

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

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

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held **ONLINE** on **Wednesday 6 May 2020** at **7.30pm**.

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend join this meeting via Zoom. Members of the public are invited to make representations or put questions to the Council during the 15 minutes public session.

To join the meeting, either as a Councillor or a member of the public, please follow this link:

<https://us02web.zoom.us/j/85478717943?pwd=VnlPYm9sa0JXbVVBZkVVZERyMFFYdz09>

Enter the Meeting ID 854 7871 7943 and Password 505982 if prompted.

The meeting begins at 7.30pm, prior to which you will be in a virtual waiting room.

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.

Mr A Tadjrishi
Town Clerk
1 May 2020

1. **Apologies for Absence**
To receive any apologies for absence.
2. **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.
3. **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.
4. **Confirmation of Council Minutes**
To confirm as a true record and adopt the Minutes of the following Council Meetings:
 - a) Ordinary Council Meeting 11 March 2020 **(Pages 4-12)**
 - b) Extraordinary Council Meeting 24 March 2020 **(Pages 13-15)**
5. **Minutes of Committee/Other Meetings**
To receive and adopt the Minutes of the following Meetings:
 - a) Planning & Environment Committee 18 March 2020 **(Pages 16-20)**
 - b) Planning & Environment (Delegated) 1 April 2020 **(Pages 21-23)**
 - c) Planning & Environment (Delegated) 8 April 2020 **(Pages 24-29)**
 - d) Planning & Environment (Delegated) 15 April 2020 **(Pages 30-31)**
 - e) Planning & Environment (Delegated) 22 April 2020 **(Pages 32-34)**
 - f) Planning & Environment (Delegated) 29 April 2020 **(Pages 35-37)**
6. **Mayor's Announcements**
To receive such communications as the Mayor may wish to lay before Council.
7. **Operational Update Report**
To receive an update report on Town Council events and services since the Coronavirus lockdown period, review the emergency delegation arrangements and make any decisions Council deems necessary. **(Report to follow)**
8. **Felixstowe Forward Report**
To receive a verbal update from the Felixstowe Forward Change Director.
9. **Locally Funded PCSO Update**
To receive an update on funding arrangements for the PCSO since the dissolution of the Service Level Agreement with Suffolk Constabulary and note the opportunity to repurpose this community funding. **(Page 38)**
10. **Coronavirus Grants Update**
To note Grants awarded to date under the Council's Coronavirus Grants Scheme. **(Page 39)**

- 11. Annual Grants and Other Payments**
To note and authorise the payment of annual grants and other annual payments included in the budget for 2020/21. **(Page 40)**
- 12. VEDAY75: 8th MAY 2020**
To note arrangements for the VE Day Commemorations. **(Pages 41-42)**
- 13. Civic Awards 2020**
To agree revised arrangements for the Civic Awards which would have been presented during the Annual Town Meeting 13 May 2020.
- 14. Women’s Tour / FelixFest**
To note that the new date of the Women’s Tour will be Saturday 13 June 2021 and approve the previously agreed sponsorship to support ‘FelixFest 2021’.
- 15. End of Year Financial Report 2019/20**
To receive and approve financial reports, agree the yearend figures, note the year end position and progress with preparations for the Internal and External Audits. **(Pages 43-44 & Appendix A)**
- 16. Review of Asset Register**
To review and approve the Council’s Asset Register for the year ending 31 March 2020. **(Page 45 & Appendix B)**
- 17. Council/Committee Meetings in the 2020/21 Municipal Year**
To consider arrangements (online or otherwise) for the commencement of the schedule of Council and Committee meetings, starting with the Annual Council Meeting of 20 May 2020. **(Page 46 & Appendix C)**
- 18. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows: Note: schedules at Appendix D have been signed off electronically by two signatories in the interim and will be presented to again Council once physically signed.
(Schedules attached at Appendix D)

Date	Voucher Nos.	Total Payment
11/03/2020	441 - 461	£7,946.96
31/03/2020	462 - 484	£67,670.09
16/04/2020	001 - 032	£23,528.51
30/04/2020	033 - 045	£38,110.24
	TOTAL	£96,092.00

- 19. Closure**
To close proceedings and confirm the time of the Annual Council Meeting to be held online, currently scheduled for 7pm Wednesday 20 May 2020.

AGENDA ITEM 4: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 11 March 2020 at 7.30pm

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

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

IN ATTENDANCE: 4 Members of the public
Sgt Peter Street, Felixstowe Neighbourhood Police Team
Acting Sgt Russ Mason, Felixstowe Neighbourhood Police
Ms Helen Greengrass, Felixstowe Forward Change Director

MOMENT OF REFLECTION

The meeting was preceded with a moment of reflection from Rev'd Marcus Mak, Rector of Christ Church, Felixstowe.

481. PUBLIC QUESTION TIME

A member of the public asked Council for support in improving the condition of the natural environment alongside Bent Hill which was suffering from neglect. Members agreed to contact East Suffolk Norse to request that this be given attention.

482. APOLOGIES FOR ABSENCE

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

483. DECLARATIONS OF INTEREST

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

484. QUESTIONS TO THE MAYOR

There were none.

485. CONFIRMATION OF COUNCIL MINUTES

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

486. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

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

Langer School Assembly	3 March 2020
Felixstowe World Day of Prayer	6 March 2020
Visit from Felixstowe International College to the Town Hall	9 March 2020
Flying the Flag for the Commonwealth	9 March 2020
Opening of new Crescent Cafe	10 March 2020
Inspire Suffolk Awards Evening	10 March 2020

The Mayor reported a very busy period visiting local schools, involving interesting talks with staff and pupils. The two charity events held since the previous meeting had been well attended with good fundraising at both.

The Mayor thanked the Deputy Mayor, Cllr Mark Jepson, for attending engagements on his behalf and for his support during the civic visit to Wesel.

The Mayor was pleased to have attended the opening of two new local businesses; Alba Chiara restaurant and the new Crescent Café and wished them well in their new venture.

The Mayor confirmed that the closing date for the Civic Awards was 30 March 2020.

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

487. 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:

- i. Planning & Environment Committee 8 January 2020**
- ii. Planning & Environment Committee 22 January 2020**
- iii. Finance & Governance Committee 22 January 2020**
- iv. Planning & Environment Committee 5 February 2020**
- v. Planning & Environment Committee 19 February 2020**
- vi. Civic & Community Committee 19 February 2020**
- vii. Assets & Services Committee 26 February 2020**
- viii. Planning & Environment 4 March 2020**

488. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

No reports received.

489. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass reported that two recent business-led BID Workshops had been well-attended and would help shape the basis of a draft business plan. It was hoped to have a small empty shop in town as a drop in to discuss BID-related matters.

Ms Greengrass reported that No 7 Sea Road (North Sea Hotel development) was now being marketed and two new businesses had opened in the town. The old Itron Building would be splitting into smaller units to make an Enterprise Park for small business use and a local business would be moving into larger premises.

There was a full list of events booked for the town. However, with concerns over the Covid-19 virus, Government guidance would be closely followed.

Ms Greengrass advised that they were still waiting to hear the outcome from the Blue Flag and Green Flag application. It was hoped to hear by April 2020 for the Blue Flag and May 2020 for the Green Flag.

Ms Greengrass reminded Members that the 2020 Season Launch event was to be held on 23 April, with limited tickets available. Councillors wishing to attend were asked to contact her directly.

A new arts programme 'Garden Seekers' project had been set up by Hamilton Micro Arts Centre. This would see a public events programme of open studios and workshops and was expected to be a real asset to the town.

The Felixstowe Timebank had 121 members registered, supporting activities including CALM (Campaign Against Living Miserably) cuppa, Supported Shopping, Stennets Cookery group and Crafty Coffee Drop in, where Memory boxes have been produced for dementia friendly cafes and hotels.

An update on the Women's Tour and Felix Fest was expected soon and would be circulated when available.

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

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

490. PCSO REPORT

Council received the report of the Felixstowe Partnership Funded PCSO reports for January and February 2020 and the Suffolk Constabulary Newsletter for February 2020.

The Mayor and all Town Councillors paid special tribute to Sgt. Peter Street on his retirement from the Suffolk Constabulary, awarding a gift and recording a vote of thanks for his long service to policing in the community.

On being invited to address the Council, Sgt. Street spoke of his pride at having served 30 years in the force and how fortunate he had been to have spent so much of his careers in Felixstowe.

The Mayor then welcomed Acting Sergeant Russ Mason to Felixstowe and invited him to address the Council. Acting Sergeant Mason expressed his gratitude to Sgt. Street and having outlined his priorities for neighbourhood policing, spoke of his dedicated to making the town a safer place and the privilege of taking on the role at Felixstowe.

RESOLVED that:

- i. the PSCO report for January and February 2020 and the Suffolk Constabulary Newsletter for February 2020 be noted; and,**
- ii. a vote of thanks be recorded to Sgt. Peter Street for his long service to policing in the community of Felixstowe.**

491. LOCAL FUNDED PCSO ARRANGEMENTS

Council was advised that the locally funded PCSO Ben Sagi would be leaving his post during March to take up a role within the police in another county.

Members discussed the need for a locally funded PCSO, given that Civil Parking Enforcement had now been confirmed as commencing across East Suffolk from 6 April 2020. Noting that local parking enforcement had been the prime factor in the decision to fund a local PCSO, it was agreed to dissolve the Service Level Agreement between the Suffolk Constabulary and the Town Council and request a refund.

Members thanked PCSO Ben Sagi for all his hard work in the town and wished him well in his new job.

It was RESOLVED to dissolve the Service Level Agreement between the Constabulary and the Town Council following the advent of Civil Parking Enforcement from 6 April 2020 and request a refund for the remainder of the contract period.

492. BUSINESS PLAN 2020-24

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

The Clerk confirmed that the Finance & Governance Committee would be responsible for the regular monitoring of the delivery plan to evaluate progress.

Following discussion Members asked that in Objective 1: Focus on our Environment, No: 6 is changed to read '*Promote public transportation links by working with responsible appropriate authorities and with landowners and support opportunities for new or enhanced cycle routes.*'

It was RESOLVED that the final draft Business Plan 2020-2024 be adopted subject to the amendment above.

493. ENERGY FROM WASTE TOUR

Council considered the report on the recent tour of the Suffolk Energy from Waste Facility.

Members noted the report on the recent tour of Suffolk's Energy from Waste Facility.

494. FTC/ESC JOINT LIAISON GROUP MEETING

Council considered the report of the FTC/ESC Liaison Meeting. Members asked that up update be requested from ESC on a timetable for review of the East Suffolk Norse contract, services being delivered in partnership with Citizens Advice and an update on social prescribing. Members were also invited to contact the Clerk should they wish a particular matter to be raised at any future meetings.

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

495. GLOBAL HARBOUR CITIES FORUM 2020

Council considered whether to permit the Mayor and Deputy Mayor to accept the invitation to attend the 2020 Global Harbour Cities Forum as its representatives. It was noted that there was no cost to the Town Council as the City of Kaohsiung would be covering associated expenses.

The Clerk advised Council of the requirement to consider the Bribery Act 2010. Council agreed that the attendance of the Mayor and Deputy Mayor was low risk.

Following a consideration of a number of matters such as climate change, the Port of Felixstowe and international politics, alongside the opportunity to represent the home of the UK's largest container port in an ambassadorial capacity on the international stage, Members supported the invitation.

It was RESOLVED that the Mayor and Deputy Mayor be permitted to accept the invitation to attend the 2020 Global Harbour Cities Forum as the Town Council's representatives.

496. FELIXSTOWE LIBRARY PROJECT FUNDING

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

Members welcomed further information on the library's plans to build links with schools and areas of the town where children needed additional support to access library facilities.

It was RESOLVED that the recommendation of the Civic & Community Committee be approved and a grant of £10,000 be awarded to the Friends of Felixstowe Library towards the refurbishment of the children's section of the library, to be authorised from the Community Fund Earmarked Reserve 9075/900.

497. FELIXFEST/WOMEN'S TOUR 2020 FUNDING

Council considered the report and recommendation of the Civic & Community Committee that the Town Council contributes £25,000 towards the FelixFest weekend (*#Min. 447 of 2019/20 refers*).

Members highlighted the ambitions for the weekend and the unique opportunity given to Felixstowe as the setting for the finish line of the Women's Tour. In addition to a range of activities already being planned, it was noted that the Town Council's funding, as main sponsor for the event, could enable the provision of an outdoor cinema screen (to screen a film on Friday 12 June, host footage throughout the weekend and show the England v Croatia Euro 2020 football match on Sunday 14 June), support the launch of a new Felixstowe Triathlon event (open to all) and cycle simulators. Part of the funding would be used to support additional marketing and promotional activities, including the commissioning of a library of professional images and videos highlighting the range of attractions in Felixstowe.

It was RESOLVED that funding of £25,000 from the Community Fund Earmarked Reserve (9075/900) be approved to support the provision of the big screen, triathlon and cycle simulators at FelixFest as a main sponsor for the weekend of the final stage of the 2020 Women's Tour.

498. LANGLEY AVENUE PLAYING FIELD

Council received the report on Langley Avenue Playing Field and noted that, following consideration of this matter by the Assets & Services Committee, the Clerk has written to Suffolk County Council to confirm the Council's interest in potential transfer of the land and to enquire the terms by which this may be achieved (*Minute #469 of 2019/20 refers*).

Members welcomed the report and asked that a business case be brought forward in due course, when progress with the County Council was made.

It was NOTED that Suffolk County Council had been formally approached to confirm the Town Council's interest in taking on Langley Avenue Playing Field.

499. FELIXSTOWE PENINSULA COMMUNITY PARTNERSHIP

Council noted the outcome of the first Felixstowe Peninsula Community Partnership meeting that took place on 24 February 2020.

The Deputy Mayor, who chaired the Partnership in his capacity as a District Councillor, highlighted the good contribution made by those attending in addressing several linked priorities. Some Members had recently met the new Principal of Felixstowe Academy and were pleased to report plans to raise standards and re-establish the school library.

It was RESOLVED that the outcome of the first Felixstowe Peninsula Community Partnership meeting be noted and that the Mayor, Chairman of Civic & Community Committee and the Town Clerk would continue to attend the Partnership meetings on behalf of Felixstowe Town Council.

500. INSURANCE ARRANGEMENTS 2020/21

Council considered its insurance arrangements for 2020/21 as per the recommendation of the 22 January 2020 Finance & General Purposes Committee (*Minute #422 of 2019/20 refers*).

Members requested the Finance & Governance Committee also consider the value of a cyber insurance policy.

It was RESOLVED that the Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2019/20.

501. INVESTMENT POLICY & STRATEGY 2020/21

Council considered its Annual Investment Policy & Strategy for 2020/21 as updated to reflect current investments and recommended by the 22 January 2020 Finance & Governance Committee (*Minute #421 of 2019/20 refers*).

RESOLVED that the Investment Policy & Strategy for 2020/21 be approved and adopted as presented in the report.

502. OCCASIONAL GRANTS POLICY 2020/21

Council considered its Occasional Grants Policy for 2020/21 as recommended by the 19 February 2020 Civic & Community Committee (*Minute #455 of 2019/20 refers*).

RESOLVED that the Occasional Grants Policy for 2020/21 be approved and adopted as presented in the report.

503. PRESS & MEDIA POLICY 2020/21

Council considered its Press & Media Policy for 2020/21 as recommended by the 19 February 2020 Civic & Community Committee (*Minute #456 of 2019/20 refers*).

RESOLVED that the Press & Media Policy for 2020/21 be approved and adopted as presented in the report.

504. ACCOUNTS FOR PAYMENT

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

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

505. CLOSURE

The meeting was closed at 9.35pm. Members noted that the next meeting of the Council, the Annual Council Meeting, was due to take place on Wednesday 20 May 2020 at 7pm clashed with an East Suffolk Council Meeting. It was agreed to change the date of the Annual Council Meeting to Thursday 21st May 2020 at 7pm.

It was also noted that the Annual Town Meeting would be held at Felixstowe Academy at 7pm on Wednesday 13 May 2020.

MINUTES of an **EXTRAORDINARY COUNCIL** meeting held via **videoconference** from the **Town Hall** on **Tuesday 24 March 2020** at **9.30am**

PRESENT: Cllr N Barber (Mayor)
Cllr M Jepson (Deputy Mayor),
Cllr S Bennett
Cllr S Gallant
Cllr M Richardson
Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)

Before proceedings commenced the Mayor explained that, following the lockdown rules initiated by the Government the previous evening, this Extraordinary Council meeting had been changed from being held in person to remote videoconference. It was noted that legislation was anticipated which would enable remote Council meetings to be held legally in future. However in lieu of this legislation being made and due to the urgency of the situation, Members had deemed it appropriate to protect the public, staff and councillors by moving this meeting to a videoconference.

Members present confirmed that they were able to hear and participate in proceedings.

513. PUBLIC QUESTION TIME

It was noted that the agenda had previously advised members of the public to consider whether attending the Town Hall for this meeting was necessary considering Government advice about avoiding public gatherings at this time.

The Clerk advised that no members of the public had arrived at the Town Hall for this meeting.

514. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison, Cllr S Bird, Cllr M Deacon, Cllr T Green, Cllr S Harkin, Cllr M Morris, Cllr G Newman, Cllr D Savage, Cllr A Smith** and **Cllr S Wiles**.

It was noted that these Councillors had given apologies for absence specifically to enable the meeting to be conducted with the minimum number of Council Members required for the meeting to be quorate, in accordance with social distancing advice.

515. DECLARATIONS OF INTEREST

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

516. CORONAVIRUS EMERGENCY MEASURES

Council considered the report on Coronavirus Emergency Measures being proposed in response to the anticipated impact of the pandemic.

The Clerk advised that all Town Councillors had received the report in advance and that Members had indicated support via email prior to the meeting.

It was RESOLVED that

- i. funding of £757.50 be authorised from the Community Fund Earmarked Reserve to produce and deliver information to all households in Felixstowe providing reassurance and guidance to those than might need support as well as those that wish to offer support at this time;**
- ii. authority be delegated to the Clerk, in consultation with the Members of the Civic & Community Committee via email, to decide grant applications from eligible organisations within a week of receipt of application, utilising the Council's Occasional Grant fund, in order to support local organisations and charities which are carrying out beneficial work in the community;**
- iii. Cllr Mark Jepson and Cllr Darren Aitchison be nominated by the Town Council to be invited to become Trustees to the Felixstowe Relief Charity;**
- iv. £10,000 be donated, via the Community Fund Earmarked Reserve, to the Felixstowe Relief Charity in order that the Charity may direct funds to those that need it most;**
- v. funding of up to £10,000 be authorised to support any requirements identified and agreed by the Council's Community Emergency Plan Coordinators, with authority delegated to the Clerk to approve such expenditure via the Council's Community Fund Earmarked Reserve;**
- vi. all public meetings of Felixstowe Town Council to be suspended in accordance with the advice of Government or the National Association of Local Councils;**
- vii. the Town Hall be closed and all office staff should be supported to work from home insofar as possible;**
- viii. allotment inspections be suspended;**
- ix. all Mayoral engagements be cancelled;**
- x. all Council-related events for the remainder of the 2019/20 Municipal Year to be cancelled;**

- xi. all other Council-related events be kept under review, with the default position being that these will also be cancelled, or at the very least postponed unless guidance changes;**
- xii. Felixstowe in Flower competitions be cancelled this year;**
- xiii. all Felixstowe in Flower sponsors be advised that plaques recognising last year's sponsors will be re-installed this year at zero cost and any sponsorship received for 2020 will carry forward to 2021;**
- xiv. the delegation arrangements resolved by the Planning & Environment Committee be noted and approved;**
- xv. all functions of the Council, other than those matters specifically reserved by law to be determined by a meeting of the Council, to be delegated to the Clerk (as the Council's Proper Officer) in consultation with Mayor and Chairman of the appropriate relevant Committee (or the Deputy Mayor if usually Council) until the next Ordinary or Extraordinary Council meeting, at which time the delegation must be reviewed;**
- xvi. the Business Continuity Plan be adopted; and,**
- xvii. the advice of NALC on the Council's statutory obligations for Annual meetings and Annual Governance Accountability Return (AGAR) be noted.**

517. CLOSURE

The meeting was closed at 9.55am.

AGENDA ITEM 5: MINUTES OF COMMITTEE/OTHER MEETINGS

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 18 March 2020** at **9.15am**.

PRESENT: Cllr A Smith (Chairman) Cllr S Gallant
 Cllr S Bird (Vice-Chairman) Cllr M Jepson
 Cllr S Bennett Cllr K Williams

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

IN ATTENDANCE: Cllr D Aitchison
 Mr I Woodford, ESC Assets Management

506. PUBLIC QUESTIONS

None.

507. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Morris, Cllr D Savage** and **Cllr S Wiles**.

506. DECLARATIONS OF INTEREST

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

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

507. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 4 March 2020** be signed by the **Chairman** as a true record.

508. PLANNING APPLICATIONS

The **Chairman** invited **Mr I Woodford, ESC Assets Management**, to address the **Committee** in relation to application (a) below. **Mr Woodford** provided an overview of the trial being proposed and a visual representation of scheme.

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

a	DC/20/0953/FUL Trial for demountable block to create a sand platform between groyn 104 and 105 at the Spa, Felixstowe. Land At Felixstowe Beach Undercliff Road
The Committee considered the proposal in the long term and the short term. Committee recommended APPROVAL for the trial.	

b	DC/20/0818/FUL Erection of detached dwelling Land To The Rear Of 9 To 15 York Road
Committee recommended APPROVAL	

c	DC/20/0726/FUL Construction of a detached chalet bungalow with parking for new development and existing 130 Mill Lane 130 Mill Lane
<p>Committee recommended REFUSAL on the grounds of its unsatisfactory relationship with adjacent properties, specifically thereby not complying with:</p> <p>DM7: Developments should</p> <p>(a) not result in a cramped form of development out of character with the area or street scene,</p> <p>(b) not result in significantly reduced residential amenity, leading to loss of privacy to the host dwelling,</p> <p>(c) be well related to adjacent properties and not designed in isolation,</p> <p>(d) ensure appropriate provision is made for reasonable size curtilage for the existing buildings and proposed dwelling,</p> <p>And</p> <p>DM 23 e) the resulting physical relationship with other properties would not be detrimental to those properties.</p>	

d	DC/20/1040/FUL Demolition of existing modern conservatory at the rear of the house and replacement with a single storey extension 18 Berners Road
Committee recommended APPROVAL.	

e	DC/20/0906/FUL Proposed single storey rear extension with loft conversion 154 High Road West
Committee recommended APPROVAL	
f	DC/20/1076/FUL Proposed two storey rear extension 23 Tomline Road
Committee recommended APPROVAL	
g	DC/20/0884/FUL Rear Extension Linden House 28A Bath Road
Committee recommended APPROVAL	
h	DC/20/0854/FUL Single storey side extension 22 Ascot Drive
Committee recommended APPROVAL	
i	DC/20/1087/TCA Trees on southern rear boundary: 5no. Holm Oak to be re-pollardrd to previous pollard points. 1no. Contorted Willow to be felled to allow space for adjacent Cherry to grow on Martello Place Golf Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	
j	DC/20/0777/TCA T1 - Yew - reduce the crown height by approx. 0.5-1m and lateral spread by 1-1.2m to contain at a suitable size for the location and reduce risk of failure in adverse weather conditions The Gatehouse Maybush Lane
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	
k	DC/20/1078/TCA Sycamore (T1) - Fell because of significant die back Apple (T2) - Reduce height and width by 1.5 metres Apple (T3) - Reduce height and width by 1.5 metres Privet (T4) - Pollard at 2 metres Holm Oak (T5) - Re-pollard back to previous points 3 Hamilton Gardens
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

509. 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.

510. EAST SUFFOLK COUNCIL PARKING CONSULTATION

Committee considered East Suffolk Council's Off-Street Parking Order consultation.

After a discussion, it was RESOLVED that the Town Council's response to the consultation be as follows:

Felixstowe Town Council has carefully reviewed East Suffolk Council's proposed Off-Street Parking Order and requests that "*£1 up to one hour*" be added to the tariff at Crescent Road, Highfield Road and Ranelagh Road car parks, to provide a flexible offer in support of the town centre. It was noted that this tariff was proposed for some other car parks in the district.

The Town Council also requests confirmation from East Suffolk Council that the net revenue from the Landguard car parks are to be ringfenced and used to support the Landguard Partnership, which included the Fort and Museum.

511. CORRESPONDENCE

Committee NOTED the following:

- i) DC/19/4442/FUL - 1 College Green.** The Chairman reported that ESC had confirmed that the proposed resin cladding to the exterior of the house had been removed from the application. Given that the Committee's concerns had centred on the contribution made to the Conservation Area by the wooden detailing of properties in College Green, it was agreed that ESC should be advised that no further representation by the Town Council would be sought on the application at this time.

512. CLOSURE

In accordance with Government advice in respect of the coronavirus pandemic, it was agreed that all further meetings would be suspended at this time.

Delegation arrangements for responding to planning applications in lieu of continuing the current meeting schedule were discussed.

It was RESOLVED that:

- i. All currently scheduled meetings of the Planning & Environment Committee to be suspended until further notice;**

- ii. The Clerk, in consultation with the Chairman, Vice-Chairman and Cllr Kimberley Williams, to be delegated the authority to submit recommendations to East Suffolk Council or other relevant authority, in respect of planning applications, or other proposals, that would usually be considered by a meeting of the Planning & Environment Committee, until the next time the Committee meets or as Council may otherwise determine;**
- iii. To support Member engagement with the process, a weekly list of planning applications for consideration forming the Agenda will be circulated via email on a Thursday. This will also be published on our website, with public comments invited. A summary of the applications, alongside any material planning matters that are perceived to be relevant, will then follow. Members will then be invited to make any comments/observations and recommendations via email. The Clerk, Planning Administration Officer, Chairman, Vice-Chairman and Cllr Williams will review proposals and comments via conference call on a Wednesday morning; and,**
- iv. A summary of recommendations submitted under this delegated authority will be circulated as Minutes, alongside the next Agenda, on a Thursday.**

It was noted that the next meeting of the Committee would be convened in accordance with national advice. Members and the public to be notified.

The meeting was closed at 12.22 pm.

MINUTES of a **MEETING** held on **Wednesday 1 April 2020** at **9.15am** by **VIDEOCONFERENCE** to review Planning Applications under Delegated Authority to the Town Clerk.

PRESENT (by video): Cllr A Smith (Chairman)
 Cllr S Bird (Vice-Chairman)
 Cllr K Williams
 Mr A Tadjrishi (Town Clerk)
 Mrs S Morrison (Planning Administration Assistant)

518. DECLARATIONS OF INTEREST

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

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

519. CONFIRMATION OF MINUTES

Members present confirmed that the Minutes of the Planning & Environment Committee Meeting were a true record.

These Minutes and a record of all recommendations made under Delegated Authority would be presented to the next full Committee meeting for formal approval and adoption.

520. PLANNING APPLICATIONS

The Town Clerk confirmed that all Felixstowe Town Councillors had been emailed a copy of the agenda and invited to submit comments.

The Planning & Administration Assistant confirmed that no material planning concerns had been raised prior to the meeting.

Members present discussed the planning applications below and the following recommendations were made under the Delegated Authority given to the Town Clerk in accordance with Extraordinary Council Minute #518 of 201920 and were submitted to East Suffolk Council:

a	DC/20/1201/DRC Discharge of Conditions 15 & 16 of DC/19/4233/FUL - Proposed "Container" Leisure Park. - Drainage Strategy Surface Water. Mannings Amusement Park Sea Road
Committee recommended APPROVAL.	

b	DC/20/1128/FUL Extend dormer over garage to accommodate larger ensuite/bathroom and provide dressing area. 30 High Road East
Committee recommended APPROVAL	

c	DC/20/1200/FUL Change of use to convert existing Police building into 8 dwellings with access, associated external works, landscaping and parking. Glenfield Court Glenfield Avenue
Committee recommended APPROVAL	

d	DC/20/1149/ADI Illuminated Advertisement Consent - Installation of replacement illuminated and non illuminated signs to the exterior of the building. 25-31 The Grosvenor Ranelagh Road
Committee recommended APPROVAL.	

e	DC/20/1138/TCA 1 No. Sycamore to the far left of the rear property boundary which is in very poor health to be sectionally felled and removed. 1 No Sycamore tree neighbouring the first has been poorly pruned in the past and has a very unbalanced crown. This tree is to be pollarded at a height of between 4 -5m. 18 Barton Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

521. PLANNING DECISIONS

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

522. CORRESPONDENCE

Members present noted the following:

ii) Dismissal of Appeal Ref: APP/X3540/W/19/3240116 53 Wentworth Drive

The Chairman advised that the Planning Inspector had given a very comprehensive report, in support of ESC's refusal of the initial application, setting out the important contribution made by a network of landscaped spaces as part of the estate's overall character and original design, which should be preserved.

523. CLOSURE

It was noted that the next review would take place by videoconference on Wednesday 8th April at 9.15am.

The meeting was closed at 10.12 am.

MINUTES of a **MEETING** held on **Wednesday 8 April 2020** at **9.15am** by **VIDEOCONFERENCE** to review Planning Applications under Delegated Authority to the Town Clerk.

PRESENT (by video): Cllr A Smith (P&E Committee Chairman)
 Cllr S Bird (P&E Vice-Chairman)
 Cllr K Williams
 Mr A Tadjrishi (Town Clerk)
 Mrs S Morrison (Planning Administration Assistant)

524. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird	All	Local Non-Pecuniary (as a Member of East Suffolk Council and as a Member of Suffolk County Council)
Cllr K Williams	528(a)	Disclosable Pecuniary Interest (Owner of property mentioned in Visual Impact Assessment Report submitted under DC/15/1128/OUT to which this application refers.)

Cllr Williams advised that although she had a Disclosable Pecuniary Interest with regards to item 582(a), she had been granted a dispensation from the Clerk to participate in any discussion, but not vote, on the item.

Members present noted that recommendations being made by the Town Council to East Suffolk Council were to be determined by the Town Clerk, under delegated authority. Therefore, this was a consultation meeting, not a formal meeting of the Planning & Environment Committee.

525. CONFIRMATION OF MINUTES

Members present confirmed that the Minutes of the Planning & Environment Committee Meeting were a true record.

These Minutes and a record of all recommendations made under Delegated Authority would be presented to the next full Committee meeting for formal approval and adoption.

526. PLANNING APPLICATIONS

The Town Clerk confirmed that all Felixstowe Town Councillors had been emailed a copy of the agenda and invited to submit comments.

Members present discussed the planning applications below and the following recommendations were made under the Delegated Authority given to the Town Clerk in accordance with Extraordinary Council Minute #518 of 201920 and were submitted to East Suffolk Council:

a	<p>DC/20/1002/ARM 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</p>
<p>The Town Council submits the following comments and recommendations in response to this application:</p> <p>1. Site Layout</p> <p>In terms of the site layout, there is a lack of clear measurements and detail on the distances between individual houses, the length of gardens and the sense of space provided across the development.</p> <p>2. Boundary treatment</p> <p>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.</p> <p>3. Drainage and Sewerage</p> <p>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 is able to manage its own water runoff. The appendices referred to in the drainage strategy document are missing. Additionally, the strategy refers to the need for further assessment which does not appear to have been undertaken and moreover is not an appropriate approach as this is required to be detailed and understood prior to approval of the application.</p> <p>We note that para 3.17 of the drainage strategy proposes discharging 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.</p> <p>The watercourses are an essential element of the local water management system and should be retained, enhanced and properly maintained.</p> <p>With Appendix I of the drainage strategy missing, we are unable to understand the maintenance requirements of the system being proposed. Furthermore, the liability for its ongoing maintenance needs to be agreed.</p>	

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.

In accordance with The Town Council's environmental aspirations, the 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.

4. 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.

5. Highways Issues

We support elements of the holding objection submitted by Suffolk Highways. However, we do not find ourselves in agreement with the following comments in their consultation response:

Para 1 and 2: 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.

Ref. Para 3: 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 .

Ref. Para 4, 5 and 6: 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.

Further to these issues, we note that the application does not refer to the junction arrangements with A154 Candlet Road and associated off-site works. However, condition No. 29 of the Outline planning consent prescribes that this is to be provided upon occupation of no more than 99 dwellings in accordance with previously approved details. The Council has highlighted a number of issues with the approved highways scheme with the applicant, which are supported by the Felixstowe Society of Allotment and Leisure Gardeners (FSALG) and which must be considered prior to discharge of this condition.

Specifically, if built as currently drawn, it will not be possible to retain the mature trees and green corridor along the eastbound side of Candlet Road from the junction of the development to the Grove Surgery whilst also providing the shared use footpath and cycleway. Additionally, construction would necessitate a visually intrusive retaining wall with a fence along the allotment boundary which is some 2 metres higher than the road. This would fundamentally and unnecessarily change this green, tree lined approach. The Council believes that this can be mitigated by reviewing the position of the layby to the eastbound side and/or utilising some of the width of the vegetation, mostly scrub, to the westbound side. We therefore ask that serious consideration is given to this issue as soon as appropriate.

6. 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.

Page 52(50) of the D & A statement correctly records the requirement in the S106 agreement for, inter alia, “equipped play areas”. 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.

7. 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'.

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	DC/20/1205/LBC Listed Building Consent - Application to vary Listed Building Consent DC/19/0528/LBC - To demolish defective chimney reference FP4 The existing is defective and has major cracks and failed mortar and has a measurable lean - and rocks unsafely The Old Hall 37 High Road East
<p>Committee recommended REFUSAL.</p> <p>We believe that heritage statement provided is incorrect where it states the chimney to be a "20th century addition" as there is photographic evidence that the chimney is an original feature of the building. Evidence will be submitted separately.</p> <p>Therefore, whilst we understand the applicant's predicament and accept the need to remove the existing chimney for reasons of safety, we see no reason why a replacement chimney sympathetic to the original design should not be required.</p> <p>We refer to the relevant sections of the NPPF, notably paragraphs 193 to 196. It is evident that there is no public good resulting from removal of the chimney, which is therefore contrary to national policy.</p>	

527. PLANNING DECISIONS

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

528. CORRESPONDENCE

None.

529. CLOSURE

It was noted that the next review would take place by videoconference on Wednesday 15th April at 9.15am.

The meeting was closed at 1.10 am.

MINUTES of a **MEETING** held on **Wednesday 15 April 2020** at **9.15am** by **VIDEOCONFERENCE** to review Planning Applications under Delegated Authority to the Town Clerk.

PRESENT (by video): Cllr A Smith (P&E Committee Chairman)
 Cllr S Bird (P&E Vice-Chairman)
 Cllr K Williams
 Mr A Tadjrishi (Town Clerk)
 Mrs S Morrison (Planning Administration Assistant)

530. DECLARATIONS OF INTEREST

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

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

531. CONFIRMATION OF MINUTES

Members present confirmed that the Minutes of the previous Planning Applications review meeting held on 8 April 2020 were a true record.

These Minutes and a record of all recommendations made under Delegated Authority would be presented to the next full Committee meeting for formal approval and adoption.

532. PLANNING APPLICATIONS

The Town Clerk confirmed that all Felixstowe Town Councillors had been emailed a copy of the agenda and invited to submit comments.

The Planning & Administration Assistant confirmed that no material planning concerns had been raised prior to the meeting.

Members present discussed the planning applications below and the following recommendations were made under the Delegated Authority given to the Town Clerk in accordance with Extraordinary Council Minute #518 of 2019/20 and were submitted to East Suffolk Council:

a	DC/20/1266/FUL Demolition of existing house and detached garage, erection of a replacement dwelling and detached garage 85 Cliff Road
Committee recommended APPROVAL. Members noted the energy efficient design and the positive contribution this makes to the climate emergency agenda.	

b	DC/20/1322/FUL Construction of two storey rear extension forming open-plan living/kitchen/dining space to ground floor with master bedroom and en-suite to first floor; provision of glazed juliet balcony to master bedroom; construction of new car port attached to existing garage. 94 Chelsworth Road
Committee recommended APPROVAL	

c	DC/20/1396/FUL Erection of a first floor, side extension over the existing ground floor kitchen to provide the same footprint on the first floor as the ground level. A porch will also be added to the existing front entrance extending the width of the existing canopy over the front door. 9 Eastcliff
Committee recommended APPROVAL	

533. PLANNING DECISIONS

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

534. CORRESPONDENCE

Members present noted the following:

- i) ESC PLANNING ADVISORY BOARD to meet on 21/4/2020 to consider Application DC/20/0160/FUL: Wetherspoons Public House, 201 Hamilton Road Felixstowe**

It was noted that the ESC Planning Advisory Panel would be meeting on 21 April 2020, with the above application on the agenda having been recommended for refusal by officers. It was agreed that the P&E Chairman would draft a report to the Advisory Panel outlining the Town Council's reasons for supporting this application. It was agreed that the draft be circulated to all FTC Members prior to submitting to ESC.

535. CLOSURE

It was noted that the next review would take place by videoconference on Wednesday 22nd April at 9.15am.

The meeting was closed at 10.21 am.

MINUTES of a **MEETING** held on **Wednesday 22 April 2020** at **9.15am** by **VIDEOCONFERENCE** to review Planning Applications under Delegated Authority to the Town Clerk.

PRESENT (by video): Cllr A Smith (P&E Committee Chairman)
Cllr S Bird (P&E Vice-Chairman)
Cllr K Williams
Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

536. DECLARATIONS OF INTEREST

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

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

537. CONFIRMATION OF MINUTES

Members present confirmed that the Minutes of the previous Planning Applications review meeting held on 15 April 2020 were a true record.

These Minutes and a record of all recommendations made under Delegated Authority would be presented to the next full Committee meeting for formal approval and adoption.

538. PLANNING APPLICATIONS

The Town Clerk confirmed that all Felixstowe Town Councillors had been emailed a copy of the agenda and invited to submit comments.

The Planning & Administration Assistant confirmed that no material planning concerns had been raised prior to the meeting.

Members present discussed the planning applications below and the following recommendations were made under the Delegated Authority given to the Town Clerk in accordance with Extraordinary Council Minute #518 of 2019/20 and were submitted to East Suffolk Council:

a	DC/20/1444/FUL New dwelling Marsh End 283 Ferry Road
<p>Committee recommended REFUSAL.</p> <p>As outlined under the Felixstowe Peninsula Area Action Plan Policy FPP2, proposals for new residential development outside the physical limits boundaries should be strictly controlled in accordance with national planning policy and the strategy for the countryside. The proposed dwelling would not conserve and enhance the area’s natural, historic and built environment and is contrary to DM3 as it is outside the physical limits boundary and does not address a specific need.</p> <p>The proposal would also be contrary to the following policies;</p> <p>DM4(c) - the proposal would have an impact on the sensitive location of the AONB;</p> <p>DM21(a) - the proposal does not relate well to the scale and character of its surroundings;</p> <p>DM21(e) - the layout would not incorporate and protect existing site features of landscape, heritage or amenity value or enhance such features;</p> <p>DM 23(e)- this proposal, at the front of the plot and its 2m high wall, will result in a poor physical relationship with other properties;</p> <p>Furthermore, the proposal does not adequately address the NPPF para 172 which requires developments to give great weight to conserving and enhancing landscape and scenic beauty of the AONB.</p>	

b	DC/20/1472/FUL Two storey side/rear extension to dwelling. 47 Ranelagh Road
Committee recommended APPROVAL	

c	DC/20/0879/FUL To erect extension at rear of property to enlarge dining area for sitting area. 6 Fairfield Avenue
Committee recommended APPROVAL	

d	<p>DC/20/1410/FUL To place 4 free-standing storage sheds at unit 10 haven exchange. To be moved from Itrons existing Lander Road site and to be placed adjacent to an existing landlords storage container. Each of the 4 storage sheds is 2.3m W x 4.7m L x 2.4m H. Will be locked and to be used to store some excess furniture, fittings and some tools. Further description and location is detailed in accompanying files, and approx 3m from site boundary at the closest point</p> <p>Cory House Haven Exchange</p>
<p>Committee recommended APPROVAL given the small number and single height of the storage units. We would request some consideration be given to further green screening to the caravan park opposite.</p>	

539. PLANNING DECISIONS

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

540. CORRESPONDENCE

Members present noted the following:

i. Public Space Protection Orders - Dog Controls in the East Suffolk District.

Members noted the consultation by East Suffolk Council to introduce dog controls to several areas in the former Waveney district.

ii. Upcoming Footway Works - U3118 Links Avenue

Members noted the forthcoming works.

iii. Trimley Red Devils move to Seaton Park

Members noted and supported a proposal to provide new amenities for the football club at Seaton Park and that a planning application would be forthcoming. Members requested that some consideration be given to the much-needed reinvigoration of play equipment on this site.

iv. DC/20/0160/FUL 201 Hamilton Road

Members noted correspondence on this application which had been withdrawn.

541. CLOSURE

It was noted that the next review would take place by videoconference on Wednesday 29th April at 9.15am.

The meeting was closed at 10.32 am.

MINUTES of a **MEETING** held on **Wednesday 29 April 2020** at **9.15am** by **VIDEOCONFERENCE** to review Planning Applications under Delegated Authority to the Town Clerk.

PRESENT (by video): Cllr A Smith (P&E Committee Chairman)
Cllr S Bird (P&E Vice-Chairman)
Cllr K Williams
Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

542. DECLARATIONS OF INTEREST

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

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

543. CONFIRMATION OF MINUTES

Members present confirmed that the Minutes of the previous Planning Applications review meeting held on 22 April 2020 were a true record.

These Minutes and a record of all recommendations made under Delegated Authority would be presented to the next full Committee meeting for formal approval and adoption.

544. PLANNING APPLICATIONS

The Town Clerk confirmed that all Felixstowe Town Councillors had been emailed a copy of the agenda and invited to submit comments.

The Planning & Administration Assistant confirmed that no material planning concerns had been raised prior to the meeting.

Members present discussed the planning applications below and the following recommendations were made under the Delegated Authority given to the Town Clerk in accordance with Extraordinary Council Minute #518 of 2019/20 and were submitted to East Suffolk Council:

a	DC/20/1466/FUL Proposed change of use with new front entrance Post Office 143 Hamilton Road
<p>Committee welcomed in principle the proposal to bring this attractive town centre building back in to use. However, we were concerned at the proposal to retain the existing front doors in an apparently closed state, in front of the new wall. This could have the effect of perpetuating an appearance of decline in the town centre. We would therefore ask that the applicant consider a revised layout that would enable the main entrance to be re-established as such, which would also enable the attractive feature of the three arched windows to be retained in their current aspect.</p> <p>It is also noted that the application is for A3 use only: however, it is our understanding that this business in its existing premises at 187 Hamilton Road is also a significant and valued retailer of wool products. We would suggest therefore that the application be modified accordingly to encompass both A1 and A3 uses.</p> <p>Committee recommends APPROVAL, subject to the accessibility concerns raised by the Suffolk Coastal Disability Forum.</p>	
b	DC/20/1491/FUL 2 Storey Rear Extension Coel Na Mara 69 Cliff Road
<p>Committee recommended REFUSAL due to the very significant loss of amenity to the neighbouring property to the north, in contravention of SPG16 and the following other policies:</p> <p>DM 21 (a) proposals should relate well to the scale and character of their surroundings particularly in terms of their siting, height, massing and form; and, DM 21 (c) alterations and extensions to existing buildings, should normally respect the plan form, style and architectural characteristics.</p> <p>DM23 (b) outlook; (c) access to daylight and sunlight; and (e) the resulting physical relationship with other properties.</p>	
c	DC/20/1544/FUL Proposed undercover terrace Deben Reach 218 Ferry Road
<p>Committee recommended APPROVAL</p>	

d	DC/20/1262/FUL Side extension, which is also linked to the existing outbuilding. 196 Grange Road
Committee recommended APPROVAL.	

545. PLANNING DECISIONS

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

546. CORRESPONDENCE

Members noted the following:

i) DC/19/4442/FUL- 1 College Green

This application was due to be considered by the ESC Planning Review Panel. It was noted that it had been agreed that no further representation would be sought on the application since Committee's concerns, which had centred on the contribution made to the Conservation Area by the wooden detailing of properties in College Green, had been largely overcome since the proposed resin cladding to the exterior of the house had been removed from the application.

547. CLOSURE

It was noted that this was the final meeting to review planning applications under delegated authority and that the Planning & Environment Committee would reconvene in full at a meeting via videoconference on Wednesday 6th May at 9.15am.

The meeting was closed at 10.35 am.

AGENDA ITEM 9: LOCALLY FUNDED PCSO UPDATE

At the previous Ordinary Council meeting it was reported that the locally funded PCSO would be leaving his post during March to take up a role elsewhere. It was agreed to dissolve the Service Level Agreement between the Suffolk Constabulary and the Town Council and request a refund a refund for the remainder of the contract period (*Minute #491 of 2019/20 refers*).

Council noted that its precept had not been increased to meet the cost of the PCSO but had instead transferred funds from its Earmarked Reserves for the provision.

Council is requested to note that Suffolk Constabulary agreed to dissolve the SLA and have issued a refund of £1,769.86 for the period unserved and paid to the 31 March 2020.

The pro-rata funding (for the period 1 April – 30 November 2020) of £22,667 which was set aside in the New Community Projects budget for 2020/21 will now be available for other purposes.

Council is requested to note the dissolution of the Service Level Agreement with Suffolk Constabulary and consider the opportunity to repurpose this community funding.

AGENDA ITEM 10: CORONAVIRUS GRANTS UPDATE

At the Extraordinary Meeting on 24 March, it was agreed that in consultation with the Members of the Civic & Community Committee via email, the Clerk be delegated the authority to decide grant applications from eligible organisations within a week of receipt of application, utilising the Council's Occasional Grant fund of £25,000 for the year 2020/21 in order to support local organisations and charities which are carrying out beneficial work in the community during the Coronavirus crisis.

Since that time a total of £9,417.19 in grants has been awarded as follows:

Applicant	Description	Award
Citizen's Advice Bureau	Core funding to help with their COVID-19 response, inc. remote working hardware.	£3,000
FACTS	To provide delivery services of medical supplies and provisions during the Pandemic.	£2,000
Age UK	To provide Good Day calls to Felixstowe residents.	£1,000
Felixstowe Sewing School	Materials to sew scrubs for the Ipswich & Colchester Hospital Trust	£120
Felixstowe Radio	New broadcasting streamer and helping to deliver services during the Covid-19 pandemic.	£951.19
Explorers Salvation Army	Explorers Outreach to families during COVID-19 - Sending 24 packs out to families in need. Packs will include fruit and vegetables, a gift for the parent/carer, a children's story book, and craft activities /resources for children including pens, glue and a pair of scissors.	£408
Emmaus	To provide support packs to 20 of their current Felixstowe volunteers who are currently isolated and struggling to cope on their own, with the local Felixstowe Emmaus being closed. They will also be supporting them with phone calls. £630 to provide fortnightly packs for a 3-month period to these 20 volunteers.	£630
Lighthouse Women's Aid	To purchase 2 laptops including MS Office to enable easier homeworking as office is currently closed due to Coronavirus	£1,308

Council is requested to note Grants awarded to date under the Council's Coronavirus Grants Scheme.

AGENDA ITEM 11: ANNUAL GRANTS

In accordance with Committee's budget recommendations (*Minute #235 of 18 September 2019*), at its meeting of 8 January 2020 Council approved provisions for Annual Grants totalling £11,600 and other annual payments for 2020/21 (*Minute #401 of 2019/20 refers*). The receiving organisations are as follows:

As Annual Grants:

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

Confirmation has been received that the Felixstowe Carnival will not be held this year and the committee is instead now working towards new dates of 23rd – 25th July 2021. The potential for a seafront event, without the Carnival procession, over the late Summer Bank Holiday weekend of 28-30 August is still being considered but is unlikely.

No announcement has been received from Art on the Prom who are currently waiting to make a decision, pending Government guidelines.

Felixstowe Book Festival has been in touch to confirm that the Festival will not take place on June 26-28 2020. However, they are planning to hold several author events online during the weekend. The Festival organisers have stated that hosting the event online will incur expenses and that it would not be practicable to charge for access. Additionally, there are some expenses already incurred for which it will not be possible to be refunded. Though authors are being contacted in preparation for a Festival in 2021. Considering the above Felixstowe Book Festival is asking Council to maintain the funding already allocated to enable them to meet their commitments and support planning for next year's festival.

Committee is requested to note the above and consider the payment of Annual Grants for 2020/21.

AGENDA ITEM 12: VEDAY75

The Royal British Legion has announced a programme of activity to mark the 75th anniversary of VE Day on Friday 8th May for people to participate in from home.

With members of the public no longer able to attend VE Day 75 events, the Legion is calling on the nation to get involved from home throughout the day and pay tribute to the entire Second World War generation from British, Commonwealth and Allied Forces, to evacuees and those who served on the home front.

Activities include a VE Day 75 livestream, national moments of Remembrance and thanksgiving, and activity packs for individuals and families.

At 11am the Legion is encouraging people across all generations and communities to take part in a national moment of Remembrance and pause for a Two Minute Silence to honour the service and sacrifice of the Second World War generation, and also take the opportunity to reflect on the devastating impact Covid-19 has had on so many lives across the world.

Following the Silence the Legion is hosting a VE Day 75 livestream, sharing stories and memories from those who served and sacrificed during the Second World War, and recognising the difficulties people are experiencing today. Hosted by TV presenter Sonali Shah, the programme will feature contributions from social historian Julie Summers and cook and influencer Melissa Helmsley. The programme will be live from 11.15am on the Legion's website.

The Felixstowe Branch of the Royal British Legion are also encouraging local people to get involved in other ways. They are encouraging people to decorate their houses in red, white and blue and have picnics in the garden, asking any trumpeters, buglers or cornet players to step outside and play the Last Post at 2.55pm, and any standard bearers to parade at their own home during the day. More details can be found on the Felixstowe Branch Facebook page here:

<https://www.facebook.com/FelixstoweRBL>

The official VE Day website is also asking the public to raise a glass and join in a national toast at 3pm: <https://www.veday75.org/get-involved/nations-toast/>

"We are also encouraging all those taking part to undertake the 'Nation's Toast to the Heroes of WW2' at 3pm on the 8th May, from the safety of their own home by standing up and raise a glass of refreshment of their choice and undertake the following 'Toast' – "To those who gave so much, we thank you," using this unique opportunity to pay tribute to the many millions at home and abroad that gave so much to ensure we all enjoy and share the freedom we have today".

Later in the day the Legion has partnered with the BBC to honour and celebrate the Second World War generation with an evening of memories and music from 8pm on BBC One. The Queen is delivering a speech at 9pm and Members of the public are invited to enjoy a moment of celebration and thanksgiving during the programme by taking part in a UK-wide rendition of Vera Lynn's 'We'll Meet Again'.

Alongside these events on 8th May, The Royal British Legion has developed a VE Day learning pack which is available online. Designed for 7-14 year olds the pack includes first-hand accounts from the Second World War generation, veteran interviews and range of activities to allow families to explore and commemorate VE Day together.

Members of the public can access the activities at www.rbl.org.uk/veday75 and on social media using #VEDay75 and #VEDay75Live during the livestream.

Royal British Legion Schedule

11am-11.02am Two Minute Silence

11.15am Royal British Legion Livestream

The Legion is hosting a VE Day 75 livestream, available at page rbl.org.uk/veday75 sharing stories and memories from those who served and sacrificed during the Second World War, and recognising the difficulties people are experiencing today.

The Legion is inviting members of the public to grab a cup of tea and join us for the livestream as we bring the World War Two generation together with today's generation to chat about their shared experiences. Hosted by TV presenter Sonali Shah, the programme will feature contributions from social historian Julie Summers and cook and influencer Melissa Helmsley. The livestream will be available on the Legion's website.

8pm-9.10pm VE Day 75: The People's Celebration BBC ONE

To mark the 75th anniversary of VE day, in these unprecedented times, the BBC in partnership with the Royal British Legion will honour and celebrate the World War Two Generation with an evening of memories and music. Featuring some of those who remember this historic day, together with Britain's favourite performers, Katherine Jenkins, Adrian Lester, Anton Du Beke, Beverley Knight, Helen George, Sharon D Clarke, Shane Richie and Emma Barton who will entertain us with popular songs of the era. In a fitting finale at 9.00 pm we will see the nation unite for a very special rendition of "We'll Meet Again" as across the UK we all give thanks to our veterans and remember our loved ones.

'We'll Meet Again' Singalong

Lyrics available on The Royal British Legion website
<https://www.britishlegion.org.uk/stories/ve-day-singalong>

Council is requested to note the national and local programme for forthcoming VE Day Commemorations.

AGENDA ITEM 15: END OF YEAR FINANCIAL REPORT 2019/20

A summary Income & Expenditure Report for the Financial Year ending 31 March 2020 is shown below with a detailed report provided at **Appendix A**.

01/05/2020 16:53		Felixstowe Town Council				Page 1			
Month No: 12		Summary Income & Expenditure by Budget Heading 31/03/2020							
		Cost Centre Report							
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
101	Administration	Income	570,109	616,585	585,463	(31,122)		105.3%	
		Expenditure	256,676	276,388	280,442	4,054	4,054	98.6%	
		Net Income over Expenditure	313,433	340,198	305,021	(35,177)			
		less Transfer to EMR	0	30,245					
		Movement to/(from) Gen Reserve	313,433	309,953					
201	Town Hall	Income	20,538	24,336	19,730	(4,606)		123.3%	
		Expenditure	82,600	82,211	83,514	1,303	1,303	98.4%	
		Movement to/(from) Gen Reserve	(62,063)	(57,875)					
202	Walton	Income	8,738	12,377	7,000	(5,377)		176.8%	
		Expenditure	7,505	8,985	8,423	(562)	(562)	106.7%	
		Movement to/(from) Gen Reserve	1,233	3,392					
203	Broadway House	Income	2,067	2,130	2,130	(0)		100.0%	
		Expenditure	6,279	6,653	6,826	173	173	97.5%	
		Movement to/(from) Gen Reserve	(4,212)	(4,523)					
204	Cemetery	Income	88,575	98,186	73,775	(24,411)		133.1%	
		Expenditure	131,574	138,088	144,297	6,209	6,209	95.7%	
		Movement to/(from) Gen Reserve	(42,999)	(39,901)					
205	Allotments	Income	14,593	15,528	15,200	(328)		102.2%	
		Expenditure	27,664	26,885	27,707	822	822	97.0%	
		Movement to/(from) Gen Reserve	(13,071)	(11,357)					
301	Civic & Community	Income	7,442	14,292	7,392	(6,900)		193.3%	
		Expenditure	35,346	34,037	41,093	7,056	7,056	82.8%	
		Net Income over Expenditure	(27,904)	(19,745)	(33,701)	(13,956)			
		plus Transfer from EMR	0	1,513					
		Movement to/(from) Gen Reserve	(27,904)	(18,232)					
302	Grants	Expenditure	32,846	36,599	36,600	1	1	100.0%	
303	Felixstowe in Flower	Income	7,600	8,021	7,300	(721)		109.9%	
		Expenditure	7,664	4,955	6,750	1,795	1,795	73.4%	
		Movement to/(from) Gen Reserve	(64)	3,066					
304	Communication	Income	0	4,805	0	(4,805)		0.0%	
		Expenditure	4,708	12,522	13,628	1,107	1,107	91.9%	
		Movement to/(from) Gen Reserve	(4,708)	(7,716)					
305	Community Projects & Prtnrshps	Expenditure	42,779	76,779	76,779	0	0	100.0%	
		Grand Totals:- Income	719,661	796,261	717,990	(78,271)		110.9%	
		Expenditure	635,642	704,100	726,059	21,959	0	21,959	97.0%
		Net Income over Expenditure	84,019	92,161	(8,069)	(100,230)			
		plus Transfer from EMR	0	1,513					
		less Transfer to EMR	0	30,245					
		Movement to/(from) Gen Reserve	84,019	63,429					

Total expenditure against budget for the year was 97% and Council received a total income of 110.9% against budget. This resulted in a positive outturn against budget of £92,161.

Total expenditure from Earmarked Reserves was £86,404, with £81,272 having been transferred in from the General Fund during the year as shown in the table below:

900	Earmarked Reserves	Balance at 31 March 2019	Transferred in from General Fund 2019/20	Council approved expenditure during 2019/20	Closing Balance at 31 March 2019
9010	Election Expenses	£14,862	£6,000	£15,000	£5,862
9015	Enhancement & Promotional	£1,941	-	£799	£ 1,142
9025	Asset Repairs & Replacement	£15,032	£3,000	-	£18,032
9030	IT Replacement Fund	£3,117	-	-	£3,117
9040	Cemetery Projects	£164,436	£20,000	£15,376	£169,060
9050	Broadway House	£59,106	£2,500	£1,499.50	£60,106.50
9055	Walton Community Hall	£65,000	£2,500	0	£67,500
9065	Town Hall Maintenance	£77,187	£5,000	£2,548.82	£79,638
9075	Community Fund	£152,672	£2,027	£44,000	£110,699
9085	CCTV	£42,000	-	-	£42,000
9090	Staffing Reserve	£20,375	£10,000	£3,500.79	£26,874
9100	Community Infrastructure Levy	£4,057	£30,245.03		£34,302
9095	Armed Forces Wknd Lgcy Fund	£3,680	-	£3,680	0
	Total Earmarked Reserves	£623,465	£81,272	£86,404	£618,333

At the previous Financial Year end 31st March 2019, Council held total reserves of £1,009,067. This was represented by General Reserves of £385,601 and Earmarked Reserves of £623,465.

Fund	Balance at 31 March 2019	Balance at 31 March 2020
General Fund	£385,601	£447,003
Earmarked Reserves	£623,465	£618,333
Total	£1,009,067	£1,065,336

The overall financial position of the authority as of 31 March 2020 therefore was £1,065,336.

The Annual Governance and Audit Return (AGAR) for the Financial Year 2019-20 is being prepared on this basis and will be submitted to Council in June for approval.

Committee is requested to receive the Accounts to 31 March 2020 and note the Council's financial position as at year end 2019/20.

AGENDA ITEM 16: ASSET REGISTER REVIEW

The Council maintains an Asset Register which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Council is required to review its Asset Register at least once annually and this is attached at **Appendix B**.

Although it is common practice for business to depreciate long-term assets for both tax and accounting purposes, this is not recommended for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is therefore shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

The Council's Asset Register has been updated to reflect acquisitions and disposals in the year since 1 April 2019.

Committee is requested to approve the Asset Register to 31 March 2020.

AGENDA ITEM 17: COUNCIL/COMMITTEE MEETINGS IN THE 2020/21 MUNICIPAL YEAR

Members are requested to consider arrangements for the resumption of Council and Committee meetings. This first online Council meeting will hopefully inform the process.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) came in to force on 4 April. Broadly speaking, the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. They also remove the requirement to hold an annual meeting. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

Regulation 5(2) of the 2020 Regulations provides that a Member in remote attendance attends the meeting at any time if the Member is able at that time:

- a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance,
- b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
- c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

All of the above conditions must be satisfied. These conditions allow Members to join via a video link system or by telephone so long as every Member can be heard by every other member and the public.

All Members, the Town Clerk and other staff, and any members of the public will be in attendance for the purposes of the 2020 Regulations if they are in remote attendance.

The provisions in Regulation 5 apply notwithstanding any standing orders or rules to the contrary and local councils can decide the methods they will use to facilitate the holding of remote meetings.

Members have expressed a desire to resume the previously approved schedule of Council and Committee meetings, starting with the Annual Council Meeting of 20 May 2020 (schedule at **Appendix C**).

Council is therefore requested to consider and decide arrangements, including the most appropriate format (online or otherwise) for the commencement of the schedule of Council and Committee meetings, starting with the Annual Council Meeting of 20 May 2020.