



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 12 September 2018** at **7.30pm** for the transaction of the following business preceded by:

Moment of Reflection: Wendy Smith, representative of The Laydens Community Café, Felixstowe

A G E N D A

1. Public Question Time

Up to 15 minutes set aside to enable members of the public to make representation 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 25 July 2018 as a true record. **(Pages 4-9)**

7. Mayor's Announcements

To receive such communications as the Mayor may wish to lay before Council. **(Page 10)**

8. Minutes of Committee Meetings

To receive and adopt the minutes of the following meetings:

- a) Planning & Environment Committee 18 July 2018 **(Pages 11-13)**
- b) Finance & General Purposes Committee 25 July 2018 **(Pages 14-16)**
- c) Planning & Environment Committee 1 August 2018 **(Pages 17-20)**
- d) Planning & Environment Committee 15 August 2018 **(Pages 21-23)**
- e) Planning & Environment Committee 29 August 2018 **(Pages 24-28)**
- f) Assets & Services Committee 5 September 2018 **(Pages 29 – 37)**

9. Reports from Members appointed to Outside Bodies

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

10. Felixstowe Forward Report

To consider the report of the Felixstowe Forward Change Director.

(Page 38 and Appendix A)

11. SCDC Local Plan First Draft Consultation

To approve the Town Council's response to the Suffolk Coastal District Council Local Plan First Draft Consultation, as recommended by the Planning & Environment Committee.

(Page 39 and Appendix B)

12. Locally Funded PCSO Scheme

To consider the invitation by Suffolk Constabulary to fund an additional PCSO post for Felixstowe.

(Pages 40-41)

13. Updated Standing Orders

To consider and adopt amended Standing Orders, as advised by the National Association of Local Councils (NALC).

(Page 41 and Appendices C & D)

14. Cemetery Recycling and Litter Bins

To approve the purchase of new recycling and litter bins for the Cemetery, as recommended by the Assets & Services Committee.

(Pages 41-42)

15. Town Hall Maintenance Works Update

Council is requested to note a brief update on maintenance works currently underway at Felixstowe Town Hall.

(Page 43)

16. Gambling Act 2005 – Consultation on a Revised Statement of Principles

Council is requested to consider any comment it wishes to make on proposed revisions to SCDC's Statement of Principles.

(Page 43)

17. Accounts for Payment

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

(Schedules attached at Appendix E)

Date	Voucher Nos.	Total Payment
17/07/2018	139 – 160	£9,688.02
31/07/2018	161 – 180	£50,439.35
14/08/2018	181 – 201	£5,035.94
31/08/2018	202 – 216	£41,094.51
	TOTAL	£ 54,172.97

18. Closure

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



Ash Tadjrishi
Town Clerk
7 September 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 25 July 2018 at 7pm

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

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

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

MOMENT OF REFLECTION

The meeting was preceded a moment of reflection Captain William D Thompson
Corps Officer, Salvation Army Church, Felixstowe.

127. PUBLIC QUESTION TIME

A member of the public asked the Council if they were aware of emerging proposals to reconfigure aspects of the existing Minor Injuries Unit at Felixstowe Community Hospital. It was believed that although some degree of change is inevitable, the plan may well include the addition of some new and progressive services for the elderly which could provide a benefit to residents. A Member responded that they had attended a CCG briefing and understood that several possibilities were being discussed, including the potential for a new fragility unit. Members stated that they would seek further information from the CCG and report back at a future Council Meeting.

128. APOLOGIES

There were none.

129. DECLARATIONS OF INTERESTS

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

Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
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130. REQUESTS FOR DISPENSATION

There were none.

131. QUESTIONS TO THE MAYOR

There were none.

132. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 13 June 2018 be signed by the Mayor as a true record and adopted by the Council.

133. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

Felixstowe Society Beach Clean	14 June 2018
Mayors Civic Service	17 June 2018
Raising the Flag for Suffolk Day	21 June 2018
Suffolk Day in Sudbury	21 June 2018
Tea Party at the Town Hall to celebrate Suffolk Day	21 June 2018
St Elizabeth Hospice Suffolk Remembers	21 June 2018
Launch of Felixstowe in Flower 2018	23 June 2018
Darrell's Day Commemoration	24 June 2018
The Bangladeshi Support Centre Pita Festival	24 June 2018
Visit of the RAF Baton	24 June 2018
Funeral of former Mayor Robert Tozer	26 June 2018
Citizens Advice Bureau AGM	26 June 2018
Launch of the Felixstowe Book Festival	29 June 2018
1 st Old Felixstowe Guides Celebration Coffee Morning	30 June 2018
Suffolk Association of Fairtrade Towns Annual Meeting	30 June 2018
<i>Deputy Mayor – Suffolk Armed Forces Day</i>	30 th June 2018

FACTS AGM	2 nd July 2018
Opening of Bluebird Care, Felixstowe Office	4 th July 2018
Wesel Association Meeting	4 th July 2018
Felixstowe Hospital Garden Party to celebrate 70 years of NHS	5 th July 2018
<i>Deputy Mayor – RBL Poppy Appeal Awards</i>	7 th July 2018
<i>Deputy Mayor – Launch & Photo Shoot for 1 Big Multicultural Festival</i>	7 th July 2018

The Mayor thanked Rev Trevor Harris for the lovely Mayor's Civic Service at the River of Life Church where they had made everyone very welcome.

The Mayor had attended various events on Suffolk Day beginning with raising the Suffolk Flag in the Town Hall Gardens before heading to Sudbury to make a speech and then returning to Felixstowe to help serve tea and cakes which had been donated for members of the public to enjoy on the pavement outside the Town Hall. In the evening the Mayor had attended the St Elizabeth Hospice Suffolk Remembers event in the Spa Gardens.

The Mayor spoke of the RAF Baton which had been in Felixstowe on its travels around the UK to celebrate the 100th Anniversary of the RAF. Felixstowe has a long and historical link with the RAF and the Mayor's Chain of Office is the only one in the country to bear their crest.

The Mayor has also been privileged to open the Felixstowe Book Festival which had been the best one yet, having been attended by a large number of people from all over Suffolk and beyond.

The Mayor thanked the Deputy Mayor, Cllr Tracey Green for her support in attending three engagements on his behalf.

It was RESOLVED that the Mayor's engagements since the previous meeting, and the above communications, be noted.

134. 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 20 June 2018**
- b) Civic & Community Committee 20 June 2018**
- c) Planning & Environment Committee 4 July 2018**

135. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council received the report of Cllr Mark Jepson, Town Council representative to the Felixstowe-Wesel Association. Members thanked Cllr Jepson for the informative report.

RESOLVED that the outside body report from Cllr Mark Jepson be noted.

136. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass advised that over 140 people had attended the morning session of the Felixstowe Forward Annual Engagement Event. The afternoon session had seen an estimated 300 visitors attend. It was acknowledged that there had been some negative feedback on social media regarding promotion of the event. However, there had been a lot of positive comments from those attending the event and Members would be provided detailed feedback on the sessions in due course. Concerns raised on the day included how the proposed Business Improvement District might address the changing retail environment and forge better links between the town centre and seafront; the accessibility and affordability of a new leisure centre; and ensuring that any vision for the south seafront addressed a range of needs in terms of accessibility, transport, coastal protection, maintenance and attractions for people of all ages. Members were advised that the SCDC First Draft Local Plan consultation had been promoted at the event and this would be promoted again to all attendees on the mailing list.

Ms Greengrass advised that the relationship between Felixstowe Chamber of Commerce and Suffolk Chamber of Commerce was evolving and she was expecting to hear some news shortly about a possible 'linked to' status.

There were lots of events coming up in Felixstowe including a comprehensive Heritage programme as well as some new events, including Father Christmas visiting Felixstowe for his summer holidays to promote plastic-free initiatives, Felixstowe Ferry Fest and the National Windsurfing Championships.

It was noted that a calendar had been set up on the Town Council website for community events, accessible by both Felixstowe Forward and the Town Council. Local voluntary organisations were encouraged to use this tool.

The Seafront Gardens has recently achieved Green Flag and Green Heritage Flag status.

Councillors thanked Ms Greengrass and her team for the very successful Annual Engagement Event and for all their hard work for the town.

It was RESOLVED that the Felixstowe Forward update report and update report on the 6th July Annual Engagement Event be noted as received.

137. HERITAGE OPEN DAY/RAF 60th ANNIVERSARY OF FREEDOM OF THE TOWN

Council considered the requested from the Royal Air Force Association (RAFA) to hold a fundraiser 'Brew for the Few' at the Town Hall on Heritage Open Day on 9th September with the help from the Felixstowe Air Cadets. Members asked if some related items of historical interest could also be displayed at the tea party and it was agreed that Felixstowe Museum should be approached for assistance with this. It was also suggested that the Felixstowe Society might consider installing a commemorative plaque to mark the hangar where the seaplanes were built in Felixstowe.

It was RESOLVED to allow RAFA to hold a 'Brew for the Few' tea party to mark the 60th Anniversary of the Freedom of the Town on 9th September while the Town Hall is open for Heritage Open Day and to ask Felixstowe Society to consider a commemorative plaque to mark the site of the hangar where seaplanes were built.

138. EAST SUFFOLK COUNCIL WARD BOUNDARY REVIEW

Council considered the proposed new warding arrangements for the incoming East Suffolk District Council and noted the comments of the Planning & Environment Committee. Members of the public present were encouraged to read the report on the Local Government Boundary Commission for England website for full details of the recommendations and how to respond.

It was RESOLVED that the proposed new warding arrangements for the incoming East Suffolk District Council be endorsed by the Town Council and the Clerk was instructed to advise the Local Government Boundary Commission for England that Council was generally pleased to note that the arrangements would appear to give equality in the numbers of electors, without having to disturb existing town/parish ward boundaries, and provide straightforward aggregation of existing polling districts.

139. SCDC LOCAL PLAN FIRST DRAFT CONSULTATION

Council considered its process for making a representation to the SCDC Local Plan First Draft Consultation in order to meet the deadline of 14th September 2018.

The Clerk advised that the public drop-in session at the Town Hall had been publicised on the Council's noticeboards, website and social media and that the District Council would be welcome responses to the consultation from individual Councillors as well as members of the public.

It was RESOLVED that the Planning & Environment Committee be delegated the authority to draft Council's response to the Local Plan First Draft Consultation; with a recommendation to be brought to the 12th September meeting, in order to meet the consultation deadline of 14th September 2018.

140. TOWN HALL MAINTENANCE WORKS

Council considered the report on maintenance works at the Town Hall and received an updated quote of £24,240+VAT to undertake the work in one phase which included some additional brick repair work to be carried out at the same time.

The Clerk advised that due to the urgency and specialist nature of the maintenance works to the Town Hall which had been carried out by DC Construction in 2016, Council had waived the requirements under Financial Regulations 11.1(h) (*Minute #71 of 2016/17 refers*).

Members agreed that the waiver should continue to apply to this second phase of maintenance due to the continued specialist requirements of the works and the success of the treatment applied by DC Construction in the first phase.

It was RESOLVED to accept the quote from DC Construction to undertake the second phase of works to the Town Hall; and, to authorise funding for the project of £24,240.00+VAT, plus any associated consultancy fees, from the Town Hall Maintenance Earmarked Reserve 900/9065.

141. SCDC/FTC JOINT WORKING GROUP

Council considered the report of the SCDC/FTC Joint Working Group. Following a discussion it was agreed that Town Council Members on the Working Group would raise the promotion of car parks; provision of public toilets; a strategy for improving play areas; and, the need for planting at the pier plaza area.

RESOLVED that the report of the SCDC/FTC Joint Working Group be noted as received and those items raised by Members to be referred to a future meeting.

142. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
13/06/2018	94 – 117	£17,066.03
29/06/2018	118 – 137	£37,106.94
	TOTAL	£ 54,172.97

143. CLOSURE

The meeting was closed at 8.24pm. It was noted that the next Ordinary Meeting was scheduled for 12 September 2018 at 7.30pm.

AGENDA ITEM 7: MAYORS ANNOUNCEMENTS

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

<i>Deputy Mayor – Music in Felixstowe – Felix the Cat</i>	10 July 2018
<i>Deputy Mayor – Mill Lane Garden Fete</i>	14 July 2018
Memory Lane Dementia Support Group	19 July 2018
Orwell Scouts AGM	19 July 2018
Opening of the River of Life Community Cafe	21 July 2018
Foxgrove & Maynell House Care Home Summer Fete	21 July 2018
Felixstowe & District Horticultural Show 2018	21 July 2018
Felixstowe Academy Summer Concert	23 July 2018
Breakfast with Wesel Fire Cadets	25 July 2018
Men’s Sheds BBQ	26 July 2018
BBQ with Wesel Fire Cadets	26 July 2018
Felixstowe Carnival	27 & 28 July 2018
Wesel Civic Visit – <i>both Mayor & Deputy Mayor</i>	2-6 August 2018
Proms on the Prom	11 August 2018
Cambridge Mayor’s Day Out in Felixstowe	14 August 2018
St Edmundsbury Mayors Charity Dinner	14 August 2018
Opening of the Felixstowe Photographic Society Exhibition	15 August 2018
Salzwedel Tea Party	18 August 2018
Felixstowe Ferry, Past, Present and Future Book Launch	19 August 2018
Felixstowe Ferry Fest Launch	24 August 2018
Art on the Prom	2 September 2018
1 Big Multicultural Event	2 September 2018
Suffolk Coastal Disability Forum Action Day	5 September 2018
Town Hall - Heritage Open Weekend	9 September 2018
Woodbridge Civic Service	9 September 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.

AGENDA ITEM 8: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 18 July 2018** at **9.15am**.

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

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: Mr R Abbott (Felixstowe Chamber of Trade and Commerce)

117. PUBLIC QUESTION TIME

There were none.

118. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr M Jepson** and **Cllr A Smith**.

119. DECLARATIONS OF INTEREST

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

120. REQUEST FOR DISPENSATION

There were no requests for dispensation.

121. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 4 July 2018** be signed by the **Chairman** as a true record.

122. PLANNING APPLICATIONS

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

a	<p>DC/18/2537/FUL Proposed erection of 5 bungalows (for people 55 years and over) with associated private drive, parking and external works.</p> <p>Part Rear Gardens And Part Of Allotment Site Rear Of 62 To 80 High Road West</p>
<p>Committee recommended APPROVAL. Members were pleased to note that this application proposed lower-rise properties to be set further back from existing dwellings on High Road West than in the previous application numbered DC/12/2231/FUL.</p>	
b	<p>DC/18/2642/CLE Distribution Centre</p> <p>Unit 11 Haven Exchange Walton Avenue</p>
<p>Should SCDC be satisfied that a material start has been made on this site, as per the information submitted, Committee understands that this would comply with the conditions set out in the 1994 Outline Planning Permission C94/0770. However, Committee would query whether the applicant has fully satisfied the planting scheme conditions (6 and 7) as set out in the later 2008 Reserved Matters approval relating to C07/2087/ARM.</p>	
c	<p>DC/18/2677/FUL Internal alterations and extensions</p> <p>44 Graham Road</p>
<p>Committee recommended APPROVAL.</p>	
d	<p>DC/18/2620/ARM Reserved Matters - Conditions 4, 6 and 7 of DC/17/5390/VOC - Four Houses in one Block with associated landscaping, parking and amenity spaces - amended scheme.</p> <p>Bath Road 37</p>
<p>Committee recommended APPROVAL.</p>	

123. 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

124. CONSULTATION: DRAFT EAST SUFFOLK AREA PARKING PLAN

Committee considered the Draft East Suffolk Area Parking Plan.

It was RESOLVED that the following comments be submitted on behalf of Felixstowe Town Council:

Committee welcomes the opportunity to be consulted on the Draft East Suffolk Area Parking Plan and asks that the District Council consider the following comments:

- i. Priority should be given to promote and protect commercial endeavour in town centre locations and the promotion of tourism in the district's prime resort areas.**
- ii. Policy ESAPP7: (p.28) Controlled parking zones. Consideration should be given to including the potential for Sundays to be included as well as Saturdays where it can be shown that there is a high demand for parking on weekend.**
- iii. Policy ESAPP8: (p.29) Disabled parking bays in residential areas should potentially be limited to expire at the same time as the associated blue-badge, to ensure ongoing need.**

125. CORRESPONDENCE

None.

126. CLOSURE

The meeting was closed at 11.06am. The date of the next meeting was noted as being Wednesday 1 August 2018, 9.15am at Felixstowe Town Hall.

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 25 July 2018 at 8.30pm

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

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

The meeting started at 8.35pm due to the finish of the Felixstowe Town Council meeting before.

144. PUBLIC QUESTIONS

There were none.

145. APOLOGIES FOR ABSENCE

There were none.

146. DECLARATIONS OF INTEREST

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

147. REQUESTS FOR DISPENSATION

There were none.

148. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 23 May 2018 be signed by the Chairman as a true record.

149. BUDGET MONITORING TO 30 JUNE 2018

Committee received the budget monitoring report to 30 June 2018. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

RESOLVED that the accounts to 30 June 2018 be noted, with no other action required at this time.

150. COUNCIL INVESTMENTS

Committee noted that Council's 1 year Investment Bond with Nationwide Building Society had matured on 26 June 2018, receiving interest of £3,037.25 and maturing at a value of £408,003.97. The Clerk advised that, in accordance with the Council's Investment Policy and Strategy, a new investment vehicle had been sourced, a Business Fixed Rate Saver with Close Brothers Ltd attracting a rate of 1.2% for 1 year. The minimum investment required to qualify for the rate was £500,000. Given that the proposal was for a short-term, specified investment with a high credit rate bank which would not unduly compromise liquidity, the investment had been made.

It was RESOLVED that that the investment of £500,000 in a 1 year Business Fixed Rate Saver with Close Brothers Ltd be approved.

151. BUSINESS PLAN/ACTION PLAN REVIEW

In preparation towards the full review of the Council's Business Plan in 2019-20, Members considered a draft Action Plan which had been streamlined to concentrate on more strategic issues. It was noted that this had been largely based on the previous Action Plan with the routine actions removed. Examples of Business Plans from other local councils were also circulated to Members to look at how other larger local councils made their action plans.

Members were keen to revise an action plan based on Council's aspirations and felt that it should include actions to enable Council to moving towards achieving a more aspirational and strategic Business Plan. Members agreed that the Action plan should be Member led with Officer input, and in order to review the Action Plan completely, a small working party involving each committee should be set up. It was agreed that an Action Plan Working Group should be set up comprising Cllr S Gallant, Cllr J Garfield, Cllr D Savage, Cllr A Smith, Cllr S Wiles and Cllr K Williams, supported by the Town Clerk and Deputy Town Clerk.

The Working Group would review Council objectives and actions, to be brought back to a future Finance & General Purposes meeting for further consideration.

It was RESOLVED that that an Action Plan Working Group be set up to include Cllr S Gallant, Cllr J Garfield, Cllr D Savage, Cllr A Smith, Cllr S Wiles and Cllr K Williams to report back to F&GP in due course.

152. FINANCIAL FORECAST TO 2020

Committee considered an updated Financial Forecast for the Town Council for the period 2016-2020 as presented.

The Town Clerk advised that the forecast would be used to assist with preparations for the 2019-20 budget setting.

It was RESOLVED that the updated Financial Forecast for 2016-20 be approved as presented.

153. CLOSURE

The meeting was closed at 9.20pm. The next meeting was noted as being scheduled for Wednesday 26 September 2018 at 7.30pm.

a	<p>DC/18/1999/FUL Proposed detached two storey dwelling and flat over double garage on land associated with No. 9 Manwick Road 9 Manwick Road</p>
<p>Committee recommended REFUSAL. Committee feel that this is overdevelopment of the site contrary to DM 21 (a) and DM23 (a, c and e). Committee notes there are two proposed dwellings. The proposed 3 bedroom property is hard up against proposed boundary and is very close to side elevation of host property which contains windows to habitable rooms. Committee also notes that in terms of parking no apparent provision for the host dwelling and the proposed 3 bedroom and 1 bedroom property share a 2 space garage and also that the proposed driveway access to the garage appears to only allow 1 vehicle to use the garage. Therefore there will be considerable risk of further on-street parking.</p>	
b	<p>DC/18/2854/VOC Variation of condition 2 of DC/17/5120/FUL - New replacement dwelling (New design of replacement dwelling) Soundings Golf Road</p>
<p>Committee recommended APPROVAL.</p>	
c	<p>DC/18/2874/FUL Erection of new office building (154m2) and workshop (201m2) Road Transport Depot Fagbury Road The Docks</p>
<p>Committee recommended APPROVAL.</p>	
d	<p>DC/18/2853/FUL Proposed retention of a 27.42m temporary tower, supporting 3 no. antenna, 1 no. dish, associated equipment including 1 no. silent running generator, cabinet and ancillary development thereto including temporary compound surrounded by a 3.0m 'blok n mesh' fence. Land At Ranelagh Road Car Park Ranelagh Road</p>
<p>Committee defer this application back to the District as we are not able to make a determination due to inconsistencies. The application stated temporary until December 2018 but a resident has been informed by email from the District that the tower will be decommissioned and removed commencing 13 August. We would like an indication on how long decommissioning takes. The proposal is for a silent running generator but we understand there are issues regarding the noise and smell. Could the power not be gained from mains electrical source, which would reduce the problem of noise and smell.</p>	

e	DC/18/2887/FUL Retrospective Application - Use of part of former school sanitorium as single dwelling The Annexe 52 Maybush Lane
Committee recommended APPROVAL.	

f	DC/18/2928/FUL Proposed replacement of existing timber casement windows to UPVC casement windows. Proposed window sections will be visually similar to the existing windows. Proposed colour of the windows to be white to match existing. 235 - 241 & 243 - 249 Grange Road
Committee recommended APPROVAL.	

g	DC/18/1267/FUL Demolition of existing Auction House to create a new mixed use development comprising; 3 No ground floor commercial units and 9 No self-contained apartments at first and second floor levels. Site works includes under-croft parking and first floor courtyard landscaped terrace. Orwell Hall, Orwell Road
Committee recommended APPROVAL.	

h	DC/18/2923/TPO Sweet Chestnut (T1) - 2-2.5m Crown reduction. This is to crown reduce the sweet chestnut to the previous cut marks completed in 2016 under TPO application ref: DC/15/3542/TPO. Reasons for work are to reduce the risk of windthrow and allow garden clearance. Allowing an increase of light to the property. 1 Cliff Court
Committee has NO OBJECTION.	

i	DC/18/2945/TCA To re-pollard Lime trees on rear boundaries of 33A and 35A Quilter Road, To fell Lime trees on south boundary; trees causing problems to neighbours and garages. 33A & 35A Quilter Road
Committee has NO OBJECTION.	

160. 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

161. CONSULTATION: SCDC LOCAL PLAN FIRST DRAFT

The Deputy Town Clerk presented some work which had been started on how the First Draft Local Plan had used the responses from Felixstowe Town Council on the Local Plan Issues and Options Consultation submitted in November 2017.

Committee discussed up to question 39 and have highlighted particular areas which they would like to provide feedback. Members will also study further in preparation for the next meeting on 15 August.

162. CORRESPONDENCE

Committee noted correspondence from SCDC regarding the planning consultation for a new café/ restaurant/events space building for the northern end of Martello Park which is likely to get underway within the next week and it is hoped that this application should be considered by the Planning Committee on 20th September, subject to consultations and the Officer's recommendation. The Design and Access Statement, along with the concept behind the design and detailed drawings will be brought to committee in due course.

163. CLOSURE

The meeting was closed at 11.45am. The date of the next meeting was noted as being Wednesday 15 August 2018, 9.15am at Felixstowe Town Hall.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 15 August 2018 at 9.15am.

PRESENT: Cllr A Smith (Chairman) Cllr Jon Garfield
Cllr S Bird (Vice Chairman) Cllr G Newman (*to item 169b*)
Cllr Jan Garfield

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: One member of the public

164. PUBLIC QUESTION TIME

There were none.

165. APOLOGIES FOR ABSENCE

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

Cllr G Newman gave apologies in advance of needing to leave the meeting at 9.45am to attend to other business.

166. DECLARATIONS OF INTEREST

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

167. REQUEST FOR DISPENSATION

There were no requests for dispensation.

168. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 1 August 2018 be signed by the Chairman as a true record.

169. PLANNING APPLICATIONS

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

a	<p>DC/18/3173/FUL To create a new beach cafe along with a meeting events space with associated landscaping, including stopping up of existing vehicular entrance and construction of new vehicular access off Orford Road</p> <p>Proposed Café/Restaurant Coastguard Walk</p>
<p>Committee recommended APPROVAL. Committee greatly welcomed this long-needed addition to the resort in Felixstowe, with its potentially iconic design and presentation. Committee is aware of the concerns of local residents who believe this was not envisaged in the original concept of the development, but equally are aware that this is not the case and the masterplan had reserved this site for a café/restaurant. Committee was glad to note the Flood Risk Assessment but would like to see strong planning conditions to ensure that materials are resilient to flooding from the sea and also not insignificant but frequent sea-spray.</p>	

At this point, 9.45am, Cllr G Newman left the meeting.

b	<p>DC/18/3055/FUL Erection of single storey rear/ side extension (following demolition of rear conservatory)</p> <p>2 Hill House Cottages Gulpher Road</p>
<p>Committee recommended APPROVAL.</p>	

c	<p>DC/18/2467/FUL From cold food to hot food as cant make it pay</p> <p>Winkles Seafood Felixstowe Ferry Boat Yard Ltd.</p>
<p>Committee recommended APPROVAL.</p>	

d	<p>DC/18/3073/FUL Proposed new boundary fence</p> <p>28 Upperfield Drive</p>
<p>Committee recommended APPROVAL</p>	

e	<p>DC/18/3112/TCA To fell 1no. Bay, 1no. Elder and 1no. Apple tree - trees have outgrown their location. Cordyline - to remove two branches to balance tree.</p> <p>32 Quilter Road</p>
<p>Committee had NO OBJECTION subject to the proposed work subject to guidance of the District Council's Arboricultural Officer.</p>	

f	<p>DC/18/3159/TCA T1 Copper Beech - crown lift to 4m. all round to lift crown away from house roof and road/footpath users. T2 Copper Beech - to re-pollard to 4m. (previous pollard height) to keep tree to manageable proportions.</p> <p>Gravitas House 64 Brook Lane</p>
<p>Committee had NO OBJECTION subject to the proposed work subject to guidance of the District Council's Arboricultural Officer.</p>	

g	<p>DC/18/3079/TCA To prune back overhanging branches from trees on adjacent property (Lanyards) (land to front of properties).</p> <p>The Play Pit 9 Brownlow Road</p>
<p>Committee had NO OBJECTION subject to the proposed work subject to guidance of the District Council's Arboricultural Officer.</p>	

170. 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

171. CONSULTATION: SCDC LOCAL PLAN FIRST DRAFT

Committee reviewed sections of the SCDC Local Plan First Draft and the Clerk was asked to compile part of a draft response for the consideration of the Committee based on the discussions held during the meeting.

172. CORRESPONDENCE

The Clerk advised that the applicant in respect of DC/18/2199/FUL (Proposed study, garage extension and internal alterations to two storey detached residence at 1 Lansdowne Road) had provided updated drawings to correct the anomaly noted by the Committee during its consideration of this application on 20 June 2018.

RESOLVED that the correspondence be noted.

173. CLOSURE

The meeting was closed at 11.52am. The date of the next meeting was noted as being Wednesday 29 August 2018, 9.15am at Felixstowe Town Hall.

176. DECLARATIONS OF INTEREST

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

177. REQUEST FOR DISPENSATION

There were no requests for dispensation.

178. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 15 August 2018** be signed by the Chairman as a true record.

179. 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/18/3324/FUL Internal and external alterations to improve house layout which include: New front porch, First floor gable extension to rear over existing snooker room, Removal of front second floor dormer window and other external fenestration alterations. Latimer House Martello Lane
Committee recommended APPROVAL	
b	DC/18/3059/FUL & DC/18/3060/LBC Rear Porch 3 Cranmer House Maybush Lane
Committee recommended APPROVAL	
c	DC/18/3233/FUL Alterations to create two dwellings & two storey rear extension. 18 Western Avenue
Committee recommended APPROVAL.	

d	DC/18/3232/FUL Proposed two storey side extension and alterations 139 Colneis Road
Committee recommended APPROVAL	

e	DC/18/3213/FUL Change of use from A1 to A3, internal fit-out and shopfront renovation. 119-121 Hamilton Road
Committee recommended APPROVAL	

f	DC/18/3203/FUL Change of use from dwelling to 9 bed HMO 2 Garrison Lane
<p>Committee recommended REFUSAL of this application. Whilst it has no objections in principle to an HMO in this location, Committee believes that the proposals would lead to over intensification of the site and had concerns of the level of sanitary provision, communal areas, internal amenities and potential fire-related issues. It was also noted that the drawings paid no reference to parking provision. Committee asks that all relevant authorities are consulted on these points.</p>	

g	DC/18/2799/FUL Supply and installation of double glazed window and doors to rear elevation in white UPVC - design as existing. Supply and installation of composite type door to front elevation, black finish outside design to match existing 6 Red Hall Court
Committee recommended APPROVAL	

h	DC/18/3096/FUL Change existing lounge and bedroom UPVC bay windows with same design UPVC white windows. Also install new window to room currently with no window Flat 2 Rowan Court 46 Orwell Road
Committee recommended APPROVAL	

i	DC/18/3376/TCA T1 Birch in centre of rear garden - reduce by 30% and reshape. 38 Brook Lane
<p>Committee had NO OBJECTION to the proposed work subject to guidance of the District Council's Arboricultural Officer</p>	

j	DC/18/3356/TCA To fell Silver Birch in rear garden. 6 Hamilton Gardens
Committee request that the District Council’s Arboricultural Officer consider the public amenity value of this tree as Committee believes that it makes a significant contribution to the street scene in this location. Committee asks that a Tree Preservation Order be considered, which would allow suitable management of the tree but prevent its felling, unless there were significant reasons why this would be impractical.	
k	DC/18/3375/TCA 1 No. Hornbeam to be pollarded 1 No. Honey Locust to be pollarded. 2no. Eucalyptus, 1no. Cherry, 3no. Birch, 1no. Crab Apple, 2no. Apple trees, 1no. Strawberry tree, 1no. Weeping silver pear, 1no. Laburnum, 1no. Rowan, 1no. additional broadleaved - all to be crown reduced by up to 30%. 4 College Green
Committee had NO OBJECTION to the proposed work subject to guidance of the District Council’s Arboricultural Officer.	

180. 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

181. CONSULTATION: SCDC LOCAL PLAN FIRST DRAFT

During consideration of this item, Cllr G Newman and Cllr Jan Garfield left the meeting at 11.30am. Cllr Steve Gallant left at 12.00pm. Cllr Jan Garfield returned to the meeting at 12.30pm.

Committee reviewed its draft response to the consultation and the Clerk was instructed to finalise the document for onward referral to Council.

RESOLVED that the Committee’s finalised response to the SCDC Local Plan First Draft consultation be presented to Council for approval and submission to SCDC.

182. CORRESPONDENCE

The Clerk advised that application DC/18/1993/FUL - lots 1, 2, 9, 10 and 11 Ferry Road – had been delegated to the Head of Planning and Coastal Management for determination.

RESOLVED that the correspondence above be noted.

183. CLOSURE

The meeting was closed at 1.35pm. The date of the next meeting was noted as being Wednesday 12 September 2018, 9.15am at Felixstowe Town Hall.

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 5 September 2018** at **7.30pm**

PRESENT: Cllr Jan Garfield (Chairman) Cllr Jon Garfield
Cllr P Coleman Cllr G Newman
Cllr M Deacon Cllr D Savage
Cllr Tracey Green Cllr A Smith

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

184. PUBLIC QUESTIONS

There were none.

185. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr S Bird**

186. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr Jan Garfield	192	Local Non-Pecuniary (as Chair of Felixstowe Society)
Cllr M Deacon Cllr Jon Garfield Cllr T Green Cllr D Savage	192	Local Non-Pecuniary (as members of Felixstowe Society)

187. REQUESTS FOR DISPENSATION

There were none.

188. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Assets & Services Committee Meeting held on 6 June 2018 be signed by the Chairman as a true record.

189. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 August 2018.

RESOLVED that the Budget Report to 30 August 2018 be received and noted as presented with no other action required at this time.

190. FEES AND CHARGES 2019-20

Committee considered the scale of Fees and Charges for Council services from 1 April 2019 as presented in the report.

RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2019:

i) Town Hall – General Hire: No increase for 2018-19.

FELIXSTOWE TOWN HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Full day (Weekday, 9am-5pm)	Half day (weekdays 9-1pm, 1pm-5pm)	Hourly rate (weekday hours between 9am-5pm)	Hourly rate (all other times)
Council Chamber				
Commercial/Business Hire	£200	£100	£30	£45
Voluntary/Charity/Community	£100	£50	£15	£30
Other Town Hall Rooms				
Commercial/Business Hire	£150	£75	£20	£40
Voluntary/Charity/Community	£90	£45	£12	£25
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

ii) Town Hall - Weddings and Special Events

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1 st April- 30 th Sept)	Weekend (1 st April- 30 th Sept)	Any Day (1 st Oct- 31 st March)	Post-Ceremony Drinks
Council Chamber (for ceremonies attended by a maximum 76)	370	475	370	N/A
Clerk's Office (for ceremonies attended by a maximum 15)	185	235	185	N/A
Courtroom Gallery (for ceremonies attended by a maximum 60)	185	235	185	105
Other Rooms	185	235	185	105

iii) **Walton Community Hall – General Hire: No increase for 2018-19**

WALTON COMMUNITY HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Weekdays 9-5pm	Evenings and Weekends up to 10pm	Session Rate Mon-Sun 9am- 10pm (up to 4 hours)
Commercial/Business Hire	£15.00	£18.00	£50
Voluntary/Charity/Community /Private Hire	£9.00	£12.00	£30

iv) **Cemetery:**

1. INTERMENTS		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Felixstowe Resident	Non- Resident*
(a) of the body of a still-born child, or a child whose age at the time of death did not exceed one month	No charge	No charge
(b) of the body of a child whose age at time of death exceeded one month, but did not exceed 18 years	No charge	No charge
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	573	1146
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	926	1852
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	1083	2165
(f) of a urn of cremated remains	146	292
(g) scattering of ashes	64	64
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non- Resident
Grave space	382	764
Urn space	226	452
Scattering of ashes	128	256
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non- Resident
Grave space	637	1275
Urn space	446	893
Scattering of ashes	162	323

2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS		
(a) for the Exclusive Right of Burial in an earthen grave 8' by 3'	1084	2040
(b) children's grave 4' by 3'	150	150
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	446	764
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	815	1502
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL		
Renewal 50 years (adult) Grave 8' x 3'	956	1911
Renewal 50 years 4' x 3' (child)	100	100
Renewal 25 years (adult)	486	972
Renewal 25 years (child)	50	50
Renewal 50 years (urn plot – Garden of Remembrance)	318	636
Renewal 25 years (urn plot – Garden of Remembrance)	160	319
Renewal 50 years (urn plot – Lawn Garden)	686	1373
Renewal 25 years (urn plot – Lawn Garden)	352	670
4. PERMISSION TO ERECT MEMORIALS		
(a) kerb stone or border stone or edging not exceeding 7' by 3' by 3" in height (NON-LAWN CEMETERY GRAVE)	285	569
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	285	569
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	285	569
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	285	569
(e) vase with or without lettering	156	313
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	156	313
(g) additional inscription on any memorial after the first	98	195
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	255	510
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	255	510
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	255	510

MEMORIAL GARDEN (subject to VAT)		
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	294	588
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	180	360
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	240	480
Renewal of lease for the above memorials for further 5 years	125	125
Memorial bench plaques with inscription for 10 years (prices from)	588	1176
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)		
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1592	1592
(b) Planting single grave with winter and summer plants and maintaining for one year	272	272
(c) Annual maintenance thereafter	156	156
6. MISCELLANEOUS		
(a) Registering transfer of grant	41	41
(b) Exhumation (Burial)	1528	1528
(c) Exhumation (Ashes)	637	607
(d) Certificate of Burial (Register Extract)	23	23
(e) Preparation of Statutory Declaration	53	53

*Non-Residents rates apply to persons whose normal place of residence at their time of death was not within the Town of Felixstowe within the last two years immediately before their death.

v) Allotments

For tenancies which will renew from October 2019, or for new tenancies commencing April 2019:

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£36.25	£21.75
Double-size plot (approx. 250m ² or '10 Rods')	£71.25	£42.75

The discounted rate above (40% off) is offered to tenants (or joint tenancies with one qualifying tenant) who are:

- **Senior Citizens** (on evidence of being in receipt of state pension)
- **Long-Term Unemployed** (on evidence of associated unemployment benefits)

191. TOWN HALL UPDATE REPORT

Committee received the update report on the Town Hall.

Committee considered the options for purchasing either an evacuation chair or sledge/mat to enhance support in the unlikelihood of an emergency situation which requires evacuation of people who need assistance to get down the stairs when the lift is not allowed to be used and the two emergency exits upstairs are not accessible due to the emergency. Members agreed that a sledge type mat would be more appropriate for the setting and use required at the Town Hall.

Members discussed the purchase of a new longer ramp for the two steps at the side entrance and agreed that this should be purchased as soon as possible. Both items will be paid from the Equipment Purchases Town Hall budget, which was noted may cause a small overspend (less than 10%) on the budget.

RESOLVED that:

- i. the Town Hall Update report be noted; and,**
- ii. An evacuation sledge and new ramp be purchased from the Equipment Purchases Town Hall budget.**

192. COMMUNITY PUBLIC ACCES DEFIBRILLATORS (CPADS)

Committee considered the report on CPADS and were pleased to note that The Felixstowe Society had purchased two Lifepak CR Plus 1 defibrillators and Ce-Tek Steel cabinets and wished to donate these to the town.

Members agreed that it would be acceptable for the Town Council to take on the cost of installation and the future responsibility for maintenance costs once the CPADS have been fitted. This would mean that the Town Council were responsible for five CPADs around the town and that future requests would need to be carefully considered.

RESOLVED that the ongoing responsibility for the two Lifepak CR Plus 1 defibrillators and Ce-Tek Steel cabinets is taken on by Council, including the costs for installation.

193. BROADWAY HOUSE REPORT

Committee were pleased to see the photographs of the completed redecoration of Broadway House, and noted the good comments received so far. Members thanked the caretakers for their hard work in painting the hall.

The Deputy Town Clerk gave an update on the rear exterior doors which had further seals fitted by Orwell Housing. It was expected that this would prevent any further rain from coming through the door.

The Clerk updated members on a self-seeded sycamore tree that had sprouted between Diamond Mills and Broadway House. Following a discussion on whether this could be cut down by Council's trained groundsmen, the Clerk advised that Diamond Mills had agreed to the work and that it could be carried out within a week.

It was RESOLVED that the Broadway House Report be noted.

194. CEMETERY UPDATE REPORT

Committee received the update report on the Cemetery

Members agreed it would be sensible to purchase a lockable store for the new tractor, and the Clerk was asked to bring options to the next Assets & Services Committee meeting in November.

The Clerk reported receiving a suggestion to remove the word 'Block' from signs depicting the different areas of the Cemetery. It was agreed that it would be less stark to have the areas marked simply by their letter.

Committee discussed rubbish disposal and favoured the idea of introducing new segregated waste bins for 'paper & plastic' and 'flowers only'. Members agreed that the bins would offer a smart and practical way to encourage visitors to assist the Council in becoming more environmentally friendly. Members noted that the upfront cost to purchasing four dual bins was £499 +VAT each and two standard litter bins at £249 +VAT. It was understood that segregation of waste would allow savings on skip hire as green waste could be disposed via a 16yd skip for the same price as the current 8yd general waste skips.

Once the bins are in place, an evaluation of general waste could be made by Cemetery staff and consideration given to whether a regular fortnightly collection would be cost-effective.

It was RESOLVED that:

- i. the Cemetery update report be noted;**
- ii. Options for a lockable store for the new tractor be brought to next Assets and Services in November; and,**

- iii. **it be recommended to Council that four Broxap 'Derby Cemetery Recycling Bins' and two 'Derby Standard Litter Bins' be purchased with the total cost of £2,494+VAT to be authorised via the Cemetery Projects Earmarked Reserve (9040/900).**

195. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information.

Members were pleased to note that the total number of vacant allotment plots had decreased from 36 to 31 since the last meeting.

The Clerk updated Members following a meeting held the previous day with the Felixstowe Society of Allotment and Leisure Gardeners (FSALG). Further to a visit to the allotment sites by Councillors, Committee were advised that the noticeboards were in need of replacement. New noticeboards would therefore be purchased via the Allotment Repairs & Maintenance budget. Plot markers were discussed at the meeting with FSALG and Committee agreed that the requirement for plot numbers to be visible should form part of the Allotment Holder's Tenancy Agreement. The method of doing so would be up to the allotment holder.

The potential advantage for plot holders to have appropriate Public Liability Insurance was discussed. It was agreed that the Council should advise all allotment holders about their responsibility towards public safety on their plots and to highlight that one of the many benefits of joining FSALG was the fact that PLI for all members was included within the annual subscription charge. Plot holders would also be advised that it may be possible to arrange similar cover through their home insurance, or a separate insurance provider.

The Clerk reported that there was currently an issue with rats, and training was currently being investigated for staff so that this could be tackled.

Committee were pleased to note that the broken rotavator had been sold for a price of £500 +VAT and agreed that the money received will be used to offset against the purchase of the tractor.

It was RESOLVED that

- i. the Allotments Update Report be noted;**
- ii. the Allotment Tenancy Agreement be amended to include as a condition that the allotment holder should ensure their plot number is visible at all times;**
- iii. all allotment holders be advised of their responsibility towards public safety on their plots and potential providers of suitable Public Liability Insurance;**

iv. Pest control training be investigated for Cemetery staff in order to tackle problems with rats on the allotments; and,

v. the disposal of the BCS 738 rotavator be approved and the receipt of £500 be used to offset against the purchase of the tractor.

196. FELIXSTOWE WAR MEMORIAL CONDITION SURVEY UPDATE

Committee were pleased to note that the survey has been booked in to take place next week.

The Deputy Clerk advised that a report on the findings of the survey, alongside any recommendations, would be brought to Committee in November.

It was RESOLVED that the Felixstowe War Memorial Condition Survey Update Report be noted.

197. CLOSURE

The meeting was closed at 9.12pm. The next meeting was noted as being scheduled for Wednesday 7 November 2018 at 7.30pm.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

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

A verbal report will also be given at the meeting on the 'end of season event' planned for 11 September 2018 when Felixstowe Forward will be meeting with event organisers and local attractions to review the summer 2018 season.

Council is requested to note the September 2018 Felixstowe Forward progress report, and make any recommendations it considers necessary.

AGENDA ITEM 11: SCDC LOCAL PLAN FIRST DRAFT CONSULTATION

The Suffolk Coastal Local Plan First Draft was been published for consultation from Friday 20th July – Friday 14th September 2018.

The Suffolk Coastal Local Plan, which covers the period to 2036, contains planning policies and site allocations which will be used to determine planning applications in the area. It will set out the level of growth which needs to be planned for, identify where that growth should be located and how it should be delivered.

In 2017, the Issues and Options Local Plan document was published for public consultation. Having considered all the comments received and assessed all of the sites received; SCDC has prepared its First Draft Local Plan for public consultation and the Town Council is invited to comment on the policies and site allocations within the document.

The First Draft Local Plan document is available to view on the East Suffolk Councils' website: <http://www.eastsuffolk.gov.uk/planning/local-plans/suffolk-coastal-local-plan/local-plan-review/>

Alongside the consultation document, SCDC is also publishing:

- Supporting evidence base documents
- Interim Sustainability Appraisal Report
- Habitats Regulations Screening Assessment
- Analysis of responses received to the Issues and Options consultation

Copies of the documents have been available for inspection in local libraries (including mobile libraries) across the district. A number of hard copies of the consultation document were also provided to the Town Hall.

A well-attended public drop-in session hosted by SCDC was held at the Town Hall on the evening of Thursday 2nd August. The consultation was promoted by Town Hall staff on public noticeboards, on the Town Council website and via social media.

In accordance with Council's instruction (*Minute #139 of 2018/19 refers*), the Planning & Environment Committee has finalised a response to the SCDC Local Plan First Draft Consultation for Council approval (*Minute #181 of 2018/19 refers*), which is presented at **Appendix B**.

Council is requested to consider its response to the SCDC First Draft Local Plan Consultation as recommended by the Planning & Environment Committee.

AGENDA ITEM 12: LOCALLY FUNDED PCSO SCHEME

Suffolk Constabulary has been considering how it manages the way in which Police and Community Support Officers (PCSOs) are provided to districts, towns, parishes and other organisations as part of a wider review of operational resources.

The Police and Crime Commissioner and Chief Constable have reaffirmed their commitment to the continued provision of 'funded' PCSOs and the Town Council has been asked whether it would be interested in funding a PCSO for Felixstowe.

The current policing establishment for the Felixstowe SNT is understood to be 1 Sergeant, 2 Police Constables and 4 PCSOs. The Constabulary's Project 2025 review proposes establishment levels for an East Ipswich cluster, which includes the Felixstowe area, as 1 Sergeant, 21 Police Constables and 3 PCSOs.

Assurance has been sought from the Police that, should the Town Council agree to fund a PCSO, this would add capacity directly in Felixstowe, rather than subsidise agreed establishment levels. The Constabulary understands the need the Town Council to be able to agree the priorities of the PCSO and maximise the time they spend in Felixstowe.

Following a meeting with the Constabulary's project officer, the Clerk understands that the commitment would initially be a fixed-term two-year contract at a cost of £68,000 (e.g. £34,000 per year for two years) and that the employment contract is with Suffolk Constabulary.

The core functions of the PCSO must comply with the terms and conditions outlined in the National Policing Police Community Support Officer Operational Handbook: http://recruit.college.police.uk/pcso/Documents/National_Policing_PCSO_Operational_Handbook.pdf

Locally agreed priorities might include a focus on: high visibility foot patrols, parking enforcement and reducing Anti-Social-Behaviour. A draft Service Level Agreement, which has been circulated to Councillors for information, outlines the framework for how this might be agreed.

As part of any agreement it will be important to make arrangements for monitoring the performance of the role as well as how this will be reported back to the Council. Such a report could include actions, process and any abstraction details being supplied to each full council meeting. It should be noted however that the PCSO may not be willing or available to regularly attend in person as Council meetings are held outside of their contracted working hours.

Council will also wish to be assured that any abstractions or redeployment from locally agreed priorities are kept to a minimum so that the PCSO is not seen as a free resource for wider Constabulary support, except for in the case of urgent or critical incidents.

The constabulary has stated that they envisage all the base funded PCSO posts being filled in the next couple of months. However, should the Town Council approve the funding of an additional PCSO for Felixstowe may wish to consider making this subject to a full complement being in post first and ring-fencing the funds until this time so that it is clear that any local funding is being put towards an additional post.

Council is requested to consider and decide whether to fund an additional PCSO for Felixstowe and, if so, any terms on which any agreed funding should be based.

AGENDA ITEM 13: UPDATED STANDING ORDERS

Council's Standing Orders are reviewed at least once annually and adopted by Annual Council each year.

However, updated model Standing Orders have recently been published as detailed in the National Association of Local Councils (NALC) bulletin at **Appendix C**. The consequential effect on Council's current Standing Orders are shown tracked at **Appendix D** for review. The amendments include minor corrections from NALC to standing order 17 and 18. Standing order 21 has been amended to reflect recent changes due to the government's decision to exempt local councils from the definition of "public authority" for the purposes of the General Data Protection Officer". In model standing order 21 (a) this has been changed to "may appoint a Data Protection Officer" and on standing order 15 (b) ix this has been amended to add (if there is one).

No other changes are proposed at this time.

Council is requested to review and adopt the updated Standing Orders.

AGENDA ITEM 14: CEMETERY RECYCLING AND LITTER BINS

Further to the closure of Claydon Skip Hire, who were the biggest local skip service and supplier to the Cemetery, investigations have been made into alternative skip providers/rubbish disposal companies, and the way we dispose of the Cemetery's rubbish.

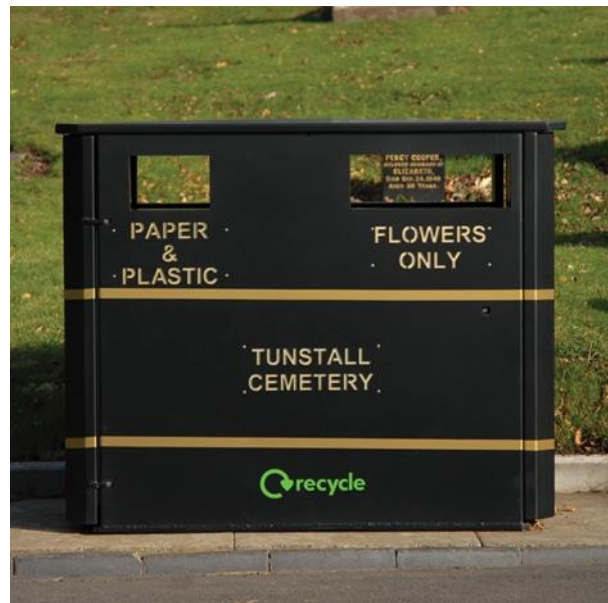
An alternative skip hire company has been found but the cost of an 8 yard skip has now increased by £15 per skip. Suffolk Coastal Norse has also been consulted for advice on the most economical and environmentally friendly way of disposing of our waste.

To ensure the best price/lowest disposal cost the Cemetery would be required to segregate the waste into green waste and general waste (to include plastic and wood).

1 x 16yd skip which is twice the size/height as a standard 8yd skip but the same footprint, can be obtained for green waste only emptied at £185.00p +VAT which is the same price as skips were previously hired. The added environmental benefit of using this bigger skip for green waste is that it reduces the environmental impact of transporting the waste, due to the reduced frequency of collection. General waste could then be collected by a separate method.

Currently there are 9 very old metal dustbins which could be replaced with twin bins to segregate the green waste from the general and recycling waste, this will benefit the environment and set a good example to members of the public to also recycle.

The Asset & Services Committee has recommended that Council approves the purchase of 4 Broxap 'Derby Cemetery Recycling Bins' @ £499+VAT each and 2 'Derby Standard Litter Bins' @£249+VAT as shown below (*Minute# 194iii of 2018/19*) refers:



The total cost of the bins will be £2,494+VAT is recommended for approval from the Cemetery Projects Earmarked Reserve (9040/900).

Council is requested to consider the recommendation of the Assets & Services Committee that four Broxap 'Derby Cemetery Recycling Bins' and two 'Derby Standard Litter Bins' be purchased with the total cost of £2,494+VAT to be authorised via the Cemetery Projects Earmarked Reserve (9040/900).

AGENDA ITEM 15: TOWN HALL MAINTENANCE WORKS UPDATE

Following Council approval of an updated quote from DC Construction for maintenance works to the Town Hall, the Clerk has met with the Construction Manager and Engineering Consultant to consider dates for the works to take place. A programme has been scheduled to fit in with existing bookings in particular weddings and Council meetings. Work has started to take place on available days and it is anticipated that the work will be completed over the next few weeks.

Council is requested to note the update report on Town Hall building works.

AGENDA ITEM 16: GAMBLING ACT 2005 – CONSULTATION ON A REVISED STATEMENT OF PRINCIPLES

Responsibility for licensing and permissions to regulate premises used for casinos, bingo, betting and the wide variety of different gaming machines was transferred to Local Authorities in 2007. Suffolk Coastal District Council is required to update its 'Statement of Principles' every three years and is now consulting on their revised 5th edition.

The Statement is available here:

<http://www.eastsuffolk.gov.uk/assets/Business/Licensing/Licensing-Policy-Consultations/Draft-Gambling-Statement-of-Licensing-Principles.pdf>

Additions/changes are highlighted by the use of red text. Given the size of the document and the cost of printing copies in colour for all Members, a limited number will be made available at the meeting for reference. Councillors are therefore requested to familiarise themselves with the proposals. For convenience however, Members are advised that the only material change from the current version relates to local risk assessments (p. 7 and 8 of 56) which now contains the following requirements:

The council will expect the local risk assessment to consider as a minimum:

- *the location of services for children such as schools, playgrounds, leisure/community centres and other areas where children gather;*
 - *the demographics of the area in relation to vulnerable groups,*
 - *whether the premises is in an area subject to high levels of crime and/or disorder.*
- The local risk assessment should show how vulnerable people, including those with gambling dependencies are protected.*

The Licensing Authority would expect the local area risk assessment to be kept on the individual premises and be available for inspection.

Council is requested to consider whether it wishes to submit any comments to the District Council prior to the consultation deadline of 16 September 2018.