



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 11 November 2015** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Rev Mark Kichenside, Christ 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 Annual Council Meeting held on Wednesday 9 September 2015 as a true record. **(Pages 4-9)**
6. **Mayor's Communications**
To receive such communications as the Mayor may wish to lay before Council. **(Page 10)**
7. **Minutes of Committee Meetings**
To receive and adopt the minutes of the following meetings:
 - a) Assets & Services Committee 2 September 2015 **(Pages 11-17)**
 - b) Highways Advisory Committee 8 September 2015 **(Pages 18-24)**

- c) Planning & Environment Committee 9 September 2015 (Pages 25-27)
- d) Civic & Community Committee 16 September 2015 (Pages 28-31)
- e) Planning & Environment Committee 23 September 2015 (Pages 32-35)
- f) Finance & General Purposes Committee 23 September 2015 (Pages 36-38)
- g) Planning & Environment Committee 7 October 2015 (Pages 39-41)
- h) Assets & Services Committee 7 October 2015 (Pages 42-45)
- i) Personnel Committee 14 October 2015 (Pages 46-47)
- j) Planning & Environment Committee 21 October 2015 (Pages 48-51)
- k) Civic & Community Committee 21 October 2015 (Pages 52-54)
- l) Finance & General Purposes Committee 28 October 2015 (Pages 55-57)
- m) Planning & Environment Committee 4 November 2015 (Pages 58-62)

8. Reports from Members appointed to Outside Bodies

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

9. Felixstowe Policing

Council is to welcome Inspector Roger Salmon following his appointment to the post at the Felixstowe and Woodbridge Local Command and to receive a verbal report on local policing matters.

10. Felixstowe Forward Report

To consider the report of the Felixstowe Forward Change Director.

(Page 63 and Appendices A & B)

11. Cycling on the Prom

To consider the recommendation of the Finance & General Purposes Committee in relation to the byelaw prohibiting cycling on the prom and refer to for onward referral to Suffolk Coastal District Council.

(Pages 64-68)

12. Community Public Access Defibrillator (CPAD)

To consider the recommendation of the Civic & Community Committee and approve provisions for a CPAD at Felixstowe Library.

(Page 69)

13. Christmas Ice Rink

To confirm arrangements for the provision of a temporary synthetic ice rink at Gt. Eastern Square from 19-23 December 2015.

(Page 70)

14. Budget 2016-17 (Draft)

To consider the recommendation of the Finance & General Purposes Committee and approve the draft budget for 2016/17.

(Page 71 and Appendices C-F)

15. East Suffolk Lines Membership

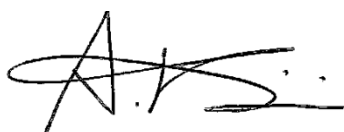
To consider an invitation to join the East Suffolk Line (East) Group.

(Appendix G)

- 16. Felixstowe Peninsula Area Action Plan Preferred Options Consultation**
To consider the recommendation of the Planning & Environment Committee and confirm the Town Council's response to the Preferred Options consultation.
(Pages 72-74)
- 17. Accounts and Audit 2014/15**
To Receive the External Audit Report and Annual Return for the Financial Year 2014/15.
(Page 75 & Appendix H)
- 18. Town Hall Christmas to New Year Closure Hours**
To note that the Town Hall will be closed from Wednesday 23rd December 2015 and reopen on Monday 4th January 2016.
- 19. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows:
(Schedules attached at Appendix I)

Date	Voucher Nos.	Total Payment
16/09/2015	227 - 249	£9,204.67
23/09/2015	250 – 260	£47,113.35
07/10/2015	261 – 280	£13,167.12
14/10/2015	281 - 287	£2,566.25
28/10/2015	288 - 305	£36,361.88
04/11/2015	306 - 319	£23,069.62
	TOTAL	£131,482.89

- 20. Closure**
To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 13 January 2016.



Ash Tadjrishi
Town Clerk
5 November 2015

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 9 September 2015 at 7.30pm

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

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

IN ATTENDANCE: Ms H Greengrass (Felixstowe Forward Change Director)
 9 Members of the Public, 1 Member of the Press

PUBLIC QUESTIONS

In response to a comment from a member of the public on the lack of signage for visitors seeking tourist information in Felixstowe and out of date information on pre-existing signs, Cllr N Barber responded that Felixstowe Forward would be looking into this matter through the tourism sub-group.

A member of the public asked whether the Town Council would ask SCDC to rename the Spa Gardens to the Queen Elizabeth II Gardens to honour of the fact that the Queen was now the country's longest serving monarch. The Mayor and Council paid tribute to the Queen in respect of this significant milestone. The Mayor advised that that there was no certainty that the people of Felixstowe would wish to rename the Spa Gardens but if there was the district council would need to discuss it with the Heritage Lottery Fund. Members suggested that, as the gardens were uniquely tied to the heritage of the town, another form of commemoration may be more appropriate.

In response to a question on cycling on the prom, the Clerk advised that Council's Highways Advisory Committee had met the previous day and heard that SCC had also received a number of queries about the cycling on the prom. The Clerk confirmed that as the Town Hall regularly received enquiries about this as well, Council's Finance & General Purposes Committee would be considering the matter in more depth at its October meeting.

PRAYERS

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

194. APOLOGIES

Apologies for absence were recorded from **Cllr C Barham**.

195. DECLARATIONS OF INTERESTS

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

196. REQUESTS FOR DISPENSATION

There were none.

197. QUESTIONS TO THE MAYOR

There were none.

198. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 8 July 2015 be signed by the Mayor as a true record and adopted by the Council.

199. MAYOR'S COMMUNICATIONS

The Mayor referred to the following list of engagements:

Felixstowe Academy Summer Concert	9 July 2015
Mayor's Reception	10 July 2015
Cotman House Garden Fete	11 July 2015
Seafarers Concert	11 July 2015
Felixstowe Academy Art Exhibition	12 July 2015
Opening of David Button Funeral Directors	18 July 2015
Felixstowe Tennis Club Tennis Tournament	18 July 2015
<i>Deputy Mayor – Mill Lane Nursing Home Garden Fete</i>	18 July 2015
Felixstowe Horticultural Show	19 July 2015
<i>Deputy Mayor – St Edmundsbury Civic Service</i>	19 July 2015

Port of Felixstowe 50 th Year Anniversary of Roll on Roll Off Operations	20 July 2015
Lions Club - Visit of Chernobyl Children	22 July 2015
Felixstowe Carnival – Judging of Carnival Floats	25 July 2015
Felixstowe Friendly Visiting Service	28 July 2015
<i>Deputy Mayor – Mayor of Haverhill, Mayor at Home</i>	28 July 2015
Bombay Nite 25 th Anniversary Event at The Triangle	1 August 2015
Leopold Nursing Home Summer Fete	1 August 2015
Conniston House, Felixstowe in Flower Visit	11 August 2015
Cowpasture Allotment Open Day	15 August 2015
Foxgrove Residential Home Open Day	15 August 2015
St Elizabeth Hospice, The Hope Trust and Local Alzheimer’s Society Fun Day	16 August 2015
Felixstowe Seafront Gardens Opening Event	26 August 2015
Old Grammar School Centenary Celebrations	2 September 2015
Art on the Prom	6 September 2015

The Mayor highlighted the vast array of high quality events around the town, remarking on the excellent turnout for Art on the Prom and expressed thanks to Felixstowe Academy for hosting the Mayor’s Reception in July. The Mayor had also been impressed by the work which had been carried out by the Felixstowe Society of Allotment Leisure Gardeners at the Cowpasture Allotment site. The Mayor thanked the Deputy Mayor for supporting a number of these engagements.

Council noted that the Mayor had sent a letter of condolence on its behalf to the Mayor of Sudbury following the recent fire in their town.

RESOLVED that the Mayor’s engagements since 8 July 2015 be noted.

200. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be noted as received and adopted:

- a) Planning & Environment Committee 1 July 2015**
- b) Planning & Environment Committee 15 July 2015**
- c) Finance & General Purposes Committee 22 July 2015**
- d) Planning & Environment Committee 29 July 2015**
- e) Planning & Environment Committee 12 August 2015**
- f) Planning & Environment Committee 26 August 2015**

201. REPORTS FROM MEMBERS ON OUTSIDE BODIES

Report from Cllr Steve Wiles, Council representative to Felixstowe Wesel Association:

On 29 July 2015 I read in the local Wesel on-line newspaper that the town had been given just 48 hours' notice to take in up to 200 refugees as an initial allocation. I sent the Mayor of Wesel, Ulrike Westerkamp, an e-mail expressing the moral support and solidarity of the Mayor and Members of Felixstowe Town Council in coping with such a vast humanitarian issue.

Ulrika replied explaining that, although the task set had been made all the more difficult as the need was expressed to keep them all in one place, the town had all pulled together and the people of many nationalities had been found accommodation and medical cover. The major problem they faced (apart from finding a building large enough) was finding interpreters for so many nationalities at short notice, but a call to the community found the solution.

Ulrike closed expressing her thanks and personal best wishes to the Town Mayor, Doreen Savage and all Town Council Members.

RESOLVED that the report be noted.

202. SCDC PLANNING SCHEME OF DELEGATION

Council considered the report on proposed changes to the Suffolk Coastal District Council scheme of delegation relating to the determination of planning applications. The Clerk updated Members following consideration of this matter at the Planning & Environment Committee meeting held earlier in the day. Chairman of the Planning & Environment Committee, Cllr Andy Smith, presented a draft letter for Council to consider submitting to the SCDC Audit & Governance Committee

RESOLVED that the Town Clerk, in consultation with the Chairman of the Planning & Environment Committee and on the basis of the draft letter presented, be delegated the authority to write to the SCDC Audit & Governance Committee Chairman on behalf of the Town Council.

203. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass updated Council on the wide-ranging publicity generated by the Spa Gardens project which has resulted in a national newspaper marking them as a top tip for places to visit in 2016.

Council heard that the report following the Felixstowe Forward engagement event was being finalised and would be circulated shortly. Felixstowe Forward was also seeking to recruit an apprentice to join the team.

Members considered the draft Felixstowe Forward Improvement Plan which outlined how three sub-groups would be convened to consider and work towards the various aims. Ms Greengrass advised that the Tourism sub-group had already held its first meeting and would be meeting again the next day. Part of the remit of this group would be to look at how to improve tourist information in the town and across the region as well as increasing the event offer. Ms Greengrass referred to the aspirations of Members to see more arts, drama and music to the town and hoped to bring forward any opportunities for a drama festival to Council in the future.

Council was asked to consider the report on proposals for a Community Nature Reserve. Ms Greengrass advised that all local green initiatives should be linked. Members endorsed the proposal and recommended focusing efforts on those sites listed which were not in private ownership.

Members recorded a vote of thanks to Helen Greengrass for the Felixstowe Forward report.

RESOLVED that:

- i. the Felixstowe Forward update report be noted as received;**
- ii. the key objectives in the draft improvement plan be endorsed by the Town Council; and,**
- iii. the principle of the Community Nature Reserve project be approved with Peewit Hill suggested for further investigation as potential site.**

204. STREET NAMING

Council considered several suitable names for the new access road serving the 11 new dwellings at the land rear of 2-16 Philip Avenue.

Members unanimously supported the principle of retaining a royal theme in this area and, in consideration of the recent addition to the royal family it was proposed that the road be named Charlotte Close.

It was RESOLVED that it be recommended to the developer that the road be named Charlotte Close.

205. CHRISTMAS EVENTS

Council considered the principle of hiring a temporary Ice Rink Gt. Eastern Sq. in the week leading up to Christmas.

Members commented on the potential benefit to residents and visitors to the town such an event would bring.

RESOLVED that:

- i. subject to permission being granted for the use of Gt. Eastern Square for the purposes of a temporary ice rink on the dates as proposed; and funding towards the initiative be supported from the East of England Coop and District Councillors' Enabling Communities Budget, a mobile ice rink be hired and provided free for use by the public for the duration of the event;
- ii. Council's Youth Forum be invited to contribute towards the cost and arrangements of the event; and,
- iii. The Town Clerk be delegated the authority to confirm all arrangements for the event, reporting back to Council with final costs for approval from the Community Fund Earmarked Reserve.

206. FLY A FLAG FOR THE COMMONWEALTH

Council considered its participation in the Flying a Flag for the Commonwealth event on 14 March 2016.

RESOLVED that:

- i. the Council participate in the event by the raising of the Commonwealth Flag on 14 March 2016; and,
- ii. Council's Civic & Community Committee be requested to consider a programme of civic flag flying for 2016/17.

207. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
15/07/2015	150 – 171	£13,158.51
22/07/2015	172 – 181	£3,408.60
29/07/2015	182 – 193	£29,722.20
12/08/2015	194 – 212	£5,222.04
26/08/2015	213 – 226	£30,779.75
	TOTAL	£82,291.10

208. CLOSURE

The meeting was closed at 9.05pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 11 November 2015 at 7.30pm.

Date: _____

Town Mayor: _____

AGENDA ITEM 6: MAYOR'S COMMUNICATIONS

Mayoral Engagements undertaken since the previous meeting:

Reeve Lodge Tea Party	10 September 2015
Felixstowe in Flower Awards Evening	11 September 2015
Unveiling of Painting Boards at Trimley Station	13 September 2015
RB Media Garden Party	16 September 2015
Woodbridge Tide Mill	18 September 2015
Last Night on the Proms (Hattie Bennett)	19 September 2015
Battle of Britain Service & Parade, Bury St Edmunds	20 September 2015
<i>Deputy Mayor - Mayor of Hadleigh Civic Service</i>	20 September 2015
Suffolk County Scout AGM	24 September 2015
Seafarers UK Riverside Evening	25 September 2015
Felixstowe Carnival AGM	28 September 2015
Genesis Housing Association Macmillan Coffee Morning	29 September 2015
SCDC Chairman Civic Service	4 October 2015
St Elizabeth Hospice, Pigs Gone Wild Launch	8 October 2015
St Edmundsbury Suffolk Harvest Festival	11 October 2015
Landguard Photography Competition	15 October 2015
Walton Parish Nursing Celebration Service	18 October 2015
<i>Deputy Mayor - Stowmarket Civic Service</i>	18 October 2015
Felixstowe Travel Watch Members Meeting	20 October 2015
Twinning Visit to Wesel	22 - 26 October 2015
<i>Deputy Mayor – Landguard Rotary Charter Night</i>	22 October 2015
<i>Deputy Mayor - Launch of British Legion Poppy Appeal</i>	24 October 2015
<i>Deputy Mayor – Orwell District Firework Night</i>	24 October 2015
<i>Deputy Mayor - Felixstowe Sea Cadets – Trafalgar Day</i>	25 October 2015
Rotary Club Dinner at The Laydens	29 October 2015
Orchestra Live - Claire's Musical Party	30 October 2015
Brackenbury Gift & Craft Fair plus Launch of Scouts Christmas Post	1 November 2015
Port of Felixstowe: Completion of Berth 9 Extension	5 November 2015
Felixstowe Fairtrade Forum AGM	6 November 2015
Remembrance Day	8 November 2015

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 2 September 2015** at **7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr Jon Garfield
Cllr Jan Garfield (Vice-Chairman) Cllr G Newman
Cllr S Bird Cllr D Savage
Cllr P Coleman Cllr A Smith
Cllr M Deacon Cllr J Vartan

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs R Jones (Estates Officer)
Mrs S Faversham (Cemetery & Allotments Officer)

161. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr T Green**.

162. DECLARATIONS OF INTEREST

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

163. REQUESTS FOR DISPENSATION

There were none.

164. CONFIRMATION OF MINUTES

It was RESOLVED that:

The Minutes of the Assets & Services Committee Meeting held on 3 June 2015 be signed by the Chairman as a true record.

165. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 25 August 2015.

It was noted that income from room hire at both the Town Hall and Walton Community Hall was lower than expected. However wedding income at the Town Hall had exceeded budget expectation by a similar sum. Members discussed the possibility of providing a sessional hire rate at both Walton Hall and the Town Hall to encourage regular or longer bookings.

The Clerk advised that the apparent shortfall in Allotment rents would be addressed in October when all rents would be due.

RESOLVED that the Budget Report to 25 August 2015 be received and noted as presented with no other action required at this time.

166. TOWN HALL BUILDING WORKS

Committee considered the report on the Town Hall building following a recent building survey carried out on 20 August 2015.

The Estates Officer advised that more detail was required from the structural engineer before a full appraisal of the options could be reported to Council.

The Clerk outlined that, should extensive reconstruction works to the external walls be required, Council would need to consider the full operational cost of the work. Such an undertaking could likely involve full closure of the building necessitating relocation of Council staff, Town Hall tenants and loss of revenues from weddings and room hires. It was noted that a project of this scale would need careful scheduling to ensure that any weddings already booked for 2016 could take place and to avoid the seasonal bad weather.

Members requested that a further update be provided to Committee once the structural engineer's report had been assessed and a full range of options could be explored.

RESOLVED that the report be noted with a further update to be provided to Committee once a full appraisal of options had been undertaken.

167. ALLOTMENTS UPDATE REPORT

Committee received a report on the Town Council's Allotments and an update following a recent meeting held between Council officers and the Felixstowe Society of Allotment Leisure Gardeners (FSALG). Members commented on the positive partnership between Council and FSALG which had resulted in considerable improvements to the roadways at Cowpasture and Ferry Road and a successful open day on 15 August.

The Clerk reported that, in addition to the projects outlined in the report, work would be undertaken by a local builder to replace a section of fence at the Council owned boundary between the Cemetery Allotment site and a neighbouring property. The cost of the work, which had been quoted at £1,180+VAT, would be met from the current year budget provision for repairs and maintenance.

Members noted that a letter would be sent to all plot holders giving an update on allotment matters and 12 months' notice of fee changes when the invoices for this year's rents were sent out later in the month.

It was RESOLVED that the allotments update report be noted.

168. CEMETERY PROJECT PLANNING

Members considered the comprehensive report on Cemetery project planning. It was noted that, according to an evaluation by the Clerk and Estates Officer, the report indicated that – barring a dramatic increase to local mortality rates - there was expected to be at least seven years capacity remaining for grave burials from the existing provision and at least 10 years for urns burials.

Given that this timescale was longer than had previously been thought, Members questioned whether other elements of the project, such as roadways and gate/railing repairs, would need to be completed earlier. It was agreed that, unless it was determined that urgent action was required, significant improvements to the Cemetery would be considered within the scope of any project to extend the site as this would maximise opportunities for economies of scale.

The Clerk advised that any opportunities for improvements to the Cemetery will still be brought to Committee for consideration as they may be identified.

It was RESOLVED that the planning phase of the Cemetery Project be developed over the next couple of years with a view to potentially commence works around 2020.

169. MEMORIAL GARDEN PROJECT

Committee considered a report on the project to create a new memorial garden at the Cemetery.

The Estates Officer provided Members with design concepts and a range of options were discussed.

It was agreed that the project should be progressed to the agreed final design at a total cost of between £7,000 - £10,000.

RESOLVED that, subject to a finalised design and cost for the project being presented, it be recommended to Council that a new Memorial Garden be installed at the Cemetery; the total cost of the project expected as being between £7,000-£10,000 to be funded from Council's 'Cemetery Projects' Earmarked Reserve.

170. FEES & CHARGES

Committee considered the scale of Fees and Charges for Council services from 1 April 2016 as presented in the report.

The principle of making a separate charge for water usage to allotment holders was discussed and it was decided that, to make things simpler, from April 2016 there would be a simple rental fee of £6.50 per 25m² which would include use of water. It was also agreed that pensioners and the long-term unemployed would be offered a discount of 40% off their annual allotment rent.

RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2016:

i)Cemetery:

1. INTERMENTS		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Felixstowe Resident	Non-Resident*
(a) of the body of a still-born child, or a child whose age at the time of death did not exceed one month	No charge	No charge
(b) of the body of a child whose age at time of death exceeded one month, but did not exceed 18 years	No charge	No charge
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	520	1040
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	840	1680
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	982	1964
(f) of a urn of cremated remains	132	264
(g) scattering of ashes	58	58
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non-Resident
Grave space	347	697
Urn space	205	410
Scattering of ashes	116	232
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non-Resident
Grave space	578	1156
Urn space	405	810
Scattering of ashes	147	294
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'	867	1734
(b) children's grave 4' by 3'	289	289
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	289	578
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	636	1272
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL		
Renewal 50 years (adult grave 8'x3')	867	1734
Renewal 50 years (child grave 4'x3')	289	289
Renewal 25 years (adult grave 8'x3')	441	882
Renewal 25 years (child grave 4'x3')	147	147
Renewal 50 years (urn plot GARDEN OF REMEMBRANCE)	289	578
Renewal 25 years (urn plot GARDEN OF REMEMBRANCE)	145	236

Renewal 50 years (urn plot LAWN GARDEN)	636	1272
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)	258	516
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	258	516
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	258	516
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	258	516
(e) vase with or without lettering	142	284
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	142	284
(g) additional inscription on a memorial after the first (no charge for child)	89	178
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	231	462
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	231	462
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	231	462
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	1444	1444
(b) Planting single grave with winter and summer plants and maintaining for one year	247	247
(c) Annual maintenance thereafter	142	142
6. MISCELLANEOUS		
(a) Deed of Grant of Exclusive Right of Burial	116	116
(b) Registering transfer of grant	37	37
(c) Exhumation (Burial)	1386	1386
(d) Exhumation (Urn)	578	578
(e) Certificate of Burial (Register Extract)	21	21

ii) Allotments

The annual rent for an allotment to be set at £6.50 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.

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£32.50	£19.50
Double-size plot (approx. 250m ² or '10 Rods')	£65.00	£39.00

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	£320	£400	£320	N/A
Clerk's Office	£160	£200	£160	N/A
Courtroom Gallery	£160	£200	£160	£100
Other Rooms	£160	£200	£160	£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
Private (Non-business) Hire	£12.00	£15.00	£40
Voluntary/Charity/Community	£9.00	£12.00	£30

171. NEIGHBOURHOOD WATCH SIGNS AT PEEWIT HILL

Committee considered a request from Peewit Hill Neighbourhood Watch Group (NWG) to allow a litter bin and two neighbourhood watch signs to be installed on the Council's land at Peewit Hill.

It was understood that NWG proposed to fund the purchase and ongoing maintenance of the items.

RESOLVED that the Peewit Hill Neighbourhood Watch Group be permitted to install a bin and two neighbourhood watch signs at Peewit Hill as outlined in the agenda report.

172. CLOSURE

The meeting was closed at 9.55pm. The next meeting was noted as being scheduled for Wednesday 7 October 2015 at 7.30pm.

Date: _____

Chairman: _____

MINUTES of the **HIGHWAYS ADVISORY COMMITTEE** meeting held at Felixstowe Town Hall on **Tuesday 8 September 2015** at **3pm**

PRESENT: Cllr G Newman (SCC) (Chairman)
Cllr Jon Garfield (FTC) (Vice Chairman)
Cllr N Barber (SCC)
Cllr S Gallant (FTC)
Cllr J Goodwin (SCC)
Cllr S Wiles (FTC)

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mr D Chenery (SCC East Highways Manager)

IN ATTENDANCE: Cllr D Savage

173. 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.

174. 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.

175. APOLOGIES FOR ABSENCE

There were none.

176. 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 Cllr N Barber Cllr J Goodwin	All	Local Non-Pecuniary (as Members of Suffolk County Council)

177. REQUESTS FOR DISPENSATIONS

There were none.

178. MINUTES OF THE PREVIOUS MEETING

It was RESOLVED that the Minutes of the Highways Advisory Committee Meeting held on 10 March 2015 be signed by the Chairman as a true record.

179. MATTERS ARISING

a. Footpath 34 Cycle Track

The scheme which will take the path to the back of the surgery and along by the skate park was now live with the Morrison's legal team. Members requested an update at the next meeting.

b. Cycle schemes linked to the new Academy

Mr D Chenery advised that the cycle scheme had been ordered.

c. 'A' Boards in Hamilton Road

No further action was deemed to be required at this time but the situation would be monitored in case of a proliferation of obstructive 'A' boards.

d. Shared Space Furniture

It was noted that the community payback team had completed work to renovate the street furniture along Hamilton Road. This had not included the wooden furniture on the Triangle which was believed to belong to SCDC. Mr D Chenery advised that the payback team could be requested to undertake this work as well, provided that funding for the materials could be sourced. Cllr S Gallant agreed to support this initiative.

e. 20mph Wadgate Road area

It was agreed that evening and weekend traffic and parking assessments should be undertaken at Wadgate Road prior to drawing up a sketch showing potential traffic calming measures. Mr D Chenery advised that the cost to install three speed humps would be in the region of £5,000 and further information would be provided to Members when the draft sketch was ready.

f. HGV movements in Beatrice Avenue, Wadgate Road and Beach Station Road

Members carefully considered a Road Traffic Order limiting vehicles to 3.5 tonnes was justifiable and likely to be effective. Mr D Chenery advised that the estimated cost for such a scheme was likely to be around £10,000. Members considered that a TRO on a road such as Beatrice Ave would have little effect as legitimate access would still be permitted and it would be hard to prove that a particular vehicle did not have legitimate right to such access. Given that a TRO would not affect other heavy vehicles such as buses and would require Suffolk-wide consultation, Members agreed that no further action should be

taken in this matter. Mr D Chenery and the Town Clerk would draft a letter advising local residents of the outcome of this matter.

g. Grove Road Health Centre Footway

It was noted that a site meeting had been held with designers from Kier and a finalised design would be circulated shortly for approval.

h. Grove Road Fence and Signs

Committee noted that the fence had been removed and reused on a Suffolk Wildlife Trust Reserve at Levington. Black and white bollards would be ordered and placed on the edge of the pavement and the posts renewed on the existing direction sign.

i. Cowpasture Allotment Footway

Mr D Chenery advised that the order for the scheme had been placed today and it was expected that this would take around 14 weeks to complete.

j. Blofield Track

Mr D Chenery advised that this matter was still ongoing as appropriate surfacing materials were being considered.

k. Road signs for the Academy

Mr D Chenery reported that the road signs had been erected at the High Street entrance.

l. Accident on Hamilton Road

Mr D Chenery reported that he had received no further update on this matter at this time. Committee requested that the Stage 4 Road Safety Audit be carried out and be completed as soon as possible.

m. Garrison Lane Traffic Lights

This matter was ongoing and Committee requested a further update at the next meeting.

n. Sunray Avenue

Mr D Chenery reported that repairs to pavements in Sunray Avenue had been completed.

o. Bus Shelters

The Cliff Road Bus Shelter base had been built.

p. Loose lamp post in Faulkners Way

Mr D Chenery confirmed that this had been resolved.

q. Pot holes in Plymouth Road

Mr D Chenery advised that the pot holes had been repaired at Plymouth Road and Exmoor Road, both of which would be included in next year's surface dressing programme. Members were concerned that the job had taken six months to complete. Mr Chenery agreed to look in to the cause of the delay.

r. Hanging Baskets in Shared Space

The Town Clerk advised that he had been in contact with the Suffolk County Council Street Lighting Manager in order to gain the necessary permission to install floral displays on lamp columns in the shared space. It was hoped that this could be in place ready for next summer.

s. Dock/Port Signage

Mr D Chenery confirmed that there would be no objection to a change of wording subject to funding being provided. Only a small number of County road signs are affected, located on Langer Road, the main approach signs being Highways England signs on the A14. The Town Clerk agreed to report this information to the Port of Felixstowe at the next Local Authority Liaison Committee meeting.

180. REPORT OF THE EAST HIGHWAYS MANAGER

a. Drainage Work

It was noted that works at Grange Road to remove flooding of the pavement had been ordered from the contractor but a construction date was still awaited. Drainage works at Crescent Road, St Andrews Road and Langley Road were listed for works when funding becomes available. Mr D Chenery advised that following reports of flooding in Langer Road between the school and Beach Station Road the floods team were carrying out an investigation of the problems and the existing drainage system.

b. Surface Dressing

Proposals for remedial works to the dressing carried out in 2014 in Ferry Lane and Grange Farm Avenue were still awaited from the contractor. Committee noted that Gosford Way and St Georges Road had been surface dressed this year.

A preliminary programme was being prepared for the contractor for the 2016/17 financial year to include the following roads for surface dressing: Maidstone Road (between Grange Road and Seaton Road roundabout), Ferry Road (between Church Road and Gulpher Road), Exmoor Road, Plymouth road, Taunton Road, Manor Road, Manor Terrace, Grange Farm Avenue Service Road and the 'Fields' side roads.

c. Carriageway Resurfacing

It was noted that resurfacing had been carried out in Langer Road at the Beach Station Road junction, Highfield Road, Grange Farm Avenue roundabout, Undercliff Road West and Walton High Street. Construction dates for repairs to the concrete carriageway in Coronation Drive, Philip Avenue and Elizabeth Way were awaited from the contractor.

Roads on the proposed 2016/17 programme were noted as being: Walton Avenue East on/off slip roads to dock gate 1 roundabout, Trimley Avenue BP garage crossover, Trinity Avenue A14 off slip under A14 bridge,

Wadgate Road/Grange Road roundabout, High Road West (Garrison Lane to Recreation Lane) and Maidstone Road/Seaton Road roundabout.

d. Pavements

It was noted that pavement reconstruction work was currently being designed for sections of St Georges Road, Chaucer Road, Exmoor Road and Snow Hill steps; and, a proposed programme for 2016/17 would be prepared for the March 2016 meeting.

Members enquired whether the housing development nearby may have contributed towards the pavements crumbling at Philip Avenue. It was also recommended that the two disabled bays at the end of Elizabeth Way be moved away from the junction.

e. Church Road

Committee considered the possible layout for the new bus stop marking and approved the plans.

f. Constable Road

Committee considered a range of possible solutions for the problems experienced by vehicles and Ambulances trying to access the Hospital who cannot pass parked vehicles:

Layout A. A temporary layout extending the existing keep clear markings which would not require a Traffic Regulation Order and therefore could be applied reasonably quickly.

Layout B. Double yellow lines to cover the existing keep clear markings and extending to Cobbold Road. Additional double yellow markings could be included at the junction with Barton Road where problems have also been experienced.

It was recommended that layout A be adopted with a view to layout B being considered in the future.

g. Rosemary Avenue

Members noted that problems had been reported to SCC about getting on buses at the bus stop outside number 64 Rosemary Avenue at the Colneis Road end. This occurs when parents taking children to school in Colneis Avenue park along this section of Rosemary Avenue and bus passengers have to walk into the road to get on the bus.

Committee considered a potential bus stop layout but recommended that this not be implemented as it would require a very long marked space to allow the bus to pull in and out between any cars parked along this section of the road. It was considered that the frequency of buses along this route was not intensive enough to justify the loss of parking here.

h. Cycle Improvements for the Academy

Committee noted that the designs for two of the schemes had been ordered and the others were awaited from Kier but had been promised for early September. Members hoped to see some welcome progress on this scheme soon.

i. York Road

Committee noted that an investigation was to be carried out into the problems being experienced with delivery Lorries accessing Poundland in York Road.

Members recommended that Mr D Chenery consider investigating whether parking enforcement on the double yellow lines or close to the junction could be a solution.

j. Cycling on Promenade

It was noted that two requests had been received by SCC to consider a marked cycle lane along the promenade.

The Town Clerk advised that staff and Members were often asked to clarify the rules over cycling on the prom and enquiries had been made with Suffolk Coastal District Council to confirm the status of the bylaw.

Members acknowledged that the present situation was not satisfactory and it was suggested that the Town Council could consider it further with a view to recommending some options to Suffolk Coastal District Council.

Members advised that there were several options worth considering, such as the use of the newly introduced Public Space Protection Order. However, it was strongly recommended that a trial period be considered whereby an assessment could be made of the impact of cycling on the prom over a full 12 months could be made before any long-term decision be implemented.

181. OTHER SPECIFIC MATTERS

a. Beatrice Avenue and Garrison Lane crossings

Members considered the request for an additional road crossing at the roundabout at the junction of the A1021 and Colneis Road. It was noted that the crossing to Cowpasture allotments was pending but had been ordered. As this would also include a bollard it was considered that this would provide enhanced safety for any persons crossing at this location.

The request to consider a barrier adjacent to new crossing on the junction of the A154 and A1021 on the Taunton Road side was noted and Mr D Chenery agreed to look in to this further.

b. Planting a tree – dedicated space in Tomline Road pavement

Mr D Chenery agreed to undertake a site visit and advise whether a tree could be planted in the space previously used for this outside number 67.

182. ANY OTHER BUSINESS

a. Drainage issues on Bent Hill.

Cllr S Gallant referred to enquiries he had received regarding a problem with drainage affecting the premises along the bottom half of Bent Hill. Mr D Chenery agreed to follow this up and report back to Committee.

b. Lynwood Avenue.

It was reported that there was a bump in the road at Lynwood Avenue. Mr D Chenery agreed to look in to this and report back.

c. Town Signs

Members commented that the road signs on arrival to the town were looking tired. Mr D Chenery agreed to provide some potential design options and it was suggested that this could be referred to Felixstowe Forward for consideration by the Tourism Sub-Group.

d. Alleyway between Abbeygate Lighting and Treasure Chest Books, Cobbold Road

The above alleyway was reported at being in a very poor state of repair. Responsibility for this area was not known and Mr D Chenery agreed to conduct a Land Registry search and further investigation to ascertain ownership.

183. CLOSURE

The meeting was closed at 5.23pm. The next meeting was scheduled for Tuesday 8 March 2016 at 3.00pm.

Date: _____

Chairman: _____

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 9 September 2015 at 9.15am

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

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

184. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr G Newman**.

185. DECLARATIONS OF INTEREST

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

186. REQUESTS FOR DISPENSATION

There were none.

187. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Planning & Environment Committee Meeting held on 26 August 2015 be signed by the Chairman as a true record.

188. 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/15/2766/FUL Change of use from shop to dwelling. The unused shop is part of existing dwelling 18 Manning Road.
Committee carefully considered the application and had no objections to the change of use, subject to the applicant having demonstrated that the requirements of policy DM10 (Protection of Employment Sites) have been met; and, any future development of the site to be sympathetic to its setting within the Conservation Area.	

b)	DC/15/3122/FUL Conversion of redundant shop unit to single residential unit 4 Manning Road
Committee carefully considered the application and had no objections to the change of use, subject to the applicant having demonstrated that the requirements of policy DM10 (Protection of Employment Sites) have been met.	

c)	DC/15/3162/FUL Erection of single storey rear extension in addition to a loft conversion with rear dormer window and various ancillary alterations 361 High Street, Walton
Committee recommended APPROVAL.	

d)	DC/15/3455/OUT Outline application for one dwelling on land adjacent 17 Rosebery Road Part Side Garden 17 Rosebery Road
Committee recommended APPROVAL (noting that the site is not within the Conservation Area as is indicated on the site notice for this application).	

e)	DC/15/3305/TCA To fell 1 No. Holm Oak on corner of Hamilton Gardens and Cambridge Road and replace with 2 no. Hawthorn Pavilion Court, Hamilton Gardens
Committee recommended APPROVAL.	

189. PLANNING DECISIONS

Committee NOTED the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of this agenda.

190. FELIXSTOWE PENINSULA AREA ACTION PLAN

It was NOTED that that the SCDC Principal Planning Officer would be meeting with Members of the AAP Working Group following the next meeting in order to discuss the draft Preferred Options paper in advance of it being finalised.

191. CONSULTATION: SCDC Statement of Principles for Licensing and Gambling

Committee considered this consultation and RESOLVED to respond to the consultation with no further comment.

192. CORRESPONDENCE

Committee received correspondence regarding proposed changes to Suffolk Coastal District Council's Scheme of Delegation in relation to the determination of planning applications. Members noted that the proposed changes were to be considered by the SCDC Audit & Governance Committee on Monday 14 September 2015. It was agreed that the Chairman and the Clerk would draft a letter on behalf of Felixstowe Town Council for consideration by Council on discussion of this matter at this evening's Ordinary Meeting.

193. CLOSURE

The meeting was closed at 11.31am. The date of the next meeting was noted as being Wednesday 23 September 2015, 9.30am at Felixstowe Town Hall.

Date: _____

Chairman: _____

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 16 September 2015 at 7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr S Bloomfield
 Cllr S Gallant (Vice-Chairman) Cllr P Coleman
 Cllr C Barham Cllr T Green

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: Mr S Wyatt (Level Two Youth Project)
 Ms S Southernwood (Level Two Youth Project)
 Mr J Cresswell (FVCPRS)
 Sgt. 733 Peter Street (Felixstowe and District SNT)

209. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr Jon Garfield, Cllr J Vartan, Cllr S Wiles** and **Cllr K Williams**.

210. DECLARATIONS OF INTEREST

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

211. REQUESTS FOR DISPENSATION

There were none.

212. CONFIRMATION OF MINUTES

RESOLVED that the minutes of the Civic & Community Committee meeting held on 17 June 2015 be signed as a true record.

213. PRESENTATION: LEVEL TWO YOUTH PROJECT

The Chairman invited Mr S Wyatt and Ms S Southernwood from the Level Two Youth Project to address the Committee.

Mr Wyatt expressed thanks on behalf of the group and outlined how Level Two had benefited from the support given by the Town Council since it resolved to increase its funding provision in the current year.

Members heard that core funding support had given Level Two a platform from which to apply for further funding which had resulted in a significant grant award from the National Lottery for new work.

Ms Southernwood advised that the lottery grant would enable detached work, increased early intervention and an expanded mentoring provision. It was noted that the mentoring work had been evaluated by SCC and rated highly.

Members asked whether Level Two were consulted on new mental health strategies. Ms Southernwood advised that Level Two were identifying a gap in local provision which they could be in a position to fill.

Committee heard that the lottery funding would provide for 11 hours per week of additional paid and volunteer mentors who would be fully trained.

On a question from Members as to how contact with young people is identified and communicated, Ms Southernwood advise that sessions were delivered to Year 6 students at all seven junior schools in the area. Communication was through the Level Two website, social media and noticeboards at Felixstowe Academy. However, detached work allowed Level Two to work directly with young people wherever they happened to be, rather than being restricted to the drop-in sessions.

Ms Southernwood concluded the presentation by inviting Members to visit Level Two at a future date.

Committee recorded a vote of thanks to Mr Wyatt and Ms Southernwood for the presentation and expressed its appreciation for the valuable work carried out by Level Two.

RESOLVED that the report from the Level Two Youth Project be noted.

214. PRESENTATION: FELIXSTOWE VOLUNTEER COAST PATROL RESCUE SERVICE

The Chairman invited Mr J Cresswell from the Felixstowe Volunteer Coast Patrol Rescue Service to address the Committee.

Mr Cresswell expressed his thanks to the Town Council for encouraging him to begin the service many years ago and for its support ever since.

Members heard how FVCPRS was separate from the RNLI and the range of services carried out by the volunteer group which were not covered by the coastguard. Mr Cresswell advised that FVCPRS was able to be highly responsive during peak hours as there was no launch delay and a 12 hour patrol at weekends.

Mr Cresswell described the recent challenge of obtaining the necessary funding to continue the service and commented on the significant public support and campaigning across the town which had raised £9,000 to this date. Members were delighted to note that this support would guarantee a continued service for at least another year. However it was noted that there were still challenges being faced which included finding long-term covered storage for the rescue boat and attracting new volunteers.

Members advised that Mr Cresswell consider how the governance of FVCPRS could be reviewed to open the door to further funding opportunities.

Committee recorded a vote of thanks to Mr Cresswell for the presentation and for the hard work by all at the Felixstowe Volunteer Coast Patrol Rescue Service.

RESOLVED that the report from the Felixstowe Volunteer Coast Patrol Rescue Service be noted.

215. CCTV REPORT

Sgt. Peter Street presented a CCTV report for the quarter April - June 2015. Members noted that there were now a total of nine volunteers monitoring the system. Some of the new cameras had been installed at the seafront gardens and were working well.

Sgt. Street advised that the CCTV contractor had provided a service report and training to the volunteers and it was noted that this would continue on a quarterly basis.

Members suggested that a site visit would be welcomed once all the new cameras were online and the upgrades to the system had taken effect. Sgt. Street agreed to liaise with the Town Clerk to arrange this in due course.

Committee recorded a vote of thanks to Sgt. Street for his report.

It was RESOLVED that the CCTV report for the quarter April - June 2015 be noted.

216. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 10 September 2015.

RESOLVED that the Budget Report to 10 September 2015 be received and noted as presented with no other action required at this time.

217. FELIXSTOWE-HARWICH-SHOTLEY FERRY

Committee received figures for ferry crossings for the period April-August 2015.

Members remarked on the increase to the number of passengers since the new operator had taken over the service and noted that additional crossings were being scheduled to meet demand.

RESOLVED that the report on the Felixstowe-Harwich-Shotley Ferry be noted.

218. COMMUNITY PUBLIC ACCESS DEFIBRILLATOR

Committee considered the provision of a CPAD in the telephone kiosk at the Triangle.

Members supported the principle of providing a CPAD, subject to confirmation that there were no other publically accessible Automated External Defibrillators (AEDs) in the town centre.

Following discussions around onward liability to Council for the kiosk, the Clerk was instructed to investigate further and bring an estimation of cost and alternative locations to Committee for consideration at the next meeting.

RESOLVED that a decision on this matter be deferred to the next meeting pending further information.

219. FLAG FLYING PROGRAMME

Committee considered the possibility of flying the Union Flag from the flagpole at Arwela Road on designated dates in 2016/17.

Members expressed concerns over the additional burden on staff and the risk to Council's reputation if a date was missed for any reason. It was suggested that there could be a local representative/group that may wish to take on the role of 'official flag raiser' and it was agreed that this should be investigated.

Members also agreed that flag-raising be limited to officially designated occasions in the first instance, with additional events considered separately as appropriate. It was noted that Council had recently resolved to participate in a national celebration of Commonwealth Day by raising the Commonwealth flag in March 2016.

It was RESOLVED that the Town Council follow the Government issued calendar of designated days for Union Flag flying from Municipal Year 2016/17.

220. CLOSURE

The meeting was closed at 9.27pm. The next meeting was noted as being scheduled for Wednesday 21 October 2015 at 7.30pm.

Date: _____

Chairman: _____

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 23 September 2015 at 9.15am

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

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

IN ATTENDANCE: Mr N Newton (SCDC Arboricultural and Landscape Manager)

221. APOLOGIES FOR ABSENCE

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

222. DECLARATIONS OF INTEREST

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

223. REQUESTS FOR DISPENSATION

There were none.

224. CONFIRMATION OF MINUTES

It was RESOLVED that:

The Minutes of the Planning & Environment Committee Meeting held on 9 September 2015 be signed by the Chairman as a true record.

225. ARBORICULTURAL MATTERS

The Chairman welcomed Nick Newton, SCDC Arboricultural and Landscape Manager, to the meeting. Mr Newton gave a presentation to Committee on the law and local policy with regards to Tree Protection Orders and Trees in the Conservation Area, in particular where this applied to Committee's consideration of planning applications.

It was RESOLVED that the presentation be received and Members thanked Mr Newton for the informative session.

226. 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/15/3542/TPO T1 Lime - To be felled because of heavy lean towards house and lifting of root flare. T2 Sweet Chestnut - 2 -2.5m. crown reduction, crown lift to 4m. to reduce risk of windthrow and allow better garden clearance. 1 Cliff Court
Committee recommended APPROVAL subject to all work taking place under the supervision of the District Council's Arboricultural Officer.	

b)	DC/15/3318/TCA 2 Alders and 1 Oak tree - Height reduction of up to 3 metres. Trees are all in a group adjacent to my boundary 5 Brownlow Road
Committee had no objections to the works.	

c)	DC/15/3235/FUL Convert swimming pool to garden room with tiled skylight roof. Remove roof to existing study and replace with higher tiled roof. 2A Rosemary Avenue
Committee recommended APPROVAL.	

d)	DC/15/2906/FUL Replacement dwelling Gilrest The Ferry
Committee recommended REFUSAL for the following reasons: a) the proposals are contrary to policy DM3 (para. a) in relation to the scale of replacement buildings in the countryside; and, b) in terms of the strong, although eclectic, character of this row of dwellings we feel that the bulk, mass and height of the proposed dwelling would be over-dominant and thereby unacceptably intrusive and damaging to that character.	

e)	DC/15/3469/FUL Convert a victorian house back to domestic use 3A Constable Road
Committee recommended APPROVAL.	

f)	DC/15/2469/VOC Variation of Condition 2 of Planning Consent DC/14/1054/VOC incorporating design amendments to the scheme approved, including a reduction in the size of the building and an additional area of timber open deck on the southern side. The Pier Undercliff Road West
Committee recommended APPROVAL.	

g)	DC/15/3478/FUL HGV Depot with Vehicle Maintenance Unit and associated parking Plateau C Clickett Hill Road Trimley St Mary
Committee recommended APPROVAL and strongly welcomes this enhancement to Felixstowe's logistics offer.	

h)	DC/15/3630/FUL Removal of double concrete sectional garage and replacing it with log type wooden garage. Same dimensions but new one higher roof line. 8 St Edmunds Road
Committee recommended APPROVAL.	

i)	DC/15/3522/FUL Proposed Single Storey Rear Extension 22 Penfold Road
Committee recommended APPROVAL.	

j)	DC/15/2935/FUL Removal of defective conservatory, although with retention of walls/floor, and erection of replacement sunroom The Coach House Hamilton Gardens
Committee recommended APPROVAL.	

k)	DC/15/2887/FUL Proposed new dwelling to side of existing flats 18 Beatrice Avenue
<p>Committee noted the amendments to the external finishes and small increase to the side access width to 850mm but see no reason to change it opinion to the comments previously submitted.</p> <p>Committee therefore recommended REFUSAL on the basis that:</p> <p>a) Beatrice Avenue has distinctive architecture and we believe the proposed development is contrary to Policies SP15 Landscape and Townscape and DM21 in that it does not sit comfortably in the distinctive and attractive street scene of Beatrice Avenue, a</p>	

gateway to the town. The proposed extension is cramped in form and would damage the architectural balance of the existing purpose-built design forming the two maisonettes.

b) It would be an unacceptable loss of residential amenity to both the existing maisonettes at ground and first floor levels by virtue of loss of light and also by an overbearing presence in respect of the limited curtilage of the No 22 Beatrice Avenue.

c) We believe the very narrow access way to the proposed unit which appears to scale at some 850mm is inadequate both in terms of safe access and egress, disabled access and the ability to move large pieces of furniture and equipment.

227. PLANNING DECISIONS

Committee NOTED the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of this agenda.

228. FELIXSTOWE PENINSULA AREA ACTION PLAN

The Clerk advised that the public consultation for the Preferred Options stage of the Area Action Plan had been announced as being 19 October – 30 November 2015. Committee would therefore be able to consider any the document at its meeting of 21 October and make any recommendations to Council to consider at its meeting of 11 November.

RESOLVED that the update on the Felixstowe Peninsula Area Action Plan be noted.

229. CORRESPONDENCE

Following Committee's comments on application DC/15/0931/FUL (Development of 13 No New Dwellings plus Parking and Amenity Space at Adastral Close), revised plans had been submitted. The new plans had addressed Committee's concerns in regard to the pair of semi-detached bungalow but not the pair of semi-detached maisonettes. The Chairman advised that he had reiterated the importance of this with the planning officer.

Committee NOTED the correspondence received and action taken.

230. CLOSURE

The meeting was closed at 11.35am. The date of the next meeting was noted as being Wednesday 7 October 2015, 9.30am at Felixstowe Town Hall.

Date: _____

Chairman: _____

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 23 September 2015 at 7.30pm

PRESENT: Cllr S Bird (Vice-Chairman *in the chair*) Cllr D Savage
Cllr M Deacon Cllr A Smith
Cllr S Gallant Cllr S Wiles
Cllr Jan Garfield Cllr K Williams

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

In the absence of the Chairman, Vice-Chairman Cllr S Bird in the chair.

231. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr G Newman, Cllr N Barber, Cllr C Barham** and **Cllr S Bloomfield**.

232. DECLARATIONS OF INTEREST

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

233. REQUESTS FOR DISPENSATION

There were none.

234. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Finance & General Purposes Committee Meeting held on 22 July 2015 be signed by the Vice-Chairman as a true record.

235. ACCOUNTS FOR JULY/AUGUST 2015

Committee considered a detailed report showing income and expenditure against budget to 31 August 2015.

A full list of material variances was provided and Members discussed a number of matters relating to income and expenditure.

Electricity consumption was noted as being high at Walton Community Hall. The Clerk advised that Council's Assets & Services Committee were aware of

this issue and would be considering how best to identify possible improvements. Members suggested that a remotely operated 'smart' timer could offer a way of controlling the heating system from the Town Hall.

The Clerk reported that, despite a number of phone calls and correspondence with a regular hirer of Walton Community Hall, a significant bill had still not been paid. The hirer had given assurances to Town Hall staff that the balance would be settled in a timely manner but no payment was received. Following cancellation of the booking and return of the keys, the hirer indicated that they would favour the offer of a repayment plan. The Clerk wrote to the hirer to set up a payment agreement, advising that further action would be taken if no response was received. As no response was received, the Clerk has instructed that formal action of recovery of the debts take place through the small claims process.

In response to a question on the maintenance of the Town Council's CCTV system, the Clerk advised that he was discussing the possibility of a joint maintenance contract agreement with SCDC which would include the additional cameras being installed at the Spa Gardens. It was expected that this could realise some savings for both authorities in 2016/17 through economy of scale.

Members discussed the cost and provision of Felixstowe in Flower, noting that some savings were expected against budget in the current year. The Clerk confirmed move the awards event to the Felixstowe Academy from the Brackenbury Leisure Centre had been very successful and it was hoped this this venue would be available again next year. It was also noted that additional sponsorship has been received in the current year but this could not be assumed for next year.

RESOLVED that:

- i. the Accounts to 31 August 2015 be received and noted as presented with no other action required at this time; and,**
- ii. the action taken by the Clerk to seek recovery of debts owed to the Council through the small claims process be approved.**

236. LOCAL COUNCIL GOLD AWARD SCHEME

Committee considered an update from members of the Local Council Gold Award Scheme Working Group.

Members heard that the group had met with the Chief Executive Officer of the Suffolk Association of Local Councils to discuss the criteria required to meet the Quality Gold level. The group had been advised that there were no other Council's in Suffolk currently seeking the Quality Gold standard, which had been awarded to very few councils nationally to date. It was also noted that the Council's current Foundation Aware level was considered by SALC to be

a more comprehensive accreditation than the Quality Council status which had been achieved under the previous scheme.

Committee noted that the Working Group believed that Council could demonstrate how it met the criteria required for the mid-level 'Quality' award and potentially submit this evidence to the accreditation panel early in the new year. However, further work would be required to develop Council's business plan in order to secure the 'Quality Gold' award.

Members discussed the practicalities of a timeframe for achieving the award and agreed that appropriate time should be given to the development of an extensive business plan rather than submitting an early portfolio for the Quality award.

RESOLVED that the Local Council Gold Award Scheme Working Group continue to progress the Council's application with a view to submitting for the Quality Gold award in 2016/17.

237. CLOSURE

The meeting was closed at 9.06pm. The next meeting was noted as being scheduled for 28 October 2015 at 7.30pm.

Date: _____

Chairman: _____

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 7 October 2015 at 9.15am

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

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

238. APOLOGIES FOR ABSENCE

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

239. DECLARATIONS OF INTEREST

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

240. REQUESTS FOR DISPENSATION

There were none.

241. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 23 September 2015 be signed by the Chairman as a true record.

242. 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/15/3512/PN3 Change of use of the above site from offices (Use Class B1a) to residential use (Use Class C3) under Class O of the General Permitted Development Order 2015. Anzani House, Anzani Avenue
Committee carefully considered this prior notification application and had no objections in principle. However, Committee had severe reservations over safe pedestrian access to this proposed development and therefore considers it would be appropriate to secure a Section 106 contribution towards significant highways	

improvements.

The proposed use makes it essential that there are safe cycle, pedestrian and indeed disabled accesses to the nearby facilities described in the Supporting Statement. We believe this a relevant “highways impact” as required by the GDO. Accordingly we would wish to see the following provided as a minimum:

- 1) New pedestrian steps and disabled ramp from the Anzani House forecourt to the pedestrian route at the traffic lights on Trinity Avenue.
- 2) New disabled ramp adjacent to the pedestrian steps further south on Trinity Avenue which links to the footway and cycleway towards the Port to the south-west.
- 3) Disabled access from the forecourt and car park to all of the entrances to Anzani House.
- 4) The pedestrian and cycle route to the local facilities, as described in the Supporting Statement, requires use of the footway through the adjacent underpass beneath the A14. That footway narrows at that point to below a safe standard. Additionally, there is a record of accidents at this point, with HGVs turning over, and heavy marks resulting from that can be seen on the concrete wall. Indeed there are currently also recent marks showing the incursion of a large vehicle up the grass bank immediately west of the underpass – having crossed the footway. A crash barrier exists beside this road to the north-east of the underpass, but ceases c. 100m from the underpass itself, despite the continued sharp curvature of the road. We believe that this requires to be extended to be continuous through the underpass and to the junction with Trinity Avenue if the footway is to be classed as an appropriate safe route to serve the proposed development. Therefore this should be a requirement to be provided by the applicant under a S106 agreement. That may be impossible to achieve, in combination with the correct width of the footway through the underpass. In that case, the change of use to residential cannot be said to be suitable under the “highways impact” criterion, and should fail.

b)	DC/15/3576/FUL Reprofiting of the promenade and improvement access to the front of the Pier from the Leisure Centre car park Felixstowe Leisure Centre Undercliff Road West
Committee recommended APPROVAL.	

c)	DC/15/3589/FUL Conversion of ground floor offices of addresses 91 and 93 Undercliff Rd West from B1 Offices into A3 Restaurant and/or A5 Hot Take Away Food Establishment. Conversion of upper floors of addresses 91-95 Undercliff Road from B1 Vacant Offices to 3no C3 Flats. Proposal to include an extension to and a new pitched roof over the second floor accommodation of 91 Undercliff Road. 91 Undercliff Road West
Committee recommended APPROVAL.	

d)	DC/15/3519/FUL Erection of a two storey dwelling Part Side Garden Of 40 King Street
Committee recommended APPROVAL in principle subject to assurances that drainage to the property be appropriately provided without detrimental effect to existing drainage issues at this location.	

e)	DC/15/3829/FUL Porch extension 66 Roman Way
Committee recommended APPROVAL.	

243. PLANNING DECISIONS

Committee NOTED the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of this agenda.

244. CORRESPONDENCE

None.

245. CLOSURE

The meeting was closed at 11.05am. The date of the next meeting was noted as being Wednesday 21 October 2015, 9.15am at Felixstowe Town Hall.

Date: _____

Chairman: _____

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe
Town Hall on **Wednesday 7 October 2015** at **7.30pm**

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

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

246. APOLOGIES FOR ABSENCE

None.

247. DECLARATIONS OF INTEREST

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

248. REQUESTS FOR DISPENSATION

There were none.

249. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Assets & Services Committee Meeting held on 2 September 2015 be signed by the Chairman as a true record.

250. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 September 2015.

RESOLVED that the Budget Report to 30 September 2015 be received and noted as presented with no other action required at this time.

251. ESTATES OFFICER REPORT

Committee considered the report of the Estates Officer.

Members noted that a result of a meeting held between Council officers and professional advisors on 5 October, two possible options for strengthening the front and side walls of the Town Hall were being followed up. The preferred option would involve less invasive works at a fraction of the cost of a full repair but may not be a permanent solution. Members asked that the Estates Officer report back to Committee with further information in due course.

With regard to the high energy consumption reported at Walton Community Hall, Members suggested that all electrical equipment be switched off over the forthcoming weekend and meter readings taken to confirm that there were no third parties drawing electricity from this supply.

RESOLVED that the Estates Officer's report be noted.

252. BROADWAY HOUSE EXTERNAL SIGNAGE

Committee consider a report describing some external works being carried out at Broadway House by Orwell Housing Association.

It was noted that the existing name plates for the building were badly weathered and required refurbishment or replacement.

Members reviewed several options for replacement signage and agreed that two 'Dibond Aluminium' signs should be purchased and installed to replace the original brass on wood plaques.

A Member commented that the Felixstowe Town Council crest at the top of the front face of the building was looking tired. It was agreed that this should be repainted or refurbished.

Committee also considered the replacement of the external drip tray underneath the air conditioning unit condenser on the west wall. The Estates Officer advised that a quote for a replacement tray and fitting had been received at a cost of £185 plus VAT.

Committee considered making a recommendation to Council to approve funding from the Broadway House Earmarked Reserve. Following advice from the Clerk that the Walton Repairs and Maintenance budget (4170/202) was currently underspent, it was agreed that this be the source of funding for these projects.

RESOLVED that:

- i. the external drip tray underneath the air conditioning unit condenser on the west wall of Broadway House be replaced at a total cost of £185 plus VAT;**

- ii. **two ‘Dibond Aluminium’ signs be purchased and installed to replace the original plaques;**
- iii. **the Town Council crest on the top of the front wall be refurbished; and,**
- iv. **funding for the above works via the Walton Repairs and Maintenance budget (4170/202) be approved.**

253. WALTON COMMUNITY HALL EXTERNAL SIGNAGE

Committee received a report on Walton Community Hall which outlined proposals for some signage to be installed to front elevation of the building in order to indicate the location of the entrance to the hall.

Members reviewed several options for signage and agreed that ‘Dibond Aluminium’ signs should be procured on a similar basis to those being sourced for Broadway House in the earlier item.

RESOLVED that ‘Dibond Aluminium’ signs be purchased and installed at Walton Community Hall with funding for the works to be approved via the Walton Repairs and Maintenance budget (4170/202).

254. ALLOTMENTS UPDATE REPORT

Committee received a report on the Town Council’s Allotments and a paper was tabled showing the current vacancy information.

Noting that there were 52 vacancies at this time, Members asked whether these were going to be let to people on the waiting list. The Clerk advised that the vacancy rate was usually higher at this time of year when the allotment rent demands were posted as this prompted tenants to consider whether to renew their tenancies or relinquish their plot. It was noted that, whilst those on the waiting list would be contacted regarding vacant plots, the total number of vacancies would not be known until after the deadline for tenancy renewals had passed at the end of the month.

Members asked that the availability of Council allotment plots be advertised in the Council’s Newsletter.

It was RESOLVED that the allotments update report be noted and the availability of Council’s Allotments Plots be advertised in the next newsletter.

255. DRAFT BUDGET CONSIDERATIONS 2016-17

Committee considered first draft proposals for its element of the Council’s 2016-17 budget.

It was noted that Council's Personnel Committee would be considering the salaries aspect of the budget at its meeting of 14 October 2015.

RESOLVED that the draft proposals for its element of the Council's 2016-17 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.

256. CLOSURE

The meeting was closed at 8.58pm. The next meeting was noted as being scheduled for Wednesday 2 December 2015 at 7.30pm.

Date: _____

Chairman: _____

264. STAFFING MATTERS

Committee considered the report on staffing matters.

It was RESOLVED that the staff member be reimbursed for additional hours worked at plain time as per the report.

265. STAFFING STRUCTURE AND BUDGET 2016/17

Members considered the staffing structure and budget estimates for 2016/17 as presented in the confidential report.

Salary scale point increases as indicated in the report were approved as presented. It was noted that the staging date for Felixstowe Town Council for automatic pension enrolment was 1 November 2016. By this date, all staff who met the qualifying criteria must be automatically enrolled in to a contribution based pension scheme. An allowance for those staff who may therefore elect to join the Local Government Pension Scheme was included within the budget recommendations for 2016/17. Committee noted that alternative pension schemes for those staff, or any new staff joining the council, which provided a lower employee contribution option would be investigated and brought to the next Personnel Committee meeting for consideration

The salaries budget proposed for 2016/17 was as follows:

Cost Centre	Budget 2016/17		
	Salaries	Employer National Insurance	Employer Pension Contributions
Administration	153,788	10,773	35,525
Town Hall	13,177	196	-
Walton	2,944	-	307
Broadway House	9,437	-	1,499
Cemetery	82,575	6,707	19,157
Allotments	14,572	1,184	3,381

It was RESOLVED that Council be recommended to approve the salaries budget for the financial year 2016/17 as presented in the report.

266. CLOSURE

The meeting was closed at 8.58pm. The next meeting was noted as being scheduled for Wednesday 13 April 2016 at 7.30pm.

Date: _____

Chairman: _____

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 21 October 2015** at **9.15am**

PRESENT: Cllr Jon Garfield (Vice Chairman *in the chair*)
Cllr S Bird Cllr G Newman
Cllr S Gallant Cllr D Savage
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.

267. APOLOGIES FOR ABSENCE

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

268. 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	All	Local Non-Pecuniary (as Member of Suffolk County Council)

269. REQUESTS FOR DISPENSATION

There were none.

270. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 7 October 2015 be signed by the Vice-Chairman as a true record.

271. 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/15/3938/FUL Change of Use - proposed use as House in Multiple Occupation (HMO) Abbeyfield House 53 Orwell Road
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Committee recommended APPROVAL and welcomed the alterations to the previously submitted proposals.

b)	DC/15/2975/FUL Replacement of existing UPVC conservatory with timber framed sunroom Replacement of existing summerhouse with new timber clad summerhouse Construction of new shallow dormer to roof to increase head height in future bathroom Rose Cottage The Ferry
Committee recommended APPROVAL.	

c)	DC/15/3955/FUL to erect a single storey rear extension to the property 5 Rosemary Avenue
Committee recommended APPROVAL	

d)	DC/15/3424/FUL Single Storey Rear Extension 12 Waveney Road
Committee recommended APPROVAL	

e)	DC/15/3845/FUL Replacement of 1no. existing 9m floodlight with a 12.5m shrouded monopole to support telecommunications antennae for shared use by EE and Three UK, which together with the installation of 6no. ground based equipment cabinets and associated excavation will provide 2G, 3G and 4G mobile electronic communication services. Existing floodlight to be refitted to shrouded monopole at existing height. Felixstowe Lawn Tennis Club Bath Road
Committee recommended APPROVAL subject to the finish of the monopole column to be in keeping with the existing floodlight columns.	

f)	DC/15/3907/FUL Proposed two storey side and rear extension 19 Church Lane
Committee recommended APPROVAL..	

g)	DC/15/3978/FUL side and rear extensions 75 Seaton Road
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Noting a discrepancy in the application documents as to the proposed roofing materials, Committee recommended APPROVAL subject to new roofing material matching that of the existing roof.	
h)	DC/15/3785/TCA Gleditsia (Honey Locust) on road frontage - to be felled, causing loss of light and restricting driveway. 23 Constable Road
Committee had no objections to this notification.	

i	DC/15/4092/TCA Holm Oak at East End of Church - 30% crown reduction to prevent light restrictions on east window, physical damage to east end of church, and excess overhang over pavement. St John The Baptist Church Orwell Road
Committee had no objections to this notification.	

272. FELIXSTOWE PENINSULA AREA ACTION PLAN

Committee considered the Felixstowe Peninsula Area Action Plan Preferred Options document which was now open for public consultation.

Members commented on the number of amendments which had been incorporated as a result of the recommendations of the working group.

Following discussion it was agreed that the Committee would consider the document in conjunction with any further comments submitted by Town Councillors before the next meeting. The Clerk had emailed all Town Councillors to advise of this process.

It was RESOLVED that a draft response for recommendation to Council be considered at the following meeting.

273. PLANNING DECISIONS

Committee NOTED 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.

274. CORRESPONDENCE

To Committee noted the following items of correspondence:

- i. Information on briefing sessions being held by SCDC on 30th October and 2nd November on recent changes to the Suffolk Coastal District Council Scheme of Delegation where it relates to the determination of planning applications;

- ii. Notification that the Government had determined to make permanent and further extend the scope of the temporary permitted development rights which enabled offices to be converted to new homes without having to apply for planning permission; and,
- iii. That the Chairman had corresponded with local planning officers to confirm the Committee's position on the application for new housing at Adastral Close following amendments to the original proposals to address Committee's concerns over single storey residences in this location.

275. CLOSURE

The meeting was closed at 12.04pm. The date of the next meeting was noted as being Wednesday 4 November 2015, 9.15am at Felixstowe Town Hall.

Date: _____

Chairman: _____

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe
Town Hall on **Wednesday 21 October 2015** at **7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr Jon Garfield
 Cllr S Gallant (Vice-Chairman) Cllr T Green
 Cllr S Bloomfield Cllr J Vartan
 Cllr P Coleman Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)

276. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr C Barham** and **Cllr K Williams**.

277. DECLARATIONS OF INTEREST

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

278. REQUESTS FOR DISPENSATION

There were none.

279. CONFIRMATION OF MINUTES

RESOLVED that the minutes of the Civic & Community Committee meeting held on 16 September 2015 be signed as a true record.

280. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 14 October 2015.

RESOLVED that the Budget Report to 14 October 2015 be received and noted as presented with no other action required at this time.

281. ANNUAL GRANTS

Committee reviewed the annual funding provided by the Town Council to the a number of local partner organisations.

It was noted that the Felixstowe Volunteer Coast Patrol Rescue Service had experienced a financially challenging year. It was also noted that FVCPRS was investigating possible governance models which could later provide access to wider funding opportunities.

Members agreed that there should be no change to the annual grant schedule for 2016/17 and it be set as follows:

Felixstowe Council for Sport and Recreation	£200
Citizen's Advice Bureau	£1,500
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500
Felixstowe Carnival	£500
Landguard Fort	£1,000
Landguard Partnership	£1,000
Felixstowe Ferry Boatyard	£200
Art on the Prom	£500
Wesel Twinning Association	£200
Salzwedel Twinning Association	£200
	<hr/>
	£6,800

RESOLVED that a provision for Annual Grants totalling £6,800 be recommended for inclusion in the draft budget for 2016/17 on the basis of the schedule above.

282. DRAFT BUDGET CONSIDERATIONS 2016-17

Committee considered first draft proposals for its element of the Council's 2016-17 budget.

It was noted that Council's Personnel Committee had reviewed staff salaries at its meeting of 14 October 2015 and these had been included in the proposals.

The Clerk advised that printing and distribution costs for the Town Council's newsletter had been confirmed to be held the same for 2016/17 and the estimates could be updated to reflect this.

Members noted that annual hosting costs for the Town Council's new website was over £300 less than the previous provider. The Clerk advised that the budget estimate had therefore been reduced accordingly. Members considered whether a provision should be made for any in-year design changes and agreed that the budget for the website should be set at £1,350.

RESOLVED that, subject to updating cost estimates for the Council's newsletter and website, the draft proposals for the Civic & Community element of the Council's 2016-17 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.

283. COMMUNITY PUBLIC ACCESS DEFIBRILLATOR

Members considered the provision of a Community Public Access Defibrillator (cPAD) in the town centre and possible locations. Following a debate, it was agreed that the Clerk approach the Library to ascertain whether it would be permissible to install a cPAD on an external wall of the building as this would allow the defibrillator to be fully accessible and easily located.

RESOLVED that it be recommended to Council that, subject to approval from Felixstowe Library, a community access public defibrillator be purchased by the Town Council and installed on an external wall of the library.

284. EXCLUSION OF PRESS AND PUBLIC (COMMERCIAL SENSITIVITY)

It was RESOLVED that, in accord with the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted due to commercial sensitivity, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

285. FLORAL BEDDING CONTRACT

Committee considered quotations for the provision and maintenance of floral bedding plants for the year 2016/17. Members noted that Council's present service provider had supplied a competitive quotation for the works at the same cost as the current year.

It was therefore RESOLVED that Suffolk Coastal Norse be contracted for the provision and maintenance of Floral Bedding for 2015/16.

286. CLOSURE

The meeting was closed at 9.25pm. The next meeting was noted as being scheduled for Wednesday 16 December 2015 at 7.30pm.

Date: _____

Chairman: _____

292. INTERNAL AUDIT – QUARTER TWO REPORT

Committee considered the Internal Audit report for the period ending 30 September 2015 and recommendations contained in the report:

RESOLVED that:

- i. The report of the Internal Auditor be noted;**
- ii. Recommendations 1,2 and 4 be brought to Committee for consideration in due course;**
- iii. Recommendation 3 be brought to Council at the next Annual Meeting; and,**
- iv. No further action was necessary for recommendation 5 and the Clerk's action to relocate staff payroll records with the secure personnel files be approved.**

293. CYCLING ON THE PROM

Committee considered the report on the matter of cycling on the prom.

Members agreed that the byelaw, where it prohibits to the riding of bicycles, should be reassessed as it was not likely to be enforced by District Council officers and instead created local confusion and concern.

However, Members did not consider that a dedicated cycle lane would provide an appropriate solution, believing that the siting of a cycle lane would be problematic and could cause conflict with other uses of prom.

Members agreed that safe and considerate cycling on the prom should be supported where possible and that anyone using a bicycle on the prom would be expected to cycle in a manner appropriate to the conditions.

Noting that the byelaw is only enforceable where Suffolk Coastal District Council have displayed notices in conspicuous positions along the promenade stating that the riding of bicycles is prohibited, Members suggested that the removal of these notices would effectively nullify the byelaw.

Committee RESOLVED that the following recommendation be made to Council:

Felixstowe Town Council requests Suffolk Coastal District Council to consider the removal of notices prohibiting cycling on Felixstowe prom for a period of no less than 12 months; and, pending an assessment of the success of this initiative, consider permitting and promoting safe and considerate cycling on the prom on a permanent basis.

294. BUDGET 2016/17 (FIRST DRAFT)

Committee considered the tabled paper showing a first draft full budget, including earmarked reserves requirements, for 2016/17. Members also considered comparisons against the current-year budget, actual expenditure and projected outturn for the full year 2015/16.

The Clerk advised that Suffolk Coastal District Council had confirmed Felixstowe Town Council's tax base for 2016/17 to be 7,978.43. 2016/17 would also be the final year for the Local Council Tax Scheme grant to be received. The amount due in 2016/17 being confirmed by Suffolk Coastal District Council at £19,363.90.

It was noted that the draft budget proposals for 2016/17 would require a precept of £537,347. Using the confirmed tax base this would equate to £67.35 per Council Tax Band D equivalent ratepayer. It was noted that the Band D equivalent in 201/16 and 2014/15 had also been £67.35.

On the basis that the budget estimates 2016/17 would result in a 0% change/nil tax increase to local residents, Committee recommended that the budget be referred to Council for approval. Members recorded a vote of thanks to the Town Clerk and Finance Officer for their work on the budget estimates and presentation.

RESOLVED that the first draft Budget 2016/17 proposals be presented to Council for approval.

295. CLOSURE

The meeting was closed at 8.25pm. The next meeting was noted as being scheduled for 25 November 2015 at 7.30pm.

Date: _____

Chairman: _____

b)	DC/15/3879/FUL Erection of store building off garage. 2 Vicarage Road
Committee recommended APPROVAL.	
c)	DC/15/3833/FUL Single and Two storey rear extension 11A Looe Road
Committee recommended APPROVAL	
d)	DC/15/4124/FUL Erection of detached chalet bungalow with three bedrooms 51 Westmorland Road
Committee recommended APPROVAL.	
e)	DC/15/4185/FUL To erect dormers to front and rear facade of bungalow. 42 Haven Close
Committee recommended APPROVAL.	
f	DC/15/3951/ADI Building mounted, illuminated corporate signage to East elevation, as indicated on drawing no. 7439/P05. Volvo Truck And Bus Bryon Avenue The Docks
Committee recommended APPROVAL.	
g	DC/15/3839/FUL Installation of TV aerial at the property 70 Hamilton Road
Committee recommended APPROVAL.	
h)	DC/15/4221/OUT Outline application for one dwelling on part gardens fronting St Georges Road 15 Cliff Road
Committee recommended APPROVAL.	
i	DC/15/3897/TCA To carry out tree management to land behind Nos.107 and 109. Specifically to fell 1no Sycamore and 1 no. Ash (dying) undermining adjacent walls, to pollard 3 Sycamores to 4-5m height in lower garden, to coppice and recoppice existing elm on cliff. Notification also includes other minor remedial tree management works as required for a period of 2 years from date of notification. Land To Rear Of 107 And 109 Undercliff Road West
Committee had no objections to this notification.	

j	DC/15/3760/TPO To fell Lime tree on Queens Road frontage of Cardinals Court Cardinals Court Queens Road
In the absence of any supporting information giving reason for the need to fell this tree, Committee has no option other than to recommend REFUSAL at this time.	

301. **FELIXSTOWE PENINSULA AREA ACTION PLAN**

Committee considered the Felixstowe Peninsula Area Action Plan Preferred Options document and made the following comments:

Document Reference	Felixstowe Town Council Comment
Page 13, Para. 2.02	We recommend adding the following to the end of the final sentence of this paragraph: “, as required by the July 2013 Local Plan.”
Page 24, FPP3	Remove “(for residents and visitors)” from the bottom bullet relating to appropriate parking provision.
Page 26, Para. 3.30	This paragraph has been reduced in scope from an earlier draft and no longer references the unique location this site holds as a gateway to Felixstowe. It is vital that the policy ensures that any proposals for development of this site include appropriate consideration for this gateway and the statement this makes to those arriving to Felixstowe by road.
Page 27, FPP4	Remove “and Candlet Road” from the first bullet point. Any business units for this site should be restricted to the land adjacent to the A14 Dock Spur only.
Page 27, Title of 3.39	The title should read “ Land ” rather than “Lane” and include Swallow Close.
Page 29, FPP5	Please include Swallow Close and refer to this site as the “ Land north of Conway Close and Swallow Close ” throughout.
Page 49, Para. 5.06	Given the latest available information on these sites, this paragraph should be removed.
Page 50, Inset Map	The secondary shopping frontage should continue along Bent Hill on both sides of the road. It should also include the frontage of Trinity Methodist Church on Hamilton Road for consistency. Likewise the primary shopping area shaded in green should include this same section.
Page 51, Para. 5.10	Sentence should end “other than town centre uses”.

<p>Page 51, Para. 5.12</p>	<p>Please amend the final two sentences to read as follows: “The scheme was not introduced completed between Orwell Road and Bent Hill and the AAP will seek to encourage the continuation of the Shared Space along Hamilton Road. The extension completion of this scheme within the town centre boundary will provide a continuous link between Hamilton Road and Bent Hill and reinforce the connections between the town centre and the sea front.”</p>
<p>Page 54, FPP15</p>	<p>Please amend the first paragraph to read “Any change of use proposals in this area will be expected should seek to retain a high proportion of retail activity.”</p>
<p>Page 68, FPP21</p>	<p>Correction: “The provision of beach huts will be limited to those which currently exist. Any increased provision will be directed towards other parts of the sea front (namely Felixstowe Ferry Golf Club to Cobbolds Point Preferred Policy FPP19) as appropriate.”</p>
<p>Page 74, FPP24</p>	<p>The policy should open with the following opening sentence: “The need to strengthen Felixstowe as a seaside destination is recognised.”</p> <p>The next sentence should read: “Holiday accommodation will be encouraged and supported”</p>
<p>Page 82, FP27</p>	<p>This should be titled FPP27 rather than FP27.</p> <p>Please revise the first line of text to read “Spa Gardens and Town Hall Gardens”.</p>
<p>Appendix 7:Felixstowe, Trimley St. Mary & Trimley St. Martin Inset Map.</p>	<p>The Physical Limits boundary in regard to the seaward boundary should be drawn as in the 2001 Local Plan map – i.e disappear in to the sea rather than be drawn along the low water mark.</p> <p>The dotted blue line denoting Proposed Tourism Areas is misleading and these areas should be marked out to define the landward extent and total area covered by those corresponding policies. Landguard peninsula should also be encapsulated whereas the line appears to end at Landguard point. As above, the lines between the areas should simply stop at the sea. The extensions of those lines into the sea can be wrongly interpreted as representing a policy as applying to an element of the sea.</p> <p>The port area should be included within the Physical Limits boundary as is the case in the 2001 Local Plan map. The Physical Limits boundary in the Manor End area should include the caravan parks and Custom House, terminating at the boundary of Landguard Common.</p>

	<p>The colouring of some of the designations on the main map are confusingly similar, notably those for the Proposed District Centre, the District Centre boundary and the revised Physical Limits boundary. Also, the use of very heavy lines at the scale of the main map is unhelpful.</p>
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It was RESOLVED that the Town Council should be recommended to welcome and endorse the Felixstowe Peninsula Area Action Plan Preferred Options, subject to the comments above.

302. PLANNING DECISIONS

Committee NOTED 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.

303. CORRESPONDENCE

The Clerk updated Members following his attendance at a briefing session held by SCDC on 30th October on changes to the Suffolk Coastal District Council Scheme of Delegation where it relates to the determination of planning applications.

Committee was advised of the new referral process by which applications may be considered by the District Council’s Planning Committee.

It was agreed that, should the Clerk receive notification from the District Council that an application would be subject to the referral process and no reason given for why the planning officer has a view contrary to that of the Town Council’s Planning Committee, the Clerk should submit a referral on the basis of Committee’s original comment to the application.

RESOLVED that the process by which planning applications will be considered by Suffolk Coastal District Council be noted.

304. CLOSURE

The meeting was closed at 12.23pm. The date of the next meeting was noted as being Wednesday 18 November 2015, 9.15am at Felixstowe Town Hall.

Date: _____

Chairman: _____

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

Council is requested to receive the update report of the Felixstowe Forward Change Director, Helen Greengrass.

Members are to note that the Felixstowe Forward Sponsor Group has approved the revised Town Improvement Plan. This will form the basis of all future reporting and a version will be made available to the wider public before the end of the year. The Town Improvement Plan is presented at **Appendix A**.

Members will receive progress report on the Town Improvement Plan to the end of October 2015 and verbal feedback on items of particular note including:

Reference: Networking	Town Centre Resident Association Meeting held in October
Reference: Networking	Recent meeting with Suffolk Coast, Destination Management Organisation
Reference: 1.4	Audit of Town Centre (attached summary at Appendix B)
Reference: 2.4	Felixstowe Peninsula Plan
Reference: 3	The work of the tourism sub group
Reference: 4	Progress Update on Seafront Gardens, Landguard Fort, Landguard Reserve, Martello Park, Boating Lake and the Spa Pavilion
Reference: 5.1	Coordination of major events

Council is also requested to note that the next Felixstowe Forward Newsletter, informing the wider public, is due to be circulated mid-December.

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

AGENDA ITEM 11: CYCLING ON THE PROM

The 'Seashores and Promenades' byelaw, sealed by Suffolk Coastal District Council on 24th January 1983, prohibits, through various terms, a number of activities along the Seashore and Promenade or River Wall. Such as:

- Booths/Tents
- Performances
- Selling and Hawking
- Games
- Begging and Touting
- Noisy Instruments
- Dogs Barking
- Riding and Driving
- Wilfully Obstructing Officers of the Council in execution of duty
- Riding Bicycles
- Lighting of Fires
- Litter

The section in relation to Bicycles (paragraph 12) reads:

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

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

The penalty for any person to be convicted of being in contravention of the byelaw is stated to be liable to a fine not exceeding Fifty pounds.

Council's Finance & General Purposes Committee considered the matter of cycling on the prom at its meeting of 28th October, receiving the following report:

It is apparent that some uncertainty persists over the legality, or otherwise, of cycling on the prom. Felixstowe Town Council, Suffolk County Highways, Suffolk Coastal Norse and Suffolk Coastal District Council each report receiving regular enquiries on this matter. Enquiries are wide ranging but can generally be summed up as follows:

- Seeking clarification of the rules
- Reporting having witnessed cycling on the prom
- Reporting having 'nearly' been hit by a cyclist on the prom
- Requesting that cycling on the prom be permitted

The Clerk has made enquiries with Suffolk Coastal District Council, as the responsible authority, to confirm the status of the byelaw.

SCDC have advised that there is an existing byelaw, made on 24 January 1983 to prevent the riding of bicycles on the prom. Although it was also confirmed that it is not accurate to state that in general, the riding of bicycles on the promenade is illegal in all places at all times.

The byelaw is legally enforceable only where the Council (SCDC) have displayed notices in conspicuous positions along the promenade stating that the riding of bicycles is prohibited. SCDC are aware of situations in the past when signs have been removed.

Byelaws are limited in use without an effective enforcement regime. In practical terms, the police can enforce, as can the local authority. In the case of cycling on Felixstowe prom there are few resources in place to be out on site in order stop cyclists, obtain their details, warn them and collect the evidence that is necessary to bring a successful prosecution. The Town Hall is not aware of any successful prosecution being made in the 32 years since the byelaw was made.

SCDC have advised that the Byelaws (Alternative Procedure)(England) Regulations 2015 came into force on 1 October. The new regulations may give some greater local discretion over the making, amending and revocation of byelaws.

There are a number of examples around the country where local councils (such as in Bournemouth, Poole, Llandudno, Bognor Regis, Gt Yarmouth and Gorleston) have revoked the byelaw preventing cycling on proms.

The matter was again raised Council's Highway Advisory Committee on 8 September 2015 by Suffolk County Council who reported that requests for a marked cycle lane had been received. Members of this advisory committee requested that the Town Council consider the general principle of cycling on the prom with a view to making a further recommendation to Suffolk Coastal District Council as the responsible authority.

There are a number of options for consideration, some of which are outlined in the table below together with an indication of possible pros and cons. This list is not exhaustive and Members may wish to consider what other options may be available.

Notwithstanding and any recommendations Council may make, Members of the Highways Advisory Committee strongly recommended that, before any alternative decision is implemented, a trial period be considered whereby an assessment could be made of the impact of cycling on the prom over a full 12 months.

Options to consider:

Option	Pros	Cons	Other factors
No change	<ul style="list-style-type: none"> • No additional resources required. • Cycling will continue to occur but is potentially limited to those who are not aware of (or willing to ignore) the byelaw. 	<ul style="list-style-type: none"> • Present situation persists, enquiries and complaints will continue, some prom users will remain frustrated by apparent 'law breaking'. • Cyclists singled out despite no actual evidence of accident or injury being caused to other prom users. • Byelaw does not apply to other prom users who also have potential to cause harm/obstruction - such as dogs, dog leads, motorised scooters. • Felixstowe may be viewed as out-of-step with national trends and positive promotion of cycling generally. 	
Permit Cycling with a dedicated cycle path	<ul style="list-style-type: none"> • Resolves current uncertainty and removes perception of the cyclist as 'breaking the law' • Promotes health and wellbeing; in line with national trends and policies. • Enhances opportunities for Felixstowe as an accessible resort. • Safe route for all cyclists - young and old. 	<ul style="list-style-type: none"> • Some sections of the community could perceive the prom to be less safe. • High cost. • Siting of a cycle lane would be problematic as it would conflict with other uses of prom. • Cycle lanes can engender a territorial attitude from cyclists and non-cyclists. • Could potentially lead to a 'cycle superhighway' with cyclists treating the prom as a race track. 	<ul style="list-style-type: none"> • Requires revocation of byelaw. Provisions under The Byelaws (Alternative Procedure)(England) Regulations 2015 gives greater local discretion and makes this easier but a 'deregulatory assessment' is required. • SCC would need to be consulted.

<p>Permit Cycling without creating a dedicated cycle lane</p>	<ul style="list-style-type: none"> • Little to no cost. • Resolves current uncertainty and removes perception of the cyclist as 'breaking the law' • Promotes health and wellbeing; in line with national trends and policies. • Enhances opportunities for Felixstowe as an accessible resort. • Safe route for all cyclists - young and old. • Speeds generally limited as appropriate to the conditions. 	<ul style="list-style-type: none"> • Some sections of the community could perceive the prom to be less safe. • Relies on sensible interaction between cyclists and other users, as per shared space and other mixed use locations. 	<ul style="list-style-type: none"> • As above.
<p>Promote enforcement of byelaw</p>	<ul style="list-style-type: none"> • Give 'teeth' to the byelaw. • May only require one or two successful enforcements to send out the message. 	<ul style="list-style-type: none"> • Byelaws are hard to enforce as they do not all allow for fixed penalty notices to be issued, so the only option available to local agencies is to take an individual to court if they fail to comply, which can be costly and time-consuming. • Would require increased signage and public awareness campaign for successful enforcement to be achieved. • Financial and aesthetic cost to increase signage along prom. 	<ul style="list-style-type: none"> • Notwithstanding the resources, evidence etc. required, if there is no 'will' to penalise cyclists in this way it won't happen.

Enforce with Public Space Protection Order	<ul style="list-style-type: none"> • Can be discharged, varied or revoked by the Local Authority. • Can prescribe controlled zones and periods of time for restricted activity. • Local Authority can issue Fixed Penalty Notices. 	<ul style="list-style-type: none"> • Cost of resources and enforcement. • PSPO designed to address public disorder/anti-social behaviour. 	<ul style="list-style-type: none"> • The order must be in writing and it must be published. • Reasonable signage should be put up in the areas affected. • The order lasts for up to three years and renewed within this time to remain in place. • Must consult with the chief officer of police, the Police and Crime Commissioner and any representatives of the local community.
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On consideration of this item, Members of Council’s Finance & General Purposes Committee agreed that the byelaw, where it prohibits to the riding of bicycles, should be reassessed as it was not likely to be enforced by District Council officers and instead created local confusion and concern.

However, Members did not consider that a dedicated cycle lane would provide an appropriate solution, believing that the siting of a cycle lane would be problematic and could cause conflict with other uses of prom.

Members agreed that safe and considerate cycling on the prom should be supported where possible and that anyone using a bicycle on the prom would be expected to cycle in a manner appropriate to the conditions.

Noting that the byelaw is only enforceable where Suffolk Coastal District Council have displayed notices in conspicuous positions along the promenade stating that the riding of bicycles is prohibited, Members suggested that the removal of these notices would effectively nullify the byelaw.

Council is therefore requested to approve the following recommendation of the Finance & General Purposes Committee (*Minute #293*):

Felixstowe Town Council requests Suffolk Coastal District Council to consider the removal of notices prohibiting cycling on Felixstowe prom for a period of no less than 12 months; and, pending an assessment of the success of this initiative, consider permitting and promoting safe and considerate cycling on the prom on a permanent basis.

AGENDA ITEM 12: COMMUNITY PUBLIC ACCESS DEFIBRILLATOR

Council's Civic & Community Committee has recently considered the provision of a community public access defibrillator (cPAD) in the town centre. This automatic, potentially life-saving, equipment can be installed externally and kept in a security cabinet which cannot be accessed unless a code is given to the user by a registered person or the emergency services.

The machines themselves are simple and safe, issuing spoken instructions with no training required to use. Once in position, the defibrillator detects the heart's rhythm and won't deliver a shock unless one is needed.

The Civic & Community Committee has recommended that, should Council approve the principle and funding for such a device, it be installed on an external wall to Felixstowe Library as it is in an ideal, centrally located, position in the town (*Minute #283 of 2015/16 refers*).

The Clerk has made enquiries with the library, who have confirmed that they would be pleased to host the equipment and have given permission for a cPAD cabinet to be installed on an external wall, away from the access ramp.

The Town Council would be required to cover cost of the equipment, installation and any ongoing maintenance or servicing.

As an indication of cost, a steel cabinet for indoor/outdoor applications and a fully automatic Lifepak CR Plus defibrillator can be purchased for around £1,430+VAT and comes with an 8 year warranty. Installation and basic training in the use of the AED would be additional separate costs but are unlikely to be prohibitive if provided locally. Onward maintenance is expected to be minimal, aside from replacement pads and batteries at approximately £85+VAT every 2.5+ years.

Funding to be the cost of this project could be made available via Council's Community Fund Earmarked Reserve.

Council is therefore requested to consider the purchase of a community public access defibrillator and installation of the device within a security cabinet on the external wall of the library.

AGENDA ITEM 13: CHRISTMAS ICE RINK

Since the previous meeting, permission for the installation of a temporary ice rink on Great Eastern Square has been secured from the East of England Coop, who have also confirmed sponsorship towards the event. £3,000 has also been provided towards the overall cost via the following District Councillors' Enabling Communities Budget: Cllr Steve Bloomfield, Cllr Peter Coleman, Cllr Mike Deacon, Cllr Steve Gallant, Cllr Tracey Green, Cllr Doreen Savage and Cllr Andy Smith.

Therefore, in accordance with Minute #205 of Council 9 September 2015, the Clerk has confirmed arrangements for the provision of a fully manned 15m x 10m ice rink at Gt. Eastern Square from Saturday 19th – Wednesday 23rd December, overnight security throughout the duration of the event and other elements including:

- Children's rides
- Christmas music
- Salvation Army Band
- Visits from Rudolf and Santa on his sleigh (supporting Save the Children)
- Food and drink stalls

As requested by the Town Council, skating will be free, with skates and changing facilities provided. The Mayor will open the event at midday on Saturday 19 December. Thereafter, opening times for the rink will be 12pm – 8pm each day, aside from Sunday 20 December which will be 10am-6pm.

The event has been widely promoted across online and press media. The cost for providing the ice rink and security cover has been confirmed as £6,562 plus VAT. However, other costs may be incurred should additional security cover be required.

Total funding for the event can be met via Council's Community Fund Earmarked Reserve, although Council's Youth Forum is meeting earlier in the day and will be asked to consider whether it wishes to put some of its £2,000 budget towards this event.

Council is requested to approve the above arrangements and authorise expenditure for the event as it deems necessary.

AGENDA ITEM 14: BUDGET 2016-17 (DRAFT)

Council is requested to consider draft budget estimates for the Financial Year 2016/17 as recommended by the Finance & General Purposes Committee at its meeting of 28 October 2015 (Minute #294 of 2015/16 refers).

Sections within the budget have been considered and reviewed by Council's Assets & Services (Minute #255), Civic & Community (Minute #282) and Personnel Committees (Minute #265). Pending any further amendments, a full initial draft budget for 2016/17 is presented alongside current-year expenditure and projected outturn for the full year to 31 March 2016 and a comparison against the previous year (**Appendix A**). Notes to the budget estimates are provided at **Appendix B**.

Proposals for movements, reallocations and transfers to Earmarked Reserves are shown at **Appendix C** with corresponding notes at **Appendix D**.

Suffolk Coastal District Council has confirmed that Felixstowe Town Council's tax base for 2016/17 will be 7,978.43.

2016/17 will be the last year in which the Local Council Tax Scheme grant will be received. The amount due in 2016/17 has been confirmed by Suffolk Coastal District Council as being £19,363.90.

Councillors will note that the budget estimates presented provide for the following:

	Budget 2015/16	Budget 2016/17
Total Expenditure Requirement	£632,958	£624,813
Less Estimated Income	£118,871	£109,221
Less Contribution from General Fund	£450	0
Add NET Contribution to Earmarked Reserves	£42,884	£41,119
Gross Requirement	£556,521	£556,711
Less Transition Grant	£34,160	£19,364
Net Precept Required	£522,361	£537,347
Band D Equivalent Properties	7755.92	7978.43
Council Tax per Band D	67.35	67.35
% change 2015/16 to 2016/17		0.00%

Council is required to finalise the 2016/17 budget and set the precept demand at the 13 January 2016 meeting.

Council is therefore requested to consider draft budget estimates for the Financial Year 2016/17 in preparation for final presentation and precept setting in January.

AGENDA ITEM 16: FELIXSTOWE PENINSULA AREA ACTION PLAN PREFERRED OPTIONS CONSULTATION

Following adoption of the Core Strategy (July 2013), Suffolk Coastal District Council has been working on the Felixstowe Peninsula Area Action Plan and the Site Allocations and Area Specific Policies which are intended to assist in the delivery of the Core Strategy policies.

The District Council set up a Working Group of District Councillors and Parish/Town Councillors to provide input and act as a sounding board for the preparation of the Felixstowe Peninsula AAP or Site Allocations and Area Specific Policies as they are developed.

Representation on the Working Group for the Felixstowe Peninsula Area Action Plan includes 8 District Ward Councillors, 5 representatives from Felixstowe Town Council, 1 from Trimley St Mary Parish Council; 1 from Trimley St Martin Parish Council; and 1 from Kirton with Falkenham Parish Council.

Members appointed to the Felixstowe Peninsula Area Action Plan Working Group who are also Felixstowe Town Councillors are: Cllr S Bird; Cllr M Deacon; Cllr S Gallant; Cllr Jan Garfield; Cllr D Savage; Cllr A Smith; Cllr S Wiles and, Cllr K Williams.

Working Group Members have been involved in reviewing draft policies and content for the Preferred Options document with further feedback provided to Suffolk Coastal District Council Planning Policy Officers by the Planning & Environment Committee.

Following its publication in October, Council's Planning Committee has considered the Preferred Options document and has recommended that the document be welcomed and endorsed by the Town Council, subject to several additional comments (Minute #301 of 2015/16 refers). All Town Councillors have had the opportunity to contribute to this process and Members are also able to individually submit responses to the consultation, which ends on 30 November 2015, directly to Suffolk Coastal District Council.

In accordance with the recommendations of the Planning & Environment Committee at its meeting of 4 November 2015, Council is requested to submit a response to Suffolk Coastal District Council, welcoming and endorsing the Felixstowe Peninsula Area Action Plan Preferred Options, subject to the following comments:

Document Reference	Felixstowe Town Council Comment
Page 13, Para. 2.02	We recommend adding the following to the end of the final sentence of this paragraph: “, as required by the July 2013 Local Plan.”
Page 24, FPP3	Remove “(for residents and visitors)” from the bottom bullet relating to appropriate parking provision.

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Page 68, FPP21	Correction: “The provision of beach huts will be limited to those which currently exist. Any increased provision will be directed towards other parts of the sea front (namely Felixstowe Ferry Golf Club to Cobbolds Point Preferred Policy FPP19) as appropriate.”
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<p>Page 82, FP27</p>	<p>This should be titled FPP27 rather than FP27.</p> <p>Please revise the first line of text to read “Spa Gardens and Town Hall Gardens”.</p>
<p>Appendix 7:Felixstowe, Trimley St. Mary & Trimley St. Martin Inset Map.</p>	<p>The Physical Limits boundary in regard to the seaward boundary should be drawn as in the 2001 Local Plan map – i.e disappear in to the sea rather than be drawn along the low water mark.</p> <p>The dotted blue line denoting Proposed Tourism Areas is misleading and these areas should be marked out to define the landward extent and total area covered by those corresponding policies. Landguard peninsula should also be encapsulated whereas the line appears to end at Landguard point. As above, the lines between the areas should simply stop at the sea. The extensions of those lines into the sea can be wrongly interpreted as representing a policy as applying to an element of the sea.</p> <p>The port area should be included within the Physical Limits boundary as is the case in the 2001 Local Plan map. The Physical Limits boundary in the Manor End area should include the caravan parks and Custom House, terminating at the boundary of Landguard Common.</p> <p>The colouring of some of the designations on the main map are confusingly similar, notably those for the Proposed District Centre, the District Centre boundary and the revised Physical Limits boundary. Also, the use of very heavy lines at the scale of the main map is unhelpful.</p>

AGENDA ITEM 17: ACCOUNTS AND AUDIT 2014/15

Notice has been given that the external audit of the accounts of Felixstowe Town Council for the Financial Year 2014/15 was completed on 21 September 2015. The Annual Return is presented at **Appendix H**.

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

In accordance with Section 14 of the Audit Commission Act 1998, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 28 September to 13 October to advise local electors that the accounts and requisite information as defined by Section 13(4) of the Accounts and Audit (England) Regulations 2011 were available for inspection.

Additionally, the Annual Return and Report of the External Auditor for the Financial Year 2014-15 has also been made available online on the Council's website, alongside those documents for the previous year.

Council is requested to:

- i. Approve and Accept the Annual Return as presented; and,**
 - ii. Note that, in accordance with the Audit Commission Act 1998 Accounts and Audit (England) Regulations 2011, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 28 September to 13 October 2015.**
-