

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

9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

## 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 at the **ONLINE** on **Wednesday 11 November 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**  
**6 November 2020**

**Moment of Reflection:** Major David Lennox BA (Hons), Felixstowe Salvation Army.

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

**6. Mayor's Announcements**

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

**7. Minutes of Committee Meetings**

To receive and adopt the minutes of the following meetings:

- |   |                      |
|---|----------------------|
| a) Planning & Environment Committee 9 September 2020  | <b>(Pages 12-18)</b> |
| b) Civic & Community Committee 16 September 2020      | <b>(Pages 19-22)</b> |
| c) Planning & Environment Committee 23 September 2020 | <b>(Pages 23-26)</b> |
| d) Assets & Services Committee 23 September 2020      | <b>(Pages 27-35)</b> |
| e) Planning & Environment Committee 7 October 2020    | <b>(Pages 36-44)</b> |
| f) Personnel Committee 7 October 2020                 | <b>(Pages 45-46)</b> |
| g) Planning & Environment Committee 21 October 2020   | <b>(Pages 47-49)</b> |
| h) Civic & Community Committee 21 October 2020        | <b>(Pages 50-53)</b> |
| i) Finance & Governance Committee 28 October 2020     | <b>(Pages 54-57)</b> |
| j) Planning & Environment Committee 4 November 2020   | <b>(Pages 58-60)</b> |

**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. Council Services Update**  
To note an update on Council services during lockdown. **(Pages 61-62)**
- 10. Felixstowe Business Improvement District Result**  
To note the Council's vote in the BID and the result of the ballot which closed on the 10<sup>th</sup> November 2020. **(Page 63)**
- 11. Felixstowe Forward Report**  
To consider the report of the Felixstowe Forward Change Director. **(Page 64 and Appendix A)**
- 12. Cemetery Maintenance**  
To approve funding for repairs at the Cemetery from the Cemetery Earmarked Reserves. **(Page 65)**
- 13. LGBCE Consultation on Suffolk County Council Divisions**  
To consider, as recommended by the Finance & Governance Committee, the Council's response to the Local Government Boundary Commission for England's (LGBCE) draft proposal electoral arrangements for Suffolk County Council. The deadline for responses being 23 November 2020. **(Pages 66-67 & Appendices B-D)**
- 14. Annual Governance & Accountability Return**  
To note the Annual Governance & Accountability Return for the Financial Year 2019/20. **(Page 68 & Appendix E)**
- 15. FTC/ESC Joint Liaison Group Meeting**  
To receive the notes of the FTC/ESC Joint Liaison Group meeting held on 20 October 2020 and consider any matters for discussion at the next meeting on 26 January 2021. **(Appendix F)**
- 16. Town Hall Christmas to New Year Closure**  
To note that the Town Hall will be closed to the public from Wednesday 23<sup>rd</sup> December 2020 and will reopen on Monday 4<sup>th</sup> January 2021.
- 17. Accounts for Payment**  
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix G)**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
15/09/2020	189 – 204	£15,532.63
30/09/2020	205 – 224	£67,371.35
16/10/2020	225 – 244	£6,774.32
30/10/2020	245 – 263	£43,613.71
	<b>TOTAL</b>	<b>£133,292.01</b>

- 18. Closure**  
To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 13 January 2021.

## **AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES**

**MINUTES** of the **ORDINARY COUNCIL** meeting held **ONLINE** on **Wednesday 9 September 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 S Wiles  
Cllr M Deacon    Cllr K Williams  
Cllr S Gallant

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mr S Congi (Finance Admin Assistant)

**IN ATTENDANCE:** 7 Members of the public  
1 Member of the press  
Ms H Greengrass, Felixstowe Forward Change Director  
Mr N Cockshaw, ESC Programmes & Partnership Manager

### **MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection from Dave Ablitt, Manager of FACTS.

### **197. PUBLIC QUESTION TIME**

There were none.

### **198. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr A Smith**.

### **199. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
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)

## **200. QUESTIONS TO THE MAYOR**

There were none.

## **201. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 8 July 2020 be signed by the Mayor as a true record and adopted by the Council.**

## **202. MAYOR'S ANNOUNCEMENTS**

The Mayor addressed the Council, highlighting his numerous Zoom conversations and interviews with intendents of local businesses and community groups, which were published online on the Town Council Facebook and Twitter pages.

The Mayor commented on the success of recent events; including the raising of the Blue Flag, VJ Day commemorations, and gave congratulations to Ms Joan Rich on her 102<sup>nd</sup> birthday and successful completion of walking 102 laps of Allenby Park fundraising for the NHS.

The Council thanked the Mayor for his report.

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

## **203. 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:**

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

## **204. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

At the invitation of the Mayor, Council heard from Cllr Gallant, who reported on a previous meeting of the Felixstowe Fairways Committee. Members inquired about the potential danger and legality of jet-skis, and whether there was a way to raise awareness of the 200m zone. Cllr Gallant confirmed that as there was a by-law it was, therefore, under the remit of the Police as anti-social behaviour. Members were advised that any apparent offence should be reported to the Suffolk Constabulary either online or by telephoning 101.

**It was RESOLVED that Cllr Gallant's report from the Felixstowe Fairways Committee be noted.**

## **205. FELIXSTOWE VISION PRESENTATION**

Council received a presentation from the Programmes and Partnership Manager of East Suffolk Council, Mr Neil Cockshaw.

The Felixstowe Vision presentation document defined key economic activities and projects relevant to Felixstowe by East Suffolk Council, Felixstowe Town Council, and the private sector. Council heard that the document was designed to be an informative overview of investment in Felixstowe which would be relevant to a wide audience, whether investors, tourists, businesses, residents, or other interested parties. It was to show the extent of ambitions and clearly outline the future economic endeavours of Felixstowe but was not a delivery plan with time costs and dates. The presentation detailed the aims, priorities, and objectives in the Felixstowe Gardens, South Seafront, Town Centre, and Landguard areas.

Council noted that the document was currently a work in progress and East Suffolk Council were seeking feedback before November.

Members raised concerns about the lack of South-Seafront garden development, noting an absence of what was described in the 2018 Felixstowe Engagement Event. Mr Cockshaw noted this and reassured that these plans had not dropped out of the Felixstowe Vision. Members also discussed the Felixstowe Garden Neighbourhood, whether this should be positioned centrally in the document and meaningful green transport links for walking and cycling.

Members thanked Mr Cockshaw for his informative presentation and asked that a copy of the document be circulated once finalised and publicly available.

**It was RESOLVED that the Felixstowe Vision Presentation be noted.**

## **206. FELIXSTOWE FORWARD REPORT**

The Mayor invited Ms Helen Greengrass, the Felixstowe Forward Change Director, to address the Council.

Ms Greengrass cited over a thousand responses to the online survey on the spill out of seating on the Seafront from cafés and restaurants on East Suffolk land. 97% of those surveys received were in favour, with lots of comments on how it gave the seafront a 'continental' feel. A link to the results would be circulated once complete.

Further investigations had been made for the Open Air Cinema which had initially looked possible for October half term, however, in light of recent advice, it was likely this would be postponed until next year at the Grove car park.

Confirmation has just been received that the Felixstowe Lions Club's Christmas Lights switch-on event would not be held this year. However, it was encouraging that many organisations had booked dates for their events in 2021.

The outcome of this year's Green Flag award, usually announced in May, was still awaited. It was anticipated that positive news could be announced soon.

Council noted that a Virtual Annual Engagement Event had been planned for the 9<sup>th</sup> November where the Felixstowe Vision would be publicly presented.

The Mayor was pleased to note the increase of engagement figures on Visit Felixstowe's Social Media presence and passed thanks to the Felixstowe Forward and Visit Felixstowe teams.

**It was RESOLVED that the Felixstowe Forward report be noted.**

## **207. UPDATES TO STANDING ORDERS AND FINANCIAL REGULATIONS**

Council considered the updates to the Standing Orders and Financial Regulations, as recommended by the Finance & Governance Committee (*Minutes #142 and #143 of 2020/21 refer*).

**It was RESOLVED that the updates to Standing Orders and Financial Regulations be approved and adopted by Council.**

## **208. DATA RETENTION AND DISPOSAL POLICY**

Council considered the Data Retention and Disposal Policy noting the additional Test & Trace Privacy Statement which had been created to comply with GDPR regulations.

**It was RESOLVED that the Data Retention and Disposal Policy be approved and adopted by Council.**

## **209. WEBSITE ACCESSIBILITY STATEMENT**

The Finance Administration Assistant reported that new website accessibility statement regulations would take effect on 23 September 2020. Council had taken advice from the Suffolk Disability Forum who had given some helpful comments having had experience of the blind using speech recognition software. The Town council website has been sample checked for accessibility problems against the international WCAG2.1AA accessibility standard.

Any parts of the website that were not fully accessible have been noted in Council's Website Accessibility Statement and an Action Plan had been created.

**It was RESOLVED that the Website Accessibility Statement for the Felixstowe Town Council website be approved and adopted by Council.**

## **210. BANKING UPDATE**

The Deputy Town Clerk reported on issues that Officers were having with the Council's bank, which had removed some of the previous facilities for the 'Administrators' of the bank account; such as the ability to access bank charge statements. To overcome this a mandate change was requested to enable the Town Clerk, Deputy Town Clerk and Finance Admin Assistant to become signatories in order to allow the continuation of online banking and administration; subject to the authority of two of the six named Councillors on the current bank mandate. In response to Members' questions, it was confirmed that all transactions would first be approved by two relevant Councillors before being input by the Financial Admin Assistant and then checked and confirmed by either the Responsible Finance Officer/Town Clerk or Deputy Town Clerk.

Due to the difficulties with Barclays, Council requested that a report on alternative banks be brought to Finance & Governance Committee in due course.

**It was RESOLVED that:**

- i. 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 be approved; and,**
- ii. a report be brought to Finance & Governance Committee showing options of changing the current account and considering savings accounts to alternative banks using the Investment Strategy as a guide.**

## **211. BROADWAY HOUSE KITCHEN**

The Deputy Town Clerk reported that, in accordance with Schedule 8 of the current Lease with the Felixstowe Old Peoples Welfare Association (FOPWA) for Broadway House, the kitchen fitted units and work surfaces should be replaced at least once in every 15 year period, or when reasonably necessary whichever the sooner. It was noted that the kitchen units were all the original ones fitted in December 2005.

Given that the premises remained closed due to Covid-19, it was agreed that it was an ideal time to refurbish the kitchen. Due to the timeframe, Council agreed to delegate authority to the Assets & Services Committee to oversee and approve the work to be carried out, with costs as required to be met from the Broadway House Earmarked Reserve.



**It was RESOLVED that:**

- i. Council approve expenditure for a replacement kitchen from the Broadway House Earmarked Reserve; and,**
- ii. authority for committing expenditure from the Broadway House Earmarked Reserve for the new kitchen at Broadway House be delegated to the Assets & Services Committee.**

## **212. FTC/ESC JOINT LIAISON GROUP MEETING**

The Town Clerk reported on the FTC/ESC Joint Liaison Group Meeting of 22 July. The previous Council meeting featured mixed views on traditional vs modern lighting on the promenade and Members requested to be included in this discussion. Members noted that ESC would be bringing in an updated policy for memorial benches and were pleased to note that this included guidance over the placing of floral tributes and other memorial items on public benches. Members discussed public toilet availability and capacity issues over the summer season.

The Town Clerk gave an update on a recent meeting with Suffolk County Council Highways Officers regarding the ownership and the state of the Hamilton Road alleyway, which was still an unresolved issue.

Council was advised that the next Joint Liaison meeting would be held in November and Member were asked to let the Town Clerk know of any matters they wished to be raised at this meeting.

**It was RESOLVED that the FTC/ESC Joint Liaison Group meeting update be noted.**

## **213. ACCOUNTS FOR PAYMENT**

**It was RESOLVED that :**

- i. the following schedule and payment of accounts be received and approved:**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
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
	<b>TOTAL</b>	<b>£121,628.85</b>

- ii. the payments of accounts since lockdown in March 2020 which had been approved electronically were noted as now been officially signed.**

**214. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)**

Council 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.**

**215. STAFFING MATTERS**

Council considered adjustments to terms and conditions relating to staff and revisions to the staffing budget for 2020/21 as recommended by the Personnel Committee (*Minute #166 of 2020/21 refers*).

**It was RESOLVED that the terms and conditions be approved and staffing budget for the financial year 2020/21 be revised as presented in the report.**

**216. CLOSURE**

The meeting was closed at 9.29pm. It was noted that the next Ordinary Meeting was scheduled for 11 November 2020 at 7.30pm.

---

## **AGENDA ITEM 6: MAYORS ANNOUNCEMENTS**

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

Mrs Joan Rich Charity Walk – 100 <sup>th</sup> Lap	5 September 2020
Zoom Interview with Matt Hough, Felixstowe Tennis Club	8 September 2020
Zoom Interview with Paul Grant, Heritage week	8 September 2020
Presentation of Mayors Award to Felixstowe Radio	9 September 2020
Interview with Channel 5 concerning Mrs Joan Rich	11 September 2020
102 <sup>nd</sup> Lap for Mrs Joan Rich plus media interviews	11 September 2020
Presentation of Photograph Competition Award	14 September 2020
<i>Deputy Mayor – Felixstowe Litter Pick</i>	15 September 2020
<i>Deputy Mayor – Interview with BBC Radio Suffolk</i>	17 September 2020
Zoom Interview with Felixstowe Sailing Club	18 September 2020
Zoom Interview with Fresh Gold Radio	23 September 2020
Photo Opportunity to promote Recycling Week	25 September 2020
Radio Suffolk Interview	8 October 2020
Photo Opportunity to charity hair cut	10 October 2020
Zoom Interview with Felixstowe Cafes	12 October 2020
<i>Deputy Mayor – viewing of the Garden Seekers project</i>	13 October 2020
<i>Deputy Mayor – launching of the Green Flag</i>	14 October 2020
Zoom meeting with the Salvation Army concerning Christmas Day	21 October 2020
Recording a reading to be included in the Royal British Legion public recording	21 October 2020
Zoom meeting with Lions to discuss Christmas Light	27 October 2020
Zoom meeting with Blue and Berry Cafe	27 October 2020
Planting of Tree to commemorate Mrs Joan Rich achievement for charity	2 November 2020
Funeral of Past Mayor Don Smith	5 November 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 9 September 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  
                Cllr M Jepson

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

**IN ATTENDANCE:** Two members of public.

**188. PUBLIC QUESTION**

None

**189. APOLOGIES**

Apologies were received from **Cllr S Gallant** and **Cllr S Wiles**

**190. DECLARATIONS OF INTEREST**

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

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

**191. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 19 August 2020 be confirmed as a true record.**

**192. PLANNING APPLICATIONS**

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

<b>A</b>	<p><b>DC/20/1002/ARM</b>   Approval of Reserved Matters and Discharge of Condition 18 relating to Outline Planning Consent (PP/J3530/W/15/3138710 - DC/15/1128/OUT) - Phase 1 - Residential (262 Dwellings, open space and supporting services and infrastructure).  <b>Land at Candlet Road,</b></p>
<p><b>The Town Council submits the following comments in relation to this latest application:</b></p> <p><b>1. Boundary treatment</b></p> <p><b>Boundary plans should seek to retain existing hedgerows and vegetation wherever possible, and clarification is sought as to the proposed boundary treatment to allotment site. See also comments under Public Open Space below.</b></p> <p><b>2. Drainage and Sewerage</b></p> <p><b>It is critical that the drainage arrangements are robust enough to mitigate the impact of water being displaced from this development. The site is known to have several watercourses, which are regularly overloaded, as has been borne out by recent local experience. It is therefore imperative that the development can manage its own water runoff. Further assessment does not appear to have been undertaken and moreover it is not an appropriate approach as this is required to be detailed and understood prior to approval of the application.</b></p> <p><b>We note that it is proposed to discharge partly into existing watercourses. However, the landscaping drawings show that the watercourses are to be covered over and seeded with wildflower. This documented contradiction between the drainage strategy and landscaping drawing is unacceptable.</b></p> <p><b>The watercourses are an essential element of the local water management system and should be retained, enhanced and properly maintained.</b></p> <p><b>Further assessment does not appear to have been undertaken and moreover it is not an appropriate approach as this is required to be detailed and understood prior to approval of the application. We note that it is proposed to discharge partly into existing watercourses.</b></p> <p><b>The foul-drainage capacity for this area of Felixstowe has been shown, over many years, to be wholly inadequate. This development, together with others, will feed back into the existing system. Therefore, wider discussions should take place with relevant stakeholders to ensure that a fully integrated and strategic approach to provision of sufficient capacity in the long term can be achieved.</b></p> <p><b>In accordance with The Town Council’s environmental aspirations, the</b></p>	

developer should explore the potential for surface water runoff to be collected and made available to the adjacent allotments which would help reduce the use of fresh water.

### **3. Renewable Energy**

Felixstowe Town Council have declared a Climate Emergency; as East Suffolk Council and many other authorities have also done. It is therefore important to consider all development proposals in this context.

The applicant's Design and Access Statement appropriately refers to Policy DM21 (f) which states that *"The District Council will support and strongly encourage the conservation of energy and the use of alternative and renewable sources of energy in the design and layout of proposals for new buildings and conversion of existing buildings, provided it would not seriously detract from the character of the area."*

It is therefore inappropriate that the application is silent on the opportunity to build in well-established technologies for alternative and environmentally friendly energy sources, notably ground source heat pumps. The Town Council notes that locally, organisations such as Flagship Housing have introduced such provision in their own estates, even retrofitting where not originally installed, with a claimed 66% reduction in household energy bills and hence energy usage.

### **4. Highways Issues**

However, we do not find ourselves in agreement with the following comments in their consultation response:

We believe that the proposed vehicular entrance to the school site should be moved southwards, just to the north of the pond, with provision considered within the school site for parent parking/drop off, to avoid congestion to the northern part of the site and deter people from using Gulpher Road as a school drop of point.

We agree that footpath 24 should be upgraded to provide a metalled surface suitable for pedestrians, linking to the central part of The Grove. However the desired interconnectivity for cyclists should be appropriately routed with a view to establishing links to the wider 'Felixstowe Garden Neighbourhood' concept to the north of the Grove so as to avoid encouraging intensive use of the Grove Woodland by cycles and horses, for which it is not an appropriate location .

We believe that the developer's proposals are similar to that of other similar developments over recent decades, notably Faulkner's Way Trimley and we do not believe the issues raised by Highways are evident on those sites.

**We ask that the developer explore the possibility of an access point into allotment site, which the Council owns and would be pleased to work with them to achieve.**

### **5. Public Open Space**

**We have great concern that the landscape drawings show the complete elimination of the existing watercourse to the north west and north of the site, which are to be covered over and seeded. We believe this is unacceptable both from a drainage perspective, as referred to above, and in terms of the loss of the public amenity and ecological assets which they currently represent, and which should be enhanced as part of the wider Green Spaces concept.**

**We note that equipped play areas are not provided in accordance with the s106 agreement. However, none are proposed in this application, as stated e.g. at para. 3,3: "... Public Open Space ... comprising of ..... 0 Acres of play areas". Accordingly, equipped play areas should be provided.**

### **6. Affordable Housing**

**We commend the exemplary arrangements in terms of the level of provision and integration of affordable housing, balanced throughout the site which we understand will be 'tenure-blind'.**

### **7. House Design**

**Committee was disappointed by the uniformity of design which is not in keeping with the local area. The developer should be encouraged to propose a more sympathetic design portfolio, reflecting the local vernacular in accordance with DM21 (a) which states that proposals should relate well to the scale and character of their surroundings particularly in terms of their siting, height, massing and form.**

**Finally, we would ask that a condition be made that Phase 1 of the development is completed before Phase 2 begins.**

**The Council therefore recommends REFUSAL of the application unless the issues above can be satisfactorily resolved.**

<b>B</b>	<b>DC/20/3016/FUL   Provision of new enlarged single storey security cabin in 1 Nicholas Road Container Yard as replacement for existing cabin (size 12.01 x 2.96m) Plot 1 Nicholas Road</b>
<b>Committee recommended APPROVAL</b>	

<b>C</b>	<p><b>DC/20/3298/VOC</b>   Variation of Condition(s) 2, 7, 9 and 15 on planning permission DC/13/3656/FUL (Proposed high bay distribution unit with a footprint of c. 47,000m<sup>2</sup>, including car parking and associated infrastructure)  <b>Land At Clickett Hill Road And South Of Railway Line Nicholas Road Trimley St Mary</b></p>
<p><b>Committee recommended APPROVAL</b></p>	
<b>D</b>	<p><b>DC/20/3066/FUL</b>   Change of use of ground floor former Grocers (A1) to C3 use and retention of existing dwelling at first floor and second floor  <b>12 Manning Road</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	
<b>E</b>	<p><b>DC/20/3067/FUL</b>   Proposed new welfare hub to include 3No cabins positioned on paving slab base to accommodate storage, wc's and coffee hut. Incl 2.4m high anti climb security fencing to perimeter plus security lighting.  <b>Seaton Recreation Ground Seaton Road</b></p>
<p><b>Committee acknowledged and understood local concerns, considering those and potential safeguarding issues in respect of the proposed compound partially obscuring visibility of the adjacent play area. However, on balance we believe that the benefits outweigh the issues and recommend APPROVAL.</b></p>	
<b>F</b>	<p><b>DC/20/3301/FUL</b>   Construction of a two storey extension to the side of the existing dwelling and single story garden room to the rear  <b>14 St Georges Road</b></p>
<p><b>Committee recommended APPROVAL</b></p>	
<b>G</b>	<p><b>DC/20/3118/FUL</b>   Single storey side extension to existing nursery provision  <b>Day Nursery Convent Of Jesus And Mary 61-63 Orwell Road</b></p>
<p><b>Committee recommended APPROVAL</b></p>	
<b>H</b>	<p><b>DC/20/3225/FUL</b>   Proposed Two Storey Front Extension with Ground Floor Side Extension  <b>18 Western Avenue</b></p>
<p><b>Committee recommended REFUSAL. The application is not as described and the drawings propose the subdivision of the property and the creation of two dwellings, rather than an extension to the existing property.</b></p>	



<b>I</b>	<b>DC/20/3303/FUL</b>   Single storey extension to the rear of the existing dwelling <b>64 Constable Road</b>
<b>Committee recommended REFUSAL. Whilst we have no objection to the principle and plan of this design we were unable to ascertain the height of the extension and were concerned that the parapet height may adversely impact the neighbouring properties in contravention to DM23(c) in relation to access to daylight and sunlight.</b>	
<b>J</b>	<b>DC/20/3153/FUL</b>   Single storey rear extension with flat roof <b>4 Walnut Close</b>
<b>Committee recommended APPROVAL</b>	
<b>K</b>	<b>DC/20/3113/FUL</b>   Side and rear extension (reduced scheme from that approved under DC/18/0760/FUL) <b>2 Looe Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>L</b>	<b>DC/20/3149/TPO</b>   TPO SCDC 00/0140 Part G1 11no. Holm Oak - crown reduce back to previous reduction points, and reduce overhang over No. 14. <b>11 Foxgrove Gardens</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

### **193. 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.

### **194. CONSULTATIONS: REFORM OF THE PLANNING SYSTEM**

Cllr A Smith gave a brief overview of the issues relating to the response to the 35 questions raised by NALC, which originated from MHCLG.

There were four main areas within the paper: Boosting Housing Supply; Delivering First Homes: Extension of Permission in Principle and Enabling the Smaller Developer. Cllr Smith advised the coverage of the changes had not been well represented by the media. Those elements of the changes reported had been largely related to separate business (not retail) sites.

Members reviewed the draft response which had been circulated prior to the meeting and, with a couple of amendments, asked the Clerk to finalise and submit to both NALC and MHCLG on behalf of the Council.

It was also agreed that there should be two workshops for Members to review the 'Planning for the future' and 'Transparency and competition' white papers which required responses in October. The first would be for a few Members to formulate an initial response, with a second workshop to allow for further discussion with all Committee Members. Following these workshops, the matter would be considered and debate at the following Planning & Environment Committee meeting in October.

The Clerk was asked to make the necessary arrangements and circulate any relevant information to all Members.

**It was RESOLVED that:**

- i) **the Clerk should finalise and submit the Committee's response to the 'Changes to the current planning system' consultation to both NALC and MHCLG on behalf of the Council; and,**
- ii) **the Chairman, Vice-Chairman, Cllr K Williams, Town Clerk and Planning Administration Assistant should review the 'Planning for the future' and 'Transparency and competition' white papers prior to a further discussion at a Committee workshop involving all Members, dates for which to be circulated by the Clerk.**

#### **195. CORRESPONDENCE**

Members noted the following:

**Suffolk County Council (District of Waveney) (Stopping, Waiting and Loading Prohibitions and Restrictions and On-Street Parking Places) (Map-Based) Order 2018 (School Entrance Markings) (Variation No. 8) Order 2020**  
This notice prohibited stopping in front of school entrances.

#### **196. CLOSURE**

The meeting was closed at 12.26pm. The date of the next meeting was noted as being Wednesday 23 September 2020, 9.15am.

---

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 16 September 2020 at 7.30pm**

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

**OFFICERS:** Mr A Tadjrishi (Town Clerk)

**IN ATTENDANCE:** Two members of the public.

**218. PUBLIC QUESTION TIME**

A member of the public, who was involved with a local charitable organisation, advised Committee that discussions were taking place on the nature and level of community support available over the Christmas period, given the increased likelihood of need and restrictions associated with the coronavirus. Members were asked whether the Town Council would be able to assist in the coordination or signposting of the support available. The Clerk confirmed that he had attended the meeting, as had Cllr S Harkin, and that Members would have an opportunity to consider how the Council may be able to support these efforts at a later item on this agenda.

**219. APOLOGIES FOR ABSENCE**

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

**220. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Gallant Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr M Morris	223	Local Non-Pecuniary (as a Member of the Salzwedel Association)
Cllr D Savage	223	Local Non-Pecuniary (as a Trustee to Citizens' Advice, Member of Salzwedel Association and Council's representative on the Landguard Partnership)
Cllr G Newman	223	Local Non-Pecuniary (as Suffolk County Council's representative to Citizens' Advice and the Landguard Partnership)

## **221. CONFIRMATION OF MINUTES**

**RESOLVED** that the Minutes of the Civic & Community Committee meeting held on 17 June 2020 be signed as a true record.

## **222. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 9 September 2020.

It was noted that, due to most Council events being cancelled as a result of the pandemic, there would be a net reduction across Committee's expenditure this year. This was anticipated to offset the impact of a reduction in sponsorship and advertising revenue which had also been affected by the pandemic.

**RESOLVED** that the Budget Report to 9 September 2020 be received and noted as presented with no other action required at this time.

## **223. ANNUAL GRANTS, COMMUNITY FUND PROJECTS & CHRISTMAS LIGHTS 2012/22**

Committee considered applications for on-going funding support from several local partner organisations and a report from the Lions Club of Felixstowe seeking confirmation of the Town Council's support towards the Christmas lights display in 2021/22.

It was **RESOLVED** that £6,750 towards the provision of the 2021 Christmas lights be included as part of the recommendations for the 2021/22 budget alongside the following:

### **As Annual Grants:**

Art on the Prom	£1,400
Citizen's Advice Bureau	£3,000
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£2,000
Felixstowe Council for Sport and Recreation	£ 300
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500
Landguard Fort	£1,000
Wesel Twinning Assoc. (requested £0 for 1 yr)	£ 0
Salzwedel Twinning Association	£ 200
<b>Total</b>	<b>£11,400</b>

### **Through Community Fund Projects:**

Level Two	£10,000
Landguard Partnership	£ 1,000
Harwich Harbour Ferry Services Partnership	£1,000
Felixstowe Fwd./successor initiative	£20,000
<b>Total</b>	<b>£32,000</b>

## **224. OCCASIONAL GRANTS UPDATE**

Committee noted the update on its occasional grants scheme and considered applications from two organisations which were seeking funding support under the coronavirus grants scheme.

**It was RESOLVED that the following awards be made via the Occasional Grants budget:**

- i. £1,000 to Walton Parish Nursing for PPE and towards the extra expense of home visits; and,**
- ii. £1,000 to ActivLives to support the provision of Falls Prevention sessions and equipment for individuals.**

## **225. TOWN COUNCIL MAGAZINE**

Committee considered a report on the Town Council Magazine. It was noted that an increase on advertising revenue was unlikely to be achieved this year due to the pandemic restricting some regular advertisers' activities. It was agreed that, to compensate for the loss of the ferry's operational time during the spring, Harwich Harbour Ferry Services be permitted a free advertisement in the next spring edition of the magazine.

Members discussed how the Town Council could assist with the signposting of community support by producing a one-off pamphlet, similar to the one that was produced and delivered to residents back in April. It was agreed that this should be separate to the winter edition of the Magazine and it was suggested that it should go out in November.

Following a discussion about the design process, it was agreed that the design should be brought in-house for a trial and that Adobe InDesign software should be purchased to support this.

**It was RESOLVED that:**

- i. Harwich Harbour Ferry Services be offered a complimentary advertisement in the Spring 2021 magazine;**
- ii. a one-off pamphlet be produced by the Town Council to help signpost a variety of community services, to be delivered to all Felixstowe households in November; and,**
- iii. Adobe InDesign be purchased to support trialling the design of the magazine by Council staff.**

## **226. REMEMBRANCE 2020**

Members received the report outlining the revised approach for Remembrance activities this year.

**It was RESOLVED that the Remembrance 2020 arrangements be noted.**

## **227. CCTV UPDATE**

Members received an update following an initial meeting with Sgt. Russ Mason and STC Solution to consider CCTV arrangements.

It was noted that a site visit to the control room would be arranged for Members as soon as circumstances permitted.

**RESOLVED that the CCTV update be noted.**

## **228. LIBRARY PROJECT UPDATE**

Committee received an update report from the Friends of Felixstowe Library on their project to refurbish the children's section of the library.

Members were pleased to note that, since the Town Council's pledge of £10,000 towards the project, further funding support had been achieved from the Felixstowe Peninsula Community Partnership, SCC Locality funding and ESC Enabling Communities budget. As a result, the cost to complete the project had been met and the Friends of Felixstowe Library were ready to proceed.

Committee wished the Friends of Felixstowe Library every success with the project and looked forward to hearing more in due course.

**It was RESOLVED that the library project update be noted.**

## **229. CLOSURE**

The meeting was closed at 8.58pm. The next meeting was noted as being scheduled for Wednesday 21 October 2020 at 7.30pm.

---

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held  
ONLINE on Wednesday 23 September 2020 at 9.15am**

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

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

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

**230. PUBLIC QUESTIONS**

None

**231. APOLOGIES**

Apologies were received from **Cllr M Jepson, Cllr S Wiles and Cllr K Williams**

**232. DECLARATIONS OF INTEREST**

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

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

**233. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 9 September 2020 be confirmed as a true record.

**234. PLANNING APPLICATIONS**

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

<b>A</b>	<p><b>DC/20/3471/VOC</b>   Variation of conditions 8, 9 &amp; 10 of DC/19/4233/FUL - (Proposed "Container" Leisure Park) Condition Number(s): 10  Conditions(s) Removal: The client would like to vary conditions 8, 9 &amp; 10 to allow a better suited use and opening times for prospective tenants. Units 1-9 - Opening Hours - 7am - 12am, Class E(b) Units 10 - 16 - Opening Hours 9am - 10pm, Class E(a)  <b>Mannings Amusement Park Sea Road</b></p>
<b>Committee recommended APPROVAL</b>	

<b>B</b>	<p><b>DC/20/3493/ADI</b>   Illuminated Advertisement Consent - The installation of 3 no. new digital freestanding signs and 1 no. 15" digital booth screen.  <b>McDonalds Restaurant Walton Avenue</b></p>
<b>Committee recommended APPROVAL</b>	

<b>C</b>	<p><b>DC/20/3432/FUL</b>   Erection of replacement garage - Revised Design to approval 20/2147.  <b>19 High Road East</b></p>
<b>Committee recommended APPROVAL, subject to it being conditioned that this remains ancillary to the existing dwelling and not be used as a separate dwelling.</b>	

<b>D</b>	<p><b>DC/20/3562/FUL</b>   Proposed loft conversion to single story detached dwelling  <b>24 Cliff Road</b></p>
<p><b>We note that two neighbouring properties had indicated their support for this proposal. However, Committee was mindful that neighbour preference should not be the determining factor in deciding planning proposals, lest this set a precedence for other similar applications. Having therefore considered this application on its own merits and in line with planning policy, Committee recommended REFUSAL with reference to Policy DM23 due to the impact on privacy and overlooking.</b></p>	

<b>E</b>	<p><b>DC/20/3543/FUL</b>   Proposed Single Storey Rear Extension  <b>9 Quintons Lane</b></p>
<b>Committee recommended APPROVAL.</b>	



<b>F</b>	<b>DC/20/3549/ARM</b>   Approval of Reserved Matters on Application DC/18/0491/OUT - Outline proposals for one house on land fronting Queens Road - all details <b>53 Princes Road</b>
<b>Committee recommended APPROVAL</b>	
<b>G</b>	<b>DC/20/3458/FUL</b>   Proposed modified drive/highway access, boundary wall and access gates <b>Old Thurlow Golf Road</b>
<b>Committee had no objection to the widening or treatment of the driveway. However, we consider the boundary hedging to provide a very important contribution to the character of this area of old Felixstowe. Committee therefore recommended REFUSAL in contravention to Policy DM21(e) and DM21(f).</b>	
<b>H</b>	<b>DC/20/3547/FUL</b>   Bay window to front elevation <b>37 Western Avenue</b>
<b>Committee recommended REFUSAL having considered that the proposed alterations are not in keeping with the architectural characteristics of this property and streetscene, in contravention to Policy DM21(c).</b>	
<b>I</b>	<b>DC/20/3356/TCA</b>   T1 - Eucalyptus - Remove. T2 - Sycamore - Remove. The tree works are proposed to stop the influence of the tree(s) on the soil below building foundation level and provide long term stability to 1 Lincoln Terrace, Felixstowe, IP11 7QA <b>Land To Front Of 1 Lincoln Terrace</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	
<b>L</b>	<b>DC/20/3519/TCA</b>   Reduce height and bulk of liquid amber tree by 33%. The tree was planted 20 years ago in the rear garden near a boundary fence / neighbours property and has grown too big for the garden. Our neighbours have asked us to reduce the height. The tree needs to be crowned and re-shaped. <b>1 College Green</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

## **235. 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.

### **236. CONSULTATIONS: CHANGES TO THE CURRENT PLANNING SYSTEM**

The Chairman advised the Committee that arrangements were in place for himself, Cllr A Smith, Cllr K Williams the Town Clerk and the Planning Admin. Asst. to meet on 30 September to formulate an initial response to the planning consultation which would be presented to Committee on 21<sup>st</sup> October for discussion prior to submitting the response from Felixstowe Town Council.

**It was RESOLVED that the arrangements proposed for the Council's response to this consultation be approved.**

### **237. SIZEWELL C – DEVELOPMENT CONSENT ORDER (DCO) CONSULTATION**

Following his attendance as the Town Council's representative to a recent Joint Local Authorities Liaison Group meeting on Sizewell C, Cllr A Smith presented a summary of the main issues which were of relevance to Felixstowe. Members gave a vote of thanks to Cllr Smith for his comprehensive report. Following discussion and some minor amendments it was agreed that the Town Council would lodge its interest in being represented as per the prepared document.

**It was RESOLVED that a finalised version would be circulated to the Committee Members and submitted before the deadline of 30<sup>th</sup> September.**

### **238. PUBLIC SPACE PROTECTION ORDER RENEWAL – LANDGUARD POINT**

Committee considered the renewal of the Public Space Protection Order and strongly agreed it was necessary to assist the Ranger in protecting the wild birds against unruly dogs.

**It was RESOLVED that it be recommended to East Suffolk Council that the Public Space Protection Order for Landguard Point should be renewed.**

### **239. CORRESPONDENCE**

#### **Consultation on Coastal Adaptation Supplementary Planning**

The Clerk drew the Committee's attention to this forthcoming consultation.

### **240. CLOSURE**

The meeting was closed at 12.15pm. The date of the next meeting was noted as being Wednesday 7 October 2020, 9.15am.

---

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 23 September 2020 at 7.30pm**

**PRESENT:** Cllr S Harkin (Chairman) Cllr G Newman  
Cllr N Barber (Vice Chairman) Cllr M Richardson  
Cllr D Aitchison Cllr D Savage  
Cllr M Morris Cllr A Smith

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mrs S Faversham (Business Services Officer)  
Mrs S Morrison (Planning Assistant)

**241. PUBLIC QUESTIONS**

There were none.

**242. APOLOGIES FOR ABSENCE**

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

**243. DECLARATIONS OF INTEREST**

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

**244. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 24 June 2020 be signed by the Chairman as a true record.**

**245. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 15 September 2020.

The Deputy Town Clerk explained the effect that the Coronavirus was having both on income and expenditure budgets particularly in the hiring of the Town Hall and Walton Community Hall. The Town Clerk advised that there was likely to be a greater impact on the Council's finances in the following finance year, as it is uncertain how the effect of COVID—19 would affect the tax base.

**It was RESOLVED that :**

- i. the Budget Report to 15 September 2020 be received and noted; and,**

- ii. that the financial impact of the coronavirus on the Asset & Services budgets be noted, with no other action required at this time.

#### 246. FEEES AND CHARGES 2021-2022

Committee considered the scale of Fees and Charges for Council services from 1 April 2021 as presented in the report. Committee agreed most fees should be kept frozen as a gesture of community support at this time of pandemic.

However, it was agreed that allotment rents should be increased by 25p per 25m<sup>2</sup>, to offset some of the cost to maintain them and increases in water charges.

**It was RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2021:**

- i) **Town Hall – General Hire:**  
No increase for 2021-22.

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

- ii) **Town Hall - Weddings and Special Events:**  
No increase for 2021-22.

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

**iii) Walton Community Hall – General Hire:**  
No increase for 2021-22.

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

**iv) Cemetery:**  
No increase for 2021-22.

<b>1. INTERMENTS</b>		
<b>Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday</b>	<b>Felixstowe Resident</b>	<b>Non- Resident*</b>
(a) of the body of a still-born child, or a child whose age at the time of death did not exceed one month	No charge	No charge
(b) of the body of a child whose age at time of death exceeded one month, but did not exceed 18 years	No charge	No charge
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	588	1176
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	950	1900
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	1110	2220
(f) of a urn of cremated remains	150	300
(g) scattering of ashes	66	66
<b>Additional charges applicable outside ordinary hours of burial Monday to Friday</b>	<b>Felixstowe Resident</b>	<b>Non- Resident</b>
Grave space	392	784
Urn space	232	464
Scattering of ashes	131	262
<b>Additional charges applicable on Weekends and Bank Holidays (subject to availability)</b>	<b>Felixstowe Resident</b>	<b>Non- Resident</b>
Grave space	653	1306
Urn space	457	914
Scattering of ashes	166	332

<b>2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS</b>		
(a) for the Exclusive Right of Burial in an earthen grave 8' by 3'	1111	2222
(b) children's grave 4' by 3'	154	154
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	457	914
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	835	1670
<b>3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL</b>		
Renewal 50 years (adult) Grave 8' x 3'	980	1960
Renewal 50 years 4' x 3' (child)	103	103
Renewal 25 years (adult)	498	996
Renewal 25 years (child)	52	52
Renewal 50 years (urn plot – Garden of Remembrance)	326	652
Renewal 25 years (urn plot – Garden of Remembrance)	164	328
Renewal 50 years (urn plot – Lawn Garden)	703	1406
Renewal 25 years (urn plot – Lawn Garden)	360	720
<b>4. PERMISSION TO ERECT MEMORIALS</b>		
(a) kerb stone or border stone or edging not exceeding 7' by 3' by 3" in height (NON-LAWN CEMETERY GRAVE)	292	584
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	292	584
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	292	584
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	292	584
(e) vase with or without lettering	160	320
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	160	320
(g) additional inscription on any memorial after the first	100	200
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	262	524
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	262	524
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	262	524

<b>MEMORIAL GARDEN (subject to VAT)</b>		
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	301	602
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	185	370
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	246	492
Renewal of lease for the above memorials for further 5 years	128	128
Memorial bench plaques with inscription for 10 years (prices from)	603	1206
<b>5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)</b>		
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1632	1632
(b) Planting single grave with winter and summer plants and maintaining for one year	279	279
(c) Annual maintenance thereafter	160	160
<b>6. MISCELLANEOUS</b>		
(a) Registering transfer of grant	42	42
(b) Exhumation (Burial)	1566	1566
(c) Exhumation (Ashes)	653	653
(d) Certificate of Burial (Register Extract)	24	24
(e) Preparation of Statutory Declaration	54	54

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

#### **iv) Allotments**

For tenancies renewing in October 2021, or for new tenancies commencing from April 2021, an increase of 25p per 25m<sup>2</sup> or 'rod':

<b>Plot Size</b>	<b>Standard Rent (inc. Water)</b>	<b>Discount Rent (inc. Water)</b>
Single-size plot (approx. 125m <sup>2</sup> or '5 Rods')	<b>£38.75</b>	<b>£23.25</b>
Double-size plot (approx. 250m <sup>2</sup> or '10 Rods')	<b>£76.25</b>	<b>£45.75</b>

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

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

#### **247. TOWN HALL UPDATE REPORT**

The Town Clerk updated Committee on how the Town Hall was being used during the pandemic and in light of the guidance just announced asked Members to consider whether employees should be told to work from home or continue with the reduced capacity of one employee working one per office with the Town Hall continuing to be closed to the public except by appointment only when essential, and employees continuing to work 2/3 days per week at home. Committee was aware that the situation was likely to change at short notice and were happy for staff to continue as they were ensuring social distancing and face masks were worn when necessary while Suffolk stayed a low risk area. The Town Clerk would continue to monitor the situation in accordance with Government guidelines.

Members noted photographs showing of the current condition of the Town Hall windows and suggested that advice be taken from the East Suffolk Conservation Officer prior to suitable quotes for future repair or replacement. In the meantime, Council's caretakers would carry out the necessary minor repairs to the windows.

The Town Clerk reported that Suffolk County Council had requested to install a new fibre circuit into the Town Hall to provide upgraded internet connectivity for the County Council and East Suffolk staff who work there and had provided a Wayleave agreement for this purpose. It was noted that the Town Council could make use of the circuit at an estimated cost of £40 per month which would give access to the shared 100mb. The circuit could be upscaled to provide a 1 gigabit connection if the need arose.

**It was RESOLVED that:**

- i. the Town Hall update report be noted; and,**
- ii. Conservation Officers be contacted regarding the Town Hall windows refurbishment, and quotes to be obtained and brought to committee; and**
- iii. the Clerk be authorise to sign the Wayleave agreement to allow the installation of a new internet connection to the Town Hall.**

#### **248. WALTON COMMUNITY HALL UPDATE**

Committee received the report on Walton Community Hall and noted the effect that the Coronavirus was having financially with no hirings for 6 months. Some hirers were beginning to return to the hall after carrying out and submitting their



organisation's risk assessment, provided that they were also able to comply with the Council's own Risk Assessment, Special Conditions of Hire and the Coronavirus Guidance for Walton Community Hall.

Members were pleased to note that loft insulation was to be installed, to improve efficiency in heating the hall and help reduce large heating bills, and this cost was being met by the Walton Community Hall Repairs and Maintenance budget.

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

#### **249. BROADWAY HOUSE UPDATE**

Committee received the Broadway House update report. Following Council approval to use the Broadway House Earmarked Reserve for the cost of refurbishment work at Broadway House, Committee reviewed three separate quotes for the refurbishment of Broadway House kitchen. Company C was considered best value in terms of price and third-party recommendations and selected for the work.

Committee agreed that the work should be carried out while the property was closed and set a maximum budget of £10k to cover the cost of the refurbishment (£8k for work within the kitchen area and a further £2k towards work in the bathrooms if required).

**It was RESOLVED that:**

- i. the Broadway House update report be noted; and,**
- ii. Company C be instructed to carry out the refurbishment with the cost of the work, up to £10,000, to be authorised from the Broadway House Earmarked Reserve.**

#### **250. CEMETERY UPDATE REPORT**

Committee considered the Cemetery update report. Three quotes were considered for insulating the office and workshop. Company A was chosen as the preferred contractor due to the cost and quality of materials specified. The cost of £962+VAT will come from the Cemetery Repairs and Maintenance budget.

Three quotes were also considered for the work to repair the leak in the flat roof between the Cemetery buildings. Company A was the preferred quote as it carried a 15-year guarantee. Members considered the cost being met from the Cemetery Repairs and Maintenance budget but agreed that the Cemetery Earmarked Reserve would be a more appropriate funding stream for this type of work and recommended approval from Council for a cost of £590+VAT.

Quotes were also considered to repair the sinking internal road near block L and M. Committee requested clarification on whether the quote from Company A included compacting of tarmac, and requested a second quote from Company B to match the depth of surface as quoted by Company A. The Deputy Town Clerk confirmed that because of the proximity to graves the road could be prone to sinking again in the future. Members agreed that approval from Council should be obtained to enable this to be funded via the Cemetery Earmarked Reserve.

Members considered a request from a member of the public regarding rewilding the verges alongside Langley Avenue. Members supported this idea to improve biodiversity and were keen to trial this. Members agreed that this would require proper planning and preparation and should have similar signs to East Suffolk's "Pardon the weeds, we are feeding the bees" to ensure that members of the public were aware that this was why the grass verges were not being cut. Not wanting the verges to detract from the good work that is carried out by Cemetery Staff in keeping the grounds neat and tidy, it was suggested that 5 metres either side of the gates are continued to be mown to ensure that the Cemetery entrance remains neat and tidy.

Members were pleased to note that a trial day for trying out new energy efficient battery operated power tools was being arranged. It was noted that, were Council to switch over and invest in electric kit, there would be environmental benefits as well as reduced maintenance demands and fuel storage risks. Before committing to new tools, Council's maintenance staff would test their durability, battery-life, power and effectiveness. Future-proof and life expectancy would also be considered as well as battery compatibility between different kit. It was also hoped that there would be benefits in terms of weight, noise, and vibration.

**It was RESOLVED that:**

- i. the Cemetery Update Report be noted;**
- ii. Company A be employed to insulate the Cemetery buildings with a suspended ceiling using moisture resistant Rockwool based ceiling tiles. The cost of £962 +VAT will come from the Cemetery Repairs and Maintenance budget;**
- iii. Council be recommended to authorise expenditure of £590+VAT from the Cemetery Earmarked Reserve for repairs to the flat roof between the Cemetery buildings as per the quote provide by Company A;**
- iv. the cost of repairs to the sinking road between block L and M be brought to Council and it be recommended to approve expenditure for the work via the Cemetery Earmarked Reserve;**
- v. a trial of 're-wilding' the grass verges along Langley Avenue be carried out in consultation with East Suffolk Norse; and,**
- vi. a report to be brought to Assets & Services Committee after the trial of electric battery operated power tools.**

## **251. ALLOTMENTS UPDATE REPORT**

Committee received a report on the allotments and noted that there was now a waiting list for Cowpasture and Ferry Road sites, and plot inspections had been resumed since being suspended during the coronavirus lockdown. Annual rent invoices would be sent out next week. It was agreed that a second small parking area could be created on Ferry Road site plots 55/56 close to the northern boundary to relieve potential parking congestion on Ferry Road and that a community orchard could be planted on unviable plots.

**It was RESOLVED that:**

- i. the Allotments update be noted; and,**
- ii. a second small parking area could be created on Ferry Road site plots 55/56 close to the northern boundary to relieve potential parking congestion on Ferry Road and that a community orchard could be planted on unviable plots.**

## **252. ALLENBY PARK AND GOSFORD WAY PARK REPORT**

The Town Clerk advised that, following discussions with East Suffolk Council's Surveyor on the legal transfer of Allenby Park and Gosford Way Park to the Town Council, Birkett's had been instructed to act on behalf of the Town Council. Any issues arising during the conveyancing process would be brought back to Committee in due course for consideration prior to any recommendation to Council over the formal transfer.

Committee also acknowledged Ms Joan Rich's recent accomplishment of completing 102 laps of Allenby Park by her 102<sup>nd</sup> birthday and raising over £20,000 for the NHS in the process. It was suggested that the planting of a tree in Allenby Park would be an appropriate way to commemorate Ms Rich's efforts. Members asked that the Town Clerk to consult with East Suffolk Norse on the possibility of planting a reasonably mature (3-4m) cherry tree or similar and refer this to the Civic & Community Committee to review and approve.

**It was RESOLVED that:**

- i. the Allenby Park and Gosford Way Park report be noted; and,**
- ii. the Town Clerk investigate and bring a report to the Civic & Community Committee on the potential ceremonial planting of a cherry tree or similar at Allenby Park to acknowledge the accomplishments of Joan Rich.**

## **253. CLOSURE**

The meeting was closed at 9.09pm. The next meeting was noted as being scheduled for Wednesday 25 November 2020 at 7.30pm.

---

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held  
ONLINE on Wednesday 7 October 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

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

**254. PUBLIC QUESTIONS**

None

**255. APOLOGIES**

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

**256. DECLARATIONS OF INTEREST**

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

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

**257. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 23 September 2020 be confirmed as a true record.

**258. PLANNING APPLICATIONS**

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

<b>A</b>	<b>DC/20/3625/FUL</b>   Conversion of existing house to 5 apartments and one new build dwelling <b>Tehidy House 65 Orwell Road</b>
<b>Committee recommended APPROVAL</b>	

<b>B</b>	<b>DC/20/3658/OUT</b>   Outline Application (Some Matters Reserved) - Residential development consisting of a pair of 3 bedroom semi-detached houses and 2no. 2 bedroom bungalows. Formation of upgraded vehicular access onto high street. <b>Land To The Rear Of 361-377 High Street</b>
<b>Committee recommended APPROVAL</b>	
<b>C</b>	<b>DC/20/3564/FUL</b>   Single storey front extension and two storey rear extension with raised roof to front with two balconies and internal alterations. <b>91 Cliff Road</b>
<b>Whilst we have no objection to all the other elements proposed we are recommending REFUSAL because of the rear balcony which, in our view, would cause unacceptable loss of residential amenity, contrary to SCLP11.2(a)</b>	
<b>D</b>	<b>DC/20/3595/FUL</b>   Proposed first floor windows, new pitched roof to garage and living area with associative works under permitted development <b>18 Fleetwood Road</b>
<b>Committee recommended APPROVAL</b>	
<b>E</b>	<b>DC/20/3662/FUL</b>   Single residential apartment <b>79 Hamilton Road</b>
<b>The Committee considered this application in the light of Policy 4.9 and therefore recommended APPROVAL.</b>	
<b>F</b>	<b>DC DC/20/3553/FUL</b>   Proposed extension to existing balcony to front of dwelling (to match neighbouring property) <b>69A Cliff Road</b>
<b>Committee recommended APPROVAL</b>	
<b>G</b>	<b>DC/20/3668/FUL</b>   Proposed dormer construction to side of dwelling to accommodate mobility lift. <b>69A Cliff Road</b>
<b>Committee recommended APPROVAL</b>	
<b>H</b>	<b>DC/20/3634/FUL</b>   New Garden Room <b>8 College Green</b>
<b>Committee recommended APPROVAL</b>	

I	<p><b>DC/20/3650/FUL</b>   Erect single storey pitched roof extension to rear of property to provide lounge area. Convert part of lounge to bedroom.  <b>49 Westmorland Road</b></p>
<p><b>Committee recommended APPROVAL</b></p>	
J	<p><b>DC/20/3763/FUL</b>   To construct a single storey Conservatory extension to the rear of the property with a Lightweight tiled roofing system. Proposed structure to be 4250mm x 2750mm. Part of the Development is to cover part of the previous side extension on the property and will therefore project from the side of the original dwelling house by approximately 2000mm.  <b>43 Roman Way</b></p>
<p><b>Committee recommended APPROVAL</b></p>	
K	<p><b>DC/20/3764/FUL</b>   Proposed single storey part rear/part side extension  <b>16 Dovedale</b></p>
<p><b>We believe that this proposal would result in overdevelopment of the site and be intrusive to the neighbour to the east. We therefore recommend REFUSAL with reference to policies SCLP 11.1(c)i-iii and SCLP11.2(e)</b></p>	
L	<p><b>DC/20/3592/TCA</b>   Ranelagh Road council car park 1 x Oak - Crown reduce and shape by up to 30% Reason: to reduce overhang and improve light into garden  <b>Car Park Ranelagh Road</b></p>
<p><b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b></p>	
M	<p><b>DC/20/3782/TCA</b>   Fell T1, T2 &amp; T3 Sycamore. These 3 trees are growing on, or adjacent the retaining wall that borders / forms the boundary between South Beach Mansion and the Pram Walk. The wall is an integral part of the designed Victorian landscape / setting, whereas the trees have naturally generated and are likely to damage the wall, either as a result of secondary thickening of stems / buttress roots, or root plate failure, resulting in a tree breaking part of the wall as it falls. T1 also has a significant lean that has an over-bearing and oppressive effect on the frontage courtyard to South Beach Mansion. T2, is growing out of the wall and appears to be forming buttressing that is reliant on the wall structure, rather than surrounding ground. T3 has partially compromised buttress roots relating to the path edging structure. T3 is in poor physiological condition, with sparse crown, stunted foliage and die-back. T1 also has sparse upper-canopy growth.  <b>Proposed Flat 1 Former South Beach Mansion Bent Hill</b></p>
<p><b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b></p>	

## **259. 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.

## **260. CONSULTATION: DRAFT COASTAL ADAPTATION SUPPLEMENTARY PLANNING DOCUMENT**

Committee received a presentation from Cllr Smith on a new Supplementary Planning Document being drafted on behalf of East Suffolk Council, Great Yarmouth Borough Council and North Norfolk District Council on Coastal Adaptation.

It was noted that, when adopted by ESC, it would have weight in both Local Plan Preparation and Development Management as local planning policy supplementary to the current Local Plan.

Cllr Smith advised that Coastal Partnership East had not yet drafted a new document but were consulting on potential topics or contents to be included. Closing date for contributions was 16<sup>th</sup> October 2020. As such, a report had been drafted for Members and circulated for the meeting.

Members thanked Cllr Andy Smith for his hard work and expertise on this matter.

**It was RESOLVED that the following response be submitted on behalf of Felixstowe Town Council:**

### **1 Introduction**

The Town Council welcomes the recent adoption of the Suffolk Coastal Local Plan 2020 and in particular the section on Climate Change and Coastal Issues. The Town Council has declared a Climate Change Emergency. We are therefore fully supportive of that, and thereby also of the proposal to publish a new Supplementary Planning Document (SPD) on Coastal Adaptation.

While the implications of Climate Change and consequent Coastal Adaptation are very different for our town to those faced by some more rural areas Climate they are in other ways a very important issue for a resort town such as Felixstowe whose livelihood depends on our being able to operate as a resort and a port, in particular in the context of potential Sea level Rise over the next 100 years.

Hence the town is not immune to the need to consider the potential needs for adaption, on a view of decades up to 100 years, especially in regard to Sea Level Rise (SLR).

## 2 Overview of the proposed SPD

We welcome the early and wide-ranging structure of the draft consultation and will use the requested questions as our prime vehicle to comments. Those comments will of course be primarily on those slightly different aspects which are relevant to our area.

We note that the NPPF, the new SCDC LP and indeed the proposed title of the SPD itself cover Coastal Adaptation in a variety of contexts, not only regarding CCMA's. The current draft appears to be narrower in approach, specific to CCMA's. We suggest the wider Adaptation issues should be included, notably adaptation in HTL areas such as coastal resorts, and others.

In that context an overview of the situation for Felixstowe may be helpful.

In Felixstowe, fortunately but unsurprisingly, the whole frontage of the town, other than short stretches on the southern bank of the Deben and at Landguard Common Hold The Line, so the CCMA is not directly relevant. For Felixstowe, the direct significance of the above is quite limited in comparison to some communities for whom it is potentially terminal. However, there are some aspects of Adaptation specific to our circumstances for which we seek recognition.

The current sea defences are recent and designed to a high standard, and appear to be holding up very well, so a reasonable working assumption would be that the fundamentals of the Town's protection are in place, but may need maintenance or upgrades, particularly from Cobbolds Point to Clifflands.

However, that is not the whole story. The promenade, or actually the sea wall beneath it, have proved effective now for 107 years, with no occasion, including 1953, having resulted in a mean water level being higher, although the current margin is slight – we have some half dozen occasions in the last 20 years when the tide height has been with may be 20cm of the promenade sea wall.

Accordingly:

- Significant damage to the immediate hinterland from wave action has occurred and is likely to increase in both severity and frequency as climate change takes effect.
- On a medium-term timescale, Sea Level Rise will make it necessary to raise the level of the defence on the promenade, certainly north of the pier.
- The South area remains vulnerable to a very low risk of a very severe flood event. Specific guidance is sought in the SPD in regard to development in that area being safe from a very severe storm event, albeit that the risk of that is low.

The SPD should contain advice on the interpretation of current policies for those circumstances, either in generic sections outlining these types of risk and / or on local specific discussions.



### **3 Response to the Consultation Questions:**

#### **1. Do you consider the scope and proposed content of the SPD to be appropriate?**

No.

We agree with the content topic proposed, but believe the wider public would be well served by a section overtly specific to Sea Level Rise, and what an appropriate level may be relevant to be taken into account over a 100 year time scale. We note the figure currently used by the Environment Agency as general guidance is of the order of 0.7m over 100 years.

#### **2. Are there any elements of National or Local Planning Policy which should be particularly emphasised/explained in the SPD?**

Yes.

The governance of Coastal Management, let alone with the inclusion of Adaptation, is complex and very hard for lay people to understand. We believe a section should be included explaining the core principles – as clearly and briefly as possible.

E.g. Coastal Management, and as part of that Coastal Adaptation, have emerged as concepts over the past 15 years or so, replacing previous separate approaches for “Flood Protection” in respect of areas liable to tidal flooding and separately “Coast Protection” – protecting higher coastal land from loss by erosion. Land use planning had traditionally been a separate topic.

Four strands of law and regulation cover those issues, with Responsible authorities being:

- Flood protection: The Environment Agency (EA)
- Coast Protection: District & Unitary LAs, as Coast Protection Authorities (CPAs), under the 1949 Coast Protection Act
- Planning; District & Unitary LAs, as Local Planning Authorities (LPAs).
- Marine ecology and management (the MMO)

Within the Planning section, reference should be made to:

- The relevant NPPF sections, particularly paragraph 160(b) – “Developments should be safe for their lifetime.” (our perception of some recent planning applications has been that too much reliance has been given to the sequential test in isolation, without the over-riding “safe” factor of 160(b))
- Shoreline Management Plans and their role as a non-statutory evidence base., including the meaning, with examples, of the 3 policy options.

Links to relevant documents: NPPF, SMP, role of Estuary and other flood plans.

**3. What guidance for development in the Coastal Change Management Area should be identified in the SPD?**

The SPD should outline all relevant guidance, not only from Planning documents but also from the EA, LLFAs, MMO, NE, AONB in order to assist applicants and planning officers to consider all cohesively. Reference should be made to the Coastal Concordat.

**4. Are the categories identified in section 3 appropriate and comprehensive or should others be identified?**

The CCMA headings are appropriate.

However, the LP rightly allows for Erosion Vulnerability Assessments to be required in certain locations in HTL areas. That should be explained, with examples. Other similar issues, e.g. the 30m Access Zones should be explained, whether in this section or perhaps better in a section dedicated to adaptation in HTL areas.

**5. What guidance on temporary development within the CCMA should be included?**

No comment

**6. What elements should be included within a Coastal Erosion Vulnerability assessment?**

The local geology, and erosion history, should be required to be investigated, with appropriate evidence bases.

**7. What guidance on Roll-back and relocation options should be included?**

No comment – this is not currently relevant to Felixstowe - long may that remain so.

**8. What guidance on enabling development should be included?**

See comment (7)

**9. What case studies should be used in this SPD to demonstrate coastal adaptation best practice?**

In regard to safety in HTL areas, 2 cases demonstrate options:

- i) Martello Park Felixstowe
- ii) Adastral Close Felixstowe (Orwell Housing Assn)

**10. Do you have any other comments which could help the partnership prepare the SPD?**

A) Mapping

Good mapping is desperately needed, and essential, including but not limited to:

Precise seaward and landward extent of the CCMA's 30m zone. The mapping on the LP is inadequate. This should be done at scales appropriate to the area involved: in built up areas large scales are essential.

For HTL areas, the new LP extends part of the concept from the CCMA to define an area of typically 30m from current defences to ensure future maintenance access is not inhibited, and where appropriate to require Erosion Vulnerability Statements to be provided in planning applications. The SPD should map those areas at large scale so that all parties can see the implications clearly.

Similarly, "coastal maps" for individual areas should clearly incorporate the SMP designations, at scales appropriate to the type of location.

They should also contain easily used links to the current EA Flood Zone mapping, or software can be utilised, direct to that from the EA website.

B) Implications for resort frontages.

In coming decades seafront infrastructure will be directly affected by Sea Level Rise. Promenades and their immediate hinterlands (e.g. in Felixstowe the Spa Gardens) will need to adapt. Higher and more robust structures will be needed to protect the usability of current assets, possibly glass flood walls, or other wholly new thinking. While this is hopefully some decades away, current maintenance and development of resort facilities should be aware of these future issues. In particular the decorative walls to the rear of Felixstowe promenade will need to be replaced with wave-resistant structures, possibly within a decade. Whether by general phrasing, or by locally specific sections, these issues should be outlined.

C) Flood risk in South Felixstowe.

In South Felixstowe we have a situation with a very low risk of a very severe flood event. i.e. there are two scenarios which the SPD should include in planning advice:

- i) A very exceptional tidal event could, even today, generate tides a further metre above previous events, and that will become progressively more likely over time. In that event flooding in the Langer Road area could be a metre more severe than in 1953.
- ii) Even in a less severe event, the possibility should be accounted for that the existing defences could fail, either by damage from severe wave action, or by an operational failure if the flood gates were not close for some unforeseen reason, including the eventuality that severe

weather could impede access to the town for Norse / EA staff to close the gates.

With the current recent change to EA Flood mapping, the area has been reduced from Flood Zone 3 to Flood Zone 2, apparently because the mapping omitted the presence of defences along the frontage, as indeed also on the Golf course frontage. Hopefully that will be reversed – it is under investigation. However, the SPD should reinforce NPPF advice that developments in such areas should be “safe for the lifetime of the development. That should encompass no sleeping accommodation on the ground floor, and no single-storey residential accommodation without an internal escape route to first floor level. We believe this type of advice is properly admissible under the NPPF and does not constitute “new policy”.

## **261. CONSULTATIONS: CHANGES TO THE CURRENT PLANNING SYSTEM**

The Chairman advised the Committee that he, Cllr A Smith, Cllr K Williams, the Clerk and Planning Administration Assistant had met on 23 September to review the planning white paper, with matters of potential interest circulated to Committee Members. It was agreed that a further workshop for Members be held at 11am on 14<sup>th</sup> October 2020 to review the consultation questions. Following this, a draft response would be presented to Committee on 21<sup>st</sup> October for approval prior to submitting the response from Felixstowe Town Council before the deadline of 29 October 2020.

**It was RESOLVED that the arrangements proposed for the Council’s response to this consultation be approved.**

## **262. CORRESPONDENCE**

The Town Clerk advised that the Deben Estuary Partnership had started work on a revised Deben Estuary Plan and had asked for a representative from Felixstowe Town Council to participate with a particular focus on Felixstowe Ferry. Members proposed that Cllr Smith should represent the Council on the Deben Estuary Partnership.

**It was AGREED that Cllr A Smith would represent the Town Council on the Deben Estuary Partnership.**

## **263. CLOSURE**

The meeting was closed at 11.15pm. The date of the next meeting was noted as being Wednesday 21 October 2020, 9.15am.

---

**MINUTES of the PERSONNEL COMMITTEE meeting held  
ONLINE on Wednesday 7 October 2020 at 6pm**

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

**OFFICERS:** Mr A Tadjrishi (Town Clerk)

**264. PUBLIC QUESTIONS**

There were none.

**265. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr N Barber**

**266. 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.

**267. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 28<sup>th</sup> July 2020 be signed by the Chairman as a true record.**

**268. 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.**

**269. STAFFING ARRANGEMENTS**

Committee considered a report on two potential new apprenticeship schemes – encompassing Grounds Maintenance and Communications/Digital Marketing roles – from April 2021.

**It was RESOLVED that provisions for two new apprenticeship schemes to commence from April 2021 be included in the recommended staffing budget for 2021/22, with further consideration of the specification of the roles to be undertaken in early 2021.**

## **270. STAFFING AND TRAINING BUDGET 2021/22**

Members considered estimates for the Council's 2021/22 staffing and training budget, with provisions for the two new apprenticeships above. Salary scale point changes were approved as presented and the budgets were recommended as follows:

### **Salaries Budget:**

<b>Cost Centre</b>	<b>Budget 2021/22</b>		
	<b>Salaries</b>	<b>Employer National Insurance</b>	<b>Employer Pension Contributions</b>
<b>Administration</b>	212,898	20,895	43,823
<b>Town Hall</b>	27,977	1,861	980
<b>Walton</b>	3,265	293	196
<b>Broadway House</b>	5,526	496	332
<b>Cemetery</b>	116,781	10,964	16,326
<b>Allotments</b>	20,608	1,935	2,881
<b>Sub-Totals</b>	387,055	36,443	64,538
<b>Total</b>	<b>488,036</b>		

### **Training Budget:**

	<b>2021/22 (£)</b>
<b>Administration</b>	3,000
<b>Town Hall</b>	500
<b>Cemetery</b>	1,000
<b>Totals</b>	<b>4,500</b>

**It was RESOLVED that Council be recommended to approve the salaries and training budgets for the financial year 2021/22 as presented in the report.**

## **271. CLOSURE**

The meeting was closed at 6.45pm. The next meeting was noted as being scheduled for Wednesday 7 April 2021 at 6pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held  
ONLINE on Wednesday 21 October 2020 at 9.15am**

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

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

**272. PUBLIC QUESTIONS**

None

**273. APOLOGIES FOR ABSENCE**

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

**274. DECLARATIONS OF INTEREST**

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

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

**275. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 7 October 2020 be confirmed as a true record.

**276. PLANNING APPLICATIONS**

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

<b>A</b>	<b>DC/20/3816/PN3  </b> Prior Notification - Removal of 14 + offices and replacement with 5 flats <b>22 Hamilton Road</b>
<b>Committee had NO OBJECTION.</b>	

<b>B</b>	<b>DC/20/4028/FUL</b>   Proposed public toilets drainage improvements, construction of annex building for treatment plant and reconfiguration of public toilet building. <b>Public Conveniences The Ferry</b>
<b>Committee recommended APPROVAL but ask that consideration is given to including appropriate flood resilience measures to the existing conveniences.</b>	
<b>C</b>	<b>DC/20/3981/PN3</b>   Prior Notification - Change of use of ground floor shop unit (class A1) to single bedroom self-contained flat (class C3) <b>224 High Street Walton</b>
<b>Committee had NO OBJECTION.</b>	
<b>D</b>	<b>DC/20/3990/FUL</b>   Conversion of existing single garage to residential annexe. <b>1 Whitehouse Cottages Gulpher Road</b>
<b>Committee recommended APPROVAL subject to a condition that the annexe remains ancillary to the main property and not a separate dwelling.</b>	
<b>E</b>	<b>DC/20/4054/TCA</b>   Prunus (Cherry) in rear garden on back boundary; to be felled after major limb failure and main stem fungal decay. <b>87 Ranelagh Road</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

## **277. 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.

## **278. CONSULTATIONS: CHANGES TO THE CURRENT PLANNING SYSTEM**

Committee considered a draft response to the MHCLG planning white paper consultation, which had been prepared following a Members' workshop. The Clerk confirmed that the draft response had been published on the Town Council website to accompany the agenda for this meeting. Following a brief discussion, it was agreed that this draft should be finalised as the formal response from Felixstowe Town Council and sent to the Ministry of Housing, Communities and Local Government before the deadline of 29 October.

**It was RESOLVED** that the draft response to the MHCLG planning white paper consultation be finalised as the formal response from Felixstowe Town Council and submitted before the deadline of 29 October.



## **279. CORRESPONDENCE**

The Clerk advised that notice had been received of three East Suffolk Council consultations taking place over a six-week period from 19<sup>th</sup> October 2020 to 30<sup>th</sup> November 2020. These were:

- i) Statement of Community Involvement (SCI)** which is seeking how to encourage greater engagement with the community with the ESC creating planning documents and determining planning applications.
- ii) Cycling and Walking Strategy** which will supersede the Waveney Cycle Strategy (2016). This consultation is seeking to make cycling and walking in East Suffolk safer, more convenient and more desirable. There will be a map-based consultation for the Strategy to assist in identifying cycling and walking infrastructure issues.
- iii) Recreational Disturbance Avoidance and Mitigation Strategy (RAMS) Supplementary Planning Document.** This is a partnership between East Suffolk Council, Ipswich Borough Council and Babergh and Mid Suffolk District Councils with the aim to reduce the impact of increased levels of recreational use of Habitat Sites, due to new residential development in the Suffolk Coastal area and to provide a simple, coordinated way for developers to deliver mitigation for their developments.

**It was RESOLVED that the correspondence be noted and the Clerk was asked to bring these consultations to Committee for formal consideration at forthcoming meetings.**

## **280. CLOSURE**

The meeting was closed at 10.15pm. The date of the next meeting was noted as being Wednesday 4 November 2020, 9.15am.

---

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe  
Town Hall on **Wednesday 21 October 2020** at **7.30pm**

**PRESENT:** Cllr S Wiles (Chairman) Cllr S Harkin  
Cllr D Savage (Vice-Chairman) Cllr G Newman  
Cllr S Bennett Cllr M Richardson  
Cllr S Gallant Cllr K Williams

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

**281. PUBLIC QUESTION TIME**

There were none.

**282. APOLOGIES FOR ABSENCE**

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

**283. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Gallant Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr D Savage	289	Local Non-Pecuniary (as Council's representative to the Landguard Partnership)
Cllr G Newman	289	Local Non-Pecuniary (as Suffolk County Council's representative to the Landguard Partnership)

**284. CONFIRMATION OF MINUTES**

**RESOLVED** that the **Minutes of the Civic & Community Committee** meeting held on **16 September 2020** be signed as a true record.

**285. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 15 October 2020.

It was noted that, due to most Council events being cancelled as a result of the pandemic, there would be a net reduction across Committee's expenditure this

year. This was anticipated to offset the impact of a reduction in sponsorship and advertising revenue which had also been affected by the pandemic.

**RESOLVED that the Budget Report to 15 October 2020 be received and noted as presented with no other action required at this time.**

#### **286. CORONAVIRUS GRANT APPLICATIONS**

Committee considered applications for Coronavirus Grants from Stennetts Community Café and Disability Advice Service (East Suffolk).

Committee supported the work that Stennetts Community Café were providing for the local community, however, requested further information for the grant to be considered. On receipt of a new grant application form this could be considered virtually via email as previous Coronavirus Grants had been and reported to the next meeting.

A grant of £1,500 was approved for Disability Advice Service (East Suffolk) towards their Crisis Intervention and Listening Service project.

**It was RESOLVED that:**

- iii. Further information and a new Coronavirus grant application be requested from Stennetts Community Café to be considered virtually between Members of the Civic & Community Committee and reported to the next meeting; and,**
- iv. A grant award of £1,500 be made to Disability Advice Service (East Suffolk) towards their Crisis Intervention and Listening Service project via the Occasional Grants budget.**

#### **287. TREE DEDICATION FOR JOAN RICH**

Committee noted the report detailing the cherry tree and plaque to be dedicated in recognition of the efforts of Ms Joan Rich who recently completed walking 102 laps of Allenby Park on her 102<sup>nd</sup> birthday raising nearly £25,000 for the NHS.

Members considered the cost, noting that the tree would be a substantial specimen of around 3-4 metres. Advice had been taken which had suggested that this time of year was an ideal time to plant the tree keeping it well fed and watered.

The official tree planting was planned to take place on 2<sup>nd</sup> November at 2pm, to which Joan Rich and her family would be invited. The Mayor of Felixstowe and the Chairman of East Suffolk Council would also be attending on behalf of their respective organisations.

**RESOLVED that the dedication of a cherry tree to Joan Rich in Allenby Park at a cost of £333 +VAT be approved and funded via the Civic Events budget.**

**288. REMEMBRANCE 2020**

Members received the report outlining the revised approach for Remembrance activities this year.

**It was RESOLVED that the Remembrance 2020 arrangements be noted.**

**289. LANDGUARD PARTNERSHIP FUNDING**

The Town Clerk gave a verbal update on the Landguard Partnership and Members were pleased to note progress with the governance review that was being carried out to support the wider aspirations for promoting and preserving the Landguard peninsula. Members noted the report detailing the appointment of a professional Curator/Manager being sought by Felixstowe Museum. The Town Council's level of funding provided to the Partnership, of which the Museum was a key member, was discussed and it was agreed that this should be increased for one-year to provide further support and reviewed once the governance review had been concluded.

**It was RESOLVED that:**

- i. the contribution to the Landguard Partnership be revised and increased from £1,000 to £5,000 in the recommended C&C budget for the year 2021/22; and,**
- ii. the Chairman of the Landguard Partnership be invited to a future Committee meeting to update Members with progress on the ongoing governance review.**

**290. TRIM TRAIL AND ACCESSIBLE BEACH HUT AREA PROJECT**

Members received the report on the need to relocate the Trim Trail equipment to accommodate the proposed accessible beach hut village on the site. Members reviewed an early sketch of the scheme and agreed that the proposals would enhance this area of the seafront area and were pleased to learn that a new block of Changing Places toilets were in the plans.

The Town Clerk advised that ESC were welcoming suggestions for a suitable name for the beach hut area and Members were invited to contribute their ideas.

In response to Members' queries, the Clerk confirmed that the Trim Trail equipment would fit well within its new proposed location and that there would be opportunities to enhance the area further with additional activity equipment.

Further details would be brought to Committee as the project moved forward.

**RESOLVED that the Trim Trail and Accessible Beach Hut Area Project report be noted.**

## **291. DRAFT BUDGET CONSIDERATIONS 2021-22**

Committee considered first draft proposals for its element of the Council's 2021-22 budget and reviewed the accompanying notes to the budget estimates in the report. The Clerk explained that the budget included reduced estimates for income but maintained appropriate provisions to enable the usual events for 2021-22 to take place, though it was accepted that these could yet be affected by the ongoing pandemic.

Members requested that a budget for the Blue Flag be considered for inclusion and the Clerk advised that this could be included withing a new 'Promotional Activities' heading.

Members considered an increase to the grant funding provision, given the likelihood that community groups may require additional help in the forthcoming year. In addition to the Occasional Grants budget line, it was agreed that Council should be recommended to transfer £25,000 to a new Earmarked Reserve 'Community Support Fund' with delegated authority given to the Civic & Community Committee to administer funds in response to extraordinary community need.

**It was RESOLVED that the draft proposals for the Civic & Community element of the Council's 2021-22 budget be recommended, as per the report, to Council's Finance & Governance Committee for further consideration with the following amendments:**

- i. a new 'Promotional Activities' line be included in the budget to provide the opportunity to fund the Blue Flag scheme; and,**
- ii. £25,000 be transferred from reserves to a new 'Community Support Fund' Earmarked Reserve, with delegated authority given to Civic & Community Committee to administer funds in response to extraordinary community need.**

## **292. CLOSURE**

The meeting was closed at 9.16pm. The next meeting was noted as being scheduled for Wednesday 16 December 2020 at 7.30pm.

---

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held online on Wednesday 28 October 2020 at 7.30pm**

**PRESENT:** Cllr M Richardson (Chairman)                   Cllr S Harkin  
                 Cllr S Bennett   Cllr S Wiles  
                 Cllr S Bird    Cllr K Williams

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                 Mrs D Frost (Deputy Town Clerk)  
                 Mr S Congi (Finance Admin Assistant)

**IN ATTENDANCE:**

**293. PUBLIC QUESTIONS**

There were none.

**294. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr T Green** and **Cllr A Smith**.

**295. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr M Deacon 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.

**296. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 16 July 2020 be signed by the Chairman as a true record.**

**297. BUDGET MONITORING TO 30 SEPTEMBER 2020**

Committee received the budget monitoring report to 30 September 2020. A report of any variance to budget estimates for the period greater than 10% or £500 was considered. It was reported that the IT Maintenance and Software budget was expected to overspend due to unforeseen “work from home” necessities, but some costs would be able to come from the IT Earmarked Reserves, from which the Committee had been given delegated authority to spend up to £40,000 (*Minute #59iii 2020/21 refers*).

The Deputy Town Clerk gave an update on calculations which had estimated income from Weddings & Hirings this year. At 60.1% and 40% respectively if no further lockdowns in the area, considering the year's circumstances the estimates were higher than expected.

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

**298. QUARTERLY BANK RECONCILIATION**

It was confirmed that Cllr D Savage, as the Council's nominated Quarterly Bank Reconciliation Signatory (*Min #12 2020/21 refers*), had signed the reconciliation between the bank statement and Omega accounts to confirm the amounts agreed each month.

**RESOLVED to note that the quarterly bank reconciliation for the period 1 April - 30 September 2020 had been carried out by Cllr D Savage.**

**299. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

Council noted that the External Audit for the Financial Year 2019/20 had been completed on 8 October 2020, with no formal or any other matters being raised.

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

**It was RESOLVED that:**

- i. the Annual Governance and Accountability Return including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard from 16 October and will be displayed until 2 November 2020.**

**300. LGBCE CONSULTATION ON SUFFOLK COUNTY COUNCIL DIVISIONS**

Committee considered the report on the LGBCE's proposals for the electoral review of Suffolk and welcomed the improvements to parish ward arrangements in Felixstowe. Members reviewed a draft response provided by Cllr A Smith and recorded a vote of thanks to Cllr Smith for his work in this response.

It was noted that the Commission's draft proposals stated an implementation date of May 2025, in time for the Suffolk County Council elections due to take

place in that year. There was no indication as to whether the proposed revisions to the Town Council's warding arrangements would be implemented prior to this date and in time for the next Town Council election in May 2023. It was therefore a possibility that the Town Council's current warding arrangements would remain unchanged until 2027. Members agreed that any response to the consultation should seek to ensure that the Town Council's Parish Warding arrangements should be implemented in time for the 2023 elections.

Members requested that the Town Clerk finalise the draft response and present this for Council approval on 11 November.

**It was RESOLVED that the draft response to the LGBCE's proposals for the electoral review of Suffolk be finalised by the Town Clerk and recommended for approval by full Council on 11 November.**

### **301. DIGITAL COMMUNICATIONS AND CONFERENCING FACILITIES**

Committee considered a report on a project to upgrade Council's IT and conferencing facilities, following provisions made by Council to the IT Earmarked Reserve (*Minute #59iii 2020/21 refers*).

It was noted that the project would see the withdrawal of some legacy on-site equipment – e.g. the Council's server (which was purchased in 2012) – and transferring services to the cloud. The Clerk anticipated that the ongoing cost of cloud-based services would be offset by an impending release from a long term telephone services contract in March 2021 and would represent either equal cost or savings for a greatly enhanced cloud-based system. The new cloud-based ecosystem would enable telephones to be answered from wherever staff happened to be working, through the internet. The plan would also include upgrades for Councillors to the full Microsoft 365 package which would enable files to be accessed without sending by email and full access to Office 365 applications. From a survey of Members, it was understood that some Councillors would benefit from being provided with a laptop and other peripherals to carry out Town Council business.

Capital and ongoing costs were being prepared and circulated in due course. Options to enhance conferencing facilities were also being obtained.

**It was RESOLVED that:**

- i. the report on improving digital communications and conferencing facilities be noted; and,**
- ii. Capital and ongoing costs were being prepared and circulated in due course. Options to enhance conferencing facilities were also being obtained.**



### **302. FELIXSTOWE BID BALLOT**

Committee considered the business plan and ballot process for the proposed Felixstowe Business Improvement District and were asked to confirm the vote on behalf of Felixstowe Town Council due to the closing date for receipt of ballots being 10<sup>th</sup> November, prior to the next full Council meeting.

The Clerk advised that the action taken by the Committee would be reported to the next Council meeting on 11<sup>th</sup> November when it was also expected that the result of the ballot would be known.

**It was RESOLVED that the Town Council should vote in favour of the BID and the Town Clerk was delegated the authority to submit the vote on Council's behalf.**

### **303. FELIXSTOWE TAX BASE FORECAST 2021**

Committee noted the potential impact of the coronavirus on the forecast tax base in readiness for preparations for budget setting for 2021/22. Though it was anticipated that there would be a drop in the tax base for Felixstowe, which would necessitate increase on the tax charge if the same – or higher – level of precept were to be received, Members were concerned that there should not be an additional tax burden on residents in the forthcoming year.

Committee unanimously agreed that there should be a 0% change to the tax charge to support the Community during this difficult time and requested that the Town Clerk and Deputy Town Clerk prepare a budget on this basis, using Council reserves as appropriate to mitigate the impact of the reduction on the tax base in the forthcoming year. It was understood that the final tax base could change before the final budget was presented to Council in January 2021.

**It was RESOLVED that the full draft budget be prepared on the basis of a 0% increase on the Town Council's element of the local council tax, using Council's reserves to meet any projected net shortfall for 2021/22, and presented for consideration at the next Finance and Governance meeting.**

### **304. CLOSURE**

The meeting was closed at 8.39pm. The next meeting was noted as being scheduled for Wednesday 09 December 2020 at 7.30pm.

---

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held  
ONLINE on Wednesday 4 November 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  
                 Cllr S Gallant                                        Cllr K Williams (*to item 309b*)

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

**305. PUBLIC QUESTIONS**

None

**306. APOLOGIES FOR ABSENCE**

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

Apologies were received from **Cllr K Williams** in advance of having to leave early to attend to other business.

**307. DECLARATIONS OF INTEREST**

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

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

**308. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 21 October 2020 be confirmed as a true record.

**309. PLANNING APPLICATIONS**

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

<b>A</b>	<b>DC/20/1002/ARM</b>   Approval of Reserved Matters and Discharge of Condition 18 relating to Outline Planning Consent (PP/J3530/W/15/3138710 - DC/15/1128/OUT) - Phase 1 - Residential (262 Dwellings, open space and supporting services and infrastructure), Candlet Road, Felixstowe. <b>Land At Candlet Road</b>
<b>Committee RESOLVED that authority be delegated to the Town Clerk and Planning Admin Asst. in consultation with Cllrs S Bird, A Smith and K Williams to review the application in line with the Committee's previous recommendations and prepare a response for formal approval at the next Planning &amp; Environment Committee meeting on 18<sup>th</sup> November.</b>	

**Cllr K Williams left the meeting at this point, 10.33am**

<b>B</b>	<b>DC/20/4188/FUL</b>   Removal of conservatory. Addition of ground and first floor extension. <b>12 College Green</b>
<b>Committee recommended APPROVAL</b>	

<b>C</b>	<b>DC/20/4226/FUL</b>   Demolition of conservatory and erect rear flat roof extension with lantern light. Convert existing kitchen to bedroom with ensuite, extend garage into storerooms. <b>132 Colneis Road</b>
<b>Committee recommended APPROVAL</b>	

<b>D</b>	<b>DC/20/4112/FUL</b>   Single storey White UPVC Edwardian style conservatory to the side of the property <b>17 Bacton Road</b>
<b>Committee recommended APPROVAL</b>	

<b>E</b>	<b>DC/20/4288/TCA</b>   T1 Holly - reduce canopy to reduce shading of stained glass window. T2 Holly - fell; advanced main stem decay, heavy shading of windows, heavy overhang of neighbouring property. T3 Holly - fell; heavy shading of windows. <b>8 Gainsborough Road</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

### **310. 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.**

### **311. EAST SUFFOLK COUNCIL CONSULTATIONS**

The Clerk provided an overview of each of the three consultations. It was agreed that the Clerk would circulate a short summary alongside the consultation documents subsequent to the meeting.

Given that any response from the Town Council to the consultations would need to be considered at the next meeting in order to meet the deadline, the Chairman encouraged all Members to review the consultation documents and raise any queries prior to the meeting.

**RESOLVED that any response to the consultations to be considered and finalised at the next Committee meeting in order to meet the consultation deadline of 30 November.**

### **312. PRE-PLANNING CONSULTATION WHP TELECOMS**

Committee noted pre-planning proposals to swap out an existing monopole and install a second monopole at Garrison Lane for the purposes of upgrading to 5G, prior to a formal planning application being submitted by WHP Telecoms.

**RESOLVED that the pre-planning consultation be noted with no comment and that the Committee would formally consider the proposal at full planning application stage.**

### **313. CORRESPONDENCE**

**RESOLVED That the following correspondence be noted as received:**

- i) APP/X3540/W20/32552650 Marsh End, 283 Ferry Lane**  
**Appeal Decision:** Appeal has been dismissed
  
- ii) DC/20/1666/FUL – Former Itron Factory, Carr Road**  
The Chairman reported that the ESC South Planning Committee had supported the Town Council's recommendation and refused this application.

### **314. CLOSURE**

The meeting was closed at 11.34pm. The date of the next meeting was noted as being Wednesday 18 November 2020, 9.15am.

---

## **AGENDA ITEM 9: COUNCIL SERVICES UPDATE**

Council is requested to note the following update on Council operations since the second lockdown period commenced on Thursday 5<sup>th</sup> November 2020:

### **Felixstowe Town Hall**

The Town Hall had hitherto been reopened to the public by appointment and staff had been following a staggered rota from home/in the office to support appropriate social distancing at work. From Thursday 5<sup>th</sup> November, all Town Hall staff (including the Felixstowe Forward team and Suffolk County Registrars) resumed working from home until this lockdown period ends.

Phonelines have been redirected to mobiles and the Council can be contacted by telephone as usual and will be answered weekdays between 8am - 4pm.

All weddings due to take place between 5<sup>th</sup> November – 2<sup>nd</sup> December have been rescheduled and the Town Hall is therefore now closed to the public during the lockdown period.

### **Cemetery and Allotments**

Felixstowe Cemetery remains open, however staff on site are maintaining social distancing rules and are not available for face-to-face meetings with the public at this time, unless necessary.

Allotment tenants are still able to access their allotments but have been advised to follow government advice.

As with the wider population, no Council staff have been advised to shield this time around.

The coronavirus page accessed via the Town Council's homepage has been updated and can be seen here: <https://www.felixstowe.gov.uk/covid-19-coronavirus-update/>

### **Coronavirus Bulletin**

Council's 'November Covid 19 bulletin' has been printed and will be delivered over the next couple of weeks alongside November's edition of the Felixstowe Flyer. Members are kindly asked to advise the Clerk when their copy arrives. In the meantime, and online version is available here: <https://www.felixstowe.gov.uk/november-covid-19-bulletin-to-all-felixstowe-residents/>

### **Remembrance Sunday**

Government guidance on [local authority preparations for Remembrance Sunday](#) was updated to reflect the new restrictions. As it was confirmed that outdoor Remembrance Sunday services at war memorials and local cenotaphs could still take place, albeit reduced in size and observing strict social distancing, the Town's

plans for Remembrance were therefore due to take place as arranged and as previously publicised: <https://www.felixstowe.gov.uk/public-encouraged-to-join-remembrance-events-online-this-year/>

### **Coronavirus Grants**

Council's coronavirus grants scheme arrangements remain in place and has been re-publicised in the coronavirus bulletin and on the Council's website homepage. See here for more details: <https://www.felixstowe.gov.uk/council-services/grants/>

**Council is requested to note the update on Council services during the lockdown period.**

---

## **AGENDA ITEM 10: FELIXSTOWE BUSINESS IMPROVEMENT DISTRICT (BID) RESULT**

Eligible businesses have been voting on the proposed Felixstowe Business Improvement District (BID). If the BID vote is successful, all eligible businesses meeting a certain threshold will pay a levy of 2% of the rateable value of the business per annum.

The Town Council was issued one vote by virtue of the fact that, as the owner of the Town Hall, it is an eligible ratepayer and – should the outcome of the BID ballot be successful – it would be required to contribute towards the levy.

Due to the ballot closing on 10 November, Council's Finance & Governance Committee considered the [Felixstowe BID Executive Summary](#) and [Felixstowe BID Business Plan](#) at its meeting of 28 October and resolved to vote in favour of the BID on behalf of the Town Council (*Minute #302 of 2020/21 refers*).

Members are asked to note that, following the Declaration of the Felixstowe BID at 4pm on the 11<sup>th</sup> November, the Felixstowe Forward Change Director, Helen Greengrass, will confirm the result at this Council meeting.

For the BID to go ahead, two conditions must have been met:

1. More than 50% of businesses that voted must have voted in favour.
2. The businesses that voted 'YES' must represent more than 50% of the total rateable value of all votes cast.

**Council is requested to approve the action taken by the Finance & Governance Committee in voting in favour of the BID on behalf of the Town Council; and note the outcome of the BID ballot in accordance with the Declaration made on 11<sup>th</sup> November 2020.**

---

## **AGENDA ITEM 11: FELIXSTOWE FORWARD REPORT**

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

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

Members will also be aware that businesses have been temporarily allowed to spill out on to public spaces along the seafront. A Seafront questionnaire has been completed by over 1,000 respondents and the results can be viewed at: <https://www.surveymonkey.com/results/SM-YQW7Z56P7> (also linked on p1 of the report).

Local businesses have requested that Town Council be made aware of their continued interest and how they might progress discussions to find a long term solution. Not only has the opportunity significantly helped them to recover post COVID but as the survey results indicates, it has been very popular with most residents and visitors who have responded.

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

---



## **AGENDA ITEM 12: CEMETERY MAINTENANCE**

Council's Assets & Services Committee has overseen recent work to improve the insulation in the cemetery buildings which has now been completed and carried out within the Cemetery's Repairs and Maintenance budget.

Two further repair and maintenance projects are required at the Cemetery which the Assets & Services Committee have recommended should be funded via Cemetery Earmarked Reserves.

### **Workshop roof repairs**

The roof that covers the area beside the Cemetery workshop is deteriorating, with the flash band becoming brittle in places, allowing water ingress. There are also cracks appearing in the bitumen sheets. Three quotes were considered for the work to repair the leak in the flat roof between the Cemetery buildings. Company A was the preferred quote as it carried a 15-year guarantee. Members considered that the cost for this work, at £590+VAT, could be met via the Cemetery Repairs and Maintenance budget but agreed that the Cemetery Earmarked Reserve would be a more appropriate funding source. Authorisation is being sought from Council for this purpose. The Cemetery Earmarked Reserve currently stands at £189,060, the majority of this fund being held for a significant extension project in the next few years.

### **Repair to sinking internal road near block M**

During the previous summer it was noted that the road through the cemetery between Block M and Block L was cracking and sinking down one side. This was reported to Assets & Services Committee in September 2019 (*Minute # 233 2019/20 refers*) and monitored. The road has now sunk by a total of 3" and so three quotes to repair have been obtained. Due to ongoing activities in this area of the cemetery, it is anticipated that further repairs may be necessary in the future. Committee sought a further quote for comparison and advice on the appropriate specification of sub-base. The maximum cost of this work would be £3,112.00+VAT and approval is sought from Council to authorise funding for this from the Cemetery Earmarked Reserve.

**In accordance with the recommendation of the Assets & Services Committee (*Minute #250 of 2020/21 refers*), Council is requested to:**

- i. approve expenditure of £590 from the Cemetery Earmarked Reserve for the repair of the black roof outside the Cemetery Workshop; and,**
  - ii. approve expenditure of up to £3,112 from the Cemetery Earmarked Reserve for the repair of the sinking internal road near block M.**
-

## **AGENDA ITEM 13: LGBCE CONSULTATION ON SUFFOLK COUNTY COUNCIL DIVISIONS**

The Local Government Boundary Commission for England (LGBCE) is currently consulting on a new pattern of divisions for Suffolk County Council, details of which are shown at **Appendices B and C**.

The LGBCE's recommendations are being made following the initial public consultation phase which took place between 24 September 2019 – 13 January 2020, to which Felixstowe Town Council responded following consideration at its meeting of 13 November 2019.

The Town Council welcomed the Suffolk County Council (SCC) Review and sought improvements to parish ward arrangement in Felixstowe which had resulted following the 2018 East Suffolk Council Review. The Town Council's proposals, in outline, were (*Minute #315 of 2019/20 refers*):

Retention of the Felixstowe and Trimleys concept for SCC with:

- A "Walton and Trimleys" Division
- A "Felixstowe Maritime" Division
- A "Felixstowe Clifflands" Division

Including the above, the Town Council sought no change to the current number (16) of Felixstowe Town Councillors but an improved pattern of FTC Wards in the context of "convenient local government" within the town and to support the SCC Division review as follows:

- Central (3 members)
- East (3 members)
- Port (5 members) (Existing boundaries)
- South (2 members)
- Walton (3 members) (Existing boundaries)

Detailed information and a report on the LGBCE's proposals can be found on the LGBCE website here: <https://www.lgbce.org.uk/all-reviews/eastern/suffolk/suffolk-county-council>. However, the changes being proposed by the LGBCE and which are relevant to Felixstowe can be summarised as follows:

### **Suffolk County Council will have 3 x single Members divisions covering Felixstowe/Trimleys:**

- Felixstowe Clifflands
- Felixstowe Maritime
- Walton & Trimleys

Comment in the report (paras. 82 & 83)

*The Conservative Group put forward proposals for this area. Felixstowe Town Council put forward almost identical proposals, including a Walton & Trimleys division that combined part of Felixstowe parish with Trimley St Mary and Trimley St Martin parishes. The Town Council also mirrored the Conservative Group with its proposed Felixstowe Clifflands and Felixstowe Maritime divisions, albeit with a*

*slightly different boundary between them. The Town Council argued that Crescent Road is a clearly identifiable boundary.*

*We have given consideration to the evidence and note that the Conservative Group uses a clear boundary along Orwell Road. However, we are in agreement with Felixstowe Town Council that Crescent Road is a more identifiable boundary in the area and provides for a better balance in our statutory criteria. **We have therefore adopted the Town Council's proposals for this area without modification.***

Warding arrangements for East Suffolk Council (Eastern and Western District Wards) are unchanged by this review. However, as there is a requirement for parish wards to sit entirely within (i.e. not cross) district ward or county division boundaries the warding arrangements for Felixstowe Town Council will be revised as follows:

**Felixstowe Town Council will have 5 wards, returning 16 councillors:**

- Central (3)
- East (3)
- Port (5)
- South (2)
- Walton (3)

Currently, the Town Council's 16 councillors are elected from 4 wards:

- Coastal (8)
- Marshes (1)
- Port (4)
- Walton (3)

Comment in the report (para. 134):

*We are providing revised parish electoral arrangements for Felixstowe Town Council.*

**Draft recommendations**

Felixstowe Town Council should comprise 16 councillors, as at present, representing five wards:

Parish ward	Number of parish councillors
Central	3
East	3
Port	5
South	2
Walton	3

A draft response was considered by the Council's Finance & Governance Committee, which has been finalised and is presented at **Appendix D** for approval by Council (*Min # 300 2020/21 refers*).

**In accordance with the recommendation of the Finance & Governance Committee (*Minute #300 of 2020/21 refers*), Council is requested to approve the response to the LGBCE to be submitted before the deadline of 23 November 2020.**

## **AGENDA ITEM 14: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20**

Council is advised that Notice has been given that the external audit of the accounts of Felixstowe Town Council for the Financial Year 2019/20 was completed on 8 October 2020. The Annual Governance and Accountability Return, including the Audit Certificate is presented at **Appendix E**.

The Council's external auditors, PKF Littlejohn, have expressed the view that, on the basis of the annual return, in their opinion, the information is in accordance with proper practices and no matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met. In addition, there were no other matters affecting their opinion that required the issue of a report or the further attention of the Council

In accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014; the Accounts and Audit Regulations 2015 (SI 2015/234) and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 16 October until 2 November 2020 to advise local electors that the accounts and requisite information as defined by Section 13(1) of the Accounts and Audit Regulations 2015 are available for inspection.

Additionally, the Annual Governance and Accountability Return for the Financial Year 2019/20 has also been made available online on the Council's website, alongside those documents for the previous year.

Council's Finance & Governance Committee approved and accepted the external audit report at its meeting of 28 October (*Minute #299 of 2020/21 refers*), and Council is requested to note the same.

### **Council is requested to:**

- i. Note that the Finance & Governance Committee has Approved and Accepted the Annual Governance and Accountability Return including Audit Certificate as presented; and,**
  - ii. Note that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 & the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 16 October until 2 November 2020.**
-