



9 am to 4 pm Mondays to Fridays

## TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 14 September 2016** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Rev Caroline Allen, St Mary's Church, Walton , Felixstowe.

## A G E N D A

1. **Apologies**  
To receive apologies for absence.
2. **Declarations of Interest**  
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.
3. **Requests for Dispensation**  
Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.
4. **Questions to the Mayor**  
For the Mayor to respond to questions from Members, in accordance with Standing Order 25.
5. **Confirmation of Council Minutes**  
To confirm the minutes of the Ordinary Council Meeting held on Wednesday 13 July 2016 as a true record. **(Pages 4-10)**
6. **Mayor's Communications**  
To receive such communications as the Mayor may wish to lay before Council. **(Page 11-12)**
7. **Minutes of Committee Meetings**  
To receive and adopt the minutes of the following meetings:
  - a) Planning & Environment Committee 13 July 2016 **(Pages 13-16)**
  - b) Planning & Environment Committee 27 July 2016 (9.15am) **(Pages 17-21)**

- c) Planning & Environment Committee 27 July 2016 (2pm) **(Pages 22-23)**
- d) Finance & General Purposes Committee 27 July 2016 **(Pages 24-26)**
- e) Planning & Environment Committee 10 August 2016 **(Pages 27-29)**
- f) Planning & Environment Committee 24 August 2016 **(Pages 30-33)**
- g) Personnel Committee 6 September 2016 **(Pages 34-35)**
- h) Planning & Environment Committee 7 September 2016 **(Pages 36-39)**

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

To receive any reports from Members appointed to represent the Town Council on outside bodies. *Members are requested to provide a written report to the Clerk at least two days prior to the meeting.*

**9. Felixstowe Forward Report**

To consider the report of the Felixstowe Forward Change Director.

**(Page 40 and Appendix A)**

**10. Business Plan and Action Plan**

To approve and adopt the finalised Business Plan 2016-2020 and Action Plan.

**(Page 41 and Appendix B)**

**11. Outside Bodies Reporting to Council**

To endorse the recommendation of the Finance & General Purposes Committee for the regular reporting from Members on Outside Bodies.

**(Page 41)**

**12. Cycling on the Prom**

To note the update report on Cycling on the Prom.

**(Pages 42-43)**

**13. Accounts and Audit 2015/16**

To Receive the External Audit Report and Annual Return for the Financial Year 2015/16.

**(Page 44 & Appendix C)**

**14. Pensions Auto-Enrolment**

To approve a qualifying pension scheme to comply with Council's obligations with regards to the auto-enrolment of eligible staff.

**(Pages 45-47)**

**15. Dementia Alliance Action Plan**

To approve an action plan for the Town Council to support the aim of the Dementia Alliance for Felixstowe to be designated a 'Dementia Friendly' town.

**(Pages 48-49 and Appendix D)**

**16. Tree Survey**

To approve funding for a survey of trees on Council owned land.

**(Page 49)**

**17. Accounts for Payment**

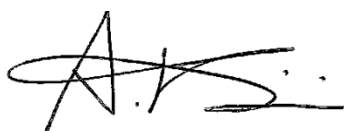
To confirm and approve the payments of accounts since the previous meeting as follows:

**(Schedules attached at Appendix E)**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
19/07/2016	152 – 174	£16,943.82
29/07/2016	175 –194	£37,018.00
10/08/2016	195 – 210	£27,175.35
23/08/2016	211 –225	£35,247.81
07/09/2016	226 – 237	£3,022.78
	<b>TOTAL</b>	<b>£ 119,407.76</b>

**18. Closure**

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 9 November 2016.



**Ash Tadjrishi**  
**Town Clerk**  
**8 September 2016**

---

***Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend***

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

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 13 July 2016 at 7.30pm**

**PRESENT:** Cllr Jan Garfield (Town Mayor)      Cllr Jon Garfield  
              Cllr N Barber (Deputy Mayor)        Cllr T Green  
              Cllr S Bird    Cllr G Newman  
              Cllr P Coleman                                    Cllr D Savage  
              Cllr M Deacon                                    Cllr A Smith  
              Cllr S Gallant                                    Cllr S Wiles

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                  Mrs L Monsen (Mayor's Secretary)

**IN ATTENDANCE:** Insp. Roger Salmon (Suffolk Constabulary)  
                          Ms H Greengrass (Felixstowe Forward Change Director)  
                          5 members of the Public, 1 member of the Press.

### **PUBLIC QUESTIONS**

There were none.

### **PRAYERS**

The meeting was preceded with prayers by Rev. Andrew Dotchin, St. John's Church, Felixstowe.

### **110. APOLOGIES**

Apologies for absence were received from **Cllr C Barham, Cllr S Bloomfield, Cllr J Vartan** and **Cllr K Williams**.

### **111. DECLARATIONS OF INTERESTS**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr T Green Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr N Barber Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

### **112. REQUESTS FOR DISPENSATION**

There were none.

### **113. QUESTIONS TO THE MAYOR**

There were none.

### **114. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 8 June 2016 be signed by the Mayor as a true record and adopted by the Council.**

### **115. MAYOR'S COMMUNICATIONS**

The Mayor referred to the following list of engagements:

An Evening at Ashton Jayne	9 June 2016
FOPWA Queens 90 <sup>th</sup> Tea Party	10 June 2016
Choral Evensong to Celebrate the 90 <sup>th</sup> Birthday of the Queen	11 June 2016
Tea at the Town Hall to Celebrate the 90 <sup>th</sup> Birthday of the Queen	12 June 2016
Songs of Praise for the Sovereign	12 June 2016
'A Retrospective Exhibition' at Bucklesham Grange Care Home	15 June 2016
National Care Home Open Day at White Gables Residential Home	17 June 2016
National Care Home Open Day at NPL Care Home	17 June 2016
Launch of the Eighth in the East Festival	17 June 2016
Felixstowe Town Pastor's 10 <sup>th</sup> Anniversary	18 June 2016
<i>Deputy Mayor - Last Night of the Proms</i>	<i>18 June 2016</i>
Citizens Advice Bureau AGM	21 June 2016
Orwell Connection Charity Concert	21 June 2016
Felixstowe Forward One Year On	22 June 2016
Suffolk New College, End of Year Celebrations	22 June 2016
Rose Care Celebrations at The Hut	23 June 2016
Meeting with Luxembourg Students	24 June 2016
Felixstowe Book Festival	24 June 2016
Cotman House Garden Party	25 June 2016
Suffolk Armed Forces Day	25 June 2016
Mayor's Civic Service	26 June 2016
Opening of Felixstowe Barbers	27 June 2016

Launch of Felixstowe in Flower 2016	28 June 2016
An Evening with Aldeburgh Music	30 June 2016
Whistle for the Somme Remembrance	1 July 2016
Felixstowe Fuchsia Fantasia	2 July 2016
Darrell's Day Commemoration	3 July 2016
Felixstowe Lions Club Annual Charter Lunch	3 July 2016
<i>Deputy Mayor – St Edmundsbury Mayor's Civic Service</i>	<i>3 July 2016</i>
FACTS AGM	4 July 2016
Suffolk Coastal Disability Action Day	5 July 2016
Children's Community Performance	5 July 2016
Felixstowe Breakfast Club	6 July 2016
Home-start AGM	11 July 2016
Felixstowe Academy Summer Concert	12 July 2016

The Mayor thanked fellow councillors and staff who had helped make the Queens 90<sup>th</sup> Birthday Tea Party at the Town Hall such a success. The launch of the 'Eighth in the East' festival celebrating the 8<sup>th</sup> Airforce, which had been based in Suffolk during WWII was highlighted as being very interesting. Commenting on the Felixstowe Forward 'One Year On' event, the Mayor thanked Helen Greengrass for her hard work in achieving so much over the past year. Council heard that a reception for students from Luxembourg students had been very well received; the students were a delight and all spoke perfect English.

The Mayor's Civic Service was well attended and the Mayor thanked Reverend Dotchin for the lovely service and Jenny Holland and Diana Barnard for providing refreshments. It was reported that over 30 people had attended 'Whistle for the Somme' to mark the first day of the battle of the Somme, following which the Mayor was at St. John's Church for the raising of a commemorative flag which would fly over the church for duration of the Battle of the Somme. Darrell's Day at Landguard Fort had been a great event and the Mayor recommended that everybody should visit. The Mayor reported on the enlightening experience of being pushed around Hamilton Road in a wheelchair as part of Suffolk Coastal Disability Action Day as, despite wearing the Mayoral Chain, many people talked over her head and access to some shops with narrow aisles and steps had proved impossible – as was trying to use an ATM. The Felixstowe Academy Summer Concert had lived up to expectation and all the participating students had shown themselves to be highly talented.

The Mayor drew attention to a photography competition that the Town Council was holding to mark the first anniversary of its award winning website. The winning photo was to be used as the new homepage background and £100

would be awarded to the photographer who took it. Entrants must have full rights to the supplied image and give permission for the Town Council to use it. The photo competition was to run up until 13<sup>th</sup> September 2016.

Members were reminded that if they had any comments or suggestions in relation to SCDC's offer to holding bi-annual engagement forums for representatives from all town and parish councils in Suffolk Coastal, to please respond to the Town Clerk by 20 July

The Mayor thanked Cllr S Wiles for agreeing to attend the Devolution briefing at SCDC offices on behalf of herself and the Deputy Mayor who had prior engagements.

**It was RESOLVED that the Mayor's engagements since 9 June 2016, and the above communications, be noted.**

#### **116. 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 15 June 2016
- b) Civic & Community Committee 15 June 2016
- c) Planning & Environment Committee 29 June 2016

#### **117. REPORTS FROM MEMBERS ON OUTSIDE BODIES**

Council received the report of Cllr G Newman, Town Council representative to the Suffolk Association of Local Councils (SALC).

Referring to his report, Cllr Newman spoke of the SALC meeting at which the new relationship of Community Transport with Coastal Accessible Transport Service (CATS) had been discussed. This was a transport service provided by SCC designed to help people travel around the county of Suffolk who might not have access to a regular bus service.

Cllr Newman reported that, subsequent to the SALC meeting, he had attended the Felixstowe Area Community Transport (FACTS) AGM where this matter was also discussed. Council heard that, although it was in the early stages, the changes had not affected them to a significant degree. It was expected that a single telephone contact number for CATS number would be employed across the county in order to simplify the process for customers who may be travelling countywide and to cover the reduced bus service in the county.

**RESOLVED that the outside body report from Cllr G Newman be noted.**

## **118. FELIXSTOWE FORWARD REPORT**

Council received the report of the Felixstowe Forward Change Director, Helen Greengrass. Ms Greengrass reported that Felixstowe Forward had recently held a very successful annual stakeholder event called 'Felixstowe Forward – One Year on'. This community workshop had identified 6 key areas for follow up, including health & wellbeing and time banking. Time banking was explained as being able to 'deposit' time by giving practical help and support and then being able to 'withdraw' time credits elsewhere, and a way for community organisations and volunteers to come together and help each other. The concept of 'social prescriptions' had also been raised, whereby GPs could prescribe attending a group or club to somebody at risk of social isolation.

It was noted that Ms Greengrass had attended a recent Coastal Communities Conference at which it had been helpful to learn about similar challenges faced by many other coastal towns.

Referring to the town's noticeboards, Ms Greengrass advised that a condition report would be provided soon which would help determine how and what can be done to improve them.

Members were pleased to note that Martello Park had been highly commended in the regeneration category of the 2016 Planning and Placemaking Awards.

Members requested that more information be provided on the KPIs referenced in the town benchmarking data. Ms Greengrass gave an undertaking to provide this subsequent to the meeting.

A Member asked whether Felixstowe should be entered in to the Great British High Street awards. Ms Greengrass advised that it would be looked in to but that it may be too much to get an entry in this year.

In closing her report Ms Greengrass advised that, at the request of Council, expressions of interest were being sought for directorships of the Visit Felixstowe CIC and would be reviewed by an independent panel.

**It was RESOLVED that:**

- i. the Felixstowe Forward update report be noted as received;**
- ii. It be recommended to Felixstowe Forward that an annual benchmarking exercise be undertaken as a means of monitoring the Town Centre; and,**
- iii. the Draft Felixstowe Events Policy be circulated for feedback.**

## **119. SUFFOLK CONSTABULARY REPORT**

The Mayor invited Insp. Roger Salmon of Suffolk Constabulary to address the Council. Inspector Salmon thanked the Council for inviting him to the meeting and commented on how much he had enjoyed working in Felixstowe since his appointment to the post a year ago.



With reference to the changes brought about since the Suffolk Policing Review, Insp. Salmon provided Council with a 3 month update. Positive outcomes had been seen in key areas, with 91.9% of 999 calls having been responded to within 15 minutes in urban areas, and within 20 mins further afield. Council noted that the target was 90% and performance was in the top 3 in the district. There had been 885 incidents recorded since 1 April and new intelligence sharing protocols with Ipswich had resulted in an increase to arrests. There had been three organised drug businesses which the Police had shut down. Insp. Salmon was confident that the new model was working well and advised that new initiatives, such as Community Speed Watch, were about to go live. Police Specials were also going to be brought in for a month's blitz on road issues from 20<sup>th</sup> July. Council heard how the Safer Neighbourhood Team Tasking meetings were up and running, SNT newsletters were available online and a neighbourhood harm register was working well. The CCTV system was well supported by the volunteers and functioning effectively well following some maintenance issues and one individual was looking at getting involved with lost property within the town.

Insp. Salmon told the Council that the challenges ahead were the performance data was still very patchy with the new computer systems. The problem was that it was very intelligent but input was very slow. They had now recruited 22 new call handlers but the model needs to be bedded in. Felixstowe was in the same area as Woodbridge and South East Ipswich and domestic burglary had dropped by 20%. There had been 3 robberies, sexual incidents were up by 13 to 26 and violent crimes were up by 13 to 92 incidents.

A Member asked the Inspector if the reduction in street lighting had resulted in an increase in crimes such as burglaries. The Insp. advised that an increase had not been demonstrated but that the situation would be monitored. Following a Member's question as to whether recent drug-related arrests were attributed to local people the Inspector advised that the majority of activity had been from people who were London-based. Members expressed concern that over reports that members of the public were experiencing extremely long wait times for a response from 101. Inspector Salmon advised that new staff were due to start in October which should improve times.

Referring to parking enforcement, Members expressed how it was unacceptable for the constabulary to say that they would not be carrying out enforcement as that have a statutory duty to do so and, as nobody else could do it, could more attention be given to this. Inspector Salmon advised that the police would do what they could to attend to local matters of concern, such as parking, but with a reduced budget this had to be balanced with other priorities.

Members thanked to Insp. for his report and wondered if there had been any rise in race-related crimes in the area since Brexit. Insp. Salmon said there had been a rise but not in the Felixstowe area.

**Council recorded a vote of thank to Inspector Salmon for his report.**

## **120. S106 SPORTS FUNDING**

Council considered an application from Felixstowe Rangers FC for £10,571.82 funding from the sport pot of the Section 106 Outdoor Playing Space Fund in order to redevelop the pavilion at Walton Recreation Ground.

Members commented on how the plans would support a significant number of young people who used the facility and the hard work shown by the club's players in raising money towards the project.

**It was RESOLVED that the application from Felixstowe Rangers for £10,571.82 funding from the sport pot of the Section 106 Outdoor Playing Space Fund be endorse and SCDC be advised accordingly.**

## **121. COMMEMORATIVE GATHERING FOR THE SOMME**

Council considered a letter from the Felixstowe branch of the Royal British Legion inviting the Town Council to participate in a commemorative gathering for the Somme at the Triangle on 10<sup>th</sup> September 2016.

The Mayor advised that she would representing the Town Council in Salzwedel on the weekend of the event. The Deputy Mayor advised that he may be able to attend.

**It was RESOLVED that the Felixstowe Branch of the Royal British Legion be thanked for their invitation and for the Deputy Mayor to attend the event on behalf of the Town Council.**

## **122. ACCOUNTS FOR PAYMENT**

**It was RESOLVED that the schedule and payment of accounts - to include a transfer of £197,606.58 in to Council's Nationwide investment bond - be received and approved as follows:**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
08/06/2016	97 - 115	£202,210.45
22/06/2016	116 - 140	£13,888.02
29/06/2016	141 - 151	£39,119.19
	<b>TOTAL</b>	<b>£255,217.66</b>

## **123. CLOSURE**

The meeting was closed at 8.50pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 14 September 2016.

---

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

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

Orwell District Scouts AGM	14 July 2016
Causton Junior School Summer Fayre	15 July 2016
Ipswich Mayor at Home	15 July 2016
Mill Lane Nursing Home Fete	16 July 2016
Felixstowe Flower Show Prizegiving	17 July 2016
<i>Deputy Mayor – Laying up of the British Legion 'I' Group Standard</i>	17 July 2016
Wesel Fire Cadets Breakfast	21 July 2016
Felixstowe Carnival	23-24 July 2016
Felixstowe Travel Watch Seaside Special 01	27 July 2016
Launch of Harbourmaster Defibrillator	29 July 2016
Places for People Leisure Open Day	30 July 2016
Unveiling of Plaque in memory of Peter Bennett	1 August 2016
Celebration of Bombay Nite's entry into Tiffin Cup	1 August 2016
Felixstowe Travel Watch Seaside Special 02	3 August 2016
Mayor's Charity Dinner Dance	5 August 2016
Maynell & Foxgrove Residential Home Annual Fete	6 August 2016
Raising of the Green Flag (Seafront Gardens)	10 August 2016
Open Day at East of England Funeral Directors	10 August 2016
White Gables Macmillan Summer Nights	12 August 2016
Imagine Dance Show	13 August 2016
Samaritans of Ipswich & East Suffolk AGM	17 August 2016
<i>Deputy Mayor – Felixstowe Photographic Exhibition</i>	17 August 2016
Ipswich Mosque Open Day	21 August 2016
Raising the Town Council Flag	24 August 2016
Mill Lane Nursing Home 40 <sup>th</sup> Anniversary BBQ	24 August 2016
Boat Pull along the Prom	25 August 2016
100 <sup>th</sup> Birthday Celebrations of Elizabeth Downes	3 September 2016

Craft Fair in aid of Guide Dogs	4 September 2016
Art on the Prom	4 September 2016
6 <sup>th</sup> 1 Big Multicultural Festival	4 September 2016
Felixstowe Landguard Charter Night	5 September 2016
Civic Visit to Salzwedel	8 September – 12 September 2016
<i>Deputy Mayor</i> - RBL Commemoration of the Battle of the Somme at the Triangle	10 September 2016
<i>Deputy Mayor</i> - Celebration of 90 years of Christian witness	10 September 2016
<i>Deputy Mayor</i> – Waveney & Beccles Joint Civic Service	11 September 2016
<i>Deputy Mayor</i> – Service of Thanksgiving, Felixstowe Christian Aid	11 September 2016
Charity Quiz Night for Level2	13 September 2016
95 <sup>th</sup> Birthday Celebrations of Helen Radford	14 September 2016

**Council is requested to note the Mayor's Engagements since the previous meeting and any other communications the Mayor may wish to lay before Council.**

---

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

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 13 July 2016** at **9.15am**

**PRESENT:** Cllr A Smith (Chairman)                      Cllr Jon Garfield (Vice-Chairman)  
                  Cllr S Bird    Cllr D Savage (*to item 106d*)  
                  Cllr S Gallant    Cllr S Wiles  
                  Cllr Jan Garfield                                      Cllr K Williams (*from item 106*)  
                  Cllr G Newman

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                  Mrs L Monsen (Mayor's Secretary)

**IN ATTENDANCE:** 2 Members of the Public.

### **PUBLIC QUESTIONS**

The Chairman advised members of the public present that should they wish to make representations in relation to particular planning applications, these would be heard by the Committee and they would be invited to speak immediately prior to the application being considered.

### **102. APOLOGIES FOR ABSENCE**

Apologies for lateness were received from **Cllr K Williams**.

**Cllr D Savage** gave apologies in advance of leaving the meeting at 10.40am in order to attend to other business.

### **103. DECLARATIONS OF INTEREST**

There were none.

### **104. REQUESTS FOR DISPENSATION**

There were none.

### **105. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 29 June 2016 be signed by the Chairman as a true record.

### **106. PLANNING APPLICATIONS**

**Cllr K Williams** joined the meeting at this point.

**Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following observations to Suffolk Coastal District Council:**

The Chairman advised that an additional application not on the formal agenda was required to be considered by the Committee in order that comments could be received by SCDC before the closure date and that this would be taken first. At the direction of the Chairman, Committee received comments from a member of the public prior to the consideration of this following application:

	<b>DC/16/2416/FUL   One new dwelling with access and amenity space   17a Beatrice Avenue</b>
<p><b>Committee recommended REFUSAL on the following grounds:</b></p> <p><b>a) the proposals, if approved, would result in a cramped form of development in contravention of policy DM7(a);</b></p> <p><b>b) the proposed dwelling, being very different in style to the neighbouring properties, would not fit well in the street scene, therefore contravening policies DM7(c) and DM21(a);</b></p> <p><b>c) the close proximity and overlooking to the neighbour at 19 Beatrice Avenue would contravene policy DM23(a); and,</b></p> <p><b>d) similarly the loss of light amenity to a principle window at 2 Fairfield Avenue would be contrary to DM23(c); and,</b></p> <p><b>e) the proposal, if approved, would also greatly reduce the amenity space to the host property.</b></p>	

<b>a</b>	<b>DC/16/1970/FUL   Construction of 1 no dwelling   31 Glemsford Close</b>
<b>Committee recommended APPROVAL.</b>	

<b>b</b>	<b>DC/16/2547/FUL   Vehicle repair centre and associated offices/new vehicular access to Carr Road and hardstanding areas R T J Trailers 16 Sunderland Road</b>
<p><b>Committee recommended APPROVAL.</b></p> <p><b>Felixstowe Town Council remains wholly committed to the aims of policy FPP11 in avoiding heavy volumes of HGV movements in the Carr Road area. However, in the specific case of this site and its proposed used we believe an approval is appropriate in that:</b></p> <p><b>a) the use of trailer repair coupled with the owners intent to operate in conjunction with another site for storage of containers indicates that the volume of movements would be modest;</b></p>	

**b) the hours of operation are limited;**

**c) it would allow a relatively low impact use of an otherwise derelict site;**

**d) the applicants undertaking to improve recognised local issues in this area is welcomed; and,**

**e) the intention is for the applicant to use their own vehicles for the collection and delivery of trailers.**

**The above should be subject to planning conditions. Committee would also request that local concerns about occasional surface water flooding are addressed.**

<b>c</b>	<b>DC/16/2433/COU</b>   Change of use of two units from Class A3 to Amusement Arcade use for a limited period of up to 18 months while pier is being rebuilt   <b>Sweet Treats &amp; Thai Hut Undercliff Road West</b>
<b>Committee recommended APPROVAL.</b>	

**Cllr D Savage left the meeting at 10.40am.**

<b>d</b>	<b>DC/16/2117/FUL</b>   Extension of the existing entrance lobby <b>Morrison Supermarket Grange Farm Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>e</b>	<b>DC/16/2455/ADI</b>   Store and Petrol Filling Station signage <b>Morrison Supermarket Grange Farm Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>f</b>	<b>DC/16/2634/FUL</b>   Proposed two storey extension & associated alterations   <b>Ravendale 31 Garrison Lane</b>
<b>Committee recommended APPROVAL.</b>	

<b>g</b>	<b>DC/16/2629/FUL</b>   To replace flat roof of front bay window with pitched roof. Replace with pitched roof to original rear extension. Change windows to shower/toilet and ensuite.   <b>5 Swallow Close</b>
----------	---

**Committee recommended APPROVAL.**

<b>h</b>	<b>DC/16/2644/VOC</b>   Application to Vary Condition 2 of DC/15/0835/FUL (Conversion of dwelling into 2no. flats) to approve the as built layout according to drawing sheets E.S/030/15A and E.S/040/15C. <b>35 Ranelagh Road</b>
<b>Committee were unable to determine this planning application as it was not possible to establish route of access and entry for flat 35a.</b>	

<b>i</b>	<b>DC/16/2688/TCA</b>   Silver Birch - Fell due to excessive root growth undermining property, overgrown canopy shading structure and damaging existing drains. Single tree within rear garden of property 2.5m from rear of house.   <b>58 Orwell Road</b>
<b>Committee had no objections to this notification.</b>	

#### **107. PLANNING DECISIONS**

**RESOLVED** that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

#### **108. CORRESPONDENCE**

**Committee received the following items of correspondence and RESOLVED** that they be noted:

- i. Suffolk County Council had confirmed approval of planning application SCC/0134/16C 'Extension and remodelling of Felixstowe Fire Station to provide accommodation for the Police Safe Neighbourhood Team and upgrading the accommodation and existing facilities for the on-call (Part time) Fire Station. External works to extend existing car park' at Felixstowe Fire Station, High Road West, Felixstowe; and,
- ii. Notice from Trimley St. Mary Parish Council of their intention to form a Neighbourhood Plan, and their invitation to submit any questions/comments regarding the plan. Members asked to be kept informed of any developments.

**The Chairman advised that a date had been set for the hearing of the appeal ref. APP/J3530/W/15/3138710 (Land at Candlet Road). The Clerk undertook to report back to Committee on how the Town Council's representations in this case may be heard at the appeal.**

#### **109. CLOSURE**

The meeting was closed at 11.47am. The date of the next meeting was noted as being Wednesday 27 July 2016, 9.15am at Felixstowe Town Hall.



**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 27 July 2016** at **9.15am**

**PRESENT:** Cllr A Smith (Chairman)                      Cllr Jon Garfield (Vice-Chairman)  
                Cllr S Bird    Cllr D Savage  
                Cllr Jan Garfield                                  Cllr S Wiles  
                Cllr G Newman (*to item 128g*)              Cllr K Williams

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                Mrs R Jones (Estates Officer)

**IN ATTENDANCE:** 1 Member of the Public.

**PUBLIC QUESTIONS**

The Chairman advised members of the public present that should they wish to make representations in relation to particular planning applications, these would be heard by the Committee and they would be invited to speak immediately prior to the application being considered.

**124. APOLOGIES FOR ABSENCE**

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

**Cllr G Newman** gave apologies in advance of leaving the meeting at 10.40am in order to attend to other business.

**Cllr Jan Garfield** and **Cllr Jon Garfield** gave apologies in advance of leaving the meeting for a short time at 10.55am in order to attend to other business.

**125. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr K Williams	128(f) 128 (j)	Local Non-Pecuniary (applicants are well-known to Cllr Williams)
Cllr K Williams	129	Disclosable Pecuniary Interest (home residence mentioned in the Landscape and Visual Impact Assessment document submitted in conjunction with the outline planning application associated with this item)

Cllr Williams advised she would leave the chamber for the duration of Committee's considerations on the above Local Non-Pecuniary Interest declarations.

**126. REQUESTS FOR DISPENSATION**

**Cllr K Williams** referred to a current dispensation to participate, but not vote, in consideration of item 129 (Appeal APP/J3530/W/15/3138710).

**127. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 13 July 2016** be signed by the Chairman as a true record.

**128. PLANNING APPLICATIONS**

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to **Suffolk Coastal District Council**:

**At the direction of the Chairman, Committee received comments from a member of the public prior to the consideration of the following application, which was considered first:**

<b>I</b>	<p><b>DC/16/2732/COU</b>   Change of use- The property has an A3 Licence, I wish to add an A5 use to the property and include in this application a change of hours to 1100hrs to 22.30hrs. The opening hours of the property will match other businesses trading in the same parade of shops <b>77 Undercliff Road West</b></p>
	<p><b>Committee recommended REFUSAL on the following grounds:</b></p> <p><b>a) if approved, it would clearly be necessary to require conditions with regards to suitable extraction and ventilation and in the view of the Committee the extreme proximity of residential uses above Dominos Pizza and the adjacent Undercliff flats, in this particular case would constitute an unacceptable intrusion on residential amenity;</b></p> <p><b>b) it is clear that when this building was originally incorporated at Undercliff Road West it was an office integral to the ground floor garage and car rental facility. That was designed as a comprehensive site in that concept. The original Change Of Use permitted in 2011 represents the maximum flexibility that is appropriate to this location; and,</b></p> <p><b>c) in the above context Committee is concerned that increased intensity of access resulting from a takeaway use would have an unreasonable impact on the adjacent businesses as the only means of access to the site.</b></p>

<b>a</b>	<b>DC/16/2815/LBC</b>   Two storey extension and single storey glazed extension (Renewal of Application C/13/0474 <b>Maynell House And Foxgrove Residential Homes High Road East</b>
<b>Committee recommended APPROVAL.</b>	

<b>b</b>	<b>DC/16/2676/FUL</b>   Proposed Dormer window with cladding <b>Zeeweg Martello Lane</b>
<b>From the submitted drawings there were several elements proposed which were not referred to in the planning application for this property, which is in the Conservation Area. Committee therefore request that the application be resubmitted with all necessary information as to the intended permission being sought.</b>	

<b>c</b>	<b>DC/16/2480/FUL</b>   Change the use of an existing office and former ladies toilet to make a thirteenth Bedsit and separate Kitchen. <b>21 Constable Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>d</b>	<b>DC/16/2658/FUL</b>   Proposed two storey side extension with single storey rear extension   <b>18 Kentford Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>e</b>	<b>DC/16/2549/FUL</b>   To extend width of run in by three drop kerbs <b>14 Coniston Close</b>
<b>Committee recommended APPROVAL.</b>	

**At this point Cllr K Williams left the Chamber.**

<b>f</b>	<b>DC/16/2680/FUL</b>   Construction of one no. two storey detached three bedroom house with two off street parking spaces and walled front garden. Creation of one no. off street parking space for host dwelling (which currently has no off street parking). <b>Part Rear Garden 10 Crescent Road</b>
<b>Committee recommended REFUSAL on the following grounds:</b>	
<b>a) the proposal, if approved, would result in a cramped form of development in contravention of policy DM7(a);</b>	

**b) the proposal, if approved, would result in extremely limited amenity space for both the existing host property and the proposed new dwelling, in contravention of Policy DM7(d). The new dwelling as a 3 bedroom property and the host dwelling as a substantial home of at least 3, if not 4 bedrooms are both suitable for family use, for which the amenity space in each case is wholly inappropriate.**

**Cllr K Williams returned.**

**Cllr G Newman left the meeting at 10.40am.**

<b>g</b>	<b>DC/16/2652/FUL</b>   To replace three wooden french doors and windows on ground floor apartment with exact copies in white PVCU. Existing windows require 10 replacements and all doors are warped. They are not fit for purpose because of their exposed position, high maintenance and poor thermal values.   <b>2 Cranmer Cliff Gardens</b>
<b>Committee recommended APPROVAL.</b>	

<b>h</b>	<b>DC/16/2909/FUL</b>   Construction of maisonette above existing single storey shop   <b>27 Beach Station Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>i</b>	<b>DC/16/2529/FUL</b>   The double glazed inward opening patio doors on the Juliet balcony in the bedroom are warped, letting in rain and draughts. The weather seal has perished and the exposure to wind and rain makes the room almost uninhabitable at times. We propose to replace these two doors with identical alternating fabricated in quality UPVC with a satin grain finish so that there is no visual change in appearance. The doors will be sealed in an aluminium frame which will not be visible from the outside. The existing safety balcony will be retained. <b>The Penthouse , 6 Kiligarth Court, Wolsey Gardens</b>
<b>Committee recommended APPROVAL.</b>	

**Cllr Jan Garfield and Cllr Jon Garfield left the meeting at 10.55am.**

**At this point Cllr K Williams left the Chamber.**

<b>j</b>	<b>DC/16/2840/FUL</b>   Front and rear extensions   <b>47 High Road East</b>
<b>Committee recommended APPROVAL.</b>	

Cllr K Williams returned.

k	DC/16/2666/FUL   Replacement Roof   43 Langley Avenue
Committee recommended APPROVAL.	

**129. APPEAL APP/J3530/W/15/3138710 (LAND AT CANDLET ROAD)**

Cllr Jan Garfield and Cllr Jon Garfield returned during the consideration of this item.

Committee considered the representation submitted from Felixstowe Town Council to the planning inspector with regards to the above appeal.

It was **RESOLVED** that it be sought for both the Chairman of the Planning & Environment Committee, on behalf of the Town Council, and Cllr K Williams as a Town Council Ward Member, to be able to attend the hearing and put forward the views of the Town Council and local residents respectively.

**130. PLANNING DECISIONS**

**RESOLVED** that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

**131. CORRESPONDENCE**

Committee considered the following application as an urgent item:

	DC/16/2386/FUL   Side & rear extensions, new roofs, extended balconies   Thalassa, 26 Cliff Road.
Committee recommended APPROVAL.	

**132. CLOSURE**

The meeting was closed at 12.00pm. The next meeting was noted as being at 2pm on 27 July 2016 at Walton Community Hall.

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Walton Community Hall on **Wednesday 27 July 2016** at **2pm**

**PRESENT:** Cllr A Smith (Chairman)                      Cllr Jon Garfield (Vice-Chairman)  
                  Cllr S Bird    Cllr D Savage  
                  Cllr Jan Garfield                                        Cllr S Wiles  
                  Cllr G Newman     Cllr K Williams

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                  Mrs R Jones (Estates Officer)

**IN ATTENDANCE:** 10 Members of the Public.  
                          1 Member of the Press  
                          5 Representatives of Bidwells

**PUBLIC QUESTIONS**

Prior to the formal proceedings, Committee received a brief presentation from the applicant's representatives followed by a period of questions from the public both to the applicant and to Committee Members and Officers.

**133. APOLOGIES FOR ABSENCE**

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

**134. DECLARATIONS OF INTEREST**

There were none.

**135. REQUESTS FOR DISPENSATION**

There were none.

**136. PLANNING APPLICATIONS**

**Committee considered the following planning application:**

**DC/16/2778/OUT** | Hybrid application seeking outline planning permission for demolition of existing buildings and phased construction of up to 385 dwellings, associated infrastructure, new public open space and a new link road and linear park between Walton High Street and Candlet Road with all matters reserved except access and full planning permission and listed building consent for demolition of existing buildings and conversion of curtilage listed stables to B1 business use, associated infrastructure and enhancements to the curtilage of 362 High Street. | **Land North Of Walton High Street Felixstowe Suffolk**

**Committee recommended APPROVAL of the hybrid application, specifically those elements seeking full planning permission. However, with regards to the outline proposals, Committee welcome in principle housing on this site and recommend APPROVAL, subject to the following matters being addressed in a future Reserved Matters application:**

- a) The indications are that the link road is a feeder road rather than a through route. Committee consider the provision of a suitably specified through road essential and this should be designed in to the proposals;**
- b) Committee were disturbed that the current intention would be to not build the Candlet Road roundabout, and thereby the full role of the link road, until phase five of the development. Committee wish to see the link road in its entirety and both roundabouts in being at a very early stage of the development. A further advantage of such a program would be that construction traffic could access the site via Candlet Road roundabout from an early stage of the build, avoiding disturbance from such traffic to Walton High Street and/or the Trimleys;**
- c) A conspicuous absentee from the outline application in a commitment to the requirement for 33% affordable housing, a fundamental necessity in accordance with policy for all major housing developments in Felixstowe and the district. Committee are entirely unconvinced by potential unviability issues stated by the applicant;**
- d) Notwithstanding the comprehensive transport papers presented, Committee were unaware of any undertaking to provide sufficient parking within the curtilage of every dwelling to avoid unacceptable congestion as observed on other recent major housing developments;**
- e) Committee would like to see provision of bungalows, with their advantages of accessibility, addressed in the proposals; and,**
- f) The relocation of the rifle club, in accordance with the requirements in FPP4 of the AAP, should be ensured.**

**In the absence of the above not being addressed, Committee would not support the application.**

### **137. CLOSURE**

The meeting was closed at 4.50pm. The next meeting was noted as being at Wednesday 10 August 2016 at 9.15am, Felixstowe Town Hall.

---

**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 27 July 2016 at 7.30pm**

**PRESENT:** Cllr G Newman (Chairman) Cllr D Savage  
Cllr S Bird (Vice-Chairman) Cllr A Smith  
Cllr N Barber Cllr S Wiles  
Cllr S Gallant Cllr K Williams  
Cllr Jan Garfield

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Finance Administration Officer)

**138. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr M Deacon**

**139. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr N Barber	All	Local Non-Pecuniary (as a Members of Suffolk County Council)

**140. REQUESTS FOR DISPENSATION**

There were none.

**141. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 25 May 2016 be signed by the Chairman as a true record.**

**142. BUDGET MONITORING TO 30 JUNE 2016**

Committee received the budget monitoring report to 30 June 2016.

A list of those items of expenditure exceeding budget estimates for the period by 10% or £500 was considered. Members discussed various elements of income and expenditure.

**It was RESOLVED that the budget monitoring report to 30 June 2016 be noted with no other action required at this time.**



#### **143. COUNCIL INVESTMENTS**

Committee noted that Council's 1 year Investment Bond of £200,000 with Nationwide Building Society had matured in April 2016, receiving interest of £2,393.42. In accordance with the Council's Investment Policy and Strategy, a new Business Fixed Rate Saver had been taken out at a rate of 1.2% for 1 further year maturing on 2 June 2017. £197,606.58 had been transferred from the Council's Tracker Account in to this bond, making a total investment of £400,000.

**It was RESOLVED that that the investment of £400,000 in a 1 year Business Fixed Rate Saver with Nationwide Building Society be approved.**

#### **144. BANK CHARGES**

Committee noted that Barclays Bank had introduced bank charges which would come in to effect from 13 August 2016.

**It RESOLVED that:**

- i. the introduction of bank charges be noted with no other action required at this time; and,**
- ii. the Clerk provide Committee with a report on bank charges and a projection of the likely cost to Council subsequent to the charging regime coming in to force.**

#### **145. INTERNAL AUDIT REPORT: Q1 2016-17**

Committee considered the Internal Audit report for the quarter ending 30 June 2016 and noted that there were no recommended actions recorded.

**RESOLVED that the Internal Audit Report for the quarter ending 30 June 2016 be received and a vote of thanks be recorded to the staff for their work.**

#### **146. CONSULTATION DEVOLUTION**

Members considered the report regarding the public consultation for the Norfolk and Suffolk Devolution Deal proposal launched on Friday 8 July and which would until 23 August. Members felt that the consultation questionnaire that had been issued was directed more towards members of the public than suitable for a Town Council to complete. Following a debate, Committee agreed that it was not in a position to endorse or reject the devolution proposals.

**It was RESOLVED that the following statement be recorded at this time:**

**Felixstowe Town Council is not in a position to endorse or reject the proposals but recognises that there may be opportunities for the region through increased local decision-making.**

**The Town Council supports the principle of devolution – and indeed double-devolution, however, no recognition for any role for third-tier councils is given or mentioned in any of the proposal documents.**

**Accordingly, Felixstowe Town Council requests that town and parish councils are engaged with during the next phase of the process, specifically to discuss the role they may play.**

#### **147. OUTSIDE BODIES REPORTING**

Committee considered the feasibility of introducing a schedule of reports to Council from Members serving on outside bodies. It was agreed that Members should be supported to provide at least one report per four-year term on outside bodies to which they may be appointed on behalf of Council. Although it was not deemed practical to impose a schedule, Members should be invited to indicate at which point during the four-year cycle they would wish to present a report; noting that a report following an AGM or other significant event would be preferable but a general report providing information on the activities of an outside body would also be highly beneficial.

**It was RESOLVED that Council be recommended to approve the principle of Members appointed to Outside Bodies reporting to Council at least once per four-year term. A schedule of Council meeting dates to be circulated by the Town Clerk in order that Members may select which meeting they would report to during their four year term.**

#### **148. BUSINESS PLAN**

Committee noted the results of the Business Plan Consultation. Although the number of responses was disappointing, the remarks received had been very helpful, and as such the Business Plan had been amended to address the comments received.

The Clerk advised that the Action Plan, which would form Appendix 1, had been drafted and would be circulated before the next Council Meeting.

**It was RESOLVED that, subject to agreed amendments being incorporated, the finalised Business Plan 2016-2020 be recommended to Council for formal approval and adopted.**

#### **149. CLOSURE**

The meeting was closed at 9.04pm. The next meeting was noted as being scheduled for 28 September 2016 at 7.30pm.

---

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 10 August 2016** at **9.15am**

**PRESENT:** Cllr A Smith (Chairman)                      Cllr G Newman  
                  Jon Garfield (Vice-Chairman)            Cllr D Savage  
                  Cllr S Bird    Cllr S Wiles  
                  Cllr Jan Garfield

**OFFICERS:** Mrs R Jones (Estates Officer)  
                  Mrs S Morrison (Administrative Assistant)

**150. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Gallant** and **Cllr K Williams**.

**151. DECLARATION OF INTEREST**

There were none

**152. REQUEST FOR DISPENSATION**

There were none.

**153. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meetings held on 27 July 2016, 9.15am and 2pm** be signed by the **Chairman** as a true record.

**154. PLANNING APPLICATIONS**

**Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following observations to Suffolk Coastal District Council:**

<b>a</b>	<b>DC/16/2813/ADN   1no. Non- illuminated fascia sign 1no. Non illuminated double sided projecting sign   64 Hamilton Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>b</b>	<b>DC/16/2974/FUL   Proposed two storey rear extension   135 Undercliff Road West</b>
<b>Committee recommended APPROVAL.</b>	

<b>c</b>	<b>DC/16/2913/FUL   Proposed extension and alterations   200 Ferry Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>d</b>	<b>DC/16/2836/CLP   Proposed conversion of garage to annexe accommodation. 184 Grange Road</b>
<b>Committee resolved to make no comment.</b>	

<b>e</b>	<b>DC/16/3070/FUL   Construction of new porch to replace existing 6 Barons Close</b>
<b>Committee recommended APPROVAL.</b>	

**The meeting was adjourned at 10.15am to attend to other business.**

**The meeting resumed at 11.25am.**

<b>f</b>	<b>DC/16/3124/FUL   Use of land as Truck Service Centre (B2 use) complete with service building and parking   Land East Of Haven Exchange</b>
<p><b>The Committee considered the application in great depth given its status as a full application to be determined in line with Suffolk Coastal District Council’s Local Plan and policy FPP12 of the AAP, but also considered the amenity and environmental issues which were dealt with in the pre-existing Outline Planning Permission C94/0770. In that context the Committee was not satisfied that this application as presented has dealt adequately, if at all, with the wide range of issues implicit in the issue of residential amenity as bullet point numbers 2 and 5 of FPP12 specify. These issues affect both nearby residential properties and also the adjacent caravan sites which could be detrimentally affected and form a major part of Felixstowe’s Tourism offer which must not be prejudiced.</b></p> <p><b>a) Noise issues – we believe that any B2 use of this site should be required to comprehensively deal with potential noise nuisance, both to the adjacent caravan sites and the properties in Dovedale, Philip Avenue and Waterhead House. We note that neither bunding, potential acoustic fences or indeed the design and orientation of the proposed building attempt to address these issues.</b></p>	

**b) Highways - We are very concerned that due to the current unfinished state of the access road, noise emanating from HGVs, notably including unladen trailers, is likely to be unacceptable. Accordingly we would wish to see any application for this site to be required to include the completion of the access road to Highways adoptable standard.**

**c) In addition, we would wish to see any such B2 use of the site Including a condition limiting other potential B2 uses in respect of noise or amenity issues.**

**d) The Ecology and Flood Risk Assessment documents submitted with this application relate to a previous application for residential development on this land and are therefore not appropriate.**

**In view of the above, the Committee must recommend REFUSAL for this particular application as presented.**

#### **155. PLANNING DECISIONS**

**RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.**

#### **156. CORRESPONDENCE**

**a) DC/16/2676/FUL - Zeeweg, Martello Lane, revised description of plans.**

Following Minute No. 128b on 27 July 2016, which requested clarification of the description and proposal of the scheme, the description was changed to: 'Proposed dormer window, box bay window and cladding'.

**On this basis, the Committee recommended APPROVAL.**

**b) East Anglia Three Limited -Other Environmental Information for the East Anglia Three Offshore Wind Farm**

**The Committee noted the consultation document and correspondence and on this occasion decided to make no comment.**

#### **157. CLOSURE**

The meeting was closed at 12.25pm. The date of the next meeting was noted as being Wednesday 24 August 2016, 9.15am at Felixstowe Town Hall.

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 24 August 2016** at **9.15am**

**PRESENT:** Cllr A Smith (Chairman)                      Cllr S Gallant  
                  Jon Garfield (Vice-Chairman)            Cllr D Savage  
                  Cllr S Bird    Cllr S Wiles  
                  Cllr Jan Garfield                                   Cllr K Williams

**OFFICERS:** Mr A Tadjrishi  
                  Mrs R Jones (Estates Officer)

**158. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr G Newman**

**159. DECLARATION OF INTEREST**

There were none

**160. REQUEST FOR DISPENSATION**

There were none.

**161. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meetings held on 10 August 2016 signed by the Chairman as a true record.**

**162. PLANNING APPLICATIONS**

**Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following observations to Suffolk Coastal District Council:**

<b>a</b>	<b>DC/16/3102/CLP</b>   Proposed alterations and extensions - drawings 3710-01A & 02C   <b>14A Garfield Road</b>
<b>Committee noted this application for Lawful Development Certificate for Proposed Use or Development.</b>	
<b>b</b>	<b>DC/16/3165/FUL</b>   Extension and remodelling including amended entrance including balcony / canopy over and rendering of existing projecting element, rear single storey extension, first floor extension over existing side extension, and erection of rear balcony. <b>4 Northcliffe Court</b>
<b>Committee considered this application which, contrary to the claim in the design and access statement, is within the Conservation</b>	

**Area. Committee generally had no objections to the proposal but considered that the depth of the rear balcony contravened DM23 with regard to the overlooking of the neighbouring property to the west and recommended REFUSAL.**

<b>c</b>	<b>DC/16/3136/FUL  </b> Erection of single storey front & side extensions to bungalow. Erection of 1.800m high close boarded timber boundary fence. <b>26 Upperfield Drive</b>
<b>Committee recommended APPROVAL.</b>	

<b>d</b>	<b>DC/16/3015/FUL  </b> Install Hand Rail/Safety Rail around existing Flat Roof <b>3 Bristol House Sea Road</b>
<b>Committee recommended REFUSAL, having considered that the proposal would contravene DM23 with:</b>  <b>a) Significant overlooking in to a side window at the adjoining Buregate property; and,</b>  <b>b) Potential noise disturbances to the property beneath the proposed balcony.</b>	

<b>e</b>	<b>DC/16/2962/FUL  </b> Refurbishment of the restaurant and reconfiguration of the car park and patio area to accommodation extension totalling 94.61 SQM. The construction of a new remote corral. <b>Mcdonalds Restaurant Walton Avenue</b>
<b>Committee recommended REFUSAL. Whilst we recognise the value of the McDonalds Restaurant in this area, most reluctantly the Committee have to recommend refusal due to the substantial shortfall in car parking – even for the existing restaurant area – which would be greatly exacerbated by this proposed extension and net loss of 1 further parking space.</b>  <b>Committee understands that this would contravene the guidance for parking provision under DM19.</b>  <b>Separately, Committee remain concerned about the problem of HGV parking on the nearby verges, causing damage and obstruction, in order to patronise this establishment. We draw this issue to the attention of both the planning authority and highways authority.</b>	

<b>f</b>	<b>DC/16/3049/FUL</b>   Demolition of garage within rear garden and construction of new lean-to garage store to side of house. <b>16 Penfold Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>g</b>	<b>DC/16/3032/FUL</b>   Dropped kerb   <b>63 Langer Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>h</b>	<b>DC/16/3199/ARM</b>   Approval of the details of the appearance, landscaping, layout and scale <b>Part Land North Of Railway Line Nicholas Road, Trimley St Mary</b>
<p><b>Committee recognise that the application is within the parish of Trimley St Mary and therefore it would not be appropriate to comment on the detail of the reserved matters application. However, it must be remembered that requirements relating to this application are contained within planning conditions for the site Land North of Walton High Street in line with the Felixstowe Peninsula Area Action Plan.</b></p>	

<b>i</b>	<b>DC/16/3279/FUL</b>   Proposed alterations and extensions <b>21 Foxgrove Lane</b>
<b>Committee recommended APPROVAL.</b>	

<b>j</b>	<b>DC/16/3281/FUL</b>   Demolish utility room and erect extension on side elevation for larger utility and bathroom   <b>14 Glenfield Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>k</b>	<b>DC/16/3020/FUL</b>   Proposed single storey rear extension <b>17 Church Road</b>
<b>Committee recommended APPROVAL.</b>	



### **163. PLANNING DECISIONS**

Following discussion on the Suffolk Coastal District Council Scheme of Delegation for Planning Applications, the Clerk and Chairman were requested to draft a letter to the planning authority to the next meeting for consideration.

**RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.**

### **164. CORRESPONDENCE**

**c) Felixstowe Ferry Crosswall.** Notification from the Environment Agency that construction work on this flood defence would commence in the first week of September.

**d) Quality of Place Awards 2016.** Notification that the Council's nomination of Martello Park for an award had not been successful.

**Committee NOTED the above correspondence.**

### **165. CLOSURE**

The meeting was closed at 12.00pm. The date of the next meeting was noted as being Wednesday 7 September 2016, 9.15am at Felixstowe Town Hall.

---

**MINUTES of the PERSONNEL COMMITTEE meeting held at Felixstowe Town Hall  
on Wednesday 6 September 2016 at 4pm**

**PRESENT:** Cllr Jan Garfield (Chairman)                      Cllr N Barber  
                  Cllr K Williams (Vice-Chairman)                  Cllr D Savage  
                  Cllr T Green

**OFFICERS:** Mr A Tadjirishi (Town Clerk)

**166. APOLOGIES FOR ABSENCE**

There were none.

**167. DECLARATIONS OF INTEREST**

There were none

**168. REQUESTS FOR DISPENSATION**

There were none.

**169. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 13 April 2016 be signed by the Chairman as a true record.**

**170. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)**

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

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

**171. PENSIONS AUTO-ENROLMENT**

Committee considered Council's obligations with regards to the auto-enrolment of eligible employees in to a workplace pension scheme.

Members discussed the costs and benefits of various options, such as NEST and the Local Government Pension Scheme. In seeking an arrangement that would be cost-effective both for Council and its staff, Members noted that the employer contribution to the Local Government Pension Scheme was currently 24.2% and therefore a contribution to an alternative scheme above the statutory minimum could be recommended.

Committee Members were keen to ensure that both new and existing staff members who may be enrolled in to a pension scheme by the Council would be provided with a good scheme.

**It was RESOLVED that it be recommended to Council that:**

- i. Council introduce the NEST pension scheme for the purposes of auto-enrolment;**
- ii. Employer contributions be set at 6% with employee contributions at 2% from the outset;**
- iii. the NEST pension scheme be offered to any eligible new employees on joining the town council; and,**
- iv. a report be brought to Council outlining the costs and rationale for the above.**

**172. TOIL POLICY UPDATE**

Members noted the update on staff hours since the new Time Off In Lieu (TOIL) policy had been introduced.

**RESOLVED that the update be noted and a similar update brought to Committee once the policy had been in force for 12 months in April 2017.**

**173. STAFFING STRUCTURE AND BUDGET 2017/18**

Members reviewed the confidential report and salaries budget for 2017/18.

**It was RESOLVED that Committee's recommendations be presented to a meeting of the Council in due course.**

**174. CLOSURE**

The meeting was closed at 7pm. The next meeting was noted as being scheduled for Wednesday 12 April 2017 at 7.30pm.

---

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 7 September 2016** at **9.15am**

**PRESENT:** Cllr Jon Garfield (Vice-Chairman) Cllr S Gallant  
Cllr G Newman Cllr D Savage  
Cllr S Bird Cllr Jan Garfield

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs R Jones (Estates Officer)

**In the absence of the Chairman, Vice Chairman Cllr Jon Garfield in the chair.**

**175. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr A Smith, Cllr S Wiles** and **Cllr K Williams**.

**176. DECLARATION OF INTEREST**

There were none

**177. REQUEST FOR DISPENSATION**

There were none.

**178. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meetings held on 24 August 2016 signed by the Chairman as a true record.**

**179. PLANNING APPLICATIONS**

**Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following observations to Suffolk Coastal District Council:**

<b>a</b>	<b>DC/16/3299/FUL   Proposed alterations and single storey flat roof rear extension   5 Manor Terrace</b>
<b>Committee recommended APPROVAL.</b>	

<b>b</b>	<p><b>DC/16/3358/TEL</b>   The proposal relates to the proposed installation of telecommunications base station. The proposed installation is a 17.5m monopole, supporting 6 no antenna, together with associated cabinets and ancillary development thereto.</p> <p><b>Proposed Telecommunications Box Laurel Farm Marsh Lane</b></p>
<p><b>Committee recommended APPROVAL. Committee request that the applicant give consideration to a recessive design and finish in accordance with policy DM29.</b></p>	

<b>c</b>	<p><b>DC/16/2910/FUL</b>   Construction of granny flat in grounds of existing single dwelling   <b>34 Mill Lane</b></p>
<p><b>Committee recommended REFUSAL on the grounds of access and the strict conditions laid down in decision notice C07/2294 for this site which states: ‘not more than one dwelling shall be erected on the site’. Committee believes that this proposal, if approved, would lead to over-intensification of the site and access.</b></p>	

<b>d</b>	<p><b>DC/16/3436/FUL</b>   Remove and replace front elevation bay windows (ground floor)   <b>Flat 1 32 Leopold Road</b></p>
<p><b>Committee recommended APPROVAL. Given that the property is within the Conservation Area, Committee would wish to see the first floor windows given the same treatment.</b></p>	

<b>e</b>	<p><b>DC/16/3480/OUT</b>   Outline Application - Proposed dwelling on land to the side of Fourwinds   <b>Part Side Garden Of Four Winds Golf Road</b></p>
<p><b>Committee recommended APPROVAL. Committee request that the District Council Arboriculturalist consider whether the chestnut tree on the site is worthy of a TPO.</b></p>	

<b>f</b>	<p><b>DC/16/3421/FUL</b>   Retention of change of use from residential to dental surgery (including demolition of lean-to) and approval of details of installed fixed plant. (Previous consent C10/2814/).   <b>4 Brook Lane</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	

<b>g</b>	<p><b>DC/16/3486/FUL</b>   Proposed replacement of existing UPVC tilt and turn windows to UPVC top hung windows. Proposed top hung window sections will be visually slimmer than existing tilt and turn windows. Proposed colour of windows to be white to match existing.   <b>Tacon Court Sea Road</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	

<b>h</b>	<b>DC/16/3432/FUL</b>   Proposed Two Storey Rear Extension <b>10 Goyfield Avenue</b>
	<b>Committee recommended APPROVAL.</b>

<b>i</b>	<b>DC/16/3441/TPO</b>   To crown reduce by up to 25%, on 4no. Horse Chestnut trees on rear boundary (nos. 1,2, 4 & 5 left to right. To fell Holm Oak (top heavy, heavy shading, safety risk)   <b>Plot 57 73 Tower Road</b>
	<b>Committee had NO OBJECTIONS subject to the works taking place under the guidance of the District Council's Arboricultural Officer.</b>

<b>j</b>	<b>DC/16/3392/TPO</b>   To fell Bay tree to front of property. The tree is alleged to pose a risk to the building, its roots have entered drain system and are lifting paving, and the tree is causing a nuisance to neighbours. <b>3 Bacton Lodge Bacton Road</b>
	<b>Committee had NO OBJECTIONS.</b>

## **180. PLANNING DECISIONS**

**RESOLVED** that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

## **181. SCDC PLANNING SCHEME OF DELEGATION**

Members considered a draft letter to SCDC in relation to the report in the agenda on the SCDC Scheme of Delegation for the determination of planning applications. It was noted that in the 9 months since the new scheme had been in force there had been 15 local planning applications subject to referral trigger conditions, 4 of which as a result of the Town Council's Planning & Environment Committee recommendations. Of these 4, which had been requested by the Committee for consideration by SCDC Planning Committee, 3 had been determined by officer delegation.

**Following a debate it was RESOLVED that the letter be sent to Suffolk Coastal District Council as presented.**

## **182. CORRESPONDENCE**

- a) Quality of Place Awards 2016.** Notification that the Town Hall Shelter and Seafont Gardens had been shortlisted for an award following Council's nomination. Judges would be visiting the site at 3.30pm on Tuesday 20<sup>th</sup> September.

**b) 2005 decision notice in relation to application C05/1473/FUL: Change of use from B2 (General industrial) to warehousing/storage B8 Unit 2 and 3, Estuary Works, Walton Avenue.** In relation to a Member's query on the movement of HGV vehicles associated with this site the Estates Officer provided details of the decision notice.

**Committee NOTED the above correspondence.**

**183. CLOSURE**

The meeting was closed at 11.20am. The date of the next meeting was noted as being Wednesday 21 September 2016, 9.15am at Felixstowe Town Hall.

---

## **AGENDA ITEM 9: FELIXSTOWE FORWARD REPORT**

Council is requested to receive the Felixstowe Forward August Progress Report **(Appendix A)** as submitted by the Felixstowe Forward Change Director, Helen Greengrass. Particular attention is drawn to the following items:

1.2 Cllr N Barber to provide feedback on the Adnams event;

1.4 Application to the Gt. British High Street has been submitted;

3.4 Noticeboards. The condition survey is suggesting that the noticeboards are beyond economical repair an update is being sought for the meeting;

5.1 The Felixstowe Forward Sponsor Group will be updated regarding progress with the CIC. Four expressions of interest have been received for directorships and an update will be provided at the meeting.

Ms Greengrass sends apologies in advance for not being able to attend the meeting due to being on holiday. The Clerk will record any comments or recommendations and update Ms Greengrass on her return.

In lieu of Ms Greengrass, Suffolk County Council's Building Community Capacity Officer for Felixstowe, Taz Hussain, will be attending the meeting to introduce herself to Council and explain her role.

**Council is requested to receive the Felixstowe Forward report and make any recommendations it considers appropriate.**

---



## **AGENDA ITEM 10: BUSINESS PLAN AND ACTION PLAN**

Council considered the draft Business Plan at its meeting of 8 June 2016, approving the draft be put out to public consultation for a total of 6 weeks (*Minute #36 and #70 of 2016/17 refers*).

The Business Plan Consultation ran from 9 June to 20 July, was published on the Town Council website and emailed to over 135 local stakeholders, including key local groups and organisations. An article was published in the Flyer and circulated to all households in Felixstowe, inviting all residents to respond.

The consultation posed three questions about the draft:

- What do you think about the Town Council's first Business Plan?
- What priorities and future targets should the Town Council be setting?
- Do you have any other suggestions / comments / proposals that you would like the Council to consider?

Council's Finance & General Purposes Committee considered the responses and resolved that the finalised Business Plan 2016-2020 (**Appendix B**) be recommended to Council for adoption (*Minute #148 of 2016/17 refers*).

The Action Plan at Appendix 1 of the Business Plan was circulated to all Members on 9 August 2016.

**Council is requested to approve and adopt the finalised Business Plan 2016-2020 and corresponding Action Plan.**

---

## **AGENDA ITEM 11: OUTSIDE BODIES REPORTING TO COUNCIL**

Council's Finance & General Purposes Committee considered an item on the reporting to Council from representatives on outside bodies. It was noted that that Council appoints representatives to 21 different Outside Bodies/Partnerships but receives reports from its representatives on an ad-hoc and infrequent basis.

Committee agreed that Members should be supported to provide at least one report per four-year term on outside bodies to which they may be appointed on behalf of Council and resolved to make the following recommendation (*Minute #147 of 2016/17 refers*):

**Council is recommended to approve the principle of Members appointed to Outside Bodies reporting to Council at least once per four-year term. A schedule of Council meeting dates to be circulated by the Town Clerk in order that Members may select which meeting they would report to during their four year term.**

## **AGENDA ITEM 12: CYCLING ON THE PROM**

At the Ordinary Council meeting of 11 November 2015, the Town Council resolved to recommend that “Suffolk Coastal District Council to consider the removal of notices prohibiting cycling on Felixstowe Prom for a period of no less than 12 months; and, pending an assessment of the success of this initiative, consider permitting and promoting safe and considerate cycling on the prom on a permanent basis” (*Minute #315 of 2015/16 refers*).

Following the Town Council’s request, Suffolk Coastal District Council determined that a public consultation should be undertaken to seek further views on the subject.

The consultation was carried out by Felixstowe Forward and ran from 18 April to 27 May 2016.

The consultation provided background information and contained two clear options, which those responding were asked to tick “Yes” or “No” to. These were:

1. Keep the signs which prohibit cycling on the promenade, so continuing to make it unlawful.
2. Allow cycling, by removing the signs and making cycling on the promenade legal.

In total, 513 responses (with 281 comments) were received by Felixstowe Forward. 63.5% voted in favour of removing the signs and making cycling on the promenade legal. 36.5% voted against.

In summary, the consultation received a total number of 184 comments in support of revoking the byelaw. The comments were broadly grouped in themes

### Designated lane

29 comments made reference to having a designated cycle lane. Examples where designated lanes are in operation were cited at Clacton, Lowestoft, Worthing and Spain.

### Speed

25 comments mentioned speed either in connection to imposing some sort of speed limit or for the need of cyclists to be sensible and considerate to other users.

### Benefits to health and wellbeing

25 comments mentioned the benefits of cycling to lifestyles,

### Signage

19 comments referenced adequate signage

### Family

15 comments were received with reference to the promenade being more family friendly if cycling is allowed. A number of comments cited the safety of the promenade for teaching young children to ride.

### Safety

28 comments received referenced safety. 15 comments referred to the principle of 'shared space' already evidenced in Hamilton Road. One suggested the need for a detailed safety risk assessment. Many comments mentioned cyclists having to be courteous, sensible and considerate to other users.

### Restrictions

9 comments received make suggestion as to restrictions – speed limit, restricted access during the day, restricted seasonal access.

### The Byelaw

19 comments mentioned the lifting of the byelaw. Many referenced the fact that people cycle anyway and it cannot be enforced.

### Other Comments

42 additional comments were made in support of cycling on the Promenade. Some suggested a trial period.

The consultation received a total number of 97 comments in support of keeping the byelaw. The majority cited that the byelaw should not be revoked on the grounds of safety. The consultation received 2 comments in favour of leaving things as they are.

Suffolk Coastal District Council considered a report on the consultation findings and approved the following three recommendations at its Council meeting of 28 July 2016:

1. That Council agrees to the removal of the notices on the Promenade at Felixstowe which prohibit cycling on it.
2. That the Council publicises the outcome of the consultation, and the fact that the signs will be removed, prior to their actual removal.
3. That after this publicity, the signs be removed for a period of 12 months thereafter, and that the implications of this action be reviewed and reported back to Council, at the end of the 12 months period.

Subsequently, SCDC officers are liaising with SCC Highways to establish a preferred course of action to being the trial.

It has been indicated that Felixstowe Forward will monitor the trial, via a reporting form on SCDC and Visit Felixstowe website for the public to fill out, plus a more traditional route via the two Visit Felixstowe beach huts which are used as information points where people can report verbally to the volunteers there. In terms of monitoring, SCDC is proposing to assess each report on a case by case basis and review at 6 months the type and quantity of any complaints or issues received. A full report will go back to SCDC Council at the end of the trial period for them to determine whether the trial has been a success.

In addition to this update report, Felixstowe Town Council's Highways Advisory Committee will consider matters relating to Cycling on the Prom

**Council is requested to note the update on Cycling on the Prom.**

---

## **AGENDA ITEM 13: ACCOUNTS AND AUDIT 2015/16**

Notice has been given that the external audit of the accounts of Felixstowe Town Council for the Financial Year 2015/16 was completed on 5 August 2016. The Annual Return, including the Audit Certificate is presented at **Appendix C**.

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

In accordance with Section 14 of the Audit Commission Act 1998, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 15-31 August to advise local electors that the accounts and requisite information as defined by Section 13(4) of the Accounts and Audit (England) Regulations 2011 were available for inspection.

Additionally, the Annual Return and Report of the External Auditor for the Financial Year 2015-16 has also been made available online on the Council's website, alongside those documents for the previous year.

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

- i. Approve and Accept the Annual Return including Audit Certificate as presented; and,**
  - ii. Note that, in accordance with the Audit Commission Act 1998 Accounts and Audit (England) Regulations 2011, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 15-31 August 2016.**
-

## **AGENDA ITEM 14: PENSIONS AUTO-ENROLMENT**

Council staging date for auto-enrolment is 1 November 2016. Within six weeks of this date Council must:

- Carry out a formal assessment of the Council's staff to work out the Council's duties to each of them.
- Write to the Council's staff to tell them about the Council's pension scheme and how automatic enrolment applies to them.
- Ensure the Council's staff will be automatically enrolled by sending the Council's pension provider the information it needs to make them active members of the Council's scheme.

The Council will need to make sure that:

- Everyone who is eligible for automatic enrolment is enrolled into the Council's automatic enrolment pension scheme. If they give notice, or the Council give them notice, to leave employment before the Council have completed this process, the Council has a choice whether to automatically enrol them or not
- Everyone who is eligible to opt into the Council's automatic enrolment pension scheme is given the opportunity to do so
- Everyone who is eligible to join a scheme is given the opportunity to do so

Council will have ongoing responsibilities to; continue to pay contributions; keep records and constantly review the Council's staff including new starters.

The minimum amount Council has to contribute to a qualifying pension by law (until the end of September 2017) is the equivalent of 1% of a proportion of earnings. In October 2017 this will increase to 2%, then in October 2018 it will increase again to 3%.

This minimum percentage does not apply to gross earnings. It applies only to what is earned over a minimum amount (currently £5,824) per year up to a maximum limit (which in 2015/16 is £42,385 per year).

Council can contribute more than the minimum required and may calculate its contribution to the scheme in a different way. For example, by basing its contribution on basic salary or gross earnings.

The Local Government Pension Scheme (LGPS) is a qualifying scheme whereby employer & employee contributions are fixed by national agreement. Whilst an excellent scheme, it is expensive for staff, with employee contributions between 5.5% - 9.5% and the cost to the employer is currently 24.2%.

Council's Personnel Committee considered options for auto-enrolment at its meetings of 13 April and 6 September 2016.

## Choice of Pension Provider

Options were the government backed National Employment Savings Trust (NEST) scheme, the Local Government Pension Scheme or another private scheme.

Personnel Committee recommended that the scheme selected for auto-enrolment be the NEST Scheme for the following reasons:

- relatively low cost both in charges and in % contribution from Council, considerably less than the Local Government Pension Scheme, no set up charge or additional employer costs. Annual Management Charge to scheme members at 0.3% per annum, contribution charge of 1.8%.
- set up by Government and tailored to suit age of employee at scheme entry
- choosing a private scheme would require further expertise. Advised by SALC, SCC and SCDC that local authorities in Suffolk and Norfolk using either LGPS or NEST.

## Eligible Earnings

Options for calculating contributions were earnings over government set threshold, basic salary or gross earnings. It was felt that contributions on all basic earnings would produce adequate pension provision. The LGPS is calculated on all gross earning. Overtime allowances at the Town Council are low and it was recommended that contributions should be made on gross earnings in the same way as is calculated for those staff which are members of the LGPS.

The table below gives an example of the annual costs of enrolling an eligible staff member on a basic salary of £21,057 in to a qualifying scheme showing the increasing minimum statutory contributions and the LGPS contributions as a comparison to the cost of providing the NEST scheme at 6%:

<b>Minimum employer contributions</b>				
1% from November 2016	2% from October 2017	3% from October 2018 onwards	6% NEST	24.2% LGPS
£152	£305	£457	£1,263	£5,096
£152	£305	£457	£1,263	£5,096

Employee costs for the Local Government Pension Scheme are 5.8% for this salary band.

Provided that minimum contributions are met (8% total by April 2019), Council is able to offer a cost-effective pension scheme for its employees with a comparatively low-cost contribution of 2% from the employee and 6% from the Council.

In recommending an employer contribution of 6%, Personnel Committee members considered that this would provide a meaningful pension for employees whilst still remaining low-cost to Council and provide significant savings over the LGPS scheme over any term of employment.

**In accordance with the recommendation of the Personnel Committee, Council is requested to**

- i. introduce the NEST pension scheme for the purposes of auto-enrolment;**
  - ii. set its employer contributions at 6% of gross earnings, with employee contributions at 2% from the outset;**
  - iii. offer the NEST pension scheme on the same basis to any eligible new employees on joining the Town Council.**
-

## **AGENDA ITEM 15: DEMENTIA ALLIANCE ACTION PLAN**

At the previous Council meeting of 8 June, the Felixstowe Forward Change Director reported that Felixstowe Dementia Action Alliance was working towards Felixstowe being recognised as a 'Dementia Friendly' town. It was agreed that the Felixstowe Town Council should consider signing up as an active partner on their website to support this aspiration. **Appendix D** provides a suggested Action Plan which Council is requested to consider adopting as part of the signing up process for the DAA website

[http://www.dementiaaction.org.uk/join\\_the\\_alliance/types\\_of\\_membership](http://www.dementiaaction.org.uk/join_the_alliance/types_of_membership)

### Background to Felixstowe DAA

The Felixstowe DAA steering group was set up in June 2015. It comprises local councillors, nurses, Alzheimer's Society staff, Sue Ryder café managers and local community leaders

### Aims and objectives

The Felixstowe Dementia Action Alliance aims to make Felixstowe a Dementia Friendly Community.

They will do this by engaging with local businesses and organisations to raise awareness of dementia. They will liaise with people with dementia and their carers to deliver person centred outcomes in a timely fashion

### Training and Awareness

Understanding of dementia and effects on the person and family carers

The Felixstowe Dementia Action Alliance aim to create Dementia Friends Champions that are able to deliver Dementia Friends awareness sessions to people of Felixstowe community. Liaise with local community groups to locate rooms for delivery of information sessions

### Business Engagement

Felixstowe Dementia Action Alliance aims to engage with local businesses to sign up to becoming Dementia Friendly by helping them to develop an Action Plan for their business

### Activity Planning

The Felixstowe Dementia Action Alliance aims to engage people living with dementia or caring for those with dementia in inclusive activities throughout the community

### PR and Marketing

The Felixstowe Dementia Action Alliance aims to engage with local media and community organisations to promote awareness of the DAA and activities. The



Alliance will write press releases and participate in radio and TV interviews as needed to communicate the aims and objectives of FDAA. The Felixstowe Dementia Action Alliance aim to promote awareness of Felixstowe 's Dementia Friendly community by creating a website that will sign post Dementia Friendly businesses, in Felixstowe including retail, places to eat out, health and wellbeing activities, social and health care.

### Funding

The Felixstowe Dementia Action Alliance aims to create a funding strategy that will allow a program of activities to be delivered throughout the community.

**Council is requested to consider supporting the aspiration of the Alliance to make Felixstowe a Dementia Friendly Town by adopting the proposed Action Plan at Appendix D and signing up as an active partner on the Dementia Action Alliance website.**

---

## **AGENDA ITEM 16: TREE SURVEY**

At its meeting of 6 April 2016, Council's Assets & Services Committee recommended that funding for an arboricultural survey of trees on Council-owned land be approved (*Minute #537 of 2015/16 refers*).

Tree specialists have been approached and three quotes to undertake a full stock and condition survey of all the Town Council's trees have now been received.

Costs range from £2,400 to £3,500 and Council will be provided detail of the quotes in order to consider appointing a contractor to undertake the works.

There is no specified budget for this work and as such Council may consider the Community Fund Earmarked Reserve as a potential source of funding.

**Council is requested to consider quotes for a stock and condition survey of trees on Council-owned land and appoint a contractor to undertake this work; funding to be approved via the Community Fund Earmarked Reserve.**