



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 14 March 2018 at 7.30pm** for the transaction of the following business preceded by:

Moment of Reflection: Rev. Caroline Allen, St. Mary's Church, Walton, Felixstowe

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 10 January 2018 as a true record. **(Pages 4-11)**

7. **Mayor's Announcements**

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

8. **Minutes of Committee Meetings**

To receive and adopt the Minutes of the following Meetings:

- a) Planning & Environment Committee 10 January 2018 (Pages 13-15)
- b) Planning & Environment Committee 24 January 2018 (Pages 16-20)
- c) Finance & General Purposes Committee 24 January 2018 (Pages 21-23)
- d) Planning & Environment Committee 7 February 2018 (Pages 24-28)
- e) Assets & Service Committee 7 February 2018 (Pages 28-32)
- f) Planning & Environment Committee 21 February 2018 (Pages 33-36)
- g) Civic & Community Committee 21 February 2018 (Pages 37-43)
- h) Highways Advisory Committee 6 March 2018 (Pages 44-47)
- i) Planning & Environment Committee 7 March 2018 (Pages 48-50)

9. Reports from Members appointed to Outside Bodies

To receive a report from Cllr Tracey Green on Felixstowe Library, as Town Council representative to the Suffolk Libraries IPS. (Pages 51-53)

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 53 and Appendix A)

11. SCDC/FTC Working Group

To receive the notes of the meeting of the SCDC/FTC Working Group held on Monday 5 February 2018 and consider any matters therein. (Page 54 & Appendix B)

12. Investment Policy & Strategy 2018/19

To approve the Council's Investment Policy & Strategy for 2018/19 as recommended by the Finance & General Purposes Committee. (Page 54 & Appendix C)

13. Insurance Arrangements

To confirm the adequacy of Council's insurance and to approve the arrangements as recommended by the Finance & General Purposes Committee. (Pages 55-56)

14. Occasional Grants Policy 2018/19

To approve the Occasional Grants Policy for 2018/19 as recommended by the Civic & Community Committee. (Page 57 & Appendix D)

15. Press & Media Policy 2018/19

To approve the Press & Media Policy for 2018/19 as recommended by the Civic & Community Committee. (Page 57 & Appendix E)

16. Cemetery Administration Software

To approve the recommendation of the Assets & Services Committee to purchase cemetery administration software. (Pages 58-59 & Appendix F)

17. Town Hall & Broadway House Carpets & Automatic door

To approve the recommendation of the Assets & Services Committee to purchase replacement carpets and an automatic door. (Pages 60-61)

18. Consultation: Leisure Vision

To consider any response from the Town Council to the SCDC Leisure Vision consultation. **(Page 61 & Appendix G)**

19. Public Space Protection Orders (PSPOs)

To consider the recommendations of the Civic & Community Committee and request that SCDC introduce a PSPO detailing where dogs should be kept on leads in Felixstowe. **(Page 62)**

20. Single-Use Plastics

To consider introducing a policy towards the eradication of single-use plastics by the Town Council. **(Page 63)**

21. Accounts for Payment

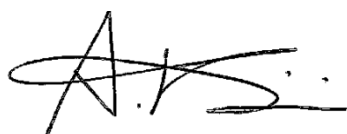
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix H)**

Date	Voucher Nos.	Total Payment
09/01/2018	384 – 409	£21,221.70
23/01/2018	410 – 428	£34,051.69
06/02/2018	429 – 440	£3,950.42
21/02/2018	441 – 452	£3,465.58
06/03/2018	453 – 467	£35,836.64
	TOTAL	£98,526.01

22. Closure

To close proceedings and note that the next meeting is the Annual Town Meeting at Felixstowe Academy at 7pm on Wednesday 9 May 2018.

The Annual Council Meeting will be at Felixstowe Town Hall, 7pm Wednesday 16 May 2018.



Ash Tadjrishi
Town Clerk
9 March 2018

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 10 January 2018 at 7.30pm

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

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

IN ATTENDANCE: 6 Members of the public
 Ms Helen Greengrass, Felixstowe Forward Change Director

MOMENT OF REFLECTION

The meeting was preceded with a moment of reflection from Josh Hunt, Lead Chaplain to Felixstowe Academy.

In the absence of the Mayor, Deputy Mayor Cllr Graham Newman in the chair.

426. PUBLIC QUESTION TIME

A member of the public asked whether the Town Council had a view on charges for brown bin collections which were to be introduced by SCDC, as this would be difficult for low income families to afford. Cllr S Gallant confirmed that waste collection was provided by Suffolk Coastal District Council and advised that this had been debated at SCDC many times. Residents would have the option of sharing a bin with their neighbour, and will also be given the option of receiving a replacement free larger (240 litre) bin for their garden waste, during the first year of the scheme. The Deputy Mayor advised that Felixstowe Town Council had not been consulted on the introduction of the charges. Cllr S Gallant advised that it was not a statutory service and consultation was not required. If SCDC did not charge for the service then they would have to discontinue it, cut other services or increase in council tax.

427. APOLOGIES

Apologies for absence were received from the **Mayor of Felixstowe Cllr N Barber, Cllr C Barham, Cllr S Bloomfield, Cllr M Deacon and Cllr M Jepson.**

428. DECLARATIONS OF INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr A Smith	440	Chairman of the Landguard Partnership
Cllr D Savage	440	Member of the Landguard Partnership

429. REQUESTS FOR DISPENSATION

There were none.

430. QUESTIONS TO THE MAYOR

There were none.

431. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 8 November 2017 be signed by the Deputy Mayor as a true record and adopted by the Council.

432. MAYOR'S ANNOUNCEMENTS

The Deputy Mayor referred Council to the following list of engagements undertaken by the Mayor and himself over the previous period:

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 th 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

The Deputy Mayor paid tribute to the Mayor for the high number of engagements in the run up to Christmas and the remarkable number of events on Christmas Day itself – including participation in the Christmas Day Dip. It was noted that the visit to The Firs had needed to be rearranged due to illness at the home on Christmas Day.

The Deputy Mayor commented on the engagements he had attended, remarking on the great talent on show at both of the Academy concerts. Though some of the best talents would be leaving at the end of the year, the Deputy Mayor was looking forward to new talent appearing in the future.

Suffolk Community Foundation AGM was a very interesting meeting with details given of how they support lots of voluntary organisations. The Deputy Mayor had the honour of opening the Salvation Army Christmas Tree event this year where there were over 50 decorated Christmas trees. One of the highlights of the Christmas period was the Ice Rink which ran for four days just before Christmas, and was a good, free, family event. The Deputy Mayor thanked the East of England Co-operative Society for their support which had enabled the ice rink to happen.

Council were advised of the sad news of the passing of Christine Goodman, Mayoress 1987-88, shortly before Christmas. Members noted that a service would be held at St Andrews Church at 1.30pm on Wednesday 24 January.

The Deputy Mayor reminded Members of the forthcoming Mayor's Charity Events:

- 25 January - Mayor's Charity Quiz Night at 7.30pm at St Johns Hall
- 5 February - Mayor's Charity Curry Night at 6.45 for 7pm at Bombay Nite.
- 13 March - Medium Night at 7.30pm at the Orwell Hotel.
- 12 April - Cheese & Wine Event at Felixstowe Museum at 6.30pm. *Kindly supported by Tesco Metro, Felixstowe*
- 27 April - Mayor's Charity Ball at The Orwell Hotel. Music by Ska'd for Life.

It was RESOLVED that the Mayor's engagements since 8 November 2017, and the above communications, be noted.

433. 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 15 November 2017**
- b) Personnel Committee 15 November 2017**
- c) Finance & General Purposes Committee 22 November 2017**
- d) Planning & Environment Committee 29 November 2017**
- e) Planning & Environment Committee 13 December 2017**
- f) Civic & Community Committee 13 December 2017**

434. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

None received.

435. FELIXSTOWE FORWARD REPORT

Council received the reports of the Felixstowe Forward Change Director, Helen Greengrass. The first report received was the draft Felixstowe Forward Delivery Plan April 2018 – March 2021. The delivery plan was more focussed with specific objectives to achieve. There were three key priorities: Economic Growth; Enabling Communities and Sustainability. As part of economic growth and further to the successful visit with members to the BID office at Bury St Edmunds, Ms Greengrass was planning to arrange a BID workshop to which Members will be invited. Under the Enabling Communities workstream, work will continue with the Dementia Action Alliance and it was reported that an initiative to introduce a Timebanking scheme to Felixstowe was underway.

Ms Greengrass advised that sustainability was an important priority in order to develop projects that will connect and support the town, resort and community after 2021 when the 3 year term end. Members expressed a keenness towards an ongoing place-based approach to service-delivery in Felixstowe, in particular with the forthcoming merger of Waveney District Council with Suffolk Coastal District Council becoming East Suffolk.

In response to a Member's question, Ms Greengrass reported that work had taken place on the new Visit Felixstowe website especially in regard to the events – 'Whats on' The new site will be going live any day now and it will be mobile optimized and more tablet friendly.

Council also received the Felixstowe Forward progress report and noted its contents. Ms Greengrass drew attention to the work of Felixstowe Chamber of Commerce's new chairman to revitalise the Chamber and increase engagement. Significant progress was being made in a bid to undertake research and develop a business incubation hub. The Chamber would be holding a breakfast meeting on 17 January at the Felixstowe Golf Club and would welcome support from as many Members who might be able to attend. Member's attention was also

drawn to an article in the Living in Felixstowe Magazine urging people to shop locally written by Stephen Rampley which details how Felixstowe is performing above the national average. The Events programme for 2017 is shaping up and events will be published online at the Visit Felixstowe website.

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

436. MAYOR AND COUNCILLORS ALLOWANCES 2018/19

Council considered the report on provisions for Members' Allowances and Expenses and the Mayoral Allowance for 2018/19.

RESOLVED that:

- i. no Basic Allowance would be introduced, and the office of Town Councillor would remain as unpaid;**
- ii. the Mayor's Allowance for the purpose of defraying the costs associated with the office of Town Mayor for 2018/19 be retained at £6,000; and,**
- iii. 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.**

437. BUDGET AND PRECEPT 2018/19

Council received the finalised version of the 2018/19 Budget and Precept, in accordance with the recommendations of the Finance & General Purposes Committee meeting of 22 November 2017 (*Minute #375 of 2017/18 refers*).

Council gave a vote of thanks to the Committee and its staff for their work in producing a budget which provided for all of Council's activities with an increase of less than 1½ pence per week to the local tax payer.

It was RESOLVED that:

- i. The Felixstowe Town Council Budget for 2018/19 be approved as set out in the report;**
- ii. the 2018/19 Precept demand to Suffolk Coastal District Council of £560,967 be approved (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. the Clerk be instructed to submit the information required by Suffolk Coastal District Council.**

438. MEETINGS CALENDAR 2018/19

Council considered the draft meeting schedule for the 2018/19 Municipal Year as presented which had been based on the current year's cycle.

The Deputy Clerk advised that the Planning & Environment Committee meeting which had been scheduled in the current Municipal Year for 4th April 2018 had been moved to 11th April 2018 and subsequent meetings would be held fortnightly thereafter. Council noted that this would alter the schedule of P&E meetings during the 2018/19 Municipal Year by one week and therefore avoid the need for a meeting between the Annual Town and Annual Council meetings.

An updated Calendar of Meetings for 2018/19, which had been emailed to all Councillors for reference, was therefore tabled for consideration.

RESOLVED that the 2018/19 Calendar of Meetings be adopted as per the amended schedule presented.

439. SCDC/FTC WORKING GROUP

Council received the notes of the 4th December 2017 SCDC/FTC Working Group meeting which had also been circulated to Members via email on 18th December.

A Member expressed concern over the apparent confusion caused by the SCDC press release referring to a 'North Felixstowe' development concept. The Council understood that this comprised two separate but related elements: one being the response from the SCDC leisure development team to the SCDC Local Plan Issues & Options consultation in respect of future leisure development use and the other being the need to consider the type of leisure facilities that should be included in any new leisure centre for Felixstowe.

In response to a Members query on the opportunities for public engagement with this issue, the Town Clerk advised that Tim Snook, SCDC Leisure Contracts Manager, would be attending the Town Hall on 24 January to brief Members on the leisure project and to seek feedback on the content and format for the forthcoming public consultation.

RESOLVED that the notes from the 4th December 2017 SCDC/FTC Working Group be noted as received.

440. LANDGUARD PARTNERSHIP – EXTENSION OF PARTNERSHIP AGREEMENT

Council considered the report on the Landguard Partnership and noted that the Landguard Partnership Committee had agreed to extend the term of the Partnership for a further five years effective from 29 April 2018.

It was noted that the Council would be required to contribute annual funding (£1,000 for the year 2018/19) towards the Partnership; provide use of the Council Chamber for Partnership meetings; and, continue to appoint a Town Council representative to attend alongside the Town Clerk.

RESOLVED that the Town Council endorse the Landguard Partnership Committee's request to extend the term of the Landguard Partnership for a further 5 years from 29 April 2018; and the Clerk be authorised to sign the deed of extension on behalf of Felixstowe Town Council.

441. LITTER AND DOG WASTE BINS

Council considered the report on Litter and Dog Waste Bins and the recommendation of the Civic & Community Committee.

Members were concerned whether to separate the bins at Tree Tops would be sufficient for the new houses that would be built. The Town Clerk advised that he would query this at a meeting he was due to have with SC Norse to discuss the project.

RESOLVED that and additional funding to complete the project, to a limit of £3,625+VAT, be approved and authorised via the Community Find Earmarked Reserve.

442. PROPOSED MERGER OF SUFFOLK COASTAL AND WAVENEY DISTRICT COUNCILS

RESOLVED that the response made by the Finance & General Purposes Committee and submitted to the Secretary of State for Communities and Local Government regarding the proposed creation of a council for east Suffolk be noted and approved.

443. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
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
	TOTAL	£79,294.18

444. CLOSURE

The meeting was closed at 8.50pm. It was noted that the next Ordinary Meeting was scheduled for 14 March 2018 at 7.30pm.

AGENDA ITEM 7: MAYOR'S ANNOUNCEMENTS

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

<i>Deputy Mayor – Welcome Event for new Copts William & Stephanie Thompson</i>	13 January 2018
<i>Deputy Mayor – Wesel Association AGM</i>	13 January 2018
Opening Memory Lane Support Group	19 January 2018
Felixstowe Men's Shed	20 January 2018
Funeral of Mrs Christine Goodman	24 January 2018
Mayor's Charity Quiz Night	25 January 2018
Church Service to commemorate the 65 th Anniversary of the loss of lives in the North Sea Floods	27 January 2018
<i>Deputy Mayor – Launch of the Felixstowe Christian Action Against Poverty and Debt</i>	28 January 2018
Opening of the Felixstowe Wine Boutique	30 January 2018
<i>Deputy Mayor – SCC Chairman's Charity Concert</i>	30 January 2018
Radio Suffolk , Talk with Mark Murphy	31 January 2018
Moment of Reflection – 65 th Anniversary of the North Sea Floods	31 January 2018
Merrifields Care Home Dignity Day Celebrations	1 February 2018
1 st Walton Rainbows Grant Cheque Presentation	1 February 2018
Mayor's Charity Curry Night	5 February 2018
Felixstowe Radio Live Chat	7 February 2018
Belated Christmas Visit to The Firs Care Home	14 February 2018
Opening of the new Lidi Foodstore	22 February 2018
<i>Deputy Mayor – Launch of Fairtrade Fortnight</i>	26 February 2018
Felixstowe in Flower Mailing Shoot with Girl Guides	6 March 2018
<i>Deputy Mayor – 356 (Felixstowe) Squadron Annual Dinner</i>	10 March 2018
Raising of the Commonwealth Flag	12 March 2018
Felixstowe & District Council Sports Awards	12 March 2018
Mayor's Charity Psychic Night	13 March 2018

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.

applications received since the date of the previous agenda with a deadline for response prior to the date of this meeting be noted as received.

422. PLANNING APPLICATIONS

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

a	DC/17/5120/FUL New replacement dwelling. Soundings, Golf Road
Committee recommended APPROVAL	

b	DC/17/5300/FUL Provision of container storage units and open caravan/boat open storage. Land at Former Beach Station, Beach Station Road
<p>Committee recommended REFUSAL on the grounds that the use of this site for storage containers and storage of caravans, albeit distinct from previous discussions in regard to its unauthorised use for storage of containers related to the Port of Felixstowe, is inappropriate in this location.</p> <p>There are longstanding policies whose aim has been to preserve the residential and associated good quality commercial character of the older parts of the town east of the railway line. We would therefore wish to see a less-intrusive use of the site in terms of appearance for residents and tourist visitors.</p>	

c	DC/17/5391/FUL Proposed Loft conversion, including a hip to gable alteration, rear facing dormer and front facing rooflights. 59 Langley Avenue
<p>Having noted the neighbour objections, and in this specific circumstance, where all the neighbouring properties are small bungalows with modest gardens, Committee considered that there would be a significant loss of privacy to the small rear garden at no. 57 Langley Avenue and properties at Mill Lane would also be materially affected. As the proposal was therefore contrary to DM23(a), and to a degree DM23(c), Committee recommended REFUSAL.</p>	

d	<p>DC/17/5390/VOC Variation of Condition No. 2 of DC/17/2554/FUL - Four houses in one block with associated landscaping, parking and amenity spaces. - The approved plans have been amended to take into account updated site conditions, amended building position, simplified parking arrangements, revised bin store position and revised external cladding material. Revised drawing relevant are: - 2284.16.203A - proposed elevations 2284.16.204A - site layout 2284.16.205A - externals layout, the condition to be varied to allow the revised plans in lieu of the previous approval.</p> <p>Bath Road</p>
<p>Committee recommended APPROVAL</p>	

423. 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.

424. CORRESPONDENCE

None.

425. CLOSURE

The meeting was closed at 10.30am. The date of the next meeting was noted as being Wednesday 24 January 2018, 9.15am at Felixstowe Town Hall.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 24 January 2018** at **9.15am**.

PRESENT: Cllr A Smith (Chairman) Cllr Jon Garfield
 Cllr S Bird (Vice-Chairman) Cllr G Newman
 Cllr N Barber Cllr D Savage
 Cllr S Gallant Cllr S Wiles
 Cllr Jan Garfield Cllr K Williams (*from item 451c*)

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

IN ATTENDANCE: 1 member of the public
 Mr Roger Abbott, Felixstowe Chamber of Trade and Commerce.

445. PUBLIC QUESTION TIME

There were none.

446. APOLOGIES FOR ABSENCE

Apologies for lateness was received from **Cllr K Williams**.

447. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr D Savage	451(b)	Disclosable Pecuniary Interest (as a near neighbour to the subject property)
Cllr A Smith	451(f)	Local Non-Pecuniary (as the applicant is a friend)

448. REQUEST FOR DISPENSATION

There were none.

449. CONFIRMATION OF MINUTES

It was RESOLVED that the **Minutes of the Planning & Environment Committee Meeting held on 10 January 2018** be signed by the **Chairman** as a true record.

450. PLANNING APPLICATIONS

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

a	DC/17/5410/FUL Minor extensions to form two new 1 bed flats, reconfiguration of car parking and entrance area, erection of new entrance canopy, relocation of bin store, provision of secure cycle storage, provision of secure drying area, revisions to cladding and fenestration, provision of low level bollard lights to parking area and courtyard garden, and associated works. Yetton Ward House Cricket Hill Road
Committee noted revised proposals associated with this application which addressed a number of issues submitted by the residents of Yetton Ward House. Recommended APPROVAL.	

Having declared a Disclosable Pecuniary Interest Cllr D Savage left the meeting.

b	DC/18/0021/FUL Conversion of existing four storey house to three self-contained flats Small porch extension and alterations to one area of roofing. 8 High Beach
Whilst Committee generally welcomes provision of quality housing of this nature, in this particular location parking is a significant issue. Therefore, as this application contravenes Suffolk Advisory Parking Standards and policy DM19, Committee recommended REFUSAL. It was noted that parking is also exacerbated by a lack of turning opportunity in this blind cul de sac location.	

At this point, 9.35am, Cllr K Williams joined the meeting.

Cllr D Savage returned.

c	DC/17/5409/FUL Single storey front and rear extensions to a detached two-storey property to provide a reception room to the front of the property and extended kitchen and utility room to the rear. Rear extension replaces the existing conservatory. Front extension to project 900mm ahead of the face of the existing house to allow for retention of the garage, as indicated on the supplied drawings. 74 Links Avenue
Committee recommended APPROVAL	

d	<p>DC/17/5413/FUL Two storey side extension. The Brook, Gulpher Road</p>
<p>Committee recommended APPROVAL</p>	
e	<p>DC/18/0108/FUL Construction of a rear extension to enlarge kitchen & front entrance hall extension. 24 Exeter Road</p>
<p>Committee recommended APPROVAL</p>	
f	<p>DC/18/0083/ARM 1. Access, appearance, landscaping, layout, scale. 4. Access from DC/17/3235/OUT. Land Adjacent 3 Exeter Road</p>
<p>Committee recommended APPROVAL</p>	
g	<p>DC/18/0012/VOC Application to vary condition 2 of DC/15/0151/FUL (Erection of new building, part commercial/part residential) to allow for the alteration to the design of the ground and first floor so as to allow parts of the existing building to remain. North Sea Hotel, Sea Road</p>
<p>Committee recommended APPROVAL</p>	
h	<p>DC/18/0049/FUL The proposal is for a single-storey rear and side extension in order to create an open planned Living Room area with a new Bathroom at ground floor level, which is required for ease of use for my client as the existing Bathroom is at first-floor level. 37 Church Lane</p>
<p>Committee recommended APPROVAL</p>	
i	<p>DC/18/0014/FUL Garden annexe. 5 Kings Fleet Road</p>
<p>Committee recommended APPROVAL subject to a condition to prevent future use as a separate dwelling, in accordance with policy DM6.</p>	

j	DC/17/5432/FUL Addition of freestanding asgard metal shed, colour green, to gable end of building to allow storage of chairs and tables when required. Dimensions of shed 7' x 7' - see PA HT 4 attachment. The shed is police approved for security. Maidstone Hall, 127 Maidstone Road
Committee recommended APPROVAL	

k	DC/17/5453/FUL To replace all seven windows of house and rear patio door with replica PvcU units in white. The existing windows and patio door have been ravaged by the sea air over the past seventeen years and are warped, rotten, drafty, require a lot of maintenance and have a very poor thermal characteristic. The PvcU replacements are a high quality product, low maintenance and have excellent thermal properties. 12 Red Hall Court
Committee recommended APPROVAL	

l	DC/18/0042/TCA T1 Silver Birch - crown reduce by 25-30% T2 Robinia - crown reduce by 20% Both trees in rear garden. 12 Stanley Road
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.	

m	DC/18/0107/TCA To fell Silver Birch to south of house. 1 Northcliffe Court
Committee OBJECTED to this application as no evidence from a professional arboriculturalist as to the value of the tree or its alleged risk to the property was presented. Moreover, as the tree makes a significant contribution to the character and appearance of the Conservation Area, Committee requests that a Tree Preservation Order be considered.	

451. 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.

452. CORRESPONDENCE

The Town Clerk advised of the following correspondence:

a) Shared Space Review

Committee noted the Shared Space Review by the Chartered Institution of Highways & Transportation.

RESOLVED that the correspondence be noted.

453. CLOSURE

The meeting was closed at 10.45am. The date of the next meeting was noted as being Wednesday 9 February 2018, 9.15am at Felixstowe Town Hall.

460. INVESTMENT POLICY & STRATEGY

Committee considered the Council's Investment Policy & Strategy for 2018/19 as presented which had been updated to reflect current investments.

It was RESOLVED that the Investment Policy & Strategy for 2018/19 be recommended to Council for adoption as presented.

461. INSURANCE ADEQUACY REVIEW

Committee reviewed Council's insurance provision as presented in the agenda report and the Deputy Town Clerk gave an update from her meeting that morning with WPS Insurance Brokers. Members considered the two types of policy available which would provide cover for the forthcoming introduction of GDPR. Quotes will be obtained for both Cyber Liability Insurance and Crime Insurance and advice sort. However, Council is already covered for many items under Crime Insurance so this may be unnecessary.

It was RESOLVED that:

- i. the arrangements for insurance cover in respect of all insured risks be recommended to Council and confirmed as adequate for 2018-19.**
- ii. Council be recommended to take out Cyber Liability Insurance subject to cost and considered in line with the regulations of GDPR.**

462. MERGER OF SUFFOLK COASTAL AND WAVENEY DISTRICT COUNCILS: WARD BOUNDARY REVIEW

Committee considered the report on the Ward Boundary Review following the proposed merger of Suffolk Coastal and Waveney District Council.

Committee discussed how the boundary review may affect the number of wards in Felixstowe and how this could in turn affect the number of Town Councillors, with a possible reduction.

It was RESOLVED that:

- i. the Merger of Suffolk Coastal and Waveney District Councils : Ward Boundary review report be noted;**
- ii. this item to become a standing item to be discussed at the next Finance & General Purposes Meeting;**
- iii. the Town Clerk to circulate some guidance to help members to respond to the review.**

463. GENERAL DATA PROTECTION REGULATIONS (GDPR)

Committee considered the General Data Protection Regulations report, and the Town Clerk gave an update on options being investigated with regards to appointing a Data Protection Officer (DPO).

It was RESOLVED that the GDPR Report be noted and the Town Clerk to give further updates once received to ensure compliance and the necessary arrangements are in place before the deadline of 25 May.

464. SPEED INDICATOR DEVICE (SID) FOR FELIXSTOWE

Committee considered the report on the Speed Indicator Device for Felixstowe. It was noted that the SID can only go in sites that have been authorised by the Police. Also, that the SID can come in different formats with either a 'smiley face' and also a new SID which has number plate recognition which will read and flash up the number plate of speeding vehicles.

Members considered the purchase of a SID but felt that the money could be spent more wisely on other projects. It was noted that the Community Speed Watch also go to these authorised sites.

It was RESOLVED that:

- i. the Speed Indicator Device for Felixstowe Report be noted;**
- ii. The Town Clerk writes to the Police to ask if the Community Speed Watch team can be present in roads of concern;**
- iii. Cllr S Gallant to also take the item to the Safer Neighbourhood Team ASB meeting.**

465. CLOSURE

The meeting was closed at 8.31pm. The next meeting was noted as being scheduled for 22 March 2018 at 7.30pm.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 7 February 2018** at **9.15am**.

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

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

IN ATTENDANCE: 8 members of the public
Cllr M Deacon
Mr Roger Abbott, Felixstowe Chamber of Trade and Commerce

465. 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.

466. APOLOGIES FOR ABSENCE

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

In the absence of the regular Vice-Chairman, **Cllr D Savage** was elected as Vice-Chairman for the meeting.

467. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr A Smith	450(h)	Non-Pecuniary (as a close friend and adviser of the applicant)

Though declaring that his interest in item 450(h) was non-pecuniary in nature, Cllr Smith advised that he would leave the meeting during the consideration of the item.

468. REQUEST FOR DISPENSATION

There were none.

469. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 24 January 2018 be signed by the Chairman as a true record.

470. PLANNING APPLICATIONS

At the direction of the Chairman, Committee heard from members of the public attending in relation to application (b), (c) and (h).

In relation to (b), concerns were raised regarding potential overcrowding of beach huts at this site and a resulting loss of amenity.

In relation to (c), there were no objections raised on the principle of residential development of this site but concerns centred on the density of housing and the loss of light amenity to a neighbouring property. Further concerns were raised regarding glazing treatment to the side elevations of plots 1 & 2 and a desire to retain a brick wall near plots 3 & 4 to preserve privacy to neighbouring properties in High Street, Walton. Concern regarding work to trees was also expressed.

In relation to (h), the applicant outlined the proposed annexe and confirmed that the application reflected a reduction of height to the roof following neighbour consultation. Committee heard one objection from a neighbour concerning the size of the annexe and a request that it be located in an alternative position within the garden.

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

a	DC/18/0273/FUL Provision of 17 new beach huts on boat park area. Beach Hut Site, Cliff Road
Committee noted that this application had been withdrawn prior to the meeting	
b	DC/18/0272/FUL Beach platform repairs and extension and the provision of 6 new beach huts. Beach Hut 1, Pier South Sea Road
Committee recommended REFUSAL on the grounds that it is clearly contrary to FPP20 which states that: <i>“The provision of beach huts will be carefully monitored and limited to those which currently exist. Any increased provision will be directed towards other parts of the sea front (namely Felixstowe Ferry Golf Club to Cobbolds Point, Policy FPP18 as appropriate).”</i>	

Committee believes that a row of beach huts of this length and spacing on the beach in front of the promenade would result in a loss of tourism amenity, also an aim of FPP20, as large rows of closely spaced huts can be seen as intrusive and to detract from the seaside experience, in particular loss of sea views from the promenade.

Members were also made aware of the view expressed by the Coast Protection team that the existing groynes in this area have a limited remaining life span of probably 10-15 years, with a consequent need for a further major Coastal Defence scheme on the frontage, potentially incompatible with the type of concrete wall structure proposed. Therefore the creation of further beach hut sites at this location may only be sustainable in the short-term.

c	DC/18/0167/FUL Demolition of existing buildings and construction of 10no. new dwelling houses. Animal Welfare Centre, 333 High Street Walton
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Committee welcomed the housing mix and design of the scheme and recommended APPROVAL, subject to the following being confirmed:

- a) Unobstructed access to the garage at 331 High Street being retained;**
- b) The glazing to the eastern elevations of plots 1 and 10 to be obscured glass;**
- c) Careful siting of the magnolia tree at the entrance of the site so as not to restrict access to the garage of 331 High Street;**
- d) Retention and protection of the very characteristic wall to the north and part of the western boundary; and,**
- e) Conditions regarding flooding and contamination issues are included in any decision notice.**

In reaching its decision Members also carefully considered the oak tree with a TPO and agreed that, given that the circumstances of its location had significantly changed since the Order was installed, there was no objection to this element of the proposal.

d	DC/18/0360/FUL Rear extensions. 52 St Georges Road
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Committee recommended APPROVAL

e	DC/18/0372/FUL Demolition of existing rear single storey kitchen to make way for new open plan kitchen and dining area. 94 Ranelagh Road
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Committee recommended APPROVAL

f	DC/17/5383/FUL Proposed change of use from care home returning to original use being 2No. residential dwellings. The Haven 4-6 Cavendish Road
Committee recommended APPROVAL	

g	DC/18/0216/PN3 The proposed development is for the ground floor to remain as a commercial unit (Coop Funeral Care) with the existing offices on the first & second floors beam developed to form three one bedroom flats. 92 Hamilton Road
Committee NOTED this application and had NO OBJECTIONS	

At this point in proceedings, Cllr A Smith left the meeting.

Cllr D Savage in the Chair.

h	DC/18/0242/FUL Erection of a pre-fabricated timber framed single storey annexe in the main residences garden, for an ancillary residential use. 96 Cobbold Road
Committee recommended APPROVAL subject to a condition to prevent future use as a separate dwelling, in accordance with policy DM6.	

Cllr A Smith returned.

Cllr A Smith in the Chair.

i	DC/18/0366/TPO To fell mature Sycamore tree in rear garden - tree is causing numerous problems to the adjacent house. 11 Cloncurry Gardens
Subject to confirmation that the problems in the surveyor's report concerning the condition of the tree are correct and there is no objection from the owner/occupier of 11 Cloncurry Gardens, Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.	

j	DC/18/0249/TCA Sycamore T1 - reduce crown by 2.5m to allow more light into garden. Lime T2 - crown thin by 30% to allow more light to neighbour. 32 Berners Road
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.	

471. 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.

472. SUFFOLK COASTAL DISTRICT CONSULTATION ON THE INTRODUCTION OF A LICENSING POLICY FOR RICKSHAWS

Committee considered the Suffolk Coastal District Council's consultation on the introduction of a licensing policy for rickshaws.

It was RESOLVED to respond to the consultation positively and to welcome the report as the introduction of a licensing policy for rickshaws would be a useful addition to the tourist offer in Felixstowe.

Cllr Jan Garfield and Cllr Jon Garfield left the meeting at this point (11.55am)

473. CORRESPONDENCE

The Town Clerk advised of the following correspondence:

a) East Suffolk Economic Growth Plan 2018-23

Committee voiced their disquiet at the limited time of 6 working days given to respond to this consultation and the Clerk was asked to respond indicating that the initial consultation period was inadequate and that a full consultation would be required to form an appropriate response.

Cllr S Gallant left the meeting at this point (12pm)

b) Suffolk Coastal District Council - Local Planning Workshop

Committee were invited to send a representative to a Local Planning Workshop which was being held by Suffolk Coastal District Council to discuss town centre policies. Cllr Nick Barber was nominated and would be asked to attend.

RESOLVED that the correspondence be noted.

474. CLOSURE

The meeting was closed at 12.05pm. The date of the next meeting was noted as being Wednesday 21 February 2018, 9.15am at Felixstowe Town Hall.

TOWN HALL UPDATE REPORT

Members noted that the wedding licence which expires on 9 June 2018 was due for renewal and agreed that it should be renewed under the existing terms for a further period of 3 years.

Members considered and approved the Conditions of Hire for the Town Hall.

Members considered the condition of the Council Chamber carpet and the two quotes received so far, from three requested. The preferred quote and carpet was from Company B for Highline 910. It was also agreed that the Chairman's room should be re-carpeted, as the carpet was also not in very good condition and it would be good to match both rooms.

RESOLVED that

- i. the Town Hall Update Report be noted;**
- ii. the wedding licence be renewed for a further period of 3 years from 9 June 2018 – 2021;**
- iii. the Conditions of Hire for the Town Hall be approved;**
- iv. it be recommended to Council to purchase a new Highline 910 carpet for the Council Chamber and Chairman's room from Company B, the funding to come from Town Hall Maintenance Earmarked Reserve.**

482. FELIXSTOWE WAR MEMORIAL UPDATE REPORT

Committee noted the report regarding the Felixstowe War Memorial. Further updates will be circulated once received from the War Memorial Trust.

It was RESOLVED that the Felixstowe War Memorial update report be noted.

483. CEMETERY UPDATE REPORT

Committee received the Cemetery update report, and noted the tools and equipment purchases which were to be made to improve work around the cemetery.

Members considered the report and options for the software package to assist Council in its administration of the cemetery. Members were keen to acquire the full package and in the process of inputting data, write to all grave owners of expired Rights of Burial to ensure up to date details are kept, and ensure that as many grave owners hold in date exclusive rights of burial. Members were very keen on having the option for Genealogy online as once fully input this would provide a very useful service to the community.

Members were pleased to note that a project to remove some overgrown conifers and tidy up the northern boundary of the Cemetery had been completed

and photographs of before and after were circulated. Members thanked the Cemetery Staff for their hard work and were pleased with the difference the work made.

Members noted that a new cemetery leaflet promoting the new Memorial Garden was soon to be printed and circulated. Members requested that at the budget setting Assets & Services Committee meeting in November, a breakdown be provided to inform members of how many grave memorials were purchased, how many leaves, granite plaques, rose bushes, and benches were purchased.

A Member requested an update on the condition of the Memorial Tree leaves as they felt that some had corroded.

RESOLVED that

- i. the Cemetery update report be noted;**
- ii. the purchase of tools within budget be noted;**
- iii. it be recommended to Council that the ClearSkies Option 2 be purchased from Cemetery Projects Earmarked Reserve at a cost of £6,100;**
- iv. an evaluation of the purchase of Memorials be brought to Committee in November; and,**
- v. an investigation to be made regarding the condition of the memorial tree leaves.**

484. ALLOTMENT UPDATE REPORT

Committee noted the Allotment Update Report.

It was RESOLVED that the Allotment update report be noted.

485. WALTON COMMUNITY HALL CONDITIONS OF HIRE

Members considered and approved the Conditions of Hire for Walton Community Hall.

It was RESOLVED that the Conditions of Hire for Walton Community Hall be approved

486. BROADWAY HOUSE UPDATE REPORT

Members considered the request by Felixstowe Old People's Welfare Association (FOPWA) for a replacement carpet. Members agreed that the Scala Heavy contract carpet samples were a suitable hard wearing replacement. Members agreed that as FOPWA are the main users of the hall that they should decide on the colour from the Scala sample book. Members felt that the Company B quote which was the cheaper of the two quotes should be employed to carry out the work.

The Deputy Town Clerk gave a verbal update on the automatic inner door. Two quotes had so far been received to replace the broken single swing operator on one side of the inner door. However, it was noted that the other side of the double door was manually operated and did not have any automation fitted. Members advised that, should it be deemed necessary for the purposes of accessibility, both sides of the doors should be automated. The Deputy Town Clerk agreed to obtain quotes for the automation of both sides and bring to Council under the recommendation for the funding to come from the Broadway House Earmarked Reserve.

The Deputy Town Clerk reported that the annual fire extinguisher check had now been carried out by the same company used at Council's other properties. The fire extinguishers at Broadway House had previously been hired at a higher annual cost. 4 x 6ltr Foam extinguishers, 4 x 2kg Co2 extinguishers and a fire blanket have been purchased which had necessitated an overspend on the Broadway House Repairs and Maintenance budget.

RESOLVED that

- i. it be recommended to Council to purchase a new Scala Heavy contract carpet for Broadway House and a matting carpet in the entrance hall from Company B, the funding to come from the Broadway House Earmarked Reserve, and FOPWA to decide on the design;**
- ii. it be recommended to Council to purchase double swing operators for both sides of the inner door, the funding to come from the Broadway House Earmarked Reserve; and,**
- iii. the overspend on the Broadway House Repairs and Maintenance due to the purchase of fire extinguishers be noted and approved.**

487. CLOSURE

The meeting was closed at 8.40pm. The next meeting was noted as being scheduled for Wednesday 4 April 2018 at 7.30pm.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 21 February 2018** at **9.15am**.

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

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

IN ATTENDANCE: 1 member of the public

489. PUBLIC QUESTION TIME

There were none.

490. APOLOGIES FOR ABSENCE

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

491. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
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 Members of Suffolk County Council)
Cllr S Bird Cllr Jan Garfield Cllr Jon Garfield Cllr G Newman Cllr D Savage Cllr A Smith Cllr S Wiles	494(c)	Local Non-Pecuniary (the applicant is a Member of Felixstowe Town Council)
Cllr D Savage	494(c)	Local Non-Pecuniary (as a family member is an employee of the business on the ground floor of the application site)
Cllr A Smith	494(j)	Local Non-Pecuniary (as Chairman of Landguard Partnership)
Cllr G Newman Cllr D Savage	494(j)	Local Non-Pecuniary (as representatives to the Landguard Partnership)

492. REQUEST FOR DISPENSATION

There were none.

493. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 7 February 2018 be signed by the Chairman as a true record.

494. PLANNING APPLICATIONS

a	DC/18/0491/OUT Outline proposals for one house on land fronting Queens Road. 53 Princes Road
Committee recommended APPROVAL	

b	DC/18/0583/FUL To demolish porch and erect extension for outer hall. 38 Gosford Way
Committee recommended APPROVAL	

c	DC/18/0497/FUL Change of use of first & second floors to 2 bedroom self-contained flat. Installation of external access staircase. 259 High Street, Walton
Committee recommended REFUSAL, due to the lack of allocated parking - the provision of which would appear feasible at this site.	

d	DC/18/0562/FUL Extension of balcony area to original size on first floor level. 25 Orwell Road
Committee recommended APPROVAL	

e	DC/18/0415/FUL Rear study extension – retrospective. 4 Hill House Cottages, Gulpher Road
Committee recommended APPROVAL	

f	DC/18/0496/PNH Erection of rear extension to enlarge kitchen/dining area and provide utility room and shower/toilet. 17 Wentworth Drive
Committee NOTED this application and had NO OBJECTIONS	

g	DC/18/0403/FUL Single storey side and rear extension (for disabled use). 76 Chelsworth Road
Committee recommended APPROVAL	

h	DC/18/0568/FUL Conversion of disused office & showrooms to maisonette. 26 Orwell Road
Committee recommended APPROVAL subject to the replacement windows being sympathetic to the building in the Conservation Area, to match the existing design and in consultation with the Conservation Officer.	

i	DC/18/0550/FUL Proposed single storey rear and front extension with internal alterations. 32 Maybush Lane
Committee recommended APPROVAL	

j	DC/18/0524/ADN To replace the existing way sign at the top of Viewpoint Road and replace with a larger monolith sign. The sign is to inform visitors of the organisations and facilities that can be found down Viewpoint Road. View Point Road
Committee expressed concerns regarding the size of the lettering on the sign being inappropriate for a traffic sign hence making it difficult for drivers to read. Committee therefore requested that further consideration be given and if possible the application deferred.	

495. 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.

496. CONSULTATION: NATURAL ENGLAND PROPOSAL TO EXTEND BOUNDARY OF THE SUFFOLK COAST & HEATHS AREA OF OUTSTANDING NATURAL BEAUTY

Committee considered the Natural England consultation on the proposal to extend the boundary of the Suffolk Coast & Heaths Area of Outstanding Natural Beauty

It was RESOLVED that, as the areas affected were outside the parish boundary, the proposals be noted with no further comment.

497. CORRESPONDENCE

There was no correspondence.

498. CLOSURE

The meeting was closed at 10.25am. The date of the next meeting was noted as being Wednesday 7 March 2018, 9.15am at Felixstowe Town Hall.

MINUTES of the CIVIC & COMMUNITY COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 21 February 2018 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 S Bloomfield Cllr K Williams
Cllr P Coleman

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)

IN ATTENDANCE: 1 Member of the public

499. PUBLIC QUESTIONS

There were none.

500. APOLOGIES FOR ABSENCE

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

501. DECLARATIONS OF INTEREST

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

502. REQUESTS FOR DISPENSATION

There were none.

503. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 13 December 2017 be signed as a true record.

504. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 9 February 2018.

It was RESOLVED that the Budget Report to 9 February 2018 be received and noted as presented, with no other action required at this time.

505. OCCASIONAL GRANTS POLICY

Committee considered the Occasional Grants Policy.

A short discussion was held as to whether the eligibility criteria should be revised to remove the condition that grant funding would not be provided for general on-costs such as staffing, utility bills etc. Members agreed that this should remain in at this time as the Council's Occasional Grants was not intended to underpin the general sustainability of local organisations.

RESOLVED that Occasional Grants Policy for 2018/19 be recommended to Council for adoption as presented with no changes.

506. PRESS & MEDIA POLICY

Council considered the Press & Media Policy.

RESOLVED that the Press & Media Policy for 2018/19 be recommended to Council for adoption as presented with no changes.

507. CCTV REPORT: Q3 2017/18

Committee noted the report on CCTV from Sgt Street and service maintenance report from STC Solutions for the period 1 September – 31 December 2017.

Members noted that the CCTV equipment was working well and a responsive service was being received from STC Solutions. Members discussed the potential need for more volunteers to monitor the system and it was agreed that volunteering opportunities could be promoted by the Town Council and Felixstowe Forward as and when Suffolk Constabulary request such support.

It was noted that from July 2018 Council would enter the final year of the current 3-year maintenance contract with STC. Members discussed the benefits of using the current provider and other possible avenues in relation to the monitoring and maintenance of the CCTV system. The Chairman and Cllr Gallant reported on a visit to Wherstead Park's 'Arc' facility to observe the surveillance process there. A basic estimation of the cost to transfer the monitoring of Felixstowe to the Arc was given as around £100k.

Though the CCTV system was not actively monitored at all times it records 24/7. It can be set to point in the direction of a particular area of concern (e.g. at ATMs if there is a spate of issues involving ATMs) or programmed to monitor different areas at different times of the day to. When volunteers are working, the cameras can zoom in and police resources can be called upon when necessary by radio.

The report from STC Solutions showed camera 15 being out of action twice and the Clerk agreed to find out which camera this was and whether there were any ongoing issues with this unit.

It was noted that the Chamber of Commerce had once been a financial supporter towards the CCTV system but no longer contributed. The Clerk agreed to make

enquiries with the Chamber as to whether they feel that there is any value in CCTV.

RESOLVED that the CCTV report be noted, and the Clerk investigates further details of camera 15.

508. CHRISTMAS ICE RINK

Members reviewed the recent ice rink event in the lead up to Christmas 2017. It was agreed that the timing had been much better this time around and coinciding with school holidays had resulted in a large increase in footfall. Committee was pleased to note the positive comments broadcast by BBC Radio Suffolk during their programme on site during the launch event. Entertainment provided by Fresh Gold Radio who attended on the Friday during the event had also been a very positive addition; creating a vibrant atmosphere and engaging with participants through the day. The Clerk reported that, although the catering concession brought a small income which offset some of the cost of the event, the caterers had indicated that the public attending were not spending much money on food and drink.

Members considered the dates for the Christmas Ice Rink and agreed that it should be provided for four days from Thursday 20th to Sunday 23rd December to again avoid the school term. The Clerk advised that a 25% deposit would need to be paid to the operator to secure the rink booking.

RESOLVED that the deposit payment of £1,512.50+VAT be approved and paid on the 1 April 2018 from the 2018/19 budget in order to confirm the provision of a synthetic ice rink at Great Eastern Square from Thursday 20th to Sunday 23rd December 2018; and, a report on further arrangements for the event to be brought to Committee in due course.

509. TWINNING REPORT

Members considered the report on twinning including a draft twinning policy. The policy suggested that the official civic delegation should consist of the Mayor of Felixstowe and Mayoress/Consort, the Deputy Mayor and Deputy Mayoress/Consort plus an officer of the Town Council (usually the Town Clerk, Deputy Town Clerk or Mayor's Secretary). Members agreed that other Officers of the Town Council should be able to substitute for one of the delegation if considered appropriate and at the Town Clerk's discretion.

Members agreed it was important to specify the number of delegates from Wesel for which costs are met by the Town Council, in the policy. Official gifts exchanged during visits should not exceed £50.

Having noted that Mrs Mary Cotterell was standing down as Secretary to the Felixstowe Wesel Association after 25 years, Members agreed that a small gift should be purchased for Mary as a token of appreciation from the Town Council, to a value of £25 from the Twinning budget.

Members noted that there were currently no civic visits being organised with Salzwedel and the Chairman gave some background on the reasons for this

relating to recent electoral challenges with the Salzwedel council and the town's financial situation. It was suggested that the Mayor send a letter in the meantime to maintain ongoing positive relationship with Salzwedel. Cllr S Wiles offered to translate the letter in to German.

Members discussed the range of benefits twinning gave the town and it was agreed that more could be done to promote and publicise twinning activities. Members noted how several local sports clubs and Level Two regularly go on exchange visits and members felt that not enough residents were aware of the benefits that twinning brings to the town.

It was RESOLVED that:

- i. The report on twinning be noted;**
- ii. The policy for twinning and civic visits be developed to include the amendments agreed in relation to officer attendance;**
- iii. a gift to be purchased for the Secretary of the Felixstowe Wesel Association, Mrs Mary Cotterell, on the occasion of her retirement to a value of £25 from the twinning budget;**
- iv. the Mayor be requested to write a letter to Salzwedel to maintain contact; and,**
- v. the benefit of town twinning be further promoted and in order to raise the profile of opportunities for exchanges between Felixstowe and Wesel.**

510. ANNUAL PHOTOGRAPHIC COMPETITION

Members considered the legacy of the Landguard Photo Competition and supported the principle of introducing a new competition which would be broadened out across Felixstowe now that the Landguard Partnership was no longer going to run the competition. Following discussion, Members were in agreement to launch the competition and ask the Felixstowe Photographic Society to judge the entries. However, Members decided that the Mayor should be able to decide whether they wished to use the winner for the Mayor's Christmas Card and this should not be assumed.

It was RESOLVED that:

- i. the Clerk works with Visit Felixstowe to agree the basis for an annual Felixstowe photographic competition; and,**
- ii. further details and recommendations should be brought to the next Civic & Community meeting.**

511. COUNCIL NEWSLETTER

Members considered the current bi-monthly newsletter provision which is distributed to all IP11 households in Felixstowe. Members agreed that a quarterly newsletter with a broader content and larger than two sides could be a great improvement to the current newsletter. A quarterly frequency would fit well with seasonal offers, and the larger newsletter would have more room to highlight community features.

It was reported that not all members living in Felixstowe received the Spotlight magazine and Council newsletter. The Clerk agreed to raise this with the supplier.

The Clerk provided two quotes for the forthcoming year to continue to provide the bi-monthly newsletter, with a view to Committee being able to consider longer-term improvements during 2018-19 and the potential of a new quarterly newsletter from April 2019.

It was RESOLVED that:

- i. the newsletter continues in its current form with the current supplier for the year 2018/19;**
- ii. the Clerk makes investigations to ensure that the newsletter is being received by all households in Felixstowe; and,**
- iii. the Clerk to report back to Committee on the viability and cost of producing a more comprehensive, quarterly publication from April 2019.**

512. TREE FOR THE QUEEN

Members noted the report on the Tree for the Queen.

RESOLVED that the planting of a Whitebeam Sorbus in Allenby Park to commemorate the Queen's Sapphire Jubilee at 12 noon on 27 February 2018 be noted and that all Members were invited.

513. PSPO WORKING GROUP UPDATE

Committee received a verbal update from the PSPO Working Group Members following a meeting held earlier that evening.

The Clerk reported that there were currently three PSPOs now applicable to the town, each of which related to the control of dogs: Children's Play Areas, Dog Fouling and Landguard Point Nature Reserve.

Council's request that SCDC consider options for the PSPO relating to Dogs on Felixstowe Beach was due to be put out for public consultation before a final decision would be made.

Following the Town Council's request that SCDC's district-wide 'Dogs on Leads (General)' PSPO be withdrawn in lieu of more localised arrangements being considered, SCDC had agreed and are seeking input from FTC as to how this might look in Felixstowe.

The Working Group considered a number of locations but agreed that the localised 'Dogs on Leads (Felixstowe)' PSPO should only require dogs to be kept on leads at Martello Park, in Sea Front Gardens (including the Town Hall gardens) and Langer Park play area.

The Group's general approach had been to not seek a PSPO unless there was already evidence of an ongoing nuisance to which a PSPO was likely to offer a viable deterrent. It was noted that PSPOs could be introduced in a relatively responsive way if new issues were to arise in the future.

Of the former 13 areas of the town where there had been DPPOs (Designated Public Place Orders) controlling the drinking of alcohol, the Group had given consideration to the introduction of a PSPO prohibiting the drinking of alcohol on Hamilton Road. However, as there was no current evidence to suggest this was an issue that required action, it was agreed that this should not be requested at this time but perhaps reconsidered if drinking on the streets became a problem. One factor in the Group's thinking was the need for clear signage outlining the PSPO rules in each area to which it applied and the Group did not think this would give a positive impression of the town centre.

Consideration was also given to a PSPO relating to the use of jetskis, however, the Group recommended that a more positive way be found to promote the safe enjoyment of watersports activities in Felixstowe, rather than via enforcement tools and prohibition as a preferable approach.

RESOLVED that the update report on PSPO Working Group be noted and it be recommended to Council that SCDC be requested to introduce a Dogs on Leads (Felixstowe) PSPO to require that dogs be kept on leads at Martello Park, within the Seafront Gardens and in Langer Park play area.

514. REMEMBRANCE 2018

The Clerk gave a verbal report on plans for the Centenary Remembrance 2018. Members agreed that a 'project board' should be set up to oversee and support Remembrance events and to ensure that Council was aware of what was being planned to mark the Centenary. The project board would consist of representatives from St. John's Church, the Royal British Legion and Council officers, with opportunities for Council Member involvement as the plans progressed. It was noted that a member of the public had already volunteered to assist with a reflective tribute on the occasion and that plans would involve the Felixstowe Museum, Felixstowe Society and Landguard Fort.

Members requested that Remembrance 2018 becomes a rolling agenda item.

It was noted that to date no applications had been received for the Armed Forces Weekend Legacy Grant fund. Members were asked to continue to promote the availability of the grant fund.

Subsequent to a Member's query as to the length of time wreaths should remain at the War Memorial after Remembrance, guidance from the RBL confirmed that there was no formal limit.

It was RESOLVED that:

- i. the Remembrance 2018 update report be noted;**
- ii. Remembrance 2018 becomes a rolling Agenda item; and,**
- iii. Members continue to promote the Armed Forces Weekend Legacy Grant Fund.**

515. CLOSURE

The meeting was closed at 9.28pm. The next meeting was noted as being scheduled for Wednesday 18 April at 7.30pm.

**MINUTES of the HIGHWAYS ADVISORY COMMITTEE meeting held at Felixstowe
Town Hall on Tuesday 6 March 2018 at 2pm**

PRESENT: Suffolk County Council: Cllr G Newman (Chairman)
Cllr S Bird
Cllr S Wiles

Felixstowe Town Council: Cllr S Gallant
Cllr A Smith
Cllr Jon Garfield

OFFICERS: Mr A Tadjrishi (Town Clerk, Felixstowe Town Council)
Mrs D Frost (Deputy Town Clerk, Felixstowe Town Council)
Mr P Gant (Community Engineer, Suffolk County Council)

IN ATTENDANCE: Cllr D Savage

516. APOLOGIES FOR ABSENCE

None

517. DECLARATIONS OF COUNCILLORS' INTERESTS

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

518. REQUESTS FOR DISPENSATIONS

There were none.

519. MINUTES OF THE PREVIOUS MEETING

It was RESOLVED that the Minutes of the Highways Advisory Committee Meeting held on 19 September 2017 be signed by the Chairman as a true record.

520. HIGHWAYS REPORT

Committee reviewed the Highways Report detailing the matters for consideration.

It was RESOLVED that:

i. agreed actions for the following matters be noted and updated on the Highways Report:

TRO's

Reference	Location
080316/12	Penfold Road – Waiting restrictions
080316/13	St George's Rd and Academy entrance Junction Protection
200916/10	New car park on Orford Road
190917/17	Maybush Lane

HGVs

200916/14	HGV Movements on Langer Road
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Surface Dressing

080915/21	Surface Dressing
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Carriageway Resurfacing

080915/22	Carriageway resurfacing - general
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Pavements – Footway resurfacing

080915/23	York Road, Colneis Road, and the Promenade
080316/07	Taunton Road footpath
200916/11	Goyfield Avenue

Cycle Paths / Cycling on the Prom

120911/01	Footpath 34 Cycle Track
160914/10	Blofield Track

Hamilton Road/Shared Space Scheme

030907/03	'A' Boards in Hamilton Road
200916/06	Hamilton Road Slabs
190917/18	Traffic signals at Hamilton Rd/Cobbold Rd
190917/11	Re-painting of bollards on Hamilton Road and two benches outside the old Post Office

Bus Stops

200916/09	Bus Stop clearway on Leopold Road
190917/02	Bus Stops – Grange Road and Mill Lane (Wadgate Rd stop)
190917/03	Leisure Centre bus stop
190917/05	Route of 77 bus

Weeds

190917/06	Footpath 8 (Elmcroft Land to Westmorland Rd) and Footpath 32
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	(Rendlesham Rd), Poff Road/A14 overbridge, Clickett Hill
190917/14	Weeds on Roads, kerbsides and pavements

Misc

030907/05	20mph Wadgate Road area
190917/08	Bent Hill
190917/09	Pier – Deliveries on the Prom
190917/13	Lighting on Footpath Walton High Street and St Mary's Close

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

Reference	Location
060318/01	Shared space review Hamilton Road in Case Study 9 on p126
060318/05	Back Lane, Walton
060318/06	Trimleys
060318/08	Orwell Road
060318/11	Ferry Road development
200916/07	Manor Terrace Parking
190917/01	Candlet Road Laybys
190917/04	Parking near Felixstowe & Walton United FC
080915/20	Drainage Work– Langer Road
190917/07	Elmcroft Lane
100915/28	Cycling on the Promenade
070317/01	Cycle racks on the Prom
070317/02	Speed awareness on High Road East
190917/10	The future management of off street car parks and on street parking restrictions
190917/12	Road markings outside of churches
190917/16	Gulpher Road

521. NEW HIGHWAYS MATTERS

It was RESOLVED that:

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

Reference	Location
060318/02	Re-routed lorries due to A14 works
060318/03	Traffic Lights at Garrison Lane
060318/04	Mill Lane Railway Bridge
060318/07	Streetlights in Hamilton Road
060318/09	Severe puddling on Walton Avenue
060318/10	Footway at 48 Beach Station Road

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

Reference	Location
060318/01	Shared space review Hamilton Road in Case Study 9 on p126
060318/05	Back Lane, Walton
060318/06	Trimleys
060318/08	Orwell Road
060318/11	Ferry Road development

522. COMMUNICATIONS

Members discussed communications, and it was agreed that the Town Council would assist in promoting the variety of way in which the public can report highways issues and stay up to date with news and information on latest works.

523. CLOSURE

The meeting was closed at 4.50 pm. The next meeting was noted as being scheduled for Tuesday 18 September 2018 at 2.00pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 7 March 2018 at 9.15am.

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

OFFICERS: Mr A Tadjrishi (Town Clerk)

524. PUBLIC QUESTION TIME

There were none.

525. APOLOGIES FOR ABSENCE

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

526. DECLARATIONS OF INTEREST

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

527. REQUEST FOR DISPENSATION

There were none.

528. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 21 February 2018 be signed by the Chairman as a true record.

529. PLANNING APPLICATIONS

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

a	DC/18/0569/ARM Approval of Reserved Matters of DC/14/4152/OUT - Erection of two single-storey dwellings and garages. Land To Rear Of 49-53 High Road East
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Committee recommended APPROVAL.

b **DC/18/0746/FUL** | Proposed Second storey side extension with single storey rear extension and replacement pitched roof to garage.
29 Westmorland Road

Committee recommended APPROVAL.

c **DC/18/0582/FUL** | Proposed first floor extensions and internal alterations.
26 Foxgrove Lane

Committee recommended APPROVAL.

d **DC/18/0674/FUL** | Construction of a single storey rear extension.
18 Chelsworth Road

Committee recommended APPROVAL.

e **DC/18/0639/FUL** | Full Planning - Shop front refurbishment including new ATM position with red (RAL 3020) vinyl around it. New 10.8mm shop front glazing panels and 11.5mm around ATM. New stainless letter plate. 3no single glazing windows at FF level to be replaced by double glazing. HVAC: Replacing current VRV unit at the rear of the branch by new with a galvanized cage around it to avoid vandalizing. 3no louvres at FF level and 2no at GF at the rear yard.
61 Hamilton Road

Committee recommended APPROVAL.

f **DC/18/0638/ADI** | Illuminated Advertisement Consent - Installation of a 46" TV within a metal shroud at the front elevation showing static Santander marketing campaigns. Like for like fascia panel due to deterioration. Like for like New hanging sign panel in red aluminium with white vinyl logo. Front elevation: 1x new 46" TV fixed to a metal house - depicting various Santander static advertisements. Front elevation: New projecting/hanging sign and new fascia panel
61 Hamilton Road

Committee recommended APPROVAL.

g	DC/18/0776/ADI Illuminated Advertisement Consent - 2x stacked fascia. 1x fascia above site entrance. 1x fascia on back of building Orwell House, Unit 23, Ferry Lane
Committee recommended APPROVAL.	

h	DC/18/0685/FUL 3 Replacement windows and 1 door. Flat 1, Wellington Court, 5 Hamilton Gardens
Committee recommended APPROVAL.	

i	DC/18/0600/AME Non Material Amendment of DC/17/4811/FUL - Erection of single storey side extension to form ancillary annex accommodation. - Alterations to internal layout and alterations to window and door position. Removal of sheltered porch. 1 Wrens Park
Committee recommended APPROVAL.	

530. 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.

531. CORRESPONDENCE

There was no correspondence.

532. CLOSURE

The meeting was closed at 9.47am. The date of the next meeting was noted as being Wednesday 21 March 2018, 9.15am at Felixstowe Town Hall.

AGENDA ITEM 9: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the following report from Cllr Tracey Green on Felixstowe Library, as the Town Council's representative to the Suffolk Libraries IPS:

County Update

All 44 Suffolk Libraries have remained open and have maintained and built on a successful model for a modern library service at a time when many other counties are struggling.

Alison Wheeler, Chief Executive Suffolk Libraries retired in February 2018 and was awarded an MBE in the New Year's Honours List 2018.

This is in recognition of her significant contribution to Suffolk's library service.

The organisation's new chief executive is Bruce Leeke. He has been regional director for St John Ambulance for the past five years, with responsibility for the charity's activities in East Anglia. At St John Ambulance his remit covered the work of 7,000 volunteers and first aid cover at 6,500 events a year.

Suffolk Libraries have developed a comprehensive strategy and business plan. The document entitled 2020 Strategy - Our Vision for our future.

Felixstowe Library

Steph Merrett is the Felixstowe Library Manager and leads the team of staff. Currently 8 volunteers are available on a weekly basis.

10 Home Library Service volunteers (throughout Suffolk over 1,100 people receive the home library service).

The Summer Reading Challenge

In 2017 - 331 (2015 – 216) children completed the Summer Reading Challenge. During this period the number of volunteers increased significantly to over 23.

6 young volunteers gave 44 hours of their time.

This county wide scheme is very successful and is an annual part of Suffolk Libraries programme.

Not just books!

A snap shot of activity groups meeting at the library:

Children's events

Baby Bounce and Tot Rock

Songs and rhymes for babies and toddlers

Stories in the Middle: stories and activities for young children

Lego Club

Older people's events
Top Time: events and activities for older people
Reading groups
Words book group

Health & wellbeing events
Sharing Stories drop-in: for adults with learning disabilities

Councillor surgeries & professional advice
NatWest information drop-in
A community assistance opportunity to support existing NatWest customers with their banking needs.

Fundraising, stalls & book sales
Country market: home grown crafted and made produce

Harry Potter night
In partnership with The Felixstowe Book Festival – huge success with over 60 children on the night, local actors dressed up as characters from the book.

Facts and figures for Felixstowe Library in 2017

- 163,925 visits to the library in 2017
- Averaged 10,428 issues (books, dvds cds) a month in 2017
- 28119 - Number of items (books, dvds, audio cds) altogether
- Average 386 attendees per month at different events
- Your library card is valid to use in all 44 Suffolk Libraries
- Open 7 days a week

The Friends of Felixstowe Library

This is a new community group set up for the library. Most of the other Suffolk libraries already have one in place. The aim is to help raise funds for future developments, equipment, support services and activities on offer to the library customer.

This is a small registered charity and as such is officially regulated with Chair, minutes, treasurer.

For Felixstowe Town Council this means that they will relinquish membership of Suffolk Libraries, and hand over to the newly formed Friends of Felixstowe Library, with effect from 7 April 2018.

The main aims are as follows

- To maintain the pre-established Suffolk library known as Felixstowe Library (the “Library”) for the benefit of the public;
- To promote the Library for the benefit of the public by the maintenance of the Library;
- To advance education by the maintenance of the Library;
- To support library staff in Suffolk including at the Library;
- To promote the use of libraries in general for the benefit of the public by:
 - developing co-operation between libraries and their communities;

- facilitating communication between local people and their local library;
- encouraging the use of the libraries by underrepresented groups;
- helping to recruit and organise volunteers for specific purposes to support the Library;
- fundraising, obtaining sponsorship and donations;
- helping to safeguard the future of libraries and develop innovations in service delivery.

Launch

It will be launched on Saturday 7th April 2018.

The Friends of Felixstowe Library will support our library, help to raise funds to provide improvements to library facilities, hold a range of events for members, and promote the wide range of services which our library offers to our community.

Membership will cost only £1 a year, and is open to all Suffolk library card holders, and other interested organisations. We hope that as many library users as possible will show their support by joining the Friends of Felixstowe Library.

We extend a warm welcome to everyone to come to a coffee morning at Felixstowe Library on Saturday 7th April, from 10.30-Midday, when the new Friends group will be launched. You will be able to meet the new committee and discuss ideas for fundraising and potential improvements to the library which they might fund.

www.suffolklibraries.co.uk

<https://www.facebook.com/FelixstoweLibrary>

<http://www.carnegieuktrust.org.uk/publications/2014/speaking-volumes>

Felixstowe Library, Crescent Road, IP11 7BY
01394 694880

Cllr Tracey Green
9th March 2018

Council is requested to receive the above report and any other update from Cllr Tracey Green.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

Council is requested to receive the March 2018 Felixstowe Forward progress report **(Appendix A)**

Council is requested to also note this year's Felixstowe Forward Engagement Event will be held on 6 July at The Orwell Hotel. The theme this year will be around consultation to include – Felixstowe Leisure Vision, other major developments in Felixstowe (North Felixstowe), and the feasibility of a Business Improvement District.

Council is requested to note the report of the Felixstowe Forward and progress report at Appendix B alongside any other update from the Change Director and make any recommendations it considers necessary.

AGENDA ITEM 11: SCDC/FTC WORKING GROUP

Council is requested to receive the notes of the meeting of the SCDC/FTC Joint Working Group held on Monday 5th February 2018 (**Appendix B**).

At the meeting the potential for creating a joint vision and agreeing strategic priorities was discussed. This would include key milestones for strategic/larger scale projects and developments and could be useful as future governance arrangements were being explored. The 2018 Felixstowe Forward annual engagement event will facilitate consultation on the joint vision.

Members were also shown an early draft map of the South Seafront area which illustrated a number of capital project works that SCDC was seeking to deliver as well as other aspirations outside of direct Council control.

The next SCDC/FTC Joint Working Group meeting is scheduled for Monday 26th March 2018 and it to focus on opportunities for the public to be consulted on a number of projects at the Felixstowe Forward Annual Engagement Event.

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 5 February 2018 and consider matters therein.

AGENDA ITEM 12: INVESTMENT POLICY & STRATEGY 2018/19

At its meeting of 24 January 2018 the Finance & General Purposes Committee considered the Annual Investment Policy & Strategy for Council for the financial year 2018/19.

The policy, presented at **Appendix C**, was updated to reflect current investments and is being recommended to Council for adoption (*Minute #460 of 2017/18 refers*).

Council is requested to approve the Investment Policy & Strategy for 2018/19 as recommended by the Finance & General Purposes Committee and presented at Appendix C.

AGENDA ITEM 13: INSURANCE ARRANGEMENTS

Council's insurance is arranged through its broker, WPS, and provided by Aviva.

In April 2016 a new three year LTA was agreed which included a 5% discount. The cost of the insurance for the year 2017/18 was £7,491.30. In addition to this premium we received a refund of £176.46 which reflects the Low Claims Rebate for the period 1 April 2016 to 31 March 2017.

Insurance cover is provided, in accordance with Council's Risk Management Policy, to the following levels:

- (a) **Protection of physical assets:** All physical assets are insured.
- (b) **Public Liability:** The Council has a Public Liability Insurance of £10,000,000. It has also personal accident liability cover for employees, members and volunteers under the above policy.
- (c) **Employers Liability:** The Council has an Employers Liability Insurance of £10,000,000
- (d) **Loss of cash:** Insured to the sum of £2,000
- (e) **Fidelity guarantee:** Insured to the sum of £1,500,000
- (f) **Libel and Slander:** Insured to the sum of £250,000
- (h) **Office equipment:** Insured to the value of £60,076
- (i) **Personal accident:** Insured to standard contingencies

Insured risks may be amended at any time during the three-year LTA with WPS. There is no charge to change the risks but the insurance premium may change accordingly.

This year, WPS have carried out an extensive review and after consulting with over 15 alternative insurers WPS have decided to use Royal & Sun Alliance as their new "Council Guard" Insurance Scheme providers. This means that, although at this point in the previous 3 year LTA we were offered an option to move to a new LTA at a discounted rate with Norwich Union, because of this transfer cover will have to continue for the final year with Norwich Union until the expiry of the LTA and then cover will be considered with RSA via WPS this time next year.

An insurance review meeting has been arranged for the morning of 24 January with the broker where cover for the year 2018/19 will be reassessed and the Deputy Town Clerk will provide a verbal update at the meeting. The insurers automatically apply index linking to the building and content values, but will only be able to calculate the premium for 2018/19 once this review has been carried out. Insurance premium tax has increased from 10% to 12%.

Additional insurance provision is acquired to cover the hired-in plant equipment at a cost of £713.50 (inc. 10% insurance premium tax) for 2017/18. Furthermore, an endorsement is included on the Council's Motor insurance policy for the use of any hire-in plant vehicle at a cost of £565 for 2017/18.

Council has budgeted £9,450 for insurance costs for 2018/19. Figures have now been received for the year 2018/19 with the truck insurance figure to follow. Commercial Combined Insurance element is £ 7,810.08; Hired in Plant Insurance element is

£560.00. The budget should be sufficient for all of the above insurance costs including the truck insurance.

In addition to the above, a further report will be brought to F&GP committee in due course in relation to possible insurance implications associated with GDPR (which comes into force on 25 May 2018). There are two types of policy available:

Cyber Risk Liability – This would provide Council with protection in the event of “data loss” related claims. Being a liability policy the core cover is designed to provide protection against Third Party claims following the loss of non-public data, breach of privacy legislation, negligent/inadvertent transmission of malware etc. Cover then further extends to provide “First Party Cover” (i.e. for Council) for remediation costs following one of the aforementioned events and business interruption. The policy would also cover Civil Fines and Penalties that are insurable in law.

Crime Insurance – covers the loss of money and property arising from theft by employees and third parties. It also includes public utilities and telecommunications fraud. Under our policy we are currently insured for Employee Dishonesty (Fidelity Guarantee) and loss of money, although it does exclude acts of dishonesty unless discovered within 7 days.

The Finance & General Purposes Committee considered the two types of policy available which would provide cover for the forthcoming introduction of GDPR. Quotes have been requested for both Cyber Liability Insurance and Crime Insurance and further advice will be sought. As Council is already covered for several items which overlap with the Crime Insurance policy, this element may not be considered necessary. Any additional cost for Cyber/Crime insurance cover in 2018/19 has not currently been budgeted for and would require Council approval.

The Finance & General Purposes Committee considered the arrangements and has recommended to Council that, on the basis outlined above, the adequacy of arrangements for insurance cover in respect of all insured risks should be confirmed for 2018-19 (*Minute #461 of 2017/18 refers*).

Council is requested to confirm the adequacy of Council’s insurance and to approve the arrangements as recommended by the Finance & General Purposes Committee.

AGENDA ITEM 14: OCCASIONAL GRANTS POLICY

Council's Civic & Community Committee is responsible for considering and awarding small grants to eligible organisations in accordance with the approved Occasional Grants Policy.

The Committee reviewed the policy at its meeting of 21 February 2018, which is presented for adoption with no changes for 2018/19 at **Appendix D**. Minute #505 of 2017/18 refers.

The policy is intended to provide clear and comprehensive guidance to anyone who may be interested in applying for grants from the Town Council; as well as a framework for Members when considering applications.

The policy will be widely promoted to raise the profile of the availability and provision of grants from the Town Council.

Council recently approved a provision of £25,000 for the second year running for the funding of Occasional Grants in 2018/19. Applications will be considered by Committee at two stages in the year and at the first round Committee is expected to ordinarily limit the total awarded to £12,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. The overall total awarded in the full year 2018/19 cannot exceed £25,000 without specific approval from Council.

Council is requested to approve the Occasional Grants Policy for 2018/19 as recommended by the Civic & Community Committee and presented at Appendix D.

AGENDA ITEM 15: PRESS & MEDIA POLICY

Council's Press & Media Policy was reviewed by the Civic & Community Committee at its meeting of 21 February 2018, with no changes made. Minute #506 of 2017/18 refers.

Council is requested to approve the Press & Media Policy for 2018/19 as recommended by the Civic & Community Committee and presented at Appendix E.

AGENDA ITEM 16: CEMETERY ADMINISTRATION SOFTWARE

Members of the Assets and Services Committee considered a number of software solutions to assist with the administrative management of Felixstowe Cemetery. ClearSkies 'Bacas' software is preferred package and is used by a number of councils; as well as SC Norse as part of their management of 16 cemeteries owned by Suffolk Coastal and Waveney District Councils. Clearskies offer three packages, the cost and specifications of these are provided at **Appendix F**.

The first option allows the recording of information on the deceased as stated in law and additional information that may be used to identify individuals and assist in the management of the cemetery. The software will produce documents such as burial interment forms, requests for grave digging, invoices, the deed of grant, transfer of rights documents and the generation of burial and grave registers. The software will allow recording of information on the graves such as people buried, cremated remains buried, depths, memorials sited and owners. It also has the ability to record and manage risk assessment information. The system has the ability to link scanned documents to graves, burials or memorials.

Option 2 provides all of the above but also includes 'Genealogy online' which enables public search of burial information. As an example, please see Barry Town Council: <http://btc.clearskiessoftware.co.uk/Genealogyweb/GenSearch.aspx>

As this is a premium option it may be preferable to consider this as an add-on item in the future, once the current paper-based records have been transferred on to a digital system. It is envisaged that data will be input on all future changes to graves and newly purchased or interred graves, and back data will be input on an as and when possible basis. Currently, Felixstowe Town Council keeps Cemetery records for 8,768 burials in 5,148 graves. To input this data, at an average time of 5 minutes per record, would take an estimated 730 hours (20 full time weeks or 40 part time weeks). There are options to type the data onto a spreadsheet and upload at an extra cost of £500 but it may be more productive to put past records on, on an as and when basis. One of the benefits to the software is the facility to send out renewal letters to ensure that owners of expiring Exclusive Rights of Burial (EROB) can be contacted for renewal. This will not only ensure that owner names and addresses are up to date, ready to put onto the new system, but will give reassurance to plot owners by that the EROB has been extended. Income received from the renewal of EROB will help to offset the cost of computerising cemetery records, although it can be difficult to contact owners if they have not been in contact with us for 25+ years. In this case a notice is placed on the grave for a period of one year in attempt to contact the owner.

Option 3 includes a risk management system which allows software to be downloaded onto android mobile phones so that the annual memorial safety checks can be transferred from the phone to the system without the need for completing paperwork.

If the software purchase is agreed, the initial outlay will come from the Cemetery Project Earmarked Reserve 9040/900.

Existing records

Advice has been sought from The Institute of Cemetery & Crematorium Management (ICCM) regarding what paperwork to keep and their response was:

The Local Authorities Cemeteries Order 1977 (LACO) specifies that all burial registers, and registers of exclusive rights of burials, together with cemetery plans must be kept. Once records are on the computer paper registers no longer need to be completed, but you cannot destroy existing registers – consideration can be made into archiving them off site where they can be properly protected, as long as the information in them is available on the computer system.

LACO does not, however, state any time limit on how long interment forms etc. need to be kept. Some authorities keep such documents in line with that required for cremation paperwork, i.e. 15 years (although the paper copies can be destroyed if electronic copies have been kept). Some, however, keep them longer, and some for fewer years. It comes down to space, and how often you may need to refer to the original documents. If you find you need to refer to the original documents a lot, you may wish to keep them as long as space permits. These types of documents can be scanned before destroying them – that would free up physical space.

Summary

Members of the Assets & Services Committee were keen to acquire the full package and in the process of inputting data, write to all grave owners of expired Rights of Burial to ensure up to date details are kept, and ensure that as many grave owners hold in date exclusive rights of burial. Members also liked the option for Genealogy online as a useful service to the community.

It should be noted, however, that it will take some time to input all the historical detail on the system which would enable members of the public to do a complete genealogy search of the Cemetery. Although the full package could be purchased, Members could consider adding the Genealogy at a later date once there is sufficient data on the system.

Council is requested to consider the recommendation of the Assets & Services Committee to purchase the Cemetery software and authorise the funding of the initial purchase costs from the Cemetery Project Earmarked Reserve.

AGENDA ITEM 17:TOWN HALL & BROADWAY HOUSE: CARPETS & AUTOMATIC DOOR

Town Hall Chamber Carpet

The carpet in the Council Chamber is becoming worn and has a large stain on it, three quotes were sought to replace. Enquiries have been made and to the best of our knowledge the existing carpet design has been discontinued. Scala or Highline 910 has been identified as near equivalents.

Quoted prices include the uplift and disposal of the existing carpet, adhesive and fitting. The existing nosing around the raised platform area will be reused. The samples and quotes were considered at Assets & Services Committee (*Min #482 of 2017/18 refers*) and it is recommended that Council purchases Highline 910 carpet for the Council Chamber and Chairman's room at a total cost of £2,799; the funding of which to come from the Town Hall Maintenance Earmarked Reserve.

Broadway House Carpet

Felixstowe Old People's Welfare Association (FOPWA) has asked that the main hall carpet at Broadway House be considered for replacement. The flooring has been in place for over 10 years and is now rather worn. At the same time as getting a quote for the Council Chamber at the Town Hall, contractors were asked to provide a quote to supply and fit Scala Heavy contract carpet to the main room, and matting to the entrance area for wiping feet. Prices include the uplift and disposal of the existing carpet, adhesive and fitting. The samples and quotes were considered at Assets & Services Committee (*Min #487 of 2017/18 refers*) and it is recommended to Council to purchase a new Scala Heavy contract carpet for Broadway House and a matting carpet in the entrance hall at a total cost of £2,715+VAT; the funding to come from the Broadway House Earmarked Reserve; and FOPWA be invited to choose on the design from a range of samples.

The Clerk has shown FOPWA the samples and they have requested whether a heavier pile weight was available. This has been investigated and a heavier rated contract carpet called Hospi-Super is available and has been quoted by Committee's preferred supplier on the same basis as above at £3,139.00 + VAT.

Broadway House Automatic Doors

It has come to our attention that one side of the automatic inner doors is not working. Three quotes to repair were sought for this work. Currently the door has only one automatic door swing operator.

Two quotes were considered at Assets & Services Committee (*Min #487 of 2017/18 refers*) and it was recommended that Council to purchase double swing operators for both sides of the inner door, the funding to come from the Broadway House Earmarked Reserve. The Clerk has now discussed this issue with FOPWA after some concerns over the automatic sensors, and FOPWA have requested that only one door as before has the automatic sensor. The reason being that a single door has proven sufficiently wide to permit access for all types of wheelchair and to have both doors

opening and closing together would be unnecessarily intrusive, cause additional draughts and permanently reduce the internal seating capacity of the hall.

Of the two quotes to repair that have been received so far; one has quoted a total of £1,699 +VAT to replace a single swing operator, and the other a total of £1,961.25 +VAT. Both specifications are identical. A third company has been invited to quote and have been chased and a fourth would make a call out charge to quote.

It is recommended that Council approves the repair of the inner automatic door at Broadway House at a cost of £1,699+VAT, with the necessary funding to be approved from the Broadway House Earmarked Reserve.

Council is requested to consider the recommendations of the Assets & Services Committee to:

- i. replace the carpet in the Council Chamber and Chairman's room at the Town Hall, with the cost of £2,799+VAT to be taken from the Town Hall Maintenance Earmarked Reserve 9065/900;**
- ii. replace the carpet at Broadway House, with the cost of either £2,715+VAT (for Scala Heavy contract) or £3,139.00+VAT (for Hospi-Super) to be taken from the Broadway House Earmarked Reserve 9050/900; and,**
- iii. instruct the replacement of the single swing operator in order to repair the internal door at Broadway House, with the cost of £1,699+VAT both to be taken from the Broadway House Earmarked Reserve 9050/900**

AGENDA ITEM 18: CONSULTATION: LEISURE IN FELIXSTOWE

Following the Felixstowe Leisure briefing given to Members by Tim Snook , SCDC Commercial Contracts Manager – Leisure, the public consultation was launched on Monday, 19 February 2018, and will run until the end of April 2018.

The survey is available at: <https://www.surveymonkey.co.uk/r/felixstoweleisurecentre>

The consultation background document is presented at **Appendix G** and Council is requested to consider any response it wishes to make.

Council is requested to consider the SCDC Leisure in Felixstowe consultation and any response it wishes to make by the end of April 2018.

AGENDA ITEM 19: PUBLIC SPACE PROTECTION ORDERS (PSPOS)

Council's Civic & Community Committee was tasked with considering any recommendations as to the possible wider application of Public Space Protection Orders (PSPOs) for Felixstowe (*Minute #502 of 2016/17 refers*).

The Civic & Community Committee set up a small Working Group, comprising Cllrs P Coleman, S Gallant, T Green and D Savage, to consider the various opportunities and potential issues around PSPOs (*Minute #577 of 2016/17 refers*).

A meeting of the PSPO Working Group was held on 21st February to discuss any final recommendations with regards to the making of any new or additional PSPOs that may be considered of benefit to Felixstowe.

The recommendations of the Working Group were reported to the Civic & Community Committee meeting on 21st February for further consideration.

The Working Group considered a number of locations applicable for a localised 'Dogs on Leads (Felixstowe)' PSPO and agreed that this should only require dogs to be kept on leads at Martello Park, in Sea Front Gardens (including the Town Hall gardens) and Langer Park play area.

The Group's general approach had been to not seek a PSPO unless there was already evidence of an ongoing nuisance to which a PSPO was likely to offer a viable deterrent. It was noted that PSPOs could be introduced in a relatively responsive way if new issues were to arise in the future.

Of the former 13 areas of the town where there had been DPPOs (Designated Public Place Orders) controlling the drinking of alcohol, the Group had given consideration to the introduction of a PSPO prohibiting the drinking of alcohol on Hamilton Road. However, as there was no current evidence to suggest this was an issue that required action, it was agreed that this should not be requested at this time but perhaps reconsidered if drinking on the streets became a problem. One factor in the Group's thinking was the need for clear signage outlining the PSPO rules in each area to which it applied and the Group did not think this would give a positive impression of the town centre.

Consideration was also given to a PSPO relating to the use of jetskis, however, the Group recommended that a more positive way be found to promote the safe enjoyment of watersports activities in Felixstowe, rather than via enforcement tools and prohibition as a preferable approach.

Accordingly the Civic & Community Committee has recommended to Council that SCDC should be requested to introduce a Dogs on Leads (Felixstowe) PSPO to require that dogs be kept on leads at Martello Park, within the Seafront Gardens and in Langer Park play area, with no other PSPOs to be introduced at this time. *Minute #513 of 2017/18 refers*.

Council is requested to consider the recommendation of the Civic & Community Committee in relation to Public Space Protection Orders (PSPOs) and decide on any action it deems necessary.

AGENDA ITEM 20: SINGLE-USE PLASTICS

At a recent meeting of the Council's Youth Forum, pupils from local schools expressed an aspiration for Felixstowe to become a single-use plastic free town.

Each year 400 million tonnes of plastic is produced and 40% of it is single-use, meaning it is only used once before being thrown away. The recent BBC documentary, Blue Planet II, illustrated the effect of more than eight million tonnes of plastic entering the world's seas each year, with most of that coming from land.

The majority of man-made plastics are not bio-degradable, meaning they will not rot and not all plastic can be recycled.

The current dependency on single-use plastic means its usage is unlikely to be eradicated straightaway. However, the Town Council could help lead the change by making some straightforward steps towards becoming a single-use plastic free organisation.

Council may wish to consider delegating authority to the Finance & General Purposes Committee to develop a policy for limiting the use of single-use plastics wherever it is practical to do, on the following basis:

- Phase out, wherever practically possible, single-use plastic across Council's activities.
- Immediately resolve to no longer use single-use plastic catering equipment such as plastic containers, cups, cutlery, drinks bottles, straws or plastic promotional items (e.g. flags etc.)
- Work with local businesses and the media to promoting the phasing out of single-use plastic and encourage others in the town to move towards biodegradable, paper and other alternatives.
- Requesting suppliers and service providers contracted by the Council to cut single-use plastic.

Council is requested to consider delegating authority to the Finance & General Purposes Committee to develop a policy phasing out the use of single-use plastic products.
