



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 9 March 2016** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Capt. Richard Waters, Salvation Army, Felixstowe.

A G E N D A

1. **Apologies**
To receive apologies for absence.
2. **Declarations of Interest**
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.
3. **Requests for Dispensation**
Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.
4. **Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 25.
5. **Confirmation of Council Minutes**
To confirm the minutes of the Council Meeting held on Wednesday 13 January 2016 as a true record. **(Pages 4-10)**
6. **Mayor's Communications**
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 13 January 2016 **(Pages 12-14)**
 - b) Planning & Environment Committee 27 January 2016 **(Pages 15-25)**
 - c) Finance & General Purposes Committee 27 January 2016 **(Pages 26-27)**

- d) Assets & Service Committee 3 February 2016 (Pages 28-30)
 - e) Planning & Environment Committee 10 February 2016 (Pages 31-33)
 - f) Civic & Community Committee 17 February 2016 (Pages 34-36)
 - g) Planning & Environment Committee 24 February 2016 (Pages 37-39)
 - h) Finance & General Purposes Committee 24 February 2016 (Pages 40-42)
- 8. Reports from Members appointed to Outside Bodies**
To receive any reports from Members appointed to represent the Town Council on outside bodies. *Members are requested to provide a written report to the Clerk at least two days prior to the meeting.*
- 9. Uniserve Update**
Council is to receive a presentation from John Gandy, Uniserve Group, updating on progress with their warehouse facility at the Port of Felixstowe.
(Verbal Report)
- 10. Felixstowe Forward Report**
To consider the report of the Felixstowe Forward Change Director.
(Page 43 and Appendix A)
- 11. Subscriptions 2016/17**
To review and approve the Council's and staff subscriptions to other bodies.
(Page 44)
- 12. Cemetery Memorial Garden Project**
To approve the recommendation of the Assets & Services Committee and authorise funding for a new Memorial Garden at Felixstowe Cemetery.
(Page 45)
- 13. Occasional Grants Policy 2016/17**
To approve the Occasional Grants Policy for 2016/17 as recommended by the Civic & Community Committee.
(Pages 46 & Appendix B)
- 14. Press & Media Policy 2016/17**
To approve the Press & Media Policy for 2016/17 as recommended by the Civic & Community Committee.
(Pages 46 & Appendix C)
- 15. Investment Policy & Strategy 2016/17**
To approve the Council's Investment Policy & Strategy for 2016/17 as recommended by the Finance & General Purposes Committee.
(Page 47 & Appendix D)
- 16. Insurance Arrangements**
To confirm the adequacy of Council's insurance and to approve the arrangements as recommended by the Finance & General Purposes Committee.
(Page 47-48)

17. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows:

(Schedules attached at Appendix E)

Date	Voucher Nos.	Total Payment
13/01/2016	406 – 420	£3,350.38
20/01/2016	421 - 427	£2,856.80
27/01/2016	428 - 436	£28,769.67
10/02/2016	437 - 447	£3,520.65
17/02/2016	448 – 454	£1,930.32
24/02/2016	455 - 466	£29,913.08
	TOTAL	£ 70,340.90

18. Closure

To close proceedings and note that the next meeting is the Annual Council Meeting scheduled for 7.30pm on Wednesday 11 May 2016.



Ash Tadjrishi
Town Clerk
3 March 2016

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 13 January 2016 at 7.30pm

PRESENT: Cllr D Savage (Town Mayor) Cllr S Gallant
 Cllr Jan Garfield (Deputy Mayor) Cllr T Green
 Cllr N Barber Cllr G Newman
 Cllr S Bird Cllr A Smith
 Cllr P Coleman Cllr J Vartan
 Cllr M Deacon Cllr S Wiles
 Cllr Jon Garfield

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

IN ATTENDANCE: Ms H Greengrass (Felixstowe Forward Change Director)
 7 Members of the Public, 1 Member of the Press

PUBLIC QUESTIONS

A member of the public asked how the Town Council would respond to an appeal which had been lodged against the District Council's decision to refuse a planning application for up to 560 dwellings at land at Candlet Road. Council's Planning & Environment Committee had recommended to Suffolk Coastal District Council that the application be refused. Chairman of the Committee, Cllr A Smith, advised that the Committee's original comments would automatically be considered by the Planning Inspector and Committee would review the appeal documents at its next meeting to consider any further comments it may wish to submit.

Referring to the previous meeting and Council's resolution, to request that Suffolk Coastal District Council trial the removal of notices of prohibiting cycling on the Felixstowe prom for a period of no less than 12 months, a member of the public asked what the criteria would be for the assessment and monitoring of such a trial. The Clerk advised that Council had made the request in writing to Suffolk Coastal District Council but no response had been received that this time.

PRAYERS

The meeting was preceded with prayers by Rev. Diane Smith, Trinity Methodist Church, Felixstowe.

385. APOLOGIES

Apologies for absence were received from **Cllr S Bloomfield** and **Cllr K Williams**.

386. DECLARATIONS OF INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr S Gallant Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr N Barber	All	Local Non-Pecuniary (as Members of Suffolk County Council)

387. REQUESTS FOR DISPENSATION

There were none.

388. QUESTIONS TO THE MAYOR

There were none.

389. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 11 November 2015 be signed by the Mayor as a true record and adopted by the Council.

390. MAYOR'S COMMUNICATIONS

The Mayor referred to the following list of engagements:

Mayor's Charity Variety Concert	13 November 2015
Gala Launch of Spa Pavilion	14 November 2015
Felixstowe Academy Chamber Concert	18 November 2015
Re-opening of the Grosvenor Public House	20 November 2015
First Performance of the White Gables Choir	21 November 2015
Licensing & Installation of Revd Andrew Dotchin	26 November 2015
Funeral of Phil Hadwen	28 November 2015
Lighting Up of Felixstowe Christmas Lights	28 November 2015
Fairfield Nursery School Christmas Concert	1 December 2015
Christmas Tree Festival	1 December 2015
Christmas Visit to Merryfields Care Home	3 December 2015
Christmas Visit to Sanctuary Care	3 December 2015
Christmas Visit to Westcliff care Home	4 December 2015
Christmas Visit to Rowland House	4 December 2015
St Johns Victorian Christmas Market	5 December 2015
Christmas Visit to Margery Girling House	7 December 2015
Orwell District Scouts Christmas Carol Service	7 December 2015

Christmas Visit to Cotman House & Cotman Lodge	8 December 2015
Christmas Visit to Bellstone Care Home	8 December 2015
Christmas Visit to White Gables Care Home	9 December 2015
Felixstowe Lunch Club Christmas Lunch	9 December 2015
Christmas Visit to Foxgrove & Maynell Nursing Homes	9 December 2015
Christmas Visit to The Firs Nursing Home	10 December 2015
Christmas Visit to Brierfield Care Home	10 December 2015
Rose Care Client's Christmas Party	10 December 2015
Christmas Visit to St Mary's Nursing Home	11 December 2015
Christmas Visit to Highcliffe Nursing Home	11 December 2015
<i>Deputy Mayor – Bucklesham Grange Care Home Professional Thank You Day</i>	11 December 2015
Landguard Fort Christmas Event	13 December 2015
Felixstowe Friendly Visiting Service Christmas Lunch	15 December 2015
Christmas Visit to Yetton Ward House	16 December 2015
Christmas Visit to Mill Lane Nursing Home	17 December 2015
Christmas Visit to Coniston House	17 December 2015
Felixstowe Academy Christmas Concert	17 December 2015
Christmas Visit to Leopold Nursing Home	18 December 2015
FOPWA Christmas Party	18 December 2015
Mayor's Civic Carol Service	18 December 2015
Opening of Felixstowe Ice Rink	19 December 2015
River of Life Christmas Carol Celebration	20 December 2015
Felixstowe Leisure Centre Re-opening of Flume	21 December 2015
St Elizabeth Hospice Christmas Day Dip	25 December 2015
Felixstowe Hospital	25 December 2015
Salvation Army Lunch	25 December 2015
Wesel Association AGM	9 January 2016

The Mayor thanked Members for supporting her Charity Variety Concert held at the Felixstowe International College which had received many compliments.

Commenting on the relaunch of the Spa Pavilion, the Mayor was pleased to report that the theatre had also enjoyed a successful pantomime season and encouraged everyone to continue to support the venue.

The Mayor thanked her Escort, Mrs Peggy Osborne, for supporting her throughout the busy Christmas schedule, especially during the visits to local nursing homes. The Mayor congratulated all the organisers of the Landguard Fort Christmas Event which had been a special occasion with over 1,200 people attending. The ice rink in the town centre had also proved to be very popular and the Mayor hoped that this would become an annual event.

Council formally recorded the sad passing of the much loved and respected local resident, Phil Hadwen, who had been a fundamental part of Felixstowe.

RESOLVED that the Mayor's engagements since 13 November 2015 be noted.

391. MINUTES OF COMMITTEE MEETINGS

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

- a) Planning & Environment Committee 18 November 2015
- b) Finance & General Purposes Committee 25 November 2015
- c) Planning & Environment Committee 2 December 2015
- d) Planning & Environment Committee 16 December 2015
- e) Civic & Community Committee 16 December 2015

392. REPORTS FROM MEMBERS ON OUTSIDE BODIES

There were none.

393. SUFFOLK LOCAL POLICING REVIEW

The Mayor reported that, despite further details being provided at an earlier meeting with the Police and Crime Commissioner for Suffolk (PCC), Mr Tim Passmore, Councillors remained concerned by a number of changes proposed by the recent local policing review. Cllr S Gallant was invited to address the Council

Cllr Gallant outlined the extent of the proposals and advised Council that plans to relocate the Felixstowe response hub to Police HQ in Martlesham could have the greatest impact on the visibility of local police staff.

Members were concerned that the range of proposals, if implemented, would significantly reduce proactive patrol capacity within the town, visible police presence and, in turn, public confidence.

Council considered its response to the Suffolk Local Policing Review, with a specific assurance to be sought that, as a minimum, the PCC consider retaining the police Response Hub in Felixstowe. Members also requested that any future plans for relocation of the police station include the capacity for a Response Hub on site, either in the short or longer term.

RESOLVED that the response to the Local Policing Review be submitted to the Police & Crime Commissioner for Suffolk.

394. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass updated Council with the progress report on the Town Improvement Plan, highlighting that the Triangle bookings had increased since the review of the booking process making it more user friendly and as requested the process will be put on the Triangle noticeboard. A Business

Confidence Survey was being circulated and the results would be reported in due course. The Landguard Fort Trust had secured £28k from the Coastal Revival Fund which would be used for more scoping work toward the Heritage Lottery Fund bid. Town Map pads would be going to the next Tourism sub-group meeting to be signed off and printed for distribution before the Easter break.

Council was reminded that Felixstowe Forward was co-hosting the Green Forum event on 30th January at Old Felixstowe Community Association to help coordinate a single approach to environmental and green issues. Bookings for this event were very encouraging.

Ms Greengrass confirmed that the Seafront Gardens were now complete and a 10 year maintenance plan had been put in place. There would be a management plan for acquiring Green Flag status for the gardens.

Ms Greengrass updated the Council on recent staff changes. It was noted that Moira Chapman was leaving on 31st January 2016 and Clare Baker would be joining Felixstowe Forward on 1st April 2016 to provide additional support to the team and its tourism agenda.

Members thanked Ms Greengrass for her report and RESOLVED that the Felixstowe Forward update report be noted as received.

395. BUDGET AND PRECEPT 2016/17

Council received the finalised version of the 2016/17 Budget and Precept, the draft of which had been approved at the Ordinary Council meeting of 11 November 2015 (Minute #318 of 2015/16 refers).

Council gave a vote of thanks to the Committee and its staff for their work in producing a budget which provided for all of Council's activities at no increased cost to the local taxpayer.

It was RESOLVED that:

- i. The Felixstowe Town Council Budget for 2016/17 be adopted as set out in the report;**
- ii. the 2016/17 Precept demand to Suffolk Coastal District Council of £537,347 be approved (representing a 0% increase cost to Band D equivalent Council Tax payer) on the following basis:**

Band D rate		£67.35
Multiplied by tax base	x	7,978.43
Precept of:		£537,347
Transition grant of:		£19,364
Thus making the final demand:		£556,711

- iii. the Clerk be instructed to submit the information required by Suffolk Coastal District Council.**

396. MEMBERS ALLOWANCES AND EXPENSES

Council noted that the Finance & General Purposes Committee had considered provisions for Members Allowances and Expenses at its meeting of 25 November 2015.

RESOLVED that, in accordance with the recommendation of the Finance & General Purposes Committee (Minute #337 of 2015/16 refers):

- i. no Basic Allowance would be introduced, and the office of Town Councillor would remain unpaid;**
- ii. the Mayor's Allowance for 2016/17 be set at £7,000 for the purpose of defraying the costs associated with the office of Town Mayor;**
- iii. incoming Mayors be advised that the Mayor's Allowance should be used to defray legitimate costs incurred by the Deputy Mayor when deputising for the Mayor in his/her absence; and,**
- iv. the draft Members' Expenses Policy be approved as presented and adopted.**

397. MEETINGS CALENDAR 2016/17

Council considered the draft meeting schedule for the 2016/17 Municipal Year and it was noted that, except for a reduction in the number of Asset & Services Committee meetings from 6 to 5, this had been based on the current year's cycle.

Members proposed that Council's Finance & General Purposes Committee also be requested to consider reviewing the frequency of its meetings.

It was RESOLVED that the 2016/17 Calendar of Meetings be adopted as per the draft schedule, subject to Council's Finance & General Purposes Committee reviewing the frequency of its meetings.

398. NEW AUDIT REGIME

The Clerk advised that the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA) had established a sector-led body (the Smaller Authorities' Audit Appointments Limited) to procure audit services for smaller authorities (Parish and Town Councils with an income of less than £6.5m) and to manage these audit contracts for a period of 5 years.

Members noted that, whilst auditing procedures would remain unchanged, from 2017 the Local Audit and Accountability Act 2014 required smaller authorities to appoint auditors through a 'sector led body'. Alternatively, Council was able to opt out of these arrangements and appoint auditors locally.

SALC had advised its members that the Department for Communities and Local Government had indicated that alternative arrangements for procurement and appointment of external auditors could be at a likely considerably higher cost.

RESOLVED that:

- i. **the establishment of a sector-led body, the Smaller Authorities' Audit Appointments Limited, to procure audit for smaller authorities from 2017 be noted; and,**
- ii. **Felixstowe Town Council to automatically join the scheme in order that external audit services may be procured for the Council by the sector-led body.**

399. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
18/11/2015	320 - 339	£15,103.28
25/11/2015	340 – 350	£29,902.81
08/12/2015	351 – 365	£11,799.08
16/12/2015	366 - 373	£3,769.17
22/12/2015	374 - 380	£19,741.79
06/01/2015	381 - 405	£23,186.38
	TOTAL	£ 103,502.51

400. CLOSURE

The meeting was closed at 9.06pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 9 March 2016 at 7.30pm.

AGENDA ITEM 6: MAYOR'S COMMUNICATIONS

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

Churches Together in Felixstowe	24 January 2016
Funeral of Mr Peter Brown	26 January 2016
<i>Deputy Mayor - Laying a Wreath in Memory of Felixstowe Flood Victims of 1953</i>	28 January 2016
Visit to Positive Pals	29 January 2016
Port Community Fund Awards Ceremony	29 January 2016
Visit to Mr Ronald Garnham on his 99 th Birthday	1 February 2016
Installation of Library Defibrillator	4 February 2016
British Heart Coffee Morning	5 February 2016
356 (Felixstowe) Squadron 75 th Anniversary Dinner	5 February 2016
365 Air Cadets Sunday Parade	7 February 2016
Bucklesham Grange Care Home	9 February 2016
Felixstowe Academy, Bussy Malone	11 February 2016
Tour of EACH Treehouse	16 February 2016
Mayor's Clergy Coffee Morning	18 February 2016
Launch of Fairtrade Fortnight	29 February 2016
Presentation of cheque to 6 th Old Felixstowe Scout Group	29 February 2016
Women's World of Prayer	4 March 2016
Felixstowe Swimming Club Presentation Evening	5 March 2016
Felixstowe Fairtrade Breakfast	7 March 2016
Felixstowe in Flower Mail Shot	8 March 2016

Council is requested to note the Mayor's Engagements since the previous meeting and any other communications the Mayor may wish to lay before Council.

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 13 January 2016** at **9.15am**

PRESENT: Cllr A Smith (Chairman) Cllr Jon Garfield
 Cllr S Bird Cllr D Savage
 Cllr S Gallant Cllr S Wiles
 Cllr Jan Garfield Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs R Jones (Estates Officer)

377. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr G Newman**.
Apologies for lateness were received from **Cllr K Williams**.

378. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)

379. REQUESTS FOR DISPENSATION

There were none.

380. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 16 December 2015** be signed by the **Chairman** as a true record.

381. PLANNING APPLICATIONS

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

a	DC/15/4828/VOC Application Reference Number: DC/15/3845/FUL Date of Decision: 18/11/2015 Condition Number(s): 2 Conditions(s) Removal: Please refer to covering letter Felixstowe Lawn Tennis Club, Bath Road
Committee recommended APPROVAL.	

b	DC/15/5030/FUL Demolish front entrance porch garage and outside store, erect extension to front of house to enlarge kitchen, extend hall and provide toilet. Re-erect garage, extend driveway for parking 24 Wentworth Drive Road
<p>Committee recommended REFUSAL for the following reasons:</p> <p>a) the proposal, if approved, would lead to an unreasonable loss of amenity by loss of light to the property at number 22 Wentworth Drive, particularly as number 20 Wentworth Drive is set forward by approximately 4metres due to the existing staggering of the houses, thereby resulting in shadowing to number 22 from both directions; and,</p> <p>b) the extended garage would be prominent and intrusive on an otherwise uniform street scene.</p>	

c	DC/15/4859/PN4 The construction of a water storage reservoir for irrigation Field Adjacent Marsh Lane, Gulpher Road
Committee NOTED this application.	

d	DC/15/4740/FUL Creation of single storey 2 bay Cart Lodge adjacent to dwelling. The Gate House, Maybush Lane
<p>Committee recommended APPROVAL subject to:</p> <p>a) a condition, or other process, to preclude use of the parking spaces approved under the extant permission; and,</p> <p>b) confirmation from the District Council’s Arboriculturalist that the cart lodge will not prejudice the health of the protected Yew tree.</p>	

e	DC/15/4340/FUL Balcony with entrance from back bedroom. Dark wood, to match conservatory's dark wood look. Seabreeze, 3 The Courts
Committee recommended APPROVAL.	

f	DC/15/5019/FUL Alterations to increase size and appearance of garage 15 Priory Road
Committee recommended APPROVAL.	

g	DC/15/4869/FUL Single storey extension to existing building 8 The Pines
Committee recommended APPROVAL.	

h	DC/15/5193/FUL Installation of External Scooter Stores Yetton Ward House, Cricket Hill Road
Committee recommended APPROVAL.	

i	DC/15/4276/FUL Change of use from Hairdressing Salon to Offices 3 Manning Road
Committee recommended APPROVAL.	

382. PLANNING DECISIONS

Committee NOTED the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting.

383. CORRESPONDENCE

Committee NOTED the submission of an appeal relating to Land at Candlet Road under application DC/15/1128/OUT.

Committee requested that this be considered further as an item on the agenda at the next meeting.

384. CLOSURE

The meeting was closed at 10.30am. The date of the next meeting was noted as being Wednesday 27 January 2016, 9.15am at Felixstowe Town Hall.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 27 January 2016** at **9.15am**

PRESENT: Cllr Jon Garfield (Vice-Chairman) Cllr G Newman
Cllr S Bird Cllr D Savage
Cllr S Gallant Cllr S Wiles
Cllr Jan Garfield Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs R Jones (Estates Officer)

IN ATTENDANCE: Mr R Scrimgeour (Senior Conservation Officer, SCDC)
Mr A Derrick (The Architectural History Practice
1 Member of the public

In the absence of the Chairman, Vice-Chairman Cllr Jon Garfield in the chair.

401. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Chairman, **Cllr A Smith** and **Cllr N Barber**.

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

402. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

403. REQUESTS FOR DISPENSATION

There were none.

404. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 13 January 2016** be signed by the **Vice-Chairman** as a true record.

At this point Cllr K Williams joined the meeting.

405. FELIXSTOWE CONSERVATION AREA APPRAISAL

The Vice-Chairman welcomed Mr R Scrimgeour and Mr A Derrick to the meeting.

Mr Scrimgeour presented the Felixstowe Draft Conservation Area Appraisal document which had been prepared by Mr Derrick to accompany a review of the existing Felixstowe Conservation Area and its boundaries, forming part of a programme of updated Conservation Area Appraisals being prepared by Suffolk Coastal District Council as Supplementary Planning Guidance.

Members were advised that the methodology used to review the Felixstowe Conservation Area was designed to preserve and enhance the character and appearance of Felixstowe's unusually complete Late Victorian and Edwardian coastal resort.

Mr Derrick outlined the rationale for several changes which had been initially proposed to the conservation area boundary.

Committee considered the draft document and some minor changes for the next draft were recommended at this stage.

Members thanked the officers for attending the meeting.

RESOLVED that Mr Scrimgeour and Mr Derrick be invited to attend a future meeting of the Planning & Environment Committee; subsequent to Members' initial comments being considered for inclusion in the next draft.

406. QUALITY OF PLACE AWARDS 2016

Committee noted that Suffolk Coastal District Council was seeking nominations for its Quality of Place Awards 2016. The awards recognise and encourage an interest in the quality of the built environment within the District and promote awareness for the need for high standards in all forms of design, including planning, architecture and sustainable development.

Members considered several local schemes which could qualify for these awards and agreed that three should be put forward - Martello Park, the Spa Gardens and, separately, the Town Hall Gardens with Shelter.

RESOLVED that Martello Park, the Spa Gardens and the Town Hall Gardens with Shelter be nominated by Felixstowe Town Council for the Quality of Place Awards 2016.

407. PLANNING APPLICATIONS

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

a	DC/16/0126/FUL Extension and alteration works to the detached single dwelling house including; first floor side extension, new pitched roof to the garage, enlarged porch, enlarged front window and rear single storey extension 27 Westmorland Road
Committee recommended APPROVAL.	

b	DC/15/4120/FUL Change of use of the shop from (A1) retail to (A3 & A5) restaurant and hot food takeaway. 18A Undercliff Road West
<p>Committee noted that the application had been incorrectly registered at 18A Undercliff Road West but in fact related to a property at 8 Undercliff Road West. In view of the fact that no detail had been provided to Committee on any proposals for extraction, opening hours and signage as part of this application, which was within the conservation area, or any corresponding impact on residential amenity, Committee was unable to make a recommendation at this time.</p> <p>The application was NOTED and Committee request that SCDC provide the missing detail at the earliest opportunity in order that Committee may consider the application properly at the next meeting.</p>	

c	DC/16/0044/FUL Dining room extension to rear elevation 1 Westleton Way
Committee recommended APPROVAL.	

d	DC/15/5153/FUL Single storey rear extension and insulation/rendering of existing house. 4 Western Avenue
Committee recommended APPROVAL.	

e	DC/15/5133/FUL Siting a 45ft container to house a 240kw biomass system, buffer vessels, automated feed system and flues. underground district heating pipe. the application is of moderate scale versus existing buildings on the site. Co2 emissions would reduce by 84 tonnes per annum. Felixstowe Beach Holiday Park Walton Avenue
Committee recommended APPROVAL.	

f	DC/16/0009/TPO T11 Yew - Reduce crown by 30% and clean basal growth. T5 Holm Oak - Lift low canopy to clear fence and garden. Works to be repeated on 4-5 year repeating cycle. The Garden House 22 Cloncurry Gardens
Committee recommended APPROVAL subject to all work taking place under the supervision of the District Council's Arboricultural Officer.	

408. PLANNING DECISIONS

Committee NOTED the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting.

409. APPEAL NOTICE

Committee considered a Notice of Appeal (Reference APP/J3500/W/15/3138710) which had been made to the Secretary of State by Christ Church Land & Estates (Felixstowe) Ltd against the decision of Suffolk Coastal District Council to refuse planning permission for Application DC/15/1128/OUT for Outline Planning Permission for up to 560 dwellings, including a Local Community Centre, a 60 Bedroom extra Care Home and 50 Assisted Living Units, 2 small Business Units and open space provision with associated Infrastructure at Land at Candlet Road, Felixstowe, IP11 9RD.

It was noted that the Secretary of State had, with the consent of the parties concerned, agreed to determine the appeal at a Public Inquiry, the date for which was still to be arranged.

Committee reviewed its earlier recommendation, made on 22 April 2015, that the application should be refused.

Committee endorsed its original recommendations and resolved to submit supporting information and evidence to the Planning Inspector in respect of this appeal.

Committee RESOLVED that:

- i. the Clerk, in consultation with the Chairman, be delegated the authority to make any arrangements deemed necessary to represent Felixstowe Town Council at the appeal hearing; and,**
- ii. submit the following representation in advance of the hearing to the Planning Inspector:**

REPRESENTATION ON BEHALF OF FELIXSTOWE TOWN COUNCIL

1.0 INTRODUCTION

This matter was considered at a meeting of the Council's Planning and Environment Committee on Wednesday 27th January 2016. The Committee has delegated powers to make comments and representations on all Planning issues on behalf of the Council. (The same was true of the Council's previous Plans Committee, prior to an update of the Council's constitution effective from May 2015).

We request that the Inspector takes full account of the views of Felixstowe Town Council as recorded by the Committee as follows.

The Committee fully considered all relevant issues in the original planning application, subsequent correspondence and published documents; including the emerging Felixstowe Area Action Plan, and in the Applicant's Appeal Statement.

2.0 RECONSIDERATION OF RESPONSE TO PLANNING APPLICATION

The Committee confirmed and re-asserted its original view, recorded in the minutes of the 22nd April 2015 Plans Committee when the original planning application was considered, as follows: (Main points numbered here for reference below)

1. Committee strongly recommended outright that this application be REFUSED.
2. It is clear that it contravenes the Planning Authority's existing Local Plan and the underlying policies in the NPPF. In particular the Committee rejects the applicants' contention that, by a calculation which is in our view spurious, Suffolk Coastal District Council has a housing supply of only 1.7 years. It follows from that, that the requirement for new housing in the district – in particular the allocation to the Felixstowe peninsula area – can be satisfied by sites already identified by the SHLAA process and the emerging Felixstowe Peninsula Area Action Plan.
3. Specifically this application for a major new housing site, with very large consequential requirements for infrastructure and other major impacts is clearly in contravention of a number of Core Strategy policies, notably:
4. SP1A – Presumption in Favour of Sustainable Development. This site does not satisfy the additional criteria therein with regard to sustainable development.
5. SP19 – Settlement Policy. We believe that the district has clearly defined policies which fully describe the settlement areas as being within the defined physical limits of the town.
6. SP21 – Felixstowe with Walton and the Trimley Villages. This application is in clear contravention to policy SP21.
7. SP29 – Countryside. The application site, immediately adjacent to the existing physical limits of Felixstowe, is a critical and valued asset in terms of a green area of great visual and recreational importance. Equally, the application clearly contravenes SP17 as a green space including its use as a golf driving range. Furthermore, it is in clear and direct contravention to retained policy AP208 with regards to the Felixstowe Urban Fringe.

3.0 EVIDENCE IN RESPECT OF THE COUNCIL'S MAIN POINTS

The Planning & Environment Committee provides the following additional evidence in support of its original comments:

1. *Committee strongly recommended outright that this application be REFUSED.*

In summary, this application is currently against existing Local Policies (as detailed below) and is premature in attempting to pre-empt future evolution of those policies by due process. It presents flawed arguments in respect of those issues, and is thereby also in conflict with national policy which supports Local Policies where an appropriate Local Plan is in place capable of delivering demonstrated housing needs. We believe the latter is the case, both in respect of Suffolk Coastal District as a whole and, clearly and self-evidently, for the Felixstowe Peninsula Area. For those reasons, and more widely in respect of a number of local issues, we believe the proposal is neither in accordance with policy nor the interests of Felixstowe as a community at this time.

2. *It is clear that it contravenes the Planning Authority's existing Local Plan and the underlying policies in the NPPF. In particular the Committee rejects the applicants' contention that, by a calculation which is in our view spurious, Suffolk Coastal District Council has a housing supply of only 1.7 years. It follows from that, that the requirement for new housing in the district – in particular the allocation to the Felixstowe peninsula area – can be satisfied by sites already identified by the SHLAA process and the emerging Felixstowe Peninsula Area Action Plan.*

This matter has been further reinforced during the intervening period, in that:

- SCDC's most recent annual review demonstrated a full 5 years' housing supply;
- Since that time a significant number of new permissions have been granted within the District, including in the AAP area;
- The emerging Felixstowe Area Action Plan has been subject to widespread local consultation through the Issues and Options and the Preferred Options stages;
- The Town Council has been very closely involved in that process, has suggested many elements for inclusion therein, through both the formal and informal parts of that process, and endorsed the final Preferred Options draft subject only to a number of minor updates; and,
- The AAP clearly demonstrates that the housing numbers required in the Felixstowe Area can be delivered within the plan period on sites either having existing permissions in place, or, identified through both the SHLAA and AAP processes, as suitable and available.

The applicant accepts that the Core Strategy requirement can be met by current processes, represented by the emerging AAP. He however attempts to put forward a case that additional housing is required at this time in excess of the adopted Core Strategy. The essence of that case by the applicant is at paragraph 4.11 of the applicant's document "*Full Objectively Assessed Need and Housing Land Strategy*", prepared by the Pegasus Group. Namely that, based on new external data cited by Pegasus, it is claimed that "*the Issues and Options document should be seeking to achieve the current FOAN*"; specifically the 11,000 identified by the Core Strategy Inspector as the longer term need for SCDC. This is clearly spurious, in that the Inspector endorsed the Core Strategy including the net requirement for 7,900 new homes, as the appropriate current policy. He stated, and SCDC accepted, that the future need should be assessed in a review of the Core Strategy commencing in 2015; which SCDC has indeed commenced.

The Committee strongly supports that approach, as in our view it is essential that future needs for both SCDC and in particular the Felixstowe Peninsula are identified and provided for in a holistic way as part of an integrated planning approach. We believe this concept to be at the core of the Government's policy as expressed in the NPPF. This must not be prejudiced or pre-empted by piecemeal developments conceived in isolation as in this current case.

That principle, while widely applicable, is particularly stark in this case in that it extends development of Felixstowe across a very clearly defined boundary on Candlet Road. Any such move must clearly only occur, if ever, in the context of a much wider process both clearly analysing any such need and also taking into account a wide range of issues, not the least of which is access to the main road system. The current proposal would clearly destroy at a stroke the ability for that to occur. The provision of services, road access, community infrastructure and many other aspects of any such approach would be prejudiced by the current proposal, should it ever be concluded that any such development was appropriate.

3. *Specifically this application for a major new housing site, with very large consequential requirements for infrastructure and other major impacts is clearly in contravention of a number of Core Strategy policies, notably:*

4. *SP1A – Presumption in Favour of Sustainable Development. This site does not satisfy the additional criteria therein with regard to sustainable development.*

Sections of policy SP1 which are contravened by the proposals include:

SP1(b) This proposal is clearly outside the current Settlement Hierarchy applied within the Core Strategy in the context of infrastructure in its widest sense.

SP1(c) The proposal fails to demonstrate that it contributes to the balance between employment, housing growth and environmental capacity in such a

way as to justify it as a departure from existing policy which we believe has achieved those ends currently.

SP1(d) The proposal fails to contribute to appropriate infrastructure. Indeed in the case of ad-hoc road access to Candlet Road it directly prejudices that potential in future.

SP1(k) The proposal fails to demonstrate that it maintains or enhances a sense of place: rather it would create an isolated and out of context development lacking any meaningful context in or relationship to the existing strong community of Felixstowe, while not itself generating a 'new place' in any significant way.

SP1(l) Similarly the proposal fails to demonstrate that it would either create or promote the inclusive urban community which Felixstowe is fortunate to possess to an increasing degree.

5. *SP19 – Settlement Policy. We believe that the district has clearly defined policies which fully describe the settlement areas as being within the defined physical limits of the town.*

It is clear, and indeed not contested by the applicant, that the proposal is in conflict with existing settlement policy, in that the site is as a matter of fact outside both the existing settlement boundary and, critically, the emerging policy in the AAP which accounts for the required provision of housing on sites elsewhere. We have stated our view above on the absence of validity of the argument that it is inappropriate at this time to base any decision on data outside of that process.

6. *SP21 – Felixstowe with Walton and the Trimley Villages. This application is in clear contravention to policy SP21.*

SP21 implements the principles of SP19 in the specific context of Felixstowe, so similar issues apply as in paragraph 5 above.

Beyond that, SP21, (para. 5), clearly outlines the current policy for Felixstowe in the short and medium term as being one of “*organic and evolutionary growth Immediately abutting existing built up areas*”. It thereby clearly conflicts with this proposal, while leaving open the issue of the longer term development of the town. As stated above, we do not believe that the applicant has established any justification for moving beyond that policy at this point in time.

7. *SP29 – Countryside. The application site, immediately adjacent to the existing physical limits of Felixstowe, is a critical and valued asset in terms of a green area of great visual and recreational importance. Equally, the application clearly contravenes SP17 as a green space including its use as a golf driving range. Furthermore, it is in clear and direct contravention to retained policy AP208 with regards the Felixstowe Urban Fringe”.*

SP29 is consistent with the other above policies of the Core Strategy in establishing the prima facie case for resisting development in the countryside, which is again clearly the case with this proposal. Again, similar logic applies in supporting that policy in this instance, as in paragraphs 5 and 6 above.

Beyond that generality, the proposal for the site also conflicts with SP17 as its current role, as an open green space in the immediate vicinity of the town with a unique and valued role as a recreational space, is significant in the overall context of the town. The loss thereof is again not justified in the context of any demonstrated overriding need for the housing and other facilities proposed.

Furthermore, Saved Policy AP 28 states: *“Development will not normally be permitted where it would materially detract from the character and appearance of ... other sites ... and spaces which make an important contribution in their undeveloped form to a Town ... its setting, ...or the surrounding landscape or townscape.”* The proposal site clearly does make such a contribution, in an exceptionally visible and prominent way. Its loss would accordingly be significant in these terms, and should properly be resisted, in the absence of a demonstrable need for additional allocations at this time. A similar concept is also contained in the emerging AAP document and will be expected to replace AP28 in due course when finally adopted.

4.0 ADDITIONAL ISSUES ARISING SINCE SUBMISSION OF THE APPLICATION

4.1 The emerging Felixstowe Peninsula Area Action Plan

It will be observed that we have had occasion to refer to this a number of times in the above evidence. Considerable time has been spent preparing the Felixstowe Peninsula Area Action Plan and it is in the final stages of its preparation before being presented to Secretary of State for formal adoption. Therefore, it has a very significant role in the matters under consideration, in that it clearly demonstrates the possibility of achieving the required housing provision without a major departure from policy to the degree and on the scale proposed by the subject application. It has now completed public consultation on the Preferred Options stage, after very significant evolutions in its content during that process, including a wide measure of consensus on its housing proposals.

As such, it is a significantly more mature document than at the time of preparation of the applicant's application documents and accordingly we strongly refute and dismiss the view therein that the AAP is inappropriate and/or inadequate for its purpose.

We urge the Inspector to consider the Felixstowe Peninsula Area Action Plan positively as evidence of the validity and feasibility of SCDC's current housing delivery process, which therefore excludes the need for, the proposed subject site.

4.2 Access or accesses to Candlet Road for future development.

During consideration of both a previous planning application for land north of Walton High Street (referred to in that application as Walton Green North), and the development of that concept during the evolution of the AAP, it has become clear that there is a need and an essential role for a new link road between the High Road and Candlet Road to the east of the A14 overbridge. This would have a major role in reducing congestion and amenity issues in High Street Walton and the High Road in the eastern parts of Trimley. It would also be required to service any development of land north of Walton High Street, and indeed to mitigate the traffic impact of the extant permission for the application for the site referred to as Walton Green South. This is proposed to access onto Candlet Road some 300 metres east of the Dock Spur Roundabout. This concept is now included in the Preferred Options version of the AAP

A second access onto Candlet Road proposed as an essential part of the subject proposals would be in serious conflict with the Link Road access, providing a second interference with the free flow of traffic within a short distance. This is a stark illustration of the need to avoid piecemeal proposals for major developments in this area until such time as that can be done in a holistic way, if needed, as part of future strategic planning for this area.

We therefore believe that this matter provides a further significant reason for this application to be dismissed, on both the detail and strategic aspects of this issue.

5.0 THE APPLICANT'S STATEMENT OF CASE FOR THE APPEAL

5.1 The Committee have had sight of the Appellant's Statement of Case in respect of this appeal. It took the following views:

5.2 At paragraph 2.2 the Appellant states: *"the main issues for the Council is whether the proposals constitute sustainable development for the town"*.

This statement is derived from the Appellant's view that the Core Strategy is flawed in respect of identifiable Housing Need, as evidenced in the Appellant's documentation and Statement of Case.

The Committee fundamentally challenge that assertion. It took the view that the identified need for housing in the District and the Felixstowe Area in particular can be, and is being, achieved within the current Local Plan Core Strategy as approved by the Inspector in 2012. That is the fundamental stance on which the AAP is being prepared. Future evolution of housing policy for the District and for Felixstowe is to be considered via the Review of the Local Plan, on which SCDC has already commenced work.

It therefore follows that major developments outside of current policy should be refused, in accordance therewith.

5.3 At paragraph 2.2 the Appellant states that SCDC accepts that it does not have a 5 year housing supply. However the Planning Committee at SCDC has since been informed that more up to date figures do show that a 5 year supply currently exists. Within the Felixstowe Area that is certainly the case, as evidenced by the data in the AAP as at March 2015.

5.4 At paragraph 2.10 the Appellant refers to their submission to the AAP at the Issues and Options stage. He refers here and in several other contexts (e.g. paragraphs 2.20 and 2.29) back to the 2008 consultation by SCDC on the Core Strategy. He is effectively proposing therein that options identified at that stage (but not adopted in the final document at that time) and endorsed by the Inspector in 2012, should now replace current policy. The Committee is emphatically of the view that it is not for this or any other individual to suggest unilaterally a fundamental change to policy. That process is, as stated above for future due processes of Local Plan evolution to consider.

In summary, the Committee take the view that the Appellant's case is thereby fundamentally flawed in its core underlying concepts, and hence is without validity. The Appeal should therefore be rejected and we strongly urge the Inspector to take that view.

410. CORRESPONDENCE

There was none.

411. CLOSURE

The meeting was closed at 1.19pm. The date of the next meeting was noted as being Wednesday 10 February 2016, 9.15am at Felixstowe Town Hall.

417. MEETINGS SCHEDULE 2016/17

Members noted that Council had requested that the Finance & General Purposes Committee to consider reducing the number of its meetings during the 2016/17 Municipal Year and amend the Meetings Schedule accordingly (Minute #297 of 2015/16 refers).

Members considered how Committee's regular work programme could be balanced across a revised schedule of meetings every other month rather than 10 times per year.

It was RESOLVED that the approved schedule be amended so that the Financial & General Purposes Committee would meet six times during the 2016/17 Municipal Year on the 4th Wednesday in the months of May, July, September, November, January and March.

418. CLOSURE

The meeting was closed at 8.45pm. The next meeting was noted as being scheduled for 24 February 2016 at 7.30pm.

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 3 February 2016** at **7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr T Green
 Cllr S Bird Cllr G Newman
 Cllr P Coleman Cllr D Savage
 Cllr M Deacon Cllr J Vartan

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs R Jones (Estates Officer)

IN ATTENDANCE: Cllr K Williams

419. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr Jan Garfield, Cllr Jon Garfield, Cllr D Savage** and **Cllr A Smith**.

420. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr M Deacon	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr N Barber	All	Local Non-Pecuniary (as Members of Suffolk County Council)

421. REQUESTS FOR DISPENSATION

There were none.

422. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Assets & Services Committee Meeting held on 2 December 2015 be signed by the Chairman as a true record.

423. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 26 January 2016.

RESOLVED that the Budget Report to 26 January 2016 be received and noted as presented with no other action required at this time.

424. ESTATES OFFICER REPORT

Committee considered the report of the Estates Officer together with an update report on the Town Hall. It was noted that full options and estimated costs for any further works to the Town Hall would be provided in the new year.

In addition to the report on new signage, Members were shown design options for the signs. It was agreed that the signs for Walton Community Hall and Broadway House should be produced on a laminated acrylic, with the Cemetery signage produced in dibond aluminium. The Estates Officer was asked to finalise the design and, after reviewing the content of the Cemetery sign, please the order.

RESOLVED that the Estates Officer's report be noted; and, the Estates Officer be instructed to finalise design and content for the new signage, in accordance with Members comments, before placing the order.

425. ALLOTMENTS UPDATE REPORT

Committee received a report on the Town Council's Allotments and a paper was tabled showing the current vacancy information.

Members noted that the availability of allotment plots had been published in the Council newsletter which was delivered to all residencies in Felixstowe and the Trimleys over the weekend of 2nd January 2016.

It was also noted that FSALG would be holding two Open Days on both Cowpasture and Ferry Road allotments on the 26th March and 2nd April 10.00am to 4.00pm. Members discussed other methods of widely promoting Council's allotments. It was suggested that an article on allotments, from the perspective of one of the tenants, could be a positive feature in one of the local magazines. The Clerk agreed to follow this up.

The high vacancy rate was still being attributed to more single plots having being created when double plots were given up; better enforcement and action being taken on plots which were not being cultivated; and a number of plots having been given up at tenancy renewal against a general decrease in demand.

The action taken by the Clerk and Chairman to purchase of a second-hand BCS 738 Cultivator with Honda GX270 petrol engine, reversible plough and rotary hoe attachments for £1,500 was noted and approved.

Members were pleased to note the pro-active work being undertaken to minimise the need for repeat maintenance of vacant plots through the use of weed suppressant geotextile material.

It was RESOLVED that the allotments update report be noted.

426. CEMETERY - MEMORIAL GARDEN PROJECT

Members noted that the overall costs for the Cemetery Memorial Garden Project were estimated to be £16,767 ex VAT. The project, which included provisions for a bespoke metal memorial tree, memorial leaves for the tree, rose beds, hedging, ground works, granite edging stones and plaques would provide additional memorial options at the cemetery and provide a return on investment over its lifetime.

Committee considered options for reducing the scope of the scheme, however it was agreed that the project should proceed on the basis of the estimates given. Members proposed that the budget limit for this scheme be set at £20,000 to allow a contingency for any potential additional costs to complete the project.

RESOLVED that the project scheme be approved as presented and it be recommended to Council that funding for the initiative from the Cemetery Projects Earmarked Reserves be approved, to a limit of £20,000.

427. CLOSURE

The meeting was closed at 8.49pm. The next meeting was noted as being scheduled for Wednesday 6 April 2016 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 10 February 2016 at 9.15am

PRESENT: Cllr Jon Garfield (Vice-Chairman) Cllr G Newman (*from item 432*)
Cllr S Bird Cllr D Savage
Cllr S Gallant Cllr S Wiles
Cllr Jan Garfield Cllr K Williams (*to item 432a*)

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs R Jones (Estates Officer)

In the absence of the Chairman, Vice-Chairman Cllr Jon Garfield in the chair.

428. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Chairman, **Cllr A Smith** and **Cllr N Barber**.

Apologies for lateness were received from **Cllr G Newman**.

Cllr K Williams gave apologies in advance of leaving the meeting at 9.45am in order to attend to other business.

429. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

430. REQUESTS FOR DISPENSATION

There were none.

431. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 27 January 2016 be signed by the Vice-Chairman as a true record.

Cllr G Newman joined the meeting at this point.

432. PLANNING APPLICATIONS

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

a	DC/16/0135/OUT Residential development of 12 units (8 dwellings and 4 flats), alterations to existing vehicular access, and associated external works and parking. Land At Junction Of Garrison Lane And High Road West
Committee recommended APPROVAL. Noting that permission had previously been given for residential development of this site, Committee welcomed this outline application, in particular the proposed provision of affordable housing in line with Policy DM2, adequate car parking and sympathetic landscaping.	

Cllr K Williams left the meeting at 9.45am.

b	DC/15/5135/FUL Proposed single-storey side extension 25 Kersey Road
Committee recommended APPROVAL.	

c	DC/16/0091/VOC Landscape enhancements and development of 10No affordable dwellings, including access road to dwellings, parking areas and engineering works to support the alterations levels. Site Off Elizabeth Way Philip Avenue
Committee considered the application for a variation of conditions. Committee did not support withdrawal of the condition but recommended that the requirement for the provision of allotments be removed as there was no current demand.	

d	DC/15/5044/FUL Extension of Lorry Park to provide 36 bays Former Routemaster Hotel Walton Avenue
Committee considered this application; and the offer made by the applicant for permission to be limited to three years only, and recommended APPROVAL on this basis.	

e	DC/16/0243/TPO To fell T1 White Willow To fell G1 6no. White Poplar It is proposed that felled trees be replaced with more suitable long term species. Marsh End 283 Ferry Road
Committee recommended APPROVAL subject to the guidance of the District Council's Arboricultural Officer.	

f	DC/16/0409/TCA To fell Sycamore tree in rear garden 12 College Green
Committee had no objections to this notification.	

433. CONSIDERATION OF UNTIDY SITES

Committee discussed whether some local areas suffering neglect should be referred to Suffolk Coastal District Council as untidy site.

RESOLVED that **SCDC** be formally requested to consider action on the following untidy sites in Felixstowe:

- i. Alleyway known as ‘Driftway’ running from Hughes on Hamilton Road to behind library and through to Treasure Chest Books on Orwell Road;**
- ii. Fly tipping at Victoria Street; and,**
- iii. Broken hoardings at site of former Stowe Lodge, Cliff Road.**

434. PLANNING DECISIONS

Committee **NOTED** the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting.

435. CORRESPONDENCE

RESOLVED that following two items of correspondence be noted with no further action required:

- i. Notice of Appeal (reference APP/J35350/W/15/3139785) for Land Rear Of 25, Undercliff Road West, Felixstowe, made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission for DC/14/4046/FUL (Erection of a single dwelling with new vehicular access off Lincoln Terrace).**
- ii. Updated map from SCDC’s Principal Planner, addressing the Town Council’s requests during the Preferred Options consultation stage of the Felixstowe Peninsula Area Action Plan.**

436. CLOSURE

The meeting was closed at 11.20am. The date of the next meeting was noted as being Wednesday 24 February 2016, 9.15am at Felixstowe Town Hall.

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 17 February 2016** at **7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr Jon Garfield
 Cllr S Gallant (Vice-Chairman) Cllr T Green
 Cllr C Barham Cllr S Wiles
 Cllr P Coleman

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

IN ATTENDANCE: 2 Members of the Public

437. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bloomfield** and **Cllr J Vartan**

438. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)

439. REQUESTS FOR DISPENSATION

There were none.

440. CONFIRMATION OF MINUTES

RESOLVED that the minutes of the Civic & Community Committee meeting held on 16 December 2015 be signed as a true record.

441. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 10 February 2016.

RESOLVED that the Budget Report to 10 February 2016 be received and noted as presented with no other action required at this time.

442. COMMUNITY PUBLIC ACCESS DEFIBRILLATOR

Members agreed to accept the offer from Felixstowe Rotary Club to provide funding to the Town Council for the purchase and installation of two additional Community Public Access Defibrillators (CPADS) at seafront locations in the town. Notwithstanding repairs to or replacement of equipment as a result of use or misuse, the ongoing maintenance cost to the Town Council was understood to be approximately £85+VAT for new batteries every two years.

Committee considered possible locations and agreed that the Clerk should seek permission to install the CPADs externally at Felixstowe Leisure Centre and at the public toilet block at the car park on Sea Road/end of Beach Station Road.

Committee recorded a vote of thanks to the Felixstowe Rotary Club for their kind offer.

RESOLVED that the offer from Felixstowe Rotary Club, to donate funding to the Town Council for the purchase and installation of two Community Public Access Defibrillators, be accepted; and, the Clerk to seek permission to install the cabinets externally at Felixstowe Leisure Centre and at the public toilet block at the car park on Sea Road/end of Beach Station Road.

443. QUEEN'S 90TH BIRTHDAY

Committee considered opportunities to celebrate the Queen's 90th Birthday during the year.

Members agreed to support the national 'Clean for the Clean' initiative by undertaking a community litter pick in the town centre on Saturday 5 March 2016. The Clerk would also promote the initiative to the wider community and make arrangements for litter picking equipment to be made available to those who signed up for the scheme via SC Norse.

The Youth Forum's request to provide £1,000 towards a youth-focused element at the Spa Gardens Celebration event on Sunday 24th April was approved.

Members considered how the roundabout at the junction of High Road East and High Road West may be enhanced. The Clerk was asked to enquire with SC Norse about how they may improve the quality of plants on the roundabout and reduce the amount of high grass.

Committee requested that consideration be given for an official 'Picnic on the Prom' event in June to join in with national celebrations of the Queen's 90th birthday.

RESOLVED that the matters above be progressed; and, the Youth Forum's request for £1,000 from its budget be put towards a youth-focused element at the Spa Gardens Celebration on 24th April be approved.

444. CIVIC AWARDS 2016

Committee considered arrangements for the Council's Civic Awards 2016 and discussed whether to widen the age range for the HMS Ganges Youth Trophy to include young people up to the age of 25. It was agreed that the age limit of 21 be retained.

RESOLVED that the arrangements for the Civic Awards, which were scheduled to take place on Wednesday 4th May 2016, be approved.

445. FELIXSTOWE & DISTRICT COUNCIL FOR SPORT AND RECREATION

Committee heard from a representative from the Felixstowe & District Council for Sport and Recreation and a letter recommending the Town Council approve the use of £20,000 Section 106 Sports funding, held by SCDC, between the Hockey, Cricket, Rugby and Football clubs in order to support respective projects under the sports hub strategy.

Following a debate it was RESOLVED that the clubs be invited to outline their proposals and cost requirements to the Committee via the S106 funding application form in order that Members may consider this further.

446. FELIXSTOWE-HARWICH-SHOTLEY FERRY

RESOLVED that the Clerk be authorised to sign the two-year partnership agreement as presented.

447. CCTV MAINTENANCE AGREEMENT

Committee considered terms of an agreement between SCDC and the Town Council relating to the management, monitoring and maintenance of the CCTV cameras in the seafront gardens.

RESOLVED that the Clerk and Chairman be authorised to sign the agreement with Suffolk Coastal District Council in order that the Town Council undertake the maintenance of CCTV cameras owned by both councils.

448. SUFFOLK LIBRARIES WIFI

RESOLVED that Suffolk Libraries IPS be advised of the availability of Council's Occasional Grants.

449. OCCASIONAL GRANTS POLICY

RESOLVED that Occasional Grants Policy for 2016/17 be recommended to Council for adoption as presented.

450. PRESS & MEDIA POLICY

RESOLVED that the Social Media Policy be incorporated within the Council's Press & Media Policy for 2016/17 and this be recommended to Council for adoption with no further changes.

451. CLOSURE

The meeting was closed at 9.05pm. The next meeting was noted as being scheduled for Wednesday 20 April 2016 at 7.30pm.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 24 February 2016** at **9.15am**

PRESENT: Cllr Jon Garfield (Vice-Chairman) Cllr G Newman
Cllr S Bird Cllr D Savage
Cllr S Gallant Cllr S Wiles
Cllr Jan Garfield

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs R Jones (Estates Officer)

In the absence of the Chairman, Vice-Chairman Cllr Jon Garfield in the chair.

452. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Chairman, **Cllr A Smith, Cllr N Barber** and **Cllr K Williams**.

453. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

454. REQUESTS FOR DISPENSATION

There were none.

455. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 10 February 2016** be signed by the **Vice-Chairman** as a true record.

456. PLANNING APPLICATIONS

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

a	DC/16/0343/FUL Rear porch Cranmer House Maybush Lane
<p>Committee recommended REFUSAL. Committee noted that an application for Listed Buildings Consent has not been received. Committee believes that the proposals are contrary to the following policies:</p> <ul style="list-style-type: none"> i. AP1. The proposed structure neither preserves nor enhances the setting of this building in the conservation area. ii. AP28: The proposal contravenes the policy regarding this area which is to be Protected from Development. iii. DM21: The design is not in keeping with the character of Cranmer House. iv. DM23: If approved, the height and scale of this porch will be injurious to the property at number 4 in terms of potential loss of light through the adjacent main living room window. 	
b	DC/16/0431/FUL / Change of use and refurbishment of the Buregate Public House to accommodate 6 residential units with associated parking and landscape works Former The Buregate Public House Sea Road
<p>Committee recommended APPROVAL. Committee carefully considered adopted policy AP201 and policy FPP21 in the emerging Felixstowe Area Action Plan in the context of how these applied to this site. However, it was noted that the property had been vacant for over a year and, despite being marketed for potential commercial uses, no such interest had been shown. Committee request that SCDC consider the comments from Suffolk County Highways and, with public parking available nearby, whether the proposals conform to adopted parking standards under DM19. Committee noted the submitted Flood Risk Assessment and that the proposals provide a means of refuge via the internal staircase.</p>	
c	DC/16/0274/VOC Application to vary Condition 2 of DC/15/3122/FUL to allow the client to revise the layout to create a stand-alone entrance to each flat. 4 Manning Road
<p>Committee recommended APPROVAL for the variation of Condition 2 of DC/15/3122/FUL to allow the creation of a stand-alone entrance to each flat. However, Committee noted that the fenestration which has been installed to the front elevation is not in accordance with the approved planning consent. Committee considers the current treatment to be hideous and totally out of keeping with the neighbouring properties in the Conservation Area. Committee requests that this be referred to Suffolk Coastal District Council’s Senior Design and Conservation Officer for action.</p>	

d	DC/16/0301/FUL To extend the current vehicle repair and maintenance yard by extending the existing vehicle hardstanding to the property boundary of the adjacent plot. Walton Avenue
Committee recommended APPROVAL.	
e	DC/16/0375/FUL Single storey extension to rear of property for additional bedroom and sanitary facilities. 191 High Street Walton
<p>Committee recommended REFUSAL. Committee noted the changes in this application to those in previous application DC/15/3861/FUL, however, Committee’s view remains the same as previously expressed:</p> <p><i>Committee recommended REFUSAL as the proposals, if approved, would lead to overdevelopment of a very narrow site and loss of residential amenity to the neighbouring properties contrary to policy DM23.</i></p>	
f	DC/16/0347/FUL Single Storey Extension (Amendment of Approved Scheme DC/14/1240/FUL Ridley House Maybush Lane
Committee recommended APPROVAL.	

457. PLANNING DECISIONS

Committee NOTED the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting.

458. CORRESPONDENCE

RESOLVED that following items of correspondence be noted:

- i. Notification about a proposed development for Land North of Walton High Street;**
- ii. Confirmation that unauthorised activities at the Beach Station Road site had ceased, following a stop notice from SCDC;**
- iii. Correspondence from mobile mast operator with an interest in installing a mobile mast at a council owned site. Members recommended that Assets & Services Committee consider this matter and undertake to consult with any neighbouring residents.**

459. CLOSURE

The meeting was closed at 11.45am. The date of the next meeting was noted as being Wednesday 9 March 2016, 9.15am at Felixstowe Town Hall.

A list of those items of expenditure exceeding budget estimates for the period by 10% or £500 was considered. Members discussed various elements of income and expenditure and noted that, given the current position, Council was projected to outturn within budget.

RESOLVED that the Accounts to 31 January 2016 be received and noted as presented with no other action required at this time.

465. INTERNAL AUDIT – QUARTER THREE REPORT

Committee considered the Internal Audit report for the quarter ending 31 December 2015 and noted that there were no recommended actions recorded.

RESOLVED that the Internal Audit Report for the quarter ending 31 December 2015 be received and a vote of thanks be recorded to the staff for their work.

466. INVESTMENT POLICY & STRATEGY

Committee considered the draft Investment Policy & Strategy for 2016/17 as presented.

Members suggested that the Clerk look in to possible opportunities to refinance Council's PWLB loan at a more favourable rate in due course. It was also suggested that the Society of County Treasurers may be able to advise of investment opportunities.

It was RESOLVED that the draft Investment Policy & Strategy for 2016/17 be recommended to Council for adoption as presented.

467. COMMUNITY EMERGENCY PLANNING

Committee considered the development of a Community Emergency Plan (CEP) in order to help the community prepare for an emergency and reduce its impact.

Members expressed an interest in joining a small Working Group to develop a CEP for Felixstowe and to also consider business continuity for the Town Hall in emergencies.

The scope of the Working Group would be to draft a CEP through identifying local resources which may be able to be used by appropriate agencies in emergency situations.

It was RESOLVED that a Working Group, comprising the Town Clerk and Councillors P Coleman, S Gallant, Jan Garfield, T Green, D Savage, A Smith and K Williams be set up to progress a Community Emergency Plan and Business Continuity Plan, reporting back to Committee with its recommendations.

468. FINANCIAL REGULATIONS 2016/17

Committee considered updates to its Financial Regulations as proposed for 2016/17.

Members noted that the changes had been made in accordance with amendments to the NALC model following its own review of the regulations and specific requirements of The Public Contracts Regulations 2015.

Members requested that reference be given to the Suffolk Local Code of Conduct where it may be relevant to the guidance over the signing of cheques by signatories to whom there may be a connection with the beneficiary of the payment.

It was RESOLVED that, subject to inserting the reference above, the Financial Regulations for 2016/17 be recommended to the Annual Council meeting for adoption.

469. ADEQUACY OF INSURANCE

Committee reviewed Council's insurance provision as presented in the agenda report. It was noted that Council was coming to the end of year two of a three year agreement with its brokers, WPS. Members noted that a 5% discount was offered to Council on renewal within a new three year Longer Term Agreement as well as a free buildings valuation service offered by Barrett Corp Harrington.

It was RESOLVED that Council be recommended to approve the new three-year agreement for provision of its insurance through WPS and that the adequacy of arrangements for insurance cover in respect of all insured risks be confirmed for 2016-17.

470. CLOSURE

The meeting was closed at 8.14pm. The next meeting was noted as being scheduled for 23 March 2016 at 7.30pm.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

Council is requested to receive the update report as submitted by the Felixstowe Forward Change Director, Helen Greengrass:

Members are provided the progress report on the Town Improvement Plan to the end of February 2016 (**Appendix A**) and verbal feedback on items of particular note including:

1.2 The success of a Retail Rendezvous event hosted by Gorgeous Jewels and the potential to establish a town centre forum and to note Gorgeous Jewels are champions of Business Improvement District having first-hand experience of one in his second retail outlet in Hitchin.

1.4 Over 100 business confidence surveys have been distributed (copies available at the meeting) around the town. A verbal report at the meeting will update members on initial results.

3.3 To note the draft promotions campaign copies of which will be available at the meeting for interested members. This draft campaign pulls together an annual calendar for the town and key promotional messages to ensure we are promoting the town in a coherent focused way.

3.4 To receive copy of noticeboard report attached and agree recommendations.

4.1 To note Music in the Gardens event 24 April 2016 from midday to 4pm celebrating the Seafront Gardens project.

4.1 To note the Seafront Gardens have been shortlisted in three categories for the RICS regional award.

4.1 To note there has been an issue of vandalism in the Round shelter. This is being monitored by Suffolk Coastal Norse and the Police.

Council is requested to receive the Felixstowe Forward report and make any recommendations it considers appropriate.

AGENDA ITEM 11: SUBSCRIPTIONS 2016-17

The Town Council has approved a budget provision of £3,335 for 2016/17 to pay subscription costs to the following organisations:

Organisation	2016/17 fee	Notes
Suffolk Association of Local Councils (SALC)	£2,263	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Institute of Cemetery & Cremations Management (ICCM)	£90	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Community Action Suffolk	£30	
Ipswich Transport Museum	£25	

And on behalf of its staff Council pays subscription fees to:

Organisation	Annual Payment	Notes
Royal Institute of Chartered Surveyors	£530	Contractual provision for Estates Officer to remain in Membership
Society of Local Council Clerks	£339	Contractual provision for Town Clerk

Members are requested to review and confirm its subscriptions to these and any other organisations.

AGENDA ITEM 12: CEMETERY MEMORIAL GARDEN PROJECT

Council's Assets & Services Committee is leading a project for a new Memorial Garden at the cemetery. At its meeting of 3 February 2016, Committee resolved to recommend to Council that a budget of £20,000 be allocated from Cemetery Projects Earmarked Reserves to cover the cost of the new facility. The design of the garden is based on a box hedged perimeter, 4 memorial rose beds with edging kerbs, central pathways, a central feature sculpted metal tree and some attractive benches. During the design process, Members requested that the feature metal tree be enlarged in order to accommodate more branches and memorial leaves and that bespoke granite edging kerbs capable of accommodating individual memorial plaques be included.

Committee was shown a prototype of the sculpted metal Memorial Tree which is to form the centrepiece for the Memorial Garden. The final version of the tree will be 7-8 foot high and able to accommodate the attachment of engraved memorial leaves.

Memorial rose beds will be bordered by dark grey granite edging kerbs with 4 x 200mm memorial plaques pre-fixed to each metre run of granite. Each rose bed is intended to measure around 6m x 4m with mitred plain corners.

Based on initial comparable research from other local facilities charging for memorials of this type and based on the ability to provide at least 130 memorials on the metal tree and 320 memorials around the rose beds, the scheme is expected to generate in excess of £65,000 net across its lifetime.

Current estimates of (net) costs to create the new Memorial Garden are as follows:

Item	Number	Total Cost
Box hedge plants	100	£300
Turf (approx.)		£320
Memorial Rose Trees	36	£810
Enlarged metal Memorial Tree with 30 leaves	1	£2,400
100 additional Memorial Leaves (blank)		£2,917
Granite Edging kerbs inc. 320 blank plaques		£9,120
Treatment for paths, shingle or similar (approx.)		£100
Benches (approx.)	2	£800
Total (approx.)		£16,767

Committee considered options for reducing the scope of the scheme, however it was agreed that the project should proceed on the basis of the estimates given. Members proposed that the budget limit for this scheme be set at £20,000 to allow a contingency for any potential additional costs to complete the project. Minute #426 of 2015/16 refers.

Council is requested to the recommendation of the Assets & Services Committee and authorise funding for the new Memorial Garden at Felixstowe Cemetery, to a limit of £20,000 from the Cemetery Projects Earmarked Reserve.

AGENDA ITEM 13: OCCASIONAL GRANTS POLICY 2016/17

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

The Committee reviewed the policy at its meeting of 17 February 2016, which is presented for adoption at **Appendix B**. Minute #449 of 2015/16 refers.

The policy is intended to provide clear and comprehensive guidance to anyone who may be interested in applying for grants from the Town Council; as well as a framework for Members when considering applications.

Council has approved a provision of £15,000 towards Occasional Grants in 2016/17. Applications will be considered by Committee at two stages in the year and at the first round Committee is expected to ordinarily limit the total awarded to £7,500.

However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. The overall total awarded in the full year 2016/17 cannot exceed £15,000 without approval from Council.

Council is requested to approve the Occasional Grants Policy for 2016/17 as recommended by the Civic & Community Committee and presented at Appendix B.

AGENDA ITEM 14: PRESS & MEDIA POLICY 2016/17

Council's Press and Media Policy was reviewed by the Civic & Community Committee at its meeting of 17 February 2016.

Committee recommended that the later Social Media Policy be incorporated within this document with no further changes. Minute #450 of 2015/16 refers.

Council is requested to approve the Press & Media Policy for 2016/17 as recommended by the Civic & Community Committee and presented at Appendix C.

AGENDA ITEM 15: INVESTMENT POLICY & STRATEGY 2016/17

At its meeting of 24 February 2016 the Finance & General Purposes Committee considered an Annual Investment Policy & Strategy for Council for the financial year 2016/17.

This policy, recommended to Council for adoption at **Appendix D**. Minute #466 of 2015/16 refers.

Council is requested to approve the Investment Policy & Strategy for 2016/17 as recommended by the Finance & General Purposes Committee and presented at Appendix D.

AGENDA ITEM 16: INSURANCE ARRANGEMENTS

Council's insurance is arranged through its broker, WPS, and provided by Aviva.

Insurance cover is provided, in accordance with Council's Risk Management Policy, to the following levels:

- (a) **Protection of physical assets:** All physical assets are insured.
- (b) **Public Liability:** The Council has a Public Liability Insurance of £10,000,000. It has also personal accident liability cover for employees, members and volunteers under the above policy.
- (c) **Employers Liability:** The Council has an Employers Liability Insurance of £10,000,000
- (d) **Loss of cash:** Insured to the sum of £2,000
- (e) **Fidelity guarantee:** Insured to the sum of £1,500,000
- (f) **Libel and Slander:** Insured to the sum of £250,000
- (h) **Office equipment:** Insured to the value of £58,600
- (i) **Personal accident:** Insured to standard contingencies

Council is nearing the end of year two of a three year agreement with WPS. Insured risks may be changed at any time within that period. There is no charge to change the risks but the insurance premium may change accordingly.

WPS have offered renewal terms for 2016/17 within a new three-year Longer Term Agreement at £7,206.59 (which represents a 5% discount on the single year cost).

By taking up the offer under the three-year agreement Council is also able to take advantage of a free buildings valuation service offered by Barrett Corp Harrington.

Additional insurance provision has been acquired to cover the hired-in plant equipment at a cost of £547.50 (inc. 9.5% insurance premium tax) for 2016/17.

Furthermore, an endorsement has been added to the Council's Motor insurance policy for the use of any hire-in plant vehicle. The terms of the renewal premium from the Motor insurers are not usually released until 3-4 weeks before the renewal date (as there could be new claims, for example, which would affect the renewal

premium), but if there are no claims or changes to the vehicle schedule, WPS estimate that the renewal premium would be £640.57 (inc. insurance premium tax).

These policies are payable separate to the Council's general insurance policy. Council has budgeted £8,500 for insurance for 2016/17.

The Finance & General Purposes Committee considered the arrangements and recommended that Council enter in to a new three-year agreement for provision of its insurance through WPS and that the adequacy of arrangements for insurance cover in respect of all insured risks be confirmed for 2016-17. Minute #469 of 2015/16 refers.

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