

Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk



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 9 September 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 September 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 26.

5. Confirmation of Council Minutes

To confirm the minutes of the Ordinary Council Meeting held on Wednesday 8 July 2020 as a true record. **(Pages 5-9)**

6. Mayor's Announcements

To receive such communications as the Mayor may wish to lay before Council. **(Pages 10-11)**

7. Minutes of Committee Meetings

To receive and adopt the minutes of the following meetings:

- | | |
|--|----------------------|
| a) Planning & Environment Committee 8 July 2020 | (Pages 12-14) |
| b) Finance & Governance Committee 15 July 2020 | (Pages 15-19) |
| c) Planning & Environment Committee 22 July 2020 | (Pages 20-24) |
| d) Personnel Committee 28 July 2020 | (Pages 25-26) |
| e) Planning & Environment Committee 5 August 20120 | (Pages 27-31) |
| f) Planning & Environment Committee 19 August 2020 | (Pages 32-34) |

8. Reports from Members appointed to Outside Bodies

To receive a report from Cllr Steve Gallant, Town Council representative to the Felixstowe Fairways Committee. **(Page 35)**

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 Vision Presentation**
To receive a presentation from East Suffolk Council on a draft Felixstowe Vision document. **(Presentation)**
- 10. Felixstowe Forward Report**
To consider the report of the Felixstowe Forward Change Director. **(Page 36 and Appendix A)**
- 11. Updates to Standing Orders and Financial Regulations**
To adopt updated Standing Orders and Financial Regulations as recommended by Council's Finance & Governance Committee. **(Pages 37-38 and Appendices B & C)**
- 12. Data Retention and Disposal Policy**
To adopt the Data Retention and Disposal Policy as recommended by Council's Finance & Governance Committee. **(Page 38 & Appendix D)**
- 13. Website Accessibility Statement**
To review and adopt a Website Accessibility Statement for the Council. **(Page 39 & Appendix E)**
- 14. Banking Update**
To approve the addition of Officers as bank signatories to enable online banking and receive an update on current bank issues. **(Page 40)**
- 15. Broadway House Kitchen**
To consider authorising expenditure from the Broadway House Earmarked Reserve to enable refurbishment of the kitchen at Broadway House. **(Page 41 & Appendix F)**
- 16. FTC/ESC Joint Liaison Group Meeting**
To receive the notes of the FTC/ESC Joint Liaison Group meeting held on 22 July 2020 and consider any matters for discussion at the next meeting on 20 October 2020. **(Appendix G)**
- 17. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows:

(Schedules attached at Appendix H)

Date	Voucher Nos.	Total Payment
17/07/2020	124 – 141	£30,041.29
31/07/2020	142 – 155	£46,278.02
19/08/2020	156 – 177	£8,276.83
31/08/2020	178 – 208	£36,803.97
	TOTAL	£121,628.85

To also note the payments of accounts since lockdown in March 2020 which were initially approved electronically and have now been officially signed.

(Schedules attached at Appendix I)

18. Exclusion of Press and Public (Staffing Matters)

In accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

19. Staffing Matters

To consider a confidential report and recommendations from the Council's Personnel Committee. **(confidential report, to follow)**

20. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 11 November 2020.



Ash Tadjrishi
Town Clerk
2 September 2020

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 **ONLINE** on **Wednesday 8 July 2020** at **7.30pm**

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

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

IN ATTENDANCE: 2 Members of the public
1 Member of the press.
Ms H Greengrass, Felixstowe Forward Change Director
Ms L Washington, Landguard Ranger

MOMENT OF REFLECTION

The meeting was preceded a moment of reflection Rev. Paul Clarke, Walton & Trimley Churches.

118. PUBLIC QUESTION TIME

There were none.

119. APOLOGIES FOR ABSENCE

There were none.

120. 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)

121. QUESTIONS TO THE MAYOR

There were none.

122. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 10 June 2020 be signed by the Mayor as a true record and adopted by the Council.

123. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council, highlighting the numerous Zoom conversations with the local businesses and community groups he had been having which were published online on the Town Council Facebook and twitter pages.

Council heard that, since restrictions had been eased slightly, the Mayor and Mayoress had been able to visit some of the local businesses that could now safely open. The Mayor commented on how rewarding it was to see how they were meeting the challenge and he hoped that the community would support them. The Mayor was looking forward to visiting more businesses in the town as restrictions eased further.

The Mayor congratulated the Deputy Mayor, Cllr Sharon Harkin, for the online 'community conversations' with members of local community groups and voluntary organisations. These were being published on the Town Council's Facebook and twitter pages.

The Council thanked the Mayor for his report.

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

124. 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 10 June 2020**
- b) Civic & Community Committee 17 June 2020**
- c) Planning & Environment Committee 24 June 2020**
- d) Assets & Services Committee 24 June 2020**
- e) Planning & Environment Committee 1 July 2020**

125. REPORTS FROM MEMBERS OF OUTSIDE BODIES

At the invitation of the Mayor, Council heard from Cllr Doreen Savage, following a recent meeting of the Merchant Navy Welfare Board. Members noted that the Board had received some harrowing reports on the plight of seaman during the pandemic and the difficulties in repatriating many of them.

Council noted the report.

126. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass reported that the Opening Felixstowe Safely campaign was now in situ with the temporary closure to vehicles of the Shared Space in Hamilton Road to help with social distancing. This was a temporary measure and was to be reviewed on 24 July 2020. A feedback survey for businesses and the public would be launched and reviewed before this date. The public realm signage had now been delivered and Ms Greengrass was seeking volunteers to help install them. Several Members offered to assist.

Members asked if thought could be given to signage to ask for cyclists to dismount when entering the temporary closed Shared Space area and signage for cyclists at Banks Corner also to be looked at.

Ms Greengrass reported that there had been an interest in holding a drive-in cinema in the town and had spoken with officers at East Suffolk Council with experience of putting on such events. The Grove car park, which could accommodate 60 cars, was thought to be a potentially suitable area. Costs were approximately £6k for a one-day event showing three different films during the day. Unfortunately, at this time, all public events on East Suffolk Council land were suspended.

Ms Greengrass reported that the wicker family in the Seafront Gardens was at the end of its life and would be removed in September. Members were asked whether they would like to explore the possibility of a similar structure or an alternative.

Visit Felixstowe volunteers would be returning to the visitors' beach hut on 27 July and Seafront Garden volunteers would soon be working in the gardens.

Members raised concern about the lack of toilet facilities at the Landguard point, as the facilities are currently closed and if signage could be given to any toilets that are temporary closed due to possible vandalism be redirected to the nearest open facilities.

Members thanked Ms Greengrass for her comprehensive report.

It was RESOLVED that:

- i. authority be delegated to the Finance & Governance Committee to commit expenditure of up to £10,000 subject to consideration of the replacement of the Wicker Family in the Seafront Gardens, the potential of holding an outdoor cinema in the town and any need for temporary additional toilets at Landguard point; and,**
- ii. the Felixstowe Forward update report be noted**

127. WELCOME TO NEW LANDGUARD RANGER

The Mayor invited Ms Leonie Washington, the new Ranger for Landguard, to address the Council.

During her presentation, Ms Washington told the Council she had been working in conservation for over ten years and her priority for Landguard was to promote its unique and special character to the public and to encourage more educational visits. Following a discussion on the control of dogs on sensitive areas of the reserve, Ms Washington was hoping to improve to the signage for dog owners in order that it would be both clearer and more informative.

Council thanked Ms Washington for her report welcomed her to the role.

128. VE DAY 75 FUNDS

Council considered the recommendation from the Civic & Community Committee (*Minute #70 of 2020/21 refers*) to create a new Earmarked Reserve to hold the funds that were put aside for the VE Day 75th Anniversary event.

The Clerk updated Council following a meeting that had taken place to plan a commemoration on 15 August 2020 to mark both the 75th Anniversary of VJ day and the 100th anniversary of the unveiling of the Felixstowe War Memorial. It was noted that this would be a scaled-down event with appropriate measures in place to ensure social distancing could be maintained and it was hoped that it could also be streamed live on Facebook so people could attend remotely.

It was RESOLVED to create an Earmarked Reserve to hold the funds that were put aside for the VE Day 75th Anniversary event.

129. BROADWAY HOUSE FIRE ALARM PANEL

Council discussed the recommendation from the Assets & Services Committee to install a new alarm panel (*Minute#98 of 2021 refers*).

It was RESOLVED to approve the recommendation from the Assets and Service Committee and authorise expenditure of £387.33 +VAT from the Broadway House Earmarked Reserve for the installation of a new Fire Alarm Panel.

130. CCTV

Council considered the membership and remit of a CCTV Liaison Group and it was agreed that the Civic & Community Committee should review the arrangements. In the meantime the Deputy Town Clerk would invite Councillors D Aitchison, N Barber, T Green and M Richardson to a meeting with other CCTV stakeholders to examine the present setup and report back to Civic & Community Committee on opportunities for the future with current advances in digital equipment.

It was RESOLVED that the Civic & Community Committee consider arrangements for a CCTV Liaison Group and review the current arrangements in due course.

131. CODE OF CONDUCT CONSULTATION

Council considered the LGA consultation on the new Model Member Code of Conduct and agreed that authority be delegated to the Finance & Governance Committee to consider a response.

It was RESOLVED that authority be delegated to the Finance & Governance Committee to consider a response to the Code of Conduct Consultation.

132. FTC/ESC JOINT LIAISON GROUP MEETING

Council considered the report of the FTC/ESC Liaison Meeting. Members were particularly interested to note the mention of a possible review of the festoon lighting along the seafront and asked to be kept updated should there be any further discussion on this.

The Clerk asked that Members contact him should they wish for any matter to be raised on the agenda at future meetings.

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

133. ACCOUNTS FOR PAYMENT

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

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

134. CLOSURE

The meeting was closed at 9.36pm. It was noted that the next Ordinary Meeting was scheduled for 9 September 2020 at 7.30pm.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

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

Visit to Ocean Boulevard/Boardwalk	4 July 2020
Zoom Meeting Barry Garnham from Fresh Gold Radio	8 July 2020
Litter Launch with Mark Murphy from Radio Suffolk	12 July 2020
Radio Suffolk interview with Mark Murphy	13 July 2020
Zoom interview Mannings Amusements	14 July 2020
Zoom interview Cllr Kimberley Williams	16 July 2020
Visit Felixstowe Rotary Club to see the preparations for the Xmas Lights	16 July 2020
Zoom meeting with Landguard Rotary	16 July 2020
Zoom interview Chief Constable, Steve Jupp	17 July 2020
Zoom interview Victoria Petchey, artist from 142 Art Gallery	20 July 2020
Zoom interview Lesley Dolphin from Radio Suffolk	21 July 2020
Judging Felixstowe LitterFree poster competition	23 July 2020
Zoom interview MP Therese Coffey	28 July 2020
Zoom interview David Sheepshanks, OBE DL ex-Chairman of Ipswich Town Football Club	29 July 2020
Zoom interview Russell Osman, explayer of Ipswich Town Football Club	29 July 2020
Church service Harvest House	1 August 2020
Radio Suffolk interview with Mark Murphy	2 August 2020
Zoom interview with Terry Butcher, explayer of Ipswich Town Football Club	2 August 2020
Zoom interview Mark Murphy from Radio Suffolk	2 August 2020
Raising of the Blue Flag	5 August 2020
Presentation for Felixstowe LitterFree Poster competition	8 August 2020
Visit to The Grand to promote opening in Felixstowe after Covid 19 Lockdown	8 August 2020
TV Interview for Anglia TV re holidaying in Felixstowe	11 August 2020
VJ75 Day Commemorations and 100 th Anniversary of the Felixstowe War Memorial	15 August 2020
Heritage Open Day filming around Felixstowe Town Hall	17 August 2020

Photo opportunity with Level 2 Youth Project's new bus	20 August 2020
<i>Deputy Mayor – Launch of the new Level 2 Youth Bus</i>	21 August 2020
Zoom interview with Nicola Barker, General Manager at Landguard Fort	27 August 2020
Zoom interview with Wayne Ablitt, who opened a new business in the town, Avid Scribbler	2 September 2020
Visit Joan Rich on her 100 th lap around Allenby Park	5 September 2020
Visit Landguard Fort	5 September 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 8 July 2020** at **9.15am**

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

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

110. PUBLIC QUESTION TIME

There were none.

111. APOLOGIES

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

112. DECLARATIONS OF INTEREST

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

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

113. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 1 July 2020 be confirmed as a true record.

Committee asked that the Council's response to the Suffolk Coastal Local Plan Main Modifications Consultation to be published on the Town Council website for residents to see.

114. 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/20/2236/FUL Alterations and extensions including new roof to facilitate formation of first floor accommodation 2 St Andrews Road
Committee recommended APPROVAL.	
B	DC/20/2159/FUL Extend ground floor area to side of house and erect first floor bedroom over existing and extended ground floor area 10 Gulpher Cottages Gulpher Road
Committee felt the modest extension would be in keeping with the scale and character of the dwelling and would visually enhance the utilitarian extension in keeping with policy SP15. We note the roofline to the extension has been lowered, making a recessive appearance compared to the original dwelling. Committee recommended APPROVAL.	
C	DC/20/2332/VOC Variation of Condition 2 of DC/20/1807/VOC - Variation of Condition(s) 2 of application DC/18/1958/FUL - (Proposed development of the land between Treetops and Candlet Road to construct a total of 3 new dwelling houses with associated hard and soft landscaping including new access road from Treetops.) - It is proposed that more parking spaces will be added for visitors, so that they are not encouraged to park on the narrow access road where they might block cars entering or exiting the site. We wish the condition to be varied to include the amended drawings 3502_PL203A - Proposed Site Plan to replace the previously approved 3502 PL203. Land Between Treetops And Candlet Road
Committee recommended APPROVAL	
D	DC/20/2330/FUL Erection of first floor side extension (to South East aspect) and single storey rear extension (to North East aspect) 1 Drift Cottages Ferry Road
Committee carefully considered the proposed extension on the existing building and are content that the materials used and design are in keeping with this row of distinctive 19c cottages Committee recommended APPROVAL.	
E	DC/20/0848/FUL To restore balcony to first floor. To return first floor window to door (timber). To replace first floor right window with timber window & new concrete sill. Work to resemble original look of building. Balcony will be constructed using reclaimed cast iron period balustrades & steal frame/railings fixed on new upc deck above existing bay only. Style of timber door & window to be based on originals in photo. 33 Quilter Road
Committee recommended APPROVAL. It was noted that this property is in the Conservation Area and that the proposal will preserve the existing character of the building.	

F	DC/20/2230/TPO TPO SCDC 1996:0096 Silver Birch to side of property - overall crown reduction of 30 % 37 Western Avenue
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

115. 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.

116. CORRESPONDENCE

Members noted the following:

i) Planning Matters

Clerk informed the Committee that the MHCLG had published draft guidance that provided further detail on the extension of certain planning applications and the Additional Environmental Approval process introduced in the Business and Planning Bill. The Business and Planning Act 2020 temporarily modifies the Town and Country Planning Act 1990 and the Planning (Listed Buildings and Conservation Areas) Act 1990 to enable certain planning permissions and listed building consents in England which have lapsed or are due to lapse during 2020 to be extended. This is in recognition of the effect coronavirus has had on the planning system and the construction sector.

Committee noted the extension to unimplemented applications to 21 April 2021.

ii) Langer Park Consultation

The Town Clerk advised that the ESC consultation on potential improvements to Langer Park would be brought to the next meeting for formal consideration. It was noted that the information had been shared via the Council's website and social media channels as well as being published in the Summer 2020 Magazine which was being delivered to all Felixstowe households. The Clerk agreed to forward this information to Langer Primary Academy for their interest also.

Committee noted the consultation.

117. CLOSURE

The meeting was closed at 10 .27am. The date of the next video-conference meeting was noted as being Wednesday 22 July 2020, 9.15am.

MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held online on Wednesday 15 July 2020 at 7.30pm

PRESENT: Cllr M Richardson (Chairman) Cllr S Harkin
Cllr T Green (Vice-Chairman) Cllr A Smith
Cllr S Bennett Cllr S Wiles
Cllr S Bird

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Customer Services Apprentice)

IN ATTENDANCE: 1 Member of the public

135. PUBLIC QUESTIONS

There were none.

136. APOLOGIES FOR ABSENCE

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

137. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr T Green 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 Members of Suffolk County Council)

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

138. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 27 May 2020 be signed by the Chairman as a true record.

139. BUDGET MONITORING TO 30 JUNE 2020

Committee received the budget monitoring report to 30 June 2020. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

It was RESOLVED that the budget monitoring report to 30 June 2020 be approved, with no other action required at this time.

140. COUNCIL INVESTMENTS

Committee noted that Council's 1-Year Investment Bond of £500,000 with Close Brothers Savings matured on 20 July 2020, receiving interest of £6,284.25. Members considered investment options in accordance with Council's Investment Policy and Strategy and agreed that a re-investment for a 1-year bond with Close Brothers at a rate of 0.9% was the most appropriate investment at this time, providing security, liquidity and yield.

It was RESOLVED that:

- i. the interest for the maturing 1-year bond covering the period 20 July 2019 – 20 July 2020 of £6,284.25 be returned to the Town Council Tracker account and accounted as part of the budgeted interest for 2020/21; and,**
- ii. the sum of £500,000 be re-invested in a new 1-year Investment Bond with Close Brothers Savings**

141. DATA RETENTION AND DISPOSAL POLICY

Committee reviewed the Council's Data Retention and Disposal Policy, outlining the length of time and basis for the retention of specific documents and information before they should be disposed.

The Clerk reported that, in accordance with the 'Test and Trace' arrangements being put in place for Covid-19, an additional Privacy Statement had been created specifically referencing the retention of data in connection with the Test and Trace to comply with GDPR regulations. Data collected for this purpose would be held for 21 days and then destroyed.

It was RESOLVED that the Data Retention Policy and Disposal Policy for the period 2020-2023 be recommended to Council for adoption as presented.

142. AMENDMENTS TO STANDING ORDERS

Committee reviewed Standing Orders, acknowledging alterations to Public Contracts Regulations 2015 and public contracts in connection with the supply of gas, heat electricity, drinking water, transport services, or postal services to the public.

It was RESOLVED that the amended Standing Orders be recommended to Council for adoption as presented.

143. AMENDMENTS TO FINANCIAL REGULATIONS

Committee reviewed Financial Regulations, acknowledging altered amounts to public supply and public service contracts, in addition to public works contracts.

It was RESOLVED that the amended Financial Regulations be recommended to Council for adoption as presented.

144. CODE OF CONDUCT CONSULTATION

Committee considered the draft Model Member of Code of Conduct, which was out for consultation by the Local Government Association (LGA).

Committee noted the proposed draft Model Member Code of Conduct and broadly supported the principles therein. No formal response from the Committee on behalf of the Town Council was proposed but Members looked forward to seeing the final recommendations of the LGA.

The Clerk advised that Members were also able to respond to the consultation as individuals if they so wished.

It was RESOLVED that the proposed draft Model Member of Code of Conduct be noted and that any new Code of Conduct be brought to Committee in due course for consideration.

145. FINANCIAL FORECAST TO 2024

The Town Clerk and Deputy Town Clerk presented a draft Financial Forecast to 2024, using previous years' figures as a basis to predict future trends. Members thanked the Customer Service Apprentice, Deputy Town Clerk and Town Clerk for the work involved in drawing these figures together. Committee noted that the figures were largely based on previous expenditure and worked on a basis of a projected 2% national salary increase and 5% increase in utilities per annum.

The Clerk advised that he had based the draft forecast using the current 2020/21 precept to demonstrate how this might impact the Council's reserves. Members suggested that the forecast should give some latitude to the precept figures of around 1.5% - 2% per annum, to reflect inflation and reduce any shortfall. Members noted that East Suffolk Council would be assessing how the coronavirus pandemic could negatively affect the tax base and the Clerk advised that the forecast would need to be updated once the tax base projection for 2021/22 was known.

The Clerk reminded Committee that the forecast was a working document and would be brought back to Committee throughout its lifetime for review, particularly during the annual budget-setting process.

It was RESOLVED that the draft four-year Financial Plan for the year 2020-2024 be noted and brought back to Committee in due course once it could be updated pending further information on the impact of the pandemic on the projected tax base.

146. FELIXSTOWE FORWARD

Committee considered several initiatives around Felixstowe, which had been raised by the Felixstowe Forward Change Director, Helen Greengrass, at the Council meeting the previous week and referred to this Committee.

With regards to the drive-in cinema idea, Members noted the appeal of the event and the reduced risk of spreading infection in such an environment but felt that the limited numbers that would be able to attend made it quite exclusive. Referring to correspondence received by the Clerk earlier that day, the option of a company taking on the responsibility and running of the event seemed to be the best solution. It was noted that if an event organiser from the town wished to take on the running of the event, then they could do this as either a turnkey event where they could receive a percentage which is 24% after all costs including the film license or alternatively hire the equipment, run the whole event and keep any resulting ticket sales. The Clerk advised that Felixstowe Forward would be discussing the potential of this with the operator and some of the local event organisers. Several potential sites were discussed which the Clerk agreed to forward to the operator for consideration.

Members discussed the renewal of the wicker family in the Seafront Gardens, which had deteriorated to the extent that they would need to be removed after the forthcoming summer season. Members were keen to support an appropriate replacement of the wicker family, which were known to be very popular. Members also considered the use of wicker to be very ecologically friendly. Suggestions were made to replace the existing family with the wicker shark, until such a time the original artist was able to produce a replacement for £2,500. Committee was supportive of funding the replacement and hoped that they could be created with maybe an additional member of the family (for example a baby in a pram). Members enquired about the maintenance plan for the new wicker family and and if the wicker was not being recycled whether it could be given to the Felixstowe Museum. It was also suggested to find out whether it would be practicable for the family to hibernate for the winter so to lengthen their lives.

Committee also discussed the possibility of commissioning a further piece of public art which could be placed in a different part of the gardens or elsewhere in the town. It was felt that this would be a good way of promoting public interest in the town as it comes through the pandemic.

Members discussed the establishment of more toilet facilities at the Port Viewing area of Landguard point, in addition to elsewhere around Felixstowe following several complaints. Members noted Felixstowe's amount of facilities exceeded that of larger neighbouring towns. Next week there was a Liaison Meeting between Felixstowe Town Council and East Suffolk Council and the Town Clerk would take the items discussed and circulated previously to the meeting. The main request would be to receive more communication when toilets are out of order, and to provide signs to the nearest toilet when these facilities had to close.

A Member reminded Committee of a previous scheme looked at many years ago which did not come to fruition, which involved stickers placed in windows of local businesses throughout the town offering up the usage of their toilets to members of the public. Members were keen to re-visit this scheme and requested that the Clerk explores the feasibility of such a scheme with the Chamber of Commerce once the pandemic had passed.

Committee considered the provision of portaloos in the Landguard area but felt that these would be costly to keep clean enough considering COVID-19. With the recent news that the Viewing Point Café and Fort were shortly due to open and the availability of toilets at Manor Terrace, Members agreed that the provision should continue to be monitored.

It was RESOLVED that:

- i. the Clerk should contact the drive-in cinema operator to suggest some local sites that may be suitable for them to use for an event;**
- ii. the Town Council would fund the replacement of the wicker family at a cost of £2,500, and Felixstowe Forward be asked to consider the suggestions raised above;**
- iii. consideration should be given commissioning a public art piece for the town as it comes through the pandemic;**
- iv. the Town Clerk to raise Committee's concerns over the public convenience provision with East Suffolk Council at the next FTC/ESC Liaison meeting, particularly with regards to improving communication when facilities were out of order and ensuring the members of the public were being signposted to the next available facility; and,**
- v. the Chamber of Commerce be consulted on the potential introduction of a scheme which would enable the public to freely use toilets available in businesses throughout the town, once the pandemic had passed.**

147. CLOSURE

The meeting was closed at 9.43pm. The next meeting was noted as being scheduled for Wednesday 28 October 2020 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held
ONLINE on Wednesday 22 July 2020 at 9.15am**

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

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

148. PUBLIC QUESTION TIME

There were none.

149. APOLOGIES

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

150. DECLARATIONS OF INTEREST

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

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

151. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 8 July 2020 be confirmed as a true record.

152. 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/20/2448/FUL The proposal is a 2 storey Public House. On the site of an old GP practice which has been demolished 201 Hamilton Road
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Committee warmly welcomed this application, noting that its previous concerns in respect of proposals for this site have been largely addressed in this latest iteration, and therefore recommended APPROVAL.

We do observe that there is a lack of detail on whether the windows to the northern elevation are to be obscured and would ask that consideration be given to ensure that these do are not prone to overlooking nearby residents.

We would also welcome a reintroduction of the ‘arched’ window design to the southern elevation and blind window features to the west elevation from the previous (withdrawn) application, which we believe to be more sympathetic to and in keeping with the nearby (listed) station building.

B	DC/20/2424/FUL Conversion of Loft to create Studio/Bedsitting room in existing managed HMO 1 Granville Road
Committee recommended APPROVAL.	

C	DC/20/2480/FUL Side extension to incorporate family annexe and master ensuite 75 Seaton Road
Committee recommended APPROVAL, subject to it being conditioned that the annex remains ancillary to the existing building and not a separate dwelling.	

D	DC/20/2428/FUL Erection of single storey rear and side extension, conversion of roof to habitable floor space with rear dormer 49 High Road West
Committee recommended APPROVAL.	

E	DC/20/2391/FUL Construction of a single storey rear extension and new dormer window to roof. 14A Quilter Road
Committee recommended APPROVAL.	

F	DC/20/2430/FUL Single Storey Rear Extension 6 St Marys Crescent
Committee recommended APPROVAL.	

G	DC/20/2458/FUL Proposed detached studio/gym Hill House Farm Gulpher Road
Committee recommended APPROVAL.	
H	DC/20/2476/TCA Section and dismantle one conifer tree pushing onto garage. Rane Vale 98 Ranelagh
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer.	

153. 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.

154. ESC LANGER PARK CONSULTATION

Committee noted the public consultation on proposals to improve Langer Park. The consultation had been published online and the Clerk advised that he had sent details of the consultation to Langer Primary School and circulated to all Town Councillors, who would be welcome to comment individually.

Following a discussion on the proposals, it was RESOLVED that the following be formally submitted to ESC:

Felixstowe Town Council welcomes East Suffolk Council’s proposals for the enhancement and improvements to Langer Park. We would be pleased to support ESC in achieving this aim and look forward to working with the District Council on developing the project further.

155. HAMILTON ROAD SHARED SPACE TEMPORARY CLOSURE

Committee considered a number of options in relation to the current temporary closure of the Hamilton Road share space to vehicles. The Clerk reported that, to date, 455 of 532 respondents to an ongoing online survey were in favour or extending the closure for a further 18 months and over 70% had indicated a preference for the closure to become permanent. Members noted the demographic of the respondents, the majority of whom were over 45 years old and the highest proportion being over 65.

Following further discussion and debate it was RESOLVED that East Suffolk Council and Suffolk County Council be advised that the Town Council would wish to see an Experimental Traffic Regulation Order (ETRO) introduced for Hamilton Road Shared Space.

156. PROPOSED REMOVAL OF BT PAYPHONE AT WADGATE ROAD

Committee considered the proposal by BT to remove a payphone at Wadgate Road. Given the usage and location of the phone, Members raised concerns around the key service that would be lost to local residents, some of whom may be potentially vulnerable, if this payphone was removed.

RESOLVED that the following be formally submitted to ESC:

Felixstowe Town Council objects to the proposed removal of the payphone at Wadgate Road. The phone, which is located in one of the most socially deprived areas in the town, demonstrably continues to show significant regular use. It meets a local need and is important to those that use it, some of whom may be vulnerable or for whom the use of a mobile phone may not be a viable option.

157. CORRESPONDENCE

Members considered the following correspondence:

i) DC/19/2783/FUL 40 King Street. Appeal Ref. APP/X3540/W/20/3247339

Clerk informed the Committee that the above appeal against the ESC decision to refuse the above application had been dismissed by the Planning Inspector on 10 July 2020.

Committee duly NOTED.

ii) Sizewell C

The Clerk advised of a Joint Local Authority Group meeting on 29 July being held to discuss Sizewell C. A formal invitation to the Town Council had not been received. However, it was noted that Cllr G Newman would be attending as a JLAG Member and would be able to represent and report back to the Town Council if appropriate. Cllr A Smith also volunteered to attend on behalf of the Town Council if an invitation was made.

Committee agreed that Cllr Newman should act as representative to Felixstowe Town Council and that Cllr Smith should also attend in that capacity if an invitation was forthcoming.

iii) ESC Grass Cutting Initiative

The Clerk updated Members following correspondence with ESC on their proposed grass cutting initiative. Committee reviewed a map of the areas being identified and were content with the proposals.

Committee noted the update.

iv) Suffolk County Council - Emergency Walking and Cycling Measures - High Road, Felixstowe

Committee considered Suffolk County Council's Transport Recovery Plan and its proposed change to the cycle scheme along High Road East and High Road West, from advisory to mandatory, and an extension to the scheme towards Cliff Road for a further stated 900m.

Members queried the '900m' figure, believing this may be an error which should read 90m.

The Clerk advised that all Councillors were able to comment directly to the County Council on this matter, with a deadline of 31st July.

Members raised concerns around the short timeframe given to respond, the impact of extending the cycle path in front of the retail units and the appropriateness of physical segregation along this road.

Following further discussion and debate, it was RESOLVED that the Clerk should contact the County Council on behalf of the Town Council as follows:

Felixstowe Town Council welcomes an increase to cycling facilities across the town but is concerned that there should not be a mandatory cycle lane and physical segregation installed in the proposed location without further and more meaningful consultation, particularly including those residents and businesses that would be affected by the proposals.

The Town Council would not wish to see parking restrictions introduced beside the local shopping centre.

At this point 12.05pm Cllr S Gallant left the meeting.

158. CLOSURE

The meeting was closed at 12.11am. The date of the next video-conference meeting was noted as being Wednesday 5 August 2020, 9.15am.

MINUTES of the **PERSONNEL COMMITTEE** meeting held
online on **Wednesday 28 July 2020** at 6pm

PRESENT: Cllr M Jepson (Chairman) Cllr S Harkin
Cllr K Williams (Vice-Chairman) Cllr D Savage
Cllr N Barber

OFFICERS: Mr A Tadjrishi (Town Clerk)

159. PUBLIC QUESTIONS

There were none.

160. APOLOGIES FOR ABSENCE

There were none.

161. DECLARATIONS OF INTEREST

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

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

162. CONFIRMATION OF MINUTES

It was RESOLVED that the **Minutes of the Personnel Committee Meeting held on 9th October 2019** be signed by the Chairman as a true record.

163. TRAINING STRATEGY 2020/21

Committee reviewed the Council's Training Strategy for 2020/21.

It was RESOLVED that the **Training Strategy** be approved as presented with no changes and next reviewed in April 2021.

164. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

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

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

165. TOWN CLERK'S APPRAISAL

The Annual Appraisal for the Town Clerk was carried out and several objectives were discussed and agreed.

It was RESOLVED that the Town Clerk's Appraisal document be finalised by the Mayor to include those objectives discussed and agreed for the following year.

166. STAFFING UPDATE

Members considered a confidential update on the Council's staffing situation since the coronavirus pandemic. Members were pleased to note that the Council had not required any staff to be furloughed since the beginning of lockdown. It was noted that a national review on local government pay had been concluded and, subject to confirmation by the National Joint Council, would be confirmed soon. The Clerk was asked to revise the 2020/21 staffing budget to take account of the Committee's recommendations and to incorporate this within a confidential report to the next full Council meeting for formal approval.

Committee formally recorded a vote of thanks to all Council staff for their hard work and dedication over the past few months.

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

167. FINANCE ADMINISTRATION ASSISTANT

Members noted that the Customer Services Apprentice had achieved a distinction at the conclusion of his formal apprenticeship and had applied for the Finance Administration Assistant post. The interview had taken place earlier in the day. The Clerk and the Vice-Chairman of the Committee reported on the positive interview and application process and commented on the professionalism of the Customer Services Apprentice.

Committee unanimously supported the decision to offer the permanent post of Finance Administration Assistant to the Customer Services Apprentice.

RESOLVED that the appointment of the Finance Administration Assistant be noted.

168. CLOSURE

The meeting was closed at 7.26pm. The next meeting was noted as being scheduled for Wednesday 7 October 2020 at 6pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held
ONLINE on Wednesday 05 August 2020 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr M Jepson (*to item 177iv*)
Cllr A Smith (Vice-Chairman) Cllr M Morris
Cllr S Bennett (*to item 177iv*) Cllr D Savage
Cllr S Gallant Cllr K Williams (*to item 177iv*)

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

IN ATTENDANCE: Two members of public.

169. PUBLIC QUESTION

The Chairman advised that he would invite the member of the public to make their representation immediately prior to the application being considered.

170. APOLOGIES

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

Cllr S Bennett, Cllr M Jepson and Cllr K Williams gave apologies in advance of needing to leave the meeting at 11.45am to attend to other business.

171. DECLARATIONS OF INTEREST

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

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

172. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 22 July 2020 be confirmed as a true record.

173. 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/20/2422/OUT Outline Application (Some Matters Reserved) - Residential development consisting of a pair of three bedroom semi-detached houses, 2 No detached two bedroom bungalows and a detached three bedroom house. Demolition of existing storage building and formation of upgraded vehicular access onto the High Street Land To The Rear Of 361-377 High Street Walton
Committee recommended APPROVAL. However, we have had discussion around the access via Hawkes Lane and would ask that some mitigation be considered prior to the full application stage.	

B	DC/20/2441/FUL Trial for demountable concrete blocks to create a sand platform between groyne 105 and 106 in front of the Spa Pavilion, Felixstowe The Spa Beach The Promenade
Committee recommended APPROVAL but ask whether consideration could be given to improving access for disabled people and families.	

C	DC/20/2677/FUL Alterations and extension to form mixed use development comprising Retail (Use Class A1), Restaurant/Cafe (Use Class A3) and 9 self contained flats (Use Class C3) Police Station 32 High Road West
Committee recommended APPROVAL.	

During the following application, the Chairman invited representation from a member of the public. Committee noted concerns about the proposal's impact on sense of space and place afforded by the original development and its uncomfortable position within the street scene, citing DM7 and DM21. Furthermore, concerns were raised about the proximity between the habitable rooms between the existing property and those in the South facing aspect of this proposed dwelling.

D	DC/20/2559/FUL Erection of chalet bungalow (detached) 41 Westmorland Road
Committee recommended REFUSAL and believe this be overdevelopment of the site. Separation between the host and proposed dwelling appears to be around 12-13m, in contravention of DM7(a) as it would result in a cramped form of development out of character with the area or streetscene. Furthermore, Committee felt that the proposal contravenes DM7(c) as it is not well related to adjacent properties and appears to be designed in isolation; DM21(a) as it does not relate well to the scale and character of the surroundings particularly in terms of their siting, height, massing and form; and, DM23(e) as it would have a poor resulting physical relationship with other properties.	

E	DC/20/2452/FUL Construction of single-storey dwelling and construction of new access. 130 Mill Lane
<p>Committee recommended REFUSAL on the grounds of DM23 e) the resulting physical relationship with other properties, namely the host; DM7 c) the proposal is well related to adjacent properties and not designed in isolation; d) appropriate provision is made for a reasonable size curtilage for the existing buildings and proposed dwelling.</p> <p>Committee drew attention to the minimal amenity space for proposed dwelling and question the adequacy of the provision for parking at the host dwelling.</p>	
F	DC/20/2532/FUL Single storey detached dwelling and new driveway connection to un-adopted access road Land At York Road
<p>Committee recommended REFUSAL and believe the proposal would contravene DM23 a) privacy/overlooking; b) outlook; e) the resulting physical relationship with other properties which would result in an inappropriate form of backland development, with no direct access to a public highway, and be poorly related to the existing pattern of development in the area.</p>	
G	DC/20/2571/FUL Two storey extension 8 Gulpher Cottages Gulpher Road
<p>Committee recommended APPROVAL.</p>	
H	DC/20/2676/VOC Variation of condition(s) 2 of application DC/15/0332/FUL - Conversion of redundant buildings to new dwellings, erection of new flat to site frontage and erection of car ports and associated car parking 38-40 Victoria Street
<p>Committee recommended APPROVAL.</p>	
I	DC/20/2644/FUL Construction of a single storey rear extension 5 Norman Close
<p>Committee recommended APPROVAL.</p>	

J	DC/20/2505/FUL Change of Use of house (Use Class C3) to a large HMO (Use Class Sui Generis). 102 Garrison Lane
Committee recommended REFUSAL. Based on the information provided, Committee had concerns that at least one room (room 3) would only have access to light from an internal corridor. Moreover, Committee believe that 8 rooms would give inadequate amenity to the occupants, lead to over intensification of the site and contravene DM5 a) as it will have an adverse impact on external character of the dwelling and location and DM5 c) residential parking and amenity.	
K	DC/20/2752/FUL Proposed loggia Old Thurlow Golf Road
Committee recommended APPROVAL.	
L	DC/20/2640/FUL Proposed Dropped kerb 62 High Road West
Committee recommended APPROVAL.	

174. 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.

175. PREMISES LICENCE APPLICATION: CUPPA, 81 HIGH ROAD WEST, IP11 9AB

The Clerk outlined the application for the supply of alcohol (on & off sales) Monday to Thursday 12:00 to 17:00, Friday & Saturday 12:00 to 23:00.
Committee supported this application.

176. ESC CONSULTATIONS ON TEMPORARY PAVEMENT LICENCES

RESOLVED that authority be delegated to the Clerk, in consultation with the Chairman of the Planning & Environment Committee, to respond to consultations on Temporary Pavement Licence applications on behalf of Felixstowe Town Council.

177. CORRESPONDENCE

Members considered the following correspondence:

i) Licence Variation: Breez, 18 Undercliff Road

Members considered a proposed licence variation to extend the supply of alcohol (off sales) from 06:00-02:00 to 00:00-24:00 and late night refreshment (inside and outdoors) from 23:00-02:00 to 23:00-05:00, every day.

Committee objected to the variation and raised concerns about the impact on residential amenity of a proposed extension to 5am for late night refreshments due to the proximity of neighbouring dwellings and anti-social behaviour at this location.

ii) Woodland Trust Tree Charter Day 2020

It was agreed that this matter be referred to the Town Council's Climate Emergency Group for further consideration.

iii) Memorial Bench Policy

The Clerk reported that ESC was seeking views on a new policy for Memorial Benches and memorial plaques.

Agreed that the draft policy be circulated to Town Councillors for feedback.

At this point in the meeting, being 11.45am, Cllrs Bennett, Jepson and Williams left to attend to other business.

iv) Changes to Planning Legislation

The Chairman gave a summary of the incoming legislation that would bring changes to the Use Classes Order and new permitted development rights to demolish and rebuild housing; extend buildings upwards to provide flats; and for homeowners to extend upwards.

Committee were concerned by these proposals and requested that Chairman write to the MP for Suffolk Coastal to ask that its concerns about the proposal to extend permitted development rights for homeowners to extend properties upwards be raised in Parliament.

178. CLOSURE

The meeting was closed at 12.00am. The date of the next video-conference meeting was noted as being Wednesday 19 August 2020, 9.15am.

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held
ONLINE on **Wednesday 19 August 2020** at **9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr M Morris
 Cllr S Bennett Cllr D Savage
 Cllr S Gallant Cllr S Wiles
 Cllr M Jepson (*to item 183c*)

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

IN ATTENDANCE: One member of public.

179. PUBLIC QUESTION

The Chairman advised that he would invite the member of the public to make their representation immediately prior to the application being considered.

180. APOLOGIES

Apologies were received from **Cllr A Smith** and **Cllr K Williams**.

Cllr M Jepson gave apologies in advance of needing to leave the meeting at 10.00am to attend to a family matter.

181. DECLARATIONS OF INTEREST

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

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

182. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 5 August 2020 be confirmed as a true record.

183. PLANNING APPLICATIONS

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

During the following application, the Chairman invited representation from a member of the public, a neighbour to the site who expressed concerns about

aspects, such as noise and dust, from the demolition and the impact this would have on residents' amenity.

A	DC/20/2958/PN3 Prior Notification - Redevelopment of the site Former Deben High School Garrison Lane
Committee recommended APPROVAL and ask that ESC ensure that the neighbours to the site are well-informed about the process and progress with its development.	

B	DC/20/3043/FUL External and internal alterations of existing Industrial unit and the creation of additional first floor areas 4-8 Sunderland Road
Committee recommended APPROVAL, noting that the weight limit in this area would restrict the potential for HGV movements.	

At this point, 10am, Cllr M Jepson left the meeting.

C	DC/20/2520/FUL Demolition of rear shed and alterations to existing Basement Space converted back to a single residential Unit 7 North Sea Road
Committee recommended REFUSAL. Firstly, we would question the wording of the application that indicates conversion to a single residential unit when it appears that four flats are being proposed. Committee also notes that the property is located in Flood Zone 1 and proposes a basement flat with sleeping accommodation at that level with no internal escape to upper floors.	

D	DC/20/2762/LBC Listed Building Consent - Rear Extension (amended scheme to previous approval to include timber cover strip) 3 Cranmer House Maybush Lane
Committee recommended APPROVAL,	

E	DC/20/2827/FUL Extension living/dining area for sun room area. Convert external toilet to internal 6 High Road West
Committee recommended APPROVAL	

184. 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.

185. CONSULTATIONS: REFORM OF THE PLANNING SYSTEM

Members noted the publication of three Government consultations proposing major reforms to the planning system. The Clerk advised that, owing to the far-reaching nature of the Government's proposed reforms to the planning process, the Town Council would have its interests best served by helping inform NALC's representation on behalf of the town and parish council sector.

It was noted that the first consultation response deadline was 17th September, with the following two responses due in October.

RESOLVED that the Chairman, Vice-Chairman, Town Clerk and Planning Administration Assistant should review the proposals and draft a potential response to the first consultation, to be presented to the next Committee meeting on 9 September.

186. CORRESPONDENCE

There was none:

187. CLOSURE

The meeting was closed at 10.59am. The date of the next video-conference meeting was noted as being Wednesday 9 September 2020, 9.15am.

AGENDA ITEM 8: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the following report from Cllr Steve Gallant, representative to the Felixstowe Fairways Committee:

Felixstowe Fairways Committee – Cllr Steve Gallant

Fairway Committees were first established on in the late 1950's in response to problems presented to navigation by the proliferation of moorings on rivers and estuaries. Prior to this, individuals could lay moorings at will.

As the name suggests, the principle aim of a fairway committee was and remains to preserve a fairway for navigation by controlling the position of moorings.

To do this the committee enters into a lease with The Crown Estate as owner of the foreshore and bed of the river. The lease gives the committee the right to grant licences allowing boat owners to lay moorings.

In common with its other policies to manage tidal land, The Crown Estate seeks local management by local people and organisations ensuring that those who are in the best position to enjoy the benefits of the correct management of the area, become responsible for it.

The structure for a fairway committee was first established by The Department of Transport. It is intended to be broadly representative of all river users. In particular, and to ensure public accountability, a committee must include a member who is publicly elected, either to the relevant parish or district council.

The committee is a not for profit organisation and has an obligation to keep a fairway on the East Bank of the river and not to obstruct free navigation.

Felixstowe Fairways Committee issues permissions for the use of individual moorings, collects the relevant fees and maintains a waiting list. The fees collected which are agreed by the Crown Estate are used to maintain the fairway and moorings and cover administration costs with the residual being returned to the Crown Estate.

They currently manage 230 moorings. They have, at the time of writing, 3 people on the waiting list.

Council is requested to receive the above report and any other update from Cllr Gallant.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

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

Members are asked to note that Seafront businesses have welcomed the opportunity to 'spill out' which has significantly helped them to recover post COVID. A live survey has been launched to ascertain feedback from the public. Members are also asked to note an encouraging number of potential event dates for in 2021.

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

AGENDA ITEM 11: UPDATED STANDING ORDERS AND FINANCIAL REGULATIONS

Council's Standing Orders and Financial Regulations are reviewed at least once annually, being usually approved for adoption at the Annual Council meeting. Accordingly, these documents, which are based on the NALC (National Association of Local Councils) Model, were last reviewed and adopted on 20 May 2020 (*Minute #9 2020/21 refers*).

Standing Orders

NALC has advised of changes to the model standing orders due to adjustments to the public contract thresholds. SALC have therefore recommended that councils include the following amendments at their next review of standing orders:

Section 18 – Financial controls and Procurement (parts f and g)

f) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

g) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

These changes, which are minor in nature, are shown as tracked at page 16 of **Appendix B**.

Financial Regulations

Unlike the update to Standing Orders, NALC have not yet issued advice regarding their model financial regulations, however SALC have advised that councils can update these by replacing the footnotes at the bottom of section 11 with the correct thresholds.

Section 11 – Contracts

The footnotes should now read

- a. For public supply and public service contracts £189,330
- b. For public works contracts £4,733,252

The changes are shown as tracked at page 15 of **Appendix C**.

Council's Finance & Governance Committee has reviewed NALC's updated Model Standing Orders and the updated Model Financial Regulations (*Minutes #142 and #143 of 2020/21 refer*).

Council is recommended to incorporate these updates in Council's Standing Orders and Financial Regulations documents as presented at Appendices C and D.

AGENDA ITEM 12: DATA RETENTION POLICY

Council's Data Retention Policy, which was first adopted in September 2014, is reviewed every three years by the Finance & Governance Committee and recommended to Council for approval.

The Council's policy for retaining data is made in accordance with NALC guidelines and outlines the length of time and basis for the retention of specific documents and information before they should be disposed.

In accordance with the 'Test and Trace' arrangements being put in place for Covid-19, an additional Privacy Statement has been created specifically referencing the retention of data in connection with the Test and Trace to comply with GDPR regulations. Data collected for this purpose will be held for 21 days and then destroyed.

Council's Data Retention Policy for the period 2020-23 was reviewed by the Finance & Governance Committee (*Minute #141 of 2020/21 refers*) and is recommended for approval at **Appendix D**.

Council is requested to review and approve its Data Retention Policy for the period 2020-2023.

AGENDA ITEM 13: WEBSITE ACCESSIBILITY STATEMENT

The [Public Sector Bodies \(Website and Mobile Applications\) Accessibility Regulations 2018](#) came into force on 23 September 2018 which say that all public sector websites or mobile apps must:

- meet accessibility standards
- publish an accessibility statement

This applied immediately to all new websites and applies to existing websites from 23 September 2020 and mobile apps from 23 June 2021.

The purpose of these Regulations is to improve accessibility for as many people as possible to the information provided on public body websites.

To check the accessibility problems on the Town Council website, a sample has been checked that showed the variation in content and functionality of the website against the international WCAG 2.1 AA accessibility standard at <https://www.w3.org/TR/WCAG21/> Felixstowe Town Council's website was found to be partially compliant.

Any parts of the website that are not fully accessible have been noted in the attached Website Accessibility Statement attached at **Appendix E** which once approved will be available on the website.

An action plan has been formed to ensure the website meets these standards by doing the following:

- Ensuring all relevant pictures have captions
- Ensuring all information is easy to read, fits within the page correctly, and proffers no incorrect/outdated info.
- Ensuring links are overt in what they're supposed to do, i.e. not just "Click here to find out more" but something more like "Click here to download a sponsorship form"
- Ensuring most downloadable/readable forms are in a modern PDF format, which are more accessible than .doc and .docx
- Ensuring there are no dead links anywhere.

Council is requested to review and approve its Website Accessibility Statement.

AGENDA ITEM 14: BANKING UPDATE

Currently there are six bank signatories as agreed at Annual Council (*Minute #12 of 2020/21 refers*).

- Mayor
- Deputy Mayor
- Cllr Stuart Bird
- Cllr Margaret Morris
- Cllr Steve Gallant
- Cllr Andy Smith

Changes to the Council's bank (Barclays) now mean that 'administrators', as Council's officers are currently, must also be bank signatories to carry out some routine administrative tasks. This has caused some issues where officers are unable to download reports online (i.e. bank charges reports) as they are not bank signatories.

All account transactions require dual control. Where in the past cheques were always signed by 2 signatories, now online banking requires one person to input and another to authorise those transactions. These are backed up on the invoice, payment voucher sheet, RBS and Barclays transaction sheets which are all signed by the RFO and two of above bank signatories.

To ensure that Council's banking arrangements are competitive, the Finance Administration Assistant has been making investigations with other Town Councils with regards to who they bank with in order to assess potential alternatives available to the Town Council. A report will be prepared for the Finance & Governance Committee to consider.

In the interim period, to aid the smooth running of administrating the current account, it would be beneficial to add the following officers as 'Bank signatories' with Barclays to enable continued dual control online banking:

- Town Clerk
- Deputy Town Clerk
- Financial Administration Assistant

This would enable online banking authority for the Financial Administration Assistant to input a schedule of payments, requiring a final authorisation by the Town Clerk (as RFO) or Deputy Town Clerk before the payments are fulfilled.

Council is requested to approve the mandate change to enable the Town Clerk, Deputy Town Clerk and Financial Administration Assistant to carry out online banking and administration subject to authority by two of the six named Councillors on the current bank mandate.

AGENDA ITEM 15: BROADWAY HOUSE KITCHEN

Council is advised that under the current Lease (with FOPWA (Felixstowe Old Peoples Welfare Association) for the lease of Broadway House, Schedule 8 states that :

Replace the kitchen fitted units and work surfaces at least once in every 15 year period, or when reasonably necessary whichever the sooner.

It is noted that the kitchen units are all the original ones fitted in December 2005.

While the property remains closed due to Covid-19, it has been suggested that now would be a sensible time to refurbish of the kitchen. The report shown at **Appendix F** is currently being circulated to trustees of FOPWA by Richard Holland for their discussion and provides a minimum of the work that is required to be carried out along each wall of the kitchen.

Quotes are still to be obtained, and it is hoped some will be received in time for consideration by the next Assets & Services Committee. Where the report is showing new doors and replacing of drawer running gear, it may be more prudent to replace the units.

Due to the timeframe, Council should consider delegation to the Assets and Services Committee to a maximum figure for this work to be carried out and approve spending as such from the Broadway House Earmarked Reserve.

Committee is requested to approve spending from the Broadway House Earmarked Reserve in order to refurbish the kitchen.
