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TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

Cllr M Jepson (Mayor of Felixstowe)
Cllr S Harkin (Deputy Mayor)
Cllr D Aitchison
Cllr N Barber
Cllr S Bird
Cllr S Bennett
Cllr M Deacon
Cllr S Gallant

Cllr T Green
Cllr M Morris
Cllr G Newman
Cllr M Richardson
Cllr D Savage
Cllr A Smith
Cllr S Wiles
Cllr K Williams

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held **ONLINE** on **Wednesday 8 July 2020** at **7.30pm**.

Public Attendance

Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend join via Zoom. Members of the public are invited to make representations or put questions to the Council during the public session.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.

Ash Tadjrishi
Town Clerk
3 July 2020

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 10 June 2020 as a true record. **(Pages 4-9)**

6. Mayor's Announcements

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

7. Minutes of Committee Meetings

To receive and adopt the minutes of the following meetings:

- | | |
|--|----------------------|
| a) Planning & Environment Committee 10 June 2020 | (Pages 11-15) |
| b) Civic & Community Committee 17 June 2020 | (Pages 16-21) |
| c) Planning & Environment Committee 24 June 2020 | (Pages 22-25) |
| d) Assets & Services Committee 24 Jun 2020 | (Pages 26-29) |
| e) Planning & Environment Committee 1 July 2020 | (Pages 30-33) |

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.

(Page 34 & Appendix A)

- 10. Welcome to New Landguard Ranger**
To welcome and introduce Leonie Washington, the new Ranger for Landguard.
- 11. VE Day 75 Funds**
To consider authorising the creation of an Earmarked Reserve to hold the funds that were put aside for the VE Day 75th Anniversary event as recommended by the Civic & Community Committee. **(Page 35)**
- 12. Broadway House Fire Alarm Panel**
To consider authorising funding from the Broadway House Earmarked Reserve as recommended by the Asset & Services Committee. **(Page 36)**
- 13. CCTV**
To consider the membership and remit of a CCTV Liaison Group. **(Page 37)**
- 14. Code of Conduct Consultation**
To consider a response to the consultation on a new model Member Code of Conduct. **(Page 37 & Appendix B)**
- 15. FTC/ESC Joint Liaison Group Meeting**
To receive the notes of the FTC/ESC Joint Liaison Group meeting held on 21 April 2020 and consider any matters for discussion at the next meeting on 22 July 2020. **(Appendix C)**
- 16. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows: *Note: schedules at Appendix F have been signed off electronically by two signatories in the interim and will be presented to again Council once physically signed.* **(Schedules attached at Appendix D)**

Date	Voucher Nos.	Total Payment
15/06/2020	84 – 107	£34,047.47
30/06/2020	108 – 123	£42,671.90
	TOTAL	£76,719.37

- 17. Closure**
To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 9 September 2020.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held **ONLINE** on **Wednesday 10 June 2020** at **7.30pm**

PRESENT: Cllr M Jepson (Mayor)
Cllr S Harkin (Deputy Mayor)
Cllr D Aitchison
Cllr S Bennett
Cllr S Bird
Cllr M Deacon
Cllr S Gallant
Cllr T Green

Cllr M Morris
Cllr G Newman
Cllr M Richardson
Cllr D Savage
Cllr A Smith
Cllr S Wiles
Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs L Monsen (Mayor's Secretary)
Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Business Services Officer)
Mr S Congi (Customer Services Apprentice)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 1 Member of the public
1 Member of the press.
Inspector Soraya Francis, South East Locality Acting Inspector.
Ms Helen Greengrass, Felixstowe Forward Change Director

46. PUBLIC QUESTION TIME

A member of the public congratulated the Mayor on the Zoom interviews and the availability of them on the media. He suggested that the Mayor would like to invite local teachers and health workers on how the pandemic was affecting their daily work. The Mayor advised that the Deputy Mayor would be assisting with online community interviews and these would be arranged shortly.

47. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr N Barber**.

48. DECLARATIONS OF INTEREST

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

49. QUESTIONS TO THE MAYOR

There were none.

50. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 20 May 2020 be signed by the Mayor as a true record and adopted by the Council.

51. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council, highlighting the impact of Covid-19 on the commencement of his Mayoral year. The Mayor spoke about the interviews on Zoom organised by Visit Felixstowe which he had been having with the local shops and organisations and the inspiring ways they were adapting in this difficult time. He asked his fellow Cllrs if they would like to be included in these informal chats and all agreed to contribute to this.

The Mayor told the Council that he had been contacted by the local organisers of the campaign Black Lives Matter and the possibility of information posters displayed in the town. The Mayor and Town Clerk were in discussion with the organisers about this.

The Council thanked the Mayor for his dedication to the office during these very difficult times.

It was RESOLVED that the Mayor's communications be noted.

52. 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 27 May 2020**
- b) **Finance & Governance Committee 27 May 2020**

53. REPORTS FROM MEMBERS OF OUTSIDE BODIES

There were none.

54. WELCOME TO INSPECTOR SORAYA FRANCIS

The Mayor and Town Councillors welcomed Inspector Soraya Francis to the meeting and invited her to address the Council. Inspector Francis told the Council that there would be a renewed focus on illegal drug activities amongst other key priorities for Felixstowe in the forthcoming months. Inspector Francis confirmed that there would be an increase in police presence in the town. Inspector Francis advised that her colleague was in contact with the organisers of the Black Lives Matter march planned on 20 June in Felixstowe and it was

expected that they would adhere to the social distancing rules during the demonstration.

Councillors referred Inspector Francis to complaints received from members of the public concerning recent spates of antisocial behaviour in Allenby Park, along Langer/Sea Road, the Viewpoint area and the Duck Pond area in Gulpher Road. There had also been complaints about jet skis along the beach. Inspector Francis agreed to relay this information to her team.

Council thanked Inspector Soraya for her report.

It was RESOLVED that the report from Inspector Soraya be noted.

55. FELIXSTOWE FORWARD REPORT

Council received a verbal update from the Felixstowe Forward Change Director, Helen Greengrass.

Ms Greengrass reported that due to the current crisis she had been responding to several queries and anxieties within the local retail, hospitality and leisure establishments. This included guiding them through the application to get the grants available and helping with the application process. As the lockdown was easing and the government would be allowing non-essential shops to reopen in the next few days, Ms Greengrass was holding virtual meetings for the local businesses to discuss and advise them concerning social distancing and if they had any potential ideas or concerns they would like to discuss so that they could open safely. It was hoped to access the new Re-opening Safely Fund which would be administered by East Suffolk Council and Suffolk County Council to help with this.

Two new businesses were opening in the town, though one business had confirmed closure with a possibility of another two closing in the near future. Ms Greengrass reported that the Mayor had held over 20 informal chats with local businesses which had been extremely well received. It was hoped that the Deputy Mayor would be able to have similar chats with the local schools and key workers in the town.

The Visit Felixstowe beach hut was being readied to reopen and a risk assessment was being prepared. The event booking system currently suspended due to COVID 19.

Mrs Greengrass advised that the BID draft plan would be completed by the end of the month and would then potentially go to the East Suffolk Council by March next year.

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

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

56. REOPENING HIGH STREETS SAFETY FUND

Council considered the draft Reopening Safely Action Plan for Felixstowe which would form the basis for seeking support from East Suffolk Council and Suffolk County Council to implement measures to safely reopen the town centre.

It was RESOLVED that:

- i. the Reopening Safely Action Plan be approved and submitted to East Suffolk Council; and,**
- ii. the Community Emergency Plan Group be authorised to utilise the £10,000 emergency fund to assist in the delivery of local measures to support safe reopening in the town which may not be covered by the ERDF funding.**

57. INTERNAL AUDIT REPORT: FULL YEAR 2019/20

Council considered the final Internal Audit Report for the year 1 April – 31 March 2020 as presented.

It was RESOLVED to:

- i. note that there were no significant actions arising from the final Internal Audit Report for the Financial Year 2019-20 and, therefore, no action plan is required to be submitted with the Annual Return 2019/20 to the External Auditor.**

58. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2019-20

Council considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2019/20 as presented. The Clerk paid thanks to the Deputy Town Clerk and the Customer Services Apprentice for their hard work and advised that the Notice of Audit would be displayed on the Town Hall noticeboard in accordance with the statutory requirements.

It was RESOLVED that:

- i. It be confirmed that the Council has considered the potential financial impact of the coronavirus on the authority's budget;**
- ii. the Annual Return for the financial year ended 31 March 2020 (Section 1 – Annual Governance Statement) be approved and the Mayor and Town Clerk be authorised to sign the declaration on behalf of Felixstowe Town Council;**
- iii. the Annual Return for the financial year ended 31 March 2020 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council's Responsible Finance Officer be approved, and**

the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council; and,

- iv. it be noted that there were no actions arising from the final Internal Audit Report for the Financial Year 2019-20 and, therefore, no action plan was required to be submitted with the Annual Return 2019/20 to the External Auditor.**

59. IT SYSTEMS AND SUPPORT

Members considered the recommendation of the Finance & Governance Committee (*Minute #35 of 2020/21 refers*).

It was RESOLVED that:

- i. £40,000 be transferred from the General Fund into the IT Earmarked Reserve to enable Council to upgrade its IT provision;**
- ii. expenditure of up to £8,000 be approved from the IT Earmarked Reserve for the purchase of business IT equipment for staff on the Dell government framework; and,**
- iii. authority be delegated to the Finance & Governance Committee to commit expenditure from the IT Earmarked Reserve for the purposes of upgrading Council's IT hardware, software, and support.**

60. STATEMENT OF INTERNAL CONTROL 2020/21

Council considered the Statement of Internal Control for the year end 31 March 2021, as recommended by the Finance & Governance Committee on 27 May 2020 (*Minute #33 of 2020/21 refers*).

It was RESOLVED that the Internal Control Statement for the year 2020/21 be adopted.

61. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council reviewed the effectiveness of its internal audit arrangements, as recommended by the Finance & Governance Committee on 27 May 2020. (*Minute #29 of 2020/21 refers*).

It was RESOLVED that:

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of its internal auditor, both Mr Colin Poole and Mrs Vicky Waples of the**

Suffolk Association of Local Councils, be appointed to continue as the Council's internal auditor, undertaking a half-yearly and year-end audit on the basis of paras 4.14-4.17 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2019".

62. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
15/05/2020	46 – 64	£13,148.49
31/05/2020	65 - 83	£42,168.58
	TOTAL	£ 55,317.07

63. CLOSURE

The meeting was closed at 9.42pm. It was noted that the next Ordinary Meeting was scheduled for 8 July 2020 at 7.30pm.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

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

Interview with Radio Suffolk	16 June 2020
Zoom interview Fitness Fusion	16 June 2020
Zoom interview Fresh Gold	16 June 2020
Zoom interview P & K Homes	16 June 2020
Zoom interview Felixstowe Carnival	18 June 2020
Zoom interview Pierrot Stationers	18 June 2020
Felixstowe Chamber of Commerce Meeting	18 June 2020
Zoom interview Meg Reid (Book Festival)	19 June 2020
Raising of the Suffolk Flag	19 June 2020
Raising of the Armed Forces Flag	22 June 2020
Zoom interview Liz Trenow	22 June 2020
Zoom interview Ruth Dugdale	23 June 2020
Zoom interview Chris Ferry	23 June 2020
Zoom interview Rachel Sloane	24 June 2020
Zoom interview Sharon Iannuzzi, Mrs I Crafts	25 June 2020
Zoom interview Hills Jewellers	25 June 2020
Zoom interview Cllr Savage	30 June 2020
Zoom interview Cllr Gallant	30 June 2020
Zoom interview Peewit Caravan	30 June 2020
Visit to The Fludyers	4 July 2020
Visit to the Orwell Hotel	4 July 2020
Visit to Mannings Amusements	4 July 2020
Visit to Ocean Boulevard	4 July 2020
Visit to the Pier	4 July 2020
Visit to the Peewit Caravan Site	4 July 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 a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held **ONLINE** on **Wednesday 10 June 2020** at **9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr M Morris
Cllr A Smith (Vice-Chairman) Cllr D Savage
Cllr S Bennett Cllr S Wiles (*to item 41a*)
Cllr S Gallant (*from 41c*) Cllr K Williams
Cllr M Jepson (*to item 43*)

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

IN ATTENDANCE 3 members of the public.

37. PUBLIC QUESTION TIME

A member of the public enquired whether the agenda would include a discussion on the East Suffolk Council Local Plan Main Modifications Consultation. The Chairman advised that the topic was on the agenda for this meeting and the Committee's response would be developed over the next few meetings.

38. APOLOGIES

Apologies were received from **Cllr S Gallant** who was attending another meeting but would join once available.

Cllr S Wiles gave apologies in advance of any intermittent internet issues which might affect his attendance.

Cllr M Jepson gave apologies in advance of needing to leave the meeting at 11.40am to attend to other business.

39. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr M Jepson Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr S Bennett	40(b)	Local Non-Pecuniary (as close family member is a neighbour to the application property)

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

40. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning Application Review meeting held on 27 May 2020 be confirmed as a true record.

41. 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/20/1867/FUL Proposed refurbishment, extension and part conversion of existing retail premises to provide a refurbished retail unit at ground floor and 14 new flats, with associated landscaping and cycle parking. Reconfiguration of ground floor service accommodation fronting Highfield Road, demolition of roof and internal fabric to existing 1st and second floor. 55 Hamilton Road
<p>Committee recommended APPROVAL. Whilst we regret that there is no affordable housing provision in this scheme. Members noted that this new application addressed each of the areas that the previous application was refused, in particular, the retention of the access through the retail unit from Highfield Road, the service bay, retaining the entirety of the ground floor as retail, the reduction in height of the building from the first application and the preservation of the front and rear elevations in the Conservation Area.</p> <p>Committee ask that the retention of the pedestrian access from the rear of the retail unit is made a condition on approval, given the important contribution this link provides for the vitality of the town centre.</p>	

At this point, 10.15am, Cllr S Wiles left the meeting.

B	DC/20/1893/OUT Outline application for one dwelling on land to the rear of 21 Fleetwood fronting Dellwood Avenue 21 Fleetwood Avenue
Committee recommended APPROVAL.	

Cllr S Gallant joined the meeting at this point, 10.40am.

C	DC/20/1717/FUL Replacement Dwelling Former Spindrifft Ferry
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Committee recommended REFUSAL. Committee noted that this site has been subject to two recent previous applications but felt that this application would contravene DM23 where it relates to (b) outlook; (e) the resulting physical relationship with other properties; DM21 (a) the scale and character of their surroundings particularly in terms of siting, height, massing and form; the emerging Local Plan policy SCLP 12.11 and Felixstowe Peninsula Area Action Plan FPP17 and the impact on the unique character of Felixstowe Ferry.

D	DC/20/1885/FUL Extension for disabled family members: 1. Mother 2. Brother Note (brother is registered blind, and this is an extension (not an annex) as it has the same address/postcode/letter box Hooper House High Road East
Committee recommended APPROVAL, subject to it being a conditioned that this not be permitted to become a separate dwelling.	

E	DC/20/1986/VOC Variation of Condition No.2 of DC/18/2537/FUL to be revised as follows: The development hereby permitted shall be completed in all respects in accordance with the Drawing nos. 5566/2C, /5A, /6A and /7A, received on 278th May 2020. Part Rear Gardens And Part Of Allotment Site Rear Of 62 To 80 High Road West
Committee recommended APPROVAL	

F	DC/20/1794/FUL Single Storey Extensions with New Wall & Replacement Cladding 1 College Green
Committee recommended REFUSAL. The proposed cladding and obtrusive wall would significantly harm the setting of this iconic development and its purposefully designed timber framing in the Conservation Area. Therefore it is contrary to NPPF paragraph 172 ".	

G	DC/20/1803/FUL Installation of 11 No. replacement windows into existing apertures Flat 1 60 Leopold Road
Committee recommended APPROVAL	

H	DC/20/1873/TPO 2no. Holm Oaks to front of property: Following recent sudden loss of leaves and evidence of fungal infection: Either to be felled if it is clear the trees are dying, or reduce and shape if the trees are still viable. 10 Maybush Lane
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Committee would consider that the loss of either of these trees would be a significant loss to the local environment. We would therefore ask that East Suffolk Council's Arboricultural Officer explore every possibility to retain these two trees with felling as a last resort.

I	DC/20/1865/TCA T1 - silver birch - remove epicormic growth, crown lift to 3.5m and reduce crown height and spread by 1.5m and shape. T2 - whitebeam - in terminal decline - fell to near ground level and herbicide with eco plugs Dinsdale Court Undercliff Road West
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Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.

42. PLANNING DECISIONS

Members present noted 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.

43. CORRESPONDENCE

Members noted the following:

- i) DC/20/1205/LBC – The Old Hall 37 High Road**
Committee noted correspondence from E Limmer, Design & Conservation Officer advising of her site inspection recommending not to replace the chimney on the east elevation of this Listed Building. Committee agreed.
- ii) Beach Station Yard**
The Clerk reported that since this item was raised there had been little or no activity on this site, it was deduced that it must have been railway activity.
- iii) Seafront Signs**
Clerk reported that Norse were working on the Seafront Gardens and that some of the signs were being updated. He would share a photo of the signs with members once he received them.
- iv) ESC Strategic Planning**
The Chairman gave a brief report on the meeting held on 4 June, in which he noted that there had been 2291 applications from April 2019 to March 2020 of those 295 had been referred to the referral panel. 39 were automatically referred, 36 were referred to Committee. 96.5% were delegated which met the Government guidelines of 90% of plans being decided by delegated authority. He noted the figures for appeals of the 18 appeals 15 were dismissed and 3 allowed.

At this point, 11.45am, Cllr M Jepson left the meeting.

44. **SUFFOLK COASTAL LOCAL PLAN MAIN MODIFICATIONS CONSULTATION**

Due to the time, the Chairman suggested that this item be deferred to a future meeting. Members requested that an extraordinary Committee meeting be convened to focus on this item as the number of planning applications being regularly considered placed constraints on the usual agenda.

RESOLVED that an extraordinary Planning meeting would be convened to consider this consultation.

45. **CLOSURE**

The meeting was closed at 12.07am. The date of the next video-conference meeting was noted as being Wednesday 24th June 2020, 9.15am.

stage of the pandemic at the current time and whether there was likely to be any emergency funding still required. Members also considered whether the grant fund should be opened-up to an occasional grant scheme process at this time of recovery.

It was noted that the responsive way in which Members were currently able to review applications as they were received allowed Committee to be flexible. It was agreed that any applications for grants that were not related to the impact of the coronavirus could be considered at the next meeting on 16 September.

Members also discussed how local community groups may be struggling to use IT and online communications tools to enable them to stay in touch while they were unable to meet in person. It was known that many local groups would have members who may be required to shield for a longer period and learning basic IT could help a lot of the local community. It was agreed that offering a virtual training event on how to run a meeting or quiz online could be a useful resource for many groups.

It was RESOLVED that:

- i. the Deputy Town Clerk should approach local groups to discover what help is needed for IT and whether this is something the Town Council can assist with;**
- ii. an article on grants and IT support should be published in Council's Summer Magazine; and,**
- iii. further consideration be made at the Civic & Community Committee meeting on 16 September to whether the Coronavirus Grant fund is still required for emergencies due to the pandemic.**

70. VE DAY 75 FUNDS

It was noted that the funding raised for the cancelled VE75 event had been returned to the Council's General Fund Reserve. Following a discussion Members agreed that the funds should be moved to an Earmarked Reserve for a similar type of event in the future.

The Chairman invited Cllr D Aitchison to address the Committee. Cllr Aitchison explained that 15 August 2020 would be both the 75th anniversary of VJ Day and the 100th anniversary of the unveiling of Felixstowe War Memorial. Committee agreed that whilst it was unlikely that government restrictions would be lifted to enable a large-scale public event around this time to mark the occasion, it would be good to mark the occasion in an appropriate way.

The Clerk advised that he would be meeting with the Royal British Legion and local clergy soon to discuss plans for Remembrance and this could be discussed.

It was RESOLVED that:

- i. a recommendation be made to Council to transfer the funds that were put aside for the VE Day 75th Event into a new Earmarked Reserve for the purposes of funding similar activities at the future; and,
- ii. the Town Clerk should contact East Suffolk Council to advise of the above and confirm whether the Councillors who approved funds from their Enabling Community Budgets would be happy for the funds to be kept in an Earmarked Reserve for a similar event in the future.

71. FELIXFEST/WOMEN'S TOUR

Members noted the update on the rearrangement of the Women's World Tour event and looked forward to receiving further updates during the year.

It was RESOLVED that the Felixfest/Women's Tour update be noted.

72. REMEMBRANCE 2020

The Chairman invited Cllr D Aitchison to address the Committee about Remembrance 2020. Cllr D Aitchison confirmed that the Royal British Legion had been planning to hold their usual Festival of Remembrance this year at the Spa Pavilion (in previous years it had been held at St John's Church). The acts had been provisionally booked but the event was currently on hold awaiting Government guidance.

Regular virtual meetings would be held between Council officers, the Mayor, local Clergy and the RBL to coordinate plans for Remembrance Sunday and Armistice Day. It was anticipated that events may not be able to go ahead as previous years but preparations for adaptations would be made as necessary. Committee would be kept updated.

It was RESOLVED that the Remembrance 2020 update report be noted and a regular update would be brought to Committee as plans are made.

73. TOWN COUNCIL MAGAZINE

Members congratulated the Town Clerk on the Magazine which contained an array of information and thanked the Deputy Town Clerk for her work with local Community Groups in the gathering of interesting articles.

Members noted the delay to the Summer Magazine because of the Coronavirus and suggested some additions to the magazine. It was suggested that space permitting it would be useful to have a photograph thumbnail beside Councillors contact details so members of the public could recognise the Councillors. It was also agreed that information on new parking rules would be useful and ways in which people may be able enjoy the season locally in lieu of the usual events.

RESOLVED that the feedback for the Town Council Magazine be noted for consideration in the Summer edition.

74. FELIXSTOWE IN FLOWER 2020

The Business Services Officer updated committee on the hanging baskets, tubs and troughs that were currently being erected around the Town. It was noted that a Perspex screen had been installed in the truck to enable two members of staff to travel together to carry out the widespread watering while social distancing. Members gave thanks to the Council's grounds staff for their hard work in making Felixstowe a town to be proud of.

RESOLVED that the Felixstowe in Flower report be noted.

75. SUMMER BEDDING

Members considered the report on Summer Bedding and recorded thanks to East Suffolk Norse for the excellent display of bedding plants.

Members considered the suggestion by Council's grounds staff to use an organic manure as the soil is currently lacking any form of structure, having used artificial fertiliser for many years. Members considered ideas to lay the beds empty over the Winter, or to rotate the beds so that some are planted up and some laid empty on a rotational basis. It would be important to let people know why beds lay empty. It would also be very important to ensure that the tubs throughout the town are planted up. At the last meeting Members had suggested using sustainable bedding. Members agreed it would be useful to obtain some advice from East Suffolk Norse as to what they would recommend.

It was RESOLVED that:

- i. the Summer Bedding report be noted; and**
- ii. the Clerk contacts Paul Tynan, East Suffolk Norse for advice on the various options for the bedding.**

76. FLAG RAISING EVENTS

Members noted the report on the flag raising events and requested confirmation of the time of the raising of the Red Ensign flag on 3rd September.

RESOLVED that the Flag Raising report be noted, and notification be given to all Members of the time of the flag raising on Merchant Navy Day.

77. SUFFOLK DAY 2020

Members noted the report on Suffolk Day and hoped that next year would return bigger and better. Members noted that the Suffolk flag would be raised for the weekend, but this would not be a public event. Photos of the flag raising and information would be posted on social media.

Cllr S Harkin gave an update on the Suffolk Remembers event which would be going ahead as a virtual event online. This will be promoted on the Town Council's website news post regarding Suffolk Day along with the Suffolk Day website.

RESOLVED that the Suffolk Day report be noted and Suffolk day be promoted on social media.

78. TOWN TWINNING

Members noted the update report on Town Twinning and were pleased that enjoyed the Bürgermeisterin of Wesel, Ulrike Westkamp had been able to attend the recent Annual Council meeting. Members enquired whether it would be possible to have a virtual return visit to Wesel and/or Salzwedel by the Mayor and Chairman of Civic & Communities, who would be able to do a speech in German.

It was RESOLVED that the Town Twinning report be noted; and enquiries be made into a virtual meeting with Wesel and/or Salzwedel.

79. BLUE FLAG AND SEASIDE AWARDS 2020

Members received an update on the current situation with the Blue Flag. It was proposed that a soft launch be carried out in Council's Summer magazine and with a wider press release issued once the flag could be raised.

It was noted that there were currently two flag poles, one near Arwela Road and the flagpole at the Town Hall, and a discussion took place with regards to the possible location of another flag pole, possibly near the Tourist Information Beach Hut or raising two flags on one pole. If a new flagpole was preferred reuired this could come back to Committee to discuss as there may be remaining budget in Civic Events that could be used for this.

Members thanked Cllr S Bennett for his support in achieving the Blue Flag and Seaside Award for Felixstowe and looked forward to being able to raise the flag in due course.

It was RESOLVED that the Blue Flag and Seaside Awards 2020 report be noted; and any update be returned to Committee regarding the launch and flagpoles.

80. CCTV REPORT 2019/20

Members noted the CCTV summary from STC Solutions and were pleased with the work that had been carried out over the past year. Members requested a meeting be arranged with Sergeant Russ Mason to discuss monitoring. Members suggested that as the contract enters its final year, some consideration be given to new technologies and that this be reported back to Committee in due course.

It was RESOLVED that:

- i. the 2019/20 CCTV report from STC Solutions be noted as received;**
- ii. the Deputy Town Clerk arrange a meeting with Sergeant Russ Mason to discuss CCTV monitoring arrangements; and,**
- iii. a report be brought to Committee on the future options for CCTV and available new technologies, prior to the maintenance contract end date in July 2022.**

81. CLOSURE

The meeting was closed at 9.03pm. The next meeting was noted as being scheduled for Wednesday 16 September 2020 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held
ONLINE on Wednesday 24 June 2020 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr M Morris
Cllr A Smith (Vice-Chairman) Cllr D Savage
Cllr S Bennett Cllr K Williams (*item 86d*)
Cllr M Jepson

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

IN ATTENDANCE 1 Member of the public.

82. PUBLIC QUESTION TIME

None.

83. APOLOGIES

Apologies were received from **Cllr S Gallant** and **Cllr S Wiles** who were attending other business.

Apologies were received from **Cllr K Williams** who had reported technical difficulties in joining the meeting online. It was noted that Cllr Williams would join when able.

84. DECLARATIONS OF INTEREST

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

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

85. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning Application Review meeting held on 10 June 2020 be confirmed as a true record.

86. 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/20/2108/OUT Outline Application (All Matters Reserved) - Construction of a dwelling The Cottage 16 High Road East
Committee recommended APPROVAL.	

B	DC/20/2114/PN3 Prior Notification - Change of use from business (office) use B1a to private dwelling house C3. Unit 4 Gulpher Business Park Gulpher Road
<p>Committee were concerned by the prospective loss of a viable business unit to residential use at this countryside site. Committee requests clarification from ESC Planning on the appropriateness of The Town and Country Planning (General Permitted Development) (England) Order 2015 for this application. Committee had no comments otherwise in relation to flooding, transport or highways issues.</p>	

C	DC/20/1973/FUL Proposed single storey and two storey front extensions, replacement roof structures incorporating first floor accommodation and alterations 208 Ferry Road
Committee recommended APPROVAL subject to a condition that would require the glazing on the first-floor window to be obscured, in accordance with the neighbour's request.	

At this point in the meeting, 9.44am, Cllr K Williams joined.

D	DC/20/1891/FUL To erect two storey side extension for bedroom with ensuite over enlarged kitchen/diner 54 Hintlesham Drive
Committee recommended APPROVAL.	

Cllr K Williams left the meeting at this point, due to technical difficulties in maintaining a connection.

E	DC/20/2117/FUL Proposed single storey rear extension & first floor front extension to a house at 19 Kendal Green
Committee recommended APPROVAL	

F	DC/20/2147/FUL Construction of replacement garage 19 High Road East
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Committee recommended APPROVAL subject to a condition that this must not become a separate dwelling and remain ancillary to the existing property.

G	DC/20/2045/FUL Proposed single storey rear extension 69 Princes Road
Committee recommended APPROVAL	

H	DC/20/2122/FUL Swimming Pool, Pool House and rear first floor balcony Marsh End 283 Ferry Road
Committee recommended APPROVAL	

I	DC/20/2023/TCA 1 No Pyrenean Pine tree to be felled and removed. The owner of the property planted this tree just over 35 years ago, He is now concerned about the size of the tree and it being near to the property boundary. He would like the tree completely removed. Seebreeze 11 South Hill
Committee queries the validity of this application. There appears to be no plan or drawing indicating the location of the tree or a valid reason for its proposed felling.	

J	DC/20/2160/TCA 1no. Silver Birch - to be felled; tree is 25-30% dead. 2no. Silver Birch - 25% reduction and reshape because of close proximity to house 2 College Green
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

87. PLANNING DECISIONS

Members present noted 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.

88. SUFFOLK COASTAL LOCAL PLAN MAIN MODIFICATIONS CONSULTATION

It was agreed that an additional Planning & Environment Committee meeting should be held on 1 July at 9.15am to consider the Committee's response to the Local Plan.

RESOLVED that an additional meeting of the Planning & Environment Committee be convened to consider this consultation at 9.15am on 1 July.

89. CORRESPONDENCE

Members noted the following:

- i) ESC Grass Cutting/Wildflowering**
Committee welcomed this initiative but sought clarification on the locations being proposed and the rationale for inclusion in the scheme. The Clerk agreed to contact ESC to clarify, following which this would be referred to the Council's Climate Emergency Group.
- ii) Ranelagh Road Public Toilets**
Committee welcomed the proposal to upgrade the public toilets and were content for the tree to be removed. Members asked that the adjacent fence and signage be appropriately enhanced at the same time
- iii) APP/X3540/D/20/3246271 – AP/20/0044/REFUSE - 6 Langdale Close**
Committee noted the Appeal lodged against ESC's decision to refuse the application. Committee had no further comment.

90. CLOSURE

The meeting was closed at 10.55am. The date of the next video-conference meeting was noted as being Wednesday 8th July 2020, 9.15am.

96. TOWN HALL UPDATE REPORT

Committee noted the Town Hall update report detailing how the Town Hall was operating during the Coronavirus and the plans that were being made to return to normality. Members thanked all staff for their hard work in helping Council to continue operating during this difficult period.

The Deputy Town Clerk gave a verbal update on the return of Weddings which was likely to be the first events that would require the Town Hall to be reopened. Risk Assessments were currently being updated for weddings, events and all visitors to the Town Hall in light of Coronavirus. Confirmation on the date of return from the Suffolk Registration Service was awaited and the Registrars would provide their own Risk Assessment for their staff and the ceremonies.

Members were pleased to note that electricity was now being supplied by Bulb Energy from 100% renewable sources and the gas supply was now 100% carbon neutral gas.

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

97. WALTON COMMUNITY HALL UPDATE

Committee noted the Walton Community Hall update report. The Deputy Town Clerk updated Committee on the responses from hirers regarding their return. It was noted that the Deputy Clerk would be attending an online workshop on community halls reopening by Community Action Suffolk and further information will be gathered on this. A Risk Assessment was being updated and the requirements needed for the hall to be reopened were being considered. The Government date for re-opening was 6 July but it was unlikely that any of the groups would be able to return immediately as the nature of the activities tended towards older people or exercise classes, which were higher risk.

It was agreed that cleaning should be increased, however, as the Council would not be able to guarantee sterilisation of the hall, anti-bacterial wipes and hand gel should be provided and each hirer asked to arrive half an hour before their class in order to wipe down the surfaces, handles etc. that their group would be likely to come in contact with. All hirers would be provided with advice.

It was agreed that the insulation works should be installed before Winter.

It was RESOLVED that the Walton Community Hall update report be noted.

98. BROADWAY HOUSE UPDATE

Committee received the report on Broadway House. As the Fire Alarm Panel was an unexpected cost and therefore not within the annual budget, Members agreed that this should be taken from the Broadway House Earmarked Reserve and would pass this recommendation to Council.

It was RESOLVED that the Broadway House update report be noted; and it be recommended to Council to approve the new Fire Alarm Panel at a cost of £387.33 +VAT, to be authorised via the Broadway House Maintenance Earmarked Reserve.

99. CEMETERY UPDATE REPORT

Committee received the Cemetery update report. It was agreed that the insulation be carried out before Winter if possible, but that professional advice should be sought due to the shape of the roof/ceilings.

Members welcomed the potential addition of baby changing facilities to the Cemetery toilets, subject to ensuring that access could still be maintained for wheelchair users. Members noted that three quotes had been received and approved the purchase of an aluminium checker plate to be added to the floor of the trailer to enable a longer life.

Committee considered the report on the centre piece of the Memorial Garden. Members agreed that the tree was not an issue, but asked that further investigation be made in to a more durable memorial leaf.

It was RESOLVED that:

- i. The Cemetery update report be noted; and,**
- ii. a report be brought to Assets & Services Committee in due course regarding any options that can be found to replace the leaves on the memorial tree; and,**
- iii. Professional advice be sought regarding insulating the Cemetery buildings.**

100. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information. It was noted that during the pandemic Council had received more enquiries and there was now a small waiting list. As lockdown eases more attention would be paid again to inspections to ascertain overgrown plots.

Members noted that the subject of reducing bonfires and finding ways of supporting tenants on alternative ways of disposing of their green waste had been raised with the Allotment Association. The Clerk was asked to consult with FSALG and their members on a possible introduction of a ban on bonfires

soon and whether alternative green waste solutions, such as a large communal compost area would be welcomed.

The Town Clerk confirmed that a draft agreement had now been sent to Happy Globe CIC for the use of Cowpasture Meadow.

A request by FSALG for permission to allow a qualified gamekeeper to attend Cowpasture at night to control vermin was considered. The Clerk confirmed that he had seen the gamekeeper's accreditations and received positive references from other organisations. It was noted that there would be no charge to the Council for this work.

With the dry season, large water bills were to be expected and no sprinklers were being allowed on the allotment sites.

It was RESOLVED that the Allotments Update Report be noted; and the accredited gamekeeper be given permission to carry out vermin control overnight at Cowpasture allotments.

101. ALLENBY PARK AND GOSFORD WAY PARK

The Town Clerk gave a verbal update following a meeting with an ESC Surveyor on the proposed transfer of Allenby and Gosford Way parks. Members agreed that it was important to gain a full understanding of any ongoing or imminent liabilities for the sites was agreed. Annual grounds maintenance costs were known but it was important to ensure any easements, rights of way and trees surveys be undertaken.

The Town Clerk advised that he would provide further information to Committee once known. It was agreed that Members would be invited to a site meeting at the parks to consider any other issues which were relevant to Council

RESOLVED that the Allenby Park and Gosford Way Park update be noted.

102. CLOSURE

The meeting was closed at 8.55pm. The next meeting was noted as being scheduled for Wednesday 23 September 2020 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held
ONLINE on Wednesday 1 July 2020 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr D Savage
Cllr A Smith (Vice-Chairman) Cllr S Wiles
Cllr S Bennett Cllr K Williams (*to item 105*)
Cllr M Morris

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

IN ATTENDANCE One member of the public

103. PUBLIC QUESTION TIME

A member of the public asked the Committee to note the submission made on behalf of Fair Play for Felixstowe in relation to the Suffolk Coastal Local Plan Main Modifications Consultation – a copy of which had been sent to Members prior to the meeting. The submission highlighted that the increase to housing contingency figures, commensurate with the proposed reduction of the average annual housing requirement, could instead be an opportunity to reduce the pressure on Felixstowe. Fair Play for Felixstowe strongly supported a reduction to the targeted housing provision which they felt to be disproportionately proposed to be located in Felixstowe and would compromise the ability to accommodate the leisure-led and environmental aspirations of the development.

104. APOLOGIES

Apologies were received from **Cllr S Gallant** and **Cllr M Jepson** due to other business.

105. 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 Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

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

106. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 24 June 2020 be confirmed as a true record.

107. SUFFOLK COASTAL LOCAL PLAN MAIN MODIFICATIONS CONSULTATION

The Clerk gave a brief overview of the consultation documents.

During this item, at 10.17am, Cllr K Williams left the meeting.

Following discussion, Committee agreed that the following response should be submitted to the Inspector on behalf of the Town Council:

Ref	Page of Final Draft Local Plan	Policy / Paragraph of Final Draft Local Plan
MM15	75	After Paragraph 4.62
<p>Proposed Main Modification: Add new paragraph after paragraph 4.62 to read: <u>In primary shopping areas, the policy aims to ensure a dominant retail appearance which supports high levels of footfall. As such the policy restricts proposals which would undermine this approach and result in concentrations of non A1 uses. In coming to a view as to whether a proposal would result in a concentration of non A1 uses, using Table 4.1 as a baseline, the Council will have regard to the total number and proportion of different use classes along the immediate frontage and the continuity of non A1 uses.</u></p> <p>FTC Comment: <i>We request a change to the wording as follows:</i> In primary shopping areas, the policy aims to ensure a vibrant town centre which supports high levels of footfall. As such the policy restricts proposals which would undermine this approach and result in inappropriate concentrations of non A1 uses. In coming to a view as to whether a proposal would result in an inappropriate concentration of non A1 uses, using Table 4.1 as a baseline, the Council will have regard to the total number and proportion of different use classes along the immediate frontage and the continuity of non A1 uses. <u>It is understood that retail is rapidly changing, requiring a flexible approach which recognises local circumstances.</u></p>		
Ref	Page of Final Draft Local Plan	Policy / Paragraph of Final Draft Local Plan
MM20	101	Policy SCLP5.12
<p>Proposed Main Modification: Change to wording of Policy SCLP5.12: Houses in Multiple Occupation: b) Provision can be made for sufficient parking <u>and where the dwelling is, or can be made to be, accessible to public transport services and main employment and service centres on foot and by cycle; and</u> or the dwelling is served by good public transport or walking/cycling links which connect the dwelling to main employment and service centres; and</p> <p>FTC Comment: We are concerned that the requirement for both sufficient parking <i>and</i> access to public transport services on foot and by cycle could be overly restrictive.</p>		
Ref	Page of Final Draft Local Plan	Policy / Paragraph of Final Draft Local Plan

MM49	183 and various other pages	Paragraphs 11.45, 11.46 and Policy SCLP11.9 and various
<p>Proposed Main Modification: Delete Policy SCLP11.9: Areas to be Protected from Development and supporting text.</p> <p>FTC Comment: Felixstowe Town Council objects to the proposed removal of Policy SCLP11.9. This policy has specific purpose in protecting areas from development due to their character, setting and contribution to their settlements. This policy makes an important contribution to development management and feeds into other policies in the Local Plan. We do not feel it is sufficient to rely on other policies in the Plan for this purpose. This policy has been valued and widely used throughout the life of at least three generations of the Suffolk Coastal Local Plan.</p>		
Ref	Page of Final Draft Local Plan	Policy / Paragraph of Final Draft Local Plan
MM51	198	Policy SCLP12.2
<p>Proposed Main Modification: Proposed addition of h): <u>h) Opportunities for sustainable forms of transport will be enhanced, and the cumulative impact of new developments will not create severe impacts on the existing transport network;</u></p> <p>FTC Comment: <i>We request a change to the wording as follows:</i> h) Opportunities for sustainable forms of transport will be enhanced, and the cumulative impact of new developments will not create severe <u>unacceptable</u> impacts on the existing transport network;</p>		
Ref	Page of Final Draft Local Plan	Policy / Paragraph of Final Draft Local Plan
MM52	206-207	Policy SCLP12.3
<p>Proposed Main Modification: Change of wording: The necessary off-site infrastructure requirements, including health provision and police facilities will be required through developer contributions. and water recycling upgrades undertaken by Anglian Water through the Asset Management Plan. <u>Confirmation of adequate capacity in the foul sewerage network or action to upgrade to create the required capacity will be required, including, but not limited to, water recycling upgrades.</u></p> <p>FTC Comment: <i>We request a change to the wording as follows:</i> The necessary off-site infrastructure requirements, including health provision and police facilities will be required through developer contributions. Confirmation of adequate capacity in the foul sewerage network or action to upgrade to create the required capacity will be required, including, but not limited to, water recycling upgrades <u>opportunities</u>.</p>		

It was **RESOLVED** that the comments above be submitted to the Planning Inspector in response to the Suffolk Coastal Local Plan Main Modifications Consultation on behalf of the Town Council.

108. CORRESPONDENCE

None.

109. CLOSURE

The meeting was closed at 11.46 am. The date of the next meeting was noted as being Wednesday 8th July 2020, 9.15am.

AGENDA ITEM 9: FELIXSTOWE FORWARD REPORT

Council is requested to receive the 'Felixstowe Forward Progress Report to July 2020 (**Appendix A**) which will be presented by the Felixstowe Forward Change Director, Helen Greengrass.

Members are asked to note that there continues to be significant effort to support local businesses as they re-open and the mood across the town remains 'cautiously optimistic'. The temporary road closure in Hamilton Road has been very well received by the businesses in the area, some of whom have already emailed their support for the decision.

Following interest from some Councillors for a drive-in-cinema event, Felixstowe Forward has made some enquiries and would like to draw your attention to the indicative budget and considerations on Page 2. Please note: There remains a suspended service for the booking of East Suffolk Council land for events. This continues to be regularly reviewed against current government guidance.

Council is requested to receive the Felixstowe Forward Progress Report to July 2020 and consider any recommendations it deems appropriate.

AGENDA ITEM 11: VE DAY 75 FUNDS

It was with much regret that the VE day celebrations that had been planned could not go ahead. Although on 15 August 2020 it will be both the 75th anniversary of VJ day, marking both the surrender of Japan and the end of the Second World War and the 100th anniversary of the unveiling of Felixstowe War Memorial, it is unlikely that an event of a similar scale will be able to take place at that time.

Council's Civic & Community Committee considered the funds that had been made available for this event, this includes the £5,000 ECB grant from East Suffolk Council, a virement of £3,500 from the unused Insurance budget and £1,513 from the remaining Armed Forces Weekend Legacy Fund.

All deposits/fees paid have been returned except one £20 administration fee for the cancellation and refunding of the deposit for the Marquee.

East Suffolk Council has been consulted regarding the ECB grant, and has confirmed that the Town Council can hold onto the funds for a future associated event. However, if Members would like to do something different with the grant then this must be referred to East Suffolk Councillors for approval.

Since the 2019/20 financial year is complete the funds currently sit in Council's General Fund. The Civic & Community Committee has recommended that there be transfer of these funds into an Earmarked Reserve to be used for a similar type of event in the future (*Minute #70 of 2020/21 refers*).

The Town Clerk will contact East Suffolk Council to confirm whether the Councillors who approved funds from their Enabling Community Budgets would be happy for the funds to be kept in an Earmarked Reserve for a similar event in the future.

Council is requested to approve the recommendation from the Civic & Community Committee to create an Earmarked Reserve to hold the funds that were put aside for the VE Day 75th Anniversary event.

AGENDA ITEM 12: BROADWAY HOUSE FIRE ALARM PANEL

Although Broadway House has been closed due to the Coronavirus, annual servicing such as on the boiler and fire alarm/emergency light have still be carried out as scheduled. After the recent fire alarm and emergency light service at Broadway House, the following faults were found:

Fire Alarm Panel

The fire alarm panel needs to be replaced due to fault indication not working, age and condition of panel. The cost to supply and install Haes Eclipse 2 zone fire alarm panel is **£387.33+VAT**

Comment from contractor: *The new panel will be the Haes Eclipse Conventional 2 zone fire alarm panel. Quality, reliability, ease of use and feature rich are attributes that are consistent across the entire range of Haes fire alarm control panels. As the entry level panel from Haes, the Eclipse encompasses all of these attributes to provide a panel that meets all of needs required at your property. Simplicity was one of the most important aspects when considering the end user of a fire alarm panel. The colour coded buttons and the 3 step silence functionality gives people the confidence to correctly manage their fire alarm system. The key switch or a code is used to enable the panel's buttons.*

Emergency Lights.

Whilst carrying out the emergency light servicing, it was noted that there were 5 x faulty lights. The quotation to repair these lights is as follows:

4 x 4-cell stick batteries @ £12.85 each	=	£51.40
1 x 3-cell stick battery	=	£ 9.35
2 x hours labour @ £35.00 per hr	=	£70.00
Total		£130.75 +VAT

There is 12 months guarantee on all parts and labour, with 24-hour call out cover during the guarantee period.

Comment from contractor: It can be difficult to determine the exact fault on the emergency light until it has been taken apart, therefore, If the actual work carried out is below the quoted works above, the invoice will be adjusted accordingly. If further small works are necessary, this will incur additional costs to the quotation.

Whilst the cost of the emergency light work will be met from the Repairs and Maintenance budget for Broadway House, Members of the Assets & Services Committee consider that the new alarm panel, being outside of routine maintenance, should be met from the Broadway House Earmarked Reserve (*Minute #98 of 2020/21 refers*).

Council is requested to approve the recommendation from the Assets and Services Committee to spend £387.33 +VAT from the Broadway House earmarked reserve.

AGENDA ITEM 13: CCTV

Council's Civic & Community Committee recently received the CCTV maintenance report for the year 2019/2020. On 1 July 2020 Council enters year 2 of a 3 year fixed price contract to service a total of 15 CCTV cameras, digital recorders, wireless kits and monitors. 6 of these cameras are situated in the Seafront Gardens and East Suffolk contribute to the full maintenance of these cameras.

Council's has previously appointed Cllr D Savage and Cllr S Gallant to a CCTV Working Group, the membership of which also included Mrs Helen Greengrass (as representative for ESC Seafront Gardens), Clark Skates (STC Solutions who maintain the CCTV), Sergeant Peter Street (as the volunteer recruiter from Suffolk Constabulary) and Mr John Brinkley (CCTV lead volunteer).

Since the retirement of Sgt. Street and Sgt. Mason having joined, it would be a good time to meet with Suffolk Constabulary to discuss monitoring arrangements and to consider the opportunities provided by new technology, in good time prior to the end of the maintenance contract in July 2022.

Rather than a formal Working Group of the Council, Council is requested to consider inviting representatives, including appointing councillors, to a CCTV Liaison Group to discuss matters relevant to local CCTV provision and report back to the Civic & Community Committee as and when appropriate.

Council is therefore requested to consider the membership and remit of a CCTV Liaison Group

AGENDA ITEM 14: CODE OF CONDUCT CONSULTATION

All councils are required to have a local Member Code of Conduct. A new Model Member Code of Conduct is now out for consultation. It has been developed in collaboration with the sector and will be offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. Once finalised, the LGA will also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and SALC (Suffolk Association of Local Councils) will offer advice and support to town and parish councils.

The Model Member Code of Conduct which is out for consultation by the Local Government Association (LGA) is presented at **Appendix B**.

NALC is urging all parish and town councils to consider the proposed code and respond to the LGA to share their views. The deadline for response 17 August 2020. SALC are encouraging councils to provide a corporate response to this important consultation, however it is also open for individual councillors and staff to make representations in an individual capacity. The position of the National Association of Local Councils (NALC) on the Code can be seen here:

<https://www.nalc.gov.uk/news/entry/1500-nalc-calls-on-government-to-introduce-sanctions-to-support-the-proposed-code-of-conduct>

Responses can be completed online at https://research.local.gov.uk/jfe/form/SV_b1upYNXmiJ0xECV . Narrative responses from councils or stakeholder groups can also be made via email ModelCode@local.gov.uk. The LGA will be holding a number of webinars over the Summer, details of which will be on the LGA events page here <https://www.local.gov.uk/events>. Councillors are welcome to email ModelCode@local.gov.uk with any queries regarding the consultation and/or code of conduct.

Council is requested to consider the LGA consultation on the new Model Member Code of Conduct.
