



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

Moment of Reflection: Rev Chris Hood, Vicar of Old Felixstowe.

A G E N D A

1. Public Question Time

Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.

2. Apologies for Absence

To receive apologies for absence.

3. Declarations of Interest

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest.

4. Questions to the Mayor

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

5. Confirmation of Council Minutes

To confirm the minutes of the Ordinary Council Meeting held on Wednesday 11 September 2019 as a true record. **(Pages 4-9)**

6. Mayor's Announcements

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

7. Minutes of Committee Meetings

To receive and adopt the minutes of the following meetings:

- a) Planning & Environment Committee 11 September 2019 (Pages 11-13)
- b) Civic & Community Committee 18 September 2019 (Pages 14-17)
- c) Planning & Environment Committee 25 September 2019 (Pages 18-21)
- d) Assets & Services Committee 25 September 2019 (Pages 22-30)
- e) Planning & Environment Committee 9 October 2019 (Pages 31-33)
- f) Personnel Committee 9 October 2019 (Pages 34-36)
- g) Civic & Community Committee 16 October 2019 (Pages 37-40)
- h) Planning & Environment Committee 23 October 2019 (Pages 41-43)
- i) Finance & Governance Committee 23 October 2019 (Pages 44-47)
- j) Planning & Environment Committee 6 November 2019 (Pages 48-50)

8. Reports from Members appointed to Outside Bodies

To receive a report from Cllr Seamus Bennett, Town Council representative to the Felixstowe & District Council for Sports and Recreation (FDCSR).

(Page 51)

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.

9. Connect for Health

To note the launch of the Connect for Health service in Felixstowe.

(Pages 52-53)

10. Felixstowe Forward Report

To consider the report of the Felixstowe Forward Change Director.

(Page 54 and Appendix A)

11. PCSO Report

To receive the Felixstowe Partnership Funded PCSO reports for September and October 2019.

(Pages 55-56)

12. Cycle to Work Scheme

To approve the Council's participation in the Government's Cycle to Work Scheme as recommended by the Personnel Committee.

(Page 57)

13. LGBCE Consultation on Suffolk County Council Divisions

To approve, as recommended by the Finance & Governance Committee, the Council's response to the Local Government Boundary Commission for England's (LGBCE) consultation on division arrangements for Suffolk County the deadline for responses being 2 January 2020.

(Pages 58-62 & Appendices B & C).

14. Community Presentations at Council Meetings

To approve the receiving of community presentations to Council as a regular agenda item, as recommended by the Finance & Governance Committee.

(Page 62)

15. Climate Emergency Working Group Update Report

To note a verbal update from the Climate Emergency Working Group.

(Verbal report)

16. Town Hall Christmas to New Year Closure

To note that the Town Hall will be closed to the public from Monday 23rd December 2019 and will reopen on Thursday 2nd January 2020.

17. Accounts for Payment

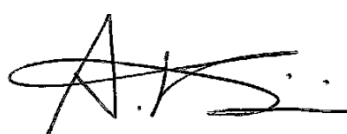
To confirm and approve the payments of accounts since the previous meeting as follows:

(Schedules attached at Appendix D)

Date	Voucher Nos.	Total Payment
13/09/2019	209 – 225	£17,485.47
30/09/2019	226 – 245	£56,624.20
18/10/2019	246 – 263	£4,985.34
30/10/2019	264 – 284	£55,662.63
	TOTAL	£134,757.64

18. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 8 January 2020.



Ash Tadjrishi
Town Clerk
8 November 2019

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

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 11 September 2019 at 7.30pm

PRESENT: Cllr N Barber (Mayor) Cllr M Morris
Cllr M Jepson (Deputy Mayor) Cllr M Richardson
Cllr S Bennett Cllr D Savage
Cllr S Bird Cllr A Smith
Cllr M Deacon Cllr S Wiles
Cllr S Gallant Cllr K Williams
Cllr T Green

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

IN ATTENDANCE: 6 Members of the public

MOMENT OF REFLECTION

The meeting was preceded with a moment of reflection from Mr. Tony Allen, representative from Felixstowe Men's Shed

185. PUBLIC QUESTION TIME

A member of the public asked Council for an update on the new Leisure Centre, which they understood may be built off Candlet Road. Cllr A Smith advised that the Leisure Centre was still in the early planning stage and that the District Council's Local Plan was now being considered by the Government's Planning Inspector. It was expected that this process would complete during the autumn. The member of public requested that updates be published to keep people informed of its progress as it is such an important investment in the town.

186. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr D Aitchison, Cllr S Harkin and Cllr G Newman**

187. DECLARATIONS OF INTEREST

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

188. QUESTIONS TO THE MAYOR

There were none.

189. CONFIRMATION OF COUNCIL MINUTES

In response to a Member's enquiry on the motion passed at the previous meeting regarding Town Centre Car Parks, the Clerk reported that he had discussed the request with East Suffolk Council's new Parking Manager who had indicated that it would not be possible to initiate a free parking trial at this time due to the imminent priorities with CPE. However, the Council's request would be considered by East Suffolk alongside similar requests from other town and parish councils in the region, supported by further work being carried out to evaluate demand and impact of such schemes.

It was RESOLVED that the Minutes of the Council Meeting held on 10 July 2019 be signed by the Mayor as a true record and adopted by the Council.

190. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

Felixstowe Chamber of Commerce Meet up	9 July 2019
Felixstowe Hospital League of Friends Summer Bazaar	13 July 2019
Majestic Voices Concert	13 July 2019
Felixstowe Coast Patrol opening of new base and launch of new lifeboat.	14 July 2019
CAB AGM	16 July 2019
Mayors Reception	19 July 2019
Mill Lane Nursing Home Summer Fete	20 July 2019
Stowmarket Civic Service	21 July 2019
Felixstowe Academy Summer Concert	22 July 2019
Installation of Rev Marcus Mak, Christ Church	23 July 2019
Men's Shed BBQ	23 July 2019
High Sheriff's Summer Party	25 July 2019
Felixstowe Carnival Proms Night	26 July 2019
Felixstowe Carnival Procession	27 July 2019
Official opening of Goldstar Ground, Felixstowe & Walton Football Club	27 July 2019
Launch of the Suffolk BME Business Awards 2019	29 July 2019
Presentation of Cheque for Mayors Charities and Bon Voyage to Cycle Felixstowe for their cycle trip to Wesel	29 July 2019
Felixstowe Job Centre Health and Wellbeing Fair	30 July 2019
Civic Visit to Wesel	31 st July – 5 th August

Opening of the new play equipment in Gosford Way	7 August 2019
Inspire Suffolk Graduation Event for their Felixstowe Team Programme	7 August 2019
Proms on Proms	10 August 2019
St Elizabeth Hospice Sunflower Memories	11 August 2019
<i>Deputy Mayor - Harvest House Wedding Launch</i>	17 August 2019
Opening of the new cricket scoreboard at Felixstowe & Corinthians Cricket Club	18 August 2019
One Life Suffolk Fairy Tale Family Walk	21 August 2019
<i>Deputy Mayor - Start of the Deben Macmillan Challenge</i>	24 August 2019
Christ Church's 30 Year Anniversary	31 August 2019
Art on the Prom	1 September 2019
BSC Multicultural Event	1 September 2019
<i>Deputy Mayor – Flying the flag for Merchant Navy Day</i>	3 September 2019
Felixstowe Air Cadets Awards Evening	9 September 2019

The Mayor thanked the Deputy Mayor, Cllr Mark Jepson, for his support in attending engagements.

The Mayor spoke about the valuable work that Felixstowe Volunteer Coast Patrol carry out and the opening of a new base and the launch of new lifeboat. The Mayor attended the High Sheriff's Summer Party, followed by the Carnival weekend where they were lucky with the weather this year.

Both the Mayor and Deputy Mayor attended Wesel for their PPP festival weekend which included some of the 45th Anniversary of twinning celebrations. This included a large reception in their Town Hall.

The Mayor attended the opening of the new scoreboard at the Felixstowe & Corinthians Cricket Club, who will be celebrating their 100th year anniversary next year.

The Mayor passed his congratulations to Nichola and Lisa, the new Art on the Prom organisers for a very successful event

The Mayor reported that the Town Hall had received several letters regarding the colourful Felixstowe in Flower hanging baskets around the town and passed thanks to Sue Faversham and the Council's grounds team for their hard work in making this happen.

It was noted that the Autumn Magazine had been printed this week and should arrive on all Felixstowe resident's doormats in the next few days.

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

191. 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 17 July 2019**
- b) **Finance & Governance Committee 17 July 2019**
- c) **Planning & Environment Committee 31 July 2019**
- d) **Planning & Environment Committee 14 August 2019**
- e) **Planning & Environment Committee 28 August 2019**

192. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council received the report of Cllr Margaret Morris, Town Council representative to the Suffolk Association of Local Councils (SALC) Area Forum.

Members thanked Cllr Morris for her informative report.

RESOLVED that the outside body report from Cllr Margaret Morris be noted.

193. FELIXSTOWE FORWARD REPORT

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

A Member requested that information be provided on the communication strategy for the Felixstowe BID, in order that accurate information around the BID process could be better understood. There appeared to be some uncertainty locally about the role of the Mosaic Partnership. Members were advised that survey questions were only sent out to a sample of businesses initially to ascertain whether there was enough interest in a BID to warrant further support. Given the positive response at that initial stage, Mosaic Partnership, experienced in the development of over 100 bids, had been engaged to lead on the process.

It was **RESOLVED** that:

- i. **The Felixstowe Forward update report be noted as received; and**
- ii. **the Felixstowe Forward Change Director be requested to update Council on the communication strategy around the BID process.**

194. PCSO REPORT

Council received the report of the Felixstowe Partnership Funded PCSO report for July and August 2019 and welcomed the new design of the report. It was

noted that all the PCSO reports had also been made publicly available on the Council's website.

RESOLVED that the PSCO report for July and August 2019 be noted.

195. BROADWAY HOUSE AUTOMATIC DOORS

Council noted the action taken by the Finance & Governance Committee to fund the urgent repair of the Broadway House automatic doors from the Broadway House Earmarked Reserve, and noted that this would also be reported to Assets & Services Committee. Members noted the cost of the repair was £2,999 and Orwell Housing had agreed to contribute 50% towards this cost.

It was RESOLVED that the expenditure of £1,499.50 from the Broadway House Earmarked Reserve 9050/900 for the emergency repair to the automatic door be approved.

196. BUSINESS PLAN STEERING GROUP

Council received the update report from the Business Plan Steering Group. The Clerk advised that the public consultation survey was being promoted online as well as being included within the Council's Autumn magazine which was due to be delivered to all Felixstowe households from this week.

It was RESOLVED that the Business Plan Working Group update be noted.

197. CLIMATE EMERGENCY WORKING GROUP

The Clerk reported that the first Climate Emergency Working Group had met on 6th November to scope the work of the group. Members had welcomed Cllr James Mallinder, East Suffolk Council Cabinet Member for the Environment, to the meeting. Cllr Mallinder informed the group of the various exciting projects taking place around the district. The Group were grateful for Cllr Mallinder's attendance and had started developing an Action Plan to guide Council on practical steps it can take now, and over the next 10 years, to reduce its carbon impact, as well as way in which it might support the wider community in this aim.

It was RESOLVED that the Climate Emergency Working Group update be noted.

198. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

Council noted that the External Audit for the Financial Year 2018/19 had been completed on 23 August 2019, with no formal or any other matters being raised.

Members recorded a vote of thanks to the Town Clerk, Deputy Town Clerk and the Customer Services Apprentice for their work to support Council's continuing clear and unqualified audits.

It was RESOLVED that:

- i. the Annual Governance and Accountability Return including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard from 6 September and will be displayed until 23 September 2019.**

199. NALC MODEL FINANCIAL REGULATIONS 2019

It was noted that NALC issued updated Model Financial Regulations in August and that these will be reviewed by Council's Finance & Governance Committee in October, before being brought to Council for adoption in due course.

200. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
17/07/2019	133 – 149	£9,954.46
31/07/2019	150 – 171	£44,305.70
19/08/2019	172 – 197	£30,564.72
31/08/2018	198 – 208	£36,803.97
	TOTAL	£121,628.85

201. CLOSURE

The meeting was closed at 8.16pm. It was noted that the next Ordinary Meeting was scheduled for 13 November 2019 at 7.30pm.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

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

Felixstowe Sea Cadets Award Evening	10 September 2019
Felixstowe in Flower Award Evening	13 September 2019
Macmillan Coffee Morning	19 September 2019
Launch of the St Elizabeth Hospice Christmas Dip	23 September 2019
Rotary Club of Landguard Dinner	26 September 2019
Homestart AGM	26 September 2019
Festival of Fabric	28 September 2019
Memory Lane Dog Walk	29 September 2019
<i>Deputy Mayor - Ipswich Mayor Sunday Service</i>	<i>29 September 2019</i>
Launch of show home at Laureate Fields in Felixstowe	10 October 2019
Needham Market Civic Service	13 October 2019
Felixstowe Travel Watch Meeting	15 October 2019
Mayor's Charity Cheese & Wine Event	17 October 2019
Wesel Choir & Dorian Singers Concert	19 October 2019
Walton Parish Nursing Celebration Service	20 October 2019
Suffolk BME Awards	23 October 2019
Launch of Felixstowe Poppy Appeal	26 October 2019
Scouts District Fireworks Display	26 October 2019
Felixstowe Fairtrade AGM	1 November 2019
Felixstowe Litter-Free Anniversary Litter Pick	3 November 2019
Felixstowe & District Football Firework Display	3 November 2019
Suffolk Business Expo	6 November 2019
School Remembrance Service	8 November 2019
Festival of Remembrance	9 November 2019
Remembrance Day	10 November 2019
Armistice Day	11 November 2019
Felixstowe Chamber of Trade & Commerce Tour of Felixstowe Town Hall	12 November 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 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 11 September 2019** at **9.15am**.

PRESENT: Cllr A Smith (Chairman) Cllr M Jepson
Cllr S Bird (Vice Chairman) Cllr M Morris
Cllr S Bennett (*to item 182*) Cllr D Savage
Cllr S Gallant Cllr K Williams

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

IN ATTENDANCE: Cllr M Deacon
Mr P Brown, Head of Construction, EJ Taylor

177. PUBLIC QUESTIONS

There were none.

178. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Wiles**.

Cllr M Jepson gave apologies in advance of needing to leave the meeting at 10.15 to attend other business.

179. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr M Jepson	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

180. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 28 August 2019** be signed by the Chairman as a true record.

181. PLANNING APPLICATIONS

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

a	DC/19/3295/FUL Side & front extensions, new cladding, new facade, new canopies, relocation of doors and screens Felixstowe Snooker Club 21 Sea Road
Committee recommended APPROVAL.	
b	DC/19/3158/FUL with DC/19/3159/LBC Listed Building Consent - We plan to host weddings/civil ceremonies and also the wedding breakfast/after parties. This will be using three communal/shared rooms within Harvest House. No changes will be made to extend or alter the building in anyway. Harvest House 1 Cobbold Road
Having considered all relevant matters of concern, including those relating to car parking, Committee recommended APPROVAL.	
c	DC/19/3366/FUL To remove roof to two storey side extension and replace with pitched roof. 22 Lansdowne Road
Committee recommended APPROVAL.	

At this point in proceedings, 10.15am, Cllr M Jepson left the meeting.

182. PLANNING DECISIONS

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

183. CORRESPONDENCE

Committee noted the following correspondence received:

i. Proposed Footpath Closure at Ferry Road, Felixstowe

The Clerk brought Committee's attention to correspondence received between Mr P Brown, Head of Construction for EJ Taylor and SCC Highways in relation to the contractor's request to temporarily close and relocate the footpath crossing the Ferry Road development site whilst services were installed. At the direction of the Chairman Mr Brown updated the Committee confirming that they would be able to provide an alternative route for the footpath to the northern end of the site. However, it was known that SCC Highways were not satisfied by the alternative route proposed. Mr Brown advised that he expected to be able to reopen the footpath around March 2020.

Members agreed that due to the phasing of the works and the need to protect public safety during construction in the vicinity of the existing footpath, its temporary closure and relocation should be supported. The Clerk was asked to write to SCC Highways in support of the proposal, with the expectation that the contractor ensure the alternative route be accessible for all users.

ii. Examination of the Suffolk Coastal Local Plan

Cllr S Bird updated Committee following his attendance on behalf of the Town Council at the 3 September Suffolk Coastal Local Plan hearing. Cllr S Bennett reported that he had also attended as an observer. Following a discussion, the Clerk advised that East Suffolk Council's Planning Policy Officer had indicated that they would be seeking further views from Committee on matters relating to vehicular access in the proposed North Felixstowe Garden Neighbourhood policy.

Committee noted the update.

184. CLOSURE

The meeting was closed at 10.58am. The date of the next meeting was noted as being Wednesday 25 September 2019, 9.15am at Felixstowe Town Hall.

sector subsidy to reduce over the next few years, subject to discussion on the sustainability of the service provided by HHFS.

Members agreed that the service was an important asset to local communities in Suffolk and Essex which also supported tourism. Committee was therefore happy to continue to support the ferry service in the usual way and approved the 2019/20 agreement.

It was RESOLVED that:

- i. the Felixstowe-Harwich-Shotley Foot Ferry report and amended agreement be approved; and,**
- ii. the Deputy Town Clerk attend the forthcoming partnership meeting on 1 October and report back to Committee in due course.**

235. ANNUAL GRANTS AND COMMUNITY FUND PROJECTS 2020/21

Committee considered applications for on-going funding support from a number of local partner organisations.

It was RESOLVED that at this stage the following should be included as part of the recommendations for the 2020/21 budget:

As Annual Grants:

	2020/21
Art on the Prom	£2,000
Citizen's Advice Bureau	£2,500
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£2,000
Felixstowe Council for Sport and Recreation	£ 200
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500
Landguard Fort	£1,000
Wesel Twinning Association	£ 200
Salzwedel Twinning Association	£ 200
Total	£11,600

Through Community Fund Projects:

	2020/21
Level Two	£10,000
Landguard Partnership	£ 1,000
Harwich Harbour Ferry Services Partnership	£1,000
Felixstowe Forward (<i>year 3 of 3</i>)	£20,000
PSCO (<i>year 2 of 2</i>)	£34,000
Total	£66,000

208. COMMUNITY EMERGENCY PLAN

Members noted the report on the Community Emergency Plan and recorded a vote of thanks to the Officers who were continuing to update the Plan.

It was RESOLVED that the Community Emergency Plan report be noted.

209. REMEMBRANCE 2019

Members received the report outlining details for Remembrance 2019.

Committee was presented with a draft design for signs which were to be displayed at each end of the roads in Felixstowe which lost residents in the first and second world wars. In response to a question from Members, Cllr D Aitchison confirmed that, to date, Felixstowe had been fortunate not to have lost any residents from conflicts since WWII, such as the Falklands, the Gulf or Northern Ireland. Members congratulated Cllr D Aitchison on the draft design.

It was noted that £1,250 sponsorship had been pledged towards the total cost of £1,667.25 plus VAT to produce the 171 signs required. Committee agreed the remaining £417.25 should come from the Suffolk Armed Forces Legacy Fund.

It was RESOLVED that

- i. the Remembrance 2019 update report be noted;**
- ii. sponsorship received for the signs be moved into the Civic & Community Donations and Sponsorship income budget, which would offset a commensurate overspend on the Remembrance budget; and,**
- iii. the remaining cost to fund the signs of £417.25 to be taken from the Suffolk Armed Forces Legacy Fund Earmarked Reserve 9095/900.**

210. VE DAY 75TH ANNIVERSARY 2020

Members received the report outlining details for the VE Day 75th Anniversary and noted the virement approved by the Finance & Governance Committee of £3,500 from the surplus from the Insurance budget 4464/101. Members also agreed that the remainder of the Armed Forces Legacy Fund of £1,512.75 be used for this event.

Committee agreed that the event, which it felt should be no more than one day, should be coordinated under the 'Felixstowe Remembers' brand, with the Town Council as the accounting body and supported by East Suffolk Council.

Committee advised that all funds raised for the event should be put into the event, to avoid any surplus at the end. It was suggested that the new organiser

from Art on the Prom is also invited to attend the working group and that the Fort/Landguard be considered for a venue by the working group.

Members noted the report on the table detailing the Suffolk Armed Forces Legacy Fund applications and the expected remaining amount in the fund and agreed that this should be used for VE Day 75th Anniversary 2020. Committee thanked the Armed Forces Legacy Fund panel for their work in allocating these funds.

It was RESOLVED that

- i. the VE Day 75th Anniversary update report be noted;**
- ii. the VE Day 75th Anniversary event be coordinated as part of the 'Felixstowe Remembers' brand under the guidance of the VE Day 75th working group with the Town Council as the accounting body;**
- iii. a regular report be brought to Committee on plans for the VE 75th Anniversary event; and**
- iv. the remaining Suffolk Armed Forces Legacy fund of £1,512.75 be used to support the VE Day 75th Anniversary 2020 event.**

211. DEFIBRILLATOR CABINET AT SEA ROAD

Members received the report on the corrosion of the defibrillator cabinet at Sea Road.

It was RESOLVED that a new polycarbonate cabinet be purchased at the cost of £500 + VAT from the Street Furniture Budget.

212. CHRISTMAS EVENTS

Members received the update report on the Christmas ice rink and were happy with the arrangements to continue on a similar basis to previous years.

It was RESOLVED that the Christmas Event report be noted.

213. SUFFOLK DAY 2020

Members considered the report on Suffolk Day 2020 and noted that the 2020 event will now take place on the weekend – Sunday 21st June 2020. Members agreed that the 'Tea and Cake' held the previous two years were such a success that it should be carried out on Suffolk Day 2020 as a Councillor led event and that the flag should be raised that weekend.

It was RESOLVED that the 'Tea and Cake' event and the raising of the St Edmunds flag on Suffolk Day 21st June 2020 be arranged, with further details to be brought to committee in April 2020.

214. CLOSURE

The meeting was closed at 9.14 pm. The next meeting was noted as being scheduled for Wednesday 16 October 2019 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 25 September 2019 at 9.15am.

PRESENT: Cllr A Smith (Chairman) Cllr M Morris
 Cllr S Bird (Vice Chairman) Cllr D Savage
 Cllr S Bennett Cllr S Wiles
 Cllr S Gallant

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

215. PUBLIC QUESTIONS

There were none.

216. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Jepson** and **Cllr K Williams**

217. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

218. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 11 September be signed by the Chairman as a true record.

219. PLANNING APPLICATIONS

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

a	DC/19/3342/FUL Proposed infill development consisting of 4No. one-bedroom flats and 3 No. two-bedroom flats (7 No. flats in total) over four floors, inclusive of rooms in the roof. Resubmission following withdrawal of application DC/19/1762/FUL. Conversion of launderette to extend existing
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	<p>house of multiple occupation to create three additional en suite bedrooms on the ground floor and relocate the kitchen to the upper ground floor with new lower TV room created.</p> <p>Number 6, 8 And 10 Manning Road</p>
<p>The Town Council greatly welcomes this application in principle. It provides much needed accommodation to a high quality and is of exceptionally sympathetic design in its relationship to the Conservation Area.</p> <p>However, regard must be had to the flood history of this area, which was flooded to a depth of 1-2m in 1953 and the potential of increasingly severe storms and tidal surges due to climate change. As has been practice in this area of Felixstowe for some 15 years, we believe it is unacceptable to provide sleeping accommodation on the ground floor. We believe that the concept of this development could easily be redesigned to accommodate these issues. We have carefully considered the documents submitted but still consider that the flood risk has not been addressed. It is therefore with great regret that we must strongly request that the application be REFUSED in its current form.</p>	

b	<p>DC/19/3433/FUL Change of Use to Provide 5 No Dwellings Abbeyfield House Sheltered Housing 53 Orwell Road</p>
<p>Committee recommended APPROVAL</p>	

c	<p>DC/19/3419/FUL Demolition of existing single storey rear projection and erection of new single storey extension. Insertion of first floor rear window to let light into 1st floor hallway 81 Gainsborough Road</p>
<p>Committee recommended APPROVAL.</p>	

d	<p>DC/19/3473/FUL Proposed front extension 6 Langdale Close</p>
<p>After careful consideration of DM21a we believe that this extension at 3m depth would have an unacceptable detrimental effect in terms of its massing and form and therefore recommend REFUSAL.</p>	

e	<p>DC/19/3303/FUL Remove flat roof to rear two storey projection and change to pitched roof 95 Garrison Lane</p>
<p>Committee recommended APPROVAL.</p>	

f	DC/19/3513/FUL Replacement roof to front utility area 154 Colneis Road
Committee recommended APPROVAL.	
g	DC/19/3252/FUL To erect a 6ft by 6ft wooden Summer house in the garden of Harvest House, which is in Conservation Area Harvest House Cobbold Road
Committee recommended APPROVAL.	
h	DC/19/3549/TCA Silver Birch to the rear of the property, poorly pruned in the past - proposed to reduce the tree by 30% and shape. 4 College Green
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

220. PLANNING DECISIONS

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

221. SUFFOLK COASTAL LOCAL PLAN

Members discussed the policy relating to the North Felixstowe Garden Neighbourhood in the Suffolk Coastal Local Plan. Committee noted that East Suffolk Council were proposing additional wording to read: "A network of pedestrian, cycling and vehicular routes that provide connectivity and movement across the Garden Neighbourhood and with adjacent areas whilst protecting and enhancing local Quiet Lanes".

Following a lengthy discussion, it was RESOLVED that the wording be supported and the Clerk to advise East Suffolk Council accordingly.

222. CORRESPONDENCE

Committee noted the following correspondence received:

- i. Proposed Footpath Closure at Ferry Road, Felixstowe**
The Town Clerk reported that, Suffolk County Council had responded to the Council's letter regarding the closure of the footpath to state that they did not support the alternative route proposed and wished the footpath to remain open.

ii. Felixstowe Conservation Area Appraisal

The Clerk advised Committee of a consultation on the Felixstowe Conservation Area Appraisal that was running until 4th November. It was agreed that the Clerk should invite Felixstowe Society to submit their views to the Committee by 23rd October in order that the Council could consider their comments before finalising its own response.

223. CLOSURE

The meeting was closed at 11.47 am. The date of the next meeting was noted as being Wednesday 9 October 2019, 9.15am at Felixstowe Town Hall.

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 25 September 2019** at **7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr M Morris
 Cllr D Aitchison Cllr D Savage
 Cllr G Newman Cllr A Smith

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

224. PUBLIC QUESTIONS

There were none.

225. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Harkin, Cllr T Green, and Cllr K Williams.**

226. DECLARATIONS OF INTEREST

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

227. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 26 June 2019 be signed by the Chairman as a true record.

228. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 19 September 2019.

RESOLVED that the Budget Report to 19 September 2019 be received and noted as presented with no other action required at this time.

229. FEES AND CHARGES 2019-20

Committee considered the scale of Fees and Charges for Council services from 1 April 2020 as presented in the report.

RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2020:

i) Town Hall – General Hire:

2.5% in line with 2.6% RPI for the period of 12 months to August 2019.

FELIXSTOWE TOWN HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Full day (Weekday, 9am-5pm)	Half day (weekdays 9-1pm, 1pm-5pm)	Hourly rate (weekday hours between 9am-5pm)	Hourly rate (all other times)
Council Chamber				
Commercial/Business Hire	£205	£103	£31	£46
Voluntary/Charity/Community	£103	£52	£16	£31
Other Town Hall Rooms				
Commercial/Business Hire	£154	£77	£21	£41
Voluntary/Charity/Community	£92	£46	£12	£26
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

ii) Town Hall - Weddings and Special Events:

2.5% in line with 2.6% RPI for the period of 12 months to August 2019.

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1 st April- 30 th Sept)	Weekend (1 st April- 30 th Sept)	Any Day (1 st Oct- 31 st March)	Post-Ceremony Drinks
Council Chamber <small>(for ceremonies attended by a maximum 76)</small>	380	487	380	N/A
Clerk's Office <small>(for ceremonies attended by a maximum 15)</small>	190	241	190	N/A
Courtroom Gallery <small>(for ceremonies attended by a maximum 60)</small>	190	241	190	108
Other Rooms	190	241	190	108

iii) Walton Community Hall – General Hire: No increase for 2020-21

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

- iv) **Cemetery:**
2.5% in line with 2.6% RPI for the period of 12 months to August 2019.

1. INTERMENTS		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Felixstowe Resident	Non- Resident*
(a) of the body of a still-born child, or a child whose age at the time of death did not exceed one month	No charge	No charge
(b) of the body of a child whose age at time of death exceeded one month, but did not exceed 18 years	No charge	No charge
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	588	1176
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	950	1900
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	1110	2220
(f) of a urn of cremated remains	150	300
(g) scattering of ashes	66	66
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non- Resident
Grave space	392	784
Urn space	232	464
Scattering of ashes	131	262
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non- Resident
Grave space	653	1306
Urn space	457	914
Scattering of ashes	166	332
2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS		
(a) for the Exclusive Right of Burial in an earthen grave 8' by 3'	1111	2222
(b) children's grave 4' by 3'	154	154
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	457	914
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	835	1670

3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL		
Renewal 50 years (adult) Grave 8' x 3'	980	1960
Renewal 50 years 4' x 3' (child)	103	103
Renewal 25 years (adult)	498	996
Renewal 25 years (child)	52	52
Renewal 50 years (urn plot – Garden of Remembrance)	326	652
Renewal 25 years (urn plot – Garden of Remembrance)	164	328
Renewal 50 years (urn plot – Lawn Garden)	703	1406
Renewal 25 years (urn plot – Lawn Garden)	360	720
4. PERMISSION TO ERECT MEMORIALS		
(a) kerb stone or border stone or edging not exceeding 7' by 3' by 3" in height (NON-LAWN CEMETERY GRAVE)	292	584
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	292	584
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	292	584
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	292	584
(e) vase with or without lettering	160	320
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	160	320
(g) additional inscription on any memorial after the first	100	200
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	262	524
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	262	524
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	262	524
MEMORIAL GARDEN (subject to VAT)		
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	301	602
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	185	370
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	246	492
Renewal of lease for the above memorials for further 5 years	128	128

Memorial bench plaques with inscription for 10 years (prices from)	603	1206
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)		
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1632	1632
(b) Planting single grave with winter and summer plants and maintaining for one year	279	279
(c) Annual maintenance thereafter	160	160
6. MISCELLANEOUS		
(a) Registering transfer of grant	42	42
(b) Exhumation (Burial)	1566	1566
(c) Exhumation (Ashes)	653	653
(d) Certificate of Burial (Register Extract)	24	24
(e) Preparation of Statutory Declaration	54	54

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

v) Allotments

For tenancies which will renew from October 2020, or for new tenancies commencing April 2020 an increase of 25p per 25m² or 'rod':

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£37.50	£22.50
Double-size plot (approx. 250m ² or '10 Rods')	£75.00	£45.00

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

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

230. TOWN HALL UPDATE REPORT

Committee received the Town Hall Update Report.

It was RESOLVED that the Town Hall update report be noted.

231. BROADWAY HOUSE UPDATE REPORT

Committee received the report on Broadway House.

It was RESOLVED that the Broadway House update report be noted.

232. WALTON HALL UPDATE REPORT

Committee noted the actions of the Finance & Governance Committee and recent visit by Cllr M Richardson to Walton Community Hall to evaluate the electricity usage. Members agreed that it would be useful for both the Climate Emergency Working Group and the Business Plan Steering Group to consider the energy efficiency of Walton Community Hall along with all Council's buildings as part of the actions for Climate Emergency and the next four-year business plan. Aspirations for all buildings could be considered as part of a wider project.

Reducing the height of the ceiling was discussed but Members felt that this would compromise the use of the hall for some hirers.

It was RESOLVED that:

- i. the Walton Hall Update report be noted;**
- ii. Committee would support the work of the Climate Emergency Working Group to improve the energy efficiency of all Council buildings; and,**
- iii. options for Walton Community Hall should be considered as part of the Business Plan 2020-24**

233. CEMETERY UPDATE REPORT

Committee were pleased to note the completion of the cemetery toilets refurbishment and gave thanks to Cllr M Morris for her help with obtaining advice from the Suffolk Coastal Disability Forum for the disabled toilet provision. A visit had been made to the toilets and the contrast in colours to the disabled toilet alongside a lowered mirror provided additional benefits.

Members viewed photographs of the recent potholes on the junction of Langley Avenue and Mill Lane. The Clerk reported that this road was not adopted by Suffolk County Council Highways. The stretch of Langley Avenue from Grange Road to the boundary of the Cemetery was, however, maintained by Suffolk County Council. Members agreed that it would be useful to make enquiries with Suffolk County Council Highways with regard to the road from Mill Lane up to the gate to see if it would be possible for this small stretch to be adopted.

Members noted the condition of the internal road between Block M and Block L and that this would be monitored.

Members discussed the leaves on the Memorial Tree and saw samples of the original purchased leaves which had weathered badly, a leaf that had been polished with Brasso, and some leaves from new suppliers. A further report would be brought to Committee on other options and costs. The memorial tree would be promoted as part of the Memorial Garden in Council's magazine and it was hoped this may improve uptake of memorials.

Members discussed at length the request by a member of the public to keep ducks on part of the Cemetery allotments behind his property on Mill Lane, keeping part of the land trimmed back and clear. Committee agreed that if this was allowed it would set a precedent for other residents to also request the same. New allotments were no longer available on the Cemetery site and Members agreed that the land be kept under Council maintenance in preparation for the Cemetery extension as required.

It was RESOLVED that:

- i. the cemetery update report be noted;**
- ii. the Clerk to make enquiries with Suffolk County Council Highways regarding the adoption of the Mill Lane side of Langley Avenue up to the Cemetery Gate;**
- iii. the Memorial Garden should be advertised in Council's Winter Magazine; and,**
- iv. the member of public be advised regarding Committee's decision to not to permit the use of land on the old Cemetery Allotment site for the keeping of ducks.**

234. ALLOTMENTS UPDATE REPORT

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

The Clerk reported that he, together with Cllrs G Newman and S Wiles, had met the developers at Ferry Road regarding their plans for the footpath leading to the allotment access way. It was noted that the developer was seeking to close the footpath temporarily in order to lay services underground, which would limit access to the allotments from this end of the site. Members felt that the main access to Ferry Road Allotments on Elmcroft Road would mean that the changes to the northern entrance would not impact greatly on allotment holders during these works.

It was RESOLVED that the Allotments Update Report be noted.

235. BEEHIVES AT COWPASTURE MEADOW

Members considered the proposal from Happy Globe, a Felixstowe-based CIC that seeks to support the conservation, preservation and restoration of communal and natural areas as well as the promotion and execution of ethical waste removal. The Clerk reported that he had discussed the proposal with Mr Boyle and representatives from the Woodland Trust, who had no objections to the scheme.

Given that the proposal was in keeping with the Council's Climate Emergency declaration and environment aspirations, Members were in favour of the proposal but agreed that it would be imperative to have a formal agreement in place.

It was RESOLVED that Happy Globe CIC be permitted to use Cowpasture Meadow as proposed, subject to a formal agreement being established; and the Clerk was delegated the authority to progress this matter on Council's behalf.

236. LANGLEY AVENUE PLAYING FIELD ASSET OF COMMUNITY LISTING

It was RESOLVED that the approval by East Suffolk Council of Council's application to list Langley Avenue Playing Field as an Asset of Community Value be noted.

237. SWIFT BOXES

Committee read with interest the report on swift boxes. It was suggested that a community organisation such as the Felixstowe Men's Shed could be approached to build the boxes. Members expressed concern that the installation of swift boxes on some of the higher buildings may require the use of a cherry picker.

It was RESOLVED that:

- i. Felixstowe Men's Shed be invited to build swift boxes, with any cost being supported from the appropriate cost centre's Repairs and Maintenance budget; and**
- ii. the cost to erect the boxes on Council's buildings be approved, subject to this not leading to an overspend on the relevant Repairs and Maintenance budget.**

238. BUSINESS PLAN 2020-2024

Members were asked to consider aspirations for Council for the four-year span 2020-2024 within the scope of the Assets and Services Committee. The Clerk reminded members that two workshops had been arranged in November to discuss the four questions that formed the public consultation that was currently running, with a closing date of 31 October.

Members considered Council's assets, vehicles and tools from an environmental aspect. The ideas will form part of the workshops and with results from the public consultation, Schools, and Youth Forum will be assessed and help form the business plan in readiness for a first draft to go to the Finance and Governance Committee in December.

It was RESOLVED that in these aspirations be considered in the scope of the Assets & Services Committee for the Business Plan 2020-24.

239. CLOSURE

The meeting was closed at 9.18pm. The next meeting was noted as being scheduled for Wednesday 27 November 2019 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 9 October 2019 at 9.15am.

PRESENT: Cllr A Smith (Chairman) Cllr M Jepson
Cllr S Bird (Vice Chairman) Cllr M Morris
Cllr S Bennett Cllr D Savage
Cllr S Gallant

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

IN ATTENDANCE: Mr M Smith (JCN Design)
Mr R Abbot (Felixstowe Chamber of Trade & Commerce)

240. PUBLIC QUESTIONS

There were none.

241. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Wiles** and **Cllr K Williams**

242. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr M Jepson	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

243. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 25 September be signed by the Chairman as a true record.

244. PLANNING APPLICATIONS

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

a	<p>DC/19/3623/VOC Variation of Condition 1 on Application 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</p>
<p>Committee welcomed the proposed change to roof design in response to local neighbourhood concerns. However, the Committee greatly regrets the simplification of the design features – notably the brickwork pattern - which will result in a diminished street scene quality. We request that the District Council explore with the developer the possibility of retaining the brickwork pattern. Notably this would underline the long-standing policy that affordable housing should not be overtly identifiable in mixed-use development</p>	
b	<p>DC/19/3763/FUL To remove flat roof to 1st floor, extend behind with ensuite and larger bathroom and provide pitch roof over whole 22 Lansdowne Road</p>
<p>We note that the application is for “To remove flat roof to 1st floor, extend behind with ensuite and larger bathroom and provide pitch roof over whole”, for which we recommend APPROVAL.</p> <p>However, we note that the drawings additionally include a significant ground floor extension to the rear of the property across the width of the site. On careful consideration Committee would be minded to approve this additional element if it is perceived to be part of this application, subject to confirmation that the neighbour, with full knowledge of the intent of the application, has no significant objections.</p>	
c	<p>DC/19/3711/FUL Infill of part ground floor undercroft to form sitting area. Rosemount 11 Hamilton Gardens</p>
<p>Committee recommended APPROVAL.</p>	
d	<p>DC/19/3664/FUL This application is for a generator to be placed outside but adjacent to the existing building. Unit 10 (Formerly Cory House) Haven Exchange</p>
<p>Committee recommended APPROVAL subject to the Environmental Health Officer confirming that the sound proofing will be adequate in relation to the residential amenity of nearby Waterhead House.</p>	

245. PLANNING DECISIONS

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

246. PUBLIC CONSULTATION: DRAFT CONSERVATION AREA APPRAISAL

Members received a hard copy of the draft document, after a brief discussion it was agreed to discuss the draft at the 23rd October Plans meeting when final comment to the consultation would be finalised before the 4th November deadline.

247. CORRESPONDENCE

Committee noted the following correspondence received:

i. Conversion of parts of Footpath 34 to Cycle Track, Felixstowe

The Town Clerk reported that, Suffolk County Council had notified him that the conversion from footpath to cycle track had been completed.

ii. Suffolk Coastal Local Plan

The Clerk advised that the Inspector was initiating consultation on the publication of certain documents which were referred to by some of the representors. The Clerk reported that this did not relate to the Felixstowe representation so would not take this further.

248. CLOSURE

The meeting was closed at 11.03 am. The date of the next meeting was noted as being Wednesday 23 October 2019, 9.15am at Felixstowe Town Hall.

**MINUTES of the PERSONNEL COMMITTEE meeting held at Felixstowe Town Hall
on Wednesday 9 October 2019 at 6pm**

PRESENT: Cllr N Barber (Chairman) Cllr G Newman
 Cllr K Williams (vice-Chairman) Cllr M Richardson

OFFICERS: Mr A Tadjrishi (Town Clerk)

249. APOLOGIES FOR ABSENCE

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

250. DECLARATIONS OF INTEREST

There were none.

251. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 10 April 2019 be signed by the Chairman as a true record.

252. PENSIONS AUTO-ENROLMENT RE-DECLARATION

It was NOTED that the Town Council's re-declaration of compliance to The Pensions Regulator was completed by the Town Clerk on 4 October 2019

253. CYCLE TO WORK SCHEME

Members noted that the environmental benefits of a cycle to work scheme were considered by the Council's Climate Emergency Working Group for inclusion on the Climate Emergency Action Plan.

It was noted that the Government's Cycle to Work initiative enables employees to make savings on new bikes and/or accessories, whilst the Council gets a healthier, more motivated workforce and receives financial savings as a result of reduced National Insurance contributions. There would be no net cost to the Council for this scheme, although the Council would need to meet the initial purchase cost which would then be recuperated from employees through the scheme.

Following further discussion on the benefits of the scheme it was RECOMMENDED that the Town Council participate in the Government's Cycle to Work Scheme; with authority delegated to the Town Clerk to administer the scheme on Council's behalf and authorise expenditure from the Staffing Earmarked Reserve to meet any initial capital purchase costs.

254. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

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

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

255. TOWN CLERK'S APPRAISAL: SIX MONTH REVIEW

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

It was RESOLVED that the six-month appraisal review be confirmed as having been carried out with the next full appraisal scheduled to take place in April 2020.

256. CUSTOMER SERVICES APPRENTICE POST

Members considered the Council's Customer Services Apprentice post, which was due to complete in July 2020.

A draft job description for a Finance Administration Assistant role was considered and it was agreed that once the apprenticeship was complete, this post should be created. The apprentice would be welcome to apply for this role, if they so wished, subject to all due and proper process.

Committee agreed that this should be a full-time post to include duties such as; data input, maintenance and reporting, processing customer and supplier invoices, bank reconciliations and preparing payments. The role would also involve assisting with other administrative duties in accordance with the main functions of the Town Council.

RESOLVED that a full-time Finance Administration Assistant post, as per the job description presented and appointed on a salary scale based on the same grade as the Council's Planning Administration Assistant, be created in July 2020 to coincide with the conclusion of the current Customer Services Apprentice post.

257. STAFFING AND TRAINING BUDGET 2020/21

Members considered a confidential report on staffing structure and budget estimates for 2020/21, which included the creation of the Financial Administration Assistant post above. Salary scale point increases and training proposals were approved as presented and the budgets were recommended as follows:

Salaries Budget:

Cost Centre	Budget 2020/21		
	Salaries	Employer National Insurance	Employer Pension Contributions
Administration	185,077	18,393	41,850
Town Hall	26,694	1,718	935
Walton	3,115	275	187
Broadway House	5,272	465	316
Cemetery	99,154	9,633	15,439
Allotments	17,498	1,700	2,724
Total	336,810	32,185	61,451

Training Budget

	2020/21 (£)
Administration	3,000
Town Hall	500
Cemetery	1,000
Totals	4,500

It was RESOLVED that Council be recommended to approve the salaries and training budgets for the financial year 2020/21 as presented in the report.

258. CLOSURE

The meeting was closed at 7.20pm. The next meeting was noted as having been scheduled for Wednesday 8 April 2020 at 6pm.

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 16 October 2019** at **7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr S Harkin
 Cllr D Aitchison (Vice-Chairman) Cllr M Morris
 Cllr S Bennett (*from item 10*) Cllr G Newman
 Cllr S Gallant Cllr M Richardson

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

259. PUBLIC QUESTION TIME

There were none.

260. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr K Williams** and apologies for lateness due to work commitments from **Cllr S Bennett**.

261. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr G Newman	All	Local Non-Pecuniary (as member of Suffolk County Council)
Cllr S Gallant	All	Local Non-Pecuniary (as member of East Suffolk Council)
Cllr D Aitchison	209 & 210	Local Non-Pecuniary (as Chairman of Royal British Legion)

262. CONFIRMATION OF MINUTES

A Member requested an update of the HHFS partnership meeting held on 1 October, attended by the Deputy Town Clerk. A verbal update was given.

RESOLVED that the Minutes of the Civic & Community Committee meeting held on 18 September 2019 be signed as a true record.

263. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 10 October 2019.

RESOLVED that the Budget Report to 10 October 2019 be received and noted as presented with no other action required at this time.

264. FELIXSTOWE IN FLOWER 2019 REPORT

Committee commented that the floral baskets were particularly good this year, making Felixstowe in Flower 2019 an exemplar year. Committee gave thanks to the Officer involved in getting sponsors which enabled Felixstowe in Flower to be cost neutral this year. Members noted the details of the experiment and consequential reschedule of watering.

It was noted that Felixstowe in Flower had become far more environmentally friendly over the past few years, with the modern baskets allowing the frequency of watering to have been reduced from 6 days a week to the new schedule of watering the Town flowers 3 times a week and Walton and Sea front twice a week. This reduction was helping to save diesel consumption for the truck and use less water. The new baskets, which are longer lasting than the previous baskets, have a reservoir and wick which keeps the water available for the plants. Members requested that an article be written for the Town Council Winter Magazine to explain the environmental changes that have been made.

One way to improve the watering even more would be to use water run off from farmland. Felixstowe Ferry Golf Course now use rainwater from Adams Farm, so something similar or a joint venture may prove a positive addition. Harvesting rainwater off Council buildings could be considered but would not provide enough water throughout the Summer season.

Members also requested that next year the categories for the competitions be reviewed, with sustainability and environmental themes in mind.

It was RESOLVED that:

- i. The Felixstowe in Flower report 2019 be noted;**
- ii. further water saving actions be investigated; and**
- iii. categories for next year's competitions be reviewed with a focus on sustainability and the environment.**

265. FLORAL BEDDING ARRANGEMENTS FOR 2020/21

Committee considered the quote for the floral bedding arrangements for the section of the seafront in the form of chevron beds and promenade beds close to the War Memorial and raised beds in Town Centre and at the Triangle. Members discussed the possibility of introducing more sustainable planting. It was suggested that East Suffolk Norse be invited to attend the next meeting to discuss options for a planting plan with this aim. It was also suggested that investigations be made into what type of sustainable plants other coastal towns use.

It was RESOLVED that:

- i. East Suffolk Norse be invited to attend the next Civic and Community Committee meeting in December and to provide a sustainable planting plan; and,**
- ii. investigations be made into what type of sustainable plants other Coastal towns use.**

266. REMEMBRANCE 2019

Cllr D Aitchison gave a verbal report on the recent Remembrance meeting and plans for Remembrance. Members were pleased to note that sponsorship had been received for the 171 signs which are to be placed on 66 roads in Felixstowe to remember the fallen in both WWI and WWII. The signs were to be erected the following week and taken down the week after Remembrance. Large poppies will also be placed, as last year, on the lampposts from the Orwell Hotel to Bent Hill and the Tommy silhouette 'There but not there' will be placed on the Triangle. Members are all invited to the Poppy appeal launch on Saturday 26th October the parade leaves Bank Corner at 10.40 am with the launch at the Triangle at 11am. Members have been sent details of all the Remembrance events and should rsvp to the Mayor's Secretary.

It was RESOLVED that the Remembrance report be noted.

267. INVITATION TO WESEL COMMEMORATIONS

Members received the report outlining details of the invitation to send a delegation to Wesel to join them in commemorating the 75th anniversary of the devastation of their town. Committee agreed that the Mayor should attend and choose one other to accompany him. This could be the Deputy Mayor, or a Councillor with long-standing connections with Wesel.

It was RESOLVED that the Deputy Mayor plus one other representative of the Council should attend the commemorations in Wesel between 14th and 16th February 2020.

268. BUSINESS PLAN 2020-2024

Members were asked to consider aspirations for Council for the four-year span 2020-2024 within the scope of the Civic and Community Committee. The Clerk reminded members that two workshops had been arranged in November to discuss the four questions that formed the public consultation that was currently running, with a closing date of 31 October.

Members agreed that the PCSO should be considered, currently with a two-year contract ending in December 2020, the cost of which has been agreed to be funded from Earmarked Reserves and may as such not be sustainable. This should be considered alongside the introduction of Civil Parking Enforcement.

Members also agreed that other ideas that could be considered for the business plan were to investigate the possibility of making Felixstowe in Flower carbon neutral, to consider the travelling by the Mayor to his engagements both locally, in the county and abroad, and offsetting carbon by planting more trees.

At this point, Cllr S Bennett joined the meeting.

Other ideas included more detailed guidance for organisations applying to Council's grant scheme to make them more environmentally friendly. Members agreed that grants should be more data-led, to discover where the need is for grants to ensure smarter allocation of the funds, including taking advice from other partners. It was anticipated that the forthcoming Community Partnership workshop would give some insight in to priorities for Felixstowe.

Another item for consideration would be to give potential Grant applicants more of a steer as to the types of grants by categorising the grants into areas such as Environment / Young People / Disability/Dementia.

It was RESOLVED that in these aspirations be considered in the scope of the Civic and Community Committee for the Business Plan 2020-24.

269. DRAFT BUDGET CONSIDERATIONS 2020-21

Committee considered first draft proposals for its element of the Council's 2020-21 budget and reviewed the accompanying notes to the budget estimates in the report. The Clerk explained that this budget is based on existing expectations, however after the Business Planning workshops Council may need to make changes to the budget accordingly.

Members requested that a budget line (up to £20,000) be considered for inclusion to potentially support projects resulting from the forthcoming Community Partnership.

It was RESOLVED that the draft proposals for the Civic & Community element of the Council's 2020-21 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.

270. CLOSURE

A discussion was held on the possibility of moving future meetings to an earlier time. Committee elected to keep the time at 7.30pm

The meeting was closed at 9.20 pm. The next meeting was noted as being scheduled for Wednesday 18 December 2019 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 23 October 2019 at 9.15am.

PRESENT: Cllr A Smith (Chairman) Cllr M Jepson
Cllr S Bird (Vice Chairman) Cllr M Morris
Cllr S Bennett Cllr D Savage

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

270. PUBLIC QUESTIONS

There were none.

271. APOLOGIES FOR ABSENCE

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

Cllr M Jepson gave apologies in advance of needing to leave the meeting at 11.00 to attend to other business.

272. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Jepson	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

273. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 9 October be signed by the Chairman as a true record.

274. PLANNING APPLICATIONS

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

a	DC/19/3942/FUL New dwelling (incorporating existing garage) 1 Sudbury Road
While Committee acknowledge the reduction in size from DC/19/2304/FUL our opinion has not changed. Committee recommended REFUSAL. The proposal provides minimal amenity space, inadequate parking provision for the new dwelling and a loss of parking for the host property. It would impact on highway visibility, presenting a hazard to traffic safety and is not in keeping with the street scene.	
b	DC/19/3941/FUL To remove conservatory and extend single storey to rear of property for larger utility room and kitchen/family room. 22 Lansdowne Road
Committee recommended APPROVAL subject to confirmation that the neighbour, with full knowledge of the intent of the application, has no significant objections.	
c	DC/19/3961/FUL Retrospective Application for moving 1800 high close board fence. Remove brick height of boundary wall to Fairfield Avenue and raise to 1150 o/a height above pavement level in close boarded fencing. Erect garden room in side garden. Remove screen brick wall to east garden and erect brick/timber fence in position. 17A Beatrice Avenue
Committee recommended APPROVAL.	

275. PLANNING DECISIONS

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

276. PUBLIC CONSULTATION: DRAFT CONSERVATION AREA APPRAISAL

Members congratulated the author on a well written, very informative document which contained good quality visual photographs which highlighted the value of the Conservation Area.. Various points were picked out which will be included in a response to East Suffolk Council before the 4th November deadline.

Cllr M Jepson left the meeting at 10.57.

277. CORRESPONDENCE

Committee noted the following correspondence received:

i. Email with photographs – window replacement

The Clerk was asked to forward the email and photographs to ESC Planning Enforcement Department regarding a property in Ranelagh Road who have replaced their posts and windows, not in keeping with the Conservation Area to ensure it is compliant with local planning regulations.

278. CLOSURE

The meeting was closed at 11.25 am. The date of the next meeting was noted as being Wednesday 6 November 2019, 9.15am at Felixstowe Town Hall.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Felixstowe Town Hall on Wednesday 24 October 2019 at 7.30pm**

PRESENT: Cllr M Richardson (Vice-Chairman) Cllr D Savage
 Cllr S Bird Cllr A Smith

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

279. PUBLIC QUESTIONS

There were none.

280. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr N Barber, Cllr M Deacon, Cllr S Gallant, Cllr S Wiles** and **Cllr K Williams**.

281. DECLARATIONS OF INTEREST

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

As no Pecuniary declarations were made, there were no requests for dispensation.

282. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 17 July 2019 be signed by the Chairman as a true record.

283. BUDGET MONITORING TO 30 SEPTEMBER 2019

Committee received the budget monitoring report to 30 September 2019. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

RESOLVED that the budget monitoring report to 30 September 2019 be approved, with no other action required at this time.

284. QUARTERLY BANK RECONCILIATION

Cllr D Savage, as the Council's nominated Quarterly Bank Reconciliation Signatory (*Min# 15 2019/20 refers*), gave verbal confirmation that the reconciliation between the bank statement and Omega accounts had been carried out and signed to confirm the amounts agree.

It was RESOLVED to note that the quarterly bank reconciliation between for the period 1 April – 30 September 2019 had been carried out by Cllr D Savage.

285. INTERNAL AUDIT – INTERIM REPORT

Committee noted the recommendations from the Internal Auditor's Interim report and were pleased to note that the recommendations regarding the reconciliation confirmation and the update of the website had been resolved.

Members agreed that it would be appropriate to appoint an independent trustee to the Mayor of Felixstowe Charity Fund to avoid the situation whereby all trustees were from the Town Council.

It was RESOLVED that:

- i. the report of the Internal Auditor and actions taken be noted; and,**
- ii. an independent trustee for the Mayor of Felixstowe Charity Fund be sought.**

286. COMMUNITY PRESENTATIONS AT COUNCIL MEETINGS

Committee discussed the report on Community Presentations at Council meetings. Members agreed that it would be useful to receive a regular (up to 10 minute) presentation from community organisations the Council may not traditionally have had engagement with, providing they were relevant to Felixstowe. Invitations could be made in consultation with the Mayor. Members felt that subjects should be broad reaching, under the theme of "Focus on Felixstowe". There would be no question and answer sessions as part of the presentation. However, it was proposed that this be the first item on the agenda in order that the following item 'Public Question Time' could enable members of the public to ask any questions if so wished.

It was RESOLVED that a recommendation be made to Council to replace the practice of holding a Moment of Reflection prior to Council meetings with a regular first item on the agenda, Focus on Felixstowe, to allow regular (up to 10 minute) presentation from community organisations.

287. LGBCE CONSULTATION ON SUFFOLK COUNTY COUNCIL DIVISIONS

Cllr A Smith gave a verbal presentation on the favoured option for the LGBCE consultation on Suffolk County Council divisions and provided a useful map and

breakdown of statistics. Committee thanked Cllr Smith for providing the synopsis and for the work involved in getting to this stage. Members requested that a summary report be provided to Council in November with the draft consultation submission as an appendix for approval.

It was RESOLVED that a draft response to the Local Government Boundary Commission for England's consultation on division arrangements for Suffolk County Council be brought to Council in November for formal approval.

288. BUSINESS PLAN 2020-2024

Members were asked to consider aspirations for Council for the four-year span 2020-2024 within the scope of the Finance and Governance Committee. The Clerk reminded members that two workshops had been arranged in November to discuss the four questions that formed the public consultation that was currently running, with a closing date of 31 October.

Members agreed the importance of ensuring that the staffing structure and required budget be in place to carry forward any aims and aspirations of the Business Plan for the next four years. Members would also welcome any opportunities to further the apprenticeship scheme. A member of the Climate Emergency Working Group reminded the Committee that any ideas should be in line with Council's aspiration to seek to be Carbon Neutral by 2030. The ideas will form part of the workshops and with results from the public consultation, Schools, and Youth Forum will be assessed and help form the business plan in readiness for a first draft to go back to Committee in December.

It was RESOLVED that in these aspirations be considered in the scope of the Finance & Governance Committee for the Business Plan 2020-24.

289. EAST SUFFOLK COUNCIL TAX SUPPORT CONSULTATION

Committee considered the report on the East Suffolk Council Tax Support Consultation.

It was RESOLVED that the Clerk responds to the East Suffolk Council Tax Support consultation to confirm that Council was pleased to support the proposals, believing them to be a sensible approach to providing greater certainty to people claiming Universal Credit..

290. COMMUNITY PARTNERSHIP WORKSHOPS

Committee considered the report on the forthcoming Community Partnership Workshops.

It was RESOLVED to nominate Cllr M Richardson and Cllr A Smith as Felixstowe Town Council Representatives to attend the East Suffolk Council's Community Partnership Workshop on 7 November 2019

291. FINANCIAL REGULATIONS

Committee considered amended Financial Regulations based on the NALC (National Association of Local Councils) Model template, which were issued in August 2019.

Subject to the Clerk clarifying rules on the signing of cheques at meetings, it was agreed that the Regulations should be finalised and presented to Council for adoption in due course.

It was RESOLVED that, subject to the Clerk clarifying the rules on the signing of cheques to reflect Council's approved practice, the Financial Regulations should be finalised and presented to Council for adoption in due course.

292. CHRISTMAS CAR PARKING

Committee considered the report on Christmas Car Parked and were pleased to note the offer from East Suffolk Council to suspend parking charges in its car parks for up to 8 hours. The car parks that would benefit the Town Centre would be Crescent Road, Highfield Road and Ranelagh Road car parks.

It was RESOLVED to request that East Suffolk Council suspend parking charges for 4 hours for the Christmas light switch on event on Saturday 30 November and for 4 hours on the day of the Ice Rink opening on Friday 20 December.

293. CLOSURE

The meeting was closed at 8.41pm. The next meeting was noted as being scheduled for Wednesday 11 December 2019 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 6 November 2019 at 9.15am.

PRESENT: Cllr A Smith (Chairman) Cllr M Jepson
 Cllr S Bird (Vice Chairman) Cllr M Morris
 Cllr S Bennett Cllr D Savage
 Cllr S Gallant Cllr S Wiles

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

294. PUBLIC QUESTIONS

There were none.

295. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr K Williams.**

296. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr M Jepson	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

297. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 23 October be signed by the Chairman as a true record.

298. PLANNING APPLICATIONS

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

a	DC/19/4123/FUL Extension of existing office building (unit 6) and additional parking spaces Unit 6 Gulpher Business Park Gulpher Road
Committee recommended APPROVAL subject to consideration of extending the boundary planting to provide increased screening to the countryside in due course.	

b	DC/19/4070/FUL Side extension (garage), Rear extension with balcony, Balcony extension to front, Remodelling front facade, new fenestration arrangement. 119 Cliff Road
Committee had no objection to the changes to the front elevation and no objection to the principle of the front balcony. However, in view of the unique juxtaposition with the neighbour’s first floor “conservatory” to the right of the property we believe that the balcony should extend no further than the existing balcony and should have a permanent privacy screen. However, we do object to the rear balcony on the grounds of privacy and overlooking DM 23a and would recommend REFUSAL unless these issues can be resolved.	
c	DC/19/4148/FUL Two-storey rear extension Stonesthrow 16 Thornley Road
Committee recommended APPROVAL.	
d	DC/19/4012/FUL To extend first floor bathroom to rear of the property. To demolish conservatory and erect extension to form kitchen/ family room. 4 Grasmere Avenue
Committee recommended APPROVAL	
e	DC/19/4035/FUL The Installation of an external plant area comprising a wall mounted 152 KW dry cooler and a pump-station. 2-4 Langer Road
Committee recommended APPROVAL.	

299. PLANNING DECISIONS

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

300. PAPERLESS PLANNING

The Clerk advised that ESC would be moving to a paperless planning system. This would mean that the Town Council would no longer receive paper copies of planning applications, which would instead be available online. Whilst this would mean that the Town Hall would no longer be able to offer public access to view planning applications, Members understood that the East Suffolk Council desk at the Library would be able to assist those members of the public who had difficulty in accessing planning applications online.

It was RESOLVED that:

- i. the Clerk relay to ESC that Committee welcomes the move to reducing reliance on paper plans and acknowledges the public facility provided at the Library. However, assurance was requested from East Suffolk Council that support would be provided for those members of the public who have difficulty accessing or otherwise viewing planning documents online;
- ii. the Planning Administration Officer would write to The Felixstowe Society to advise them of the changes, inviting them to report any concerns to the Town Council; and,
- iii. the Town Council Magazine should carry an item informing the public of the move to paperless planning, directing them to the Library for support and reminding of the public openness of the Planning & Environment Committee.

301. CORRESPONDENCE

Committee noted correspondence on BT's proposals to remove the following payphones in Felixstowe:

Ferryboat Inn, The Ferry, Felixstowe (01394 282575)

Members had no objection to the removal of the payphone at the Ferry but understood that there may be local interest in adopting the kiosk. The Clerk would make enquires on this with The Felixstowe Ferry Residents Association.

Opp Landguard House, Sea Road, Felixstowe (01394 283353)

It was noted that the location of this payphone was not correct, being located on Beach Station Road. Members were concerned about the proposed removal of this payphone. Having made 127 call in the past year, the phone demonstrably shows significant regular use, far in excess of BT's own criteria. It meets a local need and is important to those that use it. Accordingly, the Town Clerk would asks that this payphone be retained.

Manor Terrace Club, Manor Terrace, Felixstowe (01394 283868)

Members had no objection to the removal of this payphone.

302. CLOSURE

The meeting was closed at 10.40 am. The date of the next meeting was noted as being Wednesday 20 November 2019, 9.15am at Felixstowe Town Hall.

AGENDA ITEM 8: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the following report from Cllr Seamus Bennett, Town Council representative to Felixstowe & District Council for Sport & Recreation (FDCSR):

Felixstowe & District Council for Sport & Recreation (FDCSR) – meeting 30.09.19 at Felixstowe Academy.

Town Councillors present: Darren Aitchison and Seamus Bennett

A good-humoured, passionately-debated meeting of approx. 16 people lasting around 2 hours.

- Major item was to have been an update from Tim Snook (East Suffolk Council) on plans for new leisure centre, but he was unable to attend – expected at next meeting in January.
- Proposed new Leisure Centre was still discussed. FDCSR clearly has concerns over this, particularly around whether there will be adequate provision for sports such as climbing, bowls and netball, as well as having a 25m rather than a 50m pool. And the expected location was also a concern of those present.
- Presentation from Felixstowe Indoor Bowls club (currently based at Felixstowe LC) who have concerns that they may not get (adequate) space in the new leisure facility. They are considering alternative venues and also possibility of sharing space with an indoor (roller) skating facility. FIBC has growing membership (not typical for bowls) with around 400 at present, including 20 juniors and a national champion!
- A charity called ‘Felixstowe Sports Hub Trust’ has been created, with Cllr Mike Deacon as Chair. Covers ALL sports and can apply for funding.
- Discussion of the issue of how to ensure (expected new) CIL money raised in Felixstowe is used to support leisure specifically in Felixstowe.
- SB asked whether national governing bodies can be approached for grassroots funding – response that they are also lacking in funds, so need to look/raise more locally.

Additional notes/reflections:

- Felixstowe clearly has a thriving sports community with some excellent grassroots clubs, many with thriving youth sections e.g. rugby, cricket, hockey, sailing, football, running, tennis, golf. Can (even) more be done by FTC to support / promote / champion / connect these clubs, which are such an asset to the town?
- Of the approx. 16 FDCSR members present, all were male (including the two Town Council reps). One woman was present, representing Trimley parish council. This may of course not properly reflect actual membership, but perhaps there is scope/need to broaden representation within FDCSR.

*Report prepared by Cllr Seamus Bennett, with input from Cllr Darren Aitchison.
07.11.19*

AGENDA ITEM 9: CONNECT FOR HEALTH

Council is advised that a new service has started for surgery patients. It is called Connect for Health (also known as social prescribing). The funding has been provided by local Clinical Commissioning Group who are responsible for health care in Suffolk. Access Community Trust will provide the service along with the Citizens Advice Bureau. This new service is being actively supported by the surgeries Patient Participation Group (PPG).

The service will provide support to people who need help to improve and manage their overall health and sense of wellness. This will be achieved by identifying what matters to you the patient and we will work alongside you helping to connect you to the many community-based services and organisations. It is designed for people who experience isolation, have long term health issues, and would like to find ways to improve their outlook and well-being.

The kind of support that can be offered is:

- Identification of means of transport to help with getting out and about.
- Introduction to leisure activities and local interest groups.
- Signposting/referral to advice around finance, welfare benefits and legal issues etc...
- Support around a disability- access to local forums, specialist advice.
- Greater opportunities to socialise.
- Mental or emotional support or signposting.

The Team

The Community Connectors for this service are Hayley Stearn and Deborah Mann who are hoping to be able to attend the Council meeting to introduce themselves.

- Hayley is the full time Connector and is employed by Access Community Trust and has for the last 3 years been working in Felixstowe in the young person's supported housing project, in a support role.
- Deborah, also full time, is employed by Citizens' Advice and has a wealth of experience in an advisory role.

Referrals

Referrals can be made by anyone that knows of someone who may benefit from the service. These referrals can be made by health professionals, social care, Citizens' Advice, local organisations, and people can also refer themselves.

Referrals by GP's and other health professionals can be made through a referral form that has been uploaded onto the system (DSX) where they can be completed and sent through to the surgery admin team who can pass them to the Community Connector. There the connector will contact the individual and invite them to come in for a chat.

Referrals for those that do not have access to System One can either phone a central telephone number, where basic details are asked, and this is passed to a local community connector, who will phone the individual back to speak with and invite them to come in, and determine how best they can assist, or enquire at their local surgery.

Enquiries for this service can be emailed to connectforhealth1@accessct.org
The referral telephone number is (01502) 527200

The individual is then invited to an initial meeting lasting around 45 minutes and the connector will talk to the person to determine not what is the matter with them but rather, what matters to them, and find ways from that to help them to improve their well-being by suggesting and introducing them to clubs and activities or opportunities in the community. It may be that the individual is having difficulty in more than one area of their life and so the connector can work with them over a few sessions to help them try to deal with each issue with an overall aim to improve their well-being and improve their quality of life.

The sessions will be held at:

- Haven Health - Monday afternoon
- Grove Medical Centre – Wednesday
- Walton Surgery – Thursday afternoons
- Howard House - Friday
- Felixstowe Community Hospital - Tuesday and Thursday afternoons, alongside the new frailty clinic

Should Members or the public have any questions or queries about this service, please do not hesitate to contact Hayley Stearn on 07879602327 or hayley.stearn@accessct.org

Council is requested to note the launch of the Connect for Health service.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

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

The Change Director, Helen Greengrass, will be pleased to introduce her report at the meeting and in response to Council's request at the previous meeting regarding the Felixstowe BID, Members are requested to note the arrangements as described in page 1 of the report.

This is to be read in conjunction with the Mosaic Partnership presentation to the Felixstowe BID Task Group in October which has been circulated to Members for information.

Council is requested to note the November 2019 Felixstowe Forward progress report and make any recommendations it considers necessary.

AGENDA ITEM 11: PCSO REPORTS

The Locally Funded PCSO reports for September and October 2019 are provided as follows:



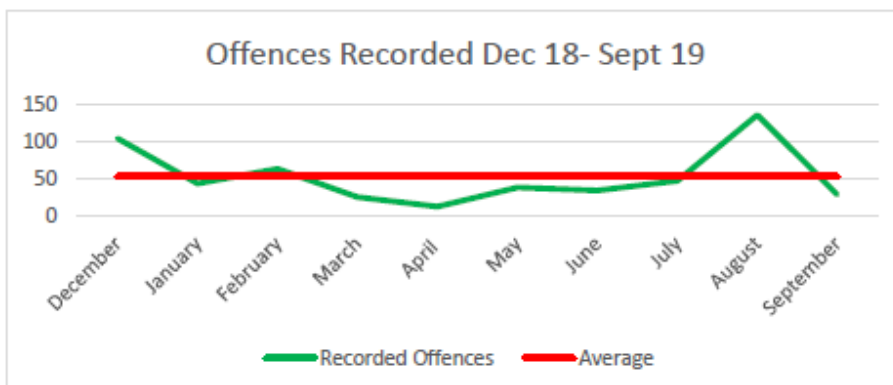
SUFFOLK
CONSTABULARY

PCSO 3347 Ben Sagi
Felixstowe & District SNT,
Joint Fire & Police Station,
High Road West,
Felixstowe IP119JA
Telephone: 101 or 999 in an
emergency. Calls may be monitored for quality
control, security and training purposes.

Felixstowe Partnership Funded PCSO Report for September 2019

SNT Agreed Priorities for September:	Actions and Outcomes
1. Parking – Town Centre, Hamilton Road	Regular patrols and enforcement
2. ASB – Skate Park	Regular patrols, engagement to deter ASB + Crime

Total Parking Offences for Sept: 28



As the summer holidays have ended parking problems have ceased in the seafront areas and returned to normal in and around the town. Regular patrols in the town has kept offences down and opportunities to educate drivers have resulted in less tickets having to be issued. Illegal parking is still an issue outside of Barclays Bank, in part due to the limited signage in the area which is leaving some drivers confused or unaware of the restrictions. Patrols are continuing in the area however drivers are still ignoring the restrictions along the entire stretch of Hamilton Road.

I have been patrolling the skate park on a daily basis during all times the day. Following reports of weapons being found patrols were increased and I conducted a small weapon sweep in the area to ensure that there were no more weapons. Anti-social behaviour has been low and there have been sporadic isolated incidents which have occurred at the skate park. These have been dealt with at the time and users of the park continue to enjoy and use the facilities.

Looking towards October patrols will be further increased during the half-term period to help deter any anti-social behaviour which may occur while the kids are off school.

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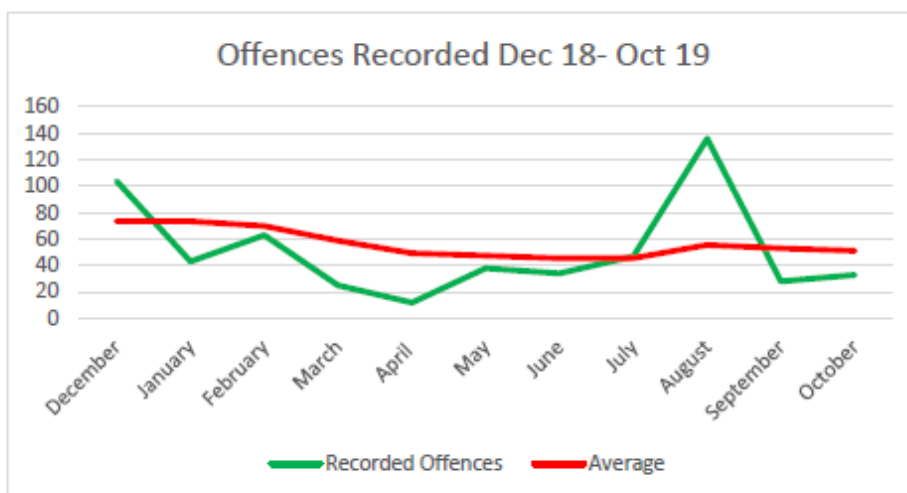
www.suffolk.police.uk



Felixstowe Partnership Funded PCSO Report for Oct 2019

SNT Agreed Priorities for October:	Actions and Outcomes
1. Parking – Town Centre, Hamilton Road	Regular patrols and enforcement
2. ASB – Skate Park	Regular patrols, engagement to deter ASB + Crime

Total Parking Offences for Oct: 33



It has been a rather cold and wet month and parking has been similar to that of September. Patrols in the town centre have been continuing throughout the month and offences have been dealt with by way of Fixed Penalty Notices. The more significant issues that I have identified are vehicles which have stopped to pop into the shops or bank and return 5 minutes later. Secondly, delivery vehicles which park outside of the allocated bays to unload goods. This is partly due to the bays being full with legally parked blue badge holder meaning delivery drivers have to stop elsewhere to unload goods into shops that do not have loading facilities at the rear.

Recorded offences count for those in which the motorists has received either a written warning or Fixed Penalty Notice. Many offences can be dealt with by simple words of advice and moving the vehicle on.

I have dedicated more time to patrols of the skate park during all times of the day and early evening in order to provide positive engagement with the users of the park to deter with anti-social behaviour. During these interactions I have also had the opportunity to help prevent crime by marking bicycles and scooters with UV ink to assist with identification and deterring theft should they ever be stolen or lost. There have been a few instances of anti-social behaviour including on the night of Halloween. These have been dealt with swiftly and groups congregating in the area quickly disperse without further incident.

Moving into November the priorities will continue with the addition of;

- Parking outside of schools
- Idling vehicles (outside schools)
- Cycle Safety

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www.suffolk.police.uk

Council is requested to note the reports and ongoing priorities for the PCSO.

AGENDA ITEM 12 CYCLE TO WORK SCHEME

Council's Personnel Committee considered a report on the Government's Cycle to Work Scheme (*Minute #253 of 2019/20 refers*), noting that the environmental benefits of a scheme were also considered by the Council's Climate Emergency Working Group for inclusion on the Climate Emergency Action Plan.

Although there may be personal, operational, health or weather-related reasons why employees may not be able to routinely cycle into work, most staff live within a short distance of the Town Hall or Cemetery and some have expressed an interest in a cycle to work scheme.

The scheme enables employees to make savings on new bikes and/or accessories, whilst the Council gets a healthier, more motivated workforce and enjoys significant National Insurance Contribution savings. There is no net cost to the Council for this scheme, although the Council would need to meet the initial purchase cost which is then recuperated from employees.

The employer buys the bikes and/or accessories at full retail price. The balance is then recovered from a reduction in the employees' gross wages (salary sacrifice). Through salary sacrifice, employees can expect to save a minimum of 25% on the retail cost of a bike whilst employers benefit from worthwhile National Insurance Contribution savings of up to 13.8%. For tax and National Insurance purposes there is no limit on the value of the cycle and safety equipment you can provide to an employee.

Once the Hire Agreement is signed, it is non-cancellable. This means that if an employee leaves or is made redundant from their employment during the hire period they are obliged to pay the remaining salary sacrifice amount in full from net pay i.e. without any tax exemptions. This reduces the risk to the Council.

The bike and/or accessories remain the property of the employer throughout the hire period and employees are expected to ensure the items are covered by suitable insurance. At the end of the hire period the employee has several options: extend the hire period, pay any residual value of the bike or return it to the employer.

Guidance on the scheme is available online here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/808626/cycle-to-work-guidance.pdf

In accordance with the Personnel Committee meeting of 9 October 2019 (*Minute #253 of 2019/20 refers*), Council is RECOMMENDED to:

- i. participate in the Government's Cycle to Work Scheme; and,**
- ii. delegate authority to the Town Clerk to administer the scheme on Council's behalf and authorise expenditure from the Staffing Earmarked Reserve to meet any initial capital purchase costs.**

AGENDA ITEM 13: LGBCE CONSULTATION ON SUFFOLK COUNTY COUNCIL DIVISIONS

A consultation on division boundaries for Suffolk County Council is in progress. It is a 14-week public consultation on proposals for new council divisions and division boundaries for Suffolk County Council and participants can have their say now via a consultation portal <https://consultation.lgbce.org.uk/> The consultation will close on 2 January 2020.

After the Local Government Boundary Commission has considered all representations made to them during the consultation, recommendations are expected to be published in March 2020. There will then be a further period of consultation on the draft recommendations. The LGBCE's final recommendations are expected to be published in August 2020. The new electoral arrangements will come into effect at the local elections in 2021.

Felixstowe Town Council has the opportunity to submit observations to the LGBCE, including if it so chooses a proposed pattern of Division for its area.

What is an electoral review?

The electoral review will recommend new electoral arrangements for Suffolk County Council. The LGBCE will propose:

- the total number of councillors elected to the council in the future;
- the number of divisions;
- the number of councillors representing each division;
- division boundaries; and
- the names of divisions.

Existing Divisions in Suffolk



The LGBCE are minded to recommend that 70 councillors should be elected to Suffolk County Council in the future. This is 5 fewer than the current number of councillors. They are now inviting proposals to help draw up a pattern of divisions to accommodate 70 councillors. In drawing up new electoral divisions, they must balance legal criteria, namely:

- to deliver electoral equality: where each councillor **represents roughly the same number of electors** as others across the county;
- that the pattern of divisions should, as far as possible, **reflect the interests and identities of local communities**;
- that the electoral arrangements should provide for **effective and convenient local government**.

SCC has formally asked the Commission to carry out a single-member division review.

This means that the Commission will aim to draw up a pattern of electoral divisions where each division is represented by one county councillor. The LGBCE will treat all submissions equally and judge each case on its merits and against the legal criteria. Any views put forward should ensure that evidence supports the submission. For example, if it is wished to argue that two areas should be included in the same electoral division, make sure details are included as to why they should be together, providing evidence about community facilities, ties, organisations, and amenities, rather than simply asserting that they belong together.

There are also criteria that

- Each Division must lie entirely within a District or Borough boundary
- Each Parish or Parish Ward must lie within a single Division and also within a single District Ward. (The practical effect of this is that where necessary the LGBCE will create or adjust Parish Wards in order to satisfy this criterion. This criterion resulted in the creation of the Allenby Ward in the SCDC review of 2013, and the Marshes Ward in the ESC Review of 2018)
- So far as possible, Divisions be composed of District Council Wards, i.e. that the DC Wards and the proposed County Divisions use the same boundaries – they are “coterminous”. The very different target electorates and hence Ward / Division sizes mean that this is only possible to a degree. However, a proposal that meets this criterion to a greater degree will be seen as preferable (balanced alongside the other criteria).

The LGBCE have provided projected electoral figures for each parish and parish Ward across Suffolk which will be used to identify suitably sized Divisions. The LGBCE target is to achieve minimum variations across the County, where the variation of the number of electors in a proposed Division expressed as a percentage of the target average size is within 10% except under very particular circumstance, with less than 5% desirable if possible within the other criteria.

The current situation in Felixstowe is that 3 County Councillors represent Felixstowe and the Trimleys in 2 Divisions:

- North Felixstowe and the Trimleys (1 member)
- Felixstowe Coastal (2 members)

The reason that Felixstowe and the Trimleys have this joint arrangement is that when the last Review was carried out in 2004, the parish of Felixstowe alone was too big for 2 councillors but not big enough for 3, but that the inclusion of the Trimleys yielded an area with an electorate which for 3 councillors provided Division size within the target variation of up to 10%.

That situation remains the same, with the current predicted electorates, where the 3 parishes together have a variation of only 2.6%.

Council's Finance & Governance Committee considered this issue at its meeting of 23rd October and has recommended to Council that it submits a proposal based similarly on the 3 parishes, but with the objective if possible of achieving a warding pattern for the Town Council which is a significant improvement on that imposed as a result of the ESC 2018 Review. It has also recommended that this could be achieved by one Division composed of the Walton Ward and the two Trimley Parishes, a second Division be then composed of the current Port Ward combined with a new South Ward from the Landguard area so far north as convenient to achieve an acceptable variation, with good identifiable boundaries. The remainder of the ESC Coastal Ward would be then the third Division, if possible divided into 2 FTC Wards, and that a detailed proposal on that basis for submission to LGBCE be submitted for Council's approval.

That proposal is now attached for Council's approval. It has been shaped by the following factors:

1) Is it possible for Felixstowe to have 2 self-contained Divisions?

- SCC Required Average electors / Division 8,458
- Target variation from average: + or – 10%
- Predicted Felixstowe electorate 2025 20,056
- Divisions within Felixstowe:
- 2 Divisions: 10,028 +18.6%
- 3 Divisions: 6,585 -21.0%

I.e. Felixstowe is too big for 2, and too small for 3

2) How does it work if Felixstowe is combined with the Trimleys?

- Predicted electorate Felixstowe and the Trimleys (the current pattern of Divisions): 24,712
- 3 Divisions, average 8,237 -2.3%

I.e. This is likely to be an acceptable proposal by LGBCE

3) Draft Proposal basics:

Seek 3 Divisions in Felixstowe and Trimleys, matching as far as possible existing ESC Wards and FTC Wards. Propose modified warding pattern for FTC, accordingly:

- Wards for FTC 16 members:
- Walton 3 (Existing boundaries)
- Port 5 (Existing boundaries)
- South 2
- Central 3
- East 3

Hence:

- SCC “Walton and Trimleys” FTC Walton Ward, and the Trimleys -7.4%
- SCC “Felixstowe Clifflands” FTC East and Central -6.5%
- SCC “Felixstowe Maritime” FTC Port and South +5.8%

And

- ESC Western: FTC Walton & Port 3 + 5 = 8 FTC Members
- ESC Eastern: FTC East, Central & South. 2 +3+3 = 8 FTC Members

A significant factor in shaping these, including variations slightly over 5%, is that careful examination of the SCC predicted electorates appears to have very limited recognition of currently building housing sites, or current planning permissions, notably the Candlet Road permission for 560 houses, let alone outline permissions as at Walton North, or allocations as at Ferry Rd West or indeed the emerging ESC Local Plan with the North Felixstowe Garden Village. Accordingly, without challenging the LGBCE numbers as such, it seems reasonable to propose a pattern which within the acceptable variations leaves some margin to accommodate these current and future developments without creating the need for a further review in a relatively short time.

A conceptual map of the above is at **Appendix B**

The proposed submission to the LGBCE is at **Appendix C**, itself containing a detailed table by Polling District of the electorate numbers involved and a more detailed map of Polling Districts to support the detailed numbers used in the proposal.

Council is therefore recommended to adopt the proposal at Appendix C for submission to the LGBCE.

AGENDA ITEM 14: COMMUNITY PRESENTATIONS AT COUNCIL MEETINGS

At its meeting of 23 October 2019, Council's Finance & Governance Committee considered a report on giving further opportunity for community engagement at Ordinary Council meetings.

Under current arrangements, community representatives have been invited to offer a Moment of Reflection immediately prior to formal business of the meeting.

Members of the Finance & Governance Committee agreed that it would be useful to receive a regular (up to 10 minute) presentation from community organisations the Council may not traditionally have had engagement with, providing they were relevant to Felixstowe. These presentations would enable community groups/representatives to provide a short update to Council and any public in attendance on any projects or relevant matters of interest. Invitations could be made in consultation with the Mayor. Members felt that subjects should be broad reaching, under the theme of "Focus on Felixstowe". There would be no question and answer sessions as part of the presentation. However, as these presentations would be the first item on the agenda, the following 'Public Question Time' could enable members of the public to ask any questions if so wished.

Council is therefore requested to consider the recommendation of the Finance & Governance Committee and replace the practice of holding a Moment of Reflection prior to Council meetings with an regular first item on the agenda, Focus on Felixstowe, to allow a regular (up to 10 minute) presentation from community organisations (Minute #286 of 2019/20 refers).
