROW STRATEGY

Members considered the ESC Tree & Hedgerow Strategy consultation.

It was RESOLVED that Committee's comments be submitted to the online consultation.

116. PLANNING DECISIONS

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

117. CORRESPONDENCE

None

118. CLOSURE

The meeting was closed at 11.55am. It was noted that the next meeting was scheduled to take place on Wednesday 5 August 2026 at 9.30am.

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe,** on **Wednesday 5 August 2026** at **9.30am**

PRESENT:	Cllr S Bird (Chair) Cllr C Franklin (Vice-Chair) Cllr D Aitchison Cllr S Bennett	Cllr A Folley Cllr T Gale Cllr B Price Cllr S Wiles

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

IN ATTENDANCE: 1 member of the public.

119. PUBLIC QUESTION TIME

None.

120. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr J Candy**.

121. DECLARATIONS OF INTEREST

The following interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other Registerable Interest (as Member of East Suffolk Council)
Cllr T Gale	All	Other Registerable Interest (as Member of Suffolk County 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.

122. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 22 July 2026 be confirmed as a true record.

123. 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/25/3196/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 We welcome provision of cycle storage. We would however ask that two conditions are added to any approval. Firstly, that the applicant submit a landscape planting plan which will meet the requirement for a 10% BNG. Secondly, we ask that a written construction management plan, to be agreed, which would minimise any potential traffic issues for neighbouring properties during the construction period

B	**DC/26/1113/VOC |** Application to vary condition 9a (approved plans) of DC/24/0773/VOC (amended scheme to that approved under DC/21/0541/FUL) in relation to the design and layout of the roofs of the apartments and dwellings (to reduce the extent of solar PV and green roof provision). Variation of all conditions relating to the Outline consent of DC/24/0773/VOC and condition 1 (approved plans), condition 2 (cricket building materials), condition 4 (green roofs) and condition 9 (operation hours) of the Reserved Matters consent DC/24/2048/ARM to amend the approved plans and drainage strategy (by substituting the green roof of the cricket pavilion for alternative drainage strategies) and amend the operation hours (to allow for operation of the cricket club between 09:00hrs to 23:00hrs inclusive). **Former Deben High School Garrison Lane**
	Committee recommended APPROVAL.

C	**DC/26/2625/TCA -** 1no. Lime (T1 on plan) - Overall crown reduction by 30% **Silvermere Martello Lane**
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.

D	**DC/26/2612/TCA |** 4no. Lime (marked on plan) – Fell **33A And 35A Quilter Road**
	Committee OBJECTS to the proposed felling of these trees. We believe that these trees play a significant part of the amenity of the Conservation Area. We understand that these four trees have been successfully pollarded in 2018 and 2023 and we believe that appropriate tree management should be carried out rather than felling.

124. PLANNING DECISIONS

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

125. CORRESPONDENCE

a) **Proposed Permanent Parking Order – Undercliff Road East & Surrounding Roads**

The Clerk reported on the proposed permanent Traffic Regulation Order (TRO) for Undercliff Road East and surrounding roads, noting that the draft permanent order largely replicates the existing experimental measures, subject to the following adjustments made in response to public feedback and ongoing operational monitoring:

- Maybush Lane: Implementation of additional 'No Waiting at Any Time' (double yellow line) restrictions to resolve driveway access issues for local residents.
- Fludyers Arms Area: Provision of an additional 33 metres of motor car parking bays on the north side of Undercliff Road East.
- Brook Lane Junction (South Side): Conversion of the former motorcycle parking bay into motor car parking bays.
- Undercliff Road East (North Side): A minor reduction in the length of the 'No Waiting at Any Time' restriction near Brook Lane.

Members noted that any formal representations or objections must be submitted in writing to Suffolk County Council by 19 August 2026.

Following discussion, it was RESOLVED that:

i. **the proposed permanent Traffic Regulation Order be welcomed and supported in principle;**

ii. **clarification be sought from Suffolk County Council regarding Blue Badge parking provisions for motorhomes; and**

iii. **Suffolk County Council be requested to confirm 'No Waiting at Any Time' (double yellow line) restrictions to protect dropped kerbs along the Promenade.**

126. CLOSURE

The meeting was closed at 10.52am. It was noted that the next meeting was scheduled to take place on Wednesday 26 August 2026 at 9.30am.

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe,** on **Wednesday 26 August 2026** at **9.30am**

PRESENT:	Cllr S Bird (Chair)	Cllr A Folley
	Cllr C Franklin (Vice-Chair)	Cllr T Gale
	Cllr D Aitchison *(from item #131B)*	Cllr B Price
	Cllr S Bennett	Cllr S Wiles

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

IN ATTENDANCE: 1 member of the public.

127. PUBLIC QUESTION TIME

None.

128. APOLOGIES FOR ABSENCE

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

129. DECLARATIONS OF INTEREST

The following interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr A Folley	All	Other Registerable Interest (as Member of East Suffolk Council)
Cllr T Gale	All	Other Registerable Interest (as Member of Suffolk County 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.

130. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 5 August 2026 be confirmed as a true record.

131. 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/26/2621/DEM |** Prior Notification - Demolition of three buildings within the Port of Felixstowe - Walton House, Trimley House and South Engineering workshop. **The Port Of Felixstowe Dock Road The Docks**
	Committee had NO OBJECTIONS to this notification.

At this point, 9.37am, Cllr Aitchison joined the meeting.

B	**DC/26/2683/VOC |** Variation of Condition No. 2 and Discharge of Conditions Nos., 3, 4, 5, 6 ,7 of DC/25/0907/FUL - Construction of a single storey detached building for Felixstowe Sea Cadet headquarters (three existing structures to be demolished) - 2. Amendment to plans and elevations and discharge of - 3. Tree Protection Plan (TPP) and Arboricultural Method Statement (AMS)- 4. Site investigation - 5 and 6. Remediation Strategy. - 7. contamination verification report **Hall 137 Garrison Lane**
	Committee recommended APPROVAL.

C	**DC/26/2609/FUL |** Proposal: Single storey front and side extensions and works to driveway **127 St Andrews Road**
	Committee recommended APPROVAL.

D	**DC/26/2722/FUL |** Replacement Garage and Garden Room and External Alterations **Conifers 11 High Beach**
	Committee recommended APPROVAL, we believe that this proposal will enhance the appearance of this dwelling, particularly in terms of the brick built garage in the Conservation Area.

E	**DC/26/2788/FUL |** Single storey rear extension **27 Wentworth Drive**
	Committee recommended APPROVAL.

F	**DC/26/1613/FUL |** External redecoration of the building (like-for-like) and replacement of the side section of the bay window on the Orwell Road elevation; and the small sash window above the decorative railings on the Leopold Road elevation **Edward Cordy House Orwell Road**
	Committee recommended APPROVAL.

G	**DC/26/2863/TCA |** 1no. Cherry (marked on plan) - Overall crown reduction by 2 metres **45 Bath Road**
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.

H	**DC/26/2677/TCA |** 2no. Japanese Spindle Trees (Euonymus Japonica) (marked 1 & 8 on submitted plan) - Fell 1no. Red Robin tree/shrub (marked 2 on submitted plan) - Fell 1no. Elderberry (marked 3 on plan) - Fell 3no. Buddleia (marked 4, 5 & 6 on submitted plan) - Fell 1no. Rowan (marked 7 on submitted plan) - Fell **26 Cavendish Road**
	Committee OBJECTS to the felling of these trees. Committee requests that consideration be given to a TPO for this group of trees as they provide public amenity value in an otherwise sparsely vegetated location in the Conservation Area, and much needed habitat and contribution to the natural environment. Committee would have no objections to careful and appropriate management of these trees, subject to the guidance of the East Suffolk Council's Arboricultural Officer.

I	**DC/26/2752/TCA |**1 no. Oak (marked T1 on plan) - Reduce crown by 25% and shape to clear BT line **St Felix Church Gainsborough Road**
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.

J	**DC/26/2779/TPO|ESCC/**64/00051 - W1 1 no. Scots Pine (red circle on submitted map) - Remove deadwood, thin crown by 20% **6 The Pines**
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.

K	**DC/26/2724/TPO |** SCDC/00/00140 - G1 1no. Holm Oak (marked T1 on plan) - Reduce east side of crown back to boundary away from neighbouring garage **11 Foxgrove Gardens**
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.

132. PLANNING DECISIONS

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

133. NATIONAL PLANNING POLICY FRAMEWORK – IMPLICATION FOR FELIXSTOWE

Committee noted the revised National Planning Policy Framework (NPPF). The Chair highlighted some of the changes from the previous edition, as well as the retention of policies such as N3 (previously paragraph 136), which refers to the expectation for tree-lined streets in new development, unless there are clear, justifiable and compelling reasons why this would be inappropriate, and HC5 (formerly paragraph 97), which sets out criteria for the consideration of hot food takeaways and fast-food outlets, including their proximity to schools and other places where children and young people congregate and potential impacts on health, pollution and anti-social behaviour.

It was also noted that the substantive provisions relating to highways had been retained, with development proposals to be refused where they would have a severe adverse impact on the transport network or an unacceptable impact on highway safety, taking account of relevant mitigation and wider network improvements.

Committee noted the publication of the revised National Planning Policy Framework.

134. CORRESPONDENCE

None

135. CLOSURE

The meeting was closed at 11.22am. It was noted that the next meeting was scheduled to take place on Wednesday 9 September 2026 at 9.30am.

AGENDA ITEM 8: OUTSIDE BODIES REPORTS

Council is requested to receive the following report from Cllr Amanda Folley, representative to the Felixstowe Wesel Association.

Report from the Felixstowe Wesel Association (29 July 2026):

What an amazing 8 days the Wesel Fire Cadets had here in July, visits to Colchester Zoo, Bury St Edmunds, London and Landguard Fort & breakfast at the Town Hall with the Mayor.

Attending the Carnival and taking part in the procession was another highlight of the trip. I was lucky enough to join them on the Tuesday to visit London and, after a last minute change to the team going, I turned tour guide. We took them to see several main attractions, as well as some not so well known, and, considering the broad age range, managed to find something for everyone to enjoy. The Cadets have requested that on their next visit I take them to Camden & Borough markets with lunch near Big Ben so that at least gives 24 months to plan - rather than 24 minutes this year.

The trip concluded with a lovely BBQ at their camp at Peewit where cadets of all ages were perfect hosts as always. Heiko Hemmers is stepping down as the lead for the cadets, and will be missed in this role, but he will continue to be the ambassador in Wesel for the Association and maintain the strong bond between our beautiful twin town and us here in Felixstowe.

Council is requested to receive the above report and any other update from Cllr Folley.

Council is requested to receive the following report from Cllr Seamus Bennett, representative to the Felixstowe Fairtrade Forum (FFF)

Report from the Felixstowe Fairtrade Forum (26 August 2026):

Pleased to report that in August Felixstowe Fairtrade Forum achieved renewal of its 3-yearly Fairtrade Community (Town) status, now in place until August 2029.

The new Fairtrade Shop opened at 130 Hamilton Road on 11 August (opened by the Mayor). This is run by a paid shop manager and volunteers. Felixstowe now has the only dedicated Fairtrade shop in Suffolk. The shop effectively relocated from Ipswich, in large part due to high business rates there, which the small Felixstowe premises are not subject to. It is attractive, friendly and well-stocked with quality Fairtrade products from foods to clothing and gifts. Members are asked to spread the word and support the shop as much as possible. Facebook: *Felixstowe Fair Trade Shop*.

FFF now has a Fairtrade Champion, Jake (aged 9) from Colneis School after Jake won a recent Fairtrade writing competition.

FFF will be marking Fairtrade Fortnight (21 Sept – 4 Oct) including a Family Fun Day at Felixstowe Library from 10am on Saturday 3rd October. FFF committee members will visit local schools to promote Fairtrade and the Fun Day.

FFF maintains strong links with Felixstowe Charities Network and the Community Nature Reserve to raise its profile and awareness of Fairtrade. FFF's Alan Muchal is also Secretary of the Suffolk Association of Fairtrade Towns.

Council is requested to receive the above report and any other update from Cllr Bennett.

AGENDA ITEM 9: MOTION - COUNCILLOR SAFETY AND PROTECTION OF RESIDENTIAL ADDRESSES

Council is requested to consider the following Motion, in accordance with Standing Order 9, moved by Cllr Amanda Folley, seconded by Cllr Tristan Gale.

This Council notes that:

1. The personal safety and wellbeing of elected representatives is important to ensuring an accessible, inclusive and effective local democracy.

2. Section 65 of the English Devolution and Community Empowerment Act 2026 inserted a new Section 32A into the Localism Act 2011, changing the statutory arrangements for the publication of Members' usual residential addresses on public registers of interests. Under Section 32A, a Member's usual residential address is not included on the public register unless the Member requests its publication.

This Council resolves to:

1. Formally welcome the implementation of Section 32A of the Localism Act 2011, inserted by Section 65 of the English Devolution and Community Empowerment Act 2026, which provides additional statutory protection in respect of the publication of Members' usual residential addresses.

2. Recognise that the decision whether to make use of those statutory protections is a matter for the individual Member, in accordance with the relevant legislation and procedures administered by the Monitoring Officer.

3. Affirm its commitment to promoting a culture in which elected representatives can carry out their public duties without being subjected to intimidation, harassment or threats to their personal safety or that of their families.

4. Request the Town Clerk to ensure that Members are made aware of the relevant procedures and sources of advice available should they experience threats, intimidation or harassment arising from their role as councillors.

Council is requested to consider the motion of Cllr Amanda Folley.

AGENDA ITEM 10: CIL REPORT AND RECOMMENDATIONS

Council is requested to receive an update on the meetings of the Community Infrastructure Levy (CIL) Working Group held on 20 July and 24 August 2026, and to consider recommendations for new strategic project allocations totalling £36,301 from the CIL Earmarked Reserve.

Background & Process
The CIL Working Group regularly reviews the infrastructure needs of the town alongside a rolling list of eligible projects to ensure timely deployment of developer contributions. Working Group meetings are strategically scheduled shortly before each Ordinary Council meeting.

Strategic Projects Recommended for Approval

Felixstowe Sea Cadets – Drill Hall Refurbishment
Members received a presentation from Viv Fox, Commanding Officer of TS Landguard 478 Felixstowe Sea Cadets, regarding funding towards their project to refurbish the Drill Hall. The proposed building will include three or four classrooms, a galley kitchen to support cookery lessons, offices, toilets, showers, and a main hall (approx. 6m x 10m) with a folding partition wall. Externally, the site provides green space and a parade ground. The building features a sloping roof, solar panels, and a dedicated plant room. Intended as a wider community asset, facilities will be available for hire by external organisations. Total project cost is estimated at £750,000.

- **Recommendation: That Council sends a letter of support to the Felixstowe Sea Cadets and approves an allocation of £5,000 from the CIL Earmarked Reserve, to be released upon grant of planning permission and confirmation that the balance of project funding has been secured.**

Landguard Trust: Landguard Gateway Community and Education Project
Members received a presentation from Paul Grant (Landguard Trust Project Officer) and Leonie Washington (Nature Reserve Manager) regarding the Gateway project. The scheme involves constructing a community hub facility with public toilets and a permanent home for the 7th Felixstowe Scouts. The external design features a covered area and landscaping with new wildlife habitats and water features. Costs are estimated at £1,000,000.

- **Recommendation: That Council approves an allocation of £20,000 from the CIL Earmarked Reserve. Upon receipt of planning permission, the Working Group would welcome a progress update from Landguard Trust to consider potential further funding.**

Additional Community Litter Bins: Six potential new locations requiring public litter bins have been submitted to East Suffolk Services as follows:

- Walton Church (vicinity of the pizza takeaway)

- Coronation Drive (route leading to Lidl)
- Outside Felix Junior School, Maidstone Road
- Grange Farm Avenue – Crossgate Field Bus Shelter
- Hawkes Lane (footpath exit from Felixstowe School)
- Footpath from Looe Road/Quintons Lane through to Colneis Road (beside school)

Installation is subject to a street licence being granted and confirmation from East Suffolk Services regarding safe collection routes. Unit pricing is secured until March 2027

- **Recommendation: That Council approves £3,301 from the CIL Earmarked Reserve for the purchase and installation of six Topsy 2000 rubbish bins at the specified locations.**

Cavendish Park Play Equipment: The appointed contractor, Jupiter Play, has been instructed and broad stakeholder consultations have taken place with nearby schools, Level Two Youth Project, and local residents. On-site installation commences in Autumn 2026. The Working Group considers surrounding perimeter fencing essential and the Clerk has contacted East Suffolk Council (ESC) to confirm requirements.

- **Recommendation: That Council approves up to £8,000 from the CIL Earmarked Reserve to fund perimeter fencing surrounding the play area at Cavendish Park, if required.**

Project Updates & Schemes Under Development

- **Pump Track Proposal:** Consultants were commissioned using the £750 allocation previously approved by Council, alongside a £200 + VAT contribution from East Suffolk Council, to evaluate four prospective locations. Once the final report is received, the preferred site will be submitted to ESC. Members visited the Pump Track at Kesgrave, where they were very impressed by the facility and, in particular, the high level of usage observed on a Thursday morning during the Summer holidays.

  Initial estimates for a main track and junior practice track are in the region of £150,000. A detailed design and quotation will be brought to Council in due course.

- **Railings for Gosford Park:** Following Council approval, the contractor engaged for Cavendish Park will install railings at Gosford Park. A site visit has been completed and works are scheduled to commence shortly.

- **Cemetery Gates:** A formal planning application has been submitted to East Suffolk Council for the replacement cemetery gates, with a decision expected imminently. Council previously approved £34,655 + VAT (plus a 10% contingency) from CIL reserves to advance this scheme.

- **Triangle Area & Hamilton Road Public Conveniences:** Members continue to support deploying CIL funding towards a formal feasibility study for public realm upgrades, aligning with Policy F98 of the ESC Cycling and Walking Strategy. The Town Clerk represented the Group's support at the Felixstowe Place Board and ESC/FTC Liaison meetings.

- **Candlet Road to Thurmans Lane Cycle Path Extension:** The proposed 800m long, 2m wide path will be designated as a Bridleway suitable for bicycles and non-motorised wheeled transit. Supported by both Trimley Parish Councils; no financial contribution is anticipated from Town or Parish Council reserves.

- **Land at Felixstowe Train Station:** The Town Clerk is liaising with Network Rail, Greater Anglia and the landowner to determine viability and appetite for enhancement of the land adjacent to the railway station.

- **Town-Wide Play Area Strategic Review:** The Group is keen to engage ESC on a strategic, town-wide deployment of CIL funds to systematically upgrade smaller play facilities across Felixstowe.

- **Bus Real-Time Passenger Information (RTPI) Indicators:** Awaiting updated costings from Suffolk County Council following their national procurement transition to a new hardware supplier.

- **Maidstone Road to Felixstowe School Cycle Lane Extension:** Physical progress was paused pending local election cycles. Given poor road surfaces and school safety priorities, the Group suggests blending CIL reserves with 'Pride in Place' funding streams once dual-use feasibility is established. Strategic dialogue has opened with SCC Ward Councillors.

Financial Summary & CIL Reserve Position

- **Overall Reserve Position:** Total CIL Earmarked Reserves stand at £526,697.52. Live project commitments total £253,977.60, leaving £272,719.92 in unallocated funds prior to this meeting. If all recommendations in Section 3 are approved (£36,301.00), the remaining unallocated CIL reserve will be £236,418.92.

- **Statutory Compliance & Expiry:** Under Regulation 59E of the CIL Regulations 2010 (as amended), receipts must be spent or formally allocated within five years. Applying existing commitments on a First-In, First-Out (FIFO) basis fully covers all tranches up to April 2024. Consequently, no funds are at risk of clawback prior to 17 April 2028.

Table A: CIL Financial Summary, Allocations & Earmarked Reserves

Financial Year	CIL Received (£)	Actual Expenditure (£)	New Commitments / Allocations (£)	EOY Cash Balance (£)	Unallocated Balance (£)	Summary of Key Projects / Approvals
2016/17	910.67	0.00	0.00	**910.67**	910.67	Balance carried forward
2017/18	26,896.79	0.00	0.00	**27,807.46**	27,807.46	Balance carried forward
2018/19	4,057.27	27,807.79	0.00	**4,056.94**	4,056.94	Play Equipment (£27,807.79)
2019/20	30,245.03	0.00	0.00	**34,301.97**	34,301.97	Balance carried forward
2020/21	17,291.40	0.00	0.00	**51,593.37**	51,593.37	Balance carried forward
2021/22	77,289.65	10,000.00	0.00	**118,883.02**	118,883.02	Allotment Assoc Community Hut (£10,000)
2022/23	116,511.36	0.00	0.00	**235,394.38**	235,394.38	Balance carried forward
2023/24	158,023.77	33,665.00	0.00	**359,753.15**	359,753.15	Lions Relocation (£10,000); Paths at Gosford & Allenby Parks (£23,665)
2024/25	158,651.02	137,650.00	£7,350	**380,754.17**	373,404.17	Walton Rec & Seaton Rd Play (£100,000); Level Two Digital Arts (£30,000); Allenby Gates (£7,650.00 paid of £15,000 allocated) **New Allocations:** Allenby Park Gates (£7,350 which is remainder of £15,000 allocated yet to be spent on this project)
2025/26	163,604.23	58,114.34	178,870.50 (-575.00)	**486,244.06**	299,906.56	Landguard Phase 1 (£50,000); Walton Hall (£7,039.34); Charities Network (£500); Allenby Gates (£575 from previous allocation). **New Allocations:** Cavendish Park (£50,000); Rugby Club (£20,000); Football Club (£20,000); Landguard Phase 2 (£50,000); Cemetery Gates (£38,120.50) Pump Track Feasibility Study (£750).

2026/27	60,516.36	20,062.90	£76,061.68 (-3,870.00) (-2,905.00) (-750.00) (-204.58)	**526,697.52**	272,719.92	**Paid:** Allenby Gates (£3,870 from previous allocation. £2,905 unspent returned to unallocated as project ended); Pump Track (£750 from previous allocation) Cemetery Extension planning (£15,238.32 paid of £80,000 allocated); Cemetery Gates planning fee (£204.58) **New Allocations:** Gosford Way Railings (£11,300); Cemetery Ext Planning (£64,761.68 which is remainder of £80,000 allocated to this project).
Current Total	**813,997.55**	**287,300.03**	**253,977.60**	**526,697.52**	**272,719.92**	

Table B: Unreleased CIL Receipts & Statutory Expiry Tracking

The table below breaks down unspent CIL funds against their statutory five-year spending deadlines, applying the £253,977.60 in live commitments on a First-In, First-Out (FIFO) basis:

Date Received	Total Amount Received (£)	Allocated Amount (£)	Unallocated Balance (£)	5-Year Expiry Date	Status / Allocation Notes
18/04/2023	32,746.06*	32,746.06	0.00	17/04/2028	Fully allocated
24/10/2023	111,179.85	111,179.85	0.00	23/10/2028	Fully allocated
17/04/2024	17,750.03	17,750.03	0.00	16/04/2029	Fully allocated
25/10/2024	140,900.99	92,301.66	48,599.33	24/10/2029	Partially allocated (£92.3k allocated)
25/04/2025	93,318.94	0.00	93,318.94	24/04/2030	Unallocated
28/10/2025	70,285.29	0.00	70,285.29	27/10/2030	Unallocated
24/04/2026	60,516.36	0.00	60,516.36	23/04/2031	Unallocated
Total	**526,697.52**	**253,977.60**	**272,719.92**	—	—

*Note: Retained balance remaining from the original £46,843.92 gross receipt.

Council is requested to:

i. **note the infrastructure updates from the CIL Working Group;**

ii. **approve an allocation of £5,000 from the CIL Earmarked Reserve to the Felixstowe Sea Cadets for the Drill Hall refurbishment, released upon obtaining planning permission and confirmation of match funding;**

iii. **approve an allocation of £20,000 from the CIL Earmarked Reserve to the Landguard Trust for the Landguard Gateway Community and Education Project;**

iv. **approve an allocation of £3,301 from the CIL Earmarked Reserve for the purchase and installation of six public litter bins; and**

v. **approve an allocation of up to £8,000 from the CIL Earmarked Reserve for perimeter fencing at Cavendish Park Play Area, subject to final requirement.**

AGENDA ITEM 11: LCAS GOLD AWARD

Council is requested to note the assessment feedback received from the National Association of Local Councils (NALC) regarding the Council's application for the LCAS Gold Award, and to agree the proposed actions required to complete the accreditation process.

Background

The National Association of Local Councils (NALC) has completed its assessment of Felixstowe Town Council's application for the LCAS Gold Award.

The assessment panel expressed overall satisfaction with the quality of the application and supporting evidence. The panel assessed the majority of the criteria as met, with a number of criteria identified as 'Partially met – not accepted'. The panel indicated that the Gold Award will be formally granted once outstanding matters identified in its feedback have been evidenced or amended.

The panel's formal feedback is attached at **Appendix A**. NALC has confirmed there is no fixed deadline for addressing these matters, allowing the Council to submit its final evidence in a considered manner.

Outstanding Criteria – "Partially Met – Not Accepted"

The following table sets out the criteria identified by the panel as partially met, alongside the proposed actions:

Criterion	Panel Feedback PDF	Council Response / Proposed Action
Bronze 3 – Code of Conduct	No approved or next review date/frequency. Panel noted the word "Model" could be removed.	Update Code of Conduct to include adoption and review dates. Set review frequency to annual (or sooner if legislation/guidance requires). Remove the word "Model".
Bronze 6 – Complaints Procedure	Procedure does not consider complaints against the Clerk.	Amend paragraphs 3 and 6 to explicitly detail procedures for complaints concerning the Town Clerk (see below).
Bronze 7 – Privacy Notice	No review date.	Add an annual review provision, or earlier upon changes to data processing activities or legislation.
Bronze 10 – Calendar of Meetings	Details provided via spreadsheet but panel could not locate published calendar on the website. Panel noted that the calendar should include the Annual Town Meeting.	Resubmit evidence. The website page contains the full printable calendar for the 2026–27 Municipal Year, including the Annual Town Meeting / Meeting of Electors. Link to be re-verified.
Bronze 14 – Biodiversity Policy	No adoption date. Current 4-year review period is too long (recommend 2–3 years max).	Add adoption date and amend review period to every two years.

Bronze 17 – Community Consultation	Evidence provided was from 2023/24. Gold level requires more recent examples showing consultation, outcomes, and resulting actions.	Collate and submit recent consultation evidence, including the UK Town of Culture 2028 application engagement, play area consultations and Youth Forum feedback, together with evidence of outcomes and actions arising from the engagement.
Bronze 20 – Elections & Vacancies	Only website evidence was provided. Requested other methods such as social media or noticeboard posters.	Collate social media records and confirm physical display of electoral notices on the Town Hall noticeboards.
Silver 5 – Councillor Profiles	Some biographies missing or very brief. Gold level requires relevant detail for all Members.	Request updated and detailed biographies from all Members for publication on the Council website.
Silver 8 – Action Plan & Related Budget	Information should be presented in one single document showing relevant budgets, community engagement, and timetables.	Finance & Governance Committee to develop the revised Action Plan, incorporating detailed costings, consultation evidence and review timetables, for subsequent approval by Council.
Silver 12 – Scheme of Delegation	Evidence provided was an agenda item rather than an adopted policy document.	Adopt an overarching Scheme of Delegation policy (presented under Agenda Item 12).
Gold 1 – Business Plan & Financial Forecast	Requested a properly considered Business Plan and financial forecast covering at least 3 years in a single document with added depth.	Finance & Governance Committee to develop a revised Business Plan incorporating a three-year financial forecast and links to revenue and capital plans, for subsequent approval by Council. Guidance has been requested from NALC.

Proposed Amendments to Governance Policies

To address the panel's specific policy requirements, Council is asked to approve the following updates (in **bold** text):

- **Complaints Procedure (Paragraph 3):**

"You may make your complaint about the Council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below. ***If your complaint concerns the Town Clerk, please refer to section 6.****"*

- **Complaints Procedure (Paragraph 6):**

"If the complainant or their representative does not wish to put the complaint to the Clerk, ***or if the complaint is against or concerns the Clerk****, they* ***shall*** *submit the complaint directly to the Mayor (as Chair of the Council).* ***Complaints against the Clerk will be treated as a personnel matter and dealt with in accordance with the Council's employment procedures.****"*

- **Code of Conduct, Privacy Notice & Biodiversity Policy:** Incorporate explicit adoption dates, annual review intervals (two-year review for Biodiversity), and remove 'model' label as requested.

Overarching Scheme of Delegation

The panel noted that annual agenda items setting out delegated powers do not satisfy criterion Silver 12. Council is therefore asked under Agenda Item 12 to formally adopt an overarching Scheme of Delegation to establish a clear constitutional framework between Full Council, Committees, and the Town Clerk.

Advisory Feedback on Criteria Assessed as "Met"
These comments are welcomed as useful feedback and will be retained for consideration as part of the Council's ongoing governance and continuous improvement programme. They are not outstanding requirements identified by the panel for the award of Gold, and the Council is therefore not being asked to undertake specific corrective action in response to them at this time.

Members may, however, wish to take these observations into account when reviewing relevant policies, procedures, training and communications in the future.

- **AGAR Web Access (Bronze 8):** Make the published unaudited AGAR documents more prominent on the website rather than using inline hyperlinked text.
- **Budget Transparency (Bronze 13):** Publish breakdown details alongside high-level budget summaries.
- **Training & Development (Bronze 27 & 28 / Silver 14):** Record staff customer service training explicitly, ensure all Members access annual training, and diversify CPD activity for the Clerk.
- **Democracy & Civic Engagement (Silver 10 & 11):** Gather broader evidence of community planning (e.g., planning committee responses, joint environmental projects with schools) and direct social media campaigns encouraging meeting attendance and civic candidacy.
- **HR & Operational Policies (Silver 16):** Consider publishing standalone appraisal, disciplinary and grievance policies.
- **Gold Supporting Statements (Gold 3–7):** Consider publishing the five statements submitted in support of the Gold application.

Council is requested to:

i. **note the assessment feedback from NALC regarding the Council's LCAS Gold Award application;**

ii. **approve the proposed actions to address all criteria assessed as "Partially met – not accepted";**

iii. **approve the formal amendments to the Code of Conduct, Complaints Procedure, Privacy Notice, and Biodiversity Policy;**

iv. **note that the overarching Scheme of Delegation is submitted for formal adoption under Agenda Item 12;**

v. **note that the revised Action Plan (with associated budgets) and the 3-year Business Plan (with financial forecasts) will be developed via the Finance & Governance Committee prior to formal Council approval;**

vi. **note that collated evidence will be submitted to NALC upon completion of these actions; and**

vii. **note the panel's advisory feedback on criteria assessed as "Met" to inform the Council's ongoing continuous improvement programme.**

AGENDA ITEM 12: SCHEME OF DELEGATION

Council is requested to consider approval of an overarching Scheme of Delegation which brings together the Council's constitutional arrangements for the discharge of its functions by Full Council, its Committees and the Town Clerk.

At its Annual Council meeting in May 2026, Council reviewed and approved the Scheme of Delegation to the Town Clerk for 2026/27. The delegated powers approved at that meeting remain unchanged and are reproduced within the proposed Scheme attached to this report.

The current arrangement is principally set out within the agenda report to Annual Council and corresponding Minute #11 of 2026/27. Whilst this establishes the authority delegated to the Town Clerk, the Local Council Award Scheme (LCAS) Gold assessment identified that the Council should provide an actual adopted Scheme of Delegation as a policy document.

The LCAS panel specifically noted that the evidence previously provided was an agenda item rather than an actual policy and that an adopted policy document, including its adoption date, should be provided.

Purpose of an Overarching Scheme

The proposed document is intended to provide a clear and accessible statement of the Council's arrangements for the delegation of functions.

It is deliberately overarching. It does not seek to reproduce the detailed responsibilities of the Council's Standing Committees, which are already established through their respective Terms of Reference.

The proposed Scheme therefore establishes the constitutional relationship between:

- Full Council;
- the Council's Standing Committees; and
- the Town Clerk as Proper Officer and Responsible Financial Officer.

The detailed powers and remits of individual Committees will continue to be set out in the Council's adopted Terms of Reference. Those documents should be read alongside the Scheme rather than duplicated within it.

This approach avoids the risk of maintaining two separate documents containing potentially conflicting descriptions of Committee responsibilities.

Existing Delegations to the Town Clerk

The proposed Scheme does not materially alter the authority delegated to the Town Clerk by Council in May 2026.

The existing delegated powers are carried forward, namely:

1. routine expenditure within approved budgets;
2. staffing arrangements within the approved establishment and budget, including the existing NJC Scale Point 23 limit;
3. emergency expenditure up to £50,000 in consultation with the Town Mayor;
4. investments in accordance with the Council's agreed policy;
5. restricting persons from entering Council premises or land where there is just cause;
6. negotiating commercial filming rights on Council property or land;
7. producing or editing Council publications in consultation with the Mayor or formally appointed Council body;
8. implementing legislation affecting the Council where timescales require, with subsequent reporting to Full Council;
9. taking proportionate and necessary legal action to recover Council debts; and
10. the existing emergency delegation arrangements where Council meetings are suspended.

The wording has been lightly reviewed to improve clarity and to distinguish the Clerk's operational authority from functions which must remain with Council or which are delegated separately to Committees.

No increase in the financial limits or substantive expansion of the Clerk's delegated authority is proposed.

Emergency Delegation

The existing emergency provision approved by Council in 2021/22 and subsequently reaffirmed annually is retained.

Where Council meetings are suspended as a result of a civil emergency, government advice, national health restrictions or another emergency, functions which may lawfully be delegated will temporarily be delegated to the Town Clerk, in consultation with the Town Mayor or, where appropriate, the Chair of the relevant Committee.

The existing safeguards are retained, including:

- consultation with the appropriate elected Member;
- use of the delegation for the continuation of Council services and business and matters arising from the circumstances causing the suspension;
- recording of decisions; and
- review of the delegation at the next Ordinary or Extraordinary Council meeting.

Legal Context

Section 101 of the Local Government Act 1972 provides the principal statutory basis for a local authority to arrange for the discharge of its functions by a committee, sub-committee or officer, subject to statutory restrictions and any functions which legislation requires to be exercised in another way.

The Council's General Power of Competence under the Localism Act 2011 is a separate substantive power and is not itself the source of the delegation arrangements.

The Scheme is also to be read alongside the Council's Standing Orders, Financial Regulations, Terms of Reference, policies and any specific resolutions of Council or its Committees.

Financial Implications

There are no direct financial implications arising from the adoption of the overarching Scheme.

The financial limits and controls applying to the Town Clerk remain those previously approved by Council and those contained within the Council's Financial Regulations and approved budgets.

Governance Implications

Adoption of a single overarching Scheme provides greater clarity about the Council's constitutional arrangements and creates a clear, formally adopted document for publication and inspection.

It also addresses the specific evidential requirement identified through the Council's LCAS Gold assessment.

Council is recommended to:

i. **approve and adopt the Overarching Scheme of Delegation attached at Appendix B;**

ii. **confirm that the adopted Scheme will constitute the Council's overarching statement of delegated authority to the Town Clerk, and that the Council may review, amend or withdraw such delegated authority at any time;**

iii. **confirm that the detailed powers and remits of Standing Committees shall continue to be governed by their separately adopted Terms of Reference; and,**

iv. **authorise the Town Clerk to publish the adopted Scheme on the Council's website and incorporate its annual review into the Council's policy review framework.**