



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 11 March 2020** at **7.30pm** for the transaction of the following business preceded by:

Moment of Reflection: Rev'd Marcus Mak, Rector of Christ Church 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 8 January 2020 as a true record. **(Pages 4-12)**

6. **Mayor's Announcements**

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

7. **Minutes of Committee Meetings**

To receive and adopt the Minutes of the following Meetings:

- | | |
|--|----------------------|
| a) Planning & Environment Committee 8 January 2020 | (Pages 14-16) |
| b) Planning & Environment Committee 22 January 2020 | (Pages 17-20) |
| c) Finance & Governance Committee 22 January 2020 | (Pages 21-22) |
| d) Planning & Environment Committee 5 February 2020 | (Pages 23-26) |
| e) Planning & Environment Committee 19 February 2020 | (Pages 27-29) |
| f) Civic & Community Committee 19 February 2020 | (Pages 30-33) |

- g) Assets & Services Committee 26 February 2020 (Pages 34-38)
h) Planning & Environment 4 March 2020 (Pages 39-42)

8. Reports from Members appointed to Outside Bodies

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

9. Felixstowe Forward Report

To consider the report of the Felixstowe Forward Change Director and make any recommendations as Council deems appropriate.

(Page 43 & Appendix A)

10. PCSO Report (January and February 2020)

To receive the Felixstowe Partnership Funded PCSO reports for the months of January and February 2020 and the February 2020 edition of the Suffolk Constabulary Newsletter.

(Reports at Appendices B & C)

11. Locally Funded PCSO Arrangements

To consider the ongoing provision of the locally funded PSCO following the advent of Civil Parking Enforcement from 6 April 2020.

(Page 43)

12. Business Plan 2020-24

To approve the Town Council's Business Plan for the period May 2020 – May 2024.

(Pages 44-46 & Appendix D)

13. Energy From Waste Tour

To receive a report on a recent tour for Members and staff of Suffolk's Energy From Waste facility.

(Pages 47-50)

14. FTC/ESC Joint Liaison Group Meeting

To receive the notes of the FTC/ESC Joint Liaison Group meeting held on 4 February 2020 and consider any matters for discussion at the next meeting on 21 April 2020.

(Appendix E)

15. Global Harbour Cities Forum 2020

To consider an invitation to the Mayor and Deputy Mayor to represent the Town Council at the Global Harbour Cities Forum in September 2020.

(Page 51)

16. Felixstowe Library Project Funding

To consider the recommendation of the Council's Civic & Community Committee and approve funding towards the refurbishment of the children's section of the Felixstowe Library from Earmarked Reserves.

(Page 52)

17. FelixFest/Women's Tour 2020 Funding

To consider the recommendation of the Council's Civic & Community Committee and approve funding towards the FelixFest events in June 2020 from Earmarked Reserves.

(Pages 53-54)

- 18. Langley Avenue Playing Field**
To note that SCC have been formally requested to consider transferring Langley Avenue Sports Field to the Town Council, as agreed by the Council's Assets & Services Committee. **(Pages 55-57)**
- 19. Felixstowe Peninsula Community Partnership**
To receive a report on the Felixstowe Peninsular Community Partnership, following its first meeting in February 2020. **(Page 58)**
- 20. Insurance Arrangements 2020/21**
To confirm the adequacy of Council's insurance and to approve the arrangements as recommended by the Finance & Governance Committee. **(Page 59)**
- 21. Investment Policy & Strategy 2020/21**
To approve the Council's Investment Policy & Strategy for 2020/21 as recommended by the Finance & Governance Committee (*Min #421 of 2019/20*). **(Pages 60-62 & Appendix F)**
- 22. Occasional Grants Policy 2020/21**
To approve the Occasional Grants Policy for 2020/21 as recommended by the Civic & Community Committee (*Min #455 of 2019/20*). **(Page 62 & Appendix G)**
- 23. Press & Media Policy 2020/21**
To approve the Press & Media Policy for 2020/21 as recommended by the Civic & Community Committee (*Min #456 of 2019/20*). **(Page 62 & Appendix H)**
- 24. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows:
(Schedules attached at Appendix I)

Date	Voucher Nos.	Total Payment
06/01/2020	367 - 382	£12,829.07
31/01/2020	383 - 403	£40,092.62
18/02/2020	404 - 429	£7,464.91
28/02/2020	430 - 440	£35,705.40
	TOTAL	£96,092.00

- 25. Closure**
To close proceedings and note that the next meeting of the Council will be the Annual Council Meeting at Felixstowe Town Hall, 7pm Wednesday 20 May 2020.

Council is also requested to note that the Annual Town Meeting will be held at Felixstowe Academy at 7pm on Wednesday 13 May 2020.



**Ash Tadjrishi
Town Clerk
6 March 2020**

Council is reminded to consider its commitment to climate action in its decision-making.

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 8 January 2020 at 7.30pm

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

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

IN ATTENDANCE: 3 Members of the public
Ms Helen Greengrass, Felixstowe Forward Change Director

MOMENT OF REFLECTION

The meeting was preceded with a moment of reflection from Anne Henderson, Chair of East Suffolk Fundraising Group for Macmillan Cancer Support.

388. PUBLIC QUESTION TIME

A member of the public asked Council for an update on the new Leisure Centre, which was agreed at an East Suffolk Council Cabinet meeting in September 2019. Cllr Gallant explained that ESC was working with the consultation team hoping to secure the location of the site. They were also meeting local clubs to make sure all needs are met. Costs will then go to ESC Cabinet in April-July and work should start in Summer 2021, with completion in Summer 2023.

A Member of the public asked that with the Mayor attending the VE Commemorations in our twin town Wesel, Germany that it be acknowledged of the awful destruction to the town in World War II.

389. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr M Jepson (Deputy Mayor)**, **Cllr D Aitchison** and **Cllr M Deacon**.

It was noted that Cllr Deacon was attending the investiture of the new vicar of St Mary's church, Walton.

390. DECLARATIONS OF INTEREST

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

391. QUESTIONS TO THE MAYOR

There were none.

392. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 13 November 2019 be signed by the Mayor as a true record and adopted by the Council.

393. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

Mayors Charity Musical Showcase	15 November 2019
100 th Birthday Afternoon Tea	
Boost Fundraiser	18 November 2019
The Chairman of Suffolk County Council Art Exhibition	18 November 2019
Felixstowe Carnival AGM	18 November 2019
Felixstowe Academy Chamber Concert	20 November 2019
League of Friends Felixstowe Hospital Coffee Morning	23 November 2019
Shine of Light Event in Walton	23 November 2019
BSC Multicultural Services 20 th Anniversary Event	24 November 2019
Felixstowe Radio Mayors Takeover Hour	27 November 2019
Brierfield Christmas Concert	28 November 2019
Visit Felixstowe Academy with the High Sheriff to visit the girls who won the Suffolk Community Award for their project Proud, Period.	29 November 2019
Scouts Christmas Carol Service	29 November 2019
Felixstowe Lions Christmas Lights Switch On	30 November 2019
Visit the new Lighthouse Tea rooms	30 November 2019

Felixstowe Rotary Kids Kitchen	2 December 2019
Salvation Army Christmas Tree Festival	3 December 2019
Colneis School Christmas Concert	4 December 2019
Coastal Parent Hub	6 December 2019
Felixstowe Friendly Service Christmas Lunch	6 December 2019
Wesel Association Niklaus Fest	6 December 2019
Felixstowe Harmonies Christmas Concert	7 December 2019
Mid Suffolk Civic Service	8 December 2019
Judging Felixstowe Shop Window Competition	11 December 2019
Timebank Crafty Coffee Volunteer 'thank you'	11 December 2019
The Oaks Children Centre Christ'mess' Party	13 December 2019
Felixstowe Scouts Craft Fayre	14 December 2019
Christmas Visit – Foxgrove & Maynell Nursing Home	16 December 2019
Christmas Visit – Cotman Lodge	16 December 2019
Christmas Visit – Coniston House	17 December 2019
Christmas Visit – Westcliff Care Home	17 December 2019
Christmas Visit – Merryfields Care Home	17 December 2019
Christmas Visit – Sanctuary Care	18 December 2019
Presenting the Best Dress Window trophy	18 December 2019
Felixstowe Academy Christmas Concert	18 December 2019
Christmas Visit – Yetton Ward	19 December 2019
Christmas Visit – Rowland House	19 December 2019
Opening of Felixstowe Skate Rink	20 December 2019
Old Peoples Welfare Association	20 December 2019
Mayor's Civic Carol Service	20 December 2019
Christmas Visit – Bellstone Nursing Home	23 December 2019
Christmas Visit – Sunrise Nursing Home	23 December 2019
Christmas Visit – White Gables Nursing Home	23 December 2019
Christmas Visit – Park House	24 December 2019
Christmas Visit – Margery Girling House	24 December 2019

Christmas Visit – Mill Lane Nursing Home	24 December 2019
St Elizabeth Hospice Christmas Day Dip	25 December 2019
Felixstowe Community Hospital	25 December 2019
Lunch at The Salvation Army	25 December 2019
Christmas Visit – The Firs Nursing Home	25 December 2019

The Mayor had been very busy attending three events in one evening, The Boost Fundraiser, the Chairman of SCC Art Exhibition and the Felixstowe Carnival's AGM.

The Mayor had taken over an hour on Felixstowe Radio which he thoroughly enjoyed.

The Mayor, along with the High Sheriff visited Felixstowe Academy to meet the girls who had won the Suffolk Community Award for their fantastic project Proud, Period.

The Mayor congratulated the Lions Club on the superb Christmas Light On Event. This had brought a lot of visitors to the town.

The Mayor had attended the Felixstowe Rotary Kids Kitchen and was very interesting concept with local school children.

The Mayor presented P & K Interiors a trophy for winning the best window competition 2019.

The Mayor thanked St Peters church for hosting his Civic Carol Service.

The Mayor enjoyed visiting all the local nursing homes over the Christmas period and thanked the staff and residents for their warm welcome. On Christmas Day he had four engagements and thanked Cllr Harkin for volunteering on Christmas Day at Cuppa.

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

394. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) Planning & Environment Committee 20 November 2019**
- b) Assets & Services Committee 27 November 2019**
- c) Planning & Environment Committee 4 December 2019**

- d) Finance & Governance Committee 11 December 2019
- e) Planning & Environment Committee 18 December 2019
- f) Civic & Community Committee 19 December 2019

395. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council received the report of Cllrs Mark Jepson and Margaret Morris, Town Council representatives to the Level Two Youth Project.

Members thanked Cllrs Jepson and Morris for their informative report.

RESOLVED that the outside body report from Cllrs Mark Jepson and Margaret Morris be noted.

396. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass reported that the Felixstowe BID proposal was gathering support, with the first Business Workshop being held at the end of the month. If businesses vote to go ahead they will then decide what they would like the money spent on. Members asked if there was an upper cap on the contribution made by businesses and it was confirmed this would be a decision made by the businesses group.

A new 'Traders Guide' was being developed to support events in 2020 and an event volunteering campaign had been launched. As a result of the last quarterly Town Council magazine 3 volunteers have come forward (1 for Memory Lane, 2 for helping at events) and 2 organisations have requested they be included in the Traders Guide.

A case study of Felixstowe Carnival (assuming an audience of 30,000) had been produced using the impact calculator showing the direct economic impact on the town was around £530,300.

With reference to the South Seafront Project Ms Greengrass would like to recommend that the new project officer Jenny Edgerley attend a future Council Meeting to update Council on the progress of the project and her role within it.

Members thanked Ms Greengrass for her comprehensive report and noted the update report which had been provided by East Suffolk Council's Communities Officer

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

397. PCSO REPORT

Council received the report of the Felixstowe Partnership Funded PCSO reports for November and December 2019 and the Suffolk Constabulary Newsletter for December 2019.

Members discussed the problems with parking in the town and anticipated that the introduction of CPE would be a more effective solution. It was noted that the order had now been signed and CPE would commence from 6th April 2020. Members asked that this be highlighted in the next Town Magazine.

RESOLVED that the PCSO report for November and December 2019 and the Suffolk Constabulary Newsletter for December 2019 be noted.

398. CLIMATE EMERGENCY WORKING GROUP

The Clerk reported that the Working Group had been three meetings so far. An Action Plan had now been developed (Appendix C) based on a local perspective and the Friends of the Earth guidance for Parish and Town Councils. After discussion Members asked that the word 'ask' be included in the table of resources required for reduce vehicle idling in the sentence 'Youth Forum budget to fund campaign literature- in the table of resources required for reduce vehicle idling. It was noted that the Working Group would be meeting again to consider opportunities to involve the public and other community stakeholders.

It was RESOLVED that the Climate Emergency Working Group update be noted and to the proposed Action Plan be adopted, subject to a minor clarification to invite the Youth Forum to consider supporting the funding of a campaign to reduce vehicle idling.

399. BLUE FLAG/SEASIDE AWARDS

Members discussed the principle and cost of a combined Blue Flag and Seaside Award application for Felixstowe and subject to East Suffolk Council's support in achieving the criteria requirements and promoting the award as part of the wider marketing campaign for the Suffolk coast. Following a discussion, it was agreed that the Town Council should sponsor the combined award, with the cost of £795 (+ VAT) plus any other initial costs up to a total of £1,941 to be authorised from the 'Enhancement & Promotion' Earmarked Reserve.

It was RESOLVED that the Town Council should sponsor the combined Blue Flag and Seaside Award application, with the cost of £795 (+ VAT) plus any other initial costs to a total of £1,941 to be authorised from the 'Enhancement & Promotion' Earmarked Reserve, subject to East Suffolk Council's support in achieving the criteria requirements and promoting the award as part of any wider marketing campaign for the Suffolk coast.

400. FTC/ESC LIAISON MEETING

Council considered the report of the FTC/ESC Liaison Meeting. Members were asked to contact the Clerk if they would like a matter to be raised at any future meetings.

It was RESOLVED that the report of the FTC/ESC Liaison Group be noted as received.

401. BUDGET AND PERCEPT 2020/21

Council received the finalised version of the 2020/21 Budget and Precept.

It was noted that the budget had been prepared and presented in accordance with the recommendations of the Finance & General Purposes Committee meeting of 11 December 2019 (*Minute #357 of 2019/20 refers*).

Council gave a vote of thanks to the Committee and its staff for their work in producing a budget which provided for all of Council's activities with an increase of less than 3 pence per week to the local taxpayer.

It was RESOLVED that:

- i. The Felixstowe Town Council Budget for 2020/21 be approved as set out in the report;**
- ii. Approving the 2020/21 Precept demand to East Suffolk Council of £600,570 (representing a 2.04% increase cost to Band D equivalent Council Tax payer) on the following basis:**

Band D rate		£70.87
Multiplied by tax base	x	8,474.25
Thus a Precept demand of:		£600,570

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

402. REPAIR TO TOWN HALL PASSENGER LIFT

Council considered the Assets & Services Committee recommendation to authorise expenditure from the Town Hall Maintenance Earmarked Reserve to fund the maintenance repair work of the hydraulic hose on the main lift as recommended by the Assets & Services Committee (*Minute #366 of 2019/20 refers*).

It was RESOLVED to approve the maintenance repair work of the hydraulic hose on the maid lift at a cost of £846 + VAT from the Town Hall Maintenance Earmarked Reserve 9065/900.

403. MEETINGS CALENDAR 2020/21

Council considered the draft meeting schedule for the 2020/21 Municipal Year as presented which had been based on the current year's cycle.

RESOLVED that the 2020/21 Calendar of Meetings be adopted as per the amended schedule presented.

404. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
15/11/2019	285 - 301	£4,558.84
29/11/2019	302 - 319	£57,164.79
11/12/2019	320 - 340	£13,385.45
31/12/2019	341-366	£44,409.43
	TOTAL	£119,518.51

405. CLOSURE

The meeting was closed at 8.45pm. It was noted that the next Ordinary Meeting was scheduled for 11 March 2020 at 7.30pm.

AGENDA ITEM 6: MAYOR'S ANNOUNCEMENTS

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

Wesel Association AGM	11 January 2020
Majestic Voices	13 January 2020
Mayors Charity Quiz Night	18 January 2020
Felixstowe Intl College Assembly	20 January 2020
Visit from the Mayor of Ipswich	20 January 2020
Scout AGM	21 January 2020
Churches Together	26 January 2020
<i>Deputy Mayor - ACCE Chinese New Year Show</i>	26 January 2020
Visit to Causton Junior School	29 January 2020
Flood Memorial Service remembering lives that were lost.	31 January 2020
Interview for Felixstowe Radio on the North Sea Floods	31 January 2020
Visit to Maidstone Infants School	5 February 2020
100 th Birthday celebrations	7 February 2020
Visit to Fairfield & Colneis School	10 February 2020
Mayors Charity Bombay Nite	10 February 2020
Civic Visit to Wesel - Commemoration of the ending of WWII	13 Feb - 16 Feb 2020
Soft Opening of Alba Chiara Restaurant	22 February 2020
Launch of Felixstowe Fairtrade Fortnight	24 February 2020
Opening of new hydrotherapy pool at Whitworth Vets	26 February 2020
Opening and modelling at the Felixstowe Fashion Show in aid of St Elizabeth Hospice	3 March 2020
Langer School Assembly	3 March 2020
Felixstowe World Day of Prayer	6 March 2020
Visit from Felixstowe International College to the Town Hall	9 March 2020
Flying the Flag for the Commonwealth	9 March 2020
Opening of new Crescent Cafe	10 March 2020
Inspire Suffolk Awards Evening	10 March 2020

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 8 January 2020** at **9.15am**.

PRESENT: Cllr S Bird (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)

In the absence of **Cllr A Smith** (Chairman), Vice-Chairman **Cllr S Bird** was in the Chair

380. PUBLIC QUESTIONS

There were none.

381. APOLOGIES FOR ABSENCE

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

382. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr S Wiles	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.

383. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 18 December 2019** be signed by the Chairman as a true record.

384. 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/19/4811/FUL Extension of existing row of beach huts to level the beach material and reposition 5 existing beach huts from the Spa Pavilion end. Manor End, The Promenade
Committee recommended APPROVAL	
b	DC/19/4780/FUL Extension to existing living accommodation over garage Brook End House 78 Brook Lane
Committee recommended REFUSAL. The plans do not reflect the design in the application. This is not an extension to the existing dwelling. This is a separate annexe with no access to host property.	
c	DC/19/4761/FUL To replace all external doors and windows with white UPVC 4 Cranmer Cliff Gardens
Committee recommended APPROVAL subject to the approval by the Conservation Officer that the replacement windows are like for like.	
d	DC/19/4830/VOC Variation of Condition Nos. 2 and 3 of - Conversion to 6 self-contained apartments - Amendments to design and layout South Beach Mansion Bent Hill.
Committee recommended APPROVAL	
e	DC/19/4877/VOC Variation of condition(s) 2 of application DC/17/3986/FUL - Proposed dwelling. Land At Candlet Grove Candlet Grove
Committee recommended APPROVAL.	
f	DC/19/5066/FUL Single storey rear extension 4 Walnut Close
Committee recommended APPROVAL.	
g	DC/19/4853/FUL Construction of a first-floor side extension 11 Conway Close
Committee recommended APPROVAL	
h	DC/19/4802/FUL Erection of first floor extension, single storey rear extension, porch, and detached garage 28 Glenfield Avenue
Committee recommended APPROVAL.	

i	DC/19/4753/FUL Single storey mono pitched porch extension to form cloakroom - including RC bridge over drains. Demolish original brick/timber porch - replace with brick-built porch including toilet and wash basin 46 Kings Fleet Road.
Committee recommended APPROVAL.	
j	DC/19/4835/FUL Replacement of windows and doors to flats 1-6 Beachcote into existing openings 1-6 Beachcote Undercliff Road East
Committee recommended APPROVAL subject to the approval by the Conservation Officer that the replacement windows are like for like.	
k	DC/19/4842/TCA 1 x Silver Birch - Fell to ground level Reason: stunted growth and growing directly over drain cover. 11 College Green
Committee had NO OBJECTION to the work proposed subject to the guidance of East Suffolk Council's Arboricultural Officer.	

385. 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.

386. CORRESPONDENCE

Committee NOTED the following correspondence:

- i. DC/19/4442/FUL - 1 College Green.**
Committee was asked to consider whether its initial objections had been resolved, following revisions to the original application. Members agreed that the application was still unacceptable due to concerns relating to the impact on the conservation area. The Clerk was asked to submit the Chairman's explanation of the issues to the planning officer at ESC.
- ii. APP/X3540/W/19/3236974 - Rubecon, 14 Marine Parade Walk (appeal)**
The Clerk was asked to formalise the Chairman's additional comments in respect of this application and submit this to the appeal inspector.
- iii. 5 Nacton Road.**
Committee was asked to consider whether its initial objections had been resolved, following revisions to the original application. It was agreed that this application should now be approved.

387. CLOSURE

The meeting was closed at 10.22am. The date of the next meeting was noted as being Wednesday 22 January 2019, 9.15am at Felixstowe Town Hall.

**MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at
Felixstowe Town Hall on Wednesday 22 January 2020 at 9.15am.**

PRESENT: Cllr A Smith (Chairman) Cllr M Jepson
 Cllr S Bird 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)

IN ATTENDANCE: Mr R Abbott
 7 Members of the public

406. PUBLIC QUESTIONS

There were none.

407. APOLOGIES FOR ABSENCE

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

408. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr S Wiles	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)

No Pecuniary Interests were declared, and no dispensations were requested.

409. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 8 January 2020 to be signed by the Chairman as a true record.

410. 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/19/5049/FUL Redevelopment of site to provide new clubhouse and new public facilities to include cafe, putting green, toilets and viewing platform, improved access, parking, 5 detached dwellings and associated landscaping, relocation of existing watch tower - existing clubhouse and pro-shop buildings to be demolished</p> <p>Felixstowe Ferry Golf Club Ferry Road</p>
<p>Committee has carefully considered all the aspects of this application, including the relationship with the AONB, the attractive and welcome facility that this new development would provide and other issues, and are therefore pleased to recommend APPROVAL for the development.</p> <p>In particular, we welcome the modern and environmentally friendly design elements, including the proposed ground source heat pump, PV panels, provision of EV charging points, permeable surfacing and green roof.</p> <p>However, there are some minor issues of concern:</p> <ul style="list-style-type: none"> • The landscaping of the front gardens of the houses on the bend in the road should be designed to ensure clear views for traffic exiting the three driveways. • We ask that very clear signage be provided in relation to the shared access arrangements for vehicles visiting the golf club and leaving the public car park, so that visitors are aware from the road that there is no entrance to the Clifflands public car park. • We understand that the planting in the vicinity of the viewing platform will not obscure the view. The drawings of the platform do not indicate its height. We believe that it will offer step-free access, but request that this be confirmed. • The proposed new café will be a welcome new facility for the town; however, currently there is no dedicated public disabled parking proximate to that location. We would ask that ESC consider providing this. • We note that the drawings show knee-railing to be installed in keeping with existing arrangements, but the drawings do not indicate that they continue for the entire length of the public car park, as currently exists. We assume that this will not be changed by ESC. 	

b	<p>DC/20/0062/LBC Application for a new Listed Building Consent to replace existing Listed Building Consent DC/16/2820/LBC to allow for the demolition of existing buildings, the conversion and reconstruction of curtilage listed stable buildings to B1 business use and enhancements to the curtilage of 362 High Street. Listed building consent required to support the extant planning permission for the demolition of existing buildings and the phased construction of up to 385 dwellings, new public open space and a new link road and linear park between Walton High Street and Candlet Road the conversion of curtilage listed stables to B1 business use, together with associated infrastructure (ref: DC/16/2778/OUT).</p> <p>Land North Of Walton High Street</p>
Committee recommended APPROVAL	
c	<p>DC/20/0090/FUL Proposed single storey rear extension 89 King Street</p>
Committee recommended APPROVAL.	

411. 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.

412. CONSULTATION: ENGLAND COAST PATH FINAL PROPOSALS – SHOTLEY GATE TO FELIXSTOWE FERRY

Members noted the consultation by Natural England on final proposals for the England Coast Path from Shotley Gate to Felixstowe Ferry. The Clerk agreed to circulate the link to the full proposal documents for Members to study in greater detail for further discussion at the next meeting prior to a response being drafted for submission in advance of the 11 March 2020 deadline.

RESOLVED that the consultation be noted and considered at the next meeting.

413. CORRESPONDENCE

Committee NOTED the following correspondence:

- i) Appeal ref. APP/J3530/X/18/3216462 Unit 11, Haven Exchange**
The Clerk advised that the Planning Inspector had dismissed the appeal.
- ii) Felixstowe War Memorial**
Notification from the Secretary of State for Digital, Culture, Media and Sport that the War Memorial had been added to the list of buildings of

special architectural or historic under section 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990 on 15th January 2020.

iii) Felixstowe Country Park Group

The Clerk advised Members of a meeting invitation from the FCPG to discuss their aspirations for a country park within the North Felixstowe Garden Neighbourhood development proposals.

iv) DC/19/1907/FUL 14 Marine Parade Walk

Notice of Appeal had been received for this site. The Clerk in consultation with the Chairman has submitted further detailed comments to the Inspector in respect of the written Appeal process.

v) DC/19/4233/FUL Mannings Amusements

This application had been submitted for referral in respect of a 3rd party objection but remains to be determined by delegated authority. The Committee had requested that the use classes of the units be restricted to resort uses, but this was not mentioned in the officer's draft report. The chairman requested clarification of this from the case officer, which was confirmed, Also resulting from that correspondence was a matter raised by SCC Highways: a proposal that in order to improve pedestrian and traffic safety following further intensification of use at this busy location, a kerb buildout be provided, similar to those installed further north some years ago. It was agreed that FTC would support that, and the Chairman undertook to confirm this with ESC.

414. CLOSURE

The meeting was closed at 11.46am. The date of the next meeting was noted as being Wednesday 5 February 2020, 9.15am at Felixstowe Town Hall.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Felixstowe Town Hall on Wednesday 22 January 2020 at 7.30pm**

PRESENT: Cllr M Richardson (Vice-Chairman in the Chair)
Cllr D Savage
Cllr A Smith

OFFICERS: Mr A Tadjrishi (Town Clerk)

415. PUBLIC QUESTIONS

There were none.

416. APOLOGIES FOR ABSENCE

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

417. DECLARATIONS OF INTEREST

There were none.

418. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 11 December 2019 be signed by the Chairman as a true record.

419. BUDGET MONITORING TO 31 DECEMBER 2019

Committee received the budget monitoring report to 31 December 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 31 December 2019 be approved, with no other action required at this time.

420. EARMARKED RESERVES REPORT

Committee considered a report on Council's Earmarked Reserves over time.

It was RESOLVED that the report on Earmarked Reserves be noted as received.

421. INVESTMENT POLICY AND STRATEGY 2020-21

Committee considered the Council's Investment Policy & Strategy for 2020-21 as presented which had been updated to reflect current investments.

Following consideration of the Council's climate change agenda and the potential for ethical investment opportunities, Committee requested an additional paragraph be inserted (2.2) under the heading 'Investment Objectives' to state:

"In accordance with the Council's Climate Emergency Declaration, ethical investment opportunities which seek to contribute positively to the environment should be considered alongside yield, subject to such investment complying with the statutory guidance in this document."

It was RESOLVED that the Investment Policy & Strategy for 2020/21 be recommended to Council for adoption with as presented with the addition of para 2.2 above.

422. INSURANCE ADEQUACY REVIEW

Committee considered the report on the Council's insurance arrangements, noting that 2020/21 would be the second year of the three-year Long-Term agreement with Zurich.

Following a review of the insurance cover provided by Zurich, Committee agreed that the Council should be recommended to confirm the adequacy of its insurance arrangements for 2020-21.

It was RESOLVED that the arrangements for insurance cover in respect of all insured risks be recommended to Council and confirmed as adequate for 2020-21.

423. BUSINESS PLAN 2020-2024

Members considered the draft Business Plan 2020-2024 which had been circulated to all Councillors in advance of the meeting.

The Clerk confirmed that a final six-week public consultation would run from 23 January until 5 March 2020, prior to the final draft Business Plan going to Council on 11 March 2020 for approval.

It was RESOLVED that a first draft of the Business Plan 2020-2024 be recommended to Council for approval, following a second period of public consultation from 23 January – 5 March 2020.

424. CLOSURE

The meeting was closed at 8.00pm. The next meeting was noted as being scheduled for Wednesday 25 March 2020 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 5 February 2020 at 9.15am.

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

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

IN ATTENDANCE: Cllr D Aitchison
 Mr J Barnes, Generator Optima (Ferry Road) Ltd
 Mr R Abbott
 2 Members of the public

425. PUBLIC QUESTIONS

There were none.

426. APOLOGIES FOR ABSENCE

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

427. DECLARATIONS OF INTEREST

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

No Pecuniary Interests were declared, and no dispensations were requested.

428. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 22 January 2020 to be signed by the Chairman as a true record.

429. 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/20/0160/FUL The proposal is a 2 storey Public House. On the site of an old GP practice which has been demolished 201 Hamilton Road</p>
<p>Committee warmly welcomed this application and were pleased to note that its previous concerns in respect of proposals for this site have been largely addressed in this latest iteration.</p> <p>Committee therefore recommended APPROVAL, subject to the following considerations:</p> <ul style="list-style-type: none"> i. we would support the Arboricultural Officer’s view that trees should be re-provided on site and replacements be appropriately selected to be best suited for the town centre environment. This should result in no net loss of trees overall, ideally an increase; ii. we seek assurance that, any signage on the northern elevation be non-illuminated; iii. we note that para 7.4 of the Applicant’s Transport Statement says: “<i>Cycle parking provision is proposed for the use and can be provided within the development.</i>” However, we were unable to identify any cycle parking facilities within the plans and would wish to see such provision incorporated, for both staff and customers; and, iv. we note that, at time of consideration, no comment from SCC Highways had been received. Committee seeks assurance that proposed access arrangements will not necessitate delivery vehicles having to take a wide track as they exit the site onto Hamilton Road the site, in order to eliminate potential conflict with oncoming traffic. <p>Overall, Committee was pleased to note that the design of the building was appropriate for the setting, allowing for a positive interface with Gt. Eastern Square. Members look forward to this development commencing, the consequent improvement of this derelict site and additional jobs created as a result.</p>	

b	<p>DC/20/0220/FUL Construction of new dwelling on land forming part of the curtilage of the existing dwelling 5 South Hill</p>
<p>Committee recommended APPROVAL</p>	

c	DC/19/4528/OUT Residential development of 9 units, alterations to existing vehicular access and associated external works and parking. Land At Junction With Garrison Lane And High Road West
Committee recommended APPROVAL.	

d	DC/20/0282/AME Non-Material Amendment 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 Ferry Road
Committee recommended APPROVAL.	

e	DC/20/0250/FUL A rear single storey extension onto existing bungalow 16 Ferndown Road
Committee recommended APPROVAL.	

f	DC/20/0170/FUL Proposed Garage 70 Cobbold Road
Committee recommended APPROVAL.	

g	DC/20/0257/FUL Insert a Dormer window into an attic room at the rear of the house on the 2nd floor 32 Victoria Street
Committee recommended APPROVAL.	

h	DC/20/0232/FUL 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.	

i	DC/20/0186/TPO Lime tree next to the Sweet Chestnut tree in the front garden of the property to be re-Pollarded. Pruning cuts will be made just above previous pruning cuts. 48 Tower Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

430. 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.

431. CONSULTATION: ENGLAND COAST PATH FINAL PROPOSALS – SHOTLEY GATE TO FELIXSTOWE FERRY

Following consideration of the consultation on Natural England's Coast Path Proposals from Shotley Gate to Felixstowe Ferry, Committee **RESOLVED** to submit the follow comments:

Felixstowe Town Council welcomes and supports Natural England's proposed coastal path route within the parish of Felixstowe.

432. CORRESPONDENCE

Committee NOTED the following correspondence:

- i) Refusal ref. APP/X3540/W19/3240116 – Land adjacent 53 Wentworth Drive**
Committee noted the appeal.
- ii) Decision Notice (Refusal) DC/19/2948/FUL – 55-57 Hamilton Road**
Committee were disappointed to note that this application had been refused by ESC and the decision to determine the application under delegated authority, without notification to FTC of a “minded to refuse” submission to the referral panel.
- iii) Decision Notice (Approval) DC/19/4233/FUL Mannings Amusements**
Committee were pleased to note that the decision notice approving the application had conditioned individual Planning Use Classes for each unit on the site, which were either A1, A3 or A5.

433. CLOSURE

The meeting was closed at 11.20am. The date of the next meeting was noted as being Wednesday 19 February 2020, 9.15am at Felixstowe Town Hall.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 19 February 2020** at **9.15am**.

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

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

434. PUBLIC QUESTIONS

There were none.

435. APOLOGIES FOR ABSENCE

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

436. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr S Wiles	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.

437. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 5 February 2020** to be signed by the **Chairman** as a true record.

438. 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/19/4548/FUL First floor extension to front of property & single storey rear extension. Zeewag Martello Lane
Committee recommended APPROVAL	

b	DC/20/0436/FUL Proposed change of use from vacant retail unit (A1) to cafe & restaurant (A3) with installation of extraction flue system on rear elevation. 79 Hamilton Road
Committee recommended APPROVAL	

c	DC/20/0416/FUL To erect extension at rear of property to enlarge dining area for sitting area. 6 Fairfield Avenue
<p>Committee recommended REFUSAL. Committee believed that the proposed roof design would result in unnecessary loss of amenity to the neighbour in contravention of DM23 (b) outlook (c) access to daylight and (e) resulting physical relationship with other properties and potentially in contravention of SPG16. We believe it would be possible to ameliorate the impact on the neighbour with a modified roof design.</p>	

d	DC/20/0558/ADN Non-Illuminated Advertisement Consent - Replacement of existing ATM header signage to comply with new HSBC branding. 66 Hamilton Road
Committee recommended APPROVAL.	

e	DC/20/0552/TCA Holm Oak LHS front garden - pollard back to previous pollard points. Flat 2 Haslemere 21 Victoria Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

439. 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.

440. CORRESPONDENCE

Committee NOTED the following correspondence:

- i) Sizewell C Nuclear Power Station Proposals**
Members were advised of a letter from Theberton & Eastbridge Parish Council to the Planning Inspectorate on the lack of environmental impact detail in EDF's Sizewell C nuclear power station proposal. Theberton and Eastbridge were asking parish and town councils to use the structure and references to planning guidance in the letter to reference their own consultation responses and cite EDF's lack of adequate information upon

which to form a considered and informed opinion of their proposals. The Clerk would circulate the letter to Members following the meeting. The Chairman reminded Members that the Town Council's approach to Sizewell C consultations was largely restricted to its consequential impact on Felixstowe.

ii) Tree in Seafront Garden to be removed.

Members agreed that replacement planting of at least three trees be carried out by the Town Council on removal of the lime tree adjacent to the Town Hall.

iii) 1 College Green

Committee was advised that this application had been considered by the ESC Referral Panel and would be referred to ESC Planning Committee. Members agreed that the Chairman should attend the ESC Committee to represent the Town Council.

iv) 78 Brook Lane

Committee was advised that this application had been considered by the ESC Referral Panel and would not be referred to ESC Planning Committee. The Clerk briefly outlined the circumstances of the application and the Chairman agreed to confirm whether a condition could be included to ensure that the proposal would not result in a separate dwelling.

441. CLOSURE

The meeting was closed at 10.57am. The date of the next meeting was noted as being Wednesday 4 March, 2020, 9.15am at Felixstowe Town Hall.

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Thursday 19 February 2020 at 7.30pm**

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

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

IN ATTENDANCE:

Mrs S Wilson, Chair of The Friends of Felixstowe Library
Cllr T Green (Council Representative of Friends of Felixstowe Library)
Paul Tynan, Assistant Grounds Manager, East Suffolk Norse
Sarah Shinnie, Active Communities Officer, East Suffolk Council
1 Member of the public

442. PUBLIC QUESTIONS

There were none.

443. APOLOGIES FOR ABSENCE

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

444. 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)

445. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 19 December 2019 be signed as a true record.**

446. FRIENDS OF FELIXSTOWE LIBRARY

Committee received an informative presentation from Mrs Sarah Wilson, Chair of the Friends of Felixstowe Library regarding their plans for the refurbishment of the children's area at Felixstowe Library. The total planned cost of the project is currently £28,000. The Friends of Felixstowe Library had applied for an Occasional Grant in December 2019, but Committee had agreed, given that the project had the potential to provide a benefit for the whole community, to consider

how the Town Council might be able to support this project in a significant way and had invited the Library to give this presentation.

Members heard how the project proposed a complete refurbishment of the Children's Library to include:

- Bright and new shelves, storage and furniture, with a seaside theme;
- Facilities suitable for children with special needs (e.g. sensory wall, 'hideaways')
- and moveable equipment to allow space for large children's events, with new carpet and re-decoration.

Funding was being sought from a variety of other funders. Members considered the project and Committee agreed to recommend to Council that funding of £10,000 should be authorised via the Community Fund Earmarked Reserve 9075/900. This would be due to be paid to the Friends of Felixstowe Library once confirmation is received that all funding is in place for the project to go ahead.

It was RESOLVED that Council be recommended to approve funding of £10,000 for the refurbishment of the children's section of the library to the Friends of Felixstowe Library, to be authorised from the Community Fund Earmarked Reserve 9075/900.

447. FELIX FEST/WOMEN'S TOUR 2020

Sarah Shinnie, Active Communities Officer, East Suffolk Council gave a presentation of the plans for the Felix Fest/Women's Tour on the weekend of 12 – 14 June.

Members discussed the proposed activities and were interested to hear about the filming package and media archive that was being commissioned to provide broadcasters with lots of variations of footage to use to promote Felixstowe.

Members considered various sponsorship/funding options and agreed to recommend to Council a contribution of £25,000 to sponsor the Big Screen, the Triathlon and Cycle Simulators. This would mean the Town Council would be the primary sponsor of the event and also enable additional filming/photography of the town and access to the media archive for future promotional activities..

RESOLVED that Council be recommended to approve sponsorship of £25,000 towards the Felix Fest/Women's Tour 2020, to be authorised from the Community Fund Earmarked Reserve 9075/900.

448. FLORAL BEDDING ARRANGEMENTS

East Suffolk Norse Assistant Grounds Manager, Mr Paul Tynan gave members a summary of the bedding plants that had been successful and other options for sustainable bedding which would be hardy enough for the seafront location. It was noted that lavenders and hebes could be a suitable choice as these would withstand the salt and spray. Regular pruning would still need to be carried out.

Members were keen to consider bedding plants that were more sustainable yet interesting enough to show to others what can be done to encourage wildlife.

A mixture of flowers and sustainable plants would be an ideal improvement. It was agreed that the area around the War Memorial should continue to be planted in an appropriate manner.

Mr Tynan confirmed that, if the Town Council no longer funded floral bedding (the annual cost this year being £12,391.05) then the beds would be planted up with sustainable bedding and maintained on behalf of East Suffolk Council.

Mr Tynan agreed to produce a plan detailing options from 2021/22 to be circulated to Members for further consideration.

RESOLVED that:

- i. **The Floral Bedding arrangements of the 2020/21 financial year be noted, and;**
- ii. **East Suffolk Norse Assistant Grounds Manager, Mr Paul Tynan creates a planting plan to include sustainable bedding plants.**

449. FELIXSTOWE IN FLOWER 2020

Members congratulated Sue Faversham and Shaun Congi for the work done in reducing the amount of paper and postage by obtaining email addresses for both sponsors and competitors. Members were pleased to hear that Felixstowe Golf Club had been approached and appeared keen to assist with provision of water from the Kingsfleet estuary as a trial this year to reduce the reliance on drinking water. Members were looking forward to seeing entries in the 'Sustainable Bedding' and School's 'Environmental Projects'.

RESOLVED that the Felixstowe in Flower 2020 report be noted.

450. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 12 February 2020.

RESOLVED that the Budget Report to 12 February 2020 be received and noted as presented with no other action required at this time.

451. SUFFOLK DAY

Committee received an update since the agenda was circulated. The wedding which was due to be held on 21 June had been changed from 3pm to 1pm. The wedding couple are aware that 'Tea and cake' will be served outside the Town Hall on that afternoon. With the change of time in mind, members agreed to change the time of the 'Tea and cake' to 2.30pm to 4pm.

RESOLVED that the time for Council's Suffolk Day event on 21 June 2020 be set at 2.30-4pm.

452. VE DAY 75th ANNIVERSARY 2020

Members noted the report on VE Day 75th Anniversary to be held on the Bank Holiday, Friday 8 May 2020 and received a verbal update from Cllr D Aitchison.

RESOLVED that the VE Day 75th Anniversary report be noted.

453. THE MAYOR'S CHARITY

Committee noted the report on the formation of the Mayor's Charity registration number 1184138.

It was RESOLVED that the Mayor's Charity update report be noted.

454. EAST SUFFOLK COMMUNITY PARTNERSHIP

Committee considered the East Suffolk Community Partnership report and agreed the representatives attending on behalf of Felixstowe Town Council. The Town Clerk will also attend.

It was RESOLVED that Councillor N Barber as Mayor and Councillor D Savage as Chairman of Civic & Community attend the East Suffolk Community Partnership meeting as representatives attending on behalf of Felixstowe Town Council.

455. OCCASIONAL GRANTS POLICY

Committee considered the Occasional Grants Policy.

RESOLVED that Occasional Grants Policy for 2020/21 be recommended to Council for adoption as presented with no changes.

456. PRESS & MEDIA POLICY

Committee considered the Press & Media Policy.

RESOLVED that the Press & Media Policy for 2020/21 be recommended to Council for adoption as presented with no changes.

457. CLOSURE

The meeting was closed at 9.41pm. The next meeting was noted as being scheduled for Wednesday 15 April 2020 at 7.30pm.

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 26 February 2020 at 7.30pm**

PRESENT: Cllr S Harkin (Vice-Chairman) Cllr G Newman
 Cllr D Aitchison Cllr D Savage
 Cllr M Morris Cllr A Smith

OFFICERS: Mrs D Frost (Deputy Town Clerk)

458. PUBLIC QUESTIONS

There were none.

459. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** (Chairman), **Cllr T Green** and **Cllr K Williams**.

460. DECLARATIONS OF INTEREST

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

461. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 27 November 2019** be signed by the **Vice-Chairman** as a true record.

462. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 19 February 2020.

RESOLVED that the **Budget Report to 19 February 2020** be received and noted as presented with no other action required at this time.

463. TOWN HALL UPDATE REPORT

Committee received the Town Hall Update Report and noted the redecoration being carried out.

Samples of two types of vertical blinds were circulated and the quotes received discussed. Members agreed the sunscreen blinds would be useful for Weddings, as they will still show some of the view but screen the sun and people from looking inside. Members agreed that if the £1,074.50 could be found within all

the Assets and Services budget before year end then that would be ideal, but understood from the Deputy Town Clerk that this was not certain due to pressures on budgets towards year end. Members agreed that if required, Council be recommended to approve the spend from the Town Hall Maintenance Earmarked Reserve 9065/900.

It was RESOLVED that:

- i. the Town Hall update report be noted;**
- ii. funding for the new Sunscreen vertical blinds at the Town Hall be taken across unspent Assets & Services budgets if possible, otherwise a recommendation to Council to approve the cost of £1,074.50 +VAT, be authorised via the Town Hall Maintenance Earmarked Reserve 9065/900.**

464. WALTON COMMUNITY HALL UPDATE REPORT

Committee received the report on Walton Community Hall.

Members noted the concerns from the Scouts who hire the hall, regarding the emergency exit step not being lit. A fluorescent strip in the first instance would be useful, and investigations into a motion sensor emergency light would also help. Members raised concerns over disability access, and although there are two alternative close by emergency exits (one beside and one opposite), a handle to support people with mobility issues would be a useful addition to this particular exit. The Deputy Town Clerk will source some solutions.

Members gave thanks to the Men's Shed for making the Swift boxes and were pleased to note that these had now been erected at both Walton Community Hall and Broadway House.

The Deputy Town Clerk reported that after the EPC was carried out at Walton Community Hall the previous Friday, the Assessor had reported that there was no insulation in the floor of the loft above the main hall. Photographs were circulated which showed a foam type insulation in the rafters of the roof, but it is obvious that improvements can be made which will make a big difference to heating the building.

It was RESOLVED that :

- i. the Walton Community Hall update report be noted; and,**
- ii. Solutions to make the emergency exit with the steep step safer be found, to include a fluorescent strip, support handle and motion sensor light; and,**
- iii. Insulation is added to the attic space above Walton Community Hall, noting that this could potentially be done in house and within budget during 2020/21.**

465. BROADWAY HOUSE UPDATE REPORT

Committee received the report on Broadway House. Members requested that records be kept of when LEDs are replaced to establish the life of them.

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

466. CEMETERY UPDATE REPORT

Committee noted the update on the memorial tree, and had concerns regarding the difficulties that were being incurred in finding a solution to the leaves on the tree. Members requested that a further report be brought to committee, giving other options for a replacement centre piece to the New Memorial Garden. Members requested that no further marketing of the leaves takes place until a solution is found.

Members discussed the statistics gathered to ascertain the approximate number of years where there will be graves available to purchase for the existing cemetery. With an estimated minimum of 8 years, Members felt it prudent to include the planning stage of the cemetery extension into the adjoining Allotment area in the 4 year Business Plan currently being developed for 2020-2024.

The Deputy Town Clerk circulated some quotes to obtain two new noticeboards with a Cemetery map integrated. Members agreed that the quote from a local company for £287.40 each, a total of £574.80 +VAT be purchased to come from the Cemetery Equipment budget.

It was RESOLVED that:

- i. the cemetery update report be noted;**
- ii. the Deputy Town Clerk should bring a report to Committee on the memorial tree and new centre piece if a solution cannot be found to improve the condition of the leaves and in the meantime no further marketing for the leaves to be published; and**
- iii. the Business Plan 2020-2024 Action Plan should refer to a development plan for the cemetery extension, which may need to be delivered in the succeeding Business Plan term; and,**
- iv. two new noticeboards to include a cemetery map are purchased at a total cost of £574.80 to come from the Cemetery Equipment budget.**

467. ALLOTMENTS UPDATE REPORT

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

Members noted FSALG and the Town Clerk had met with Persimmon Homes to discuss the security of the allotments in respect of the new development and raise concerns regarding width constraints for the required cycle way and filter lanes on Candlet Road. Members were pleased to note that both East Suffolk Council and Suffolk County Council were now aware of this and look forward to receiving an update on a resolution to this soon.

RESOLVED that the Allotments Update Report be noted.

468. WATER BOTTLE REFILL FOUNTAINS

Members read with interest the report and refill information brochure regarding the Sea-Changers Coastal Fountain Fund and the opportunities it would bring to help provide a scheme to roll out water bottle refill fountains around Felixstowe. The Deputy Town Clerk updated Members on the recent meeting with Plastic Free Felixstowe and ideas to roll out a project which would include a launch with printed bottles.

Members noted the short timescale to complete the funding application and also considered the cost of the MIW Water cooler experts at £2,545 +VAT each compared to another supplier of a similar stainless-steel fountain at £1,020 +VAT. Members agreed to the principle of providing water bottle refill stations in strategic locations within Felixstowe but felt that further information was required including a full financial breakdown, to include projected costs of maintenance and water used. It was noted that the literature did not mention whether an electricity supply was required, and Members would be interested to know the effects of a cold spell on frozen pipes. It was noted that Greater Anglia had recently rolled out a successful water refill station project. Members welcomed the concept of a launch event with branded reusable water bottles.

It was RESOLVED that more information regarding how the project could work be brought to the Assets & Services Committee for further consideration.

469. LANGLEY AVENUE PLAYING FIELDS

Members noted the report on the Langley Avenue Playing Fields. Members were keen to explore this further and understand the terms that Suffolk County Council may be prepared to offer. Members asked that a financial appraisal, to include opportunities for income and maintenance costs, be brought to Committee in due course. The Deputy Clerk confirmed that details of any public rights of way, easements and parking requirements for the area would be investigated also.

It was RESOLVED that:

- i. the Langley Avenue Playing Field report be noted; and,**
- ii. a formal approach be made to Suffolk County Council to confirm the Council's interest in taking on the land and the terms by which this may be achieved; and**

- iii. a further report be brought to Committee in due course to include a financial appraisal alongside opportunities and constraints of the site.

470. FELIXSTOWE WAR MEMORIAL

Committee noted the report on the recent Grade II listing of the Felixstowe War Memorial, which has been added to the List of Buildings of Special Architectural or Historic Interest.

The List entry for the war memorial, together with a map, has now been published on the National Heritage List for England, and will be available for public access: <http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=643E3374-B970-4FEE-8AA5-0628B0098EAC&cn=5F82CD2D-C705-471E-8D9C-FD9CF0237E32>

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

471. ENERGY PERFORMANCE CERTIFICATES

The Deputy Town Clerk gave a verbal update on the recent visit from the EPC assessor who carried out a DEC on the Town Hall, and EPC on all 4 of Council's properties. The Town Hall EPC had arrived that afternoon, and were circulated for members to assess. When all EPCs and the DEC have arrived, the paperwork will be circulated to the Climate Emergency Working Group for discussion. Any improvements that are recommended will then be given to Assets & Services Committee for consideration.

LED lighting was discussed and Members asked if investigations into motion sensor lighting could be made.

It was RESOLVED that:

- i. the verbal update on Energy Performance Certificates be noted; and,
- ii. Motion sensor lighting be investigated.

472. CLOSURE

The meeting was closed at 8.45pm. The next meeting was noted as being scheduled for Wednesday 22 April 2020 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 4 March 2020 at 9.15am.

PRESENT: Cllr A Smith (Chairman) Cllr M Morris
 Cllr S Bird Cllr K Williams
 Cllr S Bennett

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

IN ATTENDANCE: One Member of Public
 Mr J Barnes Generator Optima (Ferry Road) Ltd
 Mr M Smith (JCN Design)
 Cllr G Newman

473. PUBLIC QUESTIONS

The Chairman advised that he would invite members of the public attending for specific applications to make their representation immediately prior to the application being considered.

474. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant, Cllr M Jepson, Cllr D Savage and Cllr S Wiles**

475. DECLARATIONS OF INTEREST

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

476. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 19 February 2020 be signed by the Chairman as a true record.

477. PLANNING APPLICATIONS

At the direction of the Chairman, Committee heard from a member of the public attending in relation to application (a) below who expressed concerns about the retrospective nature of the application and a reduction

of previously agreed 10m ‘stand off’ distances for plots 127 - 132 to Brinkley Way and plots 139 - 148 to Estuary Drive.

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 Ferry Road</p>
<p>Committee recommended REFUSAL on the basis that the proposed changes to the design is contrary to policy DM23 as follows:</p> <p>(a) in respect of the changes to the windows to Block E in contravention to DM23(c), and:</p> <p>(b) concerns about the reduction in the length of the gardens for plots 137-148 in contravention of DM23(e) where it relates to the resulting physical relationship with other properties.</p> <p>For those reasons Committee requests the applicant to submit a full planning application for the development site.</p>	
b	<p>DC/20/0682/FUL Construction of a two-storey extension to front and side over the existing garage 18 Cliff Road</p>
<p>Committee recommended APPROVAL</p>	
c	<p>DC/20/0680/FUL Proposed single storey side extension and alterations 24 Brook Lane</p>
<p>Committee recommended APPROVAL</p>	
d	<p>DC/20/0740/FUL Construction of a two-storey rear extension 1 Drift Cottages Ferry Road</p>
<p>Committee recommended APPROVAL.</p>	

e	DC/20/0381/FUL Proposed single storey pitched roof extension to rear. 1A Sunray Avenue
Committee recommended APPROVAL	

f	DC/20/0735/FUL To build a single garage adjacent to our property (but not adjoining). Sparrows Den 28 Brook Lane
Committee recommended APPROVAL	

g	DC/20/0650/FUL Change the Use from A1 shops to Sui Generis to use the premises as a Traditional Thai/Aromatherapy Massage business. 228 High Street Walton
Committee recommended APPROVAL	

h	DC/20/0817/FUL Demolition of single garage and construction of new double garage 3 Eagles Close
Committee recommended APPROVAL	

i	DC/20/0798/TCA Prune T1 Sycamore located at front of building, Re pollard back to previous points. (Dogrose does not fall within scope of Section 211) Felixstowe Community Hospital Constable Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

478. 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.

479. CORRESPONDENCE

Committee NOTED the following correspondence:

- i) Highways England** – The Clerk summarised a recent meeting with Highways England, SCC Highways and local councils relating to resurfacing of A14 from Jct 58 to J62 Dock Spur Roundabout to be carried out in August through to November. It was agreed that the Chairman, in consultation with Cllr G Newman and the Town Clerk, should write to Highways England to emphasise the view that there should be a contraflow set up on the A14 to avoid rerouting traffic through

Walton and the Trimleys. If this was not possible then SCC Highways should improve the road surface along the diversion route to minimise noise and disruption to residents and should ensure that statutory undertakers reinstate the roads to a higher standard than currently appears to happen. Highways England should also be asked to consider acoustic fencing for properties bordering the A14 and the provision of improved signage to minimise heavy good vehicles inadvertently entering the town. It was agreed that the letter should be circulated to Committee Members prior to sending.

480. CLOSURE

The meeting was closed at 12.04 pm. The date of the next meeting was noted as being Wednesday 18 March 2020, 9.15am at Felixstowe Town Hall.

AGENDA ITEM 9: FELIXSTOWE FORWARD REPORT

Council is requested to receive the February 2020 Felixstowe Forward progress report (**Appendix A**).

The Change Director, Helen Greengrass, will be pleased to introduce her report at the meeting.

Council is requested to note the February 2020 Felixstowe Forward progress report plus any other update from the Change Coordinator and make any recommendations it considers necessary.

AGENDA ITEM 11: LOCALLY FUNDED PCSO ARRANGEMENTS

Council is advised that its funded PCSO, Ben Sagi, is leaving his post on 13th March to take up a role within the police in another county.

Following a meeting with the local Police Inspector, the Clerk has requested that the Constabulary confirm whether it intends to replace the locally funded PCSO or whether the Service Level Agreement can be dissolved.

Given that Civil Parking Enforcement has been confirmed as being introduced in East Suffolk from 6 April 2020, Members may wish to consider whether a need remains for a locally funded PCSO – the rationale for Council's funding of this local provision was prompted by concerns around parking enforcement in the absence and delays to CPE.

It should be noted that Council has not increased its precept to meet the cost of the PCSO but has instead transferred funds from its Earmarked Reserves for this provision. Should the SLA be dissolved, the pro-rata cost of £22,667 (for the period 1 April – 30 November 2020) which was set aside in the 2020/21 budget, would instead be available for other purposes.

Council is requested to consider the ongoing provision of the locally funded PSCO following the advent of Civil Parking Enforcement from 6 April 2020.

AGENDA ITEM 12: BUSINESS PLAN 2020-24

Council's current Business Plan runs until May 2020. To support the development of the Council's next Business Plan, covering the period May 2020 – May 2024, Council set up a Business Plan Steering Group (*Minute #37 2019/20 refers*).

The Steering Group met on 17 July 2019 and 2 October 2019 to scope the project and agree a framework for delivery of a draft Plan.

The development of the Business Plan 2020-24 was carried out as follows:

17 July 2019	Member-led Steering Group met to scope arrangements for drafting and developing the Business Plan
13 Sept 2019 - 31 Oct 2019	6+ weeks public consultation on Business Plan priorities via online and printed survey.
25 Sept 2019	Assets & Services Committee considered priorities for the Business Plan 2020-24
2 Oct 2019	Business Plan Steering Group Meeting – Reviewed progress and arranged workshops
16 Oct 2019	C&C considered priorities
23 Oct 2019	Finance & Governance Committee considered priorities
31 Oct 2019	Survey closed
5 Nov 2019	Staff and Member Workshop 1 – Reviewed consultation feedback.
20 Nov 2019	Staff and Member Workshop 2 – Prioritising the Results.
11 Dec 2019	Finance & Governance Committee reviewed Draft Business Plan framework.
22 Jan 2020	Finance & Governance reviewed Final Draft Business Plan 2020-24. Draft Business Plan has been sent to all Members for review.
23 Jan – 5 March 2020	6-week public consultation on Final Draft Business Plan 2020-24.
11 March 2020	Business Plan 2020-24 taken to full Council for approval.

Consultation on the draft Business Plan took place between 23 January and 5 March 2020, promoted via Council's printed magazine, website and via our social media channels. Public feedback was welcomed via a surveymonkey questionnaire and other formats (i.e. direct email, post etc.). In all, there were 25 responses to the first consultation and a further 8 to the second.

Survey findings

87.5% of respondents agreed with the Town Council's vision for Felixstowe as "A well-connected, thriving and friendly seaside town where people of all ages and backgrounds aspire to live, work and visit." 12.5% disagreed.

Comments were:

“Last part “aspire to...live, work...” doesn’t really make sense - surely it needs an adverb eg aspire to live harmoniously/happily/prosperously ???”

87.5% agreed that climate change action and improving our environment should be a key priority for the Town Council. 12.5% neither agreed nor disagreed.

Comments were:

“There is no mention of encouraging and enabling Allotments as a means of reducing food miles. “

“Really taking practical actions, and encouraging others to do so - not just words and aspirations. And pursuing big things like better and cheaper public transport, not just tinkering around the edges.”

“Surely revitalise the high street should also be “

“Town Council can lead by example and encourage Felixstowe businesses to improve their practices”

87.5% agreed that the draft Business Plan appropriately sets out the ways in which the Town Council aims to support the community of Felixstowe. 12.5% neither agreed nor disagreed.

Comments were:

“There is no mention of Allotments as a means of providing relaxation for those in work and fruitful occupation for the retired and those without work. They are a proven way of improving mental health and self esteem.”

87.5% agreed that the draft Business Plan appropriately addresses the Town Council's role in the delivery of relevant services and improving public spaces, either directly or in partnership with others. 12.5% neither agreed nor disagreed.

87.5% agreed that the draft Business Plan appropriately outlines how the Town Council will promote a thriving Felixstowe, town centre, seafront, heritage and culture. 12.5% neither agreed nor disagreed.

Comments were:

“Objective 4 point 1 - could state to also encourage use of Landguard peninsula and the attractions thereon Objective 4 point 5 - Improve signage on major roads to Landguard heritage area.”

87.5% felt that the draft Business Plan clearly communicates the Town Council's objectives in a well-laid out and easy to understand way. 12.5% felt it could be improved.

Comments were:

“Making it clear and easy to understand has reduced the level of detail so that it is not specific enough to determine whether the objectives have been achieved as we progress through the plan period.”

Members of the Council will wish to consider this feedback and the comments received, some of which may be addressed through the delivery plan once the Business Plan has been adopted.

The delivery plan will detail the actions that the Council will take, and resources required in order to deliver its Business Plan priorities and will be developed in conjunction with staff and Members. A medium-term strategic financial plan will complement the delivery plan.

From May 2020 the Business Plan will be ‘live’ and the Council’s Finance & Governance Committee will be responsible for the regular monitoring of the delivery plan to evaluate progress.

Council should note that the four-year span of the Business Plan allows for the next Council term to review from 2023 and begin work on producing the next Plan for 2024-2028.

The final draft Business Plan for Felixstowe Town Council for the years May 2020 – May 2024 is presented for adoption at **Appendix D**.

Council is requested to consider and adopt its final draft Business Plan 2020-2024.

AGENDA ITEM 13: ENERGY FROM WASTE TOUR

Felixstowe Town Councillors and staff recently attended a tour of the Suffolk Energy from Waste Facility at Great Blakenham to learn about what happens to our non-recyclable waste. The plant is operated and constructed by a partnership between Suffolk County Council and SUEZ recycling and recovery UK. It was encouraging to learn that less than 3% of Suffolk's household waste goes to landfill.

The blue recycled bin is sent to the Materials Recycling Facility and it is hoped that a separate tour will be made in the Summer to see how the recycling facility works. The Green or old Brown bins are processed in an in-vessel processing plant that turns the material into soil improver. The grey non-recycled bins are collected and go to the Suffolk Energy From Waste Facility at Great Blakenham:

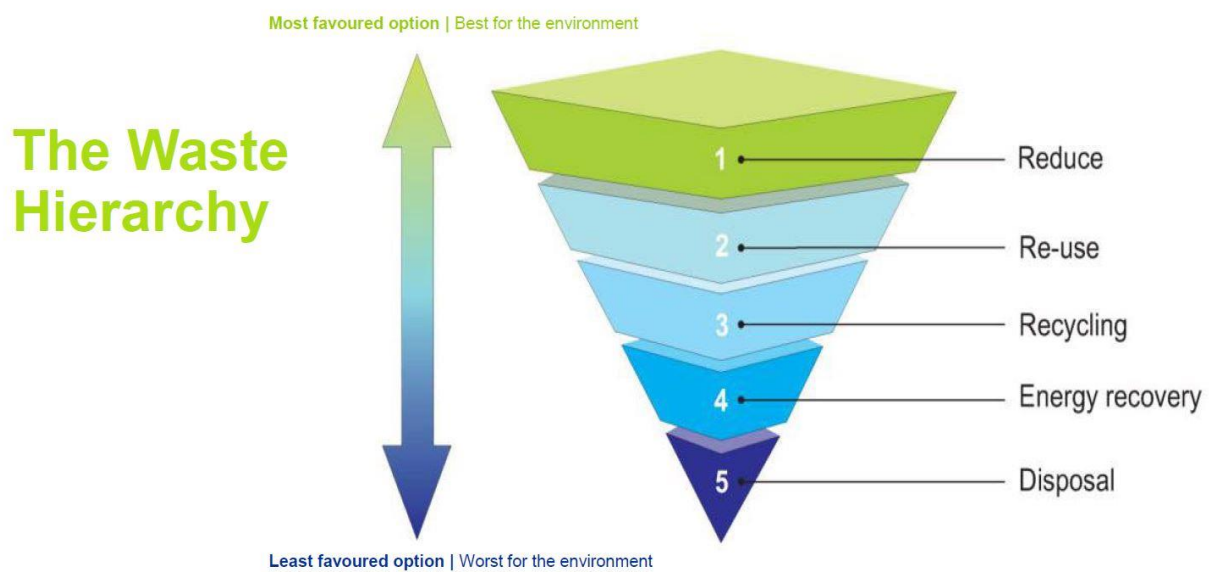
Waste in Suffolk



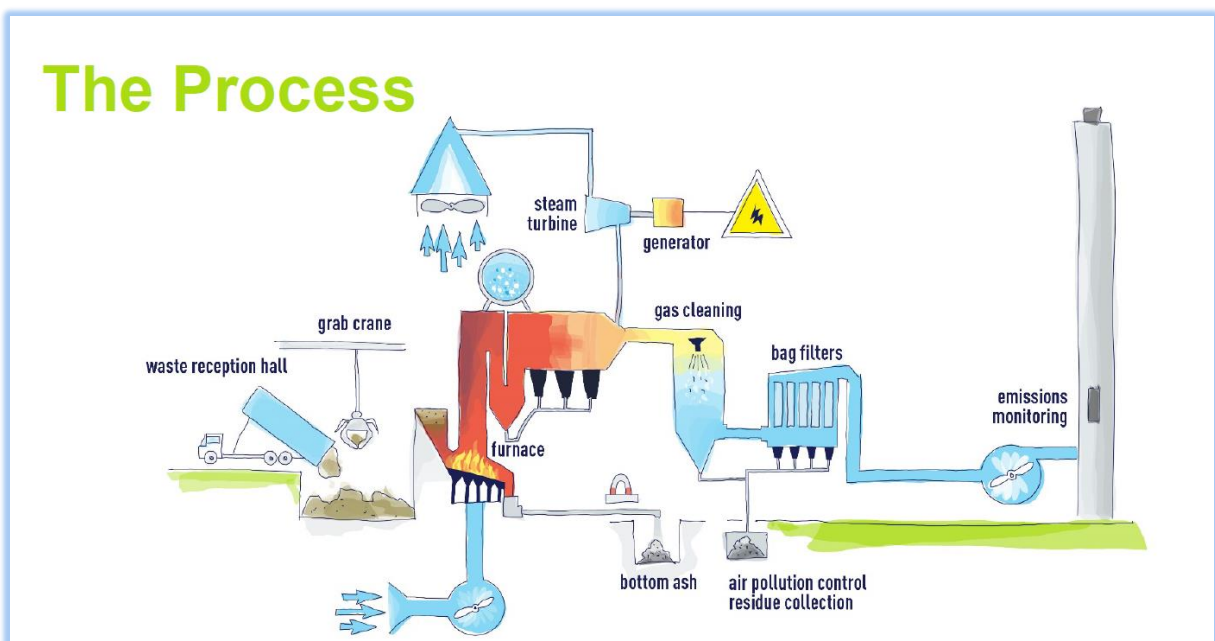
Members learnt about the Waste Hierarchy which shows that the most favoured option is for us to reduce waste, followed by re-use, recycling, if the waste cannot be recycled then energy recovery via the plant which produces energy is far better for our environment than disposing via landfill.

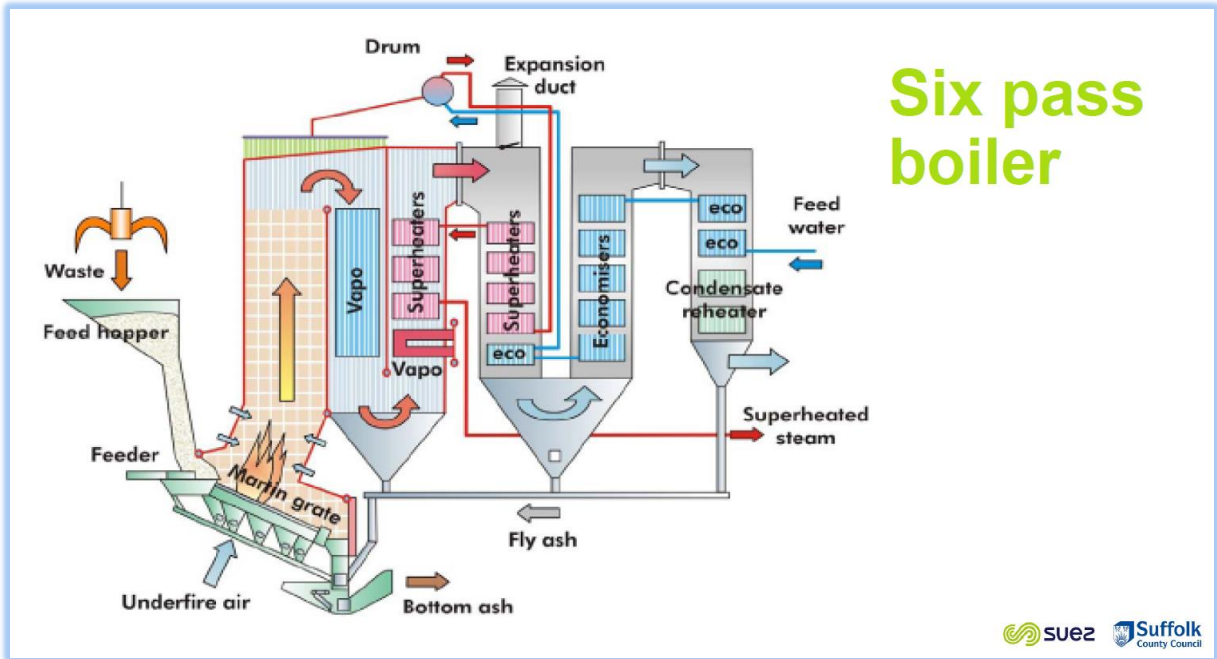
The plant generates enough energy for 38,000 homes (2019 figures) and the greenhouse gas reduction is estimated as 75,000 tonnes per year (using the WRATE tool developed for the Environment Agency). Over 25 years, this will save £350 million compared to the rubbish going to landfill.

The plant is designed for a maximum of 269,000 tonnes of waste a year, and takes all of Suffolk's non-recycled waste (200,000 tpa), some of Norfolk's (45,000 tpa) and 23,000 from other third parties. It is a 2 line facility processing 15-19 tonnes per hour per line and gives a maximum turbine output of 25 megawatts.



The rubbish is incinerated at approximately 1000°C. Lime, activated carbon and urea are used to help neutralise the pollutants – with dust emissions prevented by a revolutionary filter system. Any rubbish which cannot be burnt into gas is then either reused to help build roads or recycled if metal. The only emission is mainly steam coming out of the plant’s two 81.5 metre chimneys. Gases, which are also emitted, are closely monitored for their levels of harmful pollutants and are reported to the Environmental Agency and recorded on SUEZ’s website <http://www.suffolkefw.co.uk/what-we-do/energy-recovery/emissions-monitoring/>





Since opening, more than 8000 visitors have visited the site. The visitor centre provides education on all aspects of waste through interactive sessions and activities to get you thinking about consumption, recycling and energy management, whilst enabling views across the plant at key stages. Adults, schools groups and clubs are all welcome. Children must be aged 7+.



Free tours can be arranged by emailing suffolkefw.uk@suez.com and SUEZ staff have indicated that they would be pleased to deliver a presentation locally, should Members wish to learn more.

Some photos from the tour:



Council is requested to note the report on the recent tour of Suffolk's Energy from Waste facility.

AGENDA ITEM 15: GLOBAL HARBOUR CITIES FORUM 2020

The Mayor of Kaohsiung, Taiwan, has invited the Mayor and Deputy Mayor of Felixstowe to attend the 2020 Global Harbour Cities Forum, which is to be held in Kaohsiung from 28-30 October 2020. The event brings together representatives of port and harbour towns and cities around the world to discuss common issues and share experiences. The inaugural forum in 2016 attracted almost 200 speakers and representatives from 25 countries. The Mayor of Felixstowe attended with the Town Clerk in 2018. The GCHF organisers understand that, whilst the Council and the Port of Felixstowe cooperate closely in the interests of the local community and economy, the Town Council does not have authority over the Port or its operations. Therefore, the Council should be not seen as representing the Port nor should any expectations be raised as to our authority. The Port was consulted over the invitation and had no objection to the Town Council participating at the event.

There is no cost to the Town Council as the City of Kaohsiung meet the expenses of attending the event and any other costs will be personally funded. However, in accordance with the Suffolk Local Code of Conduct, any hospitality received in excess of £25 associated with the event must be recorded and declared to the Monitoring Officer at East Suffolk Council.

Members should also note that, in accordance with The Bribery Act 2010, the Town Council is committed to carrying out business fairly, honestly and openly and does not tolerate, permit, or engage in bribery, corruption, or improper payments of any kind in our business dealings, anywhere in the world, both with public officials and people in the private sector. Council is therefore advised to consider whether the potential attendance of the Mayor and Deputy Mayor would present any risk to Council.

Council is requested to consider whether to permit the Mayor and Deputy Mayor to accept the invitation to attend the 2020 Global Harbour Cities Forum as its representatives.

AGENDA ITEM 16: FELIXSTOWE LIBRARY PROJECT FUNDING

Council's Civic & Community Committee considered funding towards the refurbishment of the children's section of the library following a presentation to the Committee by the Friends of Felixstowe Library (FFL).

The FFL was established in April 2018 to support the library and aspires to improve library facility for the benefit of user and the wider community.

FLL is run by a committee of six volunteer trustees and the Library Manager, supported by other helpers at fundraising events.

Suffolk Libraries IPS, which is an independent charity, runs Felixstowe Library on behalf of Suffolk County Council and is responsible for the staffing and running of 44 libraries across Suffolk. Increasing pressure on resources means that elective refurbishment and modernisation of facilities is challenging.

Currently the library provides the following services for children:

- Summer Reading Challenge (476 children)
- 'Baby Bounce' and 'Tot Rock' (106 babies and toddlers a month)
- Lego Club (15 children at each event, and a waiting list), 'Chatterbooks'
- Special events e.g. Harry Potter (60+ children)
- Creative Writing – 'felixstowe.docs' (25 students from Felixstowe Academy)
- Support and facilities for home schooled and Looked After children.

The FFL are seeking funding support towards an estimated £28,000 project to completely refurbish the children's section of the library. The project proposal includes:

- Bright and new shelves, storage and furniture, with a seaside theme, to a bespoke specification by specialist library designers.
- Facilities suitable for children with special needs (e.g. sensory wall, 'hideaways')
- Moveable equipment to allow space for large children's events.
- Comfortable seating for adults to sit with children.
- New carpet and re-decoration.

The Civic & Community Committee has recommended that Council approve £10,000 towards this project, via the Council's Community Fund Earmarked Reserve (*Minute #446 of 2019/20*).

Council is requested to consider the recommendation of the Civic & Community Committee and approve a grant of £10,000 to the Friends of Felixstowe Library towards the refurbishment of the children's section of the library, to be authorised from the Community Fund Earmarked Reserve 9075/900.

AGENDA ITEM 17: FELIX FEST/WOMEN'S TOUR 2020 FUNDING

Saturday 13 June will see some of the world's best female cyclists racing to be crowned the 2020 Women's Tour champion in the Final Stage, with Felixstowe playing host to the finish line and podium, potentially being shown live on ITV4.



East Suffolk has hosted different stages of the Tour since it began in 2014, but this will be the first time the district has hosted the Final Stage. Felixstowe last hosted the race in 2014, when Stage Three began in the town.

To celebrate one of the UK's biggest sporting events finishing in Felixstowe, East Suffolk Council and partners are planning 'FelixFest' – billed as an ultimate weekend of family fun.

Felixstowe Town Council is supporting the event planning and the East Suffolk Council Active Communities Officer, Sarah Shinnie, gave a presentation to the Council's Civic & Community Committee about the event and ways in which the Town Council can assist with funding and sponsorship to enhance activities over the weekend taking place around the seafront and beachside events area.

The Committee considered the ambitions for the weekend and the unique opportunity given to Felixstowe as the setting for the finish line of the Women's Tour and has recommended that the Town Council contribute £25,000 (*#Min. 447 of 2019/20 refers*). In addition to a range of activities already being planned, this funding would mean that the Town Council, as main sponsor for the event, could enable the provision of an outdoor cinema screen (to screen a film on Friday 12 June, host footage throughout the weekend and show the England v Croatia Euro 2020 football match on Sunday 14 June), support the launch of a new Felixstowe Triathlon event (open to all) and cycle simulators. Part of the funding will also be used to support additional marketing and promotional activities, including the commissioning of a library of professional images and videos highlighting the range of attractions in Felixstowe.

On Saturday 13 June, activities taking place by the Tour finish line will include a 10km bike ride, children's races and a bike parade.



In more sporting events, the UKWA Slalom windsurfing competition will be taking place on the Saturday and Sunday, which will be attended by James Dinsmore, seven times British Champion. The competition is open to all and can be entered at <https://ukwindsurfing.com/events/2020/national-slalom-championships-round-3/>



The open water Triathlon will also take place on the Sunday, with a standard and sprint distance on offer. An additional sprint relay event will also be open to teams and businesses. It is anticipated that the Triathlon may become an annual event for the town as a legacy of the weekend.

To help the weekend run smoothly, East Suffolk Council is also looking for volunteers to get involved. For more information, please email volunteer@eastsoffolk.gov.uk .

For more details about the Women's Tour, go to www.womenstour.co.uk .

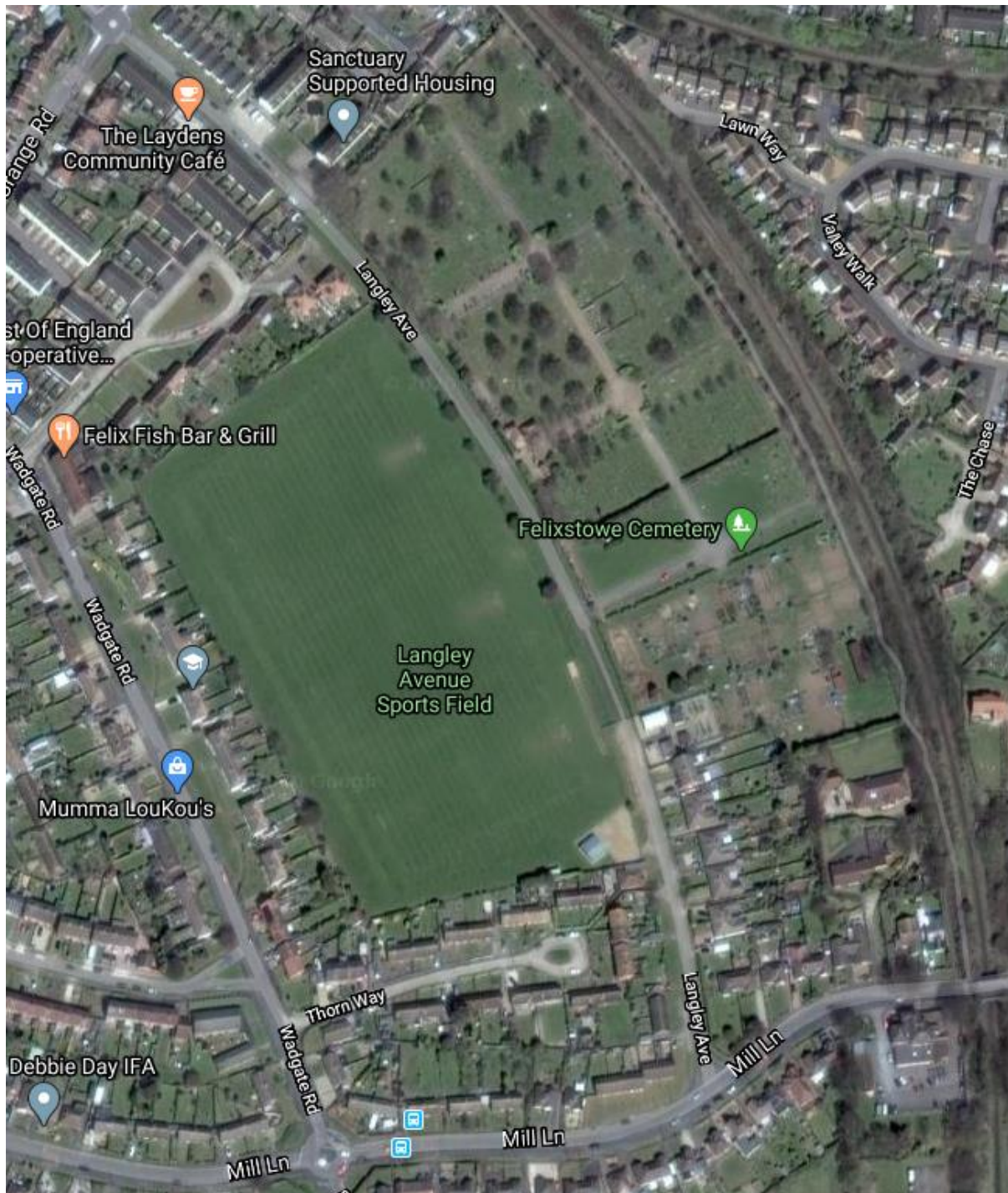
Film suggestions for the evening of Friday 12 June are being welcomed by email to leisure@eastsoffolk.gov.uk

Council is requested to consider the recommendation of the Civic & Community Committee and approve funding of £25,000 from the Community Fund Earmarked Reserve (9075/900) to support the provision of the big screen, triathlon and cycle simulators at FelixFest as a main sponsor for the weekend of the final stage of the 2020 Women's Tour.

AGENDA ITEM 18: LANGLEY AVENUE PLAYING FIELD

Council's Assets & Services Committee considered a report on the potential transfer of Langley Avenue Playing Field to Felixstowe Town Council (*Minute #469 of 2019/20 refers*).

Suffolk County Council's interest in the land known as Langley Avenue Playing Field, Felixstowe (below) was for the purpose of a school playing field for the former Deben High School. The land has been leased to Felixstowe Academy since its creation following Deben High School's merger with the former Orwell High School.



Following the Town Council's nomination of the site under the Right to Bid guidelines of the Localism Act 2011, East Suffolk Council agreed that the asset be added to the list of Assets of Community Value in August 2019, available on the ESC website at <http://www.eastsuffolk.gov.uk/community/community-rights/community-right-to-bid/how-the-right-to-bid-works/>

The Academy's requirement for and use of the playing field has diminished in recent years and Unity Schools Partnership has indicated their willingness to surrender the lease back to the County Council if this would result in enhanced community use of the site.

As such, there may be an opportunity to assure the long-term retention of the land for sport and recreation use with potential for an associated mixed-use community facility on site. East Suffolk Council has confirmed that the site could be used to enable additional sporting activities in Felixstowe, which are presently limited due to incompatible demands on other sites. For example, returning a wicket to the field to enable opportunities for cricket and support the progress of the wider sports hub project.

Unity has indicated that it is prepared to work with Suffolk County Council and Felixstowe Town Council to achieve these aims. The Town Council would be required to include opportunities for the Academy to make use of the site in future.

Any transfer of the land will also be subject to Section 77 of the Schools Standards & Framework Act 1998, which seeks to protect the use of playing fields by schools, academies and the community.

It should be noted that the site is unlikely to receive planning permission for any use other than as sports fields, there would be Sport England objections to any change of use and the site is subject to an existing lease.

Subject to obtaining the necessary consent to end the existing lease arrangement, Suffolk County Council could be requested to consider transferring the land to Felixstowe Town Council at a nominal consideration.

Should Suffolk County Council support this transfer it potentially represents a sale at less than best value, as defined by s123 Local Government Act 1972.

The circumstances which permit the County Council to depart from the requirement to achieve best value are contained in the Local Government Act 1972: General Disposal Consent (England 2003).

The Order lays down no specific process, but requires that the local authority considers that the purpose for which the land is to be disposed is likely to contribute to the achievement of any one or more of the following objects in respect of the whole or any part of its area, or of all or any persons resident or present in its area;

- The promotion or improvement of economic well-being;
- The promotion or improvement of social well-being; and
- The promotion or improvement of environmental well-being

- The difference between the unrestricted value of the land to be disposed of
- and the consideration for the disposal does not exceed £2,000,000 (two million pounds).

In the case of Langley Avenue Playing Field, any proposed transfer would satisfy those criteria.

Sale on the open market should not be considered viable due to the aim of retaining the existing use on the site, Section 77 considerations, likely Sport England objections, and difficulty in obtaining planning change of use.

The current position at this site confers liabilities on Unity Schools Partnership and SCC. Therefore, if ownership of the site can be transferred to the Town Council, this will also have the benefit of eliminating any future budget and management responsibility for the County Council.

Critically, the transfer will ensure that the site continues to be made available to local people for sporting and recreational use.

Following consideration of this matter by the Assets & Services Committee on 26 February 2020, the Clerk has written to Suffolk County Council to confirm the Council's interest in taking on the land and the terms by which this may be achieved.

The Committee will be considering all relevant implications of the Town Council taking on this land – including the opportunities and constraints it may present – in due course.

Council is requested to note that Suffolk County Council have been formally approached to confirm the Town Council's interest in taking on Langley Avenue Playing Field.

AGENDA ITEM 19: FELIXSTOWE PENINSULA COMMUNITY PARTNERSHIP

The first meeting for the Felixstowe Peninsula Community Partnership took place on Monday 24 February 2020 at Felixstowe Town Hall.

Following consideration by the Council's Civic & Community Committee, the Mayor, the Chairman of Civic & Community Committee and the Town Clerk attended on behalf of Felixstowe Town Council (*Minute #454 of 2019/20 refers*). East Suffolk Councillors and Suffolk County Councillors representing the area were also in attendance, alongside representative from the neighbouring parishes and other local community stakeholders.

The focus of the meeting was on the three priorities that were agreed at the wider workshop:

- Community spaces and physical enhancements
- Social isolation and loneliness
- Education – aspirations, ambition and standards

The Partnership agreed to prioritise supporting for the Felixstowe Library, setting aside a proportion of its £10,000 current year (to 31 March 2020) fund toward the refurbishment of the children's section, additional books and greater engagement with the local schools. The remainder of the funds will be used to provide extended support for local families in need.

The notes and data pack for the Felixstowe Peninsula area are on the East Suffolk Council website here: <https://www.eastsuffolk.gov.uk/community/community-partnerships/felixstowe-peninsular-community-partnership/>.

Committee is requested to note the outcome of the first Felixstowe Peninsula Community Partnership meeting that took place on 24 February 2020 and that the Mayor, Chairman of Civic & Community Committee and the Town Clerk will be regularly attending Community Partnership meetings on behalf of Felixstowe Town Council.

AGENDA ITEM 20: INSURANCE ARRANGEMENTS 2020/21

Council reviews the adequacy of its insurance arrangements on an annual basis.

On 1 April 2019 a three-year Long-Term Agreement was agreed with Zurich who offered an annual premium including all motor, hired in plant and engineering of £5,672.64 + VAT (on Inspection contract), a saving of £3,067 over the previous agreement with WPS by Aviva.

All physical assets and equipment are insured, and cover is provided in accordance with Council's Risk Management Policy, to the following levels:

Public Liability (inc. personal accident liability cover for employees, Members and volunteers under the above policy)	£15 Million
Employers Liability	£10 Million
Fidelity Guarantee	£2 Million
Personal Accident (up to age 90)	£50,000/£200 pw
Hirers Liability	£2 Million
Libel and Slander	£500,000
Legal Expenses – enhanced EPL cover	£200,000
Money	£250,000
Officials Indemnity	£15 Million
Key Personnel Cover	£100,000/£500 -£100pw
Business Travel	Included
Motor	Included
Engineering - Inspection & Insurance	Included
Business Interruption	Included

The Finance & Governance Committee reviewed the arrangements and the policy will renew on 1 April 2020 for the second year of the three-year LTA.

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

It is noted that Council approved a budget of £5,745 for insurance costs for 2020/21 (*Minute #401 of 2019/20 refers*).

As part of its review of insurance arrangements the Finance & Governance Committee has recommended to Council that, on the basis outlined above, the adequacy of arrangements for insurance cover in respect of all insured risks should be confirmed for 2020-21 (*Minute #422 of 2019/20 refers*).

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

AGENDA ITEM 21: INVESTMENT POLICY & STRATEGY 2020/21

At its meeting of 22 January 2020, the Finance & Governance Committee considered the Annual Investment Policy & Strategy for Council for the financial year 2020/21.

The policy, presented at **Appendix F**, reflects both the statutory guidance on local Government Investments (3rd Edition) issued under section 15(1)(a) of the Local Government Act 2003 and current investments and is recommended to Council for adoption (*Minute #421 of 2019/20 refers*). It is based on the 2019-20 version with some tracked changes.

Council currently holds a £500,000 one-year fixed investment @1.25% with Close Brothers Treasury, which matures in July 2020.

The remainder of Council's funds are administered through business banking accounts with Barclays.

Credit ratings for the institutions holding Council funds have been monitored and the latest reported ratings were (a credit ratings guide is on the next page):

Institution	Agency	Long term	Short term
Close Brothers Ltd.	Fitch (at 20 December 2019)	A	F1
	Moody's (at 15 November 2019)	Aa3	P1
Barclays Bank UK PLC	Fitch (at 20 December 2019)	A+	F1
	Moody's (at 15 November 2019)	A1	P1

MOODY'S		STANDARD & POOR'S		FitchRatings		Rating description	
Long-term	Short-term	Long-term	Short-term	Long-term	Short-term		
Aaa	P-1	AAA	A-1+	AAA	F1+	Prime	
Aa1		AA+		AA+		High grade	
Aa2		AA		AA			
Aa3		AA-		AA-			
A1	P-2	A+	A-1	A+	F1	Upper medium grade	
A2		A		A			
A3		A-		A-			
Baa1	P-3	BBB+	A-2	BBB+	F2	Lower medium grade	
Baa2		BBB		BBB			
Baa3		BBB-		BBB-			
Ba1	Not Prime	BB+	B	BB+	B	Non-investment grade speculative	
Ba2		BB		BB			
Ba3		BB-		BB-			
B1		B+		B+		Highly speculative	
B2		B		B			
B3		B-		B-			
Caa1		C	CCC+	C	CCC+	C	Substantial risks
Caa2			CCC		CCC		
Caa3			CCC-		CCC-		
Ca		CC	CC	Extremely speculative			
	C	C	Default imminent				
C	RD	DDD	In default				
/	SD	DD					
/	D	D					

In general, a time horizon of one year or under is considered short term, and anything above that is considered long term. In the past institutional investors preferred to consider long-term ratings.

In accordance with Councils' Climate Emergency Declaration, the Finance & Governance Committee also considered the environmental impact of its investments.

Though the market is growing in this area, ethical banks tend to be either unrated, or below the acceptable risk level. For example, Charity Bank, Triodos Bank and the Ecology Building Society are all unrated. the Co-operative Bank is the only high street bank in the UK with an explicit ethical policy, however they also do not satisfy the credit-rating test (rated B by both Fitch and Moody's).

Investment in such banks would contravene statutory guidance as security is the

Council's primary consideration. However, if an ethical bank had an acceptable rating, the Council could invest in it. Members should note also that financial returns may be lower. As such, the Finance & Governance Committee has included an additional investment objective under para. 2.2 (changes tracked).

Additionally, whilst most of the Council's transaction are conducted electronically, cash payments are still regularly received. This fact, together with the regulated nature of Council's banking arrangements, means that a bank with a local high-street presence is still considered to be important.

Council is requested to approve the Investment Policy & Strategy for 2020/21 as recommended by the Finance & Governance Committee and presented at Appendix F.

AGENDA ITEM 22: OCCASIONAL GRANTS POLICY 2020/21

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

The Committee reviewed the policy at its meeting of 19 February 2020, which is recommended for adoption for 2020/21 at **Appendix G** (*Minute #455 of 2019/20 refers*). Minor changes (shown tracked) have been recommended to enable a wider range of applications and provide greater flexibility to the Committee to award funding for projects which are able to meet the Council's Business Plan objectives.

Council has approved a provision of £25,000 towards Occasional Grants in 2020/21. Applications will be considered by Committee at two stages in the year and at the first round Committee is expected to ordinarily limit the total awarded to £12,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. The overall total awarded in the full year 2020/21 cannot exceed £25,000 without approval from Council.

Council is requested to approve the Occasional Grants Policy for 2020/21 as recommended by the Civic & Community Committee and presented at Appendix G.

AGENDA ITEM 23: PRESS & MEDIA POLICY

The Committee reviewed the policy at its meeting of 19 February 2020 which is recommended for adoption with no changes for 2020/21 at **Appendix H** (*Minute #456 of 2019/20 refers*).

Council is requested to approve the Press & Media Policy for 2020/21 as recommended by the Civic & Community Committee and presented at Appendix H.
