



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 13 March 2019 at 7.30pm** for the transaction of the following business preceded by:

Moment of Reflection: Mrs Diana Barnard, The Basic Life Charity, 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 9 January 2019 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 16 January 2019 (Pages 13-16)
- b) Finance & General Purposes Committee 23 January 2019 (Pages 17-21)
- c) Planning & Environment Committee 30 January 2019 (Pages 22-25)
- d) Assets & Service Committee 6 February 2019 (Pages 26-30)
- e) Planning & Environment Committee 13 February 2019 (Pages 31-34)
- f) Civic & Community Committee 20 February 2019 (Pages 35-41)
- g) Planning & Environment Committee 27 February 2019 (Pages 42-44)
- h) Highways Advisory Committee 6 March 2019 (Pages 45-48)

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 49 and Appendix A)

11. PCSO Report (January and February 2019)

To receive the Felixstowe Partnership Funded PCSO reports and the Felixstowe SNT Newsletters for the months of January and February 2019.

(Reports at Appendix B)

12. Action Plan 2019-20

To approve the Council's Action Plan for the final year of the Council's Business Plan 2016/20.

(Page 49 & Appendix C)

13. Members' Allowances & Expenses 2019/20

To confirm that Felixstowe Town Council will not introduce a Basic Allowance for its Members, confirm the Mayor's Allowance for 2019/20 and approve the Members' Allowances & Expenses Policy.

(Pages 50-52 & Appendix D)

14. Highways Advisory Committee

To review Council's arrangements for addressing highways-related matters from May 2019.

(Page 53)

15. Play Area Project

To approve funding towards a shared project to enable the upgrade of three of Felixstowe's play areas.

(Pages 54-56)

16. SCDC/FTC Working Group

To receive the notes of the meeting of the SCDC/FTC Working Group held on Friday 1 February 2019 and consider any matters therein.

(Appendix E)

17. Pier Plaza Improvements

To consider support for a project to improve the surfacing at the pier plaza.

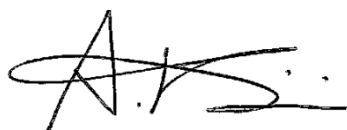
(Page 57)

- 18. Insurance Arrangements 2019/20**
To confirm the adequacy of Council's insurance and to approve the arrangements as recommended by the Finance & General Purposes Committee. **(Page 58)**
- 19. Investment Policy & Strategy 2019/20**
To approve the Council's Investment Policy & Strategy for 2019/20 as recommended by the Finance & General Purposes Committee. **(Page 59 & Appendix F)**
- 20. Occasional Grants Policy 2019/20**
To approve the Occasional Grants Policy for 2019/20 as recommended by the Civic & Community Committee. **(Page 59 & Appendix G)**
- 21. Press & Media Policy 2019/20**
To approve the Press & Media Policy for 2019/20 as recommended by the Civic & Community Committee. **(Page 59 & Appendix H)**
- 22. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix I)**

Date	Voucher Nos.	Total Payment
15/01/2019	369 – 402	£13,600.43
30/01/2019	403 – 420	£37,594.83
19/02/2019	421 – 440	£7,601.46
28/02/2019	441 – 450	£35,575.41
	TOTAL	£94,372.13

- 23. Closure**
To close proceedings and note that the next meeting is the Annual Council Meeting at Felixstowe Town Hall, 7pm Wednesday 15 May 2019.

Council is also requested to note that the Annual Town Meeting will be held at Felixstowe Academy at 7pm on Wednesday 8 May 2019.



Ash Tadjrishi
Town Clerk
8 March 2019

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 9 January 2019 at 7.30pm

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

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

IN ATTENDANCE: 7 Members of the public
Ms Helen Greengrass, Felixstowe Forward Change Director
Ms Jan McGuire, Suffolk Coastal and Waveney Time Bank
Coordinator

MOMENT OF REFLECTION

The meeting was preceded with a moment of reflection from Mohammed Mainul Alam, Joint Centre Manager, Bangladeshi Support Centre.

403. PUBLIC QUESTION TIME

A member of the public raised concerns as to why Felixstowe Town Council's Planning & Environment Committee recommended approval on the planning application for the proposed new Wetherspoon application as the planned mass and bulk had not changed from the previous application where the Committee had recommended refusal. Members advised that the new application had changed the outlook and there was no overlooking onto High Road West but would now open onto Great Eastern Square.

404. APOLOGIES

Apologies for absence were received from the **Cllr C Barham** and **Cllr S Bloomfield**.

405. 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)
--	-----	--

406. REQUESTS FOR DISPENSATION

There were none.

407. QUESTIONS TO THE MAYOR

There were none.

408. CONFIRMATION OF COUNCIL MINUTES

Subject to a correction to Minute 334 (to clarify that a Councillor had asked that the ‘Tommy’ silhouette be permanently left in the Town Hall Gardens) it was RESOLVED that the Minutes of the Ordinary Council Meeting held on 14 November 2018 be signed by the Mayor as a true record and adopted by the Council.

409. MAYOR’S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

Launch of Litter Free Felixstowe	18 November 2018
Visit Felixstowe & Walton Football Club	24 November 2018
Rotary Club Kids Kitchen	26 November 2018
<i>Deputy Mayor – Scouts Carol Service</i>	<i>30 November 2018</i>
The Golden Key International Alliance Winter Congress	1-5 December 2018
<i>Deputy Mayor – Victorian Christmas Market</i>	<i>1 December 2018</i>
<i>Deputy Mayor - Felixstowe Christmas Lights Switch On</i>	<i>1 December 2018</i>
<i>Deputy Mayor – Mayors Charity Christmas Concert</i>	<i>1 December 2018</i>
<i>Deputy Mayor – Blue Cross Suffolk Santa Dog Walk</i>	<i>2 December 2018</i>
<i>Deputy Mayor – Rotary Club Kids Kitchen Final Session</i>	<i>3 December 2018</i>
<i>Salvation Army Christmas Tree Festival</i>	<i>4 December 2018</i>
Wesel Association St Niklaus Fest	6 December 2018
Fairfield Nursery Christmas Concert	7 December 2018
Felixstowe Friendly Visiting Service	7 December 2018
Christmas Visit – Coniston House	10 December 2018

Christmas Visit - Merryfields	10 December 2018
Christmas Visit – Sanctuary Care	11 December 2018
Christmas Visit – Brierfield Care Home	11 December 2018
Festive Tour of Christchurch Mansion	11 December 2018
CAB Annual Christmas Dinner	12 December 2018
Christmas Visit – Rowland House	14 December 2018
Christmas Visit – Margery Girling House	14 December 2018
Christmas Visit – Foxgrove & Maynell Nursing Home	14 December 2018
Christmas Visit – Bellstone Nursing Home	17 December 2018
Christmas Visit – White Gables Nursing Home	17 December 2018
Judging Best Dressed Window	17 December 2018
Christmas Visit – Cotman Lodge	18 December 2018
Christmas Visit – Westcliff Care Home	18 December 2018
Christmas Visit – Mill Lane Nursing Home	18 December 2018
Felixstowe Academy Christmas Concert	18 December 2018
Chamber Breakfast at Level2 Youth Project	19 December 2018
Christmas Visit – Highcliffe House Nursing Home	19 December 2018
Opening of Felixstowe Skating Rink	20 December 2018
Presenting the Best Dress Window trophy	20 December 2018
FOPWA Christmas Party and Relaunch	21 December 2018
Stowmarket Town Carol Service	23 December 2018
St Elizabeth Hospice Christmas Day Dip	25 December 2018
Felixstowe Community Hospital	25 December 2018
Lunch at The Salvation Army	25 December 2018
Opening of Emmaus Felixstowe Charity Shop	4 January 2019

The Mayor commented on his invitation to a big international event in Shanghai funded by the Golden Key International Alliance Winter Congress. He was invited to give a presentation promoting our town of Felixstowe where over 300 people from around the world had attended.

The Mayor had attended the Wesel Association St Niklaus Fest which had been an enjoyable and interesting evening.

The Mayor highlighted the various Nursing Homes he and the Mayoress visited over the Christmas period and thanked the staff for all their hard work they do for the residents of Felixstowe. He had also launched the annual St Elizabeth Hospice Christmas Day Dip which was a very successful event and he had also participated in.

The Mayor commented on an interview he had participate in on BBC Radio Suffolk concerning this year's Suffolk Day where it had been suggested that Felixstowe could be the host town this year. It was planned to discuss this opportunity at the next Civic & Community Committee Meeting.

The Mayor was pleased to participate in the Launch of the Litter-Free Felixstowe earlier in November and congratulated Plastic Free Felixstowe on winning the Groundwork's Community Award which had been presented to them recently at the House of Commons. The Mayor then accepted the certificate on behalf of the Town Council. The Mayor opened the Emmaus Charity Shop where they were offering refillable household cleaning products which would allow less plastic to be used.

The Mayor welcomed the 10th defibrillator thanked East of England Co-op and The Felixstowe Society for help sponsoring the 10th defibrillator in the town

The Mayor thanked the Deputy Mayor, Cllr Tracey Green for her supporting attending numerous engagements on his behalf.

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

410. 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 21 November 2018**
- b) Finance & General Purposes Committee 28 November 2018**
- c) Planning & Environment Committee 5 December 2018**
- d) Planning & Environment Committee 19 December 2018**
- e) Civic & Community Committee 19 December 2018**

411. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Cllr Savage reported that she had attended the Felixstowe & District Council for Sports & Recreation meeting. The meeting had discussed the potential Sports Hubs for the town but this seemed to be now side lined.

Cllr Jepson reported that he had attended the recent Felixstowe Wesel Association Meeting where it had been decided as it was their 65th anniversary

that they would be holding two special ticket events, a dinner dance and barbeque and everyone was invited.

412. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass advised that BID was progressing well with continuing interest from local businesses and endorsement from Felixstowe Chamber of Commerce.

Numerous events were already coming in and an online events booking form will be available soon. The 2019 Felixstowe season launch will be in early April. In the last quarter 70,000 visitors were attracted to the numerous events in the town.

Ms Greengrass confirmed that a success application of £30k from the Coastal Revival Fund for interpretation work along the South Seafront. This would include 6 interpretation boards complete with a digital app and a new Martello Coast Path leaflet. The work will also provide support for a bigger application to the Coastal Community Fund of approx. £1m. The deadline for the next stage of this application was 21 January 2019.

Ms Greengrass advised that the Dementia Support Group was full which means unfortunately more people cannot access the group. The East of England Co-op were supporting the group by including them in their community token scheme, everyone was encouraged to support this.

Ms Greengrass reported that Landguard was in the process of a governance review. The new Fort Manager was enjoying her role and had been very proactive.

In response to a Member's question, Ms Greengrass reported that she would be liaising with the Town Clerk to have a Visit Felixstowe section in the new Town Council magazine, which could include grouping events to incorporate into a summer festival.

Ms Greengrass introduced Jan McGuire, Felixstowe Time Bank Coordinator, to the Council.

Mrs McGuire reported that the Timebank project was up and running. The object was to share skills, time and assets in the town with no money being exchanged. So far 25 individuals and 5 organisations had signed up to the scheme. With the help of 4 volunteers, further engagement events were planned. The initial pilot will be completed at the end of May. Ms McGuire advised that she was working 15 hours a week and had received 7 requests and 11 offers so far. Partners included the East of England Co-op, Felixstowe Volunteer Centre, FACTS and Age Concern.

In response to a Member's question, Mrs McGuire agreed to put all details on the noticeboard in the Visit Felixstowe hut.

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

413. PCSO REPORT (DECEMBER 2018)

Council received the report of the Felixstowe Partnership Funded PCSO.

Council was advised that the PCSO would be available at the Town Hall the first Wednesday of each month and that Council's appointed representatives to the SNT could also be contacted for related matters.

It was RESOLVED that the Felixstowe Partnership Funded PCSO report and the SNT Newsletter be noted for the month of December 2018.

414. FELIXSTOWE PROM TRAFFIC ORDER CONSULTATION

Council considered giving delegated authority to the Finance & General Purposes Committee to respond to the SCDC Traffic Order proposed to control vehicles movements on the prom.

The Clerk advised that the purpose of the proposed Order was to allow control and enforcement of any vehicles who venture onto the pedestrian area illegally, whilst permitting those with legitimate reasons for being on the prom – e.g. waste collection, prom maintenance, and emergency vehicles, or vehicles associated with tourism events such as the historic vehicle run – to still have access.

It was RESOLVED that authority be delegated to the Finance & General Purposes Committee to submit a response to the SCDC Traffic Order on behalf of the Town Council.

415. SUFFOLK COASTAL DISTRICT COUNCIL LOCAL PLAN FINAL DRAFT CONSULTATION

Council considered sending a representative to the Final Draft Local Plan briefing session and, due to time constraints with the consultation, delegating authority to the Planning & Environment Committee to submit a response on its behalf.

It was RESOLVED that Cllr Jan Garfield should attend the briefing session as the Town Council's representative and that authority be delegated to the Planning & Environment Committee to submit a response to the Suffolk Coastal District Council Local Plan Final Draft Consultation on behalf of the Town Council.

416. SIZEWELL C STAGE 3 CONSULTATION

Council considered sending representatives to the Sizewell C Stage 3 Consultation on 22nd January 2019.

It was RESOLVED that the Mayor and the Town Clerk would attend the Sizewell C Stage 3 Consultation as the Town Council's representative and that authority be delegated to the Planning & Environment Committee to submit a response to the Sizewell C Stage 3 Consultation on behalf of the Town Council.

417. BUDGET AND PRECEPT 2019/20

Council received the finalised version of the 2019/20 Budget and Precept.

It was noted that the budget had been prepared and presented in accordance with the recommendations of the Finance & General Purposes Committee meeting of 28 November 2018 (*Minute #366 of 2018/19 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 3 pence per week to the local tax payer.

It was RESOLVED that:

- i. The Felixstowe Town Council Budget for 2019/20 be approved as set out in the report;**
- ii. Approving the 2019/20 Precept demand to Suffolk Coastal District Council of £578,113 (representing a 2% increase cost to Band D equivalent Council Tax payer) on the following basis:**

Band D rate		£69.45
Multiplied by tax base	x	8,324.16

Thus a Precept demand of: £578,113

- iii. the Clerk to take any necessary action and submit any information required by Suffolk Coastal District Council in this matter.**

418. MEETINGS CALENDAR 2019/20

Council considered the draft meeting schedule for the 2019/20 Municipal Year as presented which had been based on the current year's cycle.

RESOLVED that the 2019/20 Calendar of Meetings be adopted as per the amended schedule presented.

419. ACCOUNTS FOR PAYMENT

Council noted a revised schedule of payments that was tabled to include a minor amendment to address the fact that an invoice had been withheld until a part-credit had been issued.

It was RESOLVED that the schedule and payment of accounts, as updated in the tabled papers, be received and approved as follows:

Date	Voucher Nos.	Total Payment
14/11/2018	299 - 313	£8,769.23
30/11/2018	314 - 330	£37,175.61
17/12/2018	331 - 350	£20,995.20
31/12/2018	360-368	£40,038.34
	TOTAL	£106,978.38

420. CLOSURE

The meeting was closed at 9.31pm. It was noted that the next Ordinary Meeting was scheduled for 13 March 2019 at 7.30pm.

AGENDA ITEM 7: MAYOR'S ANNOUNCEMENTS

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

Launch of new Defib outside Broadway House	8 January 2019
Ipswich Tigers Badminton Presentation Evening	15 January 2019
Wesel Association AGM	19 January 2019
Volunteer Police and Emergency Services Cadet Annual Parade	20 January 2019
Churches Together United Service	20 January 2019
Mayor of Ipswich Charity Burns Night	27 January 2019
Bangladeshi Support Centre Winter Health Awareness Day	29 January 2019
Memorial Service at the Felixstowe Flood Memorial	31 January 2019
Bangladeshi Support Centre/Inspire Suffolk Tigers Badminton Tournament	3 February 2019
<i>Deputy Mayor – SCDC Reception</i>	7 February 2019
Barbergh District Council Chairmans Charity Civic Reception	8 February 2019
Suffolk Chinese Family Welfare Association New Year Show	9 February 2019
Anglo Chinese Cultural Exchange Chinese New Year show 2019	10 February 2019
Felixstowe Sea Angling Society visit to view new windows provided FTC Grant Scheme	15 February 2019
Clergy Coffee Morning	20 February 2019
Burying Ceremony of the Hold Time Project capsule	28 February 2019
Mayor of Diss Civic Service	3 March 2019
Felixstowe Flyer Breakfast Meeting	6 March 2019
Interview with Felixstowe Radio	6 March 2019
White Gables Nursing Home Charity Choir Concert	9 March 2019
Mid Suffolk Chairman's Charity Concert	10 March 2019
Flying the Flag for the Commonwealth	11 March 2019
Wesel Association AGM	11 March 2019

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 16 January 2019** at **9.15am**.

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

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

421. PUBLIC QUESTION

None.

422. APOLOGIES FOR ABSENCE

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

423. 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 a Member of Suffolk County Council)

424. REQUEST FOR DISPENSATION

There were no requests for dispensation.

425. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 19 December 2018 be signed by the Chairman as a true record.

426. PLANNING APPLICATIONS SUBMITTED UNDER DELEGATED POWERS

It was **RESOLVED** that the comments submitted to Suffolk Coastal District Council by the Clerk, in accordance with delegated authority, for 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.

427. 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/19/0004/VOC Variation of Condition(s) 1 of Planning Permission DC/16/3776/ARM - Submission of reserved matters pursuant to outline planning permission DC/13/3069/OUT for the creation of 197 no. one, two, three and four bedroom houses and apartments, plus associated roads, paths, driveways, car parking, landscaping and public open space. Land West Of Ferry Road Residential Centre Ferry
Committee recommended REFUSAL. Committee noted that there have been a number of ‘non-material amendment’ applications for this site, the cumulative effect of which will result in a major change to the design and quality of the overall development. Committee considers that this proposal would lead to the high-quality design proposed in the reserved matters application being largely destroyed, resulting in a utilitarian approach. This is particularly evident in the case of Flat Block E, where Committee has previously noted and regretted the loss of the original oast-house design. Committee believes that this latest iteration has lost all distinctiveness in favour of a characterless block, on the pretext of addressing public concerns over roof heights. The loss of balconies, characterful elevations and variegated brick patterns are further examples of the design deficiencies in this application. It is particularly concerning to Members that all of the proposed changes are to the affordable housing provision on the site. Given the current emphasis to design in large estates, a diminution in the quality of design and build on this site would be highly regrettable and Committee ask SCDC to allow no further changes.	
b	DC/18/4989/FUL Extensions and alterations to existing building to create a total of four residential units and four shop/office units (Existing workshop to be demolished). Re-submission of previously approved scheme C/10/2097 19 Manning Road
Committee recommended APPROVAL	

c	<p>DC/18/5097/FUL Construction of additional bedroom on first floor above existing rear ground floor extension. 75 Gainsborough Road</p>
<p>Committee recommended REFUSAL on the basis that the proposal would detrimentally impact on privacy of the neighbour at No.73 and is in contravention to DM23 (a), (b) and (e).</p> <p>Committee felt that the height of the proposed extension and the inclusion of windows on the western elevation will have an unacceptable impact on No. 73.</p> <p>Furthermore, Committee felt that the design of the proposed extension, in particular the use of white cladding, neither preserves nor enhances this property within the Felixstowe Conservation Area.</p>	
d	<p>DC/18/5231/FUL Proposed single storey rear extension 118 Langer Road</p>
<p>Committee recommended APPROVAL. Committee noted that the relevant drawings were not available on the planning portal.</p>	
e	<p>DC/18/5121/FUL Rear extension project with change of the look of the front elevation and front porch 10 Thorn Way</p>
<p>Committee recommended APPROVAL</p>	

428. 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.

429. SCDC LOCAL PLAN FINAL DRAFT CONSULTATION

It was noted that Council had delegated authority to the Planning & Environment Committee to submit a response on its behalf, as the consultation deadline was prior to the next Council meeting.

Cllr Jan Garfield and the Town Clerk reported attending a briefing on the consultation at SCDC on 11 January. Committee was advised that this stage was on the test of 'soundness'. It was agreed that a draft response be brought to the next meeting for consideration.

RESOLVED that the authority delegated by Council to respond to the consultation be noted; and, the Clerk be instructed to bring a draft response to the next meeting.

430. CORRESPONDENCE

The Town Clerk reported that he and the Mayor would be attending the briefing on Sizewell C Stage 3 Consultation on 22nd January and this matter would be brought as an agenda item at the next Committee meeting.

The Clerk reported correspondence received about the potential closure of the Marks and Spencer store on Hamilton Road. Members expressed their concerns over the possible loss of a key high street retail offer. The Mayor, Cllr Graham Newman, advised that he would be writing to Marks and Spencer to outline local concerns and seek assurances that all opportunities to retain the store can be considered prior to any final decision.

431. CLOSURE

The meeting was closed at 11.25am. The date of the next meeting was noted as being Wednesday 30 January 2019, 9.15am at Felixstowe Town Hall.

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 23 January 2019 at 7.30pm

PRESENT: Cllr S Bird (Chairman) Cllr D Savage
Cllr N Barber Cllr A Smith
Cllr M Deacon Cllr S Wiles
Cllr G Newman

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

432. PUBLIC QUESTIONS

There were none.

433. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr Jan Garfield, Cllr S Gallant,** and **Cllr K Williams.**

434. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon 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)

435. REQUESTS FOR DISPENSATION

There were none.

436. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 28 November 2018 be signed by the Chairman as a true record.

437. BUDGET MONITORING TO 31 DECEMBER 2018

Committee received the budget monitoring report to 31 December 2018. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

RESOLVED that the accounts to 31 December 2018 be noted, with no other action required at this time.

438. INVESTMENT POLICY AND STRATEGY

Committee considered the Council's Investment Policy & Strategy for 2019/20 as presented which had been updated to reflect current investments.

It was noted that the new 3rd edition of the Statutory Guidance on Local Government Investments had been changed to reflect changes in patterns of local authority behaviour. Some local authorities are investing in non-financial assets, with the primary aim of generating profit. Others are entering into very long term investments or providing loans to local enterprises or third sector entities as part of regeneration or economic growth projects that are in line with their wider role for regeneration and place making.

Committee requested that the Investment Policy under the heading 'Investment Objectives' 2.3 be amended to state that:

'The Department for Communities and Local Government allow a local authority to make loans to local enterprises, or third sector entities as part of regeneration or economic growth projects. Whilst this Council doesn't currently engage in such practice, it would only do so if it were prudent.'

It was RESOLVED that the Investment Policy & Strategy for 2019/20 be recommended to Council for adoption with as presented with the amendment to 2.3 above.

439. INSURANCE ADEQUACY REVIEW

Committee reviewed Council's insurance provision as presented in the agenda report and were pleased to note the new quotations received as Council's current three year Long Term Agreement (LTA) ends on 31 March 2019 were significantly cheaper. Zurich who had been Council's previous insurer prior to 2013 came in with a quote of an annual premium including all motor, hired in plant and engineering of £5,742.69 + VAT on the Engineering inspection on a 3 year LTA. This saves council £2,997 from the previous year and the policy also gives increased cover as shown in the table below in bold:

	Aviva – Current insurer	Zurich
Protection of physical assets	Like for like	Like for like
Public Liability	£10,000,000	£15,000,000
Employers Liability	£10,000,000	£10,000,000
Loss of cash	£2,000	£5,000
Fidelity guarantee	£1,250,000	£2,000,000
Libel and Slander	£250,000	£500,000
Office equipment	£61,380	£61,380
Personal accident	Up to age 80 £40,000 £200 pw /£400 pw (key staff)	Up to age 90 £50,000/£100,000(key staff) £200 pw /£500 10

		weeks £100 thereafter
Assault cover	Up to age 80 £10,000 £50pw/100 pw (key staff)	Up to age 90 If no Personal Accident is operative Normal weekly wage or salary up to £150 per week
Other cover:		
Money in locked safes	£2,000	£5,000
Hirers Liability	£2,000,000	£2,000,000
Plant protection (Hired in plant)	£250,000	£500,000
Legal Expenses	£100,000	£200,000
Business Interruption	£24,682 rental £51,000 additional expenditure	£30,740 £100,000

Members paid thanks to the Deputy Town Clerk for her work in obtaining a new insurance agreement and agreed that a new 3 year Long Term Agreement be taken out with Zurich Insurance with effect from 1 April 2019.

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 2019-20; and,**
- ii. a new 3 year Long Term Agreement be taken out with Zurich Insurance with effect from 1 April 2019.**

440. MAYOR AND COUNCILLOR ALLOWANCES 2019/20

Committee considered the report on the Mayor and Councillor Allowances 2019/2020 and the Members' Expenses Policy.

Members agreed that a Basic Members Allowance should not be introduced and that Town Councillors should continue to receive no remuneration for the office.

At the previous meeting, Committee requested that recommendations for the Mayor's Allowance will be brought to the next meeting for consideration (*Minute #367 of 2018/19 refers*).

The Town Clerk presented a report exploring three different approaches. Committee discussed in depth and recommend the following amendments to the Mayor's Allowance:

- 1. Move as much of the recurring activities/known expenditure as appropriate from the Mayoral Allowance to the Civic Events budget.**

Reason for recommendation: By moving any recurring activities/known expenditure from the Mayoral allowance to Civic Events budget, VAT can be reclaimed.

2. **Increase the Members Expenses budget and enable the Mayor (and Deputy Mayor when appropriate) to claim for approved travel/receipted expenditure in accordance with HMRC guidance.**

Reason for recommendation: Keeping travel/receipted expenses for the Mayor within the expenses budget provides oversight and assurance with HMRC and will be met by a commensurate reduction in the Mayoral Allowance.

3. **Reduce the Mayoral Allowance commensurate to 1 and 2 above and pay subject to PAYE via Council's payroll system.**

Reason for recommendation: The reduction of the allowance gives greater assurance that Council expenditure is being efficiently managed. Whilst it is likely that the allowance would be spent on otherwise tax-deductible expenditure, paying via PAYE offers Council simple assurance that the Mayoral Allowance is compliant with HMRC guidance. It also follows that by reducing the allowance, the level of tax incurred will be minimised.

It was RECOMMENDED to Council that:

- i. **Felixstowe Town Council does not seek to introduce a Basic Allowance for its Members, and the office of Town Councillor is to remain unpaid;**
- ii. **the Civic Events budget 2019/20 be increased by £2,000 to be used for any recurring Mayoral activities/Civic Events and known expenditure which would normally come from the Mayoral allowance in order that VAT can be reclaimed where appropriate;**
- iii. **the Members Expenses budget 2019/20 be increased by £1,000 to enable the Mayor to claim for travel/receipted expenditure in accordance with HMRC guidance; and,**
- iv. **the Mayor's Allowance for 2019/20 be reduced to £3,000 for the purpose of defraying other costs associated with the office of Mayor, with payment made following approval at Annual Council, on the basis of PAYE through the Council's payroll system; and,**
- v. **the Members' Expenses Policy be developed to become a Members' Allowances & Expenses Policy on the basis of incorporating the above recommendations and additionally enabling the Mayor (and Deputy Mayor as required) to be reimbursed for tax-deductible out-of-pocket expenses.**

441. FELIXSTOWE PROM TRAFFIC ORDER CONSULTATION

Committee considered the report on the Felixstowe Prom Traffic Order Consultation and the Suffolk County Council order and were pleased to note that events such as the annual car rally, and events at the Hut could apply for a licence to enable vehicles on the Prom. Members discussed the need for adequate signage such as 'Authorised vehicles only'.

It was RESOLVED that the Town Clerk responds to the consultation, noting that Felixstowe Town Council welcomes the Felixstowe Prom Traffic Order subject to adequate provision of signage.

442. ACTION PLAN WORKING GROUP UPDATE

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 based on input from the Action Plan Working group.

It was RESOLVED that the new style Action Plan be recommended to Council for adoption.

443. CLOSURE

The meeting was closed at 8.50pm. The next meeting was noted as being scheduled for Wednesday 27 March 2019 at 7.30pm.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 30 January 2019** at **9.15am**.

PRESENT: Cllr A Smith (Chairman) Cllr Jon Garfield
Cllr S Bird Cllr M Jepson
Cllr S Gallant (*to item 452*) Cllr D Savage
Cllr Jan Garfield

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

IN ATTENDANCE: One member of the public

444. PUBLIC QUESTION

The Chairman advised that he would invite the member of the public to make his representation during the SCDC Local Plan Final Draft Consultation item.

445. APOLOGIES FOR ABSENCE

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

Cllr S Gallant gave apologies in advance of having to leave the meeting early at 12.00pm.

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

447. REQUEST FOR DISPENSATION

There were no requests for dispensation.

448. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 16 January 2019 be signed by the Chairman as a true record.

449. 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/19/0042/VOC Variation of condition 3 of DC/18/2502/FUL - Extension to lorry park to provide 36 bays - Re-wording of the condition to allow the asset register to be submitted, in the required form, to and agreed by the local planning authority following completion of the approved surface water drainage works and to avoid the requirements for another discharge of condition at a later date. Former Routemaster Hotel And Offices Walton
Committee NOTED the application for a Variation of Conditions.	

b	DC/19/0001/FUL Proposed rear kitchen and lounge extension and internal alteration to form an additional bath room. 5 Stuart Close
Committee recommended APPROVAL	

c	DC/19/0138/TCA T1 and T2 Downy Birch - reduce by 2.5m and laterals by 1-1.5m. T3 and T4 - Pines, reduce height by a third. St Johns Court Princes Road
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer	

d	DC/19/0095/TCA To sectionally fell and remove Cherry Plum Tree from the far right hand corner of the rear garden. Crown raise Cherry plum in the centre of the rear garden. This tree looks to be an old Coppice which is showing signs of heavy decay. 100 Ranelagh Road
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer	

e	<p>DC/19/0033/TCA To fell three number self-seeded Sycamores adjacent to garage wall and rear parking area. Trees causing structural issues with garage.</p> <p>Albany Villas Undercliff Road West</p>
<p>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council’s Arboricultural Officer</p>	

450. 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.

451. SCDC LOCAL PLAN FINAL DRAFT CONSULTATION

At the direction of the Chairman, Committee heard from the member of the public attending noting concerns regarding developments near to AONBs and the heritage coast. He considered that a formal response should be made in this regard.

The Clerk briefed Committee on the nature of this third consultation stage and confirmed that the Council’s representation at this stage should only be made in relation to the legal compliance and the soundness of the Final Draft Local Plan

Members noted that the Final Draft Local Plan had incorporated a number changes recommended by the Council at the First Draft stage. However, there were several issues that had not been addressed to the satisfaction of the Committee. The Clerk was requested to summarise these outstanding points and incorporate these in to a draft response for consideration at the next meeting for final consideration.

RESOLVED that the Clerk summarise Members’ concerns as to the overall soundness of the Suffolk Coastal Local Plan Final Draft; and, incorporate these in to a draft response to the consultation for consideration at the next meeting.

At this point, it being 12.00pm, Cllr S Gallant left the meeting.

452. EDF ENERGY SIZEWELL C CONSULTATION

Committee noted that the Town Clerk and Cllr G Newman had attended the Sizewell C town & parishes event on 22nd January 2019.

The Clerk reported that EDF Energy were now leaning towards a road and rail-led transport strategy for moving materials and freight, whereas in the previous two stages they had stated a preference for marine and rail-led. Committee were advised that freight management facilities were therefore being proposed at sites adjacent to the A14, either at Innocence farm or near Seven Hills. Noting that the deadline for responding to the consultation was the 29th March 2019,

Committee agreed that the consultation document should be carried forward to the next meeting on 13th February for further discussion.

RESOLVED that this item be carried over to the next meeting on 13th February 2019 for further consideration.

453. CORRESPONDENCE

The Committee approved the Proposed Diversion of Footpath 34 (path) Felixstowe put forward in a consultative letter from Andrew Rogers, SCC Rights of Way Access through Morrisons Supermarket Car Park.

It was noted that East Anglia 1 & 2 consultative documents relating to Wind Farms off Lowestoft had been received.

454. CLOSURE

The meeting was closed at 12.07 am. The date of the next meeting was noted as being Wednesday 13 February 2019, 9.15am at Felixstowe Town Hall.

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 6 February 2019** at **7.30pm**

PRESENT: Cllr Jan Garfield (Chairman) Cllr Jon Garfield
Cllr S Bird Cllr Tracey Green
Cllr P Coleman Cllr A Smith
Cllr M Deacon

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

455. PUBLIC QUESTIONS

There were none.

456. APOLOGIES FOR ABSENCE

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

457. DECLARATIONS OF INTEREST

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

458. REQUESTS FOR DISPENSATION

There were none.

459. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Assets & Services Committee Meeting held on 7 November 2018 be signed by the Chairman as a true record.

460. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 January 2019.

The Deputy Town Clerk informed committee that since the agenda had been published a coding error had been discovered with some interment income

being coded as purchase of graves income. The corrected figures were recorded as follows:

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>204 Cemetery</u>							
1100 Interment Fees	57,260	35,071	40,000	4,930			87.7%
1120 Purchase of Graves	19,049	18,981	10,000	(8,981)			189.8%

RESOLVED that the Budget Report to 30 January 2019 be received and noted as presented with no other action required at this time.

461. TOWN HALL REPORT

Committee received a report on the Town Hall with updates regarding recent agreed purchases and were pleased to note the redecoration of the Clerk's Office for wedding venues. Members had attended the Evacuation sledge, Stair-risers and Lift Training and found it very informative. The Deputy Town Clerk advised that another session would be arranged for anyone who had been unable to attend the previous sessions.

Members noted a high gas bill in December. Officers would continue to search for the most competitive supplier though it was understood that tariffs had increased significantly across the board. Electricity and Gas bills at all three properties are currently on a 1 year fixed rate, due for renewal in May 2019. Several brokers and direct suppliers are contacted each year to obtain the best price. The Deputy Town Clerk also alerted Committee to a high electric bill received the previous day for Walton Community Hall. Members requested that a report be brought to the next meeting showing usage compared to the same period last year for these two premises.

RESOLVED that:

- i. the Town Hall Update report be noted;**
- ii. a report on energy consumption at the Town Hall Walton Community Hall be brought to Committee on 3 April 2019; and,**
- iii. the Deputy Town Clerk to investigate the installation of a smart meter at Walton Community Hall.**

462. FELIXSTOWE WAR MEMORIAL CONDITION SURVEY UPDATE

The Deputy Town Clerk confirmed that payment had now been received from the War Memorial Trust (WMT) for 75% of the cost of the condition survey. Further advice is still awaited from WMT regarding any possible grants that may be available to fulfil part or all of the architect's recommendations. As soon as this is received a more detailed report will be brought to committee.

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

463. CEMETERY UPDATE REPORT

Committee received the update on the erection of replacement store beside the Cemetery office.

Committee received the report on the Memorial tree and were pleased to note the clearance already made on the dirt mound situated on the Cemetery allotment site.

The Town Clerk detailed the cost of the additional work that was needed to reduce the height of the two overgrown Yew tree hedges, complete the removal of the dirt mound and disposal of waste at Railway Hill allotments.

Committee approved projected overspends in the individual cost codes identified, subject to the total budget for Repairs & Maintenance, Equipment Purchases and Vehicles/Tool Hire across all premises not being exceeded.

The following table was presented to Committee which shows the projected variance at the end of the financial year, confirming that an overall positive outturn was anticipated across the budgets:

Cost Code (Centre)	2018/19 Budget (£)	Expenditure to date (£)	Variance to date (£)	Projected Variance (£)
Repairs & Maintenance (Town Hall)	5,000	5,732	-732 (Overspend)	-1,265 ¹
Repairs & Maintenance (Walton)	2,000	695	1,305	1,305
Repairs & Maintenance (Broadway House)	1,000	981	19	19
Repairs & Maintenance (Cemetery)	4,000	2,963	1,037	-991 ²
Repairs & Maintenance (Allotments)	3,000	1,453	1,547	792 ³
Repairs & Maintenance Sub-total	15,000	11,824	3,176	-140
Equipment Purchases (Town Hall)	550	491	59	59
Equipment Purchases (Cemetery)	3,000	558	2,442	2,000 ⁴
Equipment Purchases Sub-total	3,550	1,049	2,501	2,059
Vehicles/Tool Hire (Cemetery)	5,600	4,280	1,320	0 ⁵
Vehicle/Tool Hire (Allotments)	2,000	270	1,730	1,000 ⁶
Vehicles/Tool Hire Sub-total	7,600	4,550	3,050	1,000
TOTALS	26150	17,423	8,727	2,919

¹ £533 includes items such as fire + security alarm service and 3 months window cleaning,

² £1,950 for Yew Tree maintenance and projected Cemetery sundries ie rock salt, cleaning items, Underwoods

³ £755 for clearing spoil heap mound at cemetery allotment site

⁴ Purchase of PPE, updating First Aid due to expiration dates

⁵ skips/digger hires until year end

⁶ Hire of plant to clear spoil heap at Railway Hill

A Member reported that, following a recent visit to the Cemetery, the toilets were in need of renovation. It was requested that a report providing an update and possible options for improvement be brought to the next Committee meeting.

It was RESOLVED that:

- i. the Cemetery report be noted;**
- ii. the projected overspend in the Cemetery Repairs and Maintenance budget be approved, subject to not exceeding the total overall Repairs and Maintenance, Equipment Purchases and Vehicles/Tool Hire budget over all premises; and**
- iii. a report be brought to Committee with options to refurbish the toilet facilities at the Cemetery.**

464. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments, current vacancy information and an update on the high water bills at Cowpasture. Members were pleased to note that tests had been carried out confirming that there were no leaks.

The Clerk reported that investigations were currently being made to quote for the removal a mound at the Railway Hill Allotments. The mound has a mixture of green waste with some general waste. The cost of attending to this was reported in the previous item, Minute #463, above.

Members agreed that noticeboards should be replaced at the Ferry Road, Cowpasture and Railway Hill Allotment sites. Although these could be purchased through the Asset Repairs and Replacement Earmarked Reserve via a recommendation to Council, the Clerk advised that there may be a budget surplus in the Cemetery Equipment Purchases cost code which would enable the noticeboards to be purchased without further referral to Council.

RESOLVED that

- i. the Allotments Update Report be noted; and,**
- ii. three recycled plastic wood-effect double door noticeboards be purchased in March, subject to funds being available in the Cemetery Equipment budget, or, that Council be recommended to authorise expenditure for the same form the Asset, Repairs and Replacement Earmarked Reserve.**

465. DEFIBRILLATORS

Committee received a report on Community Public Access Defibrillators.

The Deputy Town Clerk updated Committee on a further defibrillator being placed on the toilets at the Dip. Once in place Norse had agreed to carry out regular checks and let the Town Council know of any issues which can then be passed on to the Felixstowe Beach Hut and Chalets Association as owners of the unit.

It was RESOLVED that the update report on Community Public Access Defibrillators be noted.

466. CLOSURE

The meeting was closed at 8.06pm. The next meeting was noted as being scheduled for Wednesday 3 April 2019 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 13 February 2019 at 9.15am.

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

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

467. PUBLIC QUESTION TIME

There were none.

468. APOLOGIES FOR ABSENCE

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

469. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)
Cllr A Smith	472(f)	Pecuniary (as the application affects trees visible from home residence)

In declaring that his interest in item 472(f) was Pecuniary in nature, Cllr Smith advised that he would leave the Chamber prior to and during the consideration of that item.

470. REQUEST FOR DISPENSATION

There were none.

471. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 30 January 2019 be signed by the Chairman as a true record.

472. 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/19/0264/FUL Construct a single storey 2.2m garage extension with a mono pitch roof, onto the already existing garage. New fenestration includes a door and a window on the West (side) elevation and a modern insulated garage door will be installed on the South (front) elevation (similar to the existing garage entrance). 2 Fairfield Avenue
Committee recommended APPROVAL.	
b	DC/19/0341/FUL Proposed 2-storey extension and alterations. 2 Foxgrove Gardens
Committee recommended APPROVAL	
c	DC/19/0392/FUL Demolition of existing garage and construction of new garage and two storey rear extension 61 Looe Road
Committee recommended REFUSAL due to concerns over significant loss of evening light to neighbours to the east, possibly in contravention of SPG16.	
d	DC/19/0233/FUL To Hardi-Plank Front and side walls as far as garage/outbuilding 43 Rosemary Avenue
Committee recommended APPROVAL.	
e	DC/19/0435/TPO To pollard T1 Lime in communal area (part of W1 in TPO) to 6-7m. because of canopy bias and lean towards residential property (69 Tower Road). 69 Tower Road
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer	

At this point, 9.43am, Cllr A Smith left Chamber.
 In the absence of the Vice-Chairman, Cllr D Savage was elected in the Chair for the following item.

f	<p>DC/19/0259/TPO Trees in rear garden of property - G1 lower branch removal due to shading/ongoing maintenance required for health of trees 9 Foxgrove Gardens</p>
<p>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council’s Arboricultural Officer</p>	

Cllr A Smith returned to the meeting at 9.50am.

Cllr A Smith in the Chair.

473. PLANNING DECISIONS

Members noted that one of the applications, a proposed brickwork boundary at Friarscroft, Marcus Road, had been refused by SCDC despite the Committee’s recommendation to approve. Committee considered the proposal to be in keeping with nearby boundary treatments and offered a benefit to public amenity given the current hedge intruded on the public footpath.

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; and, the Clerk to write to Suffolk Coastal District Council outlining Committee’s disappointment ref. refusal of DC/18/4833/FUL, Friarscroft, Marcus Road, and copying in the applicant

474. SCDC LOCAL PLAN FINAL DRAFT CONSULTATION

Committee considered the SCDC Local Plan Final Draft Consultation.

Members broadly supported the aspirations of the Plan but identified several issues of concern in the Final Draft which were deemed significant. The Clerk advised, therefore, that the Town Council’s response should be submitted on the basis that the Plan in its current form could not be considered sound until these outstanding concerns had been addressed. In so doing, Suffolk Coastal District Council would have the opportunity to outline to the Planning Inspector any minor modifications they may be prepared to make to the Local Plan in light of the Town Council’s concerns.

Following a brief discussion, Committee finalised the Town Council’s response.

RESOLVED that the response be approved on behalf of Felixstowe Town Council, circulated to all Town Councillors, submitted to SCDC and published online.

475. EDF ENERGY SIZEWELL C CONSULTATION

The Chairman advised that there were ongoing discussions taking place relating to Sizewell C proposed rail-led and road-led options transport matters.

As transport matters were deemed to be the most relevant aspect of EDF's plans to Felixstowe and further information was expected in the forthcoming week, it was agreed to defer this agenda item to the following meeting.

RESOLVED that this item be carried forward to the next meeting on 27th February 2019 for further consideration.

476. CORRESPONDENCE

None.

477. CLOSURE

The meeting was closed at 10.34 am. The date of the next meeting was noted as being Wednesday 27 February 2019, 9.15am at Felixstowe Town Hall.

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 20 February 2019** at **7.30pm**

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

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

IN ATTENDANCE: 5 Members of the public
 Suzanne Hawkes, Felixstowe Creative Arts Trust

478. PUBLIC QUESTIONS

A member of the public addressed the Committee about an allotment plot that he had tended for over 35 years which, due to ill health, may need to reduce in size or give up. Currently the plot included fruit trees he enquired whether the Council would like to keep the plot and turn it into a community orchard, similar to that being created at the Ferry Road allotments. To support the need to assist in tending the allotment, Members suggested that gentleman contact the Felixstowe Society of Allotment and Leisure Gardeners (FSALG) or the new Felixstowe Timebank initiative which was currently holding an information session in the adjacent Courtroom Gallery. Members advised that Timebanking was a scheme designed to match volunteers who were able to offer their time in terms of skills and support in return for a reciprocal service from another member of the Timebank.

479. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr Mark Jepson**

480. 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 Member of Suffolk County Council)

481. REQUESTS FOR DISPENSATION

There were none.

482. CONFIRMATION OF MINUTES

RESOLVED that the Minutes of the Civic & Community Committee meeting held on 19 December 2018 be signed as a true record.

483. FELIXSTOWE CREATIVE ARTS TRUST UPDATE

Committee were pleased to receive a presentation from Suzanne Hawkes on the history of the Felixstowe Creative Arts Trust (FCAT) and its plans for a community arts facility, called the Two Sisters Arts Centre, at the redundant church of St Marys, Trimley. The concept had been formed after difficulties in find a suitably sized venue to hold community performances on the Felixstowe Peninsula. It was noted that the new venue would have a capacity of approximately 80 seats for drama productions and would also serve as an arts exhibition venue.

Ms Hawkes advised that a new lease was being negotiated with the Diocese and the plan was to open the facility at the end of April as a dedicated Arts Centre in time for Summer. There would also be a website and Facebook page created.

FCAT's Business Plan was to become sustainable and cover all running costs within 3 years. Funding in the meantime would be sought from the Arts Council and Big Lottery fund, as well as applications for local council grants and Councillor support. A Member suggested that FCAT also speak to the Suffolk Coastal District Council Funding Team for help identifying additional funding streams.

RESOLVED that the Felixstowe Creative Arts Trust update be noted.

484. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 8 February 2019.

RESOLVED that the Budget Report to 8 February 2019 be received and noted as presented with no other action required at this time.

485. BSEVC UPDATE

Committee received the update provided by BSEVC on the progress of their Creative Moments project. Committee agreed to release the remainder of the grant which had been ring-fenced - £783

It was RESOLVED that the ring-fenced £783 remainder of the grant be released to BSEVC.

486. NEW TOWN MAGAZINE

Members considered the report on the new Town Magazine, and received a verbal update from the Town Clerk. Examples of another town council magazine were circulated and Members agreed that this was representative of the content they had envisaged. The Clerk reminded Committee that the cost of producing the magazine was being financed from the general fund in the first year so that there would be no extra cost to the taxpayer. However, it was anticipated that some advertising income would be received to offset some of this cost. Members were concerned that the magazine should have less advertising than other local magazines and it should include, not only Council business, but provide a platform for information from lots of other community groups. Schools could feed in news updates via the Youth Forum.

Members agreed that a working group should be created to aid the Town Clerk in producing the new magazine. This small editorial team should include two Officers, two Members and potentially involve participation with other community partners such as Visit Felixstowe.

A framework will need to be created before the elections with the aim to send the first magazine for publication at the end of May. As part of the editorial guidelines, the magazine would not include any political articles.

It was RESOLVED that:

- i. a Town Magazine Working Group be created to oversee production of the publication, comprising Cllr D Savage, Cllr K Williams, the Town Clerk, Deputy Town Clerk and other relevant community partners;**
- ii. Members representing outside bodies should engage with the Working Group to provide articles and other content for the magazine; and,**
- iii. the opportunity to participate in the new magazine be promoted on the Council's website to encourage input from community groups.**

487. FELIXSTOWE PLAY AREA PROJECT

Members considered the report on the Felixstowe play area project and the Town Clerk gave a verbal and visual update on scheme proposals being explored for the Cavendish Park, Allenby Park and Gosford Way/Ferry Road sites and detailed likely funding streams.

The Town Clerk explained the issue of some of the Allenby Park play equipment being outside of the fenced area and how this affects the Public Space Protection Order (PSPO) with regards to dogs on leads. SCDC have

been asked whether the fence area can be extended and also whether it can be done with the same flooring as it would be easier to maintain in the long term.

A Member advised that he had pledged £3,900 of his SCC Locality Budget towards the scheme.

A Member asked whether the proposed MUGA had to be blue as depicted in the visuals. The Clerk agreed to investigate whether it can be ordered in a different colour and whether there was an extra cost involved. In response to a question from a Member on when other play areas in the town would be upgraded, the Clerk confirmed that, whilst a Play Area Review undertaken in conjunction with SC Norse and SCDC had identified these three locations as the highest priority, many others also required investment. These were all included in a prioritised list that would

Following a discussion on the principle of SCDC divesting the Gosford Way and Allenby Park areas to the Town Council, the Clerk advised that this would need to be subject to full consideration of matters such as tree inspections, drainage, charges on the land, easements and access rights. A full report on these matters would be brought to Council in due course. If the asset transfer goes ahead it will then fall within the remit of the Council's Assets and Services Committee to oversee the maintenance of the sites.

It was RESOLVED that:

- i. the Felixstowe Play Area project be noted;**
- ii. Committee support the applications being made to the District Council for the release of S106 and ECB funding;**
- iii. funding of £2,000 towards the scheme from the Youth Forum budget, as recommended by the Felixstowe Youth Forum be approved;**
- iv. it be recommended to Council to authorise expenditure of £27,807.79 and £27,0000 respectively from the CIL and Play Equipment Earmarked Reserves; and**
- v. it be recommended to Council that the principle of divesting the ownership of the Gosford Way play area/open space and Allenby Park on project completion from the District Council to the Town Council be approved, subject to consideration of all other relevant matters.**

488. TWINNING UPDATE

Members considered the Twinning update report, and discussed ideas for marking both the twinning anniversaries; with Wesel being the 45th Anniversary and Salzwedel being the 25th Anniversary.

It was RESOLVED that:

- i. the Twinning update report be noted;**
- ii. the Mayor/Council formally invite the Vice-Chairman of the British German Association, Mr John Hobley, to attend the Wesel Civic Reception;**
- iii. the invitation from Bürgermeisterin Ulrike Westkamp be accepted and for Council's delegation to Wesel this year consist of the Mayor & Mayoress/Consort, the Deputy Mayor & Escort/Consort, plus the Mayor's Secretary;**
- iv. a gift be purchased to mark the occasion of the 45th anniversary of the twinning of Felixstowe and Wesel;**
- v. that the Council host a reception for the visitors from Salzwedel on the evening of 19 July 2019; and,**
- vi. costs associated with the above activities be met from Council's Twinning Budget.**

489. CCTV REPORT Q3 2018/19

Committee considered a report on CCTV. Members commented on the excellent service provided by the maintenance contractor, STC Solutions.

RESOLVED that the Q3 2018/19 CCTV report be noted as received.

490. CHRISTMAS EVENT 2019

Members reviewed the recent ice rink event held in the run up to Christmas 2018. It was agreed that the timing of the event, having coincided with school holidays, was just right and resulted in a large increase in footfall. Entertainment provided by Fresh Gold Radio which attended for the whole duration of the event had also been a success; interacting with participants created a good atmosphere that could be heard before it was seen and their presence also provided surveillance.

Members considered the dates for the Christmas Ice Rink and agreed that it should be provided for four days from Friday 20th to Monday 23rd December to again capture the end of the school term.

Members also considered the venue, in particular with regards to the possibility that they may be building on the Weatherspoon site and also to encourage more footfall in the Shared Space area. When BID is established this may be something that they are keen to explore. It was noted that holding the ice rink at Great Eastern Square has several benefits, as not only do the East of England Co-op sponsor half the cost of the ice rink, they also provide a safe place for the skates to go at night, overnight security and first aid cover.

Members discussed holding a Christmas Market at the other end of Hamilton Road, and the Town Clerk was asked to approach the Chamber of Commerce to see if it is a good place for it to be. Members commented that late night shopping had been tried before but had not been particularly successful.

RESOLVED that the deposit payment for the ice rink be approved and paid on the 1 April 2019 from the 2019/20 budget in order to confirm the provision of a synthetic ice rink at Great Eastern Square from Friday 20th to Monday 23rd December 2018; and, a report on further arrangements for the event to be brought to Committee in due course.

491. OCCASIONAL GRANTS POLICY

Committee considered the Occasional Grants Policy.

RESOLVED that Occasional Grants Policy for 2019/20 be recommended to Council for adoption as presented with no changes.

492. PRESS & MEDIA POLICY

Committee considered the Press & Media Policy.

RESOLVED that the Press & Media Policy for 2019/20 be recommended to Council for adoption as presented with no changes.

493. FORMALISING THE MAYOR'S CHARITY

Members noted that bank charges had now been introduced to the Mayor's Charity Ball account and considered formalising the Mayor's Charity by registering with the Charity Commission.

RESOLVED that the Mayor's Charity should register as the Felixstowe Mayor's Charity Fund with the Charity Commission and there should be 3 trustees in any year: the current Mayor, the Deputy Mayor and the immediate Past Mayor.

494. SUFFOLK DAY 2019

Members were pleased to note that the Mayor had received an invitation from BBC Radio Suffolk for Felixstowe to host the launch of this year's Suffolk Day.

This would involve a live broadcast from the Seafront/Town Hall Gardens at 7am with a welcome from the Mayor to Felixstowe and a proclamation to be read out on the Town Hall steps at 9.30, followed by the raising of the St Edmunds flag at approximately 9.45am.

As previously agreed, Members would organise an afternoon tea event in the afternoon similar to 2018 (*Minute #245 of 2018/19 refers*). A celebration of all things Felixstowe/Suffolk would continue on the breakfast radio show and

throughout the weekend and it is hoped to involve as much of the community as possible. Ideas included involving the Pier, parkrun, the Felixstowe in Flower Launch, the emerging Felixstowe BID, Landguard Fort, the Museum, Litter Free Felixstowe, the Spa Pavilion, Visit Felixstowe TIC Hut and the open water swimmers.

A member suggested having a Suffolk Day page on the website feeding to/from the Suffolk Day website detailing the events of the weekend.

RESOLVED that the Suffolk Day 2019 report be noted, with further suggestions most welcome and an update report be brought to the next meeting.

495. ARMED FORCES WEEKEND LEGACY GRANT UPDATE

Members considered the report on the Armed Forces Weekend legacy grant, noting the update from Voice cLoud for a 'Songs of Remembrance' event. The ring-fenced grant of £470 had now been returned to the pot and a new application would be sought if appropriate. Voice cLoud have been advised to contact the Royal British Legion to see they could work together for a Remembrance concert.

It was noted that the funding pot stood at £4,116 from an initial fund of 10,796.

RESOLVED that the Armed Forces Weekend Legacy Grant update report be noted.

496. CLOSURE

The meeting was closed at 9.33pm. The next meeting was noted as being scheduled for Wednesday 17 April 2019 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 27 February 2019 at 9.15am.

PRESENT: Cllr A Smith (Chairman) Cllr M Jepson
Cllr S Bird Cllr G Newman
Cllr Jan Garfield Cllr D Savage
Cllr Jon Garfield Cllr K Williams

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

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

497. PUBLIC QUESTION TIME

There were none.

498. APOLOGIES FOR ABSENCE

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

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

500. REQUEST FOR DISPENSATION

There were no requests for dispensation.

501. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 13 February 2019 be signed by the Chairman as a true record.

502. 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/19/0298/FUL The proposal is a 4 storey building and basement. Consisting of a Pub on the ground floor and a 50 Room hotel on the upper floors.. On the site of an old GP practice which has been demolished 201 Hamilton Road</p>
<p>Committee NOTED that this application had been withdrawn prior to the meeting.</p>	
b	<p>DC/19/0547/VOC Variation of condition(s) 2 & 4 of application DC/18/2854/VOC- New replacement dwelling (New design of replacement dwelling) Conditions(s) Removal: Revised Design Substitute new drawing numbers for those cited on Decision Notice 18/2854 Soundings Golf Road</p>
<p>Committee recommended APPROVAL.</p>	
c	<p>DC/19/0528/LBC Repairs to Listed Building. Including frame, cladding, flat roofs and windows. The Old Hall 37 High Road East</p>
<p>Committee welcomed the sympathetic upgrading of an Iconic building in Felixstowe and recommended APPROVAL.</p>	
d	<p>DC/19/0445/FUL Removal of existing unsafe concrete cliff steps & construction of new purpose made metal/concrete steps with guardings & handrails. Cliff Steps To Promenade Cliff Road</p>
<p>Committee recommended APPROVAL.</p>	
e	<p>DC/19/0458/FUL Construction of additional bedroom on first floor above existing rear ground floor extension. 75 Gainsborough Road</p>
<p>Committee welcomed the reduced size and associated overlooking in this new application, however Committee still recommended REFUSAL unless the proposed white cladding can be replaced with a finish more appropriate to this property in the Conservation Area.</p>	
f	<p>DC/19/0653/FUL To extend to front facade for enlarged hallway and raise level of garage flat roof 49 Westmorland Road</p>
<p>Committee recommend APPROVAL</p>	

g	<p>DC/19/0405/TPO T1 Sycamore - to be felled. Young tree in poor condition and lacking vigour. Poor amenity value. T2 Oak - to be felled. Young tree, suppressed, poor form and low amenity value. Both trees part of G1 under TPO. Trees in front corner of garden adjacent to Tyndale gardens entrance.</p> <p>Wycliffe House High Road East</p>
<p>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer</p>	
h	<p>DC/19/0671/TPO 2no. Sweet Chestnut in rear garden - pollard both to 14m. to reduce heavy overshadowing of garden.</p> <p>69 Tower Road</p>
<p>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer</p>	

503. 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.

504. EDF ENERGY SIZEWELL C CONSULTATION

The Chairman updated Committee following further discussions held around the transport proposals. Committee agreed that the focus of the response should relate to the impact on Felixstowe from the road and rail proposals, in particular the freight management options being considered either at Innocence Farm or Seven Hills, the latter being Committee's preferred option. Any response should stress the need for infrastructure improvements to ease flow of traffic. Member also sought to highlight the rail freight capacity issues as they may affect Port of Felixstowe.

RESOLVED that the Clerk bring forward a draft response to the next meeting for consideration.

505. CORRESPONDENCE

The Town Clerk drew Members' attention to three potential referrals received from SCDC. It was agreed the Town Clerk would liaise with the Chairman to compose a referral request for DC/19/0004/VOC – Land West of Ferry Road Residential Centre.

506. CLOSURE

The meeting was closed at 11.06 am. The date of the next meeting was noted as being Wednesday 13 March 2019, 9.15am at Felixstowe Town Hall.

MINUTES of the **HIGHWAYS ADVISORY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 6 March 2019 at 10am**

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

Felixstowe Town Council: Cllr S Gallant
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.

507. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bird** and **Cllr A Smith**

508. DECLARATIONS OF COUNCILLORS' INTERESTS

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

509. REQUESTS FOR DISPENSATIONS

There were none.

510. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that the Minutes of the Highways Advisory Committee Meeting held on 18 September 2018 be signed by the Chairman as a true record.

511. HIGHWAYS REPORT

Committee reviewed the Highways Report detailing the matters for consideration.

It was **RESOLVED** that:

- i. **agreed actions for the following matters be detailed and updated on the Highways Report, noting further actions:**

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

Surface Dressing

080915/21	Surface Dressing - general
-----------	----------------------------

Carriageway Resurfacing

080915/22	Carriageway resurfacing - general
-----------	-----------------------------------

Pavements – Footway resurfacing

080915/23	York Road & Fairfield School footway
080316/07	Taunton Road footpath
180918/05	Grange Road (o between 115-129)

Cycle Paths

120911/01	Footpath 34 Cycle Track
-----------	-------------------------

Hamilton Road/Shared Space Scheme

030907/03	'A' Boards in Hamilton Road
190917/11	Re-painting of bollards on Hamilton Road
200916/06	Hamilton Road Slabs

Bus Stops

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

Misc

180918/04	Garrison Lane (Langer Rd to High Rd West)
180918/06	Hamilton Rd reinstatement of tree (knocked down by bus)

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

Reference	Location
200916/14	HGV Movements on Langer Road
060318/09	Severe puddling on Walton Avenue

080915/23	Colneis Road & the Promenade
200916/11	Goyfield Avenue
160914/10	Blofield Track
190917/18	Traffic signals at Hamilton Rd/Cobbold Rd
190917/11	Two benches outside the old Post Office
190917/03	Leisure Centre bus stop
190917/06	Footpath 8 (Elmcroft Land to Westmorland Rd) and Footpath 32 (Rendlesham Rd)
190917/14	Weeds on Roads, kerbsides and pavements
030907/05	20mph Wadgate Road area
190917/09	Pier – Deliveries on the Prom
190917/13	Lighting on Footpath Walton High Street and St Mary's Crescent
190917/08	Bent Hill
060318/02	Re-routed lorries due to A14 works
060318/03	Traffic Lights at Garrison Lane
060318/07	Streetlights in Hamilton Road
180918/01	Parking on Bridge Road
180918/02	Access to the Prom between Cobbold's Point and Bath Hill
180918/03	Poor surface from 49-97 Colneis Road eastbound (opp school)

512. **NEW HIGHWAYS MATTERS**

It was **RESOLVED** that:

- i. **the following new matters be detailed and appended to the Highways Report, noting further actions:**

Reference	Location
050319/02	Zebra crossing markings outside Bent Hill Post Office

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

Reference	Location
050319/01	Entrance signs to the Town

513. **TOWN COUNCIL CONSIDERATION OF HIGHWAYS MATTERS FROM MAY 2019**

Members considered the type of matters that have historically come under the jurisdiction of the Highways Advisory Committee (HAC). It was noted that most routine matters should be directed and logged on to the highways reporting tool. Once an issue had been reported, local County Councillors could monitor and track progress, escalating issue directly with Suffolk County Council if deemed necessary.

Members agreed that, as it met fortnightly, Council's Planning and Environment Committee would be better placed to address more timely and strategic highways matters relevant to the Town Council, such as consultations. Members unanimously agreed that the Highways Advisory Committee should be dissolved with all matters to be dealt with the manner describe above. It was agreed that a recommendation to Council be made to this effect.

Members also agreed to write a letter to Suffolk County Council thanking them for the support given via the Highways Advisory Committee over the years and advising that the Town Council was be open to further collaboration in the future, should circumstances create the opportunity to do so.

RESOLVED that:

- i. it be recommended to Council that the Highways Advisory Committee be dissolved and that relevant highways matters be brought to Council's Planning and Environment Committee from 2019/20; and,**
- ii. a letter be written to Suffolk County Council thanking them for the support given via the Highways Advisory Committee.**

514. "THE BIG YELLOW FISH" PROJECT

Committee considered its support for the installation of yellow spray painted fish on a number of Felixstowe roads for the Environment Agency "Big Yellow Fish Project." The Deputy Town Clerk reported that a Council Member had suggested that Hamilton Road also be included in the roads which would promote the project to more people. It was noted that the shared space area did not have the same type of drains as other roads. The Deputy Town Clerk and Mr Paul Gant would report Committee's feedback and note of support to Groundwork Suffolk and Norfolk who would be delivering this project.

It was RESOLVED that Committee endorse the "The Big Yellow Fish" project.

515. CLOSURE

The meeting was closed at 11.13am.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

Council is requested to receive the March 2019 Felixstowe Forward progress report (**Appendix A**).

The Felixstowe Forward Change Coordinator, Ms Greengrass, will be attending the meeting to deliver the report and Felixstowe Forward would like to take this opportunity to thank Cllr N Barber, Cllr G Newman, Cllr D Savage, Cllr A Smith and Cllr S Wiles for their support in steering the Felixstowe Forward initiative over the past year.

Highlights in the Progress report include:

- A high level of engagement with Town businesses which is helping to identify and clarify priorities in the town centre
- This year's Engagement Event which is planned for 18th June 2019 at The Orwell Hotel
- Work has started on the design of new Information Boards for the Seafront that incorporates a Heritage Trail featuring key points of interest

Council is requested to note the March 2019 Felixstowe Forward progress report plus any other update from the Change Coordinator, and make any recommendations it considers necessary.

AGENDA ITEM 12: ACTION PLAN 2019-20

In advance of a full review of the Council's Business Plan during the 2019-20 Municipal Year, the Finance & General Purposes Committee instructed that a Working Group be formed to review the Council's current Action Plan to concentrate on strategic priorities of the Business Plan to May 2020 (*Minute #151 of 2018/19 refers*).

The Action Plan Working Group comprised 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 met on 17th October 2018 to review Council objectives and actions, with a brief follow up meeting on 7th January 2019 to finalise.

As an outcome of the Working Group's review, Council's Finance & General Purposes Committee has recommended a more streamlined Action Plan concentrating on more strategic objectives for the Council as it enters the final year of its Business Plan 2016-20.

The Action Plan for 2019-20, as recommended by Council's Finance & General Purposes Committee (*Minute #442 of 2018/19 refers*) is presented at **Appendix C**.

Council is requested to approve the Action Plan in preparation for the review of the Council's Business Plan in 2019/20.

AGENDA ITEM 13: MEMBERS' ALLOWANCES & EXPENSES

2019/20

Members Allowances

In accordance with Part 5 of the Local Authorities (Members' Allowances) (England) Regulations 2003¹, town and parish councils have the power to pay Members a Basic Allowance and reimburse expenses for travel and subsistence allowance.

The allowance is not a salary. It is a figure, which is calculated to cover the expenses, which are normally associated with the basic duties of being a local councillor. To date, Felixstowe Town Councillors have not requested to receive the Basic Allowance and are unpaid volunteers. Travelling and subsistence allowances are treated separately, as are provisions for the Mayor's Allowance (see below).

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

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

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

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

Council's Finance & General Purposes Committee recommended that Felixstowe Town Council does not seek to introduce a Basic Allowance for its Members, and the office of Town Councillor is to remain unpaid, (*Minute #440i 2018/19 refers*).

Mayor's Allowance

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

For the 2017/18 Municipal Year, Council reduced the Mayor Allowance by £1,000 to £6,000 and transferred the cost of the Mayor's Civic Reception to Council's Civic Events budget (*Min. #406 of 2016/17 refers*). The Mayoral Allowance remained the same during the year 2018/19.

¹ https://www.legislation.gov.uk/ukxi/2003/1021/pdfs/ukxi_20031021_en.pdf

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

At its meeting of 23rd January 2019, Council's Finance & General Purposes Committee considered the Internal Auditor's recommendation that Council should satisfy itself that current arrangements in respect of allowances is in accordance with para 5.49 of Governance and Accountability published March 2018 and <https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim65970> (Minute #367 & #440 of 2018/19 refers).

As a result of this review, the Finance & General Purposes Committee has recommended the following amendments to the Mayor's Allowance for 2019/20 onwards:

1. For the purposes of VAT efficiency, transfer £2,000 to the Civic Events budget to meet the cost of recurring activities/known expenditure which would have hitherto been expected to be met by the Mayoral Allowance, and reducing that allowance accordingly.
2. Increase the Members Expenses budget by £1,000 and reduce the Mayor's Allowance by the same amount to allow the Mayor to claim for travel/receipted expenditure at usual HMRC approved rates in the same way as other Members.
3. Reduce the Mayoral Allowance commensurate to 1 and 2 above to a total of £3,000 and pay this allowance PAYE via Council's payroll system.

The reason for the recommendations is that the reduction of the allowance gives greater assurance that Council expenditure is being efficiently managed. Whilst it is likely that the majority of the Mayoral Allowance would be spent on otherwise tax-deductible expenditure, paying via PAYE offers Council simple assurance that the Mayoral Allowance is compliant with tax rules. It also follows that by reducing the allowance, the level of tax automatically incurred will be minimised.

Reimbursement of Councillor Expenses

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

- a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub-committee of such a body;
- b) the attendance at a meeting of any association of authorities of which the council is a member;
- c) the performance of duties in connection with a tender process;
- d) the performance of any duty which requires the inspection of any premises;

- e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub committees.

At its Ordinary Meeting of 13 January 2016, the Town Council adopted a Members' Expenses Policy setting out the terms by which individual Councillors may be reimbursed reasonable expenses incurred whilst travelling to training courses or conferences as an appointed representative of the Council. This policy was reviewed by the Finance and General Purposes Committee at its meeting of 23 January 2019, and is and is presented at **Appendix D**, expanded to reference the Mayor and Members Allowances and to enable the Mayor to be reimbursed for tax-deductible out-of-pocket expenses (*Minute #440v of 2018/19 refers*).

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

In accordance with the recommendations of the Finance & General Purposes Committee (*Minute #440 of 2018//19*) Council is therefore recommended to:

- i. confirm that it does not seek to introduce a Basic Allowance for its Members, and the office of Town Councillor is to remain unpaid;**
- ii. increase the Civic Events budget 2019/20 by £2,000 to be used for any recurring Mayoral activities/Civic Events and known expenditure which would normally come from the Mayoral allowance in order that VAT can be reclaimed where appropriate;**
- iii. increase the Members Expenses budget 2019/20 by £1,000 to enable the Mayor to claim for travel/receipted expenditure in accordance with HMRC guidance;**
- iv. reduce the Mayor's Allowance for 2019/20 from £6,000 to a total of £3,000 for the purpose of defraying other costs associated with the office of Mayor, with payment made following approval at Annual Council, on the basis of PAYE through the Council's payroll system; and,**
- v. approve the Members' Allowances & Expenses Policy presented at Appendix D incorporating the above recommendations and enabling the Mayor (and Deputy Mayor as required) to be reimbursed for tax-deductible out-of-pocket expenses.**

AGENDA ITEM 14: HIGHWAYS ADVISORY COMMITTEE

At its meeting of 6 March 2019, Highways Advisory Committee (HAC) Members reviewed arrangements for the Town Council's approach to addressing highways-related matters.

Members agreed that items being considered at HAC meeting required more timely interventions than 6-monthly and that the majority of issues were more appropriate for reporting via the County Council's online reporting tool:

<https://www.suffolk.gov.uk/roads-and-transport/roads-pavements-and-verges/report-a-highways-issue/>

It was noted that logging highways issues this way enables them to be tracked and regularly monitored. Should a specific matter not be satisfactorily resolved it may then be referred to the relevant County Councillor for further intervention.

In future, consultations and other strategic highways matters which the Town Council might be involved with could instead be considered in a more responsive way via Council's Planning and Environment Committee.

As such it was agreed that the Highway Advisory Committee should be dissolved at the end of the current Municipal Year and Council's Terms of Reference for its Committees from 2019/20 updated accordingly.

Council is therefore recommended to:

- i. formally dissolve the Highways Advisory Committee at the end of the 2018/19 Municipal Year; and,**
 - ii. instruct the Finance & General Purposes Committee to make provisions for the consideration for appropriate highway matters within the scope of the Planning & Environment Committee's Terms of Reference as part of its review of all Terms of Reference before they are recommended to Annual Council in May 2019.**
-

AGENDA ITEM 15: FELIXSTOWE PLAY AREA PROJECT

Council's Civic & Community Committee has been working with Suffolk Coastal District Council on a project to upgrade some of Felixstowe's play areas (*Minutes #379 and #487 of 2018/19 refers*). The District Council has identified funding towards the initiative which, subject to approval of a proportion of funding by this Council, will result in the upgrading of three play and sport areas in Felixstowe, with the understanding that – on completion and subject to further consideration by the councils – ownership of two of the parks will be transferred to Felixstowe Town Council.

Three providers of play and sport equipment were given the opportunity to quote for the project and, following discussion with SC Norse Property Services Manager, SCDC Active Communities Officer and the Felixstowe Youth Forum, a concept and specification has been agreed which would result in the following upgrades:

Gosford Way

All the old play equipment will be removed and replaced with 14 different pieces of equipment. Three of these pieces provide 18 different elements of play including jumping, climbing, swinging etc. The equipment has inclusive elements and the variety means it's an area to attract families as there will be something for toddlers, juniors and teenagers.

Allenby Park

The surface of the 5-a-side area will be replaced and widened to allow for more people to play. This attracts toddlers, juniors and teenagers. 5 new pieces of equipment will be added that is inclusive and will target toddlers and juniors. There will also be a Multi-Unit installed that will have 8 different activities on it targeting the juniors and teenagers.

High-quality safety surfacing will be installed with the new equipment and new fencing.

Cavendish Park

There will be an installation of a Multi-Use Games Area aimed at juniors and teenagers. There will be 5-a-side goals and basketball posts that will enable more games to be played.

These areas are very popular amongst the young people of Felixstowe and the new play and sport equipment will cater for a wider range of ages including toddlers, juniors and teenagers.

This project meets the need of increasing physical activity, participation in sport & recreation across all age groups. The new areas will provide a safe place for young people to challenge themselves on the play and sport equipment.

Young people of Felixstowe will benefit with different elements targeting toddlers, juniors and teenagers, and allows families to enjoy the areas together. 3d visuals of the schemes are being finalised and will be tabled at the meeting for Members' interest if available.

Support for the Project

Felixstowe Youth Forum strongly supports the project and the Civic & Community Committee approved the use of their budget towards the scheme.

The Felixstowe and District Council for Sports and Recreation was consulted and has endorsed the use of S106 funds towards the project.

Suffolk Coastal District Council supports the project and has identified funding towards the schemes.

Suffolk Coastal District Councillors have pledged Enabling Communities Budget funding towards the schemes.

Suffolk County Councillors have pledged Locality Funding towards the schemes.

Project Funding

Funding has been identified from a variety of sources, as per the following table, to meeting the overall cost of delivering all three schemes by summer 2019:

SCDC	£ 80,000.00
FTC CIL Earmarked Reserve	£ 27,807.79
FTC Play Equipment Earmarked Reserve	£ 27,000.00
FTC Youth Forum	£ 2,000.00
FTC Grant underspend	£ 5,938.00
Flx S106 Play	£ 16,759.50
Flx S106 Sport	£ 94,000.00
SCC Councillor's Locality Funding	£ 5,900.00
SCDC Councillors' Enabling Communities Budget	£ 6,481.99
Total	£ 265,887.28

Council's Civic & Committee has recommended that Council approval the release of funds from the Town Council's CIL Earmarked Reserve and Play Equipment Earmarked Reserves to enable the project to commence.

It should be noted that, whilst CIL funding continues to be accrued, the sum above represents CIL funds received by the Council as of 31 March 2018 which is required by legislation to be spent within 5 years to avoid risk of it being returned.

Since the Civic & Community Committee meeting in February, the scheme has been further improved to ensure that both play areas at Gosford Way and Allenby Park will have safety matting throughout the entirety of their fenced areas and all new play equipment will be located within the fenced areas. Previous to this the Allenby Park project proposed to only have safety matting under each piece of equipment and one new piece of equipment was to be located outside the fenced area.

The cost of this enhancement to the scheme was an additional approx. £23,000. SCDC have pledged a further £17,000 to the project (figures in the table above have been updated to reflect the increased amount provided by SCDC from £63,000 to £80,000).

The Town Council is requested to contribute a further £5,938 which represents an underspend from this year's Occasional Grants budget which would otherwise be returned to General Reserves at the end of the month.

Project Completion/Post-Project

Subject to Council approval, the project can be commissioned immediately, with completion anticipated in June 2019 so that the equipment is ready for use before the summer holidays.

Both councils will then need to work together on the detail with regards to the asset transfers for Gosford Way play area/open space and Allenby Park and coordinate further projects to review and upgrade the other play areas in the town.

SC Norse has advised that the annual grounds maintenance costs for Allenby Park would be £1,862.58 and Gosford Way play area/open space would be £1,527.58. This includes 10 grass cuts per year, plus weed control, edging, shrub-bed maintenance, tree inspections and inspection/basis maintenance of the play equipment on both sites. It is also recommended that an annual contingency of around £1,000 per site be set aside for unplanned damage/repairs.

As well as the ongoing cost of maintaining the parks, the Town Council will also need to consider any other pre-existing issues prior to a formal transfer of ownership, for example any liabilities relating to accesses, easements, boundaries, groundworks or trees.

Council is therefore requested to consider the recommendations of the Civic & Community Committee and its support for the Felixstowe Play Area project, by way of the following:

- i. approve the application and acceptance of Enabling Communities Grant funding for £ 6,481.99 for the purposes of the Play Area Project;**
- ii. authorise expenditure towards the project of £27,807.79 and £27,000 respectively from the Town Council's CIL and Play Equipment Earmarked Reserves;**
- iii. authorise that the underspend from the Occasional Grants budget totalling £5,938 be put towards the project; and,**
- iv. approve the principle of divesting the ownership of the Gosford Way play area/open space and Allenby Park from the District Council to the Town Council, pending project completion and subject to the Council's satisfactory consideration of all other relevant matters.**

AGENDA ITEM 17: FELIXSTOWE PIER PLAZA IMPROVEMENT

Following the completion of the Pierhead Building project in autumn 2017, a final stage was a shared cost project between Suffolk Coastal DC and Pier Amusements Felixstowe Ltd, (PAFL) to enhance the Plaza in various ways, including removal by sandblasting of the previous car park markings, This was done successfully, however it did leave newly sandblasted areas very distinct from the remainder of the untouched area, hence still somewhat unsightly, although the contrast has diminished to a degree over the ensuing 12 months.

Councillor Andy Smith has now agreed with the SCDC Enabling Communities team and PAFL to further improve the Plaza by sandblasting and re-sanding the entire area to give it a fresh clean and uniform appearance.

This final step should reinforce the success of the previous project to provide a new and welcoming place, to attract visitors to the leisure centre, to the new Pierhead building, and to unify the space between those, the shops opposite and the Pier Bight car park.

Beyond those objectives, the Plaza has proved for itself a role in its own right as an informal venue for people to meet, interact and spend their time.

However, the ECB protocol does not allow the ECB grant to be paid to a limited company, other than one with a charitable purpose. It must be paid to a qualified “accountable body” - which includes a town or parish council. It is therefore possible for Felixstowe Town Council to make the ECB application, in effect on behalf of PAFL to enable the project to go ahead.

The project cost will be £3,400.00 excluding VAT, covered in equal shares of £1,700 by the ECB grant and PAFL. There will be no net cost to FTC. The project can start immediately on allocation of the Council’s funding being confirmed. PAFL will be the contractor for the work, and will invoice FTC for the ECB share of the cost.

Council is therefore requested to approve an application for £1,700 from Cllr Smith’s SCDC Enabling Communities Budget and, on receipt of this grant and corresponding invoice from PAFL, authorise its expenditure to enable these works to the Pier Plaza to be undertaken.

AGENDA ITEM 18: INSURANCE ARRANGEMENTS

Council's insurance, hitherto arranged via its broker, WPS, is currently provided by Aviva. On 1 April 2019 the three year Long Term Agreement will end and further quotes were sought for a new three year LTA.

A quote was received from WPS on the main insurance and engineering policy with indicated premiums on hired in plant insurance and Council's motor policy and the expected premium if we had stayed with them for a 3 year LTA would be approximately £6,748. A separate quote was also sourced from Zurich who had been Council's previous insurer, prior to 2013. Zurich offered an annual premium including all motor, hired in plant and engineering of £5,742.69, a potential saving of £2,997. It also offered increased cover as shown below in bold:

- (a) **Protection of physical assets:** All physical assets are insured.
- (b) **Public Liability:** The Council will have Public Liability Insurance of **£15,000,000** (currently £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 **£5,000** (currently £2,000)
- (e) **Fidelity guarantee:** Insured to the sum of **£2,000,000** (currently £1,500,000)
- (f) **Libel and Slander:** Insured to the sum of **£500,000** (currently £250,000)
- (h) **Office equipment:** Insured to the value of £61,380
- (i) **Personal accident:** Insured to standard contingencies, age increased from 'up to age 80' to '**up to age 90**', £40,000 to **£50,000(£100,000 key staff)**

The Finance & General Purposes Committee reviewed the arrangements and from 1 April 2019 a new 3 year LTA will be taken out with Zurich to provide insurance cover which, in accordance with Council's Risk Management Policy, to the above levels.

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

It is noted that Council approved a budget of £9,450 for insurance costs for 2019/20 (*Minute #439 of 2018/19 refers*).

As part of its review of insurance arrangements the Finance & General Purposes Committee 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 2019-20 (*Minute #439 of 2018/19 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 19: INVESTMENT POLICY & STRATEGY 2019/20

At its meeting of 23 January 2019 the Finance & General Purposes Committee considered the Annual Investment Policy & Strategy for Council for the financial year 2019/20.

The policy, presented at **Appendix F**, which was updated to reflect both the statutory guidance on local Government Investments (3rd Edition) issued under section 15(1)(a) of the Local Government Act 2003 and current investments is recommended to Council for adoption (*Minute #438 of 2018/19 refers*).

Council is requested to approve the Investment Policy & Strategy for 2019/20 as recommended by the Finance & General Purposes Committee and presented at Appendix F.

AGENDA ITEM 20: 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 20 February 2019, which is recommended for adoption with no changes for 2019/20 at **Appendix G** (*Minute #491 of 2018/19 refers*).

Council for the third year running has approved a provision of £25,000 towards Occasional Grants in 2019/20. Applications are 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 2019/20 cannot exceed £25,000 without approval from Council.

Council is requested to approve the Occasional Grants Policy for 2019/20 as recommended by the Civic & Community Committee and presented at Appendix G.

AGENDA ITEM 21: PRESS & MEDIA POLICY

The Committee reviewed the policy at its meeting of 20 February 2019 which is recommended for adoption with no changes for 2019/20 at **Appendix H** (*Minute #492 of 2018/19 refers*).

Council is requested to approve the Press & Media Policy for 2019/20 as recommended by the Civic & Community Committee and presented at Appendix H.
