



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 13 July 2016 at 7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Rev Andrew Dotchin, St Johns Church, Felixstowe.

A G E N D A

1. **Apologies**
To receive apologies for absence.
2. **Declarations of Interest**
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.
3. **Requests for Dispensation**
Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.
4. **Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 25.
5. **Confirmation of Council Minutes**
To confirm the minutes of the Ordinary Council Meeting held on Wednesday 8 June 2016 as a true record. **(Pages 4-9)**
6. **Mayor's Communications**
To receive such communications as the Mayor may wish to lay before Council. **(Pages 10-11)**
7. **Minutes of Committee Meetings**
To receive and adopt the minutes of the following meetings:
 - a) Planning & Environment Committee 15 June 2016 **(Pages 12-14)**
 - b) Civic & Community Committee 15 June 2016 **(Pages 15-17)**
 - c) Planning & Environment Committee 29 June 2016 **(Pages 18-20)**

8. Reports from Members appointed to Outside Bodies

To receive a report from Cllr G Newman, Town Council representative to the Suffolk Association of Local Councils (SALC). **(Page 21)**

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

9. Felixstowe Forward Report

To consider the report of the Felixstowe Forward Change Director. **(Page 22 and Appendices A-C)**

10. Suffolk Constabulary Report

To receive an update from Inspector Salmon since the introduction of the new policing model for Suffolk in April 2016. **(Verbal Report)**

11. S106 Sports Funding

To consider an application from Felixstowe Rangers FC for use of S106 funds. **(Page 23)**

12. Commemorative Gathering for The Somme

To consider participating in a Commemorative Gathering for The Somme on 10 September at the Triangle. **(Page 24)**

13. Accounts for Payment

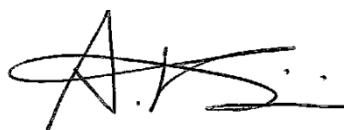
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix D)**

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

**£197,606.58 of which transferred in to one year investment bond with Nationwide (total investment of £400,000).*

14. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 14 September 2016.



Ash Tadjrishi
Town Clerk
7 July 2016

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

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 8 June 2016 at 7.30pm

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

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

IN ATTENDANCE: Ms H Greengrass (Felixstowe Forward Change Director)
 4 members of the Public, 1 member of the Press.

PUBLIC QUESTIONS

A member of the public asked whether the public conveniences at Felixstowe Ferry could be considered for refurbishment, especially with the number of visitors to the area being estimated to be in the region of 250,000 per year. The Mayor advised that public toilets were the responsibility of Suffolk Coastal District Council but Members of the Town Council would raise the matter with that authority.

In response to comments from a member of the public about jet skis and powered watercraft speeding at Felixstowe Ferry and on the River Deben, Members acknowledged that, although the issue had reduced since this had been given attention back in 2010, it was still a problem in the Felixstowe Ferry area. It was noted that it would be difficult to enforcing a speed limit on the river.

A member of the public referred to the condition of the Victoria Inn public house, which was empty and in a state of disrepair, as a health and safety issue with rodents. Councillor Savage advised that she had spoken to residents of the Ferry about the Community Right to Bid for Assets of Community Value under the Localism Act. Councillor Savage undertook to contact Environmental Health department at Suffolk Coastal District Council about the rodent issue.

PRAYERS

The meeting was preceded with prayers by Rev. Mark Kichenside, Christ Church, Felixstowe.

57. APOLOGIES

There were none.

58. DECLARATIONS OF INTERESTS

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

59. REQUESTS FOR DISPENSATION

There were none.

60. QUESTIONS TO THE MAYOR

There were none.

61. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Annual Council Meeting held on 11 May 2016 be signed by the Mayor as a true record and adopted by the Council.

62. MAYOR'S COMMUNICATIONS

The Mayor referred to the following list of engagements:

30 th Anniversary of Trinity Day Care Centre	13 May 2016
The Bible Society Concert	13 May 2016
Mayor of Aldeburgh Civic Service	15 May 2016
Level Two AGM	16 May 2016
Haverhill Town Council, Mayor Making & Town & Annual Meeting	17 May 2016
St Edmundsbury Annual Meeting & Mayor Making	19 May 2016
NSPCC Annual Meeting & Reception	19 May 2016
Southwold Mayor's Civic Service	22 May 2016
<i>Deputy Mayor – Felixstowe Children Choir Concert</i>	22 May 2016
Launch of the new Harwich Ferry	3 June 2016

Commemorative Gathering for Jutland & Act of Remembrance	4 June 2016
British Legion Concert	4 June 2016
Felixstowe Lioness Club Lunch	5 June 2016

The Mayor highlighted some of the events attended since Annual Council, in particular congratulating Trinity Day Care Centre on their 30th Anniversary supporting the lonely and bereaved. The Commemorative gathering at the Triangle for Jutland was particularly poignant with a story told of Jutland Jack a 15 year old who was mortally wounded while everyone around him was killed and he was given the VC. The Mayor thanked the Deputy Mayor for his support by attending the Felixstowe Children's Choir Concert.

The Mayor congratulated the Town Clerk on the birth of his son Oscar.

Referring to the Civic Service, which was due to take place on 26th June, the Mayor asked that Council consider regularising the date of the event for future years to assist Councillors in planning their diaries.

It was RESOLVED that:

- i. **Civic & Community Committee would be asked to consider a set date for future Civic Services.**
- ii. **the Mayor's engagements since 11 May 2016, and the above communications, be noted.**

63. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) Planning & Environment Committee 18 May 2016
- b) Finance & General Purposes Committee 25 May 2016
- c) Planning & Environment Committee 1 June 2016
- d) Assets & Service Committee 1 June 2016

64. REPORTS FROM MEMBERS ON OUTSIDE BODIES

Council received the report of Cllr Jon Garfield as the Town Council's representative to the Felixstowe Fairtrade Forum (FFF).

Cllr Garfield reported thanks to the Town Council, on behalf of the Secretary of Felixstowe Fairtrade Forum, for facilitating the visit from Patrick, a Fairtrade tea farmer from Kenya. The Fairtrade Forum also gave thanks to the practical and committed support of Felixstowe Town Council.

RESOLVED that the outside body report from Cllr Jon Garfield be noted.

65. FELIXSTOWE FORWARD REPORT

Council received the report of the Felixstowe Forward Change Director, Helen Greengrass. It was noted that there had been ongoing vandalism at the Octagonal Shelter and at Martello Park. For the park this had meant that the canopies over the play equipment would be removed for health and safety reasons. It was suggested that a mobile CCTV camera could be purchased to monitor various hotspots around the town.

Ms Greengrass reported that Felixstowe Dementia Alliance was working towards Felixstowe being recognised as a 'Dementia Friendly' town. It was agreed that the Felixstowe Town Council should consider signing up as an active partner on their website.

A verbal update was given on the 'Cycling on the Prom' consultation, which had received an overall positive response, and the next steps to be taken by SCDC.

Referring to the new Visit Felixstowe Tourist Information Beach Huts, Ms Greengrass thanked Cllr A Smith for his help in launching the initiative, and to the Mayor and Councillor S Wiles for volunteering at the huts. There were 17 volunteers registered to date but more would be very welcome.

It was noted that an annual promotions calendar had been completed and monthly press releases would be sent out. Once the events area was complete a familiarization event will be held. An events policy has been drafted and would be presented to Council in due course for feedback.

Members discussed the roving car park ticket. Checks will be made to ensure that it is still available and ensure that websites are giving full information on which car parks the rover ticket can be used at.

Council considered the benefits of a Community Interest Company (CIC) to be set up for local events organisers to be able to share resources, volunteers and experience. In response to Members questions, Ms Greengrass confirmed it would be limited by guarantee and not for profit and would run alongside Felixstowe Forward. Council noted that one of the benefits of a CIC could be in accessing grants and other funding. It was also noted that, whilst it would be accountable to itself, SCDC and Felixstowe Town Council were invited to hold non-executive director posts on the board to represent their interests.

It was RESOLVED that:

- i. the Felixstowe Forward update report be noted as received;**
- ii. the recommendation for Visit Felixstowe to be set up as a Community Interest Company be endorsed; and,**
- iii. the Town Clerk to sit as Council's representative to the Visit Felixstowe CIC board as a non-executive director.**

66. ANNUAL RETURN 2015-16

Council considered the Annual Return for the financial year 2015-16 as presented. The Clerk advised that the Notice of Audit would be displayed on the Town Hall noticeboards from 10th June 2016.

It was RESOLVED that:

- i. the Annual Return for the financial year ended 31 March 2016 (Section 1 – Annual Governance Statement) be approved and the Mayor and the Clerk of the Council be authorised to sign the declaration on behalf of Felixstowe Town Council;**
- ii. the Annual Return for the financial year ended 31 March 2016 (Section 2 – Statement of Accounts) be approved and the Mayor and Clerk of the Council be authorised to sign the declaration on behalf of Felixstowe Town Council; and,**
- iii. it be noted that the Finance & General Purposes Committee at its meeting on 27 April 2016 found no actions arising from the final Internal Audit Report for the Financial Year 2015-16 and, therefore, no action plan was required to be submitted with the Annual Return 2015/16 to the External Auditor.**

67. CONSULTATION: CROWN POST OFFICE

Members discussed the consultation event held at the Orwell Hotel on 2 June, and the draft response from Council's Planning & Environment meeting of 18 May. It was requested that the Planning & Environment Committee give further consideration to the consultation response in view of the comments from Members following the public event and submit this by the closing date of 22nd June 2016.

It was RESOLVED that Planning & Environment Committee be delegated the authority to consider and respond to the Post Office Consultation on behalf of the Town Council before the closing date of 22nd June 2016.

68. STATEMENT OF INTERNAL CONTROL

Committee noted the requirement of the Accounts and Audit Regulations 2015 for Council to ensure that it has a sound system of internal control.

Following consideration of a draft policy and internal control statement document it was proposed that it be recommended to Council for approval and adoption with no changes.

It was RESOLVED that the Internal Control Statement for the year 2016/17 be adopted.

69. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council reviewed the effectiveness of its internal audit arrangements, as recommended by the Finance & General Purposes Committee (*Minute #35 of 2016/17 refers*).

Members commented that Council received a good service from SALC and it was proposed that the arrangement be continued on the same basis.

It was RESOLVED that:

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, be appointed to continue as the Council's internal auditor, undertaking a quarterly and year-end audit on the basis of the schedule provided by Appendix 9 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2014".**

70. BUSINESS PLAN 2016-2020

Council received the draft Business Plan which had been considered by the Finance & General Purposes Committee at its meeting of 25 May 2016. The Committee had recommended that the draft Plan be put out to public consultation (*Minute #36 of 2016/17 refers*).

It was RESOLVED that the draft Business Plan be put out to public consultation for a period of six-weeks; subsequent to which being reported to the Finance & General Purposes Committee meeting of 27 July.

71. TOWN HALL REPAIRS

Council received the report on the Town Hall Repairs. It was noted that Financial Regulations 11.1(h) stated that, "*when it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services...the RFO shall obtain 3 quotations*".

It was further noted that under Financial Regulation 11.1(d): "*When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.*"

In consideration of the recommendation, Council noted the urgency and specialist nature of the required works and that in order to deliver the project within the timeframe it was not considered feasible to undertake further research and obtain other quotations.

On this basis, it was therefore RESOLVED that:

- i. **D C Construction be appointed to undertake the works associated with strengthening the Town Hall wall as quoted; and,**
- ii. **due to the urgency and specialist nature of the works, the requirements under Financial Regulations 11.1(h) (*Minute #53 of 2016/17 refers*) be waived.**

72. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
04/05/2016	28 – 50	£36,538.38
11/05/2016	51 - 69	£6,813.10
18/05/2016	70 - 85	£25,017.26
25/05/2016	86 - 96	£30,982.40
	TOTAL	£99,351.14

73. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

In accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business which was transacted and in the public interest , the press and public were requested to be temporarily excluded and instructed to withdraw from the meeting.

74. STAFFING MATTERS

Council considered the confidential report from the Personnel Committee and RESOLVED that the recommendations therein be approved, with element (iii) of the recommendations and associated costs to also be funded via the Council’s Staffing Contingency Earmarked Reserve

75. CLOSURE

The meeting was closed at 9.35pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 13 July 2016.

AGENDA ITEM 6: MAYOR'S COMMUNICATIONS

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

An Evening at Ashton Jayne	9 June 2016
FOPWA Queens 90 th Tea Party	10 June 2016
Choral Evensong to Celebrate the 90 th Birthday of the Queen	11 June 2016
Tea at the Town Hall to Celebrate the 90 th Birthday of the Queen	12 June 2016
Songs of Praise for the Sovereign	12 June 2016
'A Retrospective Exhibition' at Bucklesham Grange Care Home	15 June 2016
National Care Home Open Day at White Gables Residential Home	17 June 2016
National Care Home Open Day at NPL Care Home	17 June 2016
Launch of the Eighth in the East Festival	17 June 2016
Felixstowe Town Pastor's 10 th Anniversary	18 June 2016
<i>Deputy Mayor - Last Night of the Proms</i>	<i>18 June 2016</i>
Citizens Advice Bureau AGM	21 June 2016
Orwell Connection Charity Concert	21 June 2016
Felixstowe Forward One Year On	22 June 2016
Suffolk New College, End of Year Celebrations	22 June 2016
Rose care Celebrations at The Hut	23 June 2016
Meeting with Luxembourg Students	24 June 2016
Felixstowe Book Festival	24 June 2016
Cotman House Garden Party	25 June 2016
Suffolk Armed Forces Day	25 June 2016
Mayor's Civic Service	26 June 2016
Opening of Felixstowe Barbers	27 June 2016
Launch of Felixstowe in Flower 2016	28 June 2016
An Evening with Aldeburgh Music	30 June 2016
Whistle for the Somme Remembrance	1 July 2016
Felixstowe Fuchsia Fantasia	2 July 2016
Darrell's Day Commemoration	3 July 2016

Felixstowe Lions Club Annual Charter Lunch	3 July 2016
<i>Deputy Mayor – St Edmundsbury Mayor’s Civic Service</i>	<i>3 July 2016</i>
FACTS AGM	4 July 2016
Suffolk Coastal Disability Action Day	5 July 2016
Children’s Community Performance	5 July 2016
Felixstowe Breakfast Club	6 July 2016
Home-start AGM	11 July 2016
Felixstowe Academy Summer Concert	12 July 2016

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

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 15 June 2016** at **9.15am**

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

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

76. APOLOGIES FOR ABSENCE

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

77. DECLARATIONS OF INTEREST

There were none

78. REQUESTS FOR DISPENSATION

There were none.

79. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 1 June 2016 be signed by the Chairman as a true record.

80. 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/16/2084/ADI 1 no. replacement fascia sign with letters only halo illuminated 1 no. replacement double sided projection sign with letters only halo illuminated Both to front elevation 43 Hamilton Road
Committee recommended APPROVAL	

b	DC/16/2121/FUL Proposed 2 storey extension to rear of property 20 Princes Road
Committee recommended APPROVAL	

c	DC/16/2246/FUL New porch, extended flat roof to reconfigured former garage, rear extension 17 Thornley Road
Committee recommended APPROVAL	
d	DC/PRETEL/16/2227 Proposed Telecommunications Installation Land at Junction of Garrison Lane and Mill Lane Felixstowe
Committee recommended APPROVAL subject to the width of the pedestrian footway adjacent to the new equipment cabinets not being reduced to less than the statutory minimum required for a public footpath.	
e	DC/16/2215/TCA T1- Silver birch to be felled. Overgrown tree within 2.50m of house causing severe overshadowing and potential damage to foundations and drains – 58 Orwell Road, Felixstowe
Committee has no objections to this notification.	

81. CONSULTATION BY SUFFOLK COUNTY COUNCIL

Committee considered planning proposal SCC/0134.16 ‘Extension and remodelling of Felixstowe Fire Station to provide accommodation for the Police Safe Neighbourhood Team and upgrading the accommodation and existing facilities for the on-call (Part time) Fire Station. External works to extend existing car park’ **Felixstowe Fire Station, High Road West, Felixstowe**

Committee RECOMMEND APPROVAL, subject to;

- a) **The new 4 bay parking area to the left of the forecourt for the main emergency vehicles, be clearly reserved for rapid response vehicles, thereby taking advantage of the protected ‘keep clear box’ marked on High Road West and avoiding busy traffic light controls at the adjacent junction on Railway Approach.**
- b) **Careful provision being made for the relocation of the antennae for the CCTV service at no lesser height than as currently mounted on the existing Police Station.**

82. 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.

83. CORRESPONDENCE

Proposed move to new premises & branch modernisation: Felixstowe Crown Post Office branch, 143 Hamilton Road, Felixstowe, IP11 7AA

The Committee discussed the proposal to move Felixstowe Crown Post Office to a new location at W H Smith on Hamilton Road. It was noted that Council, on consideration of this matter at its meeting of 8th June 2016, had delegated the authority to the Planning & Environment Committee to consider the proposals further and respond on behalf of the Town Council (*Minute #67 of 2016/17 refers*). Committee noted that the Chairman had written to the Public Affairs Manager at the Post Office to voice concerns about the proposed site. It was agreed that another representation outlining accessibility issues for disabled customers and the proposed location should be sent to the Post Office. This would be prepared by the Chairman exploring the potential of other more accessible sites within the town centre and requesting clarification on the internal arrangements at the proposed new location.

RESOLVED that the Chairman and the Estates Officer finalise Council's response to the consultation as agreed in order to submit this before the deadline is 22 June 2016.

84. CLOSURE

The meeting was closed at 11.15am. The date of the next meeting was noted as being Wednesday 29 June 2016, 9.15am at Felixstowe Town Hall.

Committee proposed that grants be awarded on the following basis:

1st Walton Rainbows

Awarded £200 towards the cost of crafts, sports and cooking equipment

Felixstowe and District Horticultural Society

Awarded £150 towards venue hire costs for the 2016 annual show.

Felixstowe & Walton United Football Club

Awarded £1,000 towards the construction of a new clubhouse & changing rooms.

Felixstowe Creative Arts Trust (F-CAT)

Awarded £3,000 towards start-up costs for a Performing Arts Centre for the Felixstowe Peninsula in St Mary's Church, Trimley.

Felixstowe Ferry Sailing Club

Awarded £1,000 towards the upgrade of ladies toilets/showers.

Felixstowe Friendly Visiting Service

Awarded £500 towards the cost of coach hire, lunches and teas for the elderly.

Felixstowe Sea Angling Society

£750 will be awarded as match funding, once £750 has been raised by the Society towards refurbishing kitchen and updating toilet fittings.

Felixstowe Volunteer Coast Patrol Rescue Service

£275 to be ring-fenced for re-validating existing offshore Medic certification and First Responder Training for 4 new volunteers. The award is made subject to confirmation that a pending review of the governance and sustainability of this organisation had been confirmed as completed. Award to be available until the next round of applications whereupon it will be reviewed at Civic & Community meeting on 14 December 2016.

Home-start Suffolk (East Ipswich & Coastal)

Awarded £500 towards travel expenses for volunteers to support up to 7 Felixstowe based families on a weekly basis for the coming year.

Suffolk Accident Rescue Service (SARS)

Awarded £350 towards equipping new SARS responders & upgrading existing equipment.

RESOLVED that:

- i. **for the first round of Occasional Grants for 2016/17 a total of £7,725 be awarded and approved for payment on the basis of the schedule above. This includes £275 ring-fenced for Felixstowe Volunteer Coast Patrol Rescue Service until the next round of applications at the end of November 2016 as detailed above, and**

£750 which will be awarded as match funding for Felixstowe Sea Angling Society; and,

- ii. **details of Occasional Grants awarded by the Town Council, availability and deadlines for the next round, be published in the Council's next newsletter, highlighting the amount available.**

91. FELIXSTOWE IN FLOWER 2015

Committee received and noted the report on the Felixstowe in Flower scheme. The Launch date for Felixstowe in Flower is Tuesday 28th June.

It was noted that Suffolk Coastal District Council had sponsored the new hanging baskets in the Shared Space scheme via the Seafront Gardens project.

RESOLVED that the report be noted and a press release be issued to include information on the new hanging baskets in the Shared Space.

92. REPORT ON OUTSIDE BODIES

Councillor Green presented a report on Outside Bodies. Members heard that Council appoints representatives to 21 different Outside Bodies/Partnerships and Council received reports from its representatives on an ad-hoc and infrequent basis. Committee considered the principle of introducing an annual, or longer, schedule for regular reports. However, it was agreed that this should be a matter for the Finance & General Purposes Committee to consider for a recommendation to Full Council.

RESOLVED that the matter of reporting on outside bodies be referred to Council's Finance & General Purposes Committee for further consideration.

93. CLOSURE

The meeting was closed at 8.39pm. The next meeting was noted as being scheduled for Wednesday 21 September 2016 at 7.30pm.

Date: _____

Chairman: _____

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 29 June 2016 at 9.15am

PRESENT: Cllr Jon Garfield (Vice-Chairman) Cllr D Savage
Cllr S Bird Cllr S Wiles
Cllr Jan Garfield

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

94. APOLOGIES FOR ABSENCE

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

Cllr Jan Garfield gave apologies in advance of leaving the meeting at 9.35am for a short time in order to attend to other business.

95. DECLARATIONS OF INTEREST

There were none

96. REQUESTS FOR DISPENSATION

There were none.

97. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 15 June 2016 be signed by the Chairman as a true record.

98. 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/16/2269/FUL Single storey rear extension. 46 Graham Road
Committee recommended APPROVAL	

Cllr Jan Garfield left the chamber at 9.35am.

b	DC/16/2318/FUL The property is currently in use as 3 flats . Proposal consists of a small ground floor rear extension, for change of use into 4 flats. Adelaide House 13 Bacton Road
<p>Committee recommended APPROVAL. Members were concerned about the potential for noise disturbance resulting from possible activities on the significantly sized rear balcony terrace and requested that Planning Officers consider this in relation to guidance under DM23 before making a decision.</p>	

Cllr Jan Garfield returned at 9.49am.

c	DC/16/2300/FUL Proposed Rear Extension with single storey extension and new dropped kerb 37 Quilter Road
<p>Committee recommended APPROVAL. Members considered the potential effect on the neighbouring properties in relation to light amenity. It was requested that the reinstatement of on-street parking be completed with original kerb materials in keeping with the location within the Conservation Area.</p>	

d	DC/16/2400/FUL Erection of an oak & brick veranda with glazed roof to the rear elevation of the property 105 Undercliff Road West
<p>Committee recommended APPROVAL subject to surface water being adequately discharged.</p>	

e	DC/16/1817/FUL Proposed alterations & extensions including loft conversion; new porch and an orangery 12 Norman Close
<p>Committee recommended APPROVAL and welcomed the alterations which had addressed the concerns previously raised.</p>	

99. 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.

100. CORRESPONDENCE

The Estates Officer advised that Highways England were undertaking a consultation to inform the next round of strategic route planning for major roads. Members were asked to consider problems/issues on the major highway

network that they were aware of across the region, which principally involved the A14 and A12, so that they could be assessed and then prioritised for future investment.

RESOLVED that the following be submitted in response to the consultation:

Improvements required at:

A14 Junction 55 (Copdock)

A14 Junction 57 (Nacton) Further improvements required to complement the recent widening of the Nacton Road beneath.

A14 Junction 42-46 (Bury St Edmunds)

The above assumes that A14 Cambridge to Huntingdon improvement, Lowestoft Third Crossing and Ipswich Wet Dock Crossing are already programmed.

A14 (Innocence Lane slip road to Kirton) Consider extending this slip road.

Strategic Planning for:

A14 Northern Ipswich bypass from Junc 53 (Whitehouse) to A12 Martlesham

A120 improvements between A12 Marks Tey & A120 Braintree; also A120

improvements between Hare Green & Harwich (to improve access to Stansted)

Possible Highways England re-adoption and improvement of A12 between A14

A14 Junction 58 (Seven Hills) This had seen a significant increase in container traffic which will be further increased once park and ride scheme for Sizewell C come in to being.

A12 Martlesham ByPass

A428 improvements between Caxton Gibbet & Wyboston

Members also requested that improved facilities for long-haul drivers be considered along the A14 route.

101. CLOSURE

The meeting was closed at 10.47am. The date of the next meeting was noted as being Wednesday 13 July 2016, 9.15am at Felixstowe Town Hall.

AGENDA ITEM 8: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the report of Cllr G Newman, representative to the Suffolk Association of Local Councils (SALC) following his attendance at a recent meeting as below:

I attended the SALC Area Meeting held on 20th June 2016 with my fellow Town Councillor Doreen Savage.

Several matters were discussed, which I will bring to Council's attention, and we received a presentation on Community Transport on how the Connecting Communities initiative will be replacing all existing community transport services to provide better overall coverage of the county. This is a transport service provided by Suffolk County Council designed to help people travel around the county of Suffolk who might not have access to a regular bus service.

The project was initiated in July 2013 by Suffolk County Council's Policy & Development Panel seeking to provide a better integrated service which could also be extended to younger as well as older people.

On 4th July I attended the Felixstowe Area Community Transport Service (FACTS) AGM at which this was discussed. FACTS is now contracted by Coastal Accessible Transport Service (CATS operate the Suffolk Coastal region service) to provide the Felixstowe peninsula service. FACTS are currently developing the service to become better integrated in to the wider public transport network.

I will provide a further update at the Council meeting. Cllr G Newman

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

AGENDA ITEM 9: FELIXSTOWE FORWARD REPORT

Council is requested to receive the update report as submitted by the Felixstowe Forward Change Director, Helen Greengrass:

Report of Helen Greengrass, Felixstowe Forward Change Director:

- To receive the 'Felixstowe Forward June Progress Report (**Appendix A**) and to note:

Successful annual stakeholder event 'Felixstowe Forward – One Year On' was held 22 June at the Orwell Hotel. A more detailed verbal report will be provided at the meeting.

1.4 The full report of the Town Centre benchmarking exercise is attached for information (**Appendix B**). Felixstowe Forward recommends that this exercise be completed on an annual basis as a means of monitoring the Town centre.

5.1 To note that the Felixstowe Forward Sponsor group have endorsed the setting up of a Community Interest Company and have recommended that the Board of Directors be appointed by an independent panel.

- To receive a background paper on a Draft Felixstowe Events Policy and agree the recommendation that it be circulated for feedback (**Appendix C**).

Council is requested to receive the Felixstowe Forward report and consider any actions it deems necessary.

AGENDA ITEM 11: S106 Sports Funding

In line with Supplementary Planning Guidance 15 - Outdoor Playing Space, parish and district councils are able to apply for funding under this scheme for the improvement of play facilities and sports grounds.

Suffolk Coastal District Council has received an application for funding from Felixstowe Rangers FC for funds from the Sport pot of the Outdoor Playing Space Fund to redevelop the Pavilion at Walton Recreation Ground. They have been in contact with Planners at Suffolk Coastal and there is no requirement for planning permission.

Felixstowe Rangers are applying for £13,000 but have been advised that the current available balance for Felixstowe in the Sport pot is £10,571.82. This excludes the £20,000 of funds that the Town Council has agreed to commit to the sport hub project (£10k toward the Felixstowe Hockey and Cricket clubs' projects, £5k each to Felixstowe & Walton FC and Felixstowe Rugby Club).

In order to ensure probity, the Town Council is being consulted on the application and are requested to consider whether or not it is prepared to support it, making any recommendation to SCDC by 15th July 2016.

Members have been provided with the application and supporting information documents for consideration.

Council is requested to consider Felixstowe Rangers FC application for funding from the Sport pot of the Outdoor Playing Space Fund and provide a recommendation to SCDC.

AGENDA ITEM 12: COMMEMORATIVE GATHERING FOR THE SOMME

Council is requested to consider the following letter from the Felixstowe branch of the Royal British Legion:



Patron Her Majesty The Queen

The Royal British Legion

Charity No 219279

Please send any response to:

Mrs D Kemp
Braemar Levington Road
Felixstowe Suffolk IP11 2EX

Telephone 01394 272570
Email dawnk47@sky.com

Branch No BR0807

25 June 2016

Churches Together
Felixstowe Scouts
Boost
The Mariners
Seamans Mission
Air Cadets

Town Council
Felixstowe Guides
Army Cadets
Felixstowe Academy
Sea Cadets
Level 2

Dear All

COMMEMORATION GATHERING OF THE SOMME

Felixstowe Branch of The Royal British Legion have planned a Commemorative Gathering for The Somme on the 10 September at The Canopy, The Triangle, Felixstowe.

The intention is to have music and readings, displays, a DVD and some stalls. Would your organisation like to take part? We are hoping for displays and stalls and invite you to join us.

We are planning on commencing the day at 1000 hours with a service of Remembrance at 1100. The time of closure will depend on the number of organisations who wish to take part and this will be decided shortly after the 23 July.

If you wish to take part, please respond to the above address by the 22 July.

Kind regards

Dawn Kemp – Felixstowe Branch Secretary

Council is requested to consider and decide whether to participate in a Commemorative Gathering for The Somme on 10 September at the Triangle; and, if so, how it wishes to be involved.
