

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 8 March 2017 at 7.30pm

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

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

IN ATTENDANCE: Mrs D Frost (Deputy Town Clerk)
Ms H Greengrass (Felixstowe Forward Change Director)

PUBLIC QUESTIONS

A member of the public asked if the Town Council could do something about the cycle paths which are marked on the road in the town as vehicles regularly park on them making them inaccessible to cycle riders. Members advised that parking enforcement was currently the responsibility of Suffolk Police but plans were being considered by the County Council for devolving this to allow civil parking enforcement by Suffolk Coastal District Council. This would likely result in more enforcement action in the case of cars parked within cycle paths marked by solid painted lines. However, dotted-line cycle paths were advisory only.

PRAYERS

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

492. APOLOGIES

Apologies for absence were received from **Cllr S Bloomfield, Cllr S Gallant** and **Cllr M Jepson**.

Council sent its condolences to Cllr Gallant for the loss of a close family member.

493. DECLARATIONS OF INTERESTS

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 N Barber Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

494. REQUESTS FOR DISPENSATION

There were none.

495. QUESTIONS TO THE MAYOR

There were none.

496. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 11 January 2017 be signed by the Mayor as a true record and adopted by the Council.

497. MAYOR'S COMMUNICATIONS

The Mayor referred to the following list of engagements:

Wesel Association AGM	14 January 2017
Felixstowe Secondary School's Archive- Cheque Presentation	20 January 2017
Causton School Bake Off Competition	20 January 2017
Mayor of Ipswich Burns Supper	22 January 2017
<i>Deputy Mayor – Annual Churches Together in Felixstowe</i>	<i>22 January 2017</i>
Merchant Navy Association Visit	25 January 2017
Seafarers Meeting at Seafarers Centre	26 January 2017
Mayor's Charity Soul Night	28 January 2017
SCC Chairman's Charity Concert	31 January 2017
Level 2 Youth Forum 15 th Anniversary	11 February 2017
Mayor's Charity Curry Night, Bombay Nite	13 February 2017
Felixstowe Chamber of Trade & Commerce Breakfast	15 February 2017
Vicar's Coffee Morning	16 February 2017
Topping Out Ceremony of Felixstowe's combined Fire/Police Station	17 February 2017
The Festival of Fabric	19 February 2017
Launch of Fairtrade Fortnight	27 February 2017
Opening of new Cabs Smart Taxi Office	1 March 2017
Women's World Day of Prayer Service	3 March 2017
356 (Felixstowe) Squadron Annual Dinner	4 March 2017
The Laydens Community Centre First Birthday	5 March 2017
Felixstowe Fairtrade Youth Event	6 March 2017
Mayor's Charity Quiz	7 March 2017

Of the events attended since the previous Council meeting, the Mayor highlighted the Felixstowe Secondary Schools Archive visit which was about Secondary education in the town since 1906. They are based at Felixstowe International College and the two rooms will be opening to the public shortly. With a Town Council Grant they were able to purchase recording equipment so

that memories of those early days would not be lost. She had visited Causton School where they had a Bake Off Competition. There had been 12 entries and the winner was a fantastic seaside themed cake made by a 10 year old student. The Mayor enjoyed a visit to the Seafarers Centre meeting the Merchant Service man and women. They meet every third Wednesday of the month at 7.30pm and are always looking for new members. The Mayor had three very successful Charity Events for her two charities which has raised a lot of money for them. The Mayor enjoyed both the Suffolk County Council Chairman's Charity Concert at Endeavour House where all performers had some sort of contact in some way to the Council with only one professional performer and the Level 2 15th Anniversary celebrations. The Topping Out Ceremony of Felixstowe which combined Fire/Police Station included smashing bottles of beer on the new gutters. The Festival of Fabric event was incredible and very well attended. The Mayor even went on a two hour course to make a feather fascinator which she was able to take home. The Mayor had recently attended 356 (Felixstowe) Squadron Annual Dinner at the Felixstowe Ferry Golf Club. This was also well attended with over thirty five Air Cadets enjoying themselves. The Laydens Community Centre First Birthday visit was a treat and the Mayor cut the cake and also had Sunday lunch which was excellent. She encouraged everyone to visit and see the wonderful centre that benefits the community.

It was RESOLVED that the Mayor's engagements since 14 January 2017, and the above communications, be noted.

498. MINUTES OF COMMITTEE MEETINGS

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

- a) **Planning & Environment Committee 11 January 2017**
- b) **Planning & Environment Committee 25 January 2017**
- c) **Finance & General Purposes Committee 25 January 2017**
- d) **Assets & Service Committee 1 February 2017**
- e) **Planning & Environment Committee 8 February 2017**
- f) **Civic & Community Committee 15 February 2017**
- g) **Planning & Environment Committee 23 February 2017**

499. REPORTS FROM MEMBERS ON OUTSIDE BODIES

There were none.

500. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass reported that the late night shopping Christmas campaign in December 2016 had received mixed views but a recent follow-up meeting was

very positive. The switch of the Christmas lights had been agreed to move from the end of November to the beginning of December this year. The possibility of having small Christmas trees with white led lights above the shops was being explored as the fitting could potentially also be used for flags and other decorations at future events in the town. An accessible guide for Disability Action Day was ongoing and should be published next month.

It was noted that over 16 organisations that have completed their Action Plan to help achieve Felixstowe becoming recognised as a dementia friendly town. The Mayor of Felixstowe was due to presenting certificates at a presentation evening on 31st March and all Councillors were invited to attend.

The Tourism sub group had organised an event on 29th March at the Town Hall to celebrate English Tourism Week and this was going to be an opportunity to network with hotel and tourist providers in the town. New visitor materials, including the Chronicle storytelling and digital guide would be on display. Ms Greengrass paid thanks to her team, Ms C Baker, Felixstowe Forward Change Coordinator and Mr S Rampley, Landguard Marketing and Events Co-ordinator for their support. The Visit Felixstowe website had over 400 events listed for 2017 which was a new record.

Council noted that the Visit Felixstowe Community Interest Company (CIC) had been formally incorporated in February 2017. The Town Council would be invited to comment on the business case following its referral to the Tourism subgroup and the Felixstowe Forward Sponsor group.

Members asked Ms Greengrass if she was aware of the Coastal Culture Network. This was a new online network which aimed to strengthen the network of cultural provision, for example bringing opera around the coastal towns. Coastal Culture Network brings together coastal local authorities, cultural organisations, Coastal Community Teams and others with an interest in the role of culture in seaside locations. For example from March 2017, members will be able to join an online forum, communicate with other members to build partnerships, and access case studies, information and resources.

Members congratulated Ms Greengrass for all her and her team's hard work over the last two years. It was asked when and where the second Tourist Information hut would be situated for summer 2017. Ms Greengrass confirmed that it would usually be put in situ before Easter and would be between the two kiosks at Martello Towers. The tenants of the kiosks had agreed to keep an eye on the hut.

Members enquired whether the Lions Club were happy with the new suggestions put forward concerning the Christmas campaign for 2017. The Clerk reported that the Lions were involved in the decision to move the light switch on to December and it was they who had suggested the Christmas trees.

It was RESOLVED that the Felixstowe Forward update report be noted as received.

501. CYCLING ON THE PROM: UPDATE FROM SUFFOLK COASTAL DISTRICT COUNCIL

Council was advised that the six month point of the trial of cycling on the prom was approaching and Suffolk Coastal District Council was keen to invite local groups and interested parties to provide feedback during the review. It was noted that to date there had been only three complaints reported to Felixstowe Forward and one to the Town Council. Members agreed that the summer season would prove to be a better test period for the trial. Members suggested that SCDC should seek feedback from the pierhead developers.

In response to a question on how the trial would be evaluated, the Clerk advised that SCDC had confirmed that this would be done on the basis of a regular highway route, i.e. that if there are any incidents recorded during the 12 month periods, was this significantly more or less than one might expect on any given highway.

It was RESOLVED that the update from SCDC on the Cycling on the Prom trial be noted.

502. PUBLIC SPACE PROTECTION ORDERS (PSPOS)

Council considered the report on Public Space Protection Orders. It was noted that Suffolk Coastal District Council had drafted PSPOs to mirror the existing controls on dogs currently established under byelaws and orders which were due to be repealed in October 2017. Additionally, some further controls for dogs in certain areas of Landguard Nature Reserve were being drafted, though these were not available for review at the time of the meeting.

Council reviewed the draft orders and endorsed the approach being taken by SCDC in relation to dog controls. It was agreed to recommend to SCDC that the Order relating to the stretch of the beach that is out of bounds to dogs during the summer months should correlate to actual markers on the ground, such as two particular groynes, rather than imaginary boundaries.

It was noted that PSPOs were expected to facilitate speedy and regular enforcement through the issuing of fixed penalty notices and it was hoped that this would help deter anti-social behaviour. Given that there were a wide-range of activities that could potentially be limited by the introduction of specific PSPOs, Members did not believe that Council was able to make any other recommendations at this time. It was suggested that further information be brought to the Council's Civic & Community Committee for its consideration of the matter.

It was RESOLVED that Suffolk Coastal District Council's draft proposals PSPOs where they relate to the control of dogs, be endorsed, subject to the recommendation that the restricted area described in the Exclusion of Dogs from Felixstowe Beach Order be amended to refer to nearby physical markers rather than imaginary lines; and, information on the possible wider applications of PSPOs be brought to the Council's Civic & Community Committee for further consideration.

503. FLY THE FLAG FOR COMMONWEALTH DAY

Council noted the arrangements for both the Fly the Flag for Commonwealth Day on 13 March and the multicultural event on 12 August 2017. The Clerk reported that on 19 June there would two events one of which would be the Raising of the Armed Forces Flag to raise awareness of the Armed Forces weekend in Felixstowe and also there will be a short service at Felixstowe War Memorial to commemorate the centenary of Passchendaele.

It was RESOLVED to note the arrangements for Commonwealth Day 13 March 2017, the Raising of the Armed Forces Flag, the Centenary of Passchendaele 19 June 2017 and the multicultural event planned for 12 August 2017.

504. 2018 BOUNDARY REVIEW – EASTERN REGION

Council considered recommendations from the Planning & Environment Committee in relation to comments received at the initial review stage.

It was RESOLVED to note the comments of the Planning & Environment Committee; and, as Council were content with the proposals, no further comment was proposed.

505. INVESTMENT POLICY & STRATEGY 2017/18

Council considered its Annual Investment Policy & Strategy for 2017/18 as recommended by the 25 February 2017 Finance & General Purposes Committee which had been updated to reflect current investments (*Minute #431 of 2016/17 refers*).

RESOLVED that the Investment Policy & Strategy for 2017/18 be approved and adopted as presented in the report.

506. INSURANCE ARRANGEMENTS

Council considered its insurance arrangements for 2017/18 as per the recommendation of the 25 February 2017 Finance & General Purposes Committee (*Minute #432 of 2016/17 refers*).

RESOLVED that the arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2017-18.

507. OCCASIONAL GRANTS POLICY 2017/18

Council considered the Occasional Grants Policy as recommended by the 15 February 2017 Civic & Community Committee (*Minute #463 of 2016/17 refers*).

RESOLVED that the Occasional Grants Policy for 2017/18 be approved and adopted as presented in the report.

508. PRESS & MEDIA POLICY 2017/18

Council considered the Press & Media Policy as recommended by the 15 February 2017 Civic & Community Committee (Minute #464 of 2016/17 refers).

RESOLVED that the Press & Media Policy for 2017/18 be approved and adopted as presented in the report.

509. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
06/01/2017	392 – 402	£4,663.74
31/01/2017	403 - 433	£38,694.68
15/02/2017	434 - 451	£11,291.26
28/02/2017	452- 467	£32,090.60
	TOTAL	£86,740.28

510. CLOSURE

The meeting was closed at 8.54pm. It was noted that the next meeting would be the Annual Council Meeting at 7.30pm, following the Annual Town Meeting which was to be held at 7pm on Wednesday 10 May 2017.

Date: _____

Town Mayor: _____