

Our Ref: 30/LJM

30 March 2015

Dear Councillor

You are summoned to the reconvened Annual General Meeting of the **Council** to be held at the **Town Hall, Felixstowe** on **Wednesday 21st May 2014 at 7.00 pm** for the transaction of the following business preceded by:

- i. Public Question Time.
- ii. Prayers: Rev David Kemble, Trinity Methodist Church

1. Apologies.

To receive apologies and consider requests for approved absence.

2. Declarations of Interest.

Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

3. To consider requests for dispensations from Councillors with a Pecuniary Interest.

Any Councillor with a pecuniary interest in a matter who wishes to be granted a dispensation to remain and speak during, or vote on, that matter, may apply for a dispensation in writing to the proper officer of the Town Council as soon as possible before the meeting which the dispensation is required. Applications may also be made at the Parish/Town Council meeting itself (if Parish/Town Councils have a standing item on the agenda to deal with dispensation requests and the nature of the interest has only become apparent to a Councillor at the meeting itself).

4. Questions to the Mayor

For the Mayor to respond to questions from Members in accord with Standing Order 21.

5. To confirm the Minutes of the Annual General Meeting of the Council held on 7th May 2014 and the Extra-ordinary Meeting of the Council held on 13th May 2014

To confirm the minutes of the Annual General Meeting of the Council held on 7th May 2014 and the Extra-ordinary meeting of the Council held 13th May 2014 as a true record. - *copies attached.*

6. To review arrangements, including any charters and agency agreements, with other local authorities and review contributions made to expenditure incurred by other local authorities - attached

To review arrangements, including any charters and agency agreements, with other local authorities and review contributions made to expenditure incurred by other local authorities

- 7. To review representation on or work with external bodies and arrangements for reporting back - *attached***
To review representation on or work with external bodies and arrangements for reporting back
- 8. To review the inventory of land and assets including buildings and office equipment - *attached***
To review the inventory of land and assets including buildings and office equipment
- 9. To confirm arrangements for insurance cover in respect of all insured risks - *attached***
To confirm arrangements for insurance cover in respect of all insured risks
- 10. To review the council's and/or staff subscriptions to other bodies - *attached***
To review the council's and/or staff subscriptions to other bodies
- 11. To review the council's complaints procedure - *attached***
To review the council's complaints procedure
- 12. To review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 - *attached***
To review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
- 13. To review the council's policy for dealing with the press/media - *attached***
To review the council's policy for dealing with the press/media
- 14. To Determine The Time And Place Of Ordinary Meetings Of The Full Council Up To And Including The Next Annual Meeting Of Full Council - *attached***
To determine the time and place of Ordinary Meetings of the Full Council up to and including the next Annual Meeting of Full Council

15. To appoint representatives to outside committees and organisations – list of current representatives and draft amended list of proposed representatives for 2014/15 – *attached*

To appoint representatives to outside committees and organisations – list of current representatives and draft amended list of proposed representatives for 2014/15

16. To comment on Suffolk Coastal's new air quality report - the Progress Report 2013 - *attached*

To comment on Suffolk Coastal's new air quality report

17. To Consider the Production of an Emergency Plan for Felixstowe - *attached*

To Consider the Production of an Emergency Plan for Felixstowe

18. To Note the Listing of 91-95 Undercliff Road as an Asset of Community Value, and the Need to Determine Further Action - *attached*

To note the listing of 91-95 Undercliff Road as an Asset of Community Value, and the need to determine further action

19. To Respond to Consultation Regarding On-Street Parking Restrictions - *attached*

To respond to consultation regarding on-street parking restrictions

20. To Receive Feedback On The Proposed Questionnaire And Approve Its Final Version – *to follow*

To receive feedback on the proposed questionnaire and approve its final version.

Yours sincerely



TOWN CLERK

ITEM 6

Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities

This Council has not entered into any Charters nor agency arrangements with other local authorities.

This Council makes the following contributions to Suffolk Coastal District Council:-

Sum £	In Respect of	Comments
£20,000	Contribution towards running costs of Felixstowe Futures	Agreement expires 31 st March 2015
£7,700	Contribution towards maintenance of seafront garden planting	
£750	Contribution towards cleaning of four bus shelters	Report on bus shelters will be presented to Finance & General Purposes Committee

ITEM 7

Review of representation on or work with external bodies and arrangements for reporting back

Based on the last civic year, the Council is represented on the following external organisations:-

Organisation	Council Representative (Councillors unless otherwise denoted)	Meeting Frequency	How Reported Back
Felixstowe & District Council for Sport & Recreation	Barber, Savage and Walker		No formal arrangements – no minutes received by Council
Felixstowe CCTV Partnership	Jon Garfield, Savage, Sennington, Smith, Stokell and Walker	Not knowingly met since 2012	No formal arrangements
Felixstowe Ferry Fairways Committee	Slemmings		No formal arrangements – no minutes received by

			Council
Felixstowe Ferry Forum	Savage		No formal arrangements – no minutes received by Council
Felixstowe Futures	Savage and Sennington. Town Clerk	Quarterly	Minutes received and circulated
Felixstowe Libraries and Heritage Advisory Committee	Sennington, Sharman and Webb		Appears to have subsumed into a Town Council Sub-Committee
Felixstowe Nightsafe	Sennington		No formal arrangements – no minutes received by Council
Felixstowe Old People's Welfare Association	Jan Garfield, Newman and Morris		No formal arrangements – no minutes received by Council
Felixstowe Salzwedel Partnership Association	Deacon and Savage		No formal arrangements
Felixstowe Wesel Association	The Town Mayor, Deacon, Jon Garfield and Sennington		No formal arrangements
Felixstowe Travel Watch	Walker		No formal arrangement
Haven Ports Welfare	Barber		No formal arrangements – no minutes received by Council
Landguard Partnership	Savage	Quarterly ?	No formal arrangement
Port of Felixstowe Local Authority Liaison Partnership	The Mayor, the Town Clerk, Newman		No formal arrangements – no minutes received by Council
Safer Neighbourhood Team	Jan Garfield, Savage, Sennington, Shjarman and Williams		No formal arrangements
Youth Forum	Morris, Savage and Sennington	Quarterly	No formal process.

			Minutes circulated
Emergency Schemes	Jon Garfield, Slemmings and Smith		No formal arrangements – no minutes received by Council
Powered Watercraft Management Working Group	Slemmings and Webb		No formal arrangements – no minutes received by Council
SALC Larger Councils Group	Smith	Discontinued	
SALC Area Meeting	Barber, Jon Garfield and Morris	Quarterly	No formal arrangements.
Town Centre Management Group	Jon Garfield and Morris		Barber, Jon Garfield and Morris

Members are to review appointments to these, and any other bodies, and to agree the arrangements for receiving formal reports from those attending.

ITEM 8

Review of inventory of land and assets including buildings and office equipment

The Council maintains an asset register, which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by the Council, and any equipment/tools/vehicles with a renewal price exceeding £500.

In the schedule land and property is assumed to be held for community benefit and is shown at a nominal value of £1 in accord with recommended practice. The Council's land holdings are in the process of being registered with the Land Registry, and the Town Clerk/Technical Officer will be bringing a future item to Council setting out (with clarity) the Council's land holdings, covenants and restrictions on those holdings, and other rights.

The current asset list is shown below:-

Fixed assets list

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
Community Assets									
10	Painting and Prints	Felixstowe Town Hall	01/01/74	£1.00	£1.00	£1.00	£11,952.10	01/04/14	
11	Civic Mayors Regalia		01/01/74	£1.00	£1.00	£1.00	£20,000.00	01/04/14	£0.00
14	Metal Donkey	Outside Library, Felixstowe	01/01/00	£1.00	£1.00	£1.00	£556.97	01/04/14	£0.00
15	Mayor's Chair	Felixstowe Town Hall	01/01/74	£1.00	£1.00	£1.00	£541.06	01/04/14	£0.00
16	Deputy Mayor's Chair	Felixstowe Town Hall	01/01/74	£1.00	£1.00	£1.00	£865.69	01/04/14	£0.00
17	Bell	Felixstowe Town Hall	01/01/74	£1.00	£1.00	£1.00	£1,082.12	01/04/14	£0.00
18	Dias table	Felixstowe Town Hall	01/01/74	£1.00	£1.00	£1.00	£2,164.24	01/04/14	£0.00
19	Sideboard	Felixstowe Town Hall	01/01/74	£1.00	£1.00	£1.00	£541.06	01/04/14	£0.00
20	Dresser	Felixstowe Town hall	01/01/74	£1.00	£1.00	£1.00	£541.06	01/04/14	£0.00
21	Mayor's Board	Felixstowe Town Hall	01/01/74	£1.00	£1.00	£1.00	£1,082.12	01/04/14	£0.00
32	Flood Victims Memorial	Langer Road, Felixstowe	01/01/06	£1.00	£1.00	£1.00	£44,595.99	01/04/14	£0.00
33	War Memorial	Undercliff Road West, Felixstowe	01/01/00	£1.00	£1.00	£1.00	£64,360.56	01/04/14	£0.00
34	Dove above Memorial	Undercliff Road West, Felixstowe	01/01/00	£1.00	£1.00	£1.00	£15,440.34	01/04/14	£0.00
41	Pop up Shelter	Cemetery	01/02/06	£1,270.00	£1,400.00	£1,400.00	£1,415.24	01/04/14	£0.00
49	Play Equipment		01/01/00	£1.00	£1.00	£1.00	£38,740.89	01/04/14	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
102	Planter	Town Hall	01/01/00	£1.00	£1,200.00	£1,200.00	£1,213.67	01/04/14	£0.00
Total Values				£1,285.00	£2,614.00	£2,614.00	£205,093.11		£0.00

Infrastructure

Total Values

Land & Buildings

1	Town Hall	Undercliff Road, Felixstowe IP11 2AG	26/09/07	£1.00	£1.00	£1.00	£1,671,872.31	01/04/14	£0.00
2	Walton Community Hall	High Street, Felixstowe IP11 9DS	01/01/81	£1.00	£1.00	£1.00	£454,665.67	01/04/14	£0.00
3	Broadway House	Orwell Road, Felixstowe IP11 7DD	01/01/04	£1.00	£1.00	£1.00	£879,385.17	01/04/14	£0.00
4	Cemetery inc Buildings & Toilets	Langley Avenue, Felixstowe IP11 8NA	01/01/74	£1.00	£1.00	£1.00	£111,960.80	01/04/14	£0.00
5	Cowpasture Allotment Site	Candleet Road, Felixstowe	01/01/74	£1.00	£1.00	£1.00	£0.00		£0.00
6	Ferry Road Allotment Site	Ferry Road, Felixstowe	01/01/74	£1.00	£1.00	£1.00	£0.00		£0.00
7	Taunton Road Allotment Site	Taunton Road, Felixstowe	01/01/74	£1.00	£1.00	£1.00	£0.00		£0.00
8	Cemetery Allotment Site	Langley Road, Felixstowe	01/01/74	£1.00	£1.00	£1.00	£0.00		£0.00
9	Railway Hill Allotment Site	Coronation Drive	01/01/74	£1.00	£1.00	£1.00	£0.00		£0.00
12	Peewit Hill Nature Reserve	Peewit Hill, Felixstowe	01/01/96	£1.00	£1.00	£1.00	£0.00		£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value	
Total Values				£10.00	£10.00	£10.00	£3,117,883.95	£0.00	
Stock									
104	2.5 percent Consolidated Stock		21/01/76	£0.00	£146.81	£146.81	£0.00	£0.00	
Total Values				£0.00	£146.81	£146.81	£0.00	£0.00	
Vehicles & Equipment									
22	Toyota Hi-Ace Truck		03/12/12	£16,995.00	£16,995.00	£16,995.00	£16,995.00	01/04/14	£0.00
23	Water Bowser, Pump and Lance		01/04/09	£1,768.00	£1,768.00	£1,768.00	£2,006.24	01/04/14	£0.00
24	Kubota Tractor	Cemetery	01/01/05	£5,600.00	£6,904.00	£6,904.00	£6,904.44	01/04/14	£0.00
25	Kubota Cultivator	Cemetery	01/01/05	£1,450.00	£1,450.00	£1,450.00	£1,450.00		£0.00
26	Kubota Topper	Cemetery	01/01/05	£740.00	£740.00	£740.00	£740.00		£0.00
27	Kubota Plough	Cemetery	01/01/05	£1,139.00	£1,139.00	£1,139.00	£1,139.00		£0.00
28	Goods Trailer	Cemetery	01/02/11	£1,050.00	£2,814.00	£2,814.00	£2,814.57	01/04/14	£0.00
29	Shoring Equipment inc Installation kit	Cemetery	01/11/11	£2,840.00	£2,840.00	£2,840.00	£2,840.00	01/04/14	£0.00
30	Computer equipment inc 3 laptops (also existing equipment)	Town Hall	01/04/12	£6,689.00	£10,000.00	£10,000.00	£10,000.00	01/04/14	£0.00
112	Shoring Equipment (2nd set)	Cemetery	12/02/13	£2,460.00	£2,460.00	£2,460.00	£2,460.00	01/04/14	£0.00
114	Echo Power Pruner		21/02/14	£594.00	£0.00	£0.00	£594.00		£0.00
Total Values				£41,325.00	£47,110.00	£47,110.00	£47,943.25		£0.00
Grand Total				£42,620.00	£49,880.81	£49,880.81	£3,370,920.31		£0.00

ITEM 9

Confirmation of arrangements for insurance cover in respect of all insured risks:

The Town Clerk has just reviewed the Council's Insurance and achieved a nearly 50% reduction on the premium by ensuring that the Council's insured items reflected its requirements. The current insurance is arranged with a broker, WPS, and the final insurance is with Aviva. Details of the actual insurance cover will be advised at the meeting. The current agreement lasts for three years and the insured risks may be changed at any time within that period; there is no charge to change the risks but the insurance premium may change accordingly.

ITEM 10

Review of the council's and/or staff subscriptions to other bodies

The Town Council, during 2013/2014, subscribed to the following organisations on its own behalf:-

Organisation	Annual Payment	Notes
SALC	£2081	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Institute of Cemetery & Cremations Management	£90	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Community Action Suffolk	£30	
Ipswich Transport Museum	£25	

And on behalf of staff subscribed to:-

Organisation	Annual Payment	Notes
Royal Institute of Chartered Surveyors	£499	For Technical Officer to remain in Membership
Society of Local Council Clerks	No payment made	Provides procedural and legal advice to Town Clerk. Not renewed in 2013/2014 pending appointment of new Town Clerk. Fee c£120.

Members are to review these subscriptions and determine whether to continue with membership, and whether the Town Council should subscribe to any other organisations.

ITEM 11

Review of the council's complaints procedure

The Council's present procedure is set out below; it appears to date from 2003.

FELIXSTOWE TOWN COUNCIL

COMPLAINTS PROCEDURE

Before the Meeting

1. If a complaint about procedures or administration is notified orally to a Councillor or the Clerk and it is not possible to satisfy the complainant fully forthwith, the complainant shall be asked to put his complaint in writing to the Clerk and be assured that it will be dealt with promptly after receipt.
2. If the complainant does not wish to put the complaint to the Clerk or other proper officer, they may be advised to put it to the Mayor of the Council.
3. The Clerk shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the Town Council's Hearings Committee.
4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
5. Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

At the Meeting

6. The Hearings Committee shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the next meeting of the Town Council in public.
7. Chairman to introduce everyone.
8. Chairman to explain procedure.
9. Complainant (or representative) to outline grounds for complaint.
10. Members to ask any question of the complainant.
11. If relevant, Clerk or other proper officer to explain the Council's position.
12. Members to ask any question of the Clerk or other proper officer.
13. Clerk or other proper officer and complainant to be offered opportunity of last word (in this order).

14. Clerk or other proper officer and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made.
(If a point of clarification is necessary, both parties to be invited back)
15. Clerk or other proper officer and complainant return to hear decision, or to be advised when decision will be made.

After the Meeting

16. Decision confirmed in writing within seven working days together with details of any action to be taken.

Clearly there is now no Hearings Committee, and this should be properly changed to Town Council, together with any other changes Members may wish to implement.
The adopted policy/procedure will be put on the website.

ITEM 12

Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

The Council does not currently have any written procedures in respect of the Freedom of Information Act 2000. A draft procedure covering Freedom of Information is attached to this agenda for Members to consider.

In respect of the Data Protection Act 1998 the Council adopted a new policy in October 13, and the following procedure is included within it:-

"A formal request from a data subject for information that we hold about them must be made in writing. A fee is payable by the data subject for provision of this information. Any member of staff who receives a written request should forward it to the Clerk immediately."

Members are recommended to:-

- a) **Adopt the Freedom of Information Procedures**
- b) **Endorse the existing Data Protection Policy and Procedures**

ITEM 13

Review of the council's policy for dealing with the press/media

At present the Council has no written policy for dealing with the press/media. A draft policy is shown below:-

Felixstowe Town Council

Media and Publicity Policy

Policy Statement

Felixstowe Town Council wishes to be open and transparent in the way it considers information and takes decisions. As a Town Council we will therefore proactively seek opportunities to publish information about our activities with the intention of raising awareness about what the Town Council is doing.

Procedures

Notes:

- (i) When the Mayor is unavailable the Deputy Mayor will take on any of the specified tasks and responsibilities.
- (ii) When the Town Clerk is unavailable the Technical Officer will take on any of the specified tasks and responsibilities.

(A) Requests from the Media

1. The Mayor and the Town Clerk should be made aware of all approaches from the media for interviews, statements or information. (This includes any approaches made to individual Councillors.) A simple register will be kept in the Town Council offices detailing all requests and the response.
2. Any request from the media will be discussed by the Mayor and Town Clerk and then forwarded to the most appropriate person - Mayor, Deputy Mayor, Committee Chair or Vice-Chair, Town Clerk or combination of those people to make a response on behalf of the Town Council.
3. Prior to its release, the Mayor and Town Clerk should be made aware of the broad content of any response.

(B) Response to Media Articles, published letters, on-line comments, tweets, facebook items

1. Every situation must be carefully assessed and in many cases a response will not be appropriate.
2. Anyone seeing an article / item and thinking a response may be needed should inform the Mayor and the Town Clerk.
3. In assessing whether or not a response is appropriate the following will be considered:
 - Is the article / item in question factually accurate?
 - Is the article / item expressing a personal view – and if so is that clearly stated?
 - Would further discussion on the subject be constructive?
4. Any potential response will be discussed by the Town Clerk and the Mayor and then forwarded to the most appropriate person - Mayor, Deputy Mayor, Committee Chair or Vice-Chair, Town Clerk or combination of those people to prepare a response on behalf of the Town Council.
5. Prior to its release the Mayor and Town Clerk should be made aware of the broad content of any response where they were not involved in its preparation.

(C) Media Releases

1. The Town Clerk, Mayor and Committee Chairs will identify issues and stories that have the potential to be interest to the public.
2. The Town Clerk will draft media releases consulting with the Mayor and Committee Chairs or any individual Councillor as appropriate.
3. An information copy of the final media release will be sent to the Mayor and any Councillor who is quoted in the text.
4. Media releases will be sent to relevant media outlets as determined by the Town Clerk following consultation with the Mayor.
5. A copy of the media release will be posted on the Town Council's website.
6. A copy of the media release will be sent to Councillors and staff.

(D) Media Training

1. Opportunities will be made for the Mayor, Deputy Mayor, Chairs and Vice-Chairs of Committees and the Town Clerk to attend training in dealing with the media.

(E) Decision Making

1. The Town Council's Standing Orders (No 21) refer to relations with the press / media and the Town Council's policy - this media and publicity policy and procedures is the relevant policy.
2. Any decision about the content of media releases or information to be supplied to the media or any response to any media item will be taken by the Town Clerk following consultation with the Mayor. (This delegation complies with the legislative restriction that an individual Town Councillor cannot make a decision on behalf of the Council.)

Note: This policy and the associated procedures do not preclude an individual Councillor talking to the media on a personal basis, but in such a case it should be made clear that is the individual's own opinion / suggestion, not that of the Town Council, and the use of the title Councillor should be avoided

ITEM 14

To Determine The Time And Place Of Ordinary Meetings Of The Full Council Up To And Including The Next Annual Meeting Of Full Council

The suggested dates are shown below:-

4th June

6th August

1st October – the Accounts and Audit Regulations state (Regulation 12(1)) that “as soon as reasonably possible after the completion of the audit but no later than September 30, the local council should publish its statement of accounts and the auditor's certificate.”

Members may wish to vary the date of this meeting to 24th September in order that the report of the External Auditor may be reported to Council ahead of publication.

3rd December

4th February

1st April

ITEM 15

To Appoint Representatives To Outside Committees And Organisations – List Of Current Representatives And Draft Amended List Of Proposed Representatives For 2014/15

Organisation	Current Council Representative (Councillors unless otherwise denoted)	Notes	Proposed Council Representatives
Felixstowe & District Council for Sport & Recreation	Barber, Savage and Walker		
Felixstowe CCTV Partnership	Jon Garfield, Savage, Sennington, Smith, Stokell and Walker	Does a “partnership” still exist ?	
Felixstowe Ferry Fairways Committee	Slemmings	Should the same representative sit on all Ferry matters ?	
Felixstowe Ferry Forum	Savage	Should the same representative sit on all Ferry matters ?	
Felixstowe Futures	Savage and Sennington. Town Clerk		
Felixstowe Libraries and Heritage Advisory Committee	Sennington, Sharman and Webb		
Felixstowe Nightsafe	Sennington		
Felixstowe Old People’s Welfare Association	Jan Garfield, Newman and Morris		
Felixstowe Salzwedel Partnership Association	Deacon and Savage		
Felixstowe Wesel Association	The Town Mayor, Deacon, Jon		

	Garfield and Sennington		
Felixstowe Travel Watch	Walker		
Haven Ports Welfare	Barber		
Landguard Partnership	Savage		
Port of Felixstowe Local Authority Liaison Partnership	The Mayor, the Town Clerk, Newman		
Safer Neighbourhood Team	Jan Garfield, Savage, Sennington, Sharman and Williams		
Youth Forum	Morris, Savage and Sennington		
Emergency Schemes	Jon Garfield, Slemmings and Smith		
Powered Watercraft Management Working Group	Slemmings and Webb		
SALC Larger Councils Group	Smith	No longer exists as a group	
SALC Area Meeting	Barber, Jon Garfield and Morris		
Town Centre Management Group	Jon Garfield and Morris		

ITEM 16

To Comment On Suffolk Coastal's New Air Quality Report - The Progress Report 2013

The Town Council has been invited to comment on the Air Quality Progress Report. Included within the report are:

- **Action Plan updates** for our Air Quality Management Areas in **Woodbridge and Felixstowe**
- Findings of the Detailed Assessment for properties in **Stratford St Andrew**, close to the A12 trunk road, **which has determined that an Air Quality Management Area (AQMA) should be declared for nitrogen dioxide (NO₂).**

The Progress Report 2013 (which includes the additional reports described above) is available for viewing on a website at <http://tinyurl.com/lch5ma9> . Alternatively, paper copies are available at the Melton Hill Council Offices for viewing or to borrow short term if requested.

In view of the size (279 pages) of this document it has not been reproduced in full for Felixstowe Town Council Members. However, Members may wish to notes the following regarding the Action Plan for the Dooley Inn, Ferry Lane, Felixstowe:-

This Air Quality Management Area (AQMA) was declared in 2009. The Action Plan consists of 13 measures to try and reduce nitrogen dioxide levels in the area, of which seven have now been completed. Six measures are the responsibility of Suffolk Coastal District Council (three of these have been completed) and seven are the responsibility of the Port of Felixstowe (four of these have been completed). All other measures which are the responsibility of the Port of Felixstowe have been started and are on-going.

*Updates for each measure can be seen in the table in section 10 of this report. The monitoring results for 2012 show that **nitrogen dioxide levels within the Felixstowe AQMA have fallen below the air quality Objective** (highest recorded at 36µg/m3). Several more years of monitoring data will be needed to confirm whether this is a true trend and whether we can in fact revoke the AQMA in the future.*

ITEM 17

To Consider the Production of an Emergency Plan for Felixstowe

As a consequence of the recent storm surge and consequent flooding and evacuation of parts of Felixstowe, Members have suggested that the Town Council should consider the production of an Emergency Plan for the town. This would cover all emergencies, including, but not confined to flooding, power outages, natural and man-made disasters, and other major incidents.

In Suffolk there is a well-established Suffolk Community Resilience concept. The key driving force behind how Suffolk prepares for and, when needed, reacts to major natural or man-made incidents is the Civil Contingencies Act¹. This legislation provides a single framework for civil protection within the UK and requires certain organisations to undertake defined duties to prepare for emergencies, to respond to them and then to support community recovery. Within Suffolk, the Suffolk Resilience Forum oversees the civil protection framework and is made up of a partnership of key responder agencies and supporting organisations that are required to prepare for, respond to and assist the recovery from major incidents.

The concept accepts that communities may wish to play a more formal role in being prepared for emergencies, both to reduce any local impact but also to make any response more effective, but stresses that they will need to be linked into the formal Suffolk civil protection framework.

A range of options have been developed to allow communities to choose how they wish to be more involved. The following range of options is offered throughout Suffolk allowing

emergencies services to adopt a common approach to engaging with communities once they have decided how much or how little they wish to be involved.

Option	Involvement
0. No Formal Resilience Arrangements	No community engagement in relation to civil protection arrangements
1. Basic Contact	Community group provides a contact number to be used during emergencies to allow emergency responders to seek information about local situation
2. Community Contact Point	As above plus: 1. Contact point agrees to pass on information and advice to the community during emergencies. 2. Contact point agrees to pass on local queries and concerns before emergencies through existing community networks (eg SNT) or as a default to Suffolk Joint Emergency Planning Unit. 3. Receive information on ad-hoc support that can be provided from the community and develop community issues during recovery.
3. Community Emergency Plan & Focal Point	As above plus: 1. Develops and maintains a Community Emergency Plan that will be held by Suffolk local authorities. 2. Develops a Community Focal Point (building) that can be a visible location for people within communities to pass on and receive information during an incident (including public meeting). 3. Act as a monitor on emergency situation, feeding into local authority Operations Rooms
4. Community Emergency Team	As above plus: 1. Maintain a list of accredited volunteers that can be used by emergency services and others, such as social care, to support response within the community.

A diagrammatic representation of how communities fit into the Emergency Response structure has been distributed separately.

ITEM 18

To Note the Listing of 91-95 Undercliff Road as an Asset of Community Value, and the Need to Determine Further Action

Members will recall that the Town Clerk was given authority to apply for the listing of Assets of Community Value. The intention had been to apply to list the playing fields off Langley Avenue but before the process could commence they had been leased for a substantial period to Felixstowe Academy.

However following representations from staff working in 91-95 Undercliff Road West (the Suffolk Coastal District Council offices adjoining the Town Hall) regarding their future accommodation needs, the question arose as to whether to apply to list these premises on the basis that this may be the last opportunity to acquire the adjoining premises, there may be an opportunity to “commercialise” some of the current Town Hall hirings, and that there

may be additional unexpressed community needs. It may also be the only real opportunity the Town Council has to control the use of those premises. Listing as such merely opens up a 6-month window of opportunity to (without commitment) develop a business plan and make an acquisition bid for the property.

Accordingly a successful listing was achieved. However the District Council has now initiated the first stage of the sale procedure, which requires a decision by 6th June as to whether the Town Council, or some other community group, has to express a further interest (to extend the earliest sale date to 6 months from 25th April). Again there is no commitment other than time.

The sale price is expected to be in the region of £350,000 to £400,000, and further sums will be required to refurbish the premises. However the opportunity exists to:-

- a) Provide some form of community function suite (to compliment the use of the Town Hall as a wedding venue – at present wedding parties leave for their reception elsewhere)
- b) Provide additional residential accommodation – whether for seasonal, rental or resale
- c) Provide some other seafront leisure facility – whether retail or other use

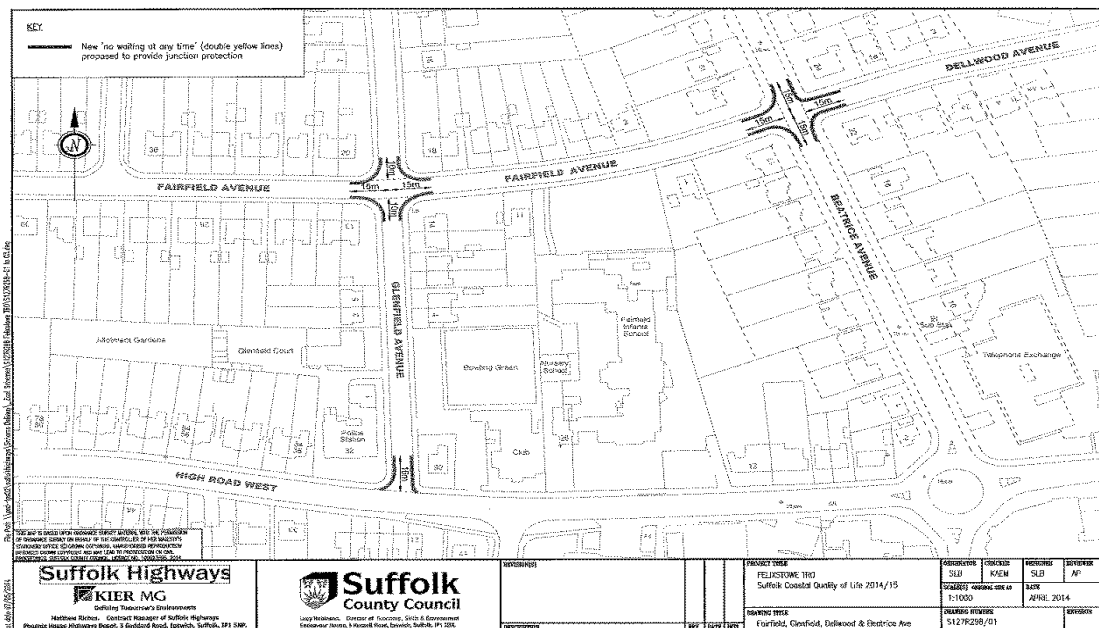
The preparation of a business plan within six months is achievable, but before taking any further action **Members are asked to consider whether they would wish to pursue this option.**

ITEM 19

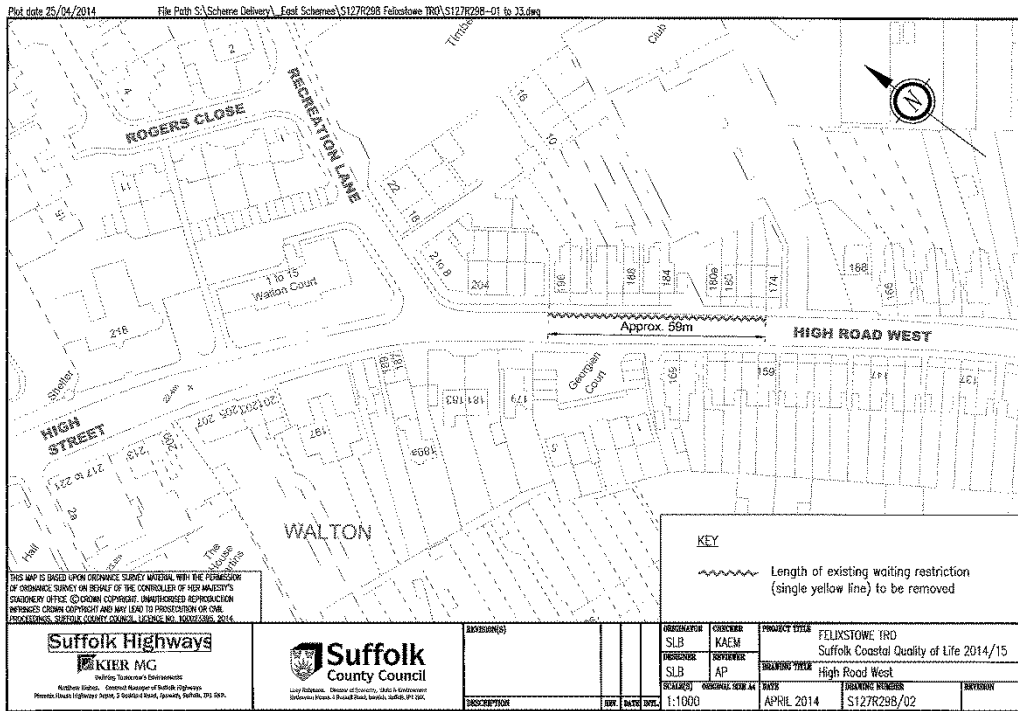
To Respond to Consultation Regarding On-Street Parking Restrictions

Suffolk County Council is consulting on the following changes to on-street parking provision, and comments are invited from this Council by 28th May:-

- a) **Glenfield Ave, Fairfield Ave, Beatrice Ave and Dellwood Ave – New ‘no waiting at any time’ to provide junction protection.**



b) High Road West – Removal of existing waiting restriction outside Nos. 176 to 196 to provide on-road parking.



c) Gulpher Road and Ascot Drive – New ‘no waiting at any time’ to provide junction protection.

