



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 9 November 2016 at 7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Rev Diane Smith, Trinity Methodist 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 14 September 2016 the Minutes and the Minutes of the Extraordinary Council Meeting held 26 October 2016 as true records. **(Pages 4-12)**
6. **Mayor's Communications**
To receive such communications as the Mayor may wish to lay before Council. **(Page 13-14)**
7. **Minutes of Committee Meetings**
To receive and adopt the minutes of the following meetings:
 - a) Assets & Service Committee 7 September 2016 **(Pages 15-21)**
 - b) Highways Advisory Committee 20 September 2016 **(Pages 22-26)**

- c) Planning & Environment Committee 21 September 2016 (Pages 27-30)
- d) Civic & Community Committee 21 September 2016 (Pages 31-34)
- e) Finance & General Purposes Committee 28 September 2016 (Pages 35-37)
- f) Planning & Environment Committee 5 October 2016 (Pages 38-41)
- g) Planning & Environment Committee 19 October 2016 (Pages 42-44)
- h) Civic & Community Committee 19 October 2016 (Pages 45-47)
- i) Planning & Environment Committee 2 November 2016 (Pages 48-51)
- j) Assets & Service Committee 2 November 2016 (Pages 52-55)

8. Reports from Members appointed to Outside Bodies

To receive a report from Cllr Jan Garfield, Town Council representative to the Port of Felixstowe Local Authority Liaison Committee (LALC). (Pages 56-58)

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.

9. Felixstowe Forward Report

To consider the report of the Felixstowe Forward Change Director. (Page 59 and Appendix A)

10. Public Transport Update

To receive a presentation from Bryan Frost, Parish Transport Representative. (Presentation)

11. Suffolk Hidden Needs Report 2016

To receive a briefing from Cllr Steve Gallant on the Suffolk Hidden Needs Report 2016. (Presentation)

12. Armed Forces Weekend/Darell's Day 2017

To consider the recommendation from the Civic & Community Committee to approve funding towards this event. (Pages 60-61)

13. Local Councils Award Scheme

To consider the recommendation of the Finance & General Purposes Committee and approve Council's application to the Local Councils Award Scheme. (Page 62 and Appendices B & C)

14. Tree Works

To consider the recommendation of the Assets & Services Committee and delegate authority to the Clerk to commit out of budget expenditure for urgent works to trees on Council-owned land. (Page 63)

15. Broadway House Repairs

To consider the recommendation of the Assets & Services Committee and approve the reimbursement of costs to repairs at Broadway House. (Page 63)

16. South Ward By-Election

To authorise the expenditure required to meet the cost of a by-election in the South Ward on 10th November 2016. (Page 64)

17. Town Hall Christmas to New Year Closure Hours

To note that the Town Hall will be closed to the public from Friday 23rd December 2016 and will reopen on Tuesday 3rd January 2016.

18. Accounts for Payment

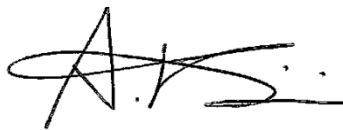
To confirm and approve the payments of accounts since the previous meeting as follows:

(Schedules attached at Appendix D)

Date	Voucher Nos.	Total Payment
21/09/2016	238 – 253	£20,783.07
6/10/2016	254 – 276	£54,706.93
18/10/2016	277 – 294	£4,112.46
31/10/2016	295 – 312	£35,690.91
	TOTAL	£115,293.37

19. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 11 January 2017.



Ash Tadjrishi
Town Clerk
4 November 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 14 September 2016 at 7.30pm

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

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

IN ATTENDANCE: Ms T Hussain (SCC, Building Community Capacity Officer')
 4 members of the Public, 1 member of the Press.

PUBLIC QUESTIONS

There were none.

PRAYERS

The meeting was preceded with prayers by Rev. Carolyn Allen, St. Mary's Church, Walton, Felixstowe.

195. APOLOGIES

Apologies for absence were received from **Cllr P Coleman** and **Cllr S Bloomfield**.

196. DECLARATIONS OF INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Bird 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)

197. REQUESTS FOR DISPENSATION

There were none.

198. QUESTIONS TO THE MAYOR

There were none.

199. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 13 July 2016 be signed by the Mayor as a true record and adopted by the Council.

200. MAYOR'S COMMUNICATIONS

The Mayor referred to the following list of engagements:

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

Ipswich Mosque Open Day	21 August 2016
Raising the Town Council Flag	24 August 2016
Mill Lane Nursing Home 40 th Anniversary BBQ	24 August 2016
Boat Pull along the Prom	25 August 2016
100 th Birthday Celebrations of Elizabeth Downes	3 September 2016
Craft Fair in aid of Guide Dogs	4 September 2016
Art on the Prom	4 September 2016
6 th 1 Big Multicultural Festival	4 September 2016
Felixstowe Landguard Charter Night	5 September 2016
Civic Visit to Salzwedel	8 September – 12 September 2016
<i>Deputy Mayor</i> - RBL Commemoration of the Battle of the Somme at the Triangle	10 September 2016
<i>Deputy Mayor</i> - Celebration of 90 years of Christian witness	10 September 2016
<i>Deputy Mayor</i> – Waveney & Beccles Joint Civic Service	11 September 2016
<i>Deputy Mayor</i> – Service of Thanksgiving, Felixstowe Christian Aid	11 September 2016
Charity Quiz Night for Level2	13 September 2016
95 th Birthday Celebrations of Helen Radford	14 September 2016

The Mayor thanked her Deputy Mayor for attending Mayoral engagements whilst she was on the Civic visit to Salzwedel. The Mayor reported that whilst the visit had been very enjoyable, Salzwedel was facing some economic challenges and a recent change of leadership. Unfortunately, there had been no civic party to meet with the Mayor during her trip.

Council heard that the Wesel Fire Cadets Breakfast at the Town Hall had been a wonderful event and all the Cadets spoke perfect English. The Mayor reported that her Charity Dinner Dance had been a great success with a lot of money raised for the charities. The young people of the Imagine Dance Show had put on a fantastic show of the Lion King which was delightful to watch. The Boat Pull along the Prom to raise funds for a little girl who was terminally ill, had proved to be an excellent community effort and the funds raised allowed the family to visit Peppa Pig World as well as providing a tablet to watch her favourite character. The Mayor had also visited a lady celebrating her hundredth birthday who was still very active and driving.

The Mayor advised that Felixstowe Carnival had been a great success and it was a great pleasure to open the Carnival and present prizes to the winning floats. The Mayor recorded thanks to Mr & Mrs Wyatt for organising Art on the Prom which had been as brilliant as usual, with magnificent weather. The Felixstowe Landguard Charter Night was a very enjoyable evening with a very entertaining speaker.

It was RESOLVED that the Mayor's engagements since 14 July 2016, and the above communications, be noted.

201. 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 13 July 2016
- b) Planning & Environment Committee 27 July 2016 (9.15am)
- c) Planning & Environment Committee 27 July 2016 (2pm)
- d) Finance & General Purposes Committee 27 July 2016
- e) Planning & Environment Committee 10 August 2016
- f) Planning & Environment Committee 24 August 2016
- g) Personnel Committee 6 September 2016
- h) Planning & Environment Committee 7 September 2016

202. REPORTS FROM MEMBERS ON OUTSIDE BODIES

There were none.

203. FELIXSTOWE FORWARD REPORT

In the absence of the Felixstowe Forward Change Director, the Town Clerk introduced the update report.

Council noted that an application for the Great British High Street awards had been submitted and had been endorsed by the local MP, Therese Coffey. Council would be advised in due course as to whether the application had been successful.

The noticeboard condition survey had indicated that the noticeboards were mostly beyond economical repair and Felixstowe Forward were looking in to the replacement costs.

There had been four expressions of interest for directorships for the new Visit Felixstowe Community Interest Company (CIC) pending endorsement of the Felixstowe Forward Sponsor Group, these were:

John Royal, a local entrepreneur who was also involved with Economic Development with a council in Essex; Stephen Wyatt, organiser of Art on the Prom; Nick Barber, a local business man and Town and County Councillor; and Sally Gallant, Chairman of the Felixstowe Carnival Association.

These individuals would be supported by two non-executive directors in Helen Greengrass (representing SCDC) and the Town Clerk (representing the Town Council). The Business Case for the CIC would be presented to the Felixstowe Forward Sponsor Group in December.

Cllr Barber reported that an event for independent shop owners had been hosted by the new Adams shop. It was a very energetic meeting and it was decided that the Christmas late night shopping would be held on each Friday in December. The next meeting would be hosted by Hills the Jewellers.

The Mayor then invited Taz Hussain (SCC, Building Community Capacity Officer) to introduce herself to Council and explain her role.

Ms Hussain thanked the Council for the opportunity to speak to the Council. She explained that she had been recently recruited to the role which covered Felixstowe and surrounding areas. In the past the role had been primarily to focus on supporting children and young people but had been widened following a restructure to also include adults and the wider community. The new role was described as supporting people to identify and work towards their ambitions, source funding streams, networking and safeguarding.

In response to a question from a Member on the process by which people could be referred to the service and whether the service was for individuals or groups, Ms Hussain advised that this would be via various means such as directly from councillors, agencies. It was clarified that both individuals and groups could qualify depending on the issues identified and it would mainly support new groups rather than ones which had been up and running for some time.

The Mayor thanked Ms Hussain for attending.

It was RESOLVED that:

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

204. BUSINESS PLAN AND ACTION PLAN

Council received the finalised Business Plan 2016-2020 and corresponding action plan, as recommended for adoption by the Finance & General Purposes Committee at its meeting of 27 July 2016 (*Minute #148 of 2016/17 refers*).

Members recorded a vote of thanks to the Town Clerk, the Finance Administration Officer and the rest of the Town Hall staff for all their work on the documents.

It was RESOLVED that the finalised Business Plan 2016-2020 and corresponding Action Plan be approved and adopted as presented.

205. OUTSIDE BODIES REPORTING TO COUNCIL

It was noted that Council's Finance & General Purposes Committee had recommended that Members should be supported to provide at least one report per four-year term on outside bodies to which they may be appointed on behalf of Council (*Minute #147 of 2016/17 refers*).

It was agreed that the recommendation should be approved and a schedule of meeting dates be circulated by the Town Clerk in order that Members may select which meeting they would report to during their four year term

RESOLVED that the principle of Members appointed to Outside Bodies reporting to Council at least once per four-year term be endorsed.

206. CYCLING ON THE PROM

The update report on Cycling on the Prom was noted as received.

Members stressed the need for Suffolk Coastal District Council to raise awareness of the initiative and promote the start of the 12 month trial as there had been some concerns that the trial had already started. The Clerk advised that the 12 month trial would not begin until SCDC and SCC had considered appropriate signage. It was noted that the Highways Advisory Committee would be considering the matter of cycling on the prom at its meeting the following week and Members concerns would be raised there.

Members asked that SCDC be requested to keep the Town Council informed of progress with the trial, it was understood that comments received would be reviewed at 6 and 12 months in. Members advised that the Town Council should be given the opportunity to be consulted on the findings of the trial prior to any formal report and decision made by SCDC. The Clerk was asked to write to SCDC on this basis.

It was RESOLVED that the update report on Cycling on the Prom be noted and the Clerk instructed to write to SCDC to outline Council's requests above.

207. ACCOUNTS AND AUDIT 2015/16

Council noted that the External Audit for the Financial Year 2015/16 had been completed with no formal matters 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 Audit Commission Act 1998 Accounts and Audit (England) Regulations 2011, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 15-31 August 2016.**

208. PENSIONS AUTO-ENROLMENT

Council considered its obligations in respect of Pensions Auto-Enrolment and noted that the Personnel Committee had considered options at its meetings of 13 April and 6 September 2016.

It was further noted that, provided that minimum contributions were met (8% total by April 2019), Council would be able to offer a cost-effective pension scheme for its employees with a comparatively low-cost contribution of 2% from the employee and 6% from the Council. Personnel Committee had considered that this would provide a meaningful pension for any employees enrolled in to a scheme on this basis and had recommended the National Employment Savings Trust (NEST) scheme.

In accordance with the recommendation of the Personnel Committee, Council RESOLVED to:

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

209. DEMENTIA ALLIANCE ACTION PLAN

Council considered supporting the aspiration of the Felixstowe Dementia Action Alliance to make Felixstowe a Dementia Friendly Town by adopting the National Dementia Declaration Action Plan.

It was RESOLVED that the National Dementia Declaration Action Plan for Felixstowe Town Council be adopted and Council to become an active partner on the Dementia Action Alliance website. The Clerk was requested to investigate the possibility of a Dementia Awareness session for staff and Councillors.

210. TREE SURVEY

Council considered the recommendation of the Assets & Services Committee that funding for an arboricultural survey of trees on Council-owned land be approved (*Minute #537 of 2015/16 refers*).

Three quotes for tree survey works were considered and it was noted that the cheapest of these was for a summary report of trees which required urgent action. As no previous survey had been undertaken, Members discussed the merits of a full stock and condition report with corresponding management plan as offered by the other two quotes. It was proposed that this be the approach taken this time and the contractor which had quoted the lowest from the two offering this service be appointed to undertake this work.

A Member advised that it would be good if this work could be completed prior to 'National Tree Week' which was due to take place at the end of November.

It was RESOLVED that, Suffolk Treescape be appointed to undertake a full stock and condition survey of trees on Council-owned land at a cost of £3,237.50+VAT; with funding for the project approved via the Community Fund Earmarked Reserve.

211. ACCOUNTS FOR PAYMENT

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

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

212. CLOSURE

The meeting was closed at 8.37pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 9 November 2016.

MINUTES of the **EXTRAORDINARY COUNCIL** meeting held at Felixstowe Town Hall on **Wednesday 26 October 2016 at 6.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)

282. APOLOGIES

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

283. DECLARATIONS OF INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr S Gallant Cllr T Green 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)

284. REQUESTS FOR DISPENSATION

There were none.

285. 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.

286. STAFFING MATTERS

Council considered the confidential report and recommendations of the Personnel Committee.

It was RESOLVED that the recommendations be implemented as presented and full authority be delegated to the Personnel Committee to carry out all the necessary actions, including expenditure as may be required from the Staffing Contingency Earmarked Reserve.

287. CLOSURE

The meeting was closed at 7.37pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 9 November 2016.

AGENDA ITEM 6: MAYOR'S COMMUNICATIONS

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

Oak House Open Day	16 September 2016
Felixstowe in Flower Awards Evening	16 September 2016
Battle of Britain Commemoration	18 September 2016
Stowmarket Civic Service	18 September 2016
<i>Deputy Mayor - Cycle Treasure Hunt</i>	18 September 2016
Aldeburgh Food & Drink Festival	24 September 2016
Mayor's Charity – Last Night of the Proms	24 September 2016
Hadleigh Civic Service	25 September 2016
Mayor of Ipswich Sunday Service	25 September 2016
112 th Birthday Celebrations of Olive Boar	29 September 2016
Suffolk County Scout Council AGM	29 September 2016
Macmillan M & S Great British Bake Off	30 September 2016
Sudbury Civic Service	2 October 2016
Felixstowe Carnival AGM	3 October 2016
Seafarers Riverside Evening	6 October 2016
Suffolk Harvest Festival	9 October 2016
Rural Summit for Suffolk	11 October 2016
A Visit to Port of Felixstowe with Heads of Missions from South Africa	11 October 2016
Gotelee Solicitors Evening	13 October 2016
Bungay Civic Service	14 October 2016
Mayor's Charity Craft Fair	16 October 2016
Needham Market Civic Service	16 October 2016
<i>Deputy Mayor – St John's Ambulance Service of Celebration & Awards Ceremony</i>	16 October 2016
Launch of Cycling on the Prom	18 October 2016

Felixstowe Travelwatch Meeting	18 October 2016
Presentation of Felixstowe Town Council Website Photographic Competition	19 October 2016
Mayor's Civic Reception	21 October 2016
Shared Suffolk Fire & Police Facility	24 October 2016
Planting Crocus for the Purple4Polio Campaign	26 October 2016
Wesel Civic Trip	27 October – 31 October 2016
<i>Deputy Mayor – Bombay Nite Bash II</i>	27 October 2016
<i>Deputy Mayor – Launch of the Poppy Appeal</i>	29 October 2016
<i>Deputy Mayor – Orwell District Firework Night</i>	29 October 2016
The National Heritage Centre for Horseracing and Sporting Art Event with The Queen	3 November 2016
Thank you to the Friends of Seafront Gardens & Tourist Information Point Ambassadors	4 November 2016
Brackenbury Gift Fair & Launch of the Scouts Christmas Post	6 November 2016
Forest Heath's Chairman's Reception	6 November 2016
White Gables Art Display	7 November 2016
Landguard Photographic Competition	8 November 2016
<i>Deputy Mayor – The Firs Care home 25th Anniversary</i>	9 November 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.

The total income for weddings having taken place at the Town Hall during 2015/16 was noted as being around £7,000.

Members noted that the majority of allotment income would be received during October as invoices were issued annually in September.

RESOLVED that the Budget Report to 31 August 2016 be received and noted as presented with no other action required at this time.

189. ESTATES OFFICER REPORT

Committee considered the report of the Estates Officer.

Referring to the popularity of weddings at the Town Hall, Members suggested enquiring whether any newlyweds would like to supply photos from their wedding for use in future promotional material. Members requested that a promotional strategy for weddings be considered in due course and it was suggested that officers consider the possibility of working with a local hotel for a package offer.

It was noted that the Clerk had contacted SC Norse about the condition of the trees in the adjacent Town Hall Gardens and requested an assessment be made as to their condition.

In relation to the renewed 12 months' occupational licence for SCDC's beach huts and chalets administrator to utilise an office at the Town Hall, Committee expressed its strong desire to ensure that this service be retained locally on a long-term basis.

Members noted that a third and final quote for a full stock and condition survey of trees on Council owned land had been received and would be referred to Council as previously recommended.

RESOLVED that the Estates Officer's report be noted.

190. TOWN HALL WORKS

Committee received the report on recent and future repair works to the Town Hall. It was noted that the first phase of the works had been successful and had reinforced the brick piers on the front elevation. Members discussed the nature of further works which had been recommended within the following 12 months.

The Clerk advised that three quotes should be sought for the phase 2 works. Members requested that the cost estimate provided by one contractor be redacted from the agenda report.

It was RESOLVED that the Estates Officer should seek three quotes for the phase 2 works in order that Council may be able to consider and appoint a contractor to undertake the works required within the next 12 months.

191. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information. It was noted that the vacancy rate was still high and the Clerk advised that, with annual allotment rent notices due to be sent out at the end of the month, this was likely to increase further in the short term as some tenants will not renew their plots and new interest traditionally wanes after summer.

At the previous meeting Committee had requested that a report be brought back with regard to the need, viability and popularity of Council's existing allotment sites.

On 29 July the Clerk met on-site with a representative from Felixstowe Society of Allotment and Leisure Gardeners (FSALG) and a Railway Hill tenant. Members noted that at this meeting the situation with regards to the lack of interest for taking on plots at Railway Hill was discussed. The Clerk advised that the availability of allotment plots had been widely promoted in the Town Council newsletter and website. FSALG had advised that tenants at Railway Hill should join the Allotment Association so that they could participate in the society's benefits and so that tenants concerns would be adequately represented. It was suggested that FSALG hold an open day on the site to promote its use and that once there were around 10 prospective tenants for plots on the site, they be supported by the Town Council to take over plots in a 'dig-ready' condition. This would allow Town Council staff to prepare the site in an efficient way rather than routinely maintaining individual plots.

The Clerk reported that, following a further meeting with FSALG held the previous day, 6 September 2016, the provision and availability of plots was discussed along with how the eventual cemetery extension may impact on demand for plots across the remaining sites. It was noted that the Railway Hill site was closest to the Cemetery Field site.

Members considered the report and it was RESOLVED that:

- i) FSALG be advised to consider how Railway Hill tenants may be better represented on their committee;**
- ii) FSALG be advised to consider holding an open day at Railway Hill in due course to raise the profile of plot availability on this site;**
- iii) On issuing allotment fee notices for 2016-17, the Clerk should advise Cemetery Field tenants that this site will be required for an extension to the cemetery within the next 3-4 years. Formal notice is not being given at this stage but the Council wishes to give as much notice of this eventuality to the tenants so that they can be fully aware of future circumstances. Tenants to be advised that the Council will seek to offer favourable relocation terms for tenants who wish to take on a plot at one of the other three main sites. Tenants to be asked to indicate, at this early stage, whether**

they had a preference for a particular site – or no site at all – in order that Council may understand the likely demand;

- iv) The letting of new tenancies at the Cemetery Field site to be ceased as allotment plots can take several years to establish and the longevity of this site is now limited; and,
- v) Vacant plots at Railway Hill to be let in the usual way.

192. MEMORIAL GARDEN PROJECT

Committee considered the update report on the Memorial Garden Project.

It was noted that research in to a suitable type of surface for the paths was ongoing and costs for this were not known at this stage.

Fees and charges for associated memorials were considered and it was RESOLVED that these be approved as per the report and included within the Cemetery Fees and Charges Schedule.

193. FEES AND CHARGES 2017-18

Committee considered the scale of Fees and Charges for Council services from 1 April 2017 as presented in the report.

RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2017:

- i) Cemetery

1. INTERMENTS (Vat Exempt)		
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+VAT	186+VAT
(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	245	490
(l) Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	150	300
(m) Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	200	400

(n) Renewal of lease for the above memorials for further 5 years	125	125
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)		
(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

ii) Allotments

The annual rent for an allotment from October 2017 to be set at £6.75 per 25m² ('rod') with no separate charge for the use of water. Senior citizens or long-term unemployed (on production of the necessary evidence) to be offered a 40% discount on allotment rents whether the allotment be let as a single or joint tenancy, provided that at least one tenant qualifies.

iii) Town Hall – General Hire

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		

iv) Town Hall – Wedding/Special Event Hire

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1st April- 30th Sept)	Weekend (1st April- 30th Sept)	Any Day (1st Oct- 31st March)	Post- Ceremony Drinks
Council Chamber	£336	£420	£336	N/A
Clerk's Office	£168	£210	£168	N/A
Courtroom Gallery	£168	£210	£168	£100
Other Rooms	£168	£210	£168	£100

v) Walton Community Hall

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

194. CLOSURE

The meeting was closed at 9.20pm. The next meeting was noted as being scheduled for Wednesday 2 November 2016 at 7.30pm.

MINUTES of the **HIGHWAYS ADVISORY COMMITTEE** meeting held at Felixstowe Town Hall on **Tuesday 20 September 2016 at 2pm**

PRESENT: Cllr G Newman (Suffolk County Council) (Chairman) GN
 Cllr S Gallant (Felixstowe Town Council) SG
 Cllr Jon Garfield (Felixstowe Town Council) JGa
 Cllr J Goodwin (Suffolk County Council) JGo
 Cllr S Wiles (Felixstowe Town Council) SW

OFFICERS: Mr A Tadjrishi (Town Clerk) AT
 Mrs D Frost (Finance Administration Officer) DF
 Mr D Chenery (SCC East Highways Manager) DC

213. 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.

214. ELECTION OF VICE-CHAIRMAN

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.

215. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber (NB)**

216. DECLARATIONS OF COUNCILLORS' INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Gallant	All	Local Non-Pecuniary (as Member of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Member of Suffolk County Council)
Cllr J Goodwin	All	Local Non-Pecuniary (as Member of Suffolk County Council)

217. REQUESTS FOR DISPENSATIONS

There were none.

218. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that the Minutes of the Highways Advisory Committee Meeting held on 8 March 2016 be signed by the Chairman as a true record.

219. HIGHWAYS REPORT

It was **RESOLVED** that:

- i. **agreed actions for the following matters be updated on the Highways Report:**

Reference	Location
120911/01	Footpath 34 Cycle Track
030907/03	'A' Boards in Hamilton Road
160914/04	Shared Space Furniture
030907/05	20mph Wadgate Road area
060912/06	HGV Movements in Beatrice Avenue, Wadgate Road and Beach Station Road area
160914/10	Blofield Track
100315/12	Accident on Hamilton Road
080915/20	Drainage Work
080915/21	Surface Dressing
080915/22	Carriageway Resurfacing
080915/23	Pavements
100915/27	York Road
100915/28	Cycling on the Promenade (see minute 220)
100915/29	Beatrice Avenue and Garrison Lane crossings
100915/33	Town Signs
080316/02	Taunton Road
080316/07	Taunton Road footpath
080316/09	Charles Road
080316/12	Penfold Road – Waiting restrictions
080316/13	St George's Rd and Academy entrance Junction Protection
080316/19	Street Lighting Ferry Road

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

Reference	Location
230913/02	Cycle schemes linked to the new Academy
060914/07	Grove Road Health Centre Footway
160914/08	Grove Road Fence and Signs
160914/09	Cowpasture Allotment Footway
100315/11	Road signs for the Academy
070311/13	Garrison Lane Traffic Lights
100315/14	Sunray Avenue

160914/15	Bus Shelter – Cliff Road
100315/16	Loose lamp post in Faulkners Way
100315/17	Pot holes in Plymouth Road
100315/18	Hanging Baskets in Shared Space
100315/19	Dock/Port Signage
100315/24	Church Road Bus Stop
100915/25	Constable Road
100915/26	Rosemary Avenue
100915/30	Planting a tree in dedicated space in Tomline Rd pavement
100915/31	Drainage issues on Bent Hill
100915/32	Lynwood Avenue
100915/34	Alleyway between Abbeygate Lighting and Treasure Chest Books, Cobbold Road
080316/01	Parking on Cambridge Road
080316/03	Parsonage Close/Vicarage Road/Grange Road
080316/04	Damaged pavement opposite 2A Newry Road
080316/05	Looe Road
080316/06	Portable Speed Indicator Device (SID) to be positioned High Road from Garrison Lane lights up to the A14 bridge at Trimley St Mary
080316/08	Walton Signage
080316/10	Pot holes – Garrison Lane Bridge on the A154 south side (towards Langer Road)
080316/11	Two large pot holes – Crescent Road (town bound)
080316/14	Charles Road (Included in 080316/09 above).
080316/15	Selvale Way
080316/16	Cliff Road/High Road East
080316/17	Gas main renewals 2016/17
080316/18	Prom re-profiling and pier plans

220. NEW HIGHWAYS MATTERS

It was RESOLVED that:

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

Reference	Location
200916/01	Junction of Orwell Road & Leopold Road
200916/02	Killagarth Court, junction of Tomline Rd & Wolsey Gardens
200916/03	35 High Road East
200916/05	Hamilton Gardens
200916/06	Hamilton Road Slabs
200916/07	Manor Terrace Parking
200916/08	Orwell Rd outside Age UK shop opp Methodist Church
200916/09	Bus Stop clearway on Leopold Road
200916/10	New car park on Orford Road
200916/11	Goyfield Avenue
200916/12	A14 – 50mph restriction

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

Reference	Location
200916/04	Elmcroft Lane

221. CYCLING ON THE PROM

Committee noted that Suffolk Coastal District Council had approved the following recommendations with regards to the Town Council's request to permit cycling on the prom on a trial basis:

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

The Town Clerk reported as having received an email from SCDC prior to the meeting outlining the process by which the recommendations were proposed to be implemented. This included:

1. A safety audit, to be carried out by Norse and reviewed by SCDC Health and Safety at the end of September; and,
2. A mixture of metal signs being installed and A5 stickers on the bins along along the prom advising public that cycling was permitted and removal of the no cycling signs.

Once the above has taken place, a launch date for the trial period would be confirmed and a press campaign issued. This was expected to take place in mid-October.

After 6 months, SCDC had undertaken to bring together a range of interested partners to review the trial at this half-way stage. There would be further opportunity for communicating the ongoing trial at that time.

SCDC had confirmed that they would not be seeking to put a white line along the prom at this stage because it is a trial and the prom should be treated on a 'shared space' basis. Felixstowe Forward would be collecting responses and also capture any complaints and incidents raised with Norse.

SCDC had also agreed that a report would be provided to the Town Council on conclusion of the trial for feedback prior to being considered by their council.

Members noted formal communication about the launch would be sent to the Town Council in the next couple of weeks once the date had been confirmed.

DC reported that as the Prom has highway status there is a legal implication. Work will need to be done prior to the trial with full signage to alert people. SCDC had also been asked to indemnify SCC from any liability.

The main issue of concern raised was for pedestrians approaching the prom from the gardens and signage at these points was considered to be important.

Action: AT to respond to Laura Hack, SCDC regarding signs on the most popular entrances and copy DC in. DC to note the above to James Finch, SCC Cabinet Member for Highways and Transport.

222. HGV MOVEMENTS ON LANGER ROAD

Members considered issues around HGV movements along Langer Road and surrounding streets which we not intended for such traffic. DC advised that two signs advising of the restrictions would be installed opposite the junction at Beach Station Road in the late autumn/early winter. It was accepted that a more detailed study would be required – probably involving Highways England as well as SCC – to better signpost the various destinations for lorries, to raise the profile of the 7.5 ton limit along Langer Road, and to engage other agencies (e.g. Police and Trading Standards) to apply a little more discipline to what is currently happening.

It was suggested that a yard off Walton Ave, just before the crossing may be adding to the problem. It was believed that the yard had planning permission conditions requiring the operators to man the gate to wave lorries in from Walton Ave. It appears that this is taking place, but, when the yard is getting full they may be instructing HGV drivers to do a loop via Lidl's until space becomes available. If this was part of the planning requirements, and were it to remain a major issue then enforcement should be considered.

There is nothing on the signage coming down the A14 trunk road on the approach to Dock Gate 1, but this road comes under Highways England. It may be possible to have stronger weight limit signs. It was also suggested that a sign be placed in the layby on the Dock Spur for drivers to pull in, which could list all the companies on the Industrial sites.

Action: AT to check planning requirements for the lorry yard in Walton Avenue. DC to contact Highways England, regarding improved signage on the trunk road.

223. CLOSURE

The meeting was closed at 5.15pm. The next meeting was noted as being scheduled for Tuesday 7 March 2016 at 2.00pm.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 21 September 2016** at **9.15am**

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

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

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

224. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr A Smith**

225. DECLARATION OF INTEREST

There were none

226. REQUEST FOR DISPENSATION

There were none.

227. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 7 September 2016 be signed by the Vice-Chairman as a true record.

228. 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/16/3487/OUT Proposed dwelling on land to the south of Friarscroft Friarscroft Marcus Road
Committee recommended APPROVAL.	

b	DC/16/3396/FUL Change of use from residential property to commercial premises. The property is to be used for an office for Ardent Lift Consultancy, a privately owned professional engineering consultancy business. The office is to be for 2 staff, potentially rising to 5 over a 5-10 year period. Office working hours will be 9am-5pm and normal office operations only will be undertaken in the premises. 89 Gosford Way
Committee recommended REFUSAL. Committee considered that change of use to commercial premises would not be appropriate in this purely residential location and lead to a detrimental impact on residential amenity for the neighbours (DM23). The design and function of an office in this location would also be contrary to policy DM22. Furthermore, Committee were concerned about the insufficient parking provision at the site for this use class (DM19).	
c	DC/16/3116/FUL Installation of External Wall Insulation to Front Elevation of the property. 295 High Street Walton
Committee recommended APPROVAL.	
d	DC/16/3601/FUL Conversion of an existing 20 bedroom nursing home into 7 flats Suffolk Private Retirement Home 9 Sea Road
Committee recommended APPROVAL.	
e	DC/16/3555/VOC Variation of Condition 5 on application C02/0532 - Erection of first floor extension to provide additional bedrooms for residential home for the elderly - Substitution of obscure glazed panel with clear glazing and a fan light Cotman Lodge, Garfield Road
Committee recommended APPROVAL. On examining Condition 5 of C02/0532, Committee could see no reference to obscured glazing, which instead refers to 'blinded panels'.	
f	DC/16/3614/FUL To remove existing garden wall and erect a timber fence within 450mm of site boundary. 2 Knights Close
Committee recommended APPROVAL.	
g	DC/16/3629/FUL Proposed single storey extension/replacement conservatory 55 Valley Walk
Committee recommended APPROVAL.	

h	DC/16/3703/FUL To remove flat roof to front extension enlarge to provide larger toilet and entrance hall with pitched roof 75 Roman Way
Committee recommended APPROVAL.	

i	DC/16/3417/FUL balcony and house alterations 7 Beach Road East
Committee recommended APPROVAL.	

j	DC/16/3421/FUL Retrospective change of use from residential to dental surgery, demolition of lean to and approval of details of installed fixed plant (previous consent C/10/2814). 4 Brook Lane
Committee recommended APPROVAL.	

k	DC/16/3581/TCA To pollard Holm Oak to front of property. Harvest Court Cobbold Road
Committee had no objections to this work being carried out.	

229. PLANNING DECISIONS

Committee was advised that application DC/16/2962/FUL (refurbishment of the restaurant and reconfiguration of the car park and patio area to accommodation extension totalling 94.61 SQM. The construction of a new remote corral.) at Mcdonalds Restaurant, Walton Avenue, had been approved by Suffolk Coastal District Council. Committee had recommended refusal of this application on 24 August 2016 but had not been given any opportunity to refer this to the SCDC Planning Committee. The Clerk advised that he had raised the matter with the planning officers and received a reply from the SCDC Planning Development Manager apologising for the error.

Members expressed dissatisfaction with the district council’s handling of this application and it was RESOLVED that the Clerk raise this matter with the SCDC Chief Executive as a formal complaint.

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.

230. CORRESPONDENCE

- a) Submission of reserved matters pursuant to outline planning permission DC/13/3069/OUT for the creation of 198 no. one, two, three**

and four bedroom houses and apartments, plus associated roads, paths, driveways, car parking, landscaping and public open space, Land West Of Ferry Road Residential Centre. The Estates Officer advised that this application had now been published on the planning portal and was expected to be received at the Town Hall soon. Members agreed that, due to the public interest in this development, the meeting at which it would be considered by the Planning & Environment Committee should take place at a larger venue. The Clerk agreed to make enquiries with Old Felixstowe Community Centre as a possible venue or to otherwise make Walton Community Hall available.

b) Decision Notice DC/16/2732/COU - 77 Undercliff Road West

Members were advised that, following research by the Committee Chairman and Council officers, SCDC Environmental Health had undertaken further investigation in to the appropriateness of this proposed change of use to A5. In light of this investigated, and subsequent revised opinion from the Environmental Health officer, SCDC planning officers refused the application. As a result, the referral request submitted by the Clerk for this application was no longer required.

c) Trees Survey. Members were advised that the full stock and condition survey of trees on land owned by the Town Council would be taking place in early October. Members asked that consideration be given to Council's longstanding wish to dedicate a tree to HRH Queen Elizabeth II.

Committee NOTED the above correspondence.

231. CLOSURE

The meeting was closed at 11.35am. The date of the next meeting was noted as being Wednesday 5 October 2016, 9.15am at Felixstowe Town Hall.

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 21 September 2016 at 7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr Jan Garfield (Mayor *ex-officio*)
Cllr S Gallant (Vice-Chairman) Cllr T Green
Cllr P Coleman Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: Mr P Grant (Landguard Partnership Project Officer)

232. APOLOGIES FOR ABSENCE

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

It was noted that **Cllr Josh Vartan** had recently stood down from Council.

233. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr D Savage	238	Local Non-Pecuniary (as a representative on the Landguard Partnership and trustee to Felixstowe Citizens' Advice)
Cllr S Gallant	238	Local Non-Pecuniary (as a member of the Felixstowe Carnival Committee)
Cllr Jan Garfield	238	Local Non-Pecuniary (as Treasurer to the Felixstowe Carnival Committee)

234. REQUESTS FOR DISPENSATION

There were none.

235. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 15 June 2016** be signed as a true record.

236. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 14 September 2016.

In response to a question on the reason for the website budget being £1,350 in the current year when compared to previous years' costs, the Clerk advised that the basic costs of hosting the new website was less than half that of the old site, being £350 rather than £798, however an allowance of £1,000 for in-year enhancements to the website had also been included. The Clerk advised that he was in discussion with Suffolk County Council's Infolink service to explore dynamic ways in which a community hub for Felixstowe organisations could be hosted on the Town Council's site.

RESOLVED that the Budget Report to 14 September 2016 be received and noted as presented with no other action required at this time.

237. ARMED FORCES WEEKEND/DARELL'S DAY 2017

The Chairman invited Paul Grant, Landguard Partnership Project Officer, to present the report on the Armed Forces Weekend/Darell's Day 2017.

Mr Grant highlighted the opportunity to raise the profile of Felixstowe in hosting this significant event.

Committee roundly endorsed the event but were keen to ensure that no imposition would be put on the armed forces to provide resources over the weekend. Mr Grant confirmed that the event would be designed in order that service personnel could specifically attend and enjoy the weekend.

It was RESOLVED that it be recommended to Council that Felixstowe Town Council support the staging of entertainments and a firework display as part of Felixstowe Armed Forces Weekend Event 2017, to the sum of £18,000.

238. CCTV REPORT

The Chairman gave a verbal report on a meeting held earlier that day at the Police Station with the Cllr S Gallant, the Town Clerk, Sgt. Peter Street, Helen Greengrass, Clark Skates of STC Solutions and John Brinkley, one of the CCTV volunteers.

It was noted that the meeting had been held to discuss improvements to the functionality and reliability of the existing CCTV infrastructure and the practicalities involved with the move to the Fire Station in the near future, as well as considering longer-term aspirations such as infra-red lighting and mobile CCTV cameras.

The contractor had agreed to an action plan relating to the above and Committee noted that it would receive further reports on the effectiveness of the CCTV system during the year.

RESOLVED that the CCTV report be noted.

239. WEBSITE PHOTO COMPETITION

Committee received a presentation of over 40 photos which had been entered in to the website photo competition. A shortlist of 4 photos was selected and the Clerk was asked to create a mock-up of the shortlist with the homepage layout overlaid so that Members could see how the photos would appear on the webpage.

RESOLVED that the Clerk send mock-ups of the shortlisted photos to Committee Members; and, pending being advised of the winning photo by Members via email, be delegated the authority to make arrangements for the awarding of the £100 to the winner.

240. CLEAN FOR THE QUEEN CHARITY CHEQUE

RESOLVED that the £20 received from SC Norse for Council's participation in the Clean for the Queen initiative be awarded to the Felixstowe Sea Cadets for their assistance with the 'Town Council Clean Team' on the day.

241. ANNUAL GRANTS

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 2017/18 budget:

As Annual Grants:

Felixstowe Council for Sport and Recreation	£200
Citizen's Advice Bureau	£1,500
Felixstowe Carnival	£1,000
Landguard Fort	£1,000
Landguard Partnership	£1,000
Art on the Prom	£750
Wesel Twinning Association	£200
Salzwedel Twinning Association	£200
Total	£5,850

Through the Community Fund:

Level Two	£10,000
Harwich Harbour Ferry Services,	£1,000
Total	£11,000

242. LITTER AND DOG WASTE BINS

Committee considered recent requests for the provision of additional dog waste bins.

It was RESOLVED that, subject to confirmation by SC Norse that the bins would be maintained and serviced by their waste collection team, dog waste bins be approved for installation at the following locations:

- i. 25l Fido bin just inside the park gates at Allenby park;**
- ii. 50l Fido at Ferndown Road;**
- iii. 25l Fido bin at Ferry Road where the bungalows end and the fields begin;**
- iv. 25l Fido bin at grass area at the junction/roundabout Colneis Rd/Beatrice Avenue; and,**
- v. SC Norse requested to reuse the existing 25l Fido bin at Ferndown Road at one of the other three locations above; and,**
- vi. the cost of reinstalling the 25l Fido bin plus the cost of the new 50l and two other new 25l Fido bins approved as quoted.**

243. CLOSURE

The meeting was closed at 9.40pm. The next meeting was noted as being scheduled for Wednesday 19 October 2016 at 7.30pm.

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 28 September 2016 at 7.30pm

PRESENT: Cllr G Newman (Chairman) Cllr S Gallant
Cllr S Bird (Vice-Chairman) Cllr Jan Garfield
Cllr N Barber Cllr D Savage
Cllr M Deacon

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

244. APOLOGIES FOR ABSENCE

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

245. DECLARATIONS OF INTEREST

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

246. REQUESTS FOR DISPENSATION

There were none.

247. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 27 July 2016 be signed by the Chairman as a true record.

248. BUDGET MONITORING TO 31 AUGUST 2016

Committee received the budget monitoring report to 31 August 2016.

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

The Clerk advised that since the report had been published some additional expenditure had been incurred in preparation for the 2017 Civic Awards. This would result in a small overspend of around £11 on budget for heading 4513/301.

It was RESOLVED that the budget monitoring report to 31 August 2016 be noted with no other action required at this time.

249. BUSINESS BANKING CHARGES

Committee noted the report on Business Banking Charges. Although some savings could be made by transferring Council's current account to another provider, Members agreed that Barclays provided a secure and efficient on-line banking service, with a local branch for Council's weekly banking of receipts. It was noted that the introduction of electronic payments last year would reduce the impact of banking charges, however, receipts of cash and cheques would incur higher fees. Members advised that encouragement should be given towards payments being received via online banking as this could considerably reduce bank charges. It was considered that a review in 12 months' time year would give a Committee a clearer understanding of the impact of the new charges and give a chance to reduce monthly charges in-house by encouraging payments online.

It was RESOLVED that a review of banking charges be carried out in the autumn of 2017.

250. DEBT RECOVERY PROCESS

Committee noted that an outstanding debt had not been paid and considered approving a Warrant of Control in order to recover the outstanding debt.

It was RESOLVED that Council approve a Warrant of Control in order to recover an outstanding debt.

251. LOCAL COUNCIL AWARD SCHEME WORKING GROUP

Committee received an update from the Local Council Award Scheme Working Group and reviewed five draft supporting statements which had been prepared and the qualifying evidence list. Members agreed that the required documentation for the Gold Award should be referred to the November Council Meeting for approval. The Clerk advised that the supporting statements may require further modifying in the interim period and Committee agreed that these should be amended as the Clerk and the Finance Administration Officer thought necessary. It was understood that once the application had been submitted it would be considered by the Local Council Award Scheme Panel. Council would be given constructive feedback and suggestions to support development towards an accreditation. There were no resubmission fees.

RESOLVED that all qualifying evidence and documentation for the Local Council Gold Award be referred to Council in November and recommended for submission.

252. CONSULTATION: AUTOMATIC PRECEPT REFERENDUMS

Members considered the report regarding a technical consultation containing proposals for automatic referendums if certain criteria were met during the

raising of the precept. Following a debate, Committee agreed that although the proposals as they stood were unlikely to affect Felixstowe Town Council in the short-term – as the Band D was not likely to increase higher than that of the lowest charging district council for 2016/17 (£75.46) – parish and town councils should be rightfully expected to engage fully with their local communities before considering significant precept increases. On the basis of the proposals as written, Committee were pleased to endorse the principle of limiting council tax increases for the town and parish sector to 2% for those councils with a Band D rate above that of the lowest charging district council for 2016/17.

However, Committee felt that the cost of official referendums would be disproportionately burdensome for town and parish councils and it was hoped that an appropriately robust local consultation arrangement could be employed instead, which would not cost as much to local tax payers.

It was RESOLVED that the Town Clerk responds to the consultation on proposed technical changes to the 2017/18 local government finance settlement on the above basis.

253. SALC SURVEY

Committee considered the SALC Survey. Some Members reported as having completed the survey online already. Committee generally agreed that the themes and issues were worthy of focus by SALC but felt that the format of the survey had not been designed in such a way that was suitable for a corporate response. It was agreed that the Town Clerk would advise SALC of Committee's concerns about the survey style and to also email all Councillors to encourage them to complete the SALC survey online individually.

It was RESOLVED that the Town Clerk email all Councillors to invite them to complete the SALC survey online and to refer Committee's concerns about the survey style to SALC directly.

254. CLOSURE

The meeting was closed at 8.38pm. The next meeting was noted as being scheduled for 23 November 2016 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Old Felixstowe Community Hall on Wednesday 5 October 2016 at 9.15am

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

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

IN ATTENDANCE: 79 members of the public

Prior to the meeting commencing the Chairman advised that there would be an extended public session of 30 minutes to hear from members of the public specifically on application DC/16/3776/ARM.

PUBLIC SESSION

Committee heard representations from 12 members of the public on DC/16/3776/ARM outlining their reasons why they believed the application should be rejected.

255. APOLOGIES FOR ABSENCE

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

256. DECLARATION 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)

257. REQUEST FOR DISPENSATION

There were none.

258. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 21 September 2016 be signed by the Chairman as a true record.

259. 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/16/3776/ARM Submission of reserved matters pursuant to outline planning permission DC/13/3069/OUT for the creation of 198 no. one, two, three and four bedroom houses and apartments, plus associated roads, paths, driveways, car parking, landscaping and public open space. Land West Of Ferry Road Residential Centre Ferry Road</p> <p>Committee accepts that this development now has outline planning permission, despite its recommendation to refuse the original application; and that development is inevitable on this site.</p> <p>However, Committee recommends REFUSAL for this Reserved Matters application as presented on the basis that the combination of density and design lead to several unacceptable outcomes.</p> <p>Namely:</p> <ul style="list-style-type: none"> i. The close juxtaposition of plots 148-151, 153 and 168 as proposed would lead to unacceptable levels of overbearing loss of amenity to existing adjacent properties; ii. Members do not accept that 3 storey flats can be appropriately fitted in this location, notably due to the proximity of the AONB; iii. There are a number of historically justified local concerns about foul drainage capacity, it is essential that these are fully and adequately addressed; iv. Similar concerns are held over surface water drainage; v. Committee was pleased to see footpath FP7 retained as a Public Right of Way. However it strongly believes that this should be retained as a green footway and not fragmented by the urban elements, in line with the recommendations of the Suffolk County Council Rights of Way Officer to this application; and, vi. The intensity of the development as proposed will mean the number of vehicles exiting and entering the site will put an unacceptable burden on existing highway infrastructure. <p>Therefore Committee recommended REFUSAL as it stands.</p>
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At this point in proceedings, 1.15pm, the Chairman directed that the meeting would be adjourned and reconvened at the Town Hall at 2.15pm.

Cllrs A Smith, S Bird and K Williams left the meeting at this point.

Vice-Chairman Cllr Jon Garfield in the chair.

b	DC/16/3767/FUL Proposed single storey extension, together with alterations and provision of cart port 28 Berners Road
Committee recommended REFUSAL. Whilst Members were generally content with the alterations proposed for the house, they were concerned about the effect the erection of the car port could potentially have blocking up the rear access to adjacent properties on Berners Road adversely affecting their residential amenity contrary to policy in DM23(e).	
c	DC/16/3630/FUL To divide existing 5 bed dwelling into two separate 3 bed and 2 bed dwellings. 276 High Street Walton
Committee recommended APPROVAL subject to Highways' approval of the parking arrangements at the front of the property and should approval be granted, asked that adequate drainage of surface water from the new driveway be provided to prevent it escaping onto the footpath and highway abutting the site.	
d	DC/16/3775/VOC Variation of Conditions 2 & 13 of Planning Consent DC/14/0358/FUL (Erection of four single-storey dwellings). Land At Parsonage Close
Committee recommended APPROVAL.	
e	DC/16/3696/FUL Rear extensions and alterations High View The Ferry
Committee recommended APPROVAL.	
f	DC/16/3949/FUL Proposed single storey rear extension 95 Ranelagh Road
Committee recommended REFUSAL on the grounds that the considerable depth and full width of the proposed rear extension, particularly where it abutted the neighbours boundary to the North at number 97 Ranelagh Road, constituted over-development of the plot contrary to Policy DM21(a) and that the resulting physical relationship would lead to a loss of outlook and access to daylight and sunlight contrary to Policy DM23(b),(e) and SPG16.	

g	DC/16/3782/TCA Rowan Tree to side of house - Prune to reshape and minimise boundary overhang and shading. 2no. Apple trees to front of house (RHS) to be felled - trees in advanced decline. 58 Orwell Road
Committee had no objections to this work.	

260. 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.

261. CORRESPONDENCE

None.

262. CLOSURE

The meeting was closed at 15.35pm. The date of the next meeting was noted as being Wednesday 19 October 2016, 9.15am at Felixstowe Town Hall.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Old Felixstowe Community Hall on **Wednesday 19 October 2016** at **9.15am**

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

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

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

263. APOLOGIES FOR ABSENCE

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

264. DECLARATION OF INTEREST

There were none.

265. REQUEST FOR DISPENSATION

There were none.

266. DECLARATION OF INTEREST

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

267. REQUEST FOR DISPENSATION

There were none.

268. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 5 October 2016 be signed by the Chairman as a true record.

269. 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/16/4011/FUL Construction of a Lidl foodstore together with customer access from Haven Exchange South and A154, landscaping, parking and associated engineering works Land At Haven Exchange Haven Exchange South
<p>Committee recommended APPROVAL. Committee had concerns about the potential impact of the proposed new access road to the A154 Walton Avenue – a key route in to Felixstowe – and requested that consideration is given to providing a right-turn lane on the A154 both to and from this new access road.</p> <p>It was also noted that the proposed hours of operation on Sundays, as stated in the application, exceed permitted trading hours.</p>	
b	DC/16/3962/OUT Residential development of ten units, alterations to existing vehicular access associated external works and parking. Land At Junction With Garrison Lane And High Road West
<p>Committee recommended APPROVAL.</p>	
c	DC/16/3973/ARM Approval of Reserved Matters on application DC/15/4221/OUT - Outline application for one dwelling on part gardens fronting St Georges Road - New drawings and Contaminated Land Questionnaire submitted 15 Cliff Road
<p>Committee recommended APPROVAL.</p>	
d	DC/16/3948/FUL Two storey extension to front elevation, first floor extension to side elevation and single storey rear extension. 44 Westmorland Road
<p>Committee recommended APPROVAL.</p>	
e	DC/16/3820/FUL Erection of two-storey portacabin for drivers welfare Facilities 1-2 Hodgkinson Road

Committee recommended APPROVAL.

f	DC/16/3759/FUL Renewal of previous planning application for an extension 129 Ferry Road
Committee recommended APPROVAL.	

270. 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.

271. CORRESPONDENCE

a) Relocation of Crown Post Office, 143 Hamilton Road. Letter from the Post Office confirming that, following their consideration of the consultation responses, they had made the decision to relocate the Post Office into the WHSmith store at 64 Hamilton Road, Felixstowe, IP11 7AJ. The branch will be operated by WHSmith High Street Ltd under a franchise agreement.

b) Felixstowe Peninsula Area Action Plan Proposed Main Modifications and Sustainability Appraisal and Habitats Regulations Assessment Consultation.

Members were advised that SCDC were undertaking a Proposed Main Modifications consultation on the Felixstowe Peninsula Area Action Plan. The Main Modifications consultation would be running for 6 weeks between Monday 17th October 2016 and 5pm Monday 28th November 2016. SCDC were proposing the Main Modifications to the Plans following discussion at the Examination in Public hearing sessions in August and September 2016 and are intended to address issues of legal compliance and/or soundness. The Clerk advised that this would be on the agenda for consideration at the next meeting.

Committee NOTED the above correspondence.

272. CLOSURE

The meeting was closed at 10.55am. The date of the next meeting was noted as being Wednesday 2 November 2016, 9.15am at Felixstowe Town Hall.

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 19 October 2016** at **7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr Jan Garfield (Mayor *ex-officio*)
Cllr S Gallant (Vice-Chairman) Cllr Jon Garfield
Cllr S Bloomfield Cllr T Green
Cllr P Coleman Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)

273. APOLOGIES FOR ABSENCE

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

274. DECLARATIONS OF INTEREST

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

275. REQUESTS FOR DISPENSATION

There were none.

276. CONFIRMATION OF MINUTES

RESOLVED that the Minutes of the Civic & Community Committee meeting held on 21 September 2016 be signed as a true record.

277. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 7 October 2016.

RESOLVED that the Budget Report to 7 October 2016 be received and noted as presented with no other action required at this time.

278. FELIXSTOWE IN FLOWER REPORT

Committee considered the report on the 2016 Felixstowe in Flower initiative and awards.

Members paid tribute to the Council's Cemetery & Allotments Officer, Mrs Sue Faversham, for her excellent work which had resulted in another successful year of floral displays in the town.

Members made suggestions about how to raise the profile of the initiative and ways to promote the event more widely for 2017. It was agreed that a social media campaign should be used to complement

Other enhancements, such as new award categories and the sponsoring of prizes, were discussed and it was agreed that a Working Group should be set up to look at ways of enhancing the event for 2017.

Members commented on the high quality of the new style displays that had been introduced in the shared space area in 2016. It was agreed that, subject to confirmation by the Council's grounds' team that they would ensure the health of the flowers would not be adversely affected, watering could be undertaken by Council staff every other day during Felixstowe in Flower 2017, removing the need for an additional watering contract. The savings made on the cost of watering could be put towards new Holestar style planters and floral displays.

It was RESOLVED that:

- i. a Working Group, comprising the Council's Cemetery & Allotments Officer and Councillors D Savage, S Gallant and S Wiles, be set up to consider raising the profile of, and enhancements to, Felixstowe in Flower in 2017; and,**
- ii. on the proviso that the grounds' team ensure the health of the flowers is not adversely affected, watering of the baskets and tubs be undertaken by Council's own staff and the contracted provision from SC Norse not be renewed for 2017.**

279. DRAFT BUDGET CONSIDERATIONS 2017-18

Committee considered first draft proposals for its element of the Council's 2017-18 budget and reviewed the accompanying notes to the budget estimates in the report.

Members asked that £6,000 be included within cost centre 301 under a new code called 'Christmas Events'. This provision was commensurate with expenditure approved by Council over the previous two years for the ice rink. The Clerk advised that donations and sponsorship could be sought to offset this expenditure and it was agreed that the income estimated from donations and sponsorship for this activity be set at £4,000 within this cost centre.

Initial budget estimations for 'Civic Events' had been set at £600. Members asked that this be increased to £700 at this stage and suggested that F&GP be asked to give further consideration to Civic Events provision.

It was agreed that funding for the monthly cleaning of four bus shelters should be withdrawn for 2017-18. Members requested that the £800 this would have cost to be combined with £800 funding for 'Litter/Dog Bins' within a new code 'Street Furniture' for 2017-18, totalling £1,600.

Following the decision to trial in-house watering of the Felixstowe in Flower baskets and tubs in 2017-18 it was agreed that the cost savings in 'Repairs and Maintenance' be put in to 'Flowers & Containers' in order that a greater investment could be made in the quality of the displays.

The Clerk advised that Suffolk Coastal Norse had provided a quote for the Floral Bedding at the same price as the current year. On this basis it was agreed that SC Norse should provide this service to the Council again in 2017/18.

RESOLVED that, subject to updating cost estimates as outlined above, the draft proposals for the Civic & Community element of the Council's 2017-17 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.

280. MAYOR'S CIVIC SERVICE

Committee considered a standard protocol for the setting of the Mayor's Civic Service. It was noted that the event was scheduled for 18th June 2017 and, as this was the third Sunday in June, it was proposed that it be held on this Sunday in future years.

A Member advised that Father's Day was also on this day each year. Committee did not feel this to be a problem but agreed to review the protocol again in future should it prove otherwise.

RESOLVED that the Mayor's Civic Service be held annually on the third Sunday in June.

281. CLOSURE

The meeting was closed at 9.30pm. The next meeting was noted as being scheduled for Wednesday 14 December 2016 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Old Felixstowe Community Hall on Wednesday 2 November 2016 at 9.15am

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

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

IN ATTENDANCE: Mr T Yeo, applicant for Landguard 1 Car Park View Point Road.

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

PUBLIC QUESTIONS

Mr T Yeo gave a brief overview of his application DC/16/4252/FUL for a refreshments kiosk at Landguard 1 Car Park View Point Road. Members outlined concerns about the potential for increased litter and Mr Yeo advised that staff would be asked to keep an eye on the area. Mr Yeo left the meeting at this point.

288. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr A Smith** and **Cllr S Gallant**.

289. DECLARATION OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member 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 19 October 2016 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	DC/16/4252/FUL Refreshments kiosk Landguard 1 Car Park View Point Road
Committee recommended APPROVAL. However, in anticipation of a more permanent visitor's centre in the future, Committee requests that this application be given temporary permission for up to 5 years. Committee also requests that there be no cooking of food at this kiosk.	
b	DC/16/3924/OUT Outline proposals for one dwelling on land to rear of 61 Princes Road 61 Princes Road
Committee recommended APPROVAL.	
c	DC/16/4129/FUL Revised garage detail to that approved under (DC/15/4740) including roller shutter doors set behind brick piers The Gatehouse Maybush Lane
Committee recommended APPROVAL.	
d	DC/16/4227/COU Change of Use of garage for use as dog grooming parlour for one dog at a time as approved under DC/14/2686/FUL 20 Wentworth Drive
Committee recommended APPROVAL subject to the specific limitations given under DC/14/2686/FUL being imposed.	
e	DC/16/4333/FUL Proposed extension to rear and side of property (Including 1st floor) and internal alterations 9 Beatrice Avenue
Committee recommended APPROVAL.	
f	DC/16/4172/FUL Renovation of shopfront - Replacing of existing timber shop windows with modern & contemporary full height 12mm toughened clear glass and central frame-less glass DDA compliant door Bugattis Fish Bar 226 High Street Walton
Committee recommended APPROVAL.	

g	DC/16/4034/FUL Single storey side conservatory 41B Brook Lane
Committee recommended APPROVAL.	

h	DC/16/4208/FUL Single Storey Side & Rear infill extension 45 Garrison Lane
Committee recommended APPROVAL.	

i	DC/16/4190/FUL Garden building (PD rights removed) 12 Red Hall Court
Committee recommended REFUSAL. Committee considers that design, height and scale of this garden building to be in contravention of DM21; and, that it neither preserves, nor enhances the Conservation Area.	

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: PLANNING APPLICATION SCC\0194\16 TO BE DETERMINED BY SUFFOLK COUNTY COUNCIL

Committee recommended **APPROVAL** of the proposed Extension of use to accept 'Trade Waste'. Change of permitted hours of operation at Felixstowe Household Waste Recycling Centre, Carr Road, Felixstowe, Suffolk.

295. CONSULTATION: FELIXSTOWE PENINSULA AREA ACTION PLAN PROPOSED MAIN MODIFICATIONS

Committee considered that the Main Modifications and Additional Changes to the Felixstowe Peninsula Area Action Plan would satisfactorily address matters of soundness and legal compliance. However, concerns were raised about modifications to FPP4 as detailed under Main Modification FPAAP-MM9. This proposed to remove the need for “any alternative venue for the Rifle Club to be equivalent (or greater) in terms of...accessibility in comparison to the existing facility”. Committee understood that the Rifle Club facility was well-used by members of the East Suffolk Association for the Blind and accessibility of any new venue would be critical to this community. As such, Committee did not agree that this requirement should be removed from policy FPP4.

Committee RESOLVED that the Clerk respond to the consultation on the basis above.

296. CORRESPONDENCE

- a) Appeal ref APP/J3530/W/16/3155285.** Notification of an appeal made to the Secretary of State against the decision of Suffolk Coastal District Council to refuse planning permission for Apartment Building Including Garaging and Cycle Store

- b) Meeting Place Communications on behalf of Barratt Homes Eastern.** Offer of a meeting for Members prior to submission of reserved matters proposals for Land rear of Walton Hall, High Street, Walton.

Committee NOTED the above correspondence and agreed that the Clerk should ask Meeting Place Communications to hold a public meeting on their proposals and invite Councillors to this rather than a meeting for Councillors only.

297. CLOSURE

The meeting was closed at 11.30am. The date of the next meeting was noted as being Wednesday 16 November 2016, 9.15am at Felixstowe Town Hall.

It was noted that the allotment rent income was continuing to be received and was expected to be complete during November.

RESOLVED that the Budget Report to 26 October 2016 be received and noted as presented with no other action required at this time.

303. ESTATES OFFICER REPORT

Committee considered the report of the Estates Officer.

Members noted the concerns over the unauthorised use of the Town Council's allocated parking bay adjacent to the Town Hall. It was understood that enforcement of any infringement would be the responsibility of the police until such a time as civil parking enforcement could be devolved from the County Council. Members suggested that early discussions be held with any new occupant of 91-95 Undercliff Road West following completion of the building work to establish a positive relationship with the Town Hall neighbours.

The Estates Officer tabled a copy of the letter sent to the Planning Authority, and JCN Design, highlighting the access, boundary and estates issues which were likely to be affected by the proposals contained within Planning Application DC/16/3776/ARM for Land West of Ferry Road Residential Centre, Ferry Road. The letter had been drafted in consultation with the Chairman of the Assets & Services Committee, Chairman of the Planning & Environment Committee and the Town Clerk.

Committee noted that the professional tree survey had been completed and a comprehensive report had been received. The report advised that a number of trees on Council-owned land required urgent work. Committee commented on the high quality of the report and instructed that the urgent works should be carried out as soon as possible. The Clerk advised that quotes would be sought before the recommended works were undertaken but as the report had only recently been received the costs could not be known at this time. It was agreed that, due to the urgency of the works, Council should be recommended to delegate authority to the Clerk to approve necessary expenditure for this work. It was suggested that, if the timings permitted, the planting of any replacement tree could take place during National Tree Week (26th November - 4th December 2016).

Committee discussed the present arrangement with Felixstowe Old People's Welfare Association under the occupational licence and management agreement for Broadway House. The Clerk was instructed to review the arrangement in consultation with FOPWA and report back to Committee in due course.

The Estates Officer tabled a photo of the metal tree which had been commissioned for the new Memorial Garden at the Cemetery. Three quotes had been received for the laying of paths in the Memorial Garden with a local contractor, Resinmaster, being instructed to install a resin-bound gravel path

system on the site. Members noted that once the granite kerbs were delivered, the installation of these, the pathways and the metal tree could commence.

It was RESOLVED that:

- i. the Estates Officer's report be noted;**
- ii. the letter to SCDC with regards to planning application DC/16/3776/ARM be approved as presented;**
- iii. it be recommended to Council that delegated authority be given to the Town Clerk to commit expenditure required for urgent tree works to trees on Council-owned land;**
- iv. the work on the Memorial Garden Project and resin-bound path system be approved; and,**
- v. the Clerk be instructed to review the occupational licence and management agreement for Broadway House in consultation with FOPWA and report back to Committee in due course.**

304. BROADWAY HOUSE MAINTENANCE

Committee considered reimbursing Felixstowe Old People's Welfare Association (FOPWA) for the cost of repairs, to the boiler and automatic doors, at Broadway House totalling £1,480.67. It was noted that there was no current budget provision for Repairs and Maintenance at Broadway House and therefore reimbursement would need Council approval from the Broadway House Earmarked Reserve.

It was RESOLVED that it be recommended to Council that FOPWA be reimbursed £1,480.67 from the Broadway House Earmarked Reserve for the cost of repairs of repairs to the boiler and automatic doors at Broadway House.

305. DRAFT BUDGET 2017-18

Committee considered first draft proposals for its element of the Council's 2017-18 budget and reviewed the accompanying notes to the budget estimates in the report.

It was noted that whilst some costs were estimated to increase in 2017-18, additional income from greater use of the Town Hall and savings in other areas were expected to permit a nil change to the net total.

The Clerk advised that the estimates would be reviewed again before the Financial & General Purposes Committee meeting at the end of the month and Committee agreed that, subject to any amendments as a result of this review

being considered by F&GP, the budget estimates be recommended to that committee as presented in the report.

RESOLVED that, subject to further amendments, the draft proposals for the Assets & Services element of the Council's 2017-17 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.

306. CLOSURE

The meeting was closed at 8.35pm. The next meeting was noted as being scheduled for Wednesday 1 February 2017 at 7.30pm.

AGENDA ITEM 8: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the report of Cllr Jan Garfield, representative to the Port of Felixstowe Local Authority Liaison Committee (LALC) following her attendance at a recent meeting as below:

LALC Meeting at Trinity College on 6th October 2016.

The Local Authority Liaison Committee meets six-monthly to discuss local matters pertaining to Felixstowe, the Trimleys and Kirton and Falkenham with representatives from the Port of Felixstowe and Trinity College. The latter is usually represented by Tim Collins of Bidwells and the Bursar of Trinity College. The Port of Felixstowe is usually represented by Clemence Cheng, Managing Director of Hutchison Ports UK and Europe, Paul Davey HPUK and Jane Stanbridge. The rest of the Committee is made up of Representatives from SCC, SCDC, FTC, and Levington, Trimley St Mary, Trimley St Martin, Kirton and Falkenham Parish Councils.

The meeting is preceded by a Trinity Estates Meeting which really covers activity on, as it says, the Trinity Estate. This is usually conducted by Bidwells with interjections from a representative of Trinity College. Felixstowe TC and the Port representatives are not required at this meeting, but we are welcome from FTC if we wish to attend.

The meetings are either held at Port of Felixstowe or Trinity College. This Autumn's meeting was at Trinity and, since it is such a long way, we decided to go early and attend both meetings. What a good thing we did as almost the first item was the site at Land North of Walton High Street. We learnt that they hope to put in an application for reserved matters with up to 385 houses and a spine road with roundabouts at each end, enhancement of the environs of the Toll House and stables, before the end of the year. They want to provide 33% affordable housing on the site subject to "negotiations" with SCDC which have not yet commenced. On being pressed by a member, Tim Collins said that he couldn't (or wouldn't) say any more re this point. The Rifle Club application will be going through tied with the Walton application.

Walton South now has a preferred developer for 190 units, this is Barrett Homes who will, hopefully, start building in 12 – 18 months. These still need detailed reserved matters. Tollgate Stables remain in the ownership of Trinity College, and they are considering ideas on how to deal with these. To a question from a member re these ideas, Tim Collins said that they have none at present!!

The rest of the meeting dealt wholly with the rest of the Trinity Estates outside our boundaries, and I can give details, if anyone is interested, after the meeting.

We then had a presentation from a representative of Network Rail about the perennial question of the upgrading of the Felixstowe Branch Line to provide extra capacity for Freight and Passenger traffic. Council is to receive a presentation from Bryan Frost this evening on public transport matters so I will not attempt to repeat this information.

We had presentations from the Port of Felixstowe in the guise of Clemence Cheng, Paul Davey and Jane Stanbridge on the rebranding of the Port and its new logo. We learnt of the shock in the industry of the Han Jing Shipping file for bankruptcy on 31st of August in Korea, and the knock-on effect on the Port. No ships from this line use POF, but their “boxes” come in on other lines. This has caused problems as they have to be unloaded, sent on their way, and the empty ones dealt with and stored. POF has had to take on 20 extra staff to deal with the problem, and a lot of storage space is now taken up with empty Han Jin containers. The UK has issued a Protection Order giving Han Jing protection in the UK, but 12 vessels have been arrested around the world.

2,500 boxes a day are being moved by train and resource requirements are higher in the summer months. New legislation demanding weighing of every container to be exported causes delays in the Port but is in place to prevent accidents at sea due to overloading.

It was reported that Brexit, or the anticipation of the same, has not harmed trade so far. Still have access to the Single Market but also good trade with China, India, and the rest of the Commonwealth, the USA and the rest of the world.

We learnt about the amalgamation of shipping lines into the new operating groups and that some use London Gateway when they can't get into Felixstowe. There are varying excuses such as the weather, but mainly due to ships arriving late and missing their slots. In the first quarter of this year, London Gateway handled half a million 20' units, 60% of which came from those booked for Felixstowe.

Rail Strong demand – K13000 in one week this year.

Development Felixstowe South reconfiguration, land behind berth 9 is to be developed for storage etc. A construction licence is needed for marine works.

The Port has promised to honour the section 106 rail works agreement. The Landguard Peninsula work which, we were told last March, were off the agenda, now are back on, but with no time frame, permissions are to be kept live. This is because the Port has lost a couple of investors due to the uncertainties of Brexit, so may do the Quay and Landguard works in the future. The investors are those connected with Ro-Ro and the Logistics Park. The latter may be financed by POF itself in the future.

Road A14 Final, final go-ahead for Cambridge to Huntingdon stretch starting 2017 and opening 2020. No plans to address the Orwell Bridge at present, but the planned bridge at Ipswich Docks may help.

Environment N²O below objectives at the Dooley and Dock Gate 2, SCDC are to revoke the latter. The POF is equipping as many as possible of its “tugs” or IMVs with a stop/start technology, giving a 40% reduction in idling time and 25% reduction in fuel consumption. RTGs are being electrified, now half way through since 2015.

Community Initiative Schools grant this year to Grange Community and Primary Nursing for a project. Port Community Fund has donated to many societies in Felixstowe.

Logistics Uniserve has problems with financing due to Brexit and will start building a smaller operation. There will be 100,000 square feet unit in the first phase, displaced parking on plateaux A & B will be accommodated on plateau C. There is no more room on Trinity land for Logistics, storage etc.

Routemaster No more information

Anzani House Trinity College will not support residential use.

Trinity College has donated £10,000 last year and intends to give £8,000 this year to Felixstowe Academy so that pupils can attend courses and also £25,000 for 3 years for a Maths Inspiration project in which they will bring pupils and teachers to Trinity College. They have also given money to Felixstowe in Flower, Walton Parish Nursing, the Trimley Churches, St Mary's Walton and many other causes in the area.

The meeting finished about 1.00 pm in time for a delightful lunch.

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

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 October Progress Report (**Appendix A**) and to note:

1.2 Felixstowe Unwrapped Christmas Campaign: Friday late night shopping until 7pm.

1.4 Felixstowe 5th in Gt British High Street 'Rising Star' award.

2.3 Working toward Felixstowe being recognised as a Dementia Friendly town by 31st March 2017.

4.1 Work has commenced on Pierhead building. The construction manager, Julian Brandon, would be pleased to introduce himself to councillors at a later meeting and arrange a site tour.

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

AGENDA ITEM 12: ARMED FORCES WEEKEND/DARELL'S DAY **2017**

A major joint event is planned for the weekend 24 – 25 June 2017 to be held in Felixstowe. This is to celebrate the 350th anniversary of the Dutch landing at Felixstowe and attack on Landguard Fort, and Suffolk's Armed Forces Day. Paul Grant, Project Officer for the Landguard Partnership, is leading the coordination of the event and presented this report to Council's Civic & Community Committee on 21 September 2016:

2017 marks the 350th anniversary of the Dutch attack on Landguard Fort and to mark the occasion, and to recognise the huge contribution made by our servicemen and women from the past until the present day Felixstowe has been chosen as the venue for Suffolk Armed Forces Day. A weekend of action packed entertainment is planned for Saturday 24th & Sunday 25th June 2017. The event is being organised in partnership by organisations including the Suffolk Armed Forces Covenant Community Group, the Landguard Fort Trust, Royal Marines Association and Royal British Legion, with assistance and resources from local authorities and the military. SCDC have agreed to underwrite the event to the sum of £25,000.

Aims and Objectives

The aim is to hold a major military themed event in Felixstowe on the Armed Forces Day weekend 24th and 25th June 2017. The main objectives are:

- to develop closer links between the community and armed forces personnel, their families and service veterans,
- to raise public awareness of the contribution made to our country by those who serve and have served in Her Majesty's Armed Forces,
- to give the nation an opportunity to show their support for the men and women who make up the Armed Forces community: from currently serving troops to Service families and from veterans to cadets,
- to raise awareness of the Dutch invasion and attack on Landguard Fort, and celebrate the 350th anniversary of the Royal Marines first land battle where the Dutch were repelled.
- as part of Felixstowe's event programme highlight the town's visitor attractions and boost local business income.

Event Outline

An organising committee has been formed and event planning is underway. Its success will be dependent on the support of the armed forces, local authorities, corporate sponsorship, and volunteer and community organisations. Planned is: Re-enactments, static displays, capability demonstrations, bands, music, entertainment food and drink, parade and cadet competitions. The event will use multiple locations in Felixstowe that may include: Beachside Events Area, Sea Road Gardens, promenade and beach, Langer Park, Martello Park and Landguard Fort.

This is a fantastic opportunity to show off to the county the best of Felixstowe and what Felixstowe does best, whilst demonstrating the community's support to our Armed Forces and highlighting the town's rich heritage by celebrating one of its most important historical events.

Recognition for funding the stage and entertainments will be provided by banners around the stage and associated marketing material.

The overall event is estimated to cost over £50,000. Sponsorship will be sought to minimise the net cost. District and County councillors will be approached to make a contribution from their Enabling Communities and Locality budgets.

Indicative Estimates	Cost
Royal Marine Association Concert Band inc.	£9,000
Reenactors	£12,000
<i>Fireworks</i>	£3,000
<i>Entertainment and Displays</i>	£12,000
<i>Stage/Technical Assistance / PA system</i>	£3,000
Ambulance / First Aid cover	£4,000
Transport: Weekend Park & Ride & logistics	£3,000
Toilets	£2,500
Marketing	£2,700
Other estimated event costs	£2,000
Total	£50,100

The Civic & Community Committee roundly endorsed the event but were keen to ensure that no imposition would be put on the armed forces to provide resources over the weekend. Mr Grant confirmed that the event would be designed in order that service personnel could specifically attend and enjoy the weekend.

In accordance with the recommendation of the Civic & Community Committee (*Minute #237 of 2016/17 refers*), Council is requested to support the staging of entertainments and a firework display as part of Felixstowe Armed Forces Weekend Event 2017, to the sum of £18,000. This funding to be authorised via the Council's Community Fund Earmarked Reserve.

AGENDA ITEM 13: LOCAL COUNCIL AWARD SCHEME **SUBMISSION**

At its meeting of 28 September 2016, Council's Finance & General Purposes Committee considered progress towards Council's aspiration for the Gold award.

Requirements for three award levels are shown at **Appendix B** together with links to qualifying evidence compiled by the Working Group.

Before submitting an entry to the award, Council is required to confirm by resolution that it publishes, or holds, a number of key documents, policies, and statements as listed in Appendix B.

Council is also required to confirm by resolution, that it has prepared statements (of no more than one page each) at **Appendix C** showing how it:

- Ensures that the council delivers value for money
- Meets its duties in relation to bio-diversity and crime & disorder
- Provides leadership in planning for the future of the community
- Manages the performance of the council as a corporate body
- Manages the performance of each individual staff member to achieve its business plan

Once an application is submitted it will be considered by the Local Council Award Scheme Panel. Council will receive feedback and suggestions from the panel to support development towards an accreditation. We are advised that this may take some time but there are no resubmission fees.

The Finance & General Purposes Committee resolved that all qualifying evidence and documentation for the Local Council Gold Award be referred to Council in November and recommended for submission (Minute #251 of 2016/17 refers).

In accordance with the recommendation of the Finance & General Purposes Committee, Council is requested to confirm by resolution the statements and criteria for the Local Council Award Scheme as presented in Appendices B and C.

AGENDA ITEM 14: TREE WORKS

As instructed by Council at the previous meeting, Suffolk Treescapes were commissioned to assess the stock and condition of all the trees across the Town Council's sites and make recommendations for a maintenance program.

The survey was carried out during October and presented to the Assets & Services Committee on 2nd November.

Committee noted that a number of trees on Council-owned land required urgent work and instructed that this work should be carried out as soon as possible. The Clerk will seek three quotes for the work in order to achieve best value but costs are unlikely to be known by the time of the meeting.

The Assets & Services Committee agreed that, due to the urgency of the works, Council should be recommended to delegate authority to the Clerk to approve necessary expenditure for this work (*Minute #303iii of 2016/17 refers*).

There is no budget provision in the current year for tree works and Council could need to approve funding via an Earmarked Reserve for this purpose.

Council is therefore requested to delegate authority to the Town Clerk, in consultation with the Chairman of the Assets & Services Committee, to take any necessary action, including the approval of expenditure via an Earmarked Reserve, in order that urgent works to trees on Council-owned land can be carried out.

AGENDA ITEM 15: BROADWAY HOUSE REPAIRS

At its meeting of 2nd November, the Assets & Services Committee considered reimbursing Felixstowe Old People's Welfare Association (FOPWA) for the cost of repairs, to the boiler and automatic doors, at Broadway House totalling £1,480.67.

It was noted that there was no current budget provision for Repairs and Maintenance at Broadway House and it was therefore recommended that Council approve reimbursement from the Broadway House Earmarked Reserve (*Minute #288 of 2016/17 refers*).

Council is therefore requested to reimburse £1,480.67 to the Felixstowe Old People's Welfare Association from the Broadway House Earmarked Reserve for the cost of repairs of repairs to the boiler and automatic doors at Broadway House.

AGENDA ITEM 14: SOUTH WARD BY-ELECTION

Following the resignation of Josh Vartan, the Notice of a Casual Vacancy for a South Ward Town Councillor was published on 21st September 2016.

The Town Council was advised by Suffolk Coastal District Council that the vacancy would be filled via an election in the South Ward on 10th November 2016.

The Statement of Persons Nominated and the Notice of Poll for the South Ward by-election were published on 17th October 2016.

As no other elections are taking place in Felixstowe on that date, the Town Council is required to meet the full cost of the by-election. The cost is not known at this time but is estimated to be up to around £7,500.

Council's 'Elections' Earmarked Reserve currently stands at £9,500 and £5,000 is set to be transferred in during 2017 and 2018 in order to meet the estimated shared cost of a local town and district elections in May 2019.

An assessment of the annual provision towards estimated cyclical election costs will be made during the budget setting process for Council approval in January 2017.

Council is requested to authorise the expenditure required to meet the cost of the South Ward by-election via its 'Elections' Earmarked Reserve.
