



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 10 January 2018** at **7.30pm** for the transaction of the following business preceded by:

**Moment of Reflection:** Josh Hunt, Lead Chaplain, Felixstowe Academy.

## A G E N D A

### 1. **Public Question Time**

Up to 15 minutes is set aside to enable members of the public to make representations or put questions to the Council on any relevant matters.

### 2. **Apologies**

To receive apologies for absence.

### 3. **Declarations of Interest**

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

### 4. **Requests for Dispensation**

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

### 5. **Questions to the Mayor**

For the Mayor to respond to questions from Members, in accordance with Standing Order 25.

### 6. **Confirmation of Council Minutes**

To confirm the minutes of the Ordinary Council Meeting held on Wednesday 8 November 2017 as a true record. **(Pages 4-11)**

### 7. **Mayor's Announcements**

To receive such communications as the Mayor may wish to lay before Council. **(Pages 12-13)**

## **8. Minutes of Committee Meetings**

To receive and adopt the Minutes of the following Meetings:

- a) Planning & Environment Committee 15 November 2017 **(Pages 14-17)**
- b) Personnel Committee 15 November 2017 **(Pages 18-19)**
- c) Finance & General Purposes Committee 22 November 2017 **(Pages 20-23)**
- d) Planning & Environment Committee 29 November 2017 **(Pages 24-26)**
- e) Planning & Environment Committee 13 December 2017 **(Pages 27-30)**
- f) Civic & Community Committee 13 December 2017 **(Pages 31-35)**

## **9. Reports from Members appointed to Outside Bodies**

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

## **10. Felixstowe Forward Report**

To consider the report of the Felixstowe Forward Change Director.

**(Page 36 and Appendices A & B)**

## **11. Mayor and Councillor Allowances 2018/19**

To consider the Mayoral Allowance and any Basic Allowance for Members for 2018/19.

**(Pages 37-39)**

## **12. Budget and Precept 2018/19**

To consider and approve the Budget and Precept for the Financial Year 2018/19.

**(Pages 40-41 and Appendices C-F)**

## **13. Meetings Calendar 2018/19**

To approve the schedule of meetings for Council and its Committees for the Municipal Year 2018/19.

**(Page 42 & Appendix G)**

## **14. SCDC/FTC Working Group**

To receive the notes of the meeting of the SCDC/FTC Working Group held on Monday 4 December 2017 and consider matters therein.

**(Page 43 & Appendix H)**

## **15. Landguard Partnership – Extension of Partnership Agreement**

To consider the recommendation of the Landguard Partnership Committee to extend the term of the Partnership for a further five years.

**(Page 43)**

## **16. Litter and Dog Waste Bins**

To consider the recommendation of the Civic & Community Committee to approve additional funding towards the provision of Litter and Dog Waste Bins.

**(Pages 44-45)**

**17. Proposed Merger of Suffolk Coastal and Waveney District Councils**

Council is requested to note the response of the Finance & General Purposes Committee submitted to the Secretary of State for Communities and Local Government regarding the proposed creation of a council for east Suffolk.

**(Page 46 & Appendix I)**

**18. Accounts for Payment**

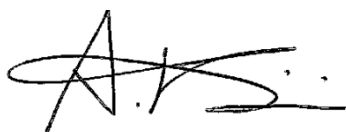
To confirm and approve the payments of accounts since the previous meeting as follows:

**(Schedules attached at Appendix J)**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
17/11/2017	317 – 341	£7,522.72
29/11/2017	342 – 354	£33,629.03
13/12/2017	355 – 369	£10,876.76
31/12/2017	370-383	£27,265.67
	<b>TOTAL</b>	<b>£79,294.18</b>

**19. Closure**

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 14 March 2018.



**Ash Tadjrishi**  
**Town Clerk**  
**5 January 2018**

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

## **AGENDA ITEM 6: CONFIRMATION OF COUNCIL MINUTES**

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

**PRESENT:** Cllr N Barber (Town Mayor) Cllr Jon Garfield  
Cllr G Newman (Deputy Mayor) Cllr T Green  
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 Jan Garfield

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs L Monsen (Mayor's Secretary)  
Mrs D Frost (Deputy Town Clerk)  
Mrs S Morrison (Administrative Assistant)  
Mr R Newson (Cemetery Grounds Maintenance)  
Mrs C Page (Planning Administration Officer)  
Mrs E Wiggins (Cemetery Supervisor)

**IN ATTENDANCE:** 6 Members of the public  
1 Member of the Press  
Ms Shona Bendix, CEO Suffolk Association of Local Councils  
Mr Steve Green, Operational Manager, SC Norse  
Ms Helen Greengrass, Felixstowe Forward Change Director

### **MOMENT OF REFLECTION**

The meeting was preceded with a moment of reflection from Rev Diane Smith, Trinity Methodist Church, Felixstowe.

### **332. PUBLIC QUESTION TIME**

A member of the public asked whether it would be possible to install permanent signage on the promenade, accessible for all, now that the cycling trial had concluded, advising about the shared-space nature of the prom. Members agreed that this should be considered by SCDC as part of any wider refreshment of signage.

A member of the public commented on the new pier head building and put forward some fundraising ideas to assist with the cost of refurbishing the pier itself. Cllr A Smith advised that the pier was in private ownership and not owned by the Town Council. The member of the public was encouraged to contact the pier owner with her ideas as the reopening of the pier was a long-term aspiration for the town and funding opportunities should be explored wherever possible.

### **333. APOLOGIES**

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

### **334. DECLARATIONS OF INTERESTS**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
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 S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

### **335. REQUESTS FOR DISPENSATION**

There were none.

### **336. QUESTIONS TO THE MAYOR**

There were none.

### **337. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 13 September 2017 be signed by the Mayor as a true record and adopted by the Council.**

### **338. MAYOR'S ANNOUNCEMENTS**

The Mayor referred to the following list of engagements:

Rotary Landguard Charter Night Dinner	14 September 2017
Felixstowe in Flower Awards Ceremony	15 September 2017
<i>Deputy Mayor – Felixstowe Town Pastors</i>	17 September 2017
<i>Deputy Mayor – 5 Year Celebration of Fresh Start – New Beginnings</i>	21 September 2017
English Women's County Golf Finals Reception	21 September 2017
Opening of the RNLI Fundraising Weekend	22 September 2017
Hadleigh Civic Service	24 September 2017
<i>Deputy Mayor – Babergh &amp; Mid Suffolk Civic Service</i>	24 September 2017
Launch of the St Elizabeth Hospice Christmas Day Dip	26 September 2017

Inner Wheel District Rally	26 September 2017
Philip Thicknesse, Governor of Landguard Fort Play	28 September 2017
113 year old Birthday Celebrations of Olive Boar	29 September 2017
Macmillian Coffee Morning at Genesis Supported Housing Scheme	29 September 2017
<i>Deputy Mayor - Felixstowe Listening Service Thanksgiving</i>	1 October 2017
Talk to Top Time	3 October 2017
20th Anniversary of Felixstowe Flyers	4 October 2017
Greeting Wesel Visitors to Felixstowe	4 October 2017
Reception to Re-open the Felixstowe Pier	5 October 2017
Mayor's Charity Pig Race	6 October 2017
Felixstowe Sewing School Festival of Fabric	7 October 2017
<i>Deputy Mayor – 60th Anniversary of the Suffolk Records Society</i>	7 October 2017
Opening of new play equipment at Langer School	9 October 2017
Felixstowe Carnival AGM Association	9 October 2017
Coastwatch Charity Evening	9 October 2017
Suffolk & Essex Twinning Congress	14 October 2017
Walton Parish Nursing Celebration Service	15 October 2017
Ipswich Mayor's Sunday Service	15 October 2017
<i>Deputy Mayor – Needham Market Civic Service</i>	15 October 2017
<i>Deputy Mayor – Woodbridge Civic Service</i>	15 October 2017
Felixstowe Travel Watch Autumn Meeting	17 October 2017
St John Ambulance Service of Celebration & Annual Awards Ceremony	22 October 2017
Bangladeshi Support Centre Ethnic Business Awards	25 October 2017
Mayor's Charity Bombay Bash	26 October 2017
Suffolk & Felixstowe Poppy Launch	28 October 2017
Orwell District Scouts Fireworks Night	28 October 2017
Presentation of Coastwatch FTC Grant Cheque	30 October 2017
Presentation of the Landguard Photography Competition	2 November 2017
Mayor's Charity Soul Night	4 November 2017
Felixstowe & Walton Football Club Firework Display	5 November 2017
Felixstowe EACH 5th Birthday	7 November 2017

The Mayor thanked the Deputy Mayor for his support with attendance at a number of engagements on his behalf.

The Mayor commented on the Felixstowe in Flower Awards which had been an excellent and very well organised event at Felixstowe Academy. The English Women's County Golf Finals was a great event for the town and the Mayor hoped that it would be held again at Felixstowe Golf Club.

The play about Philip Thicknesse, the Governor of Landguard Fort was very interesting and holding it at the Fort itself was lovely idea. The Mayor also mentioned Mrs Olive Boar, the second oldest person in the UK, who he visited on the occasion of her 113<sup>th</sup> birthday in the company of her two sons, aged 82 and 72.

The reopening of the new pier head building was a wonderful event for all of Felixstowe and a big attraction to the town.

There had been three Mayor's Charity Events which had resulted in over 600 different people attending these events. Having had attended the Suffolk & Essex Twinning Congress, the Mayor commented on the strength of the twinning arrangements in Felixstowe compared to many other towns.

The Mayor advised that Level Two Youth Project were holding an Open Day on Saturday 11 November between 2-4pm and everyone was invited to attend.

The Mayor also invited everyone to join him on the St Elizabeth Hospice Christmas Day Dip.

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

### **339. 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:**

- g) Assets & Services Committee 6 September 2017**
- h) Highways Advisory Committee 19 September 2017**
- i) Planning & Environment Committee 20 September 2017**
- j) Civic & Community Committee 20 September 2017**
- k) Finance & General Purposes Committee 27 September 2017**
- l) Planning & Environment Committee 4 October 2017**
- m) Planning & Environment Committee 18 October 2017**
- n) Civic & Community Committee 18 October 2017**
- o) Planning & Environment Committee 1 November 2017**
- p) Assets & Services Committee 1 November 2017**

Members asked if the Town Clerk could write to SCDC again asking for a formal response to the Town Councils letter concerning the planning application for land at Candlet Road.

### **340. LOCAL COUNCILS AWARD SCHEME – QUALITY GOLD AWARD PRESENTATION**

The Mayor announced that Felixstowe Town Council had become the first of 424 parish/town councils in Suffolk to be rated 'Quality Gold'; the highest award level in the Local Councils Award Scheme. The Town Council had received the prestigious award for demonstrating best practice in governance, community engagement and business planning. Notably, the Council was being recognised for going beyond its legal obligations and continuously seeking opportunities to improve and develop further.

It was noted that, in achieving the Gold award, Felixstowe Town Council would join a select club of fewer than 40 other town and parish councils in England, from a total of 9,000.

The Mayor read out from the Lord Lieutenant of Suffolk, Countess of Euston and Dr Therese Coffey MP, Member of Parliament for Suffolk Coastal, congratulating the Town Council on its achievement.

**RESOLVED that the Town Council's achievement in attaining the Quality Gold Award be noted.**

*At this point in the proceedings the Mayor suspended Standing Orders and invited Cllrs and Town Council employees to participate in a photograph with the CEO of SALC, Shona Bendix. Council was therefore suspended at 8.10pm and reconvened at 8.22pm.*

### **341. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

Council received the report of Cllr Graham Newman, Town Council representative to the Felixstowe Fairtrade Forum.

Members thanked Cllr Newman for his report and noted that the date of the Forum's AGM was Friday 10th November.

**RESOLVED that the outside body report from Cllr Graham Newman and the date of the Felixstowe Fairtrade Forum AGM be noted.**

### **342. SUFFOLK COASTAL NORSE UPDATE**

The Mayor welcomed SC Norse Operations Manager, Mr Steve Green and invited him to address the Council. Mr Green reported on recent changes to the management structure at SC Norse. Council noted that, as the Operations Manager, Mr Green's role was based in Felixstowe and involved overseeing service delivery and resolving any local issues.

In response to a question from Members on logging problems and enquiries, Mr Green confirmed that the Customer Services desk should still be used as the first contact point to report any problems or issues as their system automatically



logs all calls. Mr Green asked Members to contact him directly should any reported issues requiring action remain unresolved.

Members thanked Mr Green for attending the meeting and commented on the generally good responsiveness of SC Norse operatives when contacted.

**It was RESOLVED that the update from Suffolk Coastal Norse be noted.**

### **343. FELIXSTOWE FORWARD REPORT**

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

It was noted that SCDC Cabinet had agreed a new 3 year term for Felixstowe Forward. The priorities for the term would be centred on the potential development of a BID for Felixstowe, the Visit Felixstowe CIC, Timebanking, an online local community hub and establishing Felixstowe as a Dementia Friendly town. Ms Greengrass thanked the Town Council for its support in achieving the ongoing funding from SCDC.

Ms Greengrass reported that a local business roadshow has been attended by 12-15 businesses and Felixstowe Forward would support the group if they wanted to expand. Leaflets were soon to be produced for the local drop in Dementia Support Group which has been transferred to St Johns Church. The official opening of the 'Memory Lane' Group is on 19 January 2018 and invitations would be coming out shortly. There had been an increase in new shops opening in the town and vacancies were now at the lowest rate for 7 years.

There were several events already booked for 2018 including a Victorian Steampunk Festival at Landguard for Halloween.

In response to a Member's question about website optimisation, Ms Greengrass advised that the Visit Felixstowe website refresh was underway and would be optimised for mobile and table use.

Ms Greengrass reported that with the potential redevelopment of the Cavendish /Sunday market site the Lions Club were seeking a new location for their car boot sales. Members were requested to let Ms Greengrass know of any ideas where this could be located.

Council noted that Felixstowe Academy was investigating the possibility of becoming a University Technical College and Ms Greengrass had agreed to support the school with this aspiration. In response to Members questions it was suggested that Mr Darryl James, Assistant Vice-Principal, be invited to attend a future Council meeting to talk about the project.

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

#### **344. SUFFOLK ARMED FORCES WEEKEND LEGACY GRANT**

Council noted that, as a result of money raised for the 2017 Suffolk Armed Forces Weekend Event, there was £10,796 remaining which was currently being held by SCDC. The Council's Finance & General Purposes Committee had referred this matter to the Civic & Community Committee to consider the potential for the Town Council to take the lead in administering the fund, through its grants programme.

**Council considered the recommendations of the Civic & Community Committee (*Minute #306 of 2017/18*) and RESOLVED that:**

- i. the receipt of funds leftover from the 2017 Suffolk Armed Forces Weekend event totalling £10,796 from the Suffolk Coastal District Council for the purposes of setting up a Suffolk Armed Forces Weekend Legacy Fund on the following basis be approved;**
- ii. given the short-term nature of the fund and the timing, coinciding with the centenary year of the end of the First World War, a responsive application process be introduced to attract a wide number of applicants throughout the year;**
- iii. a 'Suffolk Armed Forces Weekend Legacy Fund Sub-Committee' comprising Cllrs D Savage, P Coleman, S Gallant and K Williams be formed the authority to review applications as they are received and make grant awards;**
- iv. an indicative limit of £500 be suggested to applicants on the understanding larger amounts would be welcomed by the Sub-Committee based on the nature of the project;**
- v. the Civic & Community Committee would receive regular updates on projects for which applications had been received and any grants awarded; and,**
- vi. grant applications to be made using a modified version of the Town Council's existing Occasional Grant application form which would also reflect the nature of the funding available and recognise the contribution made by Suffolk Coastal District Council and others who supported the 2017 Suffolk Armed Forces Weekend event.**

#### **345. SCDC LOCAL PLAN REVIEW – ISSUES AND OPTIONS**

The Chairman of the Planning & Environment Committee presented the Town Council's response to the SCDC Local Plan Review Issues & Options Consultation which, in accordance with delegated authority, had been submitted by the Committee following a number of workshops and meetings.

Members of the public were advised to participate in this, and future consultation stages, by writing directly to Suffolk Coastal District Council.

Council gave a vote of thanks to the Planning Administration Officer and Town Clerk for work in assisting with the response.

**RESOLVED that the Council's response to the SCDC Local Plan Review Issues & Options Consultation, as submitted by the Planning & Environment Committee in accordance with its delegated authority, be noted.**

**346. SCDC/FTC WORKING GROUP**

The notes of the first meeting of the SCDC/FTC Working Group were received. The Mayor reflected on the positive discussions the Group had on the opportunity to work towards a shared vision for the town. It was noted that the next meeting was scheduled to be held on 4 December 2017 and the notes from this meeting would be shared as soon as available.

**RESOLVED that the notes from the first meeting of the SCDC/FTC Working Group be noted as received.**

**347. CYCLING ON THE PROM : END OF TRIAL**

Members noted the update from Suffolk Coastal District Council following conclusion of the 12 month cycling on the prom trial. Members were pleased to note the success of the trial and the Town Council supported the removal of 'cycle prohibited' signs and permeant shared space signs erected, thus allowing cycling on the Prom to take place legally.

**RESOLVED to that the briefing update from Suffolk Coastal District Council following the end of the Cycling on the Prom trial be noted.**

**348. ACCOUNTS FOR PAYMENT**

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

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

**349. CLOSURE**

The meeting was closed at 8.49pm. It was noted that the next Ordinary Meeting was scheduled for 10 January 2018 at 7.30pm.

## **AGENDA ITEM 7: MAYOR'S ANNOUNCEMENTS**

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

Fairtrade AGM	10 November 2017
Level2 Youth Forum Open Day	11 November 2017
Phil Hadwen Bench Presentation	12 November 2017
Mayor of Stowmarket Charity Chinese Evening	14 November 2017
<i>Deputy Mayor – Felixstowe Academy Chamber Concert</i>	15 November 2017
Felixstowe Freewheelers Cycling Santas	25 November 2017
Blue Cross Santa Walk	26 November 2017
<i>Deputy Mayor – Suffolk Community Foundation AGM</i>	27 November 2017
Presentation of Mayor's Christmas Card Competition	30 November 2017
Felixstowe Scout Carol Service	1 December 2017
St John Baptist Victorian Christmas Market	2 December 2017
Christmas Lights Switch On	2 December 2017
Felixstowe Harmonies Concert – Winter Wonderland	2 December 2017
Felixstowe Community Strings	3 December 2017
Bangladeshi Support Centre AGM	5 December 2017
Diss Christmas Carol Concert	5 December 2017
<i>Deputy Mayor – Salvation Army Charity Christmas Tree Festival</i>	5 December 2017
Felixstowe & Suffolk Business Breakfast	6 December 2017
Best Dressed Shop Window Judging for the Bolton Challenge Trophy	6 December 2017
Wesel Association St Niklaus Fest Supper	6 December 2017
David Button Funerals Dementia Coffee Morning	9 December 2017
8 <sup>th</sup> Felixstowe Scout Group Christmas Fayre	9 December 2017
Best Dressed Window Presentation of Winner	11 December 2017
Fairfield & Colneis Christmas Concert	13 December 2017
St Andrews Preschool Christmas Nativity Play	14 December 2017
Christmas Visit – Conniston House	14 December 2017
Felixstowe Friendly Visiting Service	15 December 2017
Christmas at Landguard Fort	16 December 2017
Old Felixstowe Parish Carol Service	17 December 2017
Felixstowe Academy's Christmas Concert	18 December 2017
Level2 Youth Project Chamber Breakfast	20 December 2017
Opening of the Felixstowe Ice Rink	20 December 2017
Christmas Visit – Merryfields Nursing Home	20 December 2017
Christmas Visit – Westcliff Care Home	20 December 2017
Christmas Visit - Sanctuary Care, Montague Road	20 December 2017
Inspire Suffolk Graduation Event	20 December 2017

Christmas Visit – Brierfield Care Home	21 December 2017
Christmas Visit – Yetton Ward House	21 December 2017
Christmas Visit – Sanctuary Housing, Rowland House	21 December 2017
Farewell Service for Major Waters	21 December 2017
Christmas Visit – Margery Girling House	22 December 2017
Broadway House Christmas Party	22 December 2017
Christmas Visit – Foxgrove & Maynell Nursing Homes	22 December 2017
Christmas Visit – Bellstone Nursing Home	23 December 2017
Christmas Visit – Cotman Lodge	23 December 2017
Christmas Visit – White Gables Nursing Home	23 December 2017
Christmas Visit – St Mary's Nursing Home	24 December 2017
Christmas Visit – Highcliffe House Nursing Home	24 December 2017
St Elizabeth Hospice Christmas Day Dip	25 December 2017
Visit Felixstowe Hospital	25 December 2017
Visit to Mrs Olive Boar	25 December 2017
Salvation Army Christmas Lunch	25 December 2017
Mill Lane Nursing Home	25 December 2017
The Firs Nursing Home	25 December 2017

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

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## **AGENDA ITEM 8: MINUTES OF COMMITTEES MEETINGS**

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 15 November 2017** at **9.15am**.

**PRESENT:** Cllr S Bird (Vice-Chairman in the Chair) Cllr G Newman  
Cllr S Gallant Cllr D Savage (*to item 355g*)  
Cllr Jan Garfield Cllr S Wiles  
Cllr Jon Garfield

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

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

### **350. PUBLIC QUESTION TIME**

There were none.

### **351. APOLOGIES FOR ABSENCE**

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

Apologies in advance of having to leave the meeting early were received from **Cllr D Savage**.

### **352. DECLARATIONS OF INTEREST**

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

### **353. REQUEST FOR DISPENSATION**

There were none.

### **354. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 1 November 2017 be signed by the Chairman as a true record.

### **355. 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:**

<b>a</b>	<b>DC/17/4391/FUL</b>   Construction of first floor extensions and internal alterations. <b>26 Foxgrove Lane</b>
<b>Committee recommended APPROVAL</b>	

<b>b</b>	<b>DC/17/4624/FUL</b>   Severance of garden to Friarscroft and erection of one dwelling and garage. <b>Friarscroft, Marcus Road</b>
<b>Committee recommended APPROVAL</b>	

<b>c</b>	<b>DC/17/4621/FUL</b>   Demolition of rear single storey structure. New single storey and two storey rear extensions. <b>7 Rosebery Road</b>
<b>Committee recommended APPROVAL</b>	

<b>d</b>	<b>DC/17/4663/FUL</b>   Proposed Single Storey Rear Extension and dropped kerb. <b>41 Felix Road</b>
<b>Committee recommended APPROVAL</b>	

<b>e</b>	<b>DC/17/4377/FUL</b>   The proposal seeks to provide 4 residential flats within the conversion of an existing dwelling. The development will provide 3 No two bedroom and 1 No three-bedroom flats. The three-bedroom flat will benefit from an additional tv/games room and third bedroom which will be provided within a renovated basement. <b>Lindley House 28 Leopold Road</b>
<b>Committee recommended APPROVAL</b>	

<b>f</b>	<b>DC/17/4439/FUL</b>   Demolition of detached single garage and construction of single storey side extension in its place. <b>31 Kemsley Road</b>
<b>Committee recommended APPROVAL</b>	

<b>g</b>	<b>DC/17/4405/FUL</b>   Change of Use of ground floor from adult learning centre to bar/restaurant (A3). <b>30 Orwell Road</b>
<b>Committee recommended APPROVAL</b>	

**Councillor D Savage left the meeting at 10am.**

<b>h</b>	<b>DC/17/4463/TPO</b>   Holm Oak to west of Wycliffe House - to be felled because of heavy shading and poor amenity value. <b>Wycliffe House High Road East</b>
<b>Committee OBJECTED to the proposed works and recommended crown lifting and/or pollarding the tree, subject to the guidance of the District Council's Arboricultural Officer</b>	

### **356. PLANNING DECISIONS**

**RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.**

### **357. CORRESPONDENCE**

The Town Clerk advised of the following correspondence:

- a) Suffolk County Council – Minerals & Waste Consultation**  
It was noted that the sites referred to in the Minerals and Waste Local Plan Consultation did not affect Felixstowe and no further comment was deemed necessary.
- b) DC/17/3271/VOC | Variation of Conditions 2 & 3 of Planning Consent DC/14/0848/FUL - Extension to form third storey of accommodation - Conditions to be amended to confirm approval of the works as built. Condition 3 to be amended to refer to materials and finished as indicated on the approved drawings | Bala Cottage The Ferry**  
The Planning Administration Officer reported that this application had been referred to Suffolk Coastal District Council's Planning Committee, a date yet to be determined.
- c) DC/17/2379/ARM | Approval of Reserved Matters of Outline Application DC/14/3432/OUT - Demolition of existing building and construction of 5 dwellings with access and garaging (Outline). This is not an environment impact assessment application. Condition no. 1 - The siting of all buildings and the means of access thereto from**



**an existing or proposed highway The design of all buildings, including the colour and texture of facing and roofing materials Landscaping A plan showing materials to be used for paved and hard surfaces and the finished levels in relation to existing levels The provision to be made for the parking, loading and unloading of vehicles The alignment, height and materials of all walls and fences and other means of enclosure The provision to be made for the storage and disposal of refuse. Condition no. 3 - Details of area for manoeuvring and parking of vehicles. Refer to drawings 17.53/100 & 101. Condition no. 5 - Details of areas to be provided for storage of refuse and regarding bins. Refer to drawings 17.53/100 & 101. | Penfold Road**

The Planning Administration Officer reported that this application was being considered by Suffolk Coastal District Council's Planning Committee on 16<sup>th</sup> November 2017.

**d) DC/17/3431/FUL | Replacement of existing slate roof covering with Clay roman tiles - only applies to the main house. Amended scheme with reduced works | Ridley House Maybush Lane**

The Planning Administration Officer reported that this application had been referred to appeal.

**e) DC/17/4023/TCA | T1 Sycamore - to be felled because of lack of light to neighbours T2 Silver Birch - to reduce laterals to prevent contact with house. | 2 College Green**

The Planning Administration Officer reported that this application had not been received by the Town Council and the decision by Suffolk Coastal District Council was not to object to the works.

**f) Planning for the Right Homes in the Right Places Consultation**

Suffolk Coastal and Waveney District Councils had responded to the Government consultation. The Planning Administration Officer was requested to circulate the response to all Members with a brief precis of the content for information.

**g) Felixstowe Society – Archiving of Planning material**

The Planning Administration Officer informed the Committee that good progress was being made in the archiving of plans by the Felixstowe Society. As a means of appreciation, the Clerk suggested that members of Felixstowe Society who regularly attend the archiving sessions be invited to the end of the Planning & Environment Committee meeting on 13<sup>th</sup> December and to the Christmas drinks that followed the meeting. This would enable a vote of thanks to be officially recorded, the Committee agreed to this proposal.

**RESOLVED that the correspondence be noted.**

**358. CLOSURE**

The meeting was closed at 10.14am. The date of the next meeting was noted as being Wednesday 29 November 2017, 9.15am at Felixstowe Town Hall.

**MINUTES of the PERSONNEL COMMITTEE meeting held at Felixstowe Town Hall  
on Wednesday 15 November 2017 at 6pm**

**PRESENT:** Cllr N Barber (Chairman) Cllr T Green  
Cllr K Williams (Vice-Chairman) Cllr G Newman  
Cllr Jan Garfield

**OFFICERS:** Mr A Tadjrishi (Town Clerk)

**359. APOLOGIES FOR ABSENCE**

There were none.

**360. DECLARATIONS OF INTEREST**

There were none.

**361. REQUESTS FOR DISPENSATION**

There were none.

**362. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 12 April 2017 be signed by the Chairman as a true record.**

**363. MEMBER/OFFICER PROTOCOL**

Committee reviewed the Council's Member/Officer Protocol which had been previously approved by Personnel Committee at its meeting of 22 October 2014.

**It was RESOLVED that the Member/Officer Protocol be approved as presented with no changes and next reviewed in October 2020.**

**364. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)**

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

**It was RESOLVED that the Press and Public be excluded and instructed to withdraw.**

**365. TOWN CLERK'S APPRAISAL: SIX MONTH REVIEW**

The half-yearly appraisal review for the Town Clerk was carried out and progress against agreed objectives was discussed.

**It was RESOLVED that the six-month appraisal review be confirmed as having been carried out with the next full appraisal scheduled to take place in April 2018.**

### **366. STAFFING STRUCTURE AND BUDGET 2018/19**

Members considered at confidential report on staffing structure and budget estimates for 2018/19. Salary scale point increases were approved as presented and it was agreed that the training budget be reappportioned for 2018-19 across the Administration, Town Hall and Cemetery cost-centres.

The salaries budget proposed for 2018/19 was agreed as follows:

<b>Cost Centre</b>	<b>Budget 2018/19</b>		
	<b>Salaries</b>	<b>Employer National Insurance</b>	<b>Employer Pension Contributions</b>
<b>Administration</b>	165,558	16,087	37,591
<b>Town Hall</b>	24,024	1,456	843
<b>Walton</b>	2,811	241	169
<b>Broadway House</b>	4,757	409	285
<b>Cemetery</b>	90,954	8,721	14,830
<b>Allotments</b>	16,051	1,539	2,617
<b>Total</b>	<b>304,155</b>	<b>28,454</b>	<b>56,335</b>

**It was RESOLVED that Council be recommended to approve the salaries and training budget for the financial year 2018/19 as presented in the report.**

### **367. STAFFING MATTERS: CONTRACT AND HANDBOOK**

Committee considered the report on Staffing Matters. It was noted that, in accordance with the Committee's instructions, the Clerk and Cllr K William had undertaken a full-scale review of all staffing policies, terms and conditions, and contractual arrangements.

Members reviewed the new contracts, Personal Development Plan templates and draft staff handbook.

**It was RESOLVED that:**

- i. The new FTC Contract of Employment be approved;**
- ii. the current Staff Handbook, and policies within, be re-adopted at this time with no changes with a further review due in April 2018; and,**
- iii. the Clerk, in consultation with Cllr K Williams, be delegated the authority to consult with Council staff in order to implement the new contracts.**

### **368. CLOSURE**

The meeting was closed at 7.20pm. The next meeting was noted as having been scheduled for Wednesday 11 April 2018 at 6pm.

**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 22 November 2017 at 7.30pm**

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

**OFFICERS:** Mrs D Frost (Deputy Town Clerk)

**369. PUBLIC QUESTIONS**

There were none.

**370. APOLOGIES FOR ABSENCE**

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

**371. DECLARATIONS OF INTEREST**

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

**372. REQUESTS FOR DISPENSATION**

There were none.

**373. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 27 September 2017 be signed by the Chairman as a true record.**

**374. BUDGET MONITORING TO 31 OCTOBER 2017**

Committee received the budget monitoring report to 31 October 2017.

**RESOLVED that the budget monitoring report to 31 October 2017 be noted with no other action required at this time.**

### **375. BUDGET ESTIMATES 2018/19 (DRAFT)**

Committee considered the papers showing a first draft full budget, including earmarked reserves requirements for 2018/19. Members also considered comparisons against the current-year budget, actual expenditure and projected outturn for the full year 2017/18.

The Deputy Town Clerk advised that Suffolk Coastal District Council had confirmed Felixstowe Town Council's tax base for 2018/19 to be 8,238.61. It was noted that the draft budget proposals for 2018/19 required a precept of £560,967. Using the confirmed tax base this would equate to £68.09 per Council Tax Band D equivalent ratepayer. It was noted that the Band D equivalent had remained the same at £67.35 for the years 2017/18, 2016/17, 2015/16 and 2014/15.

Council's 4 year Financial Forecast projects a 2% increase to the precept for the year 2018/19. The tax base increase since last year is 0.9%. Therefore, an increase of 1.1%, equivalent to 74 pence per Council Tax Band D equivalent ratepayer, would meet this shortfall. A contribution of £15,858 is also required from the Council's General Fund to balance the overall budget for total estimated expenditure and transfers to Earmarked Reserves.

On this basis, the budget estimates for 2018/19 would result in a 1.1% tax increase to local residents.

Committee recommended that the budget be referred to Council for approval, plus any adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change, be recommended to Council in January for final consideration.

**It was RESOLVED to recommend to Council that, subject to any further adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change, the draft budget 2018/19 proposals be recommended for approval as presented.**

### **376. INTERNAL AUDIT – QUARTER TWO REPORT**

Committee considered the Internal Audit report for the 6 month period ending 30 September 2017. The Internal Auditor made one recommendation regarding the 'Expenditure over £500 report' that it should detail the purpose of the expenditure. Committee noted that the report has been amended to include this addition of item description. The Auditor found no further issues to report and commented that 'Felixstowe Town Council continues to be an exemplar of good practice.' Members recorded a vote of thanks to the Town Clerk and Deputy Town Clerk for their work in achieving this.

**It was RESOLVED that the report of the Internal Auditor be noted.**

### **377. COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Committee considered the report on the Community Infrastructure Levy and the CIL Annual Report for 2016/17.

It was noted that the CIL Annual Report will be sent to Suffolk Coastal District Council by the 31<sup>st</sup> December 2017 deadline.

**It was RESOLVED that:**

- i. the Community Infrastructure Levy report be noted;**
- ii. the CIL Annual Report be recommended to Council for approval;**
- iii. Council be recommended to request that Members consider projects that the CIL can be spent on within the 5 year period, with all recommendations to be referred to the Planning & Environment Committee.**

### **378. GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Committee considered the General Data Protection Regulations report. The Deputy Town Clerk gave a precis of the main changes and additional requirements from the existing Data Protection Act, and the initial steps that need to be taken by Council.

Members agreed that they need to be mindful of the new regulations especially when representing constituents and will require to be fully trained before the 25 May 2018 when the new regulations come into force.

**It was RESOLVED that the GDPR Report be noted and the following be recommended to Council:**

- i. the Council Minutes it is considering the available options for appointing a DPO and has accessed initial training on the new regime;**
- ii. the Council notes that all Councillors will need to develop their own knowledge in this area and will be provided with guidance to support this as and when it becomes available;**
- iii. the Clerk will review the administrative and data systems and seek advice as necessary to ensure compliance and will report any areas of concern to Council;**
- iv. the Council will also consider whether it needs to obtain a third party assessment or employ the services of an external Data Protection Officer service;**
- v. the determination of the purpose or manner of processing personal data be delegated to Finance & General Purposes**

Committee until further guidance on managing conflicts of interest are obtained and/or a new member of staff/external party is appointed with DPO responsibility;

- vi. the Clerk alerts Council to any further developments and guidance;
- vii. the Clerk contacts the Council's insurers to determine the scope of any insurance cover in connection with the new rules and to determine whether there are any additional requirements from the insurers in order for any insurance to be effective; and
- viii. the Clerk contacts the Council's contractors to determine the steps that are in hand to ensure that they are compliant with the new rules.

### **379. CONSULTATION : COUNCILLOR DISQUALIFICATION**

Members considered the report on the Councillor Disqualification consultation and were pleased with the response made from SALC to the Department for Communities and Local Government.

**It was RESOLVED that the response made by SALC to the Department for Communities and Local Government was a good and appropriate response and that no further response was required.**

### **380. PROPOSED MERGER OF SUFFOLK COASTAL AND WAVENEY DISTRICT COUNCILS**

Members considered the report on the proposed merger of Suffolk Coastal and Waveney District Councils. Members discussed some of the implications of the merger and the importance of the council to operate on an area locality basis and be as locally oriented as it possibly can.

**It was RESOLVED that the Clerk writes a letter to the Secretary of State with a response about locality by the 8 January deadline.**

### **381. CLOSURE**

The meeting was closed at 9.00pm. The next meeting was noted as being scheduled for 24 January 2018 at 7.30pm.

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 29 November 2017** at **9.15am**.

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

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

**IN ATTENDANCE:** Mr Roger Abbott, Felixstowe Chamber of Trade and Commerce.

**382. PUBLIC QUESTION TIME**

There were none.

**383. APOLOGIES FOR ABSENCE**

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

**384. DECLARATIONS OF INTEREST**

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

**385. REQUEST FOR DISPENSATION**

There were none.

**386. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 15 November 2017 be signed by the Chairman as a true record.

**387. PLANNING APPLICATIONS**

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



a	<p><b>DC/17/4811/FUL</b>   Erection of single storey side extension to form ancillary annex accommodation.  <b>1 Wrens Park</b></p>
<p><b>Committee recommended APPROVAL</b></p>	
b	<p><b>DC/17/4801/FUL</b>   Demolition of small rear utility &amp; construction of 2 storey rear extension.  <b>40 Beatrice Avenue</b></p>
<p><b>Committee recommended APPROVAL</b></p>	
c	<p><b>DC/17/4765/FUL</b>   Replacement Dwelling.  <b>Spindrift The Ferry</b></p>
<p><b>Committee recommended APPROVAL</b></p>	
d	<p><b>DC/17/4764/FUL</b>   Change of use from B1 (offices) to D2 (assembly and leisure) to open a 24 hour fitness club, and installation of new glazed wall to connect 2 units.  <b>Unit 6 Suite 21 Orwell House Ferry Lane</b></p>
<p><b>Committee recommended APPROVAL</b></p>	
e	<p><b>DC/17/4373/FUL</b>   Enlarging and lowering the existing lower ground floor windows to the front (road side) of the house, using the same design as used in other houses in Beach Road East.  <b>9 Beach Road East</b></p>
<p><b>Committee recommended APPROVAL</b></p>	
f	<p><b>DC/17/4658/FUL</b>   New Automatic Entrance Gate.  <b>44 Westmorland Road</b></p>
<p><b>Committee recommended REFUSAL as presented. This is particularly related to the solid structure of the proposed gate which would introduce a novel and inappropriate aspect to the street scene with an overbearing sense of enclosure. Committee therefore believes this is contrary to DM21. This area has its own unique character which we believe is worthy of preservation.</b></p>	

### **388. PLANNING DECISIONS**

**RESOLVED** that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

### **389. CORRESPONDENCE**

The Town Clerk advised of the following correspondence:

**a) DC/17/4624/FUL | Severance of garden to Friarscroft and erection of one dwelling and garage | Friarscroft Marcus Road**

The Planning Administration Officer informed Members that a revised plan had been received concerning the above application. Committee noted the minor changes to the application which had been recommended for approval at the meeting of 15<sup>th</sup> November.

**b) DC/17/2379/ARM | Approval of Reserved Matters of Outline Application DC/14/3432/OUT - Demolition of existing building and construction of 5 dwellings with access and garaging (Outline).**

**This is not an environment impact assessment application. Condition no. 1 - The siting of all buildings and the means of access thereto from an existing or proposed highway The design of all buildings, including the colour and texture of facing and roofing materials Landscaping A plan showing materials to be used for paved and hard surfaces and the finished levels in relation to existing levels The provision to be made for the parking, loading and unloading of vehicles The alignment, height and materials of all walls and fences and other means of enclosure The provision to be made for the storage and disposal of refuse. Condition no. 3 - Details of area for manoeuvring and parking of vehicles. Refer to drawings 17.53/100 & 101. Condition no. 5 - Details of areas to be provided for storage of refuse and regarding bins. Refer to drawings 17.53/100 & 101. | Penfold Road**

The Planning Administration Officer reported that the above application had been approved on referral to Suffolk Coastal District Council's Planning Committee.

**c) Suffolk Coastal District Council – “Felixstowe Leisure Vision”**

Committee noted Suffolk Coastal District Council's document “Felixstowe Leisure Vision” which had been published earlier in the week.

**RESOLVED** that the correspondence be noted.

### **390. CLOSURE**

The meeting was closed at 10.05am. The date of the next meeting was noted as being Wednesday 13 December 2017, 9.15am at Felixstowe Town Hall.

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 13 December 2017** at **9.15am**.

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

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

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

**IN ATTENDANCE:** 2 Members of the public.

**391. PUBLIC QUESTION TIME**

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

**392. APOLOGIES FOR ABSENCE**

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

**393. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr G Newman	387(i)	Local Non-Pecuniary (as the applicant is well known to Councillor Newman)

**394. REQUEST FOR DISPENSATION**

There were none.

**395. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 29 November 2017 be signed by the Chairman as a true record.**

### 396. PLANNING APPLICATIONS

At the direction of the Chairman, Committee heard from the member of the public attending in relation to application (a).

Concerns were raised which centred on the applicant's intention to run a business from the garage extension, the loss of early morning sunshine and the overlooking from side windows into their property.

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

<b>a</b>	<b>DC/17/5030/FUL</b>   Proposed two storey front extension including balcony, garage extension to form studio and alterations. <b>33 Norman Close</b>
<b>Whilst Committee had no objection to the proposed extension to the rear of the garage, concern was raised that the proposed front extension to the house would cause an unacceptable loss of light to the front windows of the neighbouring property at number 31. This being contrary to policies DM23 and SPG16 Committee recommended REFUSAL</b>	
<b>b</b>	<b>DC/17/4813/FUL</b>   Proposed first floor extension to the rear, over existing snooker room, to create additional living space. <b>Latimer House Martello Lane</b>
<b>Committee recommended APPROVAL</b>	
<b>c</b>	<b>DC/17/4899/FUL</b>   Proposed single storey rear extension. <b>9 Rosebery Road</b>
<b>Committee recommended APPROVAL</b>	
<b>d</b>	<b>DC/17/5010/FUL</b>   Alterations to roof with addition of gable ends, raised ridge and insertion of six roof windows. <b>6 Riby Road</b>
<b>Committee recommended APPROVAL</b>	

Committee then considered the following applications received following publication of the agenda but prior to the meeting for which the consultation period ends before the next scheduled meeting:

<b>e</b>	<b>DC/17/5056/FUL</b>   Proposed first floor extension over garage with single storey rear extension. <b>10 Norman Close</b>
<b>Committee recommended APPROVAL</b>	
<b>f</b>	<b>DC/17/4404/FUL</b>   Proposed Two Storey Rear Extension. <b>20 St Edmunds Road</b>
<b>Committee recommended APPROVAL</b>	
<b>g</b>	<b>DC/17/5164/TCA</b>   T1 Walnut - lift crown to 6m above ground level over gardens 44 & 44a and reduce laterals by up to 3m over the gardens. <b>44A Leopold Road</b>
<b>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.</b>	
<b>h</b>	<b>DC/17/5112/TCA</b>   T1 Horse Chestnut: 30% crown reduction, heavy shading and overhang. T2 Beech: 30% crown reduction, heavy shading. T3 Field Maple: repollard to previous pollard point, heavy shading. G1 Sycamore: repollard to previous pollard point. G2 Lime: repollard to previous pollard point, heavy shading, close to building. T5 Sycamore: repollard to previous pollard point, heavy shading. T6 Lime: repollard to previous pollard point, overhang on road side. <b>Flat 2 52 Princes Road</b>
<b>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.</b>	
<b>i</b>	<b>C12/1284/</b> Variation of condition 1 of planning permission to extend retention of the temporary unit for further 5 years <b>Felixstowe Opportunity Play Group, Maidstone Road</b>
<b>Committee recommended APPROVAL</b>	

### **397. PLANNING DECISIONS**

**RESOLVED** that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

### **398. PLANNING & ENVIRONMENT COMMITTEE – DELEGATED AUTHORITY**

Committee considered delegated authority arrangements which would enable a response to be submitted on behalf of the Town Council to any planning applications or consultations for which the consultation period ends before the next Committee meeting on 10<sup>th</sup> January 2018.

**Committee RESOLVED to confirm the continued arrangements for the delegation of authority to the Town Clerk, in conjunction with the Chairman/Vice-Chairman of the Planning & Environment Committee, to respond in the above cases.**

### **399. ARCHIVING OF PLANNING APPLICATIONS BY THE FELIXSTOWE SOCIETY**

Members considered a report detailing the work undertaken by the Felixstowe Society to assist with the archiving of old planning applications.

**It was RESOLVED to record a vote of thanks to the Felixstowe Society for the work that has been carried out with archiving of old planning applications. Councillor Bird gave his apologies for not being able to attend a presentation that was to take place later on in the day.**

### **400. CORRESPONDENCE**

The Town Clerk advised of the following correspondence:

- a) **DC/17/4439/FUL | Demolition of detached single garage and construction of a 1 and 1/2 storey side extension in its place, 31 Kemsley Road.** Committee noted that the title of the application had been changed from a single storey side extension to a 1½ storey side extension.
- b) **DC/17/5198/FUL | New Automatic Entrance Gate (Resubmission of DC/17/4658/FUL) | 44 Westmorland Road.** Committee noted that this application had been withdrawn.
- c) **Street naming & numbering – 197 dwellings, land off Ferry Road**  
Committee noted that the developer at Ferry Road has contacted Suffolk Coastal District Council and requested that East End Road be replaced by another name. Committee suggested Rues Farm Road as an alternative but agreed to consider any road names which may be preferred by the developer.

**RESOLVED that the correspondence be noted.**

### **401. CLOSURE**

The meeting was closed at 10.19am. The date of the next meeting was noted as being Wednesday 10 January 2018, 9.15am at Felixstowe Town Hall.

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 13 December 2017** at **7.30pm**

**PRESENT:** Cllr D Savage (Chairman) Cllr Jon Garfield  
 Cllr S Gallant (Vice-Chairman) Cllr T Green  
 Cllr C Barham Cllr S Wiles  
 Cllr P Coleman

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

**IN ATTENDANCE:** Cllr Jan Garfield

**402. PUBLIC QUESTIONS**

There were none.

**403. APOLOGIES FOR ABSENCE**

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

**404. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr Jon Garfield	408	Local Non-Pecuniary (as Trustee of FOPWA)
Cllr D Savage	408	Local Non-Pecuniary (as Trustee of Music in Felixstowe)

**405. REQUESTS FOR DISPENSATION**

There were none.

**406. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 18 October 2017 be signed as a true record.**

#### **407. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 6 December 2017.

**It was RESOLVED that the Budget Report to 6 December 2017 be received and noted as presented, with no other action required at this time.**

#### **408. OCCASIONAL GRANTS: ROUND 2 2017/18**

Committee considered completed applications for funding received prior to the 30 November 2017 deadline, for the second round of Occasional Grants. The total of grant funding requested in this second round being £41,364.14.

The Town Clerk advised that there was £12,613 available in the funding pot plus a further £540 which had been awarded by the Committee and ring-fenced for Seaton Road Methodist Church. Members were advised that the Methodist Church had been successful in achieving a funding surplus for their project and it was therefore agreed that the £540 award should be returned to the funding pot and made available to other eligible projects. This being the case the funding pot for this second round of grant application was confirmed as being £13,153.

Following consideration of all the eligible applications which had been received, Committee proposed that grants be awarded on the following basis:

##### **1st Walton Rainbows**

Awarded **£300.00** to purchase craft materials, including pens, paints, paper and additional supplies such as tissue paper, printing cartridges etc

##### **356 (Felixstowe) Squadron, Air Training Corps**

Awarded **£400.00** towards fitness and sports equipment to aid fitness programme which counts towards Duke of Edinburgh award Physical section and inter-squadron sport competitions.

##### **ActivLives**

Awarded **£582.00** towards Walton ActivHub upgrade.

##### **Felixstowe Area Community Transport Ltd (FACTS)**

Awarded **£2,000.00** towards replacing 5/6 seater specialised, wheelchair accessible MPV type vehicle/bus.

##### **Felixstowe Book Festival**

Awarded **£579.57** towards three promotional banners.

##### **Felixstowe Hockey Club**

Awarded **£500.00** towards goalkeeping kit.

##### **Felixstowe Opportunity Group**

Awarded **£1,500.00** towards safety improvements to the outside play area, to extend play area and repair wheelchair ramp to play area.



**FOPWA**

Awarded **£4,500.00** towards the replacement of two roller shutters at "the Hut"

**Music in Felixstowe**

Awarded **£400.00** towards room hire for the 'Music for old people in Felixstowe' project.

**Parkrun Ltd**

Awarded **£300.00** towards start-up items for Parkrun Felixstowe including a gazebo, megaphone, table and clipboards.

**Revitalise Respite Holidays**

Awarded **£354.00** towards respite breaks for disabled people and their carers from Felixstowe.

**Rotary Club of Felixstowe Landguard**

Awarded **£500.00** towards the second Felixstowe Kite, Craft, Kids and Car Festival.

**Felixstowe Time Banking (c/o Community Action Suffolk)**

Awarded **£1,000.00** towards a Timebanking pilot in Felixstowe.

**It was RESOLVED that for the second round of Occasional Grants for 2017/18 a total of £12,915.57 be awarded and approved for payment on the basis of the schedule above.**

**409. S106 FUNDS HELD FOR FELIXSTOWE**

Members considered the report noting S106 funds held ring-fenced for Felixstowe. It was noted that the current cleared amounts were: £16,671.77 (Play) and £14,251.12 (Sport). The Clerk advised that the figure for Sport did not include a further £5,000 that had been allocated to Rugby yet to be drawn down. Members noted that a further £124,000 S106 sport funding was due to be received in the next few weeks and a meeting was being arranged with the SCDC Active Communities Officer for the Chairman of the Committee and the Town Clerk to discuss possible uses for the funds.

A further report would be brought to Committee in due course.

**It was RESOLVED that the S106 funds held for Felixstowe report be noted as received and Members were requested to email the Town Clerk with any ideas they may have for the use the funds.**

**410. CHRISTMAS EVENTS**

Committee noted the arrangements for the Ice Skating event at Great Eastern Square between 20 – 23 December inclusive.

**It was RESOLVED that the arrangements for Christmas events be noted.**

#### **411. TREE FOR THE QUEEN**

Committee considered recommendations received from SC Norse and the SCDC Arboricultural Officer, following Members' requests that a tree to should be planted to commemorate the Queen becoming the country's longest reigning monarch and the first to reach their Sapphire Jubilee (65 years).

**Following a discussion it was RESOLVED that:**

- i. a Whitebeam Sorbus Interemdia Brouwers tree should be be purchased for planting in Allenby Park under the guidance of SC Norse;**
- ii. a commemorative plaque be installed reading: "Planted by Felixstowe Town Council in commemoration of the 65th anniversary of the reign of Queen Elizabeth II, who in 2017 became the first British monarch to have a Sapphire Jubilee"; and,**
- iii. funding for the above be authorised via the Felixstowe in Flower 'Flowers and Containers' budget.**

#### **412. FELIXSTOWE-HARWICH-SHOTLEY FOOT FERRY**

Committee noted the detailed report on the Harwich Harbour Foot Ferry. With the 3 year agreement coming to an end, members of the Partnership have agreed to fund the Harwich Harbour Ferry Services on the same basis for a further year, with an annual meeting in the diary for November 2018 to discuss future funding on an annual basis.

**It was RESOLVED that :**

- i. the Felixstowe-Harwich-Shotley Foot Ferry report be noted;**
- ii. it be confirmed that the Town Council's contribution to the Partnership remain at £1,000 for the year 2018/19; and,**
- iii. the Deputy Town Clerk make further enquiries as to whether Harwich Town Council would like to join the partnership to support the operation of the Foot Ferry.**

#### **413. LITTER AND DOG WASTE BINS**

Committee considered the Litter and Dog Waste bin report alongside the SC Norse review of litter and dog waste bin provision across Felixstowe, which would achieve comprehensive and adequate coverage of bins in Felixstowe.

**RESOLVED that it be recommended to Council that SC Norse's recommendations for additional bins be implemented, using the unspent £1,600 from the 'Street Furniture' budget for 2017/18 and the remainder to be approved from the Community Fund Earmarked Reserve.**

#### **414. COMMUNITY EMERGENCY PLAN UPDATE**

Committee noted the update on the Community Emergency Plan. Members were interested to view the register and emergency boxes.

**It was RESOLVED that the adoption of the Community Emergency plan, the completion of the emergency boxes, register of local resources and the arrangements for the ongoing administration of the CEP be noted.**

#### **415. CLOSURE**

The meeting was closed at 9.14pm. The next meeting was noted as being scheduled for Wednesday 14 February at 7.30pm.

## **AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT**

*Report of the Felixstowe Forward Change Director, Helen Greengrass:*

Council is requested to receive the draft Felixstowe Forward Delivery Plan to March 31<sup>st</sup> 2018 (**Appendix A**).

This follows the decision by Suffolk Coastal District Council and Felixstowe Town Council to fund a continued three year term for Felixstowe Forward. The delivery plan outlines the key priorities and proposed delivery over the three year period. The Felixstowe Forward Sponsor Group has in principle endorsed the plan subject to some minor amendments.

Council is also provided the Felixstowe Forward progress report to the end of December 2017 (**Appendix B**).

The Felixstowe Forward Change Director, Helen Greengrass, will provide any further update at the meeting.

**Council is requested to:**

- i. consider the draft Felixstowe Forward Delivery Plan to March 31st 2018 at Appendix A;**
  - ii. note the report of the Felixstowe Forward Change Director and progress report at Appendix B; and,**
  - iii. make any recommendations it considers necessary.**
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## **AGENDA ITEM 11: MAYOR AND COUNCILLOR ALLOWANCES**

**2018/19**

### **Members Allowances**

In accordance with Part 5 of the Local Authorities (Members' Allowances) (England) Regulations 2003<sup>1</sup>, town and parish councils have the power to pay Members a Basic Allowance and reimburse expenses for travel and subsistence allowance.

The allowance is not a salary. It is a figure, which is calculated to cover the expenses, which are normally associated with the basic duties of being a local councillor. Travelling and subsistence allowances are treated separately, as are provisions for the Mayor's Allowance (see below).

To date, Felixstowe Town Councillors have not requested to receive the Basic Allowance and are unpaid volunteers.

Where a parish or town council does propose to pay the parish Basic Allowance, in setting the level of that allowance, it must have regard to the recommendations which have been made in respect of it by a parish remuneration panel.

As soon as reasonably practical after setting the levels at which the allowance is to be paid and to whom, the council must arrange for the publication in a conspicuous place for a period of at least 14 days within the area of the council, a notice containing the following information:

- any recommendation in respect of parish Basic Allowance made by the parish remuneration panel;
- the level or levels at which the authority has decided to pay parish Basic Allowance and to which members it is to be paid; and
- a statement that in reaching the decision, regard was had to the recommendation of the parish remuneration panel.

The council has to keep a copy of the information referred to in the notice available for public inspection on reasonable notice. Members should also note that the Basic Allowance is treated by HMRC as remuneration and may be subject to income tax.

### **Reimbursement of Councillor Expenses**

The Local Authorities (Members' Allowances) (England) Regulations 2003 provides that a council may pay to both elected and co-opted members allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within the following categories:

- a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub-committee of such a body;

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<sup>1</sup> [https://www.legislation.gov.uk/ukxi/2003/1021/pdfs/ukxi\\_20031021\\_en.pdf](https://www.legislation.gov.uk/ukxi/2003/1021/pdfs/ukxi_20031021_en.pdf)

- b) the attendance at a meeting of any association of authorities of which the council is a member;
- c) the performance of duties in connection with a tender process;
- d) the performance of any duty which requires the inspection of any premises;
- e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub committees.

At its Ordinary Meeting of 13 January 2016, the Town Council adopted a Members' Expenses Policy setting out the terms by which individual Councillors may be reimbursed reasonable expenses incurred whilst travelling to training courses or conferences as an appointed representative of the Council. The policy remains in force and will be reviewed in January 2019.

### **Mayor's Allowance**

Section 15(5) of the Local Government Act 1972 provides that Parish and Town Councils may pay its Mayor "*for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable.*" Felixstowe Town Council provides an allowance to the Mayor as a contribution towards total expenses to defray the costs associated with the office of Mayor of Felixstowe such as:

- Travelling to and attending functions that the Mayor has been invited to in his/her capacity as the Mayor of Felixstowe.
- Making monetary contributions to local charity and community organisations
- Supporting the Mayor's chosen charity/charities
- To cover other costs of attending functions (e.g. purchase of raffle tickets, poppy collections)
- To provide suitable outfits to wear to official functions
- Hospitality costs
- One off events held by the Mayor

The Mayor is free to administer the Mayoral Allowance as he/she considers appropriate. Once the Mayoral Allowance is paid to the Mayor, it is the Mayor's responsibility to account for its expenditure and not the Council's. However, the Mayor's Secretary records all civic engagements undertaken by the Mayor, which are reported to each Council meeting; and, at the discretion of the Mayor, is able to support the administration of their allowance.

Amongst other events, it is customary for the Mayor to directly fund the following:

- Annual Council Meeting (refreshments following the Mayor making meeting)
- Christmas Refreshments at the Town Hall (usually held after the last Planning & Environment Committee meeting in December)
- Christmas Cards
- Mayor's Charity Ball (full event cost)
- Other Mayoral events

From its own budget, the Council directly finances events which are deemed to be of a civic nature and not instigated by the Mayor. For example:

- Mayor's Civic Reception
- Annual Civic Service
- Twinning
- Remembrance Services/Wreaths
- Civic Christmas Carol Service
- Annual Town Meeting / Civic Awards
- Other Council events

For the 2017/18 Municipal Year, Council reduced the Mayor Allowance by £1,000 to £6,000 and transferred the cost of the Mayor's Civic Reception to Council (*Min. #406 of 2016/17 refers*). Council agreed to review the level of the Mayoral Allowance after one year and budget provision has been made to keep the Allowance at the same reduced amount of £6,000 for 2018/19.

Payment of the Mayor's Allowance is made following formal resolution by the Town Council at its Annual Meeting in May.

Provisions made for the Mayor's allowance in the Local Government Act 1972 do not extend to the Deputy Mayor, who is treated the same in law as all other Town Councillors. However, it is acknowledged that the Deputy Mayor is likely to incur costs associated with officially substituting for the Town Mayor in his/her absence. The Council therefore advised that incoming Mayors be asked to reimburse any legitimate out-of-pocket expenses incurred by the Deputy Mayor while deputising for the Mayor, out of the Mayor's Allowance (*Min. #396 of 2015/16 refers*).

**Council is therefore requested to:**

- i. consider whether it wishes to introduce a Basic Allowance for Members;**
  - ii. confirm the Mayor's Allowance for the 2018/19 Municipal Year (currently set at £6,000) for the purpose of defraying the costs associated with the office of Mayor of Felixstowe; and,**
  - iii. confirm that incoming Mayors be advised that the Mayor's Allowance should be used to defray legitimate costs incurred by the Deputy Mayor when deputising for the Mayor in his/her absence.**
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## **AGENDA ITEM 12: BUDGET AND PRECEPT 2018/19**

Council is requested to consider and approve the budget estimates and Precept for the Financial Year 2018/19, based on the draft budget recommendations of the Finance & General Purposes Committee meeting of 22 November 2017 (*Minute #375 of 2017/18 refers*).

Sections of the budget were considered and reviewed by Council's Assets & Services, Civic & Community and Personnel Committees. Further adjustments to these drafts were incorporated and presented to the Finance & General Purposes Committee which has recommended this draft budget for 2018/19. The budget estimate are presented to Council for consideration at **Appendix C** showing current-year expenditure, an updated projected outturn for the full year to 31 March 2018 and a comparison against the previous year. Notes to the budget estimates are provided at **Appendix D**.

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

Suffolk Coastal District Council has confirmed that Felixstowe Town Council's taxbase for 2018/19 will be 8,238.61.

A summary of the current year 2017/18 budget and 2018/19 budget estimates is shown in the following table:

	<b>Budget 2017/18</b>	<b>Budget 2018/19</b>
Total Expenditure Requirement	£645,559	£657,105
Less Estimated Income	£123,574	£131,464
Less Contribution from General Fund	£0	£15,858
Add On Contribution to Earmarked Reserves	£27,757	£51,184
Gross Precept Requirement	<b>£549,742</b>	<b>£ 560,967</b>
Band D Equivalent Properties	8162.47	8,238.61
Council Tax charge per Band D	<b>£67.35</b>	<b>£68.09</b>
% change 2017/18 to 2018/19		1.1%

The Town Council's financial forecast projected a potential 2% net increase on the total precept required. As the taxbase increase since last year is 0.9%, the Council Tax charge per Band D ratepayer is proposed to be increased by 1.1% to meet this shortfall. A contribution of £15,858 from the Council's General Fund balances the overall budget for total estimated expenditure and transfers to Earmarked Reserves.

**Council is therefore requested to consider:**

- i. Approving and adopting the Felixstowe Town Council Budget for 2018/19 as set out in the report;**



- ii. Approving the 2018/19 Precept demand to Suffolk Coastal District Council of £560,967 (representing a 1.1% increase cost to Band D equivalent Council Tax payer) on the following basis:

Band D rate		£68.09
Multiplied by tax base	x	8,238.61
Thus a Precept demand of:		£560,967

- iii. Instructing the Clerk to take any necessary action and submit any information required by Suffolk Coastal District Council in this matter.
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## **AGENDA ITEM 13: MEETINGS CALENDAR 2018/19**

The draft Meetings Calendar for the 2018/19 Municipal Year is attached at **Appendix G**.

The calendar is based on the following schedule:

**Annual Town Meeting (1):** 7pm on the 2<sup>nd</sup> Wednesday in May.

**Annual Council Meeting (1):** 7pm on the 3<sup>rd</sup> Wednesday in May.

**Council (6):** 7.30pm on the 2<sup>nd</sup> Wednesday in the months of June, July, September, November, January and March.

**Finance & General Purposes (6):** 7.30pm on the 4<sup>th</sup> Wednesday in the months of May, July, September, November, January and March.

**Assets & Services (5):** 7.30pm on the 1<sup>st</sup> Wednesday in the months of June, September, November, February and April.

**Civic & Community (6):** 7.30pm on the 3<sup>rd</sup> Wednesday in the months of June, September, October, December, February and April.

**Personnel (2):** 6pm on the 2<sup>nd</sup> Wednesday in the months of October and April.

**Planning & Environment (25):** Fortnightly on Wednesdays, with a break for Christmas.

### **Other meetings**

**Youth Forum (6):** 4-5pm on dates in January, March, May, June, October, November *to be confirmed with local schools*.

**Highways Advisory Committee (2):** Held in September and March.

**Appeals Committee:** Arranged if and when required.

**Council is requested to approve its Meetings Calendar for 2018/19.**

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## **AGENDA ITEM 14: SCDC/FTC WORKING GROUP**

Council is requested to receive the notes of the meeting of the SCDC/FTC Joint Working Group held on Monday 4<sup>th</sup> December 2017 (**Appendix H**).

A copy of the presentation given by Tim Snook, SCDC Leisure Contracts Manager, and Ben Woolnough, SCDC Senior Planning and Enforcement Officer, on the leisure centre project and SCDC press release about the 'North Felixstowe' concept was shared with all Town Councillors on 11<sup>th</sup> December. Mr Snook will be attending the Town Hall to brief all Members and provide any update on the leisure project and forthcoming public consultation on Wednesday 24<sup>th</sup> January.

The next SCDC/FTC Joint Working Group meeting is scheduled for Monday 5<sup>th</sup> February 2018. It is anticipated that the Working Group will be discussing the opportunity for Councillors to develop a joint vision for Felixstowe to guide decision-making by FTC and SCDC. Council is also invited to request any other items which may be appropriate for inclusion on the agenda.

**Council is requested to receive the notes of the meeting of the SCDC/FTC Working Group held on Monday 4 December 2017 and consider matters therein.**

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## **AGENDA ITEM 15: LANDGUARD PARTNERSHIP - EXTENSION OF PARTNERSHIP AGREEMENT**

There is an agreement between The Historic Buildings and Monuments Commission for England, Natural England, The Felixstowe History and Museum Society, Felixstowe Town Council, Harwich Haven Authority, Landguard Conservation Trust, The Felixstowe Dock and Railway Company, Suffolk Coastal District Council, Landguard Fort Trust, dated 8 June 2009 for a term of 10 years, which created the Landguard Partnership.

The Partnership exists for the Development and Operation of a Strategy for the Management of the Landguard Peninsula.

At a Landguard Partnership Committee Meeting on Friday 29<sup>th</sup> September 2017 the Committee agreed to extend the term of the Partnership for a further five years, effective from 29 April 2018.

Council appoints a representative to the Landguard Partnership Committee, currently Cllr D Savage, and the Town Clerk also attends. The Town Council currently contributes £1,000 per annum towards the Partnership.

**Subject to its approving the recommendation of the Landguard Partnership Committee, Council is requested to authorise the signing of a deed to extend the term of the Partnership for a further five years, effective from 29 April 2018.**

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## **AGENDA ITEM 16: LITTER AND DOG WASTE BINS**

At its meeting of 19 April 2017, Council's Civic & Community Committee agreed that, rather than considering one-off, ad-hoc requests, the complete provision of Litter and Dog Waste bins should be reviewed with SC Norse in order to understand how where, and how many, bins were genuinely needed. This was expected to provide a route towards a rationalisation of bins – leading to some being removed, some being relocated and some new bins being required – which would resolve the need for “ad-hoc” requests.

SC Norse was requested to consider which locations may be under-provided and where there may be a surfeit. The Civic & Community Committee was provided with a report from SC Norse for consideration at its meeting of 13 December 2017.

Norse considered suitability and local need across Felixstowe and advised that a provision of bins on the following basis would achieve comprehensive coverage for the town:

<b>SUFFOLK COASTAL NORSE REVIEW OF FELIXSTOWE LITTER AND DOG BIN PROVISION DECEMBER 2017</b>
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Proposed location	New, Replace, Remove	Specific site details	type of bin, Style.	Estimated cost, Inc installation
Colneis road	New	between Beatrice ave and Rosemary Road	Litter, Blue Glasdon topsy 2000	£250.00p + vat
High Road East	New	Access footpath to Brook lane between Nos 44 -46	Litter, Blue Glasdon topsy 2000	£250.00p + vat
High Road East	New	Midway between Hamilton Rd and Garrison Lane	Litter, Blue Glasdon topsy 2000	£250.00p + vat
High Road west	New	Outside/close to Fairfield School	Litter, Blue Glasdon topsy 2000	£250.00p + vat
Cobbold road	New	Near Salvation Army	Litter, Blue Glasdon topsy 2000	£250.00p + vat
Cobbold road	New	Outside Gym club between Hamilton rd and Victoria St	Litter, Blue Glasdon topsy 2000	£250.00p + vat
Victoria Street	New	Outside Conveinance store, Junction of Orwell Rd	Litter, Blue Glasdon topsy 2000	£250.00p + vat
Montague Road	New	Outside the Grovener PH	Litter, Blue Glasdon topsy 2000	£250.00p + vat

Ranelagh Road	New	Near to Ranelagh road car park, Junction Orwell rd	Litter, Blue Glasdon topsy 2000	£250.00p + vat
Waveney Road	New	Centre of green, Old bus stop site	Litter, Blue Glasdon topsy 2000	£250.00p + vat
Mill Lane	New	Near bus stop	Litter, Blue Glasdon topsy 2000	£250.00p + vat
Constable Road	New	Near the Hospital	Litter, Blue Glasdon topsy 2000	£250.00p + vat
Leisure centre Plaza	New x 4	Adjacent to x4 benches around the raised plaza	Litter, Topsy royale black and gold	1,080.00p + vat
Grove car park, Eastwood Ho	New x 2	One each end of car park	Litter, Blue Glasdon topsy 2000	£500.00p + vat
Walton High Road	Replace	Near bus stop	Litter, Blue Glasdon topsy 2000	£250.00p + vat
Hyems lane/ Eastward Ho Corner	Replace	Exact location to be agreed/confirmed	Litter, Blue Glasdon topsy 2000	£250.00p + vat
Garrison Lane	Remove	Old entrance to Deben High school	Litter bin, Blue	£50.00p + vat
Tree Tops Walton	Move, Separate.	Separate double dog bin and relocate 1 at other end of green.	Dog Bin	£95.00p + vat
			<b>Estimated total cost to complete all</b>	<b>£5,225.00p + vat</b>

The Civic & Community Committee agreed that SC Norse's recommendations for additional bins should be implemented and approved £1,600 from its 'Street Furniture' budget for 2017/18 towards the project. Committee requests that Council approved the remainder of the funding for the project from the Community Fund Earmarked Reserve (*Minute #413 of 2017/18 refers*).

**Council is requested to consider the recommendation of the Civic & Community Committee (*Minute #413 of 2017/18 refers*) and approve funding to complete the project from the Community Fund Earmarked Reserve**

## **AGENDA ITEM 17: PROPOSED MERGER OF SUFFOLK COASTAL AND WAVENEY DISTRICT COUNCILS**

On 7 November 2017 the Secretary of State for Communities and Local Government issued the following House of Commons Written Statement (HCWS232):

*Having carefully considered all the material and representations I have received, I am 'minded to' implement the locally-led proposal I received from Suffolk Coastal and Waveney district councils in February 2017 to merge their two respective councils to become a single, new district council.*

*I have reached this decision on the basis that I consider:*

- *the proposal is likely to improve local government in the area (by improving service delivery, giving greater value for money, yielding cost savings, providing stronger strategic and local leadership, and/or delivering more sustainable structures);*
- *the proposal commands local support, in particular that the merger is proposed by all councils which are to be merged and there is evidence of a good deal of local support; and*
- *the proposed merged area is a credible geography, consisting of two or more existing local government areas that are adjacent, and which, if established, would not pose an obstacle to locally-led proposals for authorities to combine to serve their communities better and would facilitate joint working between local authorities.*

*I intend to assess any further locally-led merger proposals that I receive against these criteria.*

*Before I take my final decision on this proposed merger there is now a period until 8 January 2018 during which those interested may make further representations to me, including that if the proposal is implemented it is with suggested modifications. The final decision would also be subject to Parliamentary approval.*

The statement is available online here:

<https://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2017-11-07/HCWS232/>

Council's Finance & General Purposes Committee considered the matter at its meeting of 22 November in order that a submission could be made by the consultation deadline. As instructed by the Committee (*Minute #380 of 2017/18 refers*), the Town Clerk sent a response to the Secretary of State, following consultation with the Committee Chairman, Cllr G Newman. A copy of the letter is presented for Council to note at **Appendix I**.

**Council is requested to note the response of the Finance & General Purposes Committee submitted to the Secretary of State for Communities and Local Government regarding the proposed creation of a council for east Suffolk.**