



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend an **EXTRAORDINARY COUNCIL** meeting of **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 5 November 2014** at **7.30pm** for the transaction of the following business:

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 interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

3. To Consider and Dispensations for Councillors with a Pecuniary Interest

Any Councillor with a pecuniary interest on an item on this agenda who wishes to be granted a dispensation to remain, speak and/or vote at consideration of that item, should apply for a dispensation in writing to the proper officer of the Town Council as soon as possible before the meeting. Applications may also be considered at the meeting itself.

4. Felixstowe Peninsula Area Action Plan Working Group

To appoint Members to the Felixstowe Peninsula Area Action Plan Working Group.

(Pages 2 & 3)

5. Closure

To close the meeting and note the date of the next Ordinary Meeting scheduled to take place on Wednesday 3 December 2014 at 7.30pm.

Councillor Graham Newman, Town Mayor

AGENDA ITEM 4: FELIXSTOWE PENINSULA AREA ACTION PLAN **WORKING GROUP**

Following adoption of the Core Strategy (July 2013), the District Council has started work on the Felixstowe Peninsula Area Action Plan and the Site Allocations and Area Specific Policies which are intended to assist in the delivery of the Core Strategy policies. The District Council is setting up Working Groups of District Councillors and Parish/Town Councils to work together to inform the preparation of these Local Plan documents.

The Working Group will be an informal group in that it will not be governed by the SCDC Constitution. It will not have voting rights or decision making powers but will act as a consultative group and sounding board to inform the preparation of the Felixstowe Peninsula AAP document over the next 12 to 18 months. The Working Group will meet as and when required but on average every 2 months. The meetings will be held in the evening, usually starting at 6.30pm (venue to be determined). Each meeting will last approximately 2 hours. Most meetings will take the form of workshops with active participation and a view to building consensus. Key points/actions from the meetings will be placed on the SCDC website.

The remit of the Working Group is as follows:

- Informal working group providing input and acting as a sounding board for the preparation of the Felixstowe Peninsula AAP or Site Allocations and Area Specific Policies.
- The working group is a consultative rather than a decision making body.
- The working group should seek to build consensus around issues discussed.
- Feed in local knowledge and information to the preparation of the Local Plan documents.
- Input on the format, style and content of the Local Plan documents.
- Provide input on the preparation of issues and options papers and other documents on which to consult the wider community and other stakeholders.
- Provide input on determining the evidence bases that need to be prepared.
- Work with Officers to determine the appropriate consultation methods and tools appropriate to the area, at specific plan making stages, taking into account the Council's Statement of Community Involvement and resources.

- Other local authority representatives and bodies/organisations including parish and town councils will be invited as and when appropriate to inform the preparation of policies and documents.
- As and when appropriate, invite parish and town councils/neighbourhood forums to discuss their Neighbourhood Plan proposals and consider the relationship with the District Council's Local Plan.
- Act as a sounding board for any other relevant issues relating to the preparation of the Local Plan documents.

Representation on the Working Group for the Felixstowe Peninsula Area Action Plan should provide geographic coverage for the whole plan area and will include 8 District Ward Councillors and 8 representatives from the following Parish/Town Councils:

- 5 from Felixstowe Town Council;
- 1 from Trimley St Mary Parish Council;
- 1 from Trimley St Martin Parish Council; and
- 1 from Kirton with Falkenham Parish Council.

Accordingly, Felixstowe Town Council is asked to nominate 5 named representatives to sit on the Working Group by 5pm on Friday 14 November. This could be 5 Members or a mix of Members and Officers. Once the Working Group has been set up, substitutes will not be allowed unless they are a permanent replacement.

The date and time of the first meeting is currently likely to be the 8th December.

Council is therefore requested to nominate 5 representatives the Felixstowe Peninsula Area Action Plan Working Group.