



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 8 November 2017** at **7.30pm** for the transaction of the following business preceded by:

Moment of Reflection: Rev. Diane Smith, Trinity Methodist Church, Felixstowe.

A G E N D A

- 1. Public Question Time**
Up to 15 minutes is set aside to enable members of the public to make representations or put questions to the Council on any relevant matters.
- 2. Apologies**
To receive apologies for absence.
- 3. 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.
- 4. 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.
- 5. Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 25.
- 6. Confirmation of Council Minutes**
To confirm the minutes of the Ordinary Council Meeting held on Wednesday 13 September 2017 as a true record. **(Pages 4-12)**
- 7. Mayor's Announcements**
To receive such communications as the Mayor may wish to lay before Council. **(Pages 13-14)**

8. Minutes of Committee Meetings

To receive and adopt the Minutes of the following Meetings:

- a) Assets & Services Committee 6 September 2017 **(Pages 15-21)**
- b) Highways Advisory Committee 19 September 2017 **(Pages 22-25)**
- c) Planning & Environment Committee 20 September 2017 **(Pages 26-29)**
- d) Civic & Community Committee 20 September 2017 **(Pages 30-33)**
- e) Finance & General Purposes Committee 27 September 2017 **(Pages 34-36)**
- f) Planning & Environment Committee 4 October 2017 **(Pages 37-41)**
- g) Planning & Environment Committee 18 October 2017 **(Pages 42-45)**
- h) Civic & Community Committee 18 October 2017 **(Pages 46-49)**
- i) Planning & Environment Committee 1 November 2017 **(Pages 50-52)**
- j) Assets & Services Committee 1 November 2017 **(Pages 53-55)**

9. Local Councils Award Scheme – Quality Gold Award Presentation

To receive the Council's Quality Gold Award certificate from Suffolk Association of Local Councils. **(Page 56)**

10. Reports from Members appointed to Outside Bodies

To receive a report from Cllr Graham Newman, FTC representative to the Felixstowe Fairtrade Forum **(Pages 57-58)**
Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.

11. Suffolk Coastal Norse Update

To receive an update from SC Norse on how recent operational changes will support provision for Norse services in Felixstowe. **(Verbal report)**

12. Felixstowe Forward Report

To consider the report of the Felixstowe Forward Change Director. **(Page 59 and Appendices A & B)**

13. Suffolk Armed Forces Weekend Legacy Grant

To approve the recommendations of the Finance & General Purposes Committee and Civic & Community Committee for the setting up of a grant fund as a legacy of the 2017 Suffolk Armed Forces Weekend. **(Pages 60-61)**

14. SCDC Local Plan Review - Issues and Options

To note the Council's response to the above consultation as approved by the Planning & Environment Committee. **(Appendix C)**

15. SCDC/FTC Working Group

To receive the notes of the first meeting of the SCDC/FTC Working Group.

(Appendix D)

16. Cycling on the Prom: End of Trial

To consider any additional comments to SCDC following the conclusion of the Cycling on the Prom trial

(Pages 61-62)

17. Accounts for Payment

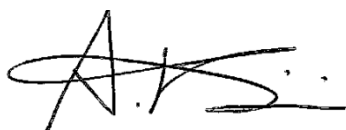
To confirm and approve the payments of accounts since the previous meeting as follows:

(Schedules attached at Appendix E)

Date	Voucher Nos.	Total Payment
13/09/2017	236 - 256	31,368.47
29/09/2017	257 - 280	52,387.26
13/10/2017	281 - 301	9,172.30
31/10/2017	302 - 316	34,702.64
	TOTAL	£127,630.67

18. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 10 January 2018.



Ash Tadjrishi
Town Clerk
2 November 2017

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

Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
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214. REQUESTS FOR DISPENSATION

There were none.

215. QUESTIONS TO THE MAYOR

There were none.

216. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 12 July 2017 be signed by the Mayor as a true record and adopted by the Council.

217. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

Children's Concert – 'Schools Sing Prom'	11 July 2017
Felixstowe Academy Summer Concert	13 July 2017
Maidstone and Causton PTFA Summer Fayre	14 July 2017
Mayor's Reception	14 July 2017
Felixstowe & District Horticultural Society Annual Show	15 July 2017
Mil Lane Nursing Home Fete	15 July 2017
Walk for Wards – Sponsored Walk	16 July 2017
Home-start AGM	17 July 2017
Raising the Green Flag for Seafront Gardens	18 July 2017
Basic Community Pop Up Shop	18 July 2017
Port of Felixstowe FIF Display	18 July 2017
Orwell Scouts AGM	18 July 2017
Felixstowe Forward Annual Celebration Event	20 July 2017
Mayor of Ipswich, Mayor's at Home Event	21 July 2017
NSPCC Drinks & Canapes	22 July 2017
Felixstowe Carnival	22 & 23 July 2017
Wesel Association Get Together	23 July 2017
Felixstowe Seaside Special Train	26 July 2017
Visit to Felixstowe Museum	26 July 2017
The High Sheriffs Summer Garden Party	26 July 2017
Opening of Wool Baa Shop	29 July 2017
Opening Ceremony of Felixstowe combined Fire/Police Station	31 July 2017
66 th Annual Exhibition and Sale of Artwork	1 August 2017

Felixstowe Seaside Special Train	2 August 2017
Civic Visit to Wesel	4 – 7 August 2017
<i>Deputy Mayor – Foxgrove & Maynell Summer Fete</i>	5 August 2017
<i>Deputy Mayor – Launch of Two Sisters Arts Centre & Felixstowe Arts Fest</i>	5 August 2017
Visit to Felixstowe Lawn Tennis Club	9 August 2017
Living in Felixstowe Magazine, Movers & Shakers	10 August 2017
Felixstowe Multicultural Festival	12 August 2017
Felixstowe Radio, Interview with the Mayor	16 August 2017
Mayor of St Edmundsbury Charity Cheese & Wine Evening	17 August 2017
Visit to Harwich Haven Authority	18 August 2017
The Voice of Suffolk Talent Show	19 August 2017
FTC Grant Cheque Presentation to Mencap	21 August 2017
Towergate’s Beach Hut of Year Competition	24 August 2017
Felixstowe Multicultural Day	26 August 2017
Big Multicultural Festival 2017	27 August 2017
Raising the Red Ensign for Merchant Navy Day	1 September 2017
Peewit Caravans Event for the Grenfell Project Helpers	2 September 2017
Art on the Prom	3 September 2017
Greet the Wesel Runners	9 September 2017
Unveiling Ceremony of the Radio Caroline Plaque	9 September 2017
<i>Deputy Mayor - Stowmarket Civic Service</i>	10 September 2017
FACTS AGM	11 September 2017

The Mayor thanked the Deputy Mayor for his support in attending some engagements on his behalf.

The Mayor highly recommended the Felixstowe Academy Band, who were also scheduled to play at the Mayor’s Charity Bombay Bash in October. The Mayor’s Reception in July had been very well received and the Mayor was pleased to have been able to host this event at Felixstowe and Walton United’s new clubhouse.

The Mayor advised that he was in discussion with the Basic Life team, who were doing a tremendous job with their community ‘Pop Up’ shop, and the local allotments association for the possible provision of fresh vegetables.

The Mayor expressed gratitude to the result of the Beach Hut review, which showed good partnership working between the Town Council and the District Council.

Council noted with sadness the passing of Mr Tony Robinson, the husband of former Town Clerk, Mrs Susan Robinson. Members were given details of the funeral arrangements.

It was RESOLVED that the Mayor's engagements since 11 July 2017, and the above communications, be noted.

218. 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:

- k) **Planning & Environment Committee 12 July 2017**
- l) **Planning & Environment Committee 26 July 2017**
- m) **Finance & General Purposes Committee 26 July 2017**
- n) **Planning & Environment Committee 9 August 2017**
- o) **Planning & Environment Committee 23 August 2017**
- p) **Planning & Environment Committee 6 September 2017**

219. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council received the report of Cllr Doreen Savage, Town Council representative to the Felixstowe and District Council for Sport and Recreation.

Members thanked Cllr Savage for her report, following which a brief discussion was held on the use of playing field land at Felixstowe Academy. Members understood that some concerns had been raised about the necessity for the sports clubs to have security of tenure in order to be eligible for capital grants. Council was advised that this had also been discussed at Suffolk Coastal District Council who were confident that appropriate conditions of tenure would be found.

RESOLVED that the outside body report from Cllr Doreen Savage be noted.

220. FELIXSTOWE FORWARD REPORT: PROPOSED EXTENSION TO 2021

Council received the report of the Felixstowe Forward Change Director, Helen Greengrass.

In the absence of the Change Director, the Town Clerk updated Council on the paper 'Beyond March 2018'. The report, which Council was advised was also subject to approval by the Felixstowe Forward Sponsor Group, outlined the achievements of Felixstowe Forward to date and the breadth of work currently in progress under three main strands: Tourism, Business Economy and Community. With the Visit Felixstowe CIC in its infancy, and other key projects in being established, there were still significant elements being supported by the initiative that would benefit from it being continued. The proposal was to extend the Felixstowe Forward initiative for a further three year term to realise those objectives and to also focus on a sustainable exit strategy. The Clerk outlined that, subject to approval at the forthcoming Sponsor Group meeting on

18 September, the paper would be presented for recommendation to SCDC Cabinet. The Clerk advised that at this stage the Town Council was being asked to indicate its support in principle for the funding of Felixstowe Forward for a further three years.

Members discussed the achievements of Felixstowe Forward and, following a discussion on the length of time proposed for extension of the initiative, expressed support for its continuation. Members agreed that management of the resort was a key function in delivering on aspirations for the town and this was likely to require ongoing funding. It was suggested that the scope of Felixstowe Forward and the Visit Felixstowe CIC would be a good topic for the Working Party with SCDC/FTC to also consider. There were some queries raised about how the proposed new East Suffolk Council would approach the management of its distinctive local areas on its creation in 2019 and marketing the resort of Felixstowe was seen as critical to its success. It was suggested that Visit Felixstowe CIC could be a vehicle for this if it had the appropriate support and authority from SCDC.

Referring to the Progress Report, the Town Clerk drew attention to Dementia Action Alliance aims and for establishing Felixstowe as a Dementia Friendly community, all Councillors were encouraged to sign up on the Dementia Action Allowance website.

Members noted the concept of Timebank which was a community initiative being supported by Felixstowe Forward. Councillors were invited to attend a visit to the Somersham Timebank on 12 October to learn how it worked there and to meet the local coordinator, volunteers and organisations involved in the project.

Members thanked Helen and the Felixstowe Forward team for all their hard work and contribution to Felixstowe.

It was RESOLVED that

- i. Council would support the renewal of the Felixstowe Forward initiative for a further three years to 2021 with a continued contribution of £20,000 per annum; further details to be brought to Civic & Community Committee once considered by the Sponsor Group and SCDC ready for budget setting; and,**
- ii. the Felixstowe Forward progress report be noted as received.**

221. ACCOUNTS AND AUDIT 2016/17

Council noted that the External Audit for the Financial Year 2016/17 had been completed with no formal or any other matters being raised.

Members recorded a vote of thanks to the Town Clerk and staff for their work in achieving a clear and unqualified audit for the Council.

It was RESOLVED that:

- i. the Annual Return including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard on 6 September and would be displayed until 21 September 2017.**

222. CONSULTATION: SCDC LOCAL PLAN REVIEW – ISSUES & OPTIONS

It was noted that SCDC were beginning the formal consultation process on the Local Plan Review and the Town Council were asked to consider the questions and issues relevant to Felixstowe. The Issues and Options document represented the first stage of the Local Plan consultation and the first opportunity to let SCDC know the Town Council's thoughts and ideas as to how the district should be developed up to 2036.

Members noted that there was to be a drop in session at Felixstowe Town Hall on Monday 18 September at 16.00-19.30 for members of the public and all Councillors were encouraged to attend.

Council's Planning & Environment Committee considered this matter at its meeting of 6 September. Given the 30 October consultation deadline, Committee was seek delegated authority from Council to lead and respond on its behalf, reporting back to advise of the response at the 8 November 2017 meeting (*Minute #194 of 2017/18 refers*).

The Clerk reminded Council that all Councillors were welcome to attend Committee meetings whether they were Members or not. However, as it was understood that the timing of the meetings precluded some Councillors from being available, the Clerk would be arranging evening workshops at the Town Hall so that everyone could have the chance to comment and feedback to the Planning & Environment Committee as part of the process.

It was RESOLVED that the Council's Planning & Environment Committee be given the delegated authority to lead and respond to the Suffolk Coastal District Council Local Plan Review Issues & Options Consultation on behalf of the Town Council; reporting back to Council to advise of its response at the 8 November 2017 meeting.

223. LAND AT CANDLET ROAD REF DC/15/1128/OUT

Council noted that the Secretary of State had approved the Outline application for 560 new dwellings at Land at Candlet Road. A response to the Council's letter which had been received from SCDC's Planning Development Manager and the Head of Planning and Coastal Management has been circulated and this was noted.

As it remained unclear as to whether SCDC would be seeking alternative legal advice on the potential merits of a judicial review, the Clerk was requested to seek clarification on this matter before the next Planning & Environment Committee meeting on 20 September.

It was RESOLVED that the Town Clerk relay the concerns of the Town Council to SCDC and request that a response be received in time for the next Planning & Environment Committee meeting on 20 September.

224. FELIXSTOWE TOWN COUNCIL CONSTITUTION

Members considered the principle of introducing Constitution for Felixstowe Town Council which would collate the Council's statutory governance documents, policies and other information in to a single-source document. It was agreed that this would provide a better overview for Members and residents and an opportunity for Council to review policies on a more structured basis.

It was proposed that the Constitution would be drafted and reviewed by the Finance & General Purposes Committee before being presented to Council for formal adoption.

It was RESOLVED that the principle of developing a Constitution be approved.

225. CONSULTATION: PSPOS – DOG CONTROLS IN THE SUFFOLK COASTAL DISTRICT

Council considered the SCDC Public Space Protection Orders (PSPOs) consultation relating to the control of dogs. It was noted that the PSPO Working Group had met on 7 September to consider the Orders and had fully endorsed the Orders relating to gated Children's Play Areas, Dog Fouling and Landguard Point Nature Reserve.

At this time, 9.30pm, and in accordance with Standing order 3w, Council agreed to extend and continue the meeting.

An in-depth discussion was held over the recommendations of the Working Group relating to dogs on the beach, the general Order for dogs on leads and the enforcement of PSPOs. It was understood that the enforcement of PSPOs was considered to be a more straightforward process than for bylaws as on-the-spot fixed penalty notices could be issued by duly authorised officers.

With regards to the Exclusion of Dogs from Felixstowe Beach, Council noted that its earlier recommendation (to describe an area of the beach that was linked to physical markers rather than imaginary lines) has been included.

Members discussed whether it would be possible to better balance the needs of dog-owners and other beach users by giving greater choice for beach users at peak times and provide opportunities for dog-owners to take their dogs for walks at other times on beaches that were previously out of bounds during those months.

The recommendation of the Working Group was for SCDC to consider a PSPO that excluded dogs between 1 May – 30 September each year on an area of the beach bounded by the length of the prom from Cobbold's Point to Manor End at set times of the day only.

In respect of the Dogs on Leads (General) PSPO, Council agreed with the Working Group's concerns that this was too general as currently drafted and consideration should be given to creating a localised Order for Felixstowe.

Members were keen to learn more about proposals for public information, signage and enforcement and sought assurances from SCDC that all signage would be refreshed in order to provide the public with appropriate information and outdated signs removed.

It was RESOLVED that:

- i. the recommendations and comments of the PSPO Working Group be noted;**
- ii. assurance be sought from SCDC that all signage would be refreshed with appropriate attractive signs providing the public with relevant information and outdated signs removed;**
- iii. the proposals for PSPOs relating to dog fouling, dogs in children's play areas and Landguard Point Nature Reserve be supported;**
- iv. it be recommended to SCDC that a more localised Order for Dogs on Leads be considered; and,**
- v. it be recommended to SCDC that consideration be given to the relative merits of a PSPO excluding dogs from Felixstowe Beach from Cobbold Point to Manor End, being the beach area fronting the length of the Prom, from 1 May to 30 September each year between the hours of 10am – 6pm.**

226. FINANCIAL FORECAST TO 2020

Council considered a Financial Forecast for the Town Council for the period 2016-2020 as presented.

It was RESOLVED that the Financial Forecast for 2016-20 be adopted as presented.

227. BUSINESS PLAN 2016-2020 ANNUAL REVIEW

Council considered the Business Plan which had been updated to reflect changes one year on. A minor layout issue on page 33 was noted and would be changed.

It was RESOLVED that the updates to the Business Plan be approved.

228. DATA RETENTION POLICY

Council considered the Data Retention Policy for the period 2017-2020 as recommended by the Finance & General Purposes Committee (*Minute #160 of 2017/18 refers*).

It was RESOLVED that the Data Retention Policy for the period 2017-2020 be adopted.

229. ACCOUNTS FOR PAYMENT

It was RESOLVED that, noting that voucher no. 157 had been skipped in error, the schedule and payment of accounts be received and approved as follows:

Date	Voucher Nos.	Total Payment
30/06/2017	124 – 156	43,514.39
12/06/2017	158 - 175	4,042.99
26/07/2017	176 – 200	40,127.12
16/08/2017	201 – 221	9,058.07
31/08/2017	222 – 235	32,438.19
	TOTAL	£129,180.76

230. CLOSURE

The meeting was closed at 9.59pm. It was noted that the next Ordinary Meeting was scheduled for 8 November 2017 at 7.30pm.

AGENDA ITEM 7: MAYOR'S ANNOUNCEMENTS

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

Rotary Landguard Charter Night Dinner	14 September 2017
Felixstowe in Flower Awards Ceremony	15 September 2017
Deputy Mayor – Felixstowe Town Pastors	17 September 2017
Deputy Mayor – 5 Year Celebration of Fresh Start – New Beginnings	21 September 2017
English Women's County Golf Finals Reception	21 September 2017
Opening of the RNLI Fundraising Weekend	22 September 2017
Hadleigh Civic Service	24 September 2017
Deputy Mayor –Barbergh & Mid Suffolk Civic Service	24 September 2017
Launch of the St Elizabeth Hospice Christmas Day Dip	26 September 2017
Inner Wheel District Rally	26 September 2017
Philip Thicknesse, Governor of Landguard Fort Play	28 September 2017
113 year old Birthday Celebrations of Olive Boar	29 September 2017
Macmillian Coffee Morning at Genesis Supported Housing Scheme	29 September 2017
Deputy Mayor - Felixstowe Listening Service Service of Thanksgiving	1 October 2017
Talk to Top Time	3 October 2017
20th Anniversary of Felixstowe Flyers	4 October 2017
Greeting Wesel Visitors to Felixstowe	4 October 2017
Reception to Re-open the Felixstowe Pier	5 October 2017
Mayor's Charity Pig Race	6 October 2017
Felixstowe Sewing School Festival of Fabric	7 October 2017
Deputy Mayor – 60th Anniversary of the Suffolk Records Society	7 October 2017
Opening of new play equipment at Langer School	9 October 2017
Felixstowe Carnival AGM Association	9 October 2017
Coastwatch Charity Evening	9 October 2017
Suffolk & Essex Twinning Congress	14 October 2017
Walton Parish Nursing Celebration Service	15 October 2017
Ipswich Mayor's Sunday Service	15 October 2017
Deputy Mayor – Needham Market Civic Service	15 October 2017
Deputy Mayor – Woodbridge Civic Service	15 October 2017
Felixstowe Travel Watch Autumn Meeting	17 October 2017
St John Ambulance Service of Celebration & Annual Awards Ceremony	22 October 2017
Bangladeshi Support Centre Ethnic Business Awards	25 October 2017

Mayor's Charity Bombay Bash	26 October 2017
Suffolk & Felixstowe Poppy Launch	28 October 2017
Orwell District Scouts Fireworks Night	28 October 2017
Presentation of Coastwatch FTC Grant Cheque	30 October 2017
Presentation of the Landguard Photography Competition	2 November 2017
Mayor's Charity Soul Night	4 November 2017
Felixstowe & Walton Football Club Firework Display	5 November 2017
Felixstowe EACH 5th Birthday	7 November 2017

Council is requested to note the Mayoral Engagements attended since the previous meeting and any other announcements the Mayor may wish to lay before Council.

203. FEES AND CHARGES 2018-19

Committee considered the scale of Fees and Charges for Council services from 1 April 2018 as presented in the report.

RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2018:

i) Town Hall – General Hire: No increase for 2017-18.

FELIXSTOWE TOWN HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Full day (Weekday, 9am-5pm)	Half day (weekdays 9-1pm, 1pm-5pm)	Hourly rate (weekday hours between 9am-5pm)	Hourly rate (all other times)
Council Chamber				
Commercial/Business Hire	£200	£100	£30	£45
Voluntary/Charity/Community	£100	£50	£15	£30
Other Town Hall Rooms				
Commercial/Business Hire	£150	£75	£20	£40
Voluntary/Charity/Community	£90	£45	£12	£25
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

ii) Town Hall - Weddings and Special Events

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1 st April- 30 th Sept)	Weekend (1 st April- 30 th Sept)	Any Day (1 st Oct- 31 st March)	Post-Ceremony Drinks
Council Chamber <small>(for ceremonies attended by a maximum 76)</small>	350	450	350	N/A
Clerk's Office <small>(for ceremonies attended by a maximum 15)</small>	175	225	175	N/A
Courtroom Gallery <small>(for ceremonies attended by a maximum 60)</small>	175	225	175	100
Other Rooms	175	225	175	100

iii) Walton Community Hall – General Hire: No increase for 2017-18

WALTON COMMUNITY HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Weekdays 9-5pm	Evenings and Weekends up to 10pm	Session Rate Mon-Sun 9am-10pm (up to 4 hours)
Commercial/Business Hire	£15.00	£18.00	£50
Voluntary/Charity/Community /Private Hire	£9.00	£12.00	£30

iv) Cemetery: No increase for 2017-18

1. INTERMENTS		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Felixstowe Resident	Non-Resident*
(a) of the body of a still-born child, or a child whose age at the time of death did not exceed one month	No charge	No charge
(b) of the body of a child whose age at time of death exceeded one month, but did not exceed 18 years	No charge	No charge
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	546	1092
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	882	1764
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	1031	2062
(f) of a urn of cremated remains	139	278
(g) scattering of ashes	61	61
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non-Resident
Grave space	364	728
Urn space	215	430
Scattering of ashes	122	244
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non-Resident
Grave space	607	1214
Urn space	425	850
Scattering of ashes	154	308
2. EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS		
(a) for the Exclusive Right of Burial in an earthen grave 8' by 3'	910	1820
(b) children's grave 4' by 3'	303	303
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	303	606
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	654	1308
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL		
Renewal 50 years (adult grave 8'x3')	910	1820
Renewal 50 years (child grave 4'x3')	303	303
Renewal 25 years (adult grave 8'x3')	463	926
Renewal 25 years (child grave 4'x3')	154	154
Renewal 50 years (urn plot GARDEN OF REMEMBRANCE)	303	606
Renewal 25 years (urn plot GARDEN OF REMEMBRANCE)	152	304
Renewal 50 years (urn plot LAWN GARDEN)	654	1308
Renewal 25 years (urn plot LAWN GARDEN)	319	638

4. MEMORIAL FEES		
(a) kerb stone or border stone or edging not exceeding 7' by 3' by 3" in height (NON-LAWN CEMETERY GRAVE)	271	542
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	271	542
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	271	542
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	271	542
(e) vase with or without lettering	149	298
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	149	298
(g) additional inscription on a memorial after the first (no charge for child)	93	186
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	243	486
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	243	486
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	243	486
(k) single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years†	294	588
(l) Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years†	180	360
(m) Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years†	240	480
(n) Renewal of lease for the above memorials for further 5 years	125	125
(o) Memorial benches plaques with inscription for 10 years (prices from) †	588	1176
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE		
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years†	1516	1516
(b) Planting single grave with winter and summer plants and maintaining for one year†	259	259
(c) Annual maintenance thereafter†	149	149
6. MISCELLANEOUS		
(a) Deed of Grant of Exclusive Right of Burial	122	122
(b) Registering transfer of grant	39	39
(c) Exhumation (Burial)	1455	1455
(d) Exhumation (Urn)	607	607
(e) Certificate of Burial (Register Extract)	22	22
(f) Preparation of a Statutory Declaration	50	50

*Non-Residents rates apply to persons whose normal place of residence at their time of death was not within the Town of Felixstowe within the last two years immediately before their death.

†Prices are inclusive of VAT

v) **Allotments**

For tenancies which will renew from October 2018, or for new tenancies commencing April 2018:

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£35.00	£21.00
Double-size plot (approx. 250m ² or '10 Rods')	£70.00	£42.00

The discounted rate above (40% off) is offered to tenants (or joint tenancies with one qualifying tenant) who are:

- **Senior Citizens** (on evidence of being in receipt of state pension)
- **Long-Term Unemployed** (on evidence of associated unemployment benefits)

204. TOWN HALL UPDATE REPORT

Committee noted that the five conference tables had been purchased and were now in situ in the Courtroom Gallery with the five folding trestle-style tables having been relocated to Walton Community Hall.

Members considered the purchase of a new projection screen for the Council Chamber. It was suggested that a digital display screen which could be wheeled into the Council Chamber on a stand as and when required might offer an alternative option. Members requested that the Town Clerk bring comparable options for either a projection screen or digital display screen to the next meeting.

RESOLVED that the Town Clerk should bring comparable options for either a projection screen or digital display screen to the next Assets & Services Committee meeting.

205. TOWN HALL MAINTENANCE WORKS

Committee noted the report on the recent meeting with Consulting Civil and Structural Engineers, Stroud Associates. The Town Clerk advised that a report was still in the process of being prepared by Stroud and it was hoped that this would be available for Members by the next meeting.

RESOLVED that the report from Stroud and any further update be brought to Committee when available.

206. CEMETERY UPDATE REPORT

Committee received the Cemetery update report. Members discussed the promotion of the new Memorial Garden and it was suggested that a sign be produced for the Cemetery directing enquiries to the Town Hall, discussions be held with local funeral directors and updating the Town Council website with some new eye-catching photographs which could also be used on a printed brochure.

It was RESOLVED that the Cemetery Update Report be noted and further promotion of the new Memorial Garden be explored on the basis discussed.

207. MAINTENANCE VEHICLE

Committee received and considered the report on the Town Council's Maintenance Vehicle. It was noted that Council annually sets aside provisions towards a replacement vehicle to its Asset Repairs & Replacement Earmarked Reserve (900/9015).

It was suggested that options for a replacement vehicle should be brought to Council at such time when repairs to the current vehicle were likely to exceed £1,000.

RESOLVED that the authority be delegated to the Town Clerk to bring any recommendations to Council for a replacement maintenance vehicle at such a time when maintaining the existing vehicle was considered uneconomical.

208. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information.

Members noted that the total number of serviceable allotment plots had decreased from 473 to 471 due to 3 plots being given up at the Cemetery Field site and a double plot at Cowpasture being split in to two single plots.

Committee was interested to note that FSALG had confirmed all allotment sites as being of good quality loam soil.

The Town Clerk reported that a rotavator which had been purchased second-hand in December 2015 was broken beyond repair. It had been sent to two different companies for investigation which had concluded that the engine would need replacing. The cemetery staff were continuing to use the rotavator attachment on the tractor.

Members noted that it was a common issue for rubbish to be dumped on allotment plots as they were relinquished, whether by the outgoing tenants or third-parties. Though the tenancy agreement prohibited this, it was not a

deterrent if plots were being given up and difficult to prove liability. The Clerk advised that he had asked FSALG to consult with their members on the possibility of introducing a deposit scheme to incentivise leaving plots in a reasonable condition on vacating.

It was RESOLVED that the Allotments Update Report be noted.

209. FELIXSTOWE WAR MEMORIAL UPDATE REPORT

Committee noted the report regarding the Felixstowe War Memorial. The Deputy Clerk advised that the pre-application had been submitted to the War Memorial Trust for a potential repair grant application and the outcome of this would be reported to Committee when known.

It was RESOLVED that the Felixstowe War Memorial Update Report be noted.

210. CLOSURE

The meeting was closed at 9.10pm. The next meeting was noted as being scheduled for Wednesday 1 November 2017 at 7.30pm.

MINUTES of the **HIGHWAYS ADVISORY COMMITTEE** meeting held at Felixstowe Town Hall on **Tuesday 19 September 2017 at 2pm**

PRESENT: Suffolk County Council: Cllr G Newman (Chairman)
Cllr S Bird
Cllr S Wiles
Felixstowe Town Council: Cllr S Gallant
Cllr A Smith

OFFICERS: Mr A Tadjrishi (Town Clerk, Felixstowe Town Council)
Mrs D Frost (Deputy Town Clerk, Felixstowe Town Council)
Mr P Gant (Community Engineer, Suffolk County Council)

IN ATTENDANCE: Cllr D Savage

231. ELECTION OF CHAIRMAN

Cllr G Newman was nominated as Chairman.

There being no other nominations it was RESOLVED that Cllr G Newman be elected as Chairman of the Committee for the ensuing Municipal Year.

Cllr G Newman in the chair.

232. ELECTION OF VICE-CHAIRMAN

In his absence Cllr Jon Garfield was nominated as Vice-Chairman.

There being no other nominations it was RESOLVED that Cllr Jon Garfield be elected as Vice-Chairman of the Committee for the ensuing Municipal Year.

233. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr Jon Garfield**.

Cllr A Smith advised that he would need to leave the meeting at 15.30 to attend other business.

234. DECLARATIONS OF COUNCILLORS' INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Gallant Cllr A Smith	All	Local Non-Pecuniary (as Member of Suffolk Coastal District Council)
Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr S Bird	All	Local Non-Pecuniary (as Member of Suffolk Coastal District Council and Suffolk County Council)

235. REQUESTS FOR DISPENSATIONS

There were none.

236. MINUTES OF THE PREVIOUS MEETING

It was RESOLVED that the Minutes of the Highways Advisory Committee Meeting held on 7 March 2017 be signed by the Chairman as a true record.

237. HIGHWAYS REPORT

The Chairman welcomed Paul Gant, SCC Community Engineer. Mr Gant advised that the Saxmundham office and associated operations had now been transferred to Halesworth to cover the east coast. Mr Gant worked from Phoenix House, Ipswich, which covered the Felixstowe area. Members were reminded that the first point of contact for reporting highways defects was via the Suffolk Highways reporting tool online or to the new contact centre. Mr Gant advised that using these methods ensured reports were being recorded, managed and tracked.

Committee noted its Terms of Reference which outlined how the Committee, through its local representatives from Felixstowe Town Council and Suffolk County Council, would be able to assist SCC with local prioritisation of highways works, consider new matters and monitor ongoing issues.

Committee then reviewed the full Highways Report detailing all the matters for consideration.

It was RESOLVED that:

i. agreed actions for the following matters be detailed and updated on the Highways Report:

Reference	Location
120911/01	Footpath 34 Cycle Track
030907/03	'A' Boards in Hamilton Road
030907/05	20mph Wadgate Road area
160914/10	Blofield Track
080915/20	Drainage Work
080915/21	Surface Dressing
080915/22	Carriageway Resurfacing
080915/23	Pavements
100915/28	Cycling on the Promenade
080316/07	Taunton Road footpath
080316/12	Penfold Road – Waiting restrictions
080316/13	St George's Rd and Academy entrance Junction Protection
200916/14	HGV Movements on Langer Road
070317/01	Cycle racks on the Prom
070317/02	Speed awareness on High Road East

- ii. **the following matters, which were deemed to require no further action at this time, be archived and retained for future reference:**

Reference	Location
060912/06	HGV Movements in Beatrice Avenue, Wadgate Road and Beach Station Road area is now under 200916/14 HGV movements on Langer Road
100915/27	York Road
100915/29	Beatrice Avenue and Garrison Lane crossings
100915/33	Town Signs
080316/02	Taunton Road
080316/09	Charles Road
200916/01	Junction of Orwell Road & Leopold Road
200916/06	Hamilton Road Slabs
200916/07	Manor Terrace Parking
200916/09	Bus Stop clearway on Leopold Road
200916/10	New car park on Orford Road
200916/11	Goyfield Avenue
080316/19	Street Lighting Ferry Road
100315/12	Accident on Hamilton Road
070317/03	Bus Shelters opposite the Half Moon and Gosford Way
070317/04	Seat Licence outside the Felsto Arms in Sea Road

It being 15.30pm Cllr A Smith left the meeting.

238. NEW HIGHWAYS MATTERS

It was RESOLVED that:

- i. the following new matters be detailed and appended to the Highways Report, with agreed actions noted and updates being brought to the next meeting:**

Reference	Location
190917/01	Candlet Road Laybys
190917/02	Bus Stops – Grange Road and Mill Lane (Wadgate Rd stop)
190917/03	Bus Stops – TRO
190917/04	Parking near Felixstowe & Walton United FC
190917/05	Route of the 77 bus
190917/06	Footpath 8 (Elmcroft Land to Westmorland Rd) and Footpath 32 (Rendlesham Rd), PofF Road/A14 overbridge, Clickett Hill
190917/07	Elmcroft Lane
190917/08	Top of Bent Hill
190917/09	Pier – Deliveries on the Prom
190917/10	The future management of off street car parks and on street parking restrictions
190917/11	Re-painting of bollards on Hamilton Road and two benches outside the old Post Office
190917/12	Road markings outside of churches

190917/13	Footpath between Walton High Street and St Mary's Close
190917/14	Weeds on Roads, kerbsides and pavements
190917/16	Gulpher Road
190917/17	Maybush Lane

- ii. **the following matters, which were deemed to require no further action at this time, be archived and retained for future reference:**

Reference	Location
190917/15	Disabled parking bay near Cornwall Road
190917/18	Street lights

- iii. **the Highways Report should be reordered so that items for discussion are grouped into correlated sections for ease of review and efficiency; and,**
- iv. **Cllr G Newman would arrange a meeting for the local county councillors with the Leader of Suffolk County Council to discuss the list of outstanding highway matters.**

239. COMMUNITY SPEED WATCH

RESOLVED that the Community speed watch statistics for the period April 2016 – September 2017 be noted.

240. CLOSURE

The meeting was closed at 5.25pm. The next meeting was noted as being scheduled for Tuesday 6 March 2018 at 2.00pm.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 20 September 2017** at **9.15am**.

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs C A Page (Planning Administration Officer)

IN ATTENDANCE: 3 Members of the public.

241. PUBLIC QUESTION TIME

There were none.

242. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr Jan Garfield** and **Cllr Jon Garfield**.

243. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

244. REQUEST FOR DISPENSATION

There were none.

245. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 6 September 2017** be signed by the Chairman as a true record.

246. 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:

a	DC/17/3648/FUL Conversion of ground floor garage/stores to single residential flat, Alterations to existing first floor flat. Quarndon House 59 Leopold Road
Committee recommended APPROVAL.	

b	DC/17/3787/FUL Erection of an orangery. 48 Links Avenue
Committee recommended APPROVAL.	

c	DC/17/3764/FUL Proposed Front & Rear Extension. 12 Brinkley Way
Committee recommended APPROVAL.	

d	DC/17/3835/FUL Proposed extension to detached garage with replacement pitched roof. 9 Rushmeadow Way
Committee recommended APPROVAL.	

e	DC/17/3706/FUL Removal of deceased hedge/shrub to be replaced with 9" brick wall to match existing perimeter wall & to provide safe exit/access to and from drive & to give privacy to dining Room. Mooington Manor 1 Valley Walk
Committee recommended APPROVAL.	

f	DC/17/3707/FUL A timber garden room in the rear garden near to the rear boundary. 5 Gulpher Road
Committee recommended APPROVAL.	

g	DC/17/3746/FUL To replace wooden french doors and windows on first floor apartment with exact copies in white pvcu. Existing windows require replacements & french doors are warped. They are not fit for the purpose because of their exposed seaward position, high maintenance and poor thermal values. Work to be carried out by the supplier who in March 2016, replaced wooden doors and windows on 2 adjacent cottages & Apartment No. 2 with pvcu. The Apartment block is not visible to the public from Maybush Lane or the Promenade. 7 Cranmer Cliff Gardens
Committee recommended APPROVAL.	

h	DC/17/3352/ADN Non-Illuminated Advertisement. 261 High Street Walton
Committee were of the view that the proposed sign was unnecessarily large for the character and size of the building and would not improve the street scene.	

i	DC/17/3790/TEL Installation of 1. No. new 17.5m high telecommunications tower, 3. No. new antennas, 1. No. new equipment cabinet and associated ancillary development. Tomline House Dock Road The Docks
Committee recommended APPROVAL	

247. 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.

248. STREET NAMING & NUMBERING – 197 DWELLINGS, LAND OFF FERRY ROAD

Members discussed the naming of seven roads and three blocks at the Ferry Road development. The following were agreed: Holmhill Drive (main road), Ranson Road, Adams Road, Abbey Walk, East End Road, Laurel Walk, Fleet Road, Orchard Court, Acre Court, Pasture Court.

It was RESOLVED that the above be recommended to Suffolk Coastal District Council for the naming of seven roads and three blocks at the Ferry Road development.

249. CONSULTATION: SCDC LOCAL PLAN REVIEW – ISSUES & OPTIONS

The Chairman welcomed Mr Mark Edgerley, Suffolk Coastal District Council Principal Planner, to the meeting. Mr Edgerley outlined the timetable for the Local Plan Review and explained that the Issues & Options consultation was the first step in a process which would be followed by the Preferred Options consultation in Spring 2018 and the Final Draft Local Plan consultation in Autumn/Winter 2018. Members noted that the document had been prepared in conjunction with Ipswich Borough Council and was presented in two parts, the second being specific to the Suffolk Coastal area.

Members discussed the value of considering a Neighbourhood Plan at this time but concluded that it may be more fitting to explore this in the future in context with the Local Plan.

Following further discussions on the Local Plan Issues & Options paper, it was agreed that structured workshops should be held to specifically address the questions posed in the document on a thematic basis. All Town Councillors would be invited to attend and the feedback would be used to draft the Town Council's response to the consultation by the end of October 2017.

Members thanked Mr Edgerley for attending the meeting.

It was RESOLVED that the Town Clerk and the Planning Administration Officer offer a range of possible dates to all Town Councillors for two structured evening workshops to assist in the formulation of the Council's response to the Issues & Options consultation.

250. LAND AT CANDLET ROAD REF: DC/15/1128/OUT

Members noted confirmation from SCDC that they were seeking advice from their counsel as to the potential value of lodging an appeal to the High Court for a Judicial Review. Members understood that a decision was not likely to be known much before the 12th October deadline. The value of seeking further, independent, advice for the Town Council was considered but Committee decided to await the District Council's decision and enquire in the meantime on their progress with a related case concerning Bredfield.

It was RESOLVED that the update be noted and the Clerk was asked to thank SCDC for their response in anticipation of further advice on any decision to seek a judicial review in this case, and any update on the related Bredfield case.

251. CORRESPONDENCE

There was none.

252. CLOSURE

The meeting was closed at 12.21pm. The date of the next meeting was noted as being Wednesday 4 October 2017, 9.15am at Felixstowe Town Hall.

258. DISABILITY ADVICE SERVICE

The Chairman welcomed Mr Andrew Simpson, Trustee to the Disability Advice Service, to the meeting and invited him to address the Committee.

Mr Simpson explained how he had become a Trustee to DAS having initially been a client. Members heard that at their Annual Stakeholder meeting, DAS had identified an aspiration to raise the profile of their service with town and parish councils.

It was noted that DAS was a registered charity that had been established for 32 years and provided a specialist disability service for unique cases. DAS represented clients of all ages and Members heard that in Felixstowe over 22% of their clients were more than 60 years old.

DAS were seeking to build on their current partnerships with the Citizens Advice, SNAP Homegroup and the MS Society, in order to further increase awareness and capacity of the service. Mr Simpson advised that DAS had achieved a total increase of £2,307,000 in benefits to their clients in the Suffolk Coastal area in 2016, £0.5m of which was attributable to Felixstowe.

In response to questions from Members, Mr Simpson confirmed that DAS represented clients with a variety in severity of disability, both temporary and permanent, who would either be self-referring or coming to them via other agencies.

Members advised that DAS may be able to raise further awareness via the Emotional Wellbeing Hub that was due to be launched by Suffolk County Council in January 2018. Mr Simpson was also recommended to liaise with the integrated neighbourhood team.

The Chairman thanked Mr Simpson for attending the meeting.

RESOLVED that the briefing from Mr Andrew Simpson, Trustee to the Disability Advice Service, be noted.

259. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 13 September 2017.

RESOLVED that the Budget Report to 13 September 2017 be received and noted as presented with no other action required at this time.

260. ANNUAL GRANTS 2018/19

Committee considered applications for on-going funding support from a number of local partner organisations.

It was **RESOLVED** that at this stage the following should be included as part of the recommendations for the 2018/19 budget:

As Annual Grants:

Art on the Prom	£1,250
Citizen's Advice Bureau	£1,500
Felixstowe Carnival	£1,500
Felixstowe Council for Sport and Recreation	£200
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500
Landguard Fort	£1,000
Wesel Twinning Association	£200
Salzwedel Twinning Association	£200
Total	£7,350

Through Community Fund Projects:

Level Two	£10,000
Landguard Partnership	£1,000
Harwich Harbour Ferry Services Partnership	£1,000
Total	£12,000

261. CCTV REPORT Q1 2017/18

Committee considered a report on CCTV. Members confirmed that, following attendance at a recent meeting held at the police station, the system was running well.

Members offered to promote the opportunity for further volunteer CCTV operators to be trained by the police in using the system via Social Media.

A visit to a CCTV control room at Worstead Park was being planned for Members later in the year to demonstrate how other systems were being used.

RESOLVED that the Q1 2017/18 CCTV report be noted as received.

262. HARWICH HAVEN FERRY SERVICES : PARTNERSHIP AGREEMENT

Committee noted that the existing partnership agreement was coming to an end and considered potential future arrangements.

It was agreed that the principle of extending the current agreement on the same terms for a further two years should be supported.

The Clerk was asked to make enquiries with Harwich Town Council to establish their potential involvement with the project.

Members asked whether a contribution towards a launching/landing point at Felixstowe might be an appropriate use of Community Infrastructure Levy funds. The Clerk advised that this could be an appropriate use if permission for such a project were to be supported by the relevant authorities. Proposed sites for this were subject to complex land ownership and port-affected matters.

It was RESOLVED that the Clerk represent the Town Council at the forthcoming meeting of the Harwich, Shotley and Felixstowe Ferry Partnership with a view to supporting a further two-years funding towards the Partnership on similar terms.

263. SUFFOLK DAY 2018

Committee considered the Council's participation in Suffolk Day 2018.

RESOLVED that the Council should participate in Suffolk Day on 21st June 2018 by the raising of the St. Edmunds flag; and, that Committee would consider further ideas towards this event in due course.

264. EXCLUSION OF PRESS AND PUBLIC (SENSITIVE INFORMATION)

Committee considered that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the sensitive 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.

265. CIVIC MOURNING PROTOCOL

Members considered the draft Civic Mourning Protocol as presented.

RESOLVED that the Civic Mourning Protocol be approved as presented; and, authority be delegated to the Town Clerk to obtain any necessary items for the purpose of Civic Mourning and arrange for a review of the Protocol each year.

266. CLOSURE

The meeting was closed at 9.45pm. The next meeting was noted as being scheduled for Wednesday 18 October 2017 at 7.30pm.

273. RAIL STATION TOTEM

Committee considered the principle of the Town Council taking on a licence from Suffolk County Council for a Rail Station totem on behalf of the East Suffolk Lines Community Rail Partnership to address the need for better signposting of the Rail Station.

It was noted that funding for the sign and its installation had been agreed in principle by various partners to the ESLCRP.

It was RESOLVED that, subject to terms of the licence for the proposed Rail Station Totem confirming that there would be minimal liability to the Council, it be recommended and referred to Council.

274. SUFFOLK ARMED FORCES WEEKEND LEGACY FUND

Committee considered the report on the proposed Suffolk Armed Forces Weekend Legacy Fund. It had been suggested that the Town Council could administer an associated grants scheme with the surplus fund generated by the 2017 Suffolk Armed Forces Weekend Event, totalling £10,796 currently being held by Suffolk Coastal District Council.

The Clerk advised that a scheme could be administered by a sub-committee of the Civic & Community Committee which would be able to meet as and when required to review applications and make awards in a timely way.

It was RESOLVED that the following be referred and recommended to the Civic and Community Committee for onward referral to Council:

- i. the receipt of funds leftover from the 2017 Suffolk Armed Forces Weekend event totalling £10,796 from the Suffolk Coastal District Council for the purposes of setting up a Suffolk Armed Forces Weekend Legacy Fund be approved;**
- ii. given the short-term nature of the fund and the timing, coinciding with the centenary year of the end of the First World War, a responsive application process be introduced to attract a wide number of applicants throughout the year;**
- iii. the formation of a 'Suffolk Armed Forces Weekend Legacy Fund Sub-Committee' with the authority to review applications as they are received and make grant awards;**
- iv. to maximise the number of projects that can be supported, an indicative cap of £500 be suggested to applicants, with authority for the Sub-Committee to award larger amounts depending on the need and nature of the project;**
- v. the Civic & Community to receive regular updates on projects for which applications had been received and any grants awarded;**

- vi. applications to be made using a modified version of the Town Council's existing Occasional Grant application form which would also reflect the nature of the funding available and recognise the contribution made by Suffolk Coastal District Council and others who supported the 2017 Suffolk Armed Forces Weekend event; and,
- vii. to agree any further guidelines in the administration of the fund.

275. SCDC CAR PARKING CONSULTATION

Committee considered the report on the SCDC Car Parking Consultation in relation to the implementation of Civil Parking Enforcement (CPE). Members agreed that to effectively support tourism and the economy of Felixstowe's town centre and businesses, parking must be seen as a service which attracts, rather than deters, visitors.

It was further agreed that the car parking review provided an ideal opportunity to introduce an innovative 'user-centric' parking experience to the town that could offer a variety of easy to use options for payment, such as by smartphone app enabling customers to top up their tickets remotely. Members considered that the introduction of a 'rover' scheme might provide flexibility for visitor parking and contribute towards the turnover of spaces.

Members recommended that charging structures should be based on localised arrangements for each area of the district which could then be well-related and responsive to local market conditions

Committee discussed the need to keep prices as low as possible, to protect the retailers and the necessity for easily accessible low-cost parking by the seafront to discourage parking in residential streets. Members discussed how the popularity of the resort was putting pressure on parking in residential streets. It was agreed that SCDC should retain special consideration for sites such as the Garrison Lane car park which provided much needed additional free parking for visitors and residents in high season.

It was also suggested that a method should be found to rewarding the loyalty of regular visitors and of a scheme which allows a reasonable parking provision for residents should be retained.

It was RESOLVED that authority be delegated to the Town Clerk, in conjunction with the Chairman of Finance & General Purposes Committee, to respond to the consultation based on the above comments, by the end of October deadline.

276. CLOSURE

The meeting was closed at 8.48pm. The next meeting was noted as being scheduled for 22 November 2017 at 7.30pm.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 4 October 2017** at **9.15am**.

PRESENT: Cllr A Smith (Chairman) Cllr G Newman
Cllr S Bird (Vice-Chairman) Cllr D Savage
Cllr N Barber (*from item 270*) Cllr S Wiles
Cllr S Gallant Cllr K Williams (*to item 268c*)

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs C A Page (Planning Administration Officer)

IN ATTENDANCE: 2 Members of the public.

277. PUBLIC QUESTION TIME

There were none.

278. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr Jan Garfield** and **Cllr Jon Garfield**.

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

279. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

280. REQUEST FOR DISPENSATION

There were none.

281. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 20th September 2017** be signed by the **Chairman as a true record**.

282. 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:

a	DC/17/3986/FUL Proposed dwelling. Land At Candlet Grove Candlet Grove
Committee recommended APPROVAL	

b	DC/17/3895/OUT Outline Application for one dwelling. Land To The Rear Of 114 High Road West
Committee recommended APPROVAL.	

c	DC/17/3750/FUL Construction of a temporary haul road and associated compound to facilitate the delivery of materials in association with the development approved by permissions DC/13/3821/OUT and DC/16/5443/ARM at Land South of High Street, Walton (South) . Land South Of High Street Walton
Committee recommended APPROVAL and welcomed the provision of this alternative access route which will protect the safety of school users during the ongoing construction works at the development site.	

Councillor K Williams left the meeting at 9.59am.

d	DC/17/3974/FUL Two Storey Rear extension. 5 Montague Road
Committee recommended APPROVAL.	

e	DC/17/3975/FUL Rear two storey extension. 7 Montague Road
Committee recommended APPROVAL.	

f	DC/17/3917/FUL To Deepen 4 No' Windows on 'Sea' Elevation. 2 Orford Road
Committee support the rationale of the removal of Permitted Development rights for this attractive & prominent development and in that context recommend REFUSAL.	

g	DC/17/3786/FUL Removal of existing irrigation tank, relocation and erection of new. Felixstowe Ferry Golf Club Ferry Road
Committee recommended APPROVAL	

h	DC/17/3912/FUL Installation of Bank of Ireland ATM with Reflective Advertising Collar surround. ATM to be located through the glazing to the left handside of the main entrance, when viewed from the outside, backing into a POD. 64 Hamilton Road
<p>The Town Council is very concerned by this application which proposes to install an ATM machine within the original window of this iconic early 20th century building in the Conservation Area. Committee believe that there is no need for another ATM machine in this location as there are many others nearby, including in the adjacent building.</p> <p>The Town Council considers this will have a significantly detrimental effect on the Conservation Area, will neither preserve nor enhance it and therefore recommended REFUSAL.</p>	

i	<p>DC/17/3867/TPO A T1 - Norway Maple - Rear of car park & shelter - Due to the large cavity in base of the tree and the amount of dry and wet rot present, I recommend this tree to be removed. B T2 - Large Oak - Car park area - This tree has a history of losing large limbs evident on one side of the canopy. The tree has grown long lateral limbs which over hang the neighbouring properties. I recommend a 2-3m. height reduction, a 3-4m lateral reduction over the neighbouring properties and a 2m reduction over the car park. C T3 - Sycamore - Far corner to the rear of the car park - The tree has had previous pruning back to the boundary line with the private dwelling some years ago but not over the care home side. The limbs grow over the roof line of the care home and are now causing problems. I recommend these limbs are reduced by 3m and the height reduced by 2m. This will bring the tree into balance and a better shape. D T4 - Sycamore - Far corner to the rear of the car park area under T3 - This tree is growing under canopy of T3 and is also growing on the fence line with the care home. The tree is growing into the roof of the care home and is going to cause further problems as it grows. I recommend removal of this tree E T5 - Sycamore - Cut back away from Care Home. F & G Gp6 - Sycamore - Lateral cut back of the overhanging branches I - Sycamore - The tree has lost its front section of the canopy at some point with rear section of the fork having the only branched/formed canopy. The rear section over hangs the boundary line but has sparse re growth and small leaves which indicate the tree is under stress. The rear fork is also supporting some long weighted lateral</p>
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	limbs. Due to this I would recommend reducing canopy down to match the front fork. This will reduce overhang, remove weight from canopy and encourage the tree to form a well-balanced crown. However as a minimum I would recommend cutting back overhang over boundary fence. St Johns Court Princes Road
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.	

j	DC/17/3859/TCA T1 - . Eucalyptus - fell to ground level - Tree is close to the corner of the building and the client would like to remove tree before it becomes too large and causes problems. Harvest House Cobbold Road
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.	

k	DC/17/3943/TPO In rear garden: Holm Oak - to be felled, overcrowding adjacent trees Sycamore - to be pollarded, decay in forks. Linwood 3 Tyndale Gardens
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.	

i	DC/17/4001/TCA T1 - Sycamore (Acer pseudoplatanus) - Section dismantle to just above ground level and herbicide the resulting stump to prevent re-growth. The tree is showing signs of basal decay and is also showing signs of compensatory thickening in upper stems of the canopy that have undergone partial failure in the form of fibre bucking. The tree is very large and is starting to cause damage to the existing fence and the buttress roots will begin to lift the kerbing and tarmac on the driveway side in the near future. Re-planting of a native species size 10-12 standard is proposed to mitigate the loss of the tree. Latimer House Martello Lane
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.	

283. 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.

284. CONSULTATION: SCDC LOCAL PLAN REVIEW – ISSUES & OPTIONS

Councillor N Barber joined the meeting at 11.30am during discussion of this item.

Committee reviewed feedback from the first of two workshops held for Members in order to discuss the Issues & Options Consultation for the Suffolk Coastal Local Plan Review.

Committee considered the feedback received and it was RESOLVED that the draft consultation submission be progressed further following the second Workshop and formalised at a future Committee.

285. CORRESPONDENCE

The Town Clerk advised of the following correspondence:

a) Harwich Haven Authority Stakeholder Consultation 2017

The Clerk made Members aware of a letter from the Harwich Haven Authority which sought stakeholder's views on the Trust Port Status. Members confirmed their support of the work of the Harwich Haven Authority and the Clerk was asked to respond positively to the three questions set out in the letter.

RESOLVED that the correspondence be noted.

286. CLOSURE

The meeting was closed at 11.59am. The date of the next meeting was noted as being Wednesday 18 October 2017, 9.15am at Felixstowe Town Hall.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 18 October 2017** at **9.15am**.

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs C A Page (Planning Administration Officer)

IN ATTENDANCE: Miss R Newman, Work Experience Student
Mr Roger Abbott, Felixstowe Chamber of Trade and Commerce.

287. PUBLIC QUESTION TIME

There were none.

288. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr G Newman** and **Cllr S Wiles**.

Committee conveyed its best wishes to Councillor G Newman and his wife following her recent stay in hospital.

289. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird	All	Local Non-Pecuniary (as Members of Suffolk County Council)

290. REQUEST FOR DISPENSATION

There were none.

291. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 4 October 2017 be signed by the Chairman as a true record.

292. 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:

a	<p>DC/17/3967/FUL Erection of building containing 48 flats over ground floor commercial units. Erection of 11 houses (includes new private access road, parking and external works).</p> <p>Site Of The Former Cavendish Hotel Sea Road</p>
<p>Subject to the following comments being taken into account, Committee recommended APPROVAL:</p> <p>a) Provision of affordable homes should be provided; unless Suffolk Coastal District Council consider that the site is not suitable, in which case a commuted sum must be provided towards affordable homes in Felixstowe;</p> <p>b) Suffolk Coastal District Council are requested to seek clarity regarding the re-location of the Sunday Market in line with policy FPP3; and,</p> <p>c) There is an ongoing problem of significant storm water flooding at properties in close proximity of the site in Langer Road. This application needs rigorous analysis in that regard to ensure that there is no potential of any sort to be exacerbated and to explore whether the storm water aspects of this development could be arranged to mitigate the existing problem.</p>	

b	<p>DC/17/4055/FUL Rear and side extensions. 2 Looe Road</p>
<p>Committee recommended APPROVAL.</p>	

c	<p>DC/17/4057/FUL Proposed rear single storey extension and extended front porch. 7 Keswick Close</p>
<p>Committee recommended APPROVAL</p>	

d	<p>DC/17/4059/FUL New Cart Lodge to front of property. 44 Westmorland Road</p>
<p>Committee recommended APPROVAL.</p>	

e	<p>DC/17/2379/ARM Approval of Reserved Matters of Outline Application DC/14/3432/OUT - Demolition of existing building and construction of 5 dwellings with access and garaging (Outline). This is not an environment impact assessment application. Condition no. 1 - The siting of all buildings and the means of access thereto from an existing or proposed highway The design of all buildings, including the colour and texture of facing and roofing materials Landscaping A plan showing materials to be used for paved and hard surfaces and the finished levels in relation to existing levels The provision to be made for the parking, loading and unloading of vehicles The alignment, height and materials of all walls and fences and other means of enclosure The provision to be made for the storage and disposal of refuse. Condition no. 3 - Details of area for manoeuvring and parking of vehicles. Refer to drawings 17.53/100 & 101. Condition no. 5 - Details of areas to be provided for storage of refuse and regarding bins. Refer to drawings 17.53/100 & 101.</p> <p>Penfold Road</p>
<p>Committee recommended REFUSAL as the concerns expressed in its previous response still remain.</p>	

f	<p>DC/17/4053/ADN Re-branding of existing signage to include: New window graphics to glazing.</p> <p>88 Hamilton Road</p>
<p>Committee recommended APPROVAL</p>	

g	<p>DC/17/4138/FUL Replacement dwelling.</p> <p>29D Quilter Road</p>
<p>Committee recommended REFUSAL as it did not consider that the proposal would either enhances or preserves the Conservation Area.</p>	

h	<p>DC/17/3845/FUL Change of use of dwelling to HMO.</p> <p>14 Manning Road</p>
<p>Committee recommended APPROVAL</p>	

i	DC/17/4226/TCA To crown reduce maturing Oak tree on Cobbold Road frontage. Manor Court 9 The Courts
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.	

293. 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.

294. CONSULTATION: SCDC LOCAL PLAN REVIEW – ISSUES & OPTIONS

Committee considered its draft response to the response to the Issues & Options Consultation for the Suffolk Coastal Local Plan Review.

It was **RESOLVED** that the Clerk circulate the proposed consultation submission to all Members, inviting comments to be received by 24th October in order that it may be finalised at the next Committee meeting on 1st November 2017 and formally submitted to SCDC thereafter.

295. CORRESPONDENCE

The Town Clerk advised of the following correspondence:

b) DC/17/1281/OUT - outline Application for one dwelling, Land To The Rear Of 154 To 160 Grange Road

The Clerk informed Committee that this application had now gone to appeal. The Town Council had recommended approval, however Suffolk Coastal District Council had refused the application.

c) DC/17/3352/ADN - Non-Illuminated Advertisement, 261 High Street Walton

At its meeting of 20th September 2017, Committee were of the view that the proposed sign was unnecessarily large for the character and size of the building and would not improve the street scene. The Clerk informed Committee that the application was dealt with via delegated powers at Suffolk Coastal District Council and approved.

RESOLVED that the correspondence be noted.

296. CLOSURE

The meeting was closed at 1.15pm. The date of the next meeting was noted as being Wednesday 1 November 2017, 9.15am at Felixstowe Town Hall.

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe
Town Hall on **Wednesday 18 October 2017** at **7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr Jon Garfield
Cllr S Gallant (Vice-Chairman) Cllr T Green
Cllr C Barham Cllr M Jepson
Cllr S Bloomfield Cllr K Williams
Cllr P Coleman

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

297. PUBLIC QUESTIONS

There were none.

298. APOLOGIES FOR ABSENCE

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

299. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bloomfield Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)

300. REQUESTS FOR DISPENSATION

There were none.

301. CONFIRMATION OF MINUTES

RESOLVED that the Minutes of the Civic & Community Committee meeting held on 20 September 2017 be signed as a true record.

302. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 13 October 2017.

RESOLVED that the Budget Report to 13 October 2017 be received and noted as presented with no other action required at this time.

303. FELIXSTOWE IN FLOWER REPORT

Committee considered the report on the 2017 Felixstowe in Flower and the Chairman congratulated everyone for this year's great success.

Members asked if it was possible to talk to Bury in Bloom about how they run their scheme and how it might improve further Felixstowe in Flower. It was also requested that thank you letters be sent to the Co-operative Society, Trinity College and the Port of Felixstowe for their continued support.

Committee considered the costs for sponsoring baskets and tubs and agreed to keep the price the same for 2018.

The Clerk confirmed that individuals were not precluded from sponsoring hanging baskets but promoting the opportunity to date had been concentrated on business/commercial sponsorship. It was agreed that wider promotion of this opportunity would be beneficial.

Following a discussion it was agreed to look in to having more stalls and refreshments at the launch for 2018, the purchase of a 'Felixstowe in Flower' pop-up banner which could be used at different events including the Visit Felixstowe Beach Hut and an 'early bird' scheme be introduced prior to the 2018 launch so that sponsors plaques could be displayed at the launch event.

It was RESOLVED that:

- i. sponsorship fees for Floral Hanging Baskets, Tubs and Troughs be frozen at the same price for 2018;**
- ii. a 'Felixstowe in Flower' pop up banner be purchased for the launch and awards events; and,**
- iii. the Felixstowe in Flower report be noted.**

304. FLORAL BEDDING ARRANGEMENTS FOR 2018/19

Members considered the report on Floral Bedding arrangements for 2018/2019.

Committee considered the seasonal bedding along the section of the seafront in the chevron and promenade beds close to the War Memorial. Members asked that white flowers be planted around the War Memorial in September next year in time for the winter bedding to be in flower for Remembrance Day. All other beds would be planted in a mixture of pansies and polyanthus in rainbow colours.

Members considered at the possibility of having a floral Felixstowe crest at the Triangle and looked at different options and locations and it was agreed that this be introduced for next year.

Members asked the Town Clerk to write to SCDC to confirm their plans for the Pier Plaza area, with the possibility of a sculpture and/or flowers, the tier area by the toilets and a possibility of removing white lines from the block pathing.

It was RESOLVED that:

- i. the purchase of 3m diameter hardy carpet floral bedding in the form of the Felixstowe crest be approved a cost of £1,250 for installation next spring with the exact location to be agreed in due course;**
- ii. the Town Clerk should contact SCDC to enquire about their plans for enhancement of the Pier Plaza area;**
- iii. the quote of £11,801+VAT for 2018/19 summer/autumn and winter/spring bedding from SC Norse be approved.**

305. PSPO WORKING GROUP UPDATE

Committee received a verbal update from Members of the PSPO Working Group following a meeting held earlier that day.

The Working Group reported that it had been considering areas in Felixstowe which were currently covered by Designated Public Place Orders and which would need to be converted in to PSPOs if they were to continue to be enforceable. Where such Orders were in effect, police officers had discretionary powers to require a person to stop drinking and confiscate alcohol or containers of alcohol from people they believe were consuming or about to consume. Aside from the area from the Triangle, through Shared Space to the top of Bent Hill, the Working Group was recommending that there be no other PSPOs relating to the drinking of alcohol.

Other restrictions which were being considered for recommendation by the Group related to dogs on short fixed leads in the Town Centre and Seafront Gardens, the launching and landing of jet skis, and a specific PSPO for Martello Park.

Members discussed the potential merits of a PSPO banning rough sleeping and it was agreed that this needed further consideration.

The Working Group would continue to meet on a regular basis in order to bring forward any recommendations to Committee.

It was RESOLVED that the update from the Working Group be noted.

306. SUFFOLK ARMED FORCES WEEKEND LEGACY GRANT

Committee considered the recommendations of the Finance & General Purposed Committee relating to the administration of a grant fund to support local armed-forces related projects from the £10,796 remaining from the 2017 Suffolk Armed Forces Weekend Event.

Following a discussion it was RESOLVED that:

- i. It be recommended to Council that the receipt of funds leftover from the 2017 Suffolk Armed Forces Weekend event totalling £10,796 from the Suffolk Coastal District Council for the purposes**

of setting up a Suffolk Armed Forces Weekend Legacy Fund on the following basis be approved;

- ii. given the short-term nature of the fund and the timing, coinciding with the centenary year of the end of the First World War, a responsive application process be introduced to attract a wide number of applicants throughout the year;
- iii. a 'Suffolk Armed Forces Weekend Legacy Fund Sub-Committee' comprising Cllrs D Savage, P Coleman, S Gallant and K Williams be formed the authority to review applications as they are received and make grant awards;
- iv. an indicative limit of £500 be suggested to applicants on the understanding larger amounts would be welcomed by the Sub-Committee based on the nature of the project;
- v. the Civic & Community Committee would receive regular updates on projects for which applications had been received and any grants awarded; and,
- vi. grant applications to be made using a modified version of the Town Council's existing Occasional Grant application form which would also reflect the nature of the funding available and recognise the contribution made by Suffolk Coastal District Council and others who supported the 2017 Suffolk Armed Forces Weekend event.

307. LAUNCH OF THE SUFFOLK POPPY APPEAL 2017/REMEMBRANCE 2017

Committee noted the arrangements for the Launch of the 2017 Suffolk & Felixstowe Poppy Appeal and the 2017 Remembrance Day Events.

RESOLVED that the arrangements for the launch of the 2017 Suffolk & Felixstowe Poppy Appeal and the 2017 Remembrance events be noted.

308. DRAFT BUDGET CONSIDERATIONS 2018-19

Committee considered first draft proposals for its element of the Council's 2018-19 budget and reviewed the accompanying notes to the budget estimates in the report.

RESOLVED that the draft proposals for the Civic & Community element of the Council's 2017-18 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.

309. CLOSURE

The meeting was closed at 9.38pm. The next meeting was noted as being scheduled for Wednesday 13 December 2017 at 7.30pm.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 1 November 2017** at **9.15am**.

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs C A Page (Planning Administration Officer)

IN ATTENDANCE: 1 Member of the public.

253. PUBLIC QUESTION TIME

The Chairman advised that he would invite the member of the public to make their representations immediately prior to the application being considered.

254. APOLOGIES FOR ABSENCE

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

255. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr Jan Garfield	315(c)	Local Non-Pecuniary (friend of a close neighbour of the subject property)

256. REQUEST FOR DISPENSATION

There were none.

257. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 18 October 2017** be signed by the Chairman as a true record.

258. PLANNING APPLICATIONS

At the direction of the Chairman, Committee heard from the member of the public attending in relation to application (c) and considered this application first.

Concerns raised by the member of public centred on Development Management Policy DM21 – Design: Aesthetics and Development Management Policy DM23 – Residential Amenity.

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

a	DC/17/4408/FUL To Convert first and second floor into two flats (originally offices) To demolish ground floor strong room and erect extension for stairwell to serve second flat and provide bathrooms to 1st and 2nd floor. Reinstatement of part of balcony with balustrading at 1st floor level. 25 Orwell Road
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Committee recommended APPROVAL

b	DC/17/4404/FUL Proposed Two Storey Rear Extension. 20 St Edmunds Road
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Committee requested that this application be re-submitted as the block plan was incorrect and a new set of drawings was therefore required.

c	DC/17/4325/OUT outline application for one dwelling on land to the side of the house. 3 Estuary Drive
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In the absence of dimensional information in this outline application It is difficult to make a clear judgement as to whether the proposals would contravene DM7(a) and DM21(a), therefore Committee recommended REFUSAL as currently presented.

d	DC/17/4402/FUL Rear extension. 86 Ranelagh Road
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Committee recommended REFUSAL. Committee objected to the unnecessary height and bulk of this proposed extension and likely intrusion on the neighbouring property. However, Committee had no objection to the principle of a regular height single-storey extension.

e	DC/17/4435/FUL To remove flat roof to existing side projection and erect pitch hipped roof. Change window to rear elevation for double doors. 17A Beatrice Avenue
Committee recommended APPROVAL	

f	DC/17/3996/FUL Replacement of six windows, two screens & one door on south & north elevations. Flat 2 Seagull House 5A Hamilton Gardens
Committee recommended APPROVAL	

259. 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.

260. CONSULTATION: SCDC LOCAL PLAN REVIEW – ISSUES & OPTIONS

Members reviewed the Council's draft response to the Suffolk Coastal Local Plan Review Issues & Options Consultation which had been sent to all Town Councillors.

Committee clarified the Council's answers to a few questions and approved the response for submission.

It was RESOLVED that the response to the consultation be approved and submitted to SCDC on behalf of the Town Council; and, that the Council be requested to note the submission at its forthcoming Ordinary meeting on 8th November 2017.

261. CORRESPONDENCE

There was no correspondence.

262. CLOSURE

The meeting was closed at 11.36pm. The date of the next meeting was noted as being Wednesday 15 November 2017, 9.15am at Felixstowe Town Hall.

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe
Town Hall on **Wednesday 1 November 2017** at **7.30pm**

PRESENT: Cllr Jan Garfield (Chairman) Cllr Jon Garfield
Cllr T Green (Vice-Chairman) Cllr G Newman
Cllr S Bird Cllr D Savage
Cllr P Coleman Cllr A Smith
Cllr M Deacon

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

320. PUBLIC QUESTIONS

There were none.

321. APOLOGIES FOR ABSENCE

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

322. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr S Bird	All	Local Non-Pecuniary (as Members of Suffolk County Council)

323. REQUESTS FOR DISPENSATION

There were none.

324. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Assets & Services Committee Meeting held on 6 September 2017 be signed by the Chairman as a true record.

325. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 25 October 2017.

RESOLVED that the Budget Report to 25 October 2017 be received and noted as presented with no other action required at this time.

326. TOWN HALL UPDATE REPORT

Members considered options for the purchase of either a projection screen or digital display screen for the Council Chamber.

Members agreed that a projection screen should be purchased as this offered better value and would be easier to store than a digital display screen. The Clerk advised that purchase of the screen would exceed the Council's Town Hall 'Equipment Purchases' budget but that this would be offset by underspends in other areas of the Committee's budget.

Members discussed the report on soundproofing of the Registrar's Office and considered a quote for sound insulation works. It was agreed to monitor the situation and to record any noise complaints received by the Registrar. In the meantime an alternative waiting area, such as the Chairman's Room with a remote doorbell, would be offered for use.

RESOLVED that

- i. the purchase of a manually operated projection screen for the Town Council Chamber be approved at a cost of £175+VAT; and,**
- ii. the Chairman's Room be offered as an alternative waiting area for appointments to see the Registrar.**

327. TOWN HALL MAINTENANCE WORKS

Committee noted a report received from Consulting Civil and Structural Engineers, Stroud Associates which had set out the potential cost and approach to carrying out further repair works required at the Town Hall.

Committee was pleased to note that the projected cost of the works was well within the funding position of the Town Hall Earmarked Reserve. Members discussed the relative merits of having works split across two phases and the Town Clerk was asked to investigate whether having the work completed in one go would be more cost effective and less disruptive.

It was RESOLVED that the report from Stroud be noted and the Clerk bring forward any recommendation for the works to Council in due course.

328. FELIXSTOWE WAR MEMORIAL UPDATE REPORT

Committee noted the report regarding the Felixstowe War Memorial.

The Deputy Clerk advised that three quotes from independent, conservation-accredited professional advisors, for a full condition survey of the Memorial had been requested, with one received to date. Members received the quote and it was agreed that, once a second quote had been received, an application to the War Memorials Trust be made for 75% of the cost of a professional condition

survey of the War Memorial. The remaining 25% of the survey cost, which on the basis of the first quote was estimated to be around £180+VAT, would be paid by the Council.

The Clerk advised that once a survey had been undertaken, Committee would be able to consider whether any repair or conservation work to the Memorial should be undertaken and any grant support that may be on offer from the War Memorials Trust.

It was RESOLVED that the Town Council apply to the War Memorials Trust for a grant of up to 75% of the cost of a professional survey of the Felixstowe War Memorial, with the remaining cost to be met by the Town Council.

329. CEMETERY UPDATE REPORT

Committee received the Cemetery update report.

Members were pleased to note that a project to remove some overgrown conifers and tidy up the northern boundary of the Cemetery was soon to commence. The conifers would be replaced with laurel to provide screening for the neighbouring residence with reed screening put in place whilst the laurel was being established.

It was RESOLVED that the Cemetery Update Report be noted.

330. DRAFT BUDGET CONSIDERATIONS 2018-19

Committee considered first draft proposals for its element of the Council's 2018-19 budget and reviewed the accompanying notes to the budget estimates in the report.

Members suggested some modifications to some areas of the budget to offset projected increases in other areas.

RESOLVED that the draft proposals for the Assets & Services element of the Council's 2017-18 budget be recommended, subject to the modifications discussed, to Council's Finance & General Purposes for further consideration.

331. CLOSURE

The meeting was closed at 8.18pm. The next meeting was noted as being scheduled for Wednesday 31 January 2018 at 7.30pm.

AGENDA ITEM 9: LOCAL COUNCILS AWARD SCHEME – QUALITY GOLD AWARD PRESENTATION

The Local Council Award Scheme is a peer-assessed national programme that has been designed to provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. Delivered by the National Association of Local Councils through its county branches, the scheme aims to share best practice, drive up standards and support those who are committed to improving their offer to their communities in order that individual councils and the sector as a whole will reach its full potential.

Felixstowe Town Council has to become the first of 424 parish/town councils in Suffolk to be rated 'Quality Gold'; the highest award level in the Local Councils Award Scheme.

The Town Council received the prestigious award for demonstrating best practice in governance, community engagement and business planning. Notably, the Council is recognised for going beyond its legal obligations and continuously seeking opportunities to improve and develop further.

In achieving the Gold award, Felixstowe joins a select club consisting fewer than 40 from a total of 9,000 town and parish councils in England.

To mark the achievement, Council will be formally presented the Quality Gold Award Certificate and all in attendance are invited to join the Council for some light refreshments in the Courtroom Gallery after the meeting.

Council is requested to note its achievement in attaining the Quality Gold Award and to receive the certificate which will be presented by Ms Shona Bendix, CEO of Suffolk Association of Local Council.

AGENDA ITEM 10: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the following report from Cllr Graham Newman as FTC representative to the Felixstowe Fairtrade Forum:

Outside body report on Felixstowe Fairtrade Forum

I attended a meeting of the Felixstowe Fairtrade Forum Committee on Monday 2nd October 2017 at Trinity Methodist Church, 7.30pm

There are 9 committee members, approx 200 registered ordinary members, of which they are contact with about 80% by email. There is no membership fee. There are 15 Corporate members. It is proposed to nominate some associate committee members, to take in people who want to help but don't want to be attending committee meetings.

Matters Arising:

1 - Sainsbury vs Fairtrade - The Forum had investigated the fact that Sainsburys are no longer associated with the Fairtrade organisation. They merely claim their tea and other products to be "fairly traded". The Forum had asked whether the fair trade premium was still going to be passed onto growers. Sainsburys CEO had replied, pledging that farmers conditions would be improved. However Kenyan & Malawi farmers were united in their opposition to the new regime, as the distribution of the fair trade premium would be controlled by the firm, not the farmers and growers.

Traidcraft is holding a national day of action on October 28th. Petition on change.org. Local members would liaise with Ipswich Branch, as we don't have a Sainsburys in Felixstowe.

2 - Fairtrade Town status has been renewed until August 2019. A 31 point action plan had been accepted for the next 2 years. Statement of commendation received from Fairtrade HQ.

Events

Presence at Carnival - People didn't really engage with the Fairtrade stall on the Prom, The first day was very windy, so it was decided to abandon the second day. Needed to be in the events area. Unlikely to do this next year.

Art on the Prom - Worked much better at the Spa Pavilion roundabout. Made £112 through product sales.

Forthcoming AGM - Friday 10th November, in Felixstowe Library's *Room at the Top*. Suggestion of exhibition in the library in weeks either side of 10th Nov. A Community Action Suffolk representative will give a talk about Engaging Volunteers, after the AGM business (estimated half an hour) Refreshments organised.

Stalls sales and Treasurer's Report - Overall cash stands at about £620, of which £500 is invested in a shared interest account (which exists to provide start up loans to small farmers) These funds come from product sales; there are no membership subscriptions.

Facebook page – Is up and running

Talks & Events – The Forum gave a talk at Felixstowe Academy in the Summer term. Possibility of a visit to Margery Girling House.

Schools are engaged - eg Trimley St Mary have stage 2 accreditation. Two more schools at stage 1. Stage 3 requires external accreditation.

The Forum wants to engage with the Town Council's Youth Forum

Suffolk Association of Fairtrade Towns – The Forum propose getting together with Ipswich Branch to do a joint function at end of June 2018. However, this Forum's efforts in Fairtrade Fortnight will be concentrated in Felixstowe only. Concern that effort put into regional activities could divert from more successful local endeavours.

The Forum is on the lookout for new outlets in the town.

AOB

Salvation Army Christmas tree festival - not a success previously in terms of sales, so it was decided not to participate in 2017

Date of next meeting – is the AGM on Friday 10th November at 7.30pm. A future Committee Meeting will be held on January 12th 2018 to prepare for FT FORTNIGHT (26th February – 11th March)

Cllr Graham Newman
FTC Outside Body Representative to Felixstowe Fairtrade Forum
03/10/2017

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

AGENDA ITEM 12: FELIXSTOWE FORWARD REPORT

Report of the Felixstowe Forward Change Director, Helen Greengrass:

Please accept the attached Felixstowe Forward progress report to the end of October 2017 (**Appendix A**) and Felixstowe Town Centre Audit (**Appendix B**). Please note the following items:

Page 1, item 1.2: Councillors are invited to join the New Anglia Growth Hub Free Business Roadshow, Town Hall, 8 November, 08.45-10.30. To book <https://www.eventbrite.co.uk/e/new-anglia-growth-hub-business-roadshows-tickets-37870941004?aff=ebdssbcitybrowse>

Page 3, item 2.3: Councillors are invited to note the planned official opening by the Mayor of Memory Lane, the new dementia drop in group that is now open every Friday, from 11.00-15.00, at the Salvation Army. Invitations will be sent out shortly.

Page 6, item 6.1: Councillors to note Felixstowe Academy are exploring feasibility of becoming a University Technical College.

Councillors will be aware that the Felixstowe Forward Sponsor Group has endorsed a future 3 year term. A paper will be going to Suffolk Coastal District Council for a final decision on 7th November. The Felixstowe Forward Change Director will give a verbal update at the meeting of the outcome and the agreed direction of travel for Felixstowe Forward.

Council is requested to note the report of the Felixstowe Forward Change Director.

AGENDA ITEM 13: SUFFOLK ARMED FORCES WEEKEND LEGACY GRANT

As a result of the money raised to put on the 2017 Suffolk Armed Forces Weekend Event there is £10,796 remaining which is currently being held by Suffolk Coastal District Council. At the post event briefing the event organising committee agreed in principle that these funds should be set aside as a legacy of the event whereby military-related charities and not-for-profit organisations could apply for funds that would benefit Armed Forces personnel, their families, veterans and cadet organisations that live, are stationed or operate in the Felixstowe and the Suffolk Coastal District area. In addition applications which support WW1 centenary events in 2018 could also be considered.

After further discussion it was suggested that Felixstowe Town Council may be best placed to administer the fund as part of a locally-run grants programme. If the Town Council is amenable to the idea, Suffolk Coastal District Council would transfer the funds to the Town Council.

Although there was an aspiration for the fund to become a long-term legacy of the 2017 Suffolk Armed Forces Weekend event, it was accepted that this was more likely to be a one off grant scheme for projects taking place during 2017 and 2018, or until the money has been used.

Whilst the Town Council contributed the most to the event, the funding available originates from a number of sources and this should be reflected in any communication about the scheme.

The Town Council's Finance & General Purposes Committee (*Minute #274 of 2017/18*) and the Civic & Community Committee (*Minute #306 of 2017/18*) considered the proposals and has made the following recommendations:

- i. that the receipt of funds leftover from the 2017 Suffolk Armed Forces Weekend event totalling £10,796 from the Suffolk Coastal District Council for the purposes of setting up a Suffolk Armed Forces Weekend Legacy Fund on the following basis be approved;
- ii. given the short-term nature of the fund and the timing, coinciding with the centenary year of the end of the First World War, a responsive application process be introduced to attract a wide number of applicants throughout the year;
- iii. a 'Suffolk Armed Forces Weekend Legacy Fund Sub-Committee' comprising Cllrs D Savage, P Coleman, S Gallant and K Williams be formed the authority to review applications as they are received and make grant awards;
- iv. an indicative limit of £500 be suggested to applicants on the understanding larger amounts would be welcomed by the Sub-Committee based on the nature of the project;

- v. the Civic & Community Committee would receive regular updates on projects for which applications had been received and any grants awarded; and,
- vi. grant applications to be made using a modified version of the Town Council's existing Occasional Grant application form which would also reflect the nature of the funding available and recognise the contribution made by Suffolk Coastal District Council and others who supported the 2017 Suffolk Armed Forces Weekend event.

Council is requested to approve the recommendations above and confirm arrangements for a Suffolk Armed Forces Weekend Legacy Grant.

AGENDA ITEM 16: CYCLING ON THE PROM: END OF TRIAL

The Town Council received a copy of the following briefing update from Suffolk Coastal District Council:

Cycling on the Prom – Briefing Update from Suffolk Coastal District Council 17th October 2017

1. Background

Cycling on the Promenade at Felixstowe has been prohibited since the introduction of a byelaw there in 1983. The byelaw states:

Byelaws – Seashores and Promenades

12. In so far as the Council may indicate by notices conspicuously exhibited alongside the Promenade or River Wall that the riding of bicycle, tricycles or other similar machines is prohibited, no person shall ride any such bicycle, tricycle or similar machine upon the Promenade or River Wall.

Provided that this byelaw shall not apply to any person riding a bicycle, tricycle or similar machine, otherwise than to the obstruction or danger of any person lawfully using the Promenade or River Wall if the person so riding has lawful authority to do so.

Notices were placed along the Prom indicating that the riding of bicycles along it is prohibited, therefore it is unlawful to cycle along the route.

Felixstowe Town Council (FTC) formally requested that SCDC consider the removal of notices for a twelve month trial when, pending assessment of the initiatives success, asked the Council to consider permitting '*safe and considerate cycling on the Prom on a permanent basis*'.

Felixstowe Forward (FF) carried out a public consultation on the issue between 18 April and 27 May 2016, to which 513 responses were had, with 281 comments. 63.5% voted to remove the existing signs and revoke the by-law to make cycling on Felixstowe Promenade legal.

It was therefore recommended to Full Council on 28 July 2016 that SCDC will respond to the request from FTC to consider the removal of notices prohibiting cycling on the Prom at Felixstowe for a period of no less than 12 months; and

pending an assessment of the success of this initiative, to consider permitting and promoting safe and considerate cycling on the Prom on a permanent basis.

A robust health and safety assessment was carried out at the behest of Suffolk Highways and the no-cycling notices taken down. Highways noted that their annual inspection of the Prom would be brought forward, to review some of the issues highlighted in the health and safety assessment which they were accountable for. Temporary signs were erected on the waste bins noting that the Prom is a shared space and the trial was officially launched on the 18th October 2016.

The suggestion of a designated cycle lane has been considered but the recommendations from Cycling UK states:

that segregating cyclists and imposing speed limits on them along sea fronts and promenades is unnecessary: research shows that cyclists modify their behaviour in the presence of pedestrians (e.g. by slowing down, taking avoiding action or dismounting as necessary).

If the byelaw was lifted, more permanent signage would be required to be erected at key points along the Prom stating it is a shared space and asking cyclists to dismount at narrower pinch points, such the Pier and near the Spa Pavilion.

2. Public comments

SCDC undertook a mid-point review and encouraged public feedback how the trial was progressing, fed through Felixstowe Forward (FF). A steady stream of feedback has been collected throughout the year. There are a mixture of views, although predominately more are in favour than against (22 in favour, 7 against and 6 expressed concerns or suggestions on improvements if the byelaw was lifted).

FTC were invited at the mid-point review to highlight any groups or organisations that should be contacted and the Highways Advisory Committee were invited to comment also. There were no officially reported accidents on the Prom over the past year to either Suffolk Coastal Norse or the Highway Advisory Committee and no official complaints made to either.

FTC suggested that to encourage more cycling, bike racks could be installed along the Prom, in particular locations that did not restrict the width of the highway.

3. Recommendation

To report back to Full Council that the trial has been a success and recommend that revoking the byelaw is not necessary, but that all remaining 'cycling prohibited' signs now be removed and permanent shared space signs erected, thus allowing cycling on the Prom to take place legally.

That the Highways Advisory Committee be asked to report any future incidents to the Council that are brought to their attention and these are monitored accordingly.

The Town Council is requested to note the briefing update from Suffolk Coastal District Council following the end of the Cycling on the Prom Trial and decide on any further comments or recommendations it wishes to make to SCDC.
