

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 13 September 2017 at 7.30pm**

**PRESENT:** Cllr N Barber (Town Mayor) Cllr S Gallant  
Cllr G Newman (Deputy Mayor) Cllr T Green  
Cllr S Bird Cllr M Jepson  
Cllr S Bloomfield Cllr D Savage  
Cllr P Coleman Cllr A Smith  
Cllr M Deacon Cllr S Wiles

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

**IN ATTENDANCE:** 4 Members of the public  
1 Member of the Press

**MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection by Mr Mojlum Khan, Centre Manager, Bangladeshi Support Centre, Ipswich.

**211. PUBLIC QUESTION TIME**

A member of the public described a range of local problems caused by HGVs using Langer Road. Members were familiar with the issue and Cllr Smith and Cllr Newman had met with the proprietor of a site on Beach Station Road which had been known to direct lorries down Langer Road at times when they may have unable to access onto their site. Members advised that this was not the sole reason for HGV movements down Langer Road and the issue would be raised at the next Highways Advisory Committee with representatives from Suffolk Highways and Suffolk County Council.

**212. APOLOGIES**

Apologies for absence were received from **Cllr C Barham, Cllr Jan Garfield, Cllr Jon Garfield** and **Cllr K Williams**.

**213. DECLARATIONS OF INTERESTS**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Bloomfield 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 S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
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#### **214. REQUESTS FOR DISPENSATION**

There were none.

#### **215. QUESTIONS TO THE MAYOR**

There were none.

#### **216. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Annual Council Meeting held on 12 July 2017 be signed by the Mayor as a true record and adopted by the Council.**

#### **217. MAYOR'S ANNOUNCEMENTS**

The Mayor referred to the following list of engagements:

Children's Concert – 'Schools Sing Prom'	11 July 2017
Felixstowe Academy Summer Concert	13 July 2017
Maidstone and Causton PTFA Summer Fayre	14 July 2017
Mayor's Reception	14 July 2017
Felixstowe & District Horticultural Society Annual Show	15 July 2017
Mil Lane Nursing Home Fete	15 July 2017
Walk for Wards – Sponsored Walk	16 July 2017
Home-start AGM	17 July 2017
Raising the Green Flag for Seafront Gardens	18 July 2017
Basic Community Pop Up Shop	18 July 2017
Port of Felixstowe FIF Display	18 July 2017
Orwell Scouts AGM	18 July 2017
Felixstowe Forward Annual Celebration Event	20 July 2017
Mayor of Ipswich, Mayor's at Home Event	21 July 2017
NSPCC Drinks & Canapes	22 July 2017
Felixstowe Carnival	22 & 23 July 2017
Wesel Association Get Together	23 July 2017
Felixstowe Seaside Special Train	26 July 2017
Visit to Felixstowe Museum	26 July 2017
The High Sheriffs Summer Garden Party	26 July 2017
Opening of Wool Baa Shop	29 July 2017
Opening Ceremony of Felixstowe combined Fire/Police Station	31 July 2017
66 <sup>th</sup> Annual Exhibition and Sale of Artwork	1 August 2017

Felixstowe Seaside Special Train	2 August 2017
Civic Visit to Wesel	4 – 7 August 2017
<i>Deputy Mayor – Foxgrove &amp; Maynell Summer Fete</i>	5 August 2017
<i>Deputy Mayor – Launch of Two Sisters Arts Centre &amp; Felixstowe Arts Fest</i>	5 August 2017
Visit to Felixstowe Lawn Tennis Club	9 August 2017
Living in Felixstowe Magazine, Movers & Shakers	10 August 2017
Felixstowe Multicultural Festival	12 August 2017
Felixstowe Radio, Interview with the Mayor	16 August 2017
Mayor of St Edmundsbury Charity Cheese & Wine Evening	17 August 2017
Visit to Harwich Haven Authority	18 August 2017
The Voice of Suffolk Talent Show	19 August 2017
FTC Grant Cheque Presentation to Mencap	21 August 2017
Towergate’s Beach Hut of Year Competition	24 August 2017
Felixstowe Multicultural Day	26 August 2017
Big Multicultural Festival 2017	27 August 2017
Raising the Red Ensign for Merchant Navy Day	1 September 2017
Peewit Caravans Event for the Grenfell Project Helpers	2 September 2017
Art on the Prom	3 September 2017
Greet the Wesel Runners	9 September 2017
Unveiling Ceremony of the Radio Caroline Plaque	9 September 2017
<i>Deputy Mayor - Stowmarket Civic Service</i>	10 September 2017
FACTS AGM	11 September 2017

The Mayor thanked the Deputy Mayor for his support in attending some engagements on his behalf.

The Mayor highly recommended the Felixstowe Academy Band, who were also scheduled to play at the Mayor’s Charity Bombay Bash in October. The Mayor’s Reception in July had been very well received and the Mayor was pleased to have been able to host this event at Felixstowe and Walton United’s new clubhouse.

The Mayor advised that he was in discussion with the Basic Life team, who were doing a tremendous job with their community ‘Pop Up’ shop, and the local allotments association for the possible provision of fresh vegetables.

The Mayor expressed gratitude to the result of the Beach Hut review, which showed good partnership working between the Town Council and the District Council.

Council noted with sadness the passing of Mr Tony Robinson, the husband of former Town Clerk, Mrs Susan Robinson. Members were given details of the funeral arrangements.

It was **RESOLVED** that the Mayor's engagements since 11 July 2017, and the above communications, be noted.

#### **218. 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 12 July 2017
- b) Planning & Environment Committee 26 July 2017
- c) Finance & General Purposes Committee 26 July 2017
- d) Planning & Environment Committee 9 August 2017
- e) Planning & Environment Committee 23 August 2017
- f) Planning & Environment Committee 6 September 2017

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

Council received the report of Cllr Doreen Savage, Town Council representative to the Felixstowe and District Council for Sport and Recreation.

Members thanked Cllr Savage for her report, following which a brief discussion was held on the use of playing field land at Felixstowe Academy. Members understood that some concerns had been raised about the necessity for the sports clubs to have security of tenure in order to be eligible for capital grants. Council was advised that this had also been discussed at Suffolk Coastal District Council who were confident that appropriate conditions of tenure would be found.

**RESOLVED** that the outside body report from Cllr Doreen Savage be noted.

#### **220. FELIXSTOWE FORWARD REPORT: PROPOSED EXTENSION TO 2021**

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

In the absence of the Change Director, the Town Clerk updated Council on the paper 'Beyond March 2018'. The report, which Council was advised was also subject to approval by the Felixstowe Forward Sponsor Group, outlined the achievements of Felixstowe Forward to date and the breadth of work currently in progress under three main strands: Tourism, Business Economy and Community. With the Visit Felixstowe CIC in its infancy, and other key projects in being established, there were still significant elements being supported by the initiative that would benefit from it being continued. The proposal was to extend the Felixstowe Forward initiative for a further three year term to realise those objectives and to also focus on a sustainable exit strategy. The Clerk outlined that, subject to approval at the forthcoming Sponsor Group meeting on

18 September, the paper would be presented for recommendation to SCDC Cabinet. The Clerk advised that at this stage the Town Council was being asked to indicate its support in principle for the funding of Felixstowe Forward for a further three years.

Members discussed the achievements of Felixstowe Forward and, following a discussion on the length of time proposed for extension of the initiative, expressed support for its continuation. Members agreed that management of the resort was a key function in delivering on aspirations for the town and this was likely to require ongoing funding. It was suggested that the scope of Felixstowe Forward and the Visit Felixstowe CIC would be a good topic for the Working Party with SCDC/FTC to also consider. There were some queries raised about how the proposed new East Suffolk Council would approach the management of its distinctive local areas on its creation in 2019 and marketing the resort of Felixstowe was seen as critical to its success. It was suggested that Visit Felixstowe CIC could be a vehicle for this if it had the appropriate support and authority from SCDC.

Referring to the Progress Report, the Town Clerk drew attention to Dementia Action Alliance aims and for establishing Felixstowe as a Dementia Friendly community, all Councillors were encouraged to sign up on the Dementia Action Allowance website.

Members noted the concept of Timebank which was a community initiative being supported by Felixstowe Forward. Councillors were invited to attend a visit to the Somersham Timebank on 12 October to learn how it worked there and to meet the local coordinator, volunteers and organisations involved in the project.

Members thanked Helen and the Felixstowe Forward team for all their hard work and contribution to Felixstowe.

**It was RESOLVED that**

- i. Council would support the renewal of the Felixstowe Forward initiative for a further three years to 2021 with a continued contribution of £20,000 per annum; further details to be brought to Civic & Community Committee once considered by the Sponsor Group and SCDC ready for budget setting; and,**
- ii. the Felixstowe Forward progress report be noted as received.**

## **221. ACCOUNTS AND AUDIT 2016/17**

Council noted that the External Audit for the Financial Year 2016/17 had been completed with no formal or any other matters being raised.

Members recorded a vote of thanks to the Town Clerk and staff for their work in achieving a clear and unqualified audit for the Council.

**It was RESOLVED that:**

- i. the Annual Return including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard on 6 September and would be displayed until 21 September 2017.**

## **222. CONSULTATION: SCDC LOCAL PLAN REVIEW – ISSUES & OPTIONS**

It was noted that SCDC were beginning the formal consultation process on the Local Plan Review and the Town Council were asked to consider the questions and issues relevant to Felixstowe. The Issues and Options document represented the first stage of the Local Plan consultation and the first opportunity to let SCDC know the Town Council's thoughts and ideas as to how the district should be developed up to 2036.

Members noted that there was to be a drop in session at Felixstowe Town Hall on Monday 18 September at 16.00-19.30 for members of the public and all Councillors were encouraged to attend.

Council's Planning & Environment Committee considered this matter at its meeting of 6 September. Given the 30 October consultation deadline, Committee was seek delegated authority from Council to lead and respond on its behalf, reporting back to advise of the response at the 8 November 2017 meeting (*Minute #194 of 2017/18 refers*).

The Clerk reminded Council that all Councillors were welcome to attend Committee meetings whether they were Members or not. However, as it was understood that the timing of the meetings precluded some Councillors from being available, the Clerk would be arranging evening workshops at the Town Hall so that everyone could have the chance to comment and feedback to the Planning & Environment Committee as part of the process.

**It was RESOLVED that the Council's Planning & Environment Committee be given the delegated authority to lead and respond to the Suffolk Coastal District Council Local Plan Review Issues & Options Consultation on behalf of the Town Council; reporting back to Council to advise of its response at the 8 November 2017 meeting.**

## **223. LAND AT CANDLET ROAD REF DC/15/1128/OUT**

Council noted that the Secretary of State had approved the Outline application for 560 new dwellings at Land at Candlet Road. A response to the Council's letter which had been received from SCDC's Planning Development Manager and the Head of Planning and Coastal Management has been circulated and this was noted.

As it remained unclear as to whether SCDC would be seeking alternative legal advice on the potential merits of a judicial review, the Clerk was requested to seek clarification on this matter before the next Planning & Environment Committee meeting on 20 September.

**It was RESOLVED that the Town Clerk relay the concerns of the Town Council to SCDC and request that a response be received in time for the next Planning & Environment Committee meeting on 20 September.**

#### **224. FELIXSTOWE TOWN COUNCIL CONSTITUTION**

Members considered the principle of introducing Constitution for Felixstowe Town Council which would collate the Council's statutory governance documents, policies and other information in to a single-source document. It was agreed that this would provide a better overview for Members and residents and an opportunity for Council to review policies on a more structured basis.

It was proposed that the Constitution would be drafted and reviewed by the Finance & General Purposes Committee before being presented to Council for formal adoption.

**It was RESOLVED that the principle of developing a Constitution be approved.**

#### **225. CONSULTATION: PSPOS – DOG CONTROLS IN THE SUFFOLK COASTAL DISTRICT**

Council considered the SCDC Public Space Protection Orders (PSPOs) consultation relating to the control of dogs. It was noted that the PSPO Working Group had met on 7 September to consider the Orders and had fully endorsed the Orders relating to gated Children's Play Areas, Dog Fouling and Landguard Point Nature Reserve.

**At this time, 9.30pm, and in accordance with Standing order 3w, Council agreed to extend and continue the meeting.**

An in-depth discussion was held over the recommendations of the Working Group relating to dogs on the beach, the general Order for dogs on leads and the enforcement of PSPOs. It was understood that the enforcement of PSPOs was considered to be a more straightforward process than for bylaws as on-the-spot fixed penalty notices could be issued by duly authorised officers.

With regards to the Exclusion of Dogs from Felixstowe Beach, Council noted that its earlier recommendation (to describe an area of the beach that was linked to physical markers rather than imaginary lines) has been included.

Members discussed whether it would be possible to better balance the needs of dog-owners and other beach users by giving greater choice for beach users at peak times and provide opportunities for dog-owners to take their dogs for walks at other times on beaches that were previously out of bounds during those months.

The recommendation of the Working Group was for SCDC to consider a PSPO that excluded dogs between 1 May – 30 September each year on an area of the beach bounded by the length of the prom from Cobbold's Point to Manor End at set times of the day only.

In respect of the Dogs on Leads (General) PSPO, Council agreed with the Working Group's concerns that this was too general as currently drafted and consideration should be given to creating a localised Order for Felixstowe.

Members were keen to learn more about proposals for public information, signage and enforcement and sought assurances from SCDC that all signage would be refreshed in order to provide the public with appropriate information and outdated signs removed.

**It was RESOLVED that:**

- i. the recommendations and comments of the PSPO Working Group be noted;**
- ii. assurance be sought from SCDC that all signage would be refreshed with appropriate attractive signs providing the public with relevant information and outdated signs removed;**
- iii. the proposals for PSPOs relating to dog fouling, dogs in children's play areas and Landguard Point Nature Reserve be supported;**
- iv. it be recommended to SCDC that a more localised Order for Dogs on Leads be considered; and,**
- v. it be recommended to SCDC that consideration be given to the relative merits of a PSPO excluding dogs from Felixstowe Beach from Cobbold Point to Manor End, being the beach area fronting the length of the Prom, from 1 May to 30 September each year between the hours of 10am – 6pm.**



## **226. FINANCIAL FORECAST TO 2020**

Council considered a Financial Forecast for the Town Council for the period 2016-2020 as presented.

**It was RESOLVED that the Financial Forecast for 2016-20 be adopted as presented.**

## **227. BUSINESS PLAN 2016-2020 ANNUAL REVIEW**

Council considered the Business Plan which had been updated to reflect changes one year on. A minor layout issue on page 33 was noted and would be changed.

**It was RESOLVED that the updates to the Business Plan be approved.**

## **228. DATA RETENTION POLICY**

Council considered the Data Retention Policy for the period 2017-2020 as recommended by the Finance & General Purposes Committee (*Minute #160 of 2017/18 refers*).

**It was RESOLVED that the Data Retention Policy for the period 2017-2020 be adopted.**

## **229. ACCOUNTS FOR PAYMENT**

**It was RESOLVED that, noting that voucher no. 157 had been skipped in error, the schedule and payment of accounts be received and approved as follows:**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
30/06/2017	124 – 156	43,514.39
12/06/2017	158 - 175	4,042.99
26/07/2017	176 – 200	40,127.12
16/08/2017	201 – 221	9,058.07
31/08/2017	222 – 235	32,438.19
	<b>TOTAL</b>	<b>£129,180.76</b>

## **230. CLOSURE**

The meeting was closed at 9.59pm. It was noted that the next Ordinary Meeting was scheduled for 8 November 2017 at 7.30pm.

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Date: \_\_\_\_\_

Town Mayor: \_\_\_\_\_