



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 1 April 2015** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Rev Diane Smith, Trinity Methodist Church, 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 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. **Requests for Dispensation**  
*To consider any dispensation requests received from Councillors with a pecuniary interest in an item on this agenda who wish to remain, speak and/or vote at consideration of that item. Councillors are advised to submit any dispensation request in writing to the Town Clerk prior to the meeting.*
4. **Questions to the Mayor**  
For the Mayor to respond to questions from Members in accordance with Standing Order 25.
5. **Minutes of the Previous Ordinary Meeting**  
To confirm the minutes of the Ordinary Council Meeting held on Wednesday 4 February 2014 as a true record. **(Pages 4-11)**
6. **Minutes of the 4 March 2015 Extraordinary Meeting**  
To confirm the minutes of the Extraordinary Council Meeting held on Wednesday 4 March 2015 as a true record. **(Pages 12-21)**
7. **Mayor's Communications**  
To receive such communications as the Mayor may wish to lay before Council. **(Page 22)**
8. **Minutes of Committee and Sub-Committee Meetings**  
To receive and adopt the minutes of the following meetings:
  - a) Plans Committee: 28 January; 11, 25 February; 11 March 2015
  - b) Highways Advisory Committee: 10 March 2015

- c) Personnel Committee: 10 March 2015
- d) Finance & General Purposes Committee: 18 March 2015

**(Pages 23-48)**

**9. Final Minutes of Other Committees**

To confirm as a true record, and authorise the Mayor to sign, the minutes of the following meetings for Committee which are now dissolved:

- a) Town Members Committee: 23 June 2014
- b) Recreation & Amenities Sub-Committee: 11 February 2015
- c) Premises Committee: 18 March 2015
- d) Cemetery & Allotments Committee: 19 March 2015

**(Pages 49-58)**

**10. 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 working days prior to the meeting.*

**11. Standing Orders 2015/16**

To approve Council's Standing Orders for 2015/16 as recommended by the Finance & General Purposes Committee at its meeting of 18 March 2015 (Min. #565).

**(Appendix A)**

**12. Financial Regulations 2015/16**

To approve Council's Financial Regulations for 2015/16 as recommended by the Finance & General Purposes Committee at its meeting of 18 March 2015 (Min. #566).

**(Page 59 & Appendix B)**

**13. Litter/Dog Waste Bins**

To consider the provision of Litter and Dog Waste Bins as recommended by the Recreation & Amenities Sub-Committee as its meeting of 11 February 2015 (Min. #507).

**(Page 59)**

**14. Town Hall Refurbishment Works – Appointment of Contractor**

To approve the appointment of a contractor and authorise expenditure to carry out buildings maintenance work at the Town Hall as recommended by the Premises Committee as its meeting of 18 March 2015 (Min. #553).

**(Page 60)**

**15. Lease for Car Parking Spaces**

To approve arrangements with Suffolk Coastal District Council for lease and lease-back of the car parking spaces opposite the Town Hall and authorise the Mayor to seal the Leases as a Deed, as recommended by the Premises Committee as its meeting of 18 March 2015 (Min. #556).

**(Page 60)**

**16. Town Hall Drainage Easement**

To approve arrangements with Suffolk Coastal District Council for drainage easement beside the Town Hall and authorise the Mayor to seal the Leases as a Deed, as recommended by the Premises Committee as its meeting of 18 March 2015 (Min. #557).

**(Page 61)**

**17. Felixstowe Forward**

To receive a progress report from the Working Group on arrangements for this initiative. **(Pages 61-62)**

**18. Felixstowe/Harwich/Shotley Ferry**

To note the new arrangements for this service following the retirement of the previous operator. **(Page 63)**

**19. Listing of 91-95 Undercliff Road West**

To note the outcome of the Council's application to add 91-95 Undercliff Road West to the English Heritage list and any other update. **(Page 63)**

**20. Accounts for Payment**

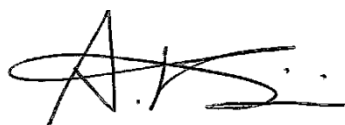
To confirm and approve the payments of accounts since the previous meeting as follows:

**(Schedules attached at Appendix C)**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
04/02/2015	233 – 240	£953.33
11/02/2015	241 – 249	£2,654.95
25/02/2015	250 – 261	£31,285.50
04/03/2015	262 – 271	£2,540.86
11/03/2015	272 - 285	£3,254.31
	<b>TOTAL</b>	<b>£ 40,688.95</b>

**21. Closure**

To close proceedings and note that the next meeting is the Annual Council Meeting scheduled for 20 May 2015, following the Annual Parish Meeting at 7pm.



**Ash Tadjrishi**  
**Town Clerk**  
**25 March 2015**

## **AGENDA ITEM 5: MINUTES OF PREVIOUS MEETING**

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 4 February 2015 at 7.30pm**

**PRESENT:** Cllr G Newman (Town Mayor)      Cllr D Savage (Deputy Mayor)  
                 Cllr N Barber                                  Cllr J Sennington  
                 Cllr S Bird                                        Cllr M Sharman  
                 Cllr M Deacon                                   Cllr C Slemmings  
                 Cllr Jan Garfield                                Cllr A Smith  
                 Cllr Jon Garfield                                Cllr M Walker  
                 Cllr M Morris                                     Cllr K Williams

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

**IN ATTENDANCE:** 10 members of the Public.

*Prior to opening the meeting the Mayor advised that in order to meet the requirement of the Openness of Local Government Bodies Regulations 2014, Standing Order 3(l) would be suspended.*

### **PUBLIC QUESTIONS**

A member of the public asked whether there had been any further update from Suffolk County Council (SCC) regarding the land they had determined to put up for sale at Treetops/Candle Road. The Clerk advised that as no new information had been received he would request an update from SCC and report back once known. The member of the public commented that at the previous meeting a Councillor had suggested there may be a restriction on the land preventing its sale. Cllr A Smith clarified that, although the land had been originally acquired (c.1972) for highways purposes, he was not aware of any specific restriction preventing its sale.

In response to a question regarding difficulties experienced when trying to contact Genesis Housing Association to discuss concerns about security and management of one of their properties, Cllr M Deacon offered to follow this up subsequent to the meeting.

### **PRAYERS**

The meeting was preceded with prayers by Rev. David White, St Johns Church, Felixstowe.

### **471. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M Stokell and Cllr C Webb.

#### **472. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

Councillors S Bird, M Deacon, Jan Garfield, M Morris, D Savage, M Sharman, J Sennington, C Slemmings, A Smith and K Williams each declared a Local Non-Pecuniary Interest in all items on the agenda as Members of Suffolk Coastal District Council.

Councillors N Barber and G Newman each declared a Local Non-Pecuniary Interest in all items on the agenda as Members of Suffolk County Council.

#### **473. QUESTIONS TO THE MAYOR**

There were none.

#### **474. MINUTES OF THE PREVIOUS MEETING**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 3 December 2014 be signed by the Mayor as a true record and adopted by the Council.**

#### **475. MAYOR'S COMMUNICATIONS**

The Mayor referred to a list of engagements: 04.12.14 – Citizen's Advice Bureau Christmas Meal, 05.12.14 – Deputy Mayor, Woolly Hat Day at Felixstowe Seafarers Centre, 05.12.14 – Mayors Charity Christmas Concert, 06.12.14 – Victorian Christmas Market, St John The Baptist Church, 06.12.14 – St Niklaus Fest, Wesel Association, 07.12.14 – A Service of Commissioning of the Church of Christ Church and the Licensing of Rev Mark Kichenside, 08.12.14 – Orwell District Scouts Christmas Carol Service, 09.12.14 – Deputy Mayor – Fairfield Infant Nursery School Christmas Concert, 10.12.14 – Christmas Visit to Bellstone Nursing Home, 10.12.14 - Christmas Visit to Foxgrove & Maynell Nursing Home, 11.12.14 – Suffolk County Council Carol Service, 15.12.14 – Christmas Visit to Brierfield Nursing Home, 16.12.14 - Christmas Visit to Mill Lane Nursing Home, 16.12.14 – Felixstowe Friendly Visiting Service, 16.12.14 - Christmas Visit to Highcliffe House Nursing Home, 17.12.14 – Christmas Visit to St Marys Nursing Home, 17.12.14 – Christmas Visit to Yetton Ward Nursing Home, Christmas Visit to Conniston Nursing Home, 18.12.14 – Deputy Mayor, Felixstowe Academy Christmas Concert, 19.12.14 - Deputy Mayor, FOPWA Christmas Tea Party, 19.12.14 – Mayor's Christmas Carol Service, 21.12.14 – A Festival of Carols & Readings, Hadleigh, 22.12.14 – Christmas Visit to The Firs, 22.12.14 - Christmas Visit to White Gables, 23.12.14 – Christmas Visit to Cotman House, 25.12.14 – Christmas Day Dip, 25.12.14 – Christmas Visit to Felixstowe Community Hospital, 25.12.14 – Salvation Army Luncheon, 10.01.15 – Wesel Association AGM, 15.01.15 – Felixstowe & Haven Port Seafarers Service AGM, 25.01.15 – Burns Supper for Mayor of Ipswich, 25.01.15 - Deputy Mayor, Churches Together in Felixstowe Annual Unity Service, 28.01.15 - Deputy Mayor, FOPWA AGM,

30.01.15 – Deputy Mayor, Laying of Flowers to Commemorate the loss of lives in 1953 Floods.

The Mayor expressed his thanks to the Deputy Mayor for those events she had attended in his absence.

#### **476. MINUTES OF COMMITTEE AND SUB-COMMITTEE MEETINGS**

It was **RESOLVED** that the Minutes of the following meetings be noted as received:

- a) **Plans Committee: 26 November; 10, 17 December 2014; 14 January 2015**
- b) **Finance Sub-Committee: 26 November 2014**
- c) **Finance & General Purposes Committee: 21 January 2015**

#### **477. OUTSIDE BODIES**

No reports received.

#### **478. ANNUAL GRANTS 2015/16**

Council noted the Annual Grants for 2015/16 as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #452 of 2014/15 refers) were as follows:

<b>Organisation</b>	<b>Amount (£)</b>
Felixstowe Council for Sport and Recreation	200
Citizen's Advice Bureau	1,500
Felixstowe Volunteer Coast Patrol Rescue Service	1,500
Felixstowe Carnival	500
Landguard Fort	1,000
Landguard Partnership	1,000
Felixstowe Ferry Boatyard	200
Art on the Prom	500
Wesel Twinning Association	200
Salzwedel Twinning Association	200

It was further noted that a total of £6,800 had been included in the budget proposals for 2015/16 which would support the funding above.

It was **RESOLVED** that the Annual Grants for 2015/16 be approved as per the recommendation of Minute #452 of the Finance & General Purposes Committee meeting of 21 January 2015.

#### **479. MAYORAL ALLOWANCE 2015/16**

Council noted that Finance & General Purposes Committee had recommended that there be no increase to the Mayor's allowance for 2015/16. Furthermore, no basic allowance for Members was proposed. In response to questions from

Members, the Clerk advised that, as it was provided to defray costs associated with the officer of Mayor and does not exceed £8,500, HMRC treat the Mayoral allowance as not chargeable for tax. Conversely, if Council were to bring in a basic Members' allowance, this would be chargeable for tax and NI in the same way as any other earnings. Though the Mayoral allowance is a limited sum and not claimed for in the same way as expenses, the Clerk advised that the Mayor is recommended to keep a record of the uses to which the allowances are put.

**It was RESOLVED that, in accordance with Minute #453 of the 21 January 2015 Finance & General Purposes Committee:**

- i. The Mayor's Allowance for 2015/16 be set at £7,000 for the purposes of defraying the costs associated with the office of Town Mayor; and,**
- ii. The Town Mayor be advised that the allowance should be used to also defray any legitimate costs incurred by the Deputy Mayor when officially deputising for the Mayor in his/her absence.**

#### **480. BUDGET & PRECEPT 2015/16**

Council noted the 2015/16 Budget and Precept as proposed and recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #454 of 2014/15 refers).

Council gave a vote of thanks to the Committee and the Council's staff for their work in producing a budget which provided for all of Council's activities, including an increase to £15,000 for community grants, at no increased cost to the local taxpayer.

**It was RESOLVED that:**

- i. The Felixstowe Town Council Budget for 2015/16 be adopted as set out in the report;**
- ii. The 2015/16 Precept demand to Suffolk Coastal District Council of £522,361 be approved (representing a 0% increase cost to Band D Council Tax payer) on the following basis:**

<b>Band D rate</b>		<b>£67.35</b>
<b>Multiplied by tax base</b>	<b>x</b>	<b>7,755.92</b>
<b>Precept of:</b>		<b>£522,361</b>
<b>Transition grant of:</b>		<b>£34,160</b>
<b>Thus making the final total:</b>		<b>£556,521</b>

- iii. The Clerk be instructed to submit all the necessary information to Suffolk Coastal District Council.**

#### **481. EARMARKED RESERVES TRANSFERS**

**It was RESOLVED that the following transfers to the Council's Earmarked Reserves be approved within the current financial year:**

##### **900 Earmarked Reserves**

<b>Code</b>	<b>Description</b>	<b>Balance 28/01/15</b>	<b>Transfer Requested</b>	<b>Transfer from</b>
				Election Expenses
9010	Election Expenses	7,500	3,500	102/4500
9015	Enhancement & Promotional	7,865	0	
9020	Felixstowe in Flower	8,428	0	
9025	Repairs & Renewals	9,761	1,000	General Fund
9030	IT Replacement Fund	3,117	0	
9035	Recycling Credits	5,106	0	
9040	Cemetery Extension	105,000	5,000	General Fund
9045	Website Redesign	0	0	
9050	Broadway House	52,500	2,500	General Fund
9055	Walton Community Hall	52,500	2,500	General Fund
9060	Town Hall Capital Refurb	7,821	0	
9065	Town Hall Maintenance	85,000	5,000	General Fund
9070	Play Equipment	27,000	0	
9075	Community Fund	120,670	30,966	Community Fund 103/4680
9080	Council Tax Local Rsrve	74,904	0	
9085	CCTV	41,000	1,000	General Fund
9090	Staffing Reserve	25,250	250	General Fund

#### **482. MEETING SCHEDULE 2015/16**

Council noted the Meeting Schedule for 2015/16 as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #455 of 2014/15 refers).

**It was RESOLVED that the Meeting Schedule for 2015/16 be approved and adopted as presented.**

#### **483. OCCASIONAL GRANTS POLICY**

Council noted the Occasional Grants Policy as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #456 of 2014/15 refers).

**It was RESOLVED that the Occasional Grants Policy be approved and adopted as presented.**



#### **484. SOCIAL MEDIA POLICY**

Council noted the Social Media Policy as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #457 of 2014/15 refers).

**It was RESOLVED that the Social Media Policy be approved and adopted as presented.**

#### **485. LGPS DISCRETIONS POLICY**

Council noted the Discretions Policy for Members of the Local Government Pensions Scheme as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #458 of 2014/15 refers).

**It was RESOLVED that the Discretions Policy be approved and adopted as presented.**

#### **486. RISK MANAGEMENT POLICY**

Council noted the Risk Management Policy as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #459 of 2014/15 refers).

**It was RESOLVED that the Risk Management Policy be approved and adopted as presented.**

#### **487. CCTV UPDATE REPORT**

Council noted the CCTV report as presented. A Member commented that they were disappointed to learn that the local Chamber of Commerce had withdrawn funding for the provision of CCTV in the town as, given that the most common offence captured was theft from shops, their commercial partners benefitted the most from the scheme.

The possibility of setting up a Task and Finish Group with the remit to review the CCTV provision and report back to Council was suggested. The Clerk advised that the Council's Civic & Community Committee would be able to consider CCTV as part of its Terms of Reference in the new municipal year.

After further debate it was proposed by Cllr M Sharman, seconded by Cllr M Walker, that the Civic & Community Committee be requested to review the provision of CCTV and report back to Council on the matter.

**Following a vote, it was RESOLVED that:**

- i. Council's Civic & Community Committee be requested to review the Council's CCTV provision as part of its programme of business when it is formed in the new municipal year; and,**

- ii. **Sgt Peter Street and the volunteers who monitor the CCTV system be given a vote of thanks for their work in maintaining the service.**

**488. LOCAL COUNCIL AWARD SCHEME**

**Council noted the report on the Local Council Award Scheme.**

**489. SCDC DRAFT LEISURE STRATEGY CONSULTATION**

Council considered the draft Leisure Strategy as presented in the report. It was noted that, in accordance with Minute 289 of 2014/15, Cllr D Savage, Cllr M Sharman and the Town Clerk had reviewed and responded to the draft open space, sport and pitch assessments which had formed the evidence base for the Suffolk Coastal District Council Leisure Strategy.

It was proposed that the following be submitted to Suffolk Coastal District Council in response to the draft Leisure Strategy:

Felixstowe Town Council was pleased to note the aims of the strategy and fully endorses the aspirations detailed within; particularly in relation to the Felixstowe Sports Hub programme. However, where actions included in the strategy's recommendations require district council support, no indicative costs or potential funding opportunities are provided. Felixstowe Town Council recommends that the final version of the strategy should include further narrative on the financial implications, and corresponding possible funding sources, required to deliver the programme over its planned term.

**It was RESOLVED that the response be submitted accordingly.**

**490. TOWN HALL BUILDING REPAIRS UPDATE**

Council noted the update on the Town Hall Building Repairs, the timetable for the tender for works and the need to appoint a Construction Design and Management (CDM) coordinator.

**It was RESOLVED that**

- i. **The contract for CDM services be awarded to J P Chick CDM Services at a cost of £1,200+VAT; and,**
- ii. **Expenditure for the above to be authorised from Council's Earmarked Reserve for Town Hall Maintenance (900/9065).**

**491. WWI COMMEMORATIONS**

Members received a verbal report from the Mayor on a request he had received for the Council to support possible First World War commemorations later in the year. It was noted that last year's centenary of the start of the war had seen a significant increase to commemorative and, although there were no plans as

yet, the Council was likely to be invited to support further events in the current year.

The Town Mayor suggested that at this stage, Council could consider providing some administrative support with the organisation of official events in Felixstowe commemorating the First World War.

**It was RESOLVED that local events commemorating the war, and which also involved the Town Council, may be provided some administrative support and Members be encouraged to participate.**

#### **492. ACCOUNTS FOR PAYMENT**

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

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
03/12/2014	152 – 160	£10,269.29
10/12/2014	161 – 176	£5,447.12
17/12/2014	177 – 185	£21,895.27
19/12/2014	186 – 192	£21,515.44
14/01/2015	193 – 215	£15,014.64
21/01/2015	216 – 223	£1,943.84
28/01/2015	224 – 232	£29,946.73
	<b>TOTAL</b>	<b>£ 106,032.33</b>

#### **493. CLOSURE**

The meeting was closed at 8.53pm. It was noted that the next Ordinary Meeting was scheduled for 1 April 2015 at 7.30pm.

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

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

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## **AGENDA ITEM 6: MINUTES OF THE EXTRAORDINARY MEETING**

**MINUTES** of the **EXTRAORDINARY COUNCIL** meeting held at Felixstowe Town Hall on **Wednesday 4 March 2015 at 7.30pm**

**PRESENT:** Cllr D Savage (Deputy Mayor in the Chair) Cllr M Sharman  
Cllr M Deacon Cllr A Smith  
Cllr Jan Garfield Cllr M Walker  
Cllr J Sennington Cllr K Williams

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

**IN ATTENDANCE:** One member of the Press, 22 members of the Public.

**In the absence of the Town Mayor, Deputy Mayor Cllr D Savage in the Chair.**

*Prior to opening the meeting the Deputy Mayor advised that in order to meet the requirement of the Openness of Local Government Bodies Regulations 2014, Standing Order 3(l) would be suspended.*

*The Deputy Mayor also advised that the public question session would be extended to 30 minutes to allow for additional questions which may arise. Members of the public were reminded that the meeting was to consider the Town Council's response to the Felixstowe Area Action Plan Issues & Options Consultation only and as such, questions should be related to this matter.*

### **PUBLIC QUESTIONS**

In response to a question on how potential drainage and sewerage issues would be taken into account for any housing developments around the Ferry Road area; the Deputy Mayor confirmed that all applications would be subject to a number of provisions being met, including drainage, before the District Council were able to give any approval.

On a question regarding the suitability of the housing density proposed in the Felixstowe Area Action Plan Issues & Options document for the land behind 15 and 16 Conway Close, Cllr A Smith responded that this which required careful consideration to ensure the appropriate trade-off between high density and amount of land required for use.

A member of public, referring to comments in the David Locke report about the land behind 15 and 16 Conway Close being unsuitable for housing development due to poor access and amenities, asked whether the Town Council agreed that this site should be protected. The Deputy Mayor responded that the site had a variety of challenges and the District Council had indicated a timeframe of 6-15 years before development. This would allow time for necessary further assessment of the area

alongside any impact of new housing at the nearby site for which outline planning permission had already been granted.

In response to a question on whether proposals for further housing in Felixstowe and the Trimleys would require an upgrade of the relief road from Trimley St. Martin to Levington as an alternative route for commercial traffic, Cllr Smith agreed that traffic impact would need to be assessed and referred to a similar scheme for a new additional road off the Howlett roundabout, Trimley towards Trinity Terminal which had been considered in the past.

**518. APOLOGIES FOR ABSENCE**

Apologies for absence were received from the Town Mayor Cllr G Newman, Cllr N Barber, Cllr S Bird, Cllr Jon Garfield, Cllr M Morris, Cllr C Slemmings, Cllr M Stokell and Cllr C Webb.

**519. DECLARATIONS OF COUNCILLORS' INTERESTS**

Councillors M Deacon, Jan Garfield, D Savage, M Sharman, J Sennington, A Smith and K Williams each declared a Local Non-Pecuniary Interest in item #521 (Felixstowe Peninsula Area Action Plan Issues & Options Consultation) as Members of Suffolk Coastal District Council.

**520. REQUESTS FOR DISPENSATIONS**

There were none.

**521. FELIXSTOWE PENINSULA AREA ACTION PLAN ISSUES & OPTIONS CONSULTATION**

Members considered the draft response to the Felixstowe Area Action Plan Issues & Options Consultation as presented in the report and recommended by the working group.

Following a debate and some amendments to the draft report the final response was proposed as follows:

<b>Document Reference</b>	<b>Felixstowe Town Council Comment</b>
Page 3, Para. 1.3	Though the peninsula has seen large scale residential growth over the last 40-50 year, Felixstowe has been a planned and expanding town ever since the 1890s.
Page 3, Para. 1.5	Port of Felixstowe is the largest port in the UK and one of the largest in Europe. The port is more than a significant factor in the local economy, it is vital.
Page 3, Para. 1.5	Reference to the resort should be expanded to a separate

	<p>paragraph dedicated to the history and nature of the town as a resort. The varying elements of the resort offer should have independent comments.</p>
Page 3, Para. 1.6	<p>The recent introduction of the Deben Estuary Plan has fully illustrated the need to conserve and protect the unique character of the area and should be referenced here.</p>
Page 5, Para. 1.19	<p>The AAP was intended to be a much wider document than simply designating 'land use' and should provide a full action plan of how Felixstowe can develop – only part of which is land use. In order to meet these wider aspirations the Town Council calls upon Suffolk Coastal District Council to ensure that all the topics covered in Chapter 11 of the 2001 Local Plan which remain relevant will be adequately covered by the AAP.</p>
Page 7, Para. 2.4	<p>As part of its evidence base, the Town Council recommends that the District Council investigate how port-related expansion plans may impact local projections across a range of scenarios, having regard to social economic and environmental factors.</p>
Page 10, Para. 3.0	<p>Though this information can be found in the background documents, Section 3 should more clearly outline the requirements of the Core Strategy in contrast to the 2001 Local Plan.</p>
Page 10, Para. 3.0	<p>Saved Policy AP170 is clear on how housing developments will be considered in Felixstowe. Core Strategy Policies SP19 and SP21 do not give as much detail. The District Council should provide assurance that the principles of AP170 will be covered by the AAP. In any case, clearer explanation should be given on the housing requirements outlined in the Core Strategy including how the allocation of an additional 1,440 homes in the defined AAP area will be met and whether the figure of 1,440 is up to date or requires revision.</p>
Page 11, Para. 3.6	<p>Whilst it is true that port-related enterprises outside the AAP should be taken in to consideration, the AAP should also address the ongoing growth of Port-centric logistics within the AAP boundary.</p>
Page 11, Para. 3.6	<p>References to 'links' appear to relate to both socio-economic links and transport links to the Port, the peninsula and further</p>

	<p>afield. Both are important in their own right but are distinct topics. Felixstowe Town Council calls upon the District Council to undertake a fuller and wider analysis of the Port's business as a core element of the AAP.</p>
Page 11, Para. 3.8	<p>References to Felixstowe Futures should be updated to refer to the replacement group Felixstowe Forward.</p>
Page 12, Para. 4.0	<p>Whilst the Town Council may provide comment on the type and nature of development for sites in Felixstowe identified by the SHLAA, no support (or otherwise) for the development of these sites is given or implied and therefore should not be inferred. The Town Council will consider development proposals for Felixstowe in the usual way through its Plans Committee or as otherwise brought to Council for consideration.</p>
Page 12, Table 2 - SHLAA sites within the Felixstowe Housing Market Area and Indicative Capacity	<p><b>SHLAA Site Ref 451g. Land at and surrounding Felixstowe rifle club, south of Dockspur roundabout.</b> No comment.</p> <p><b>SHLAA Site Ref 502e. Land behind 15 and 16 Conway Close.</b> No comment.</p> <p><b>SHLAA Site Ref 1011c. Land at Felixstowe Sunday market site, Sea Road</b> Felixstowe Town Council recognises that this site requires unique consideration, especially due to its location on the seafront. Therefore, any proposed development of this site should consider:</p> <ul style="list-style-type: none"> <li>• Providing for a mixed-use with a high-quality tourist offer to the seaward side on the ground floor/lower floors;</li> <li>• Residential development to provide good quality smaller apartments, with the potential for holiday-lets to be explored;</li> <li>• Provision of car parking; and,</li> <li>• Any buildings on this site to be limited to three storeys above ground.</li> </ul>
Page 19, Para. 5.0	<p>The Town Council notes that, alongside a number of policies deleted in 2007, policy AP187 is no longer in effect. This policy stated that the District Council will seek to enhance the appearance of the industrial areas in Felixstowe, as shown on</p>

	<p>the Proposals Map, by seeking adequate landscaping provision to be made on new developments and implementing a landscaping scheme as and when resources permit. Whilst the Town Council acknowledges the reason given for removing this policy (as being that most improvements will be achieved through the imposition of landscaping conditions attached to planning permissions as part of normal development control considerations and by this means resources will become available) the AAP should provide some comment on how the appearance of industrial areas will be enhanced.</p>
<p>Page 19, Para. 5.0: Policy AP175</p>	<p>This must be retained as it is critical to avoid potential container traffic in this area. Policy SP5 in the Core Strategy defines general employment areas as being B1, B2 &amp; B8 unless “specified in specific policies”. Carr Road needs to continue to be restricted to B1 &amp; B2 only to minimise heavy lorry movements to and from the estate. Further consideration should be given as to how the number of containers currently located in this area can be reduced.</p>
<p>Page 19, Para. 5.0: Policy AP175</p>	<p>Similarly, Bridge Road should be restricted to B1 &amp; B2 only to minimise heavy lorry movements to and from this site and consideration should be given as to how the number of containers currently located in this area can be reduced.</p>
<p>Page 19, Para. 5.0: Policies relating to Town Centres</p>	<p>Felixstowe town centre has become a destination in its own right and provides a unique tourism opportunity due to its relationship and proximity to the seafront. Any policies relating to Felixstowe Town Centre should seek to acknowledge and further enhance this.</p>
<p>Page 19, Para. 5.0: Policy AP193</p>	<p>Policy relating to Clifflands Car Park has not been fully implemented and should be retained.</p>
<p>Page 20, Para. 5.2</p>	<p>“Bus Station, Garrison Lane” should now be renamed to the area north and east of the Garrison Lane / Langer Road junction.</p>
<p>Page 20, Para. 5.4</p>	<p>The District Council should provide a summary of the evidence base used to support the Core Strategy Policy SP5 that which “outlines that at least 8.5 hectares of additional land within the district will be allocated to support business and help facilitate the creation of new jobs.”</p>



Page 20, Para. 5.5	The Town Council has not been made aware of any proposals for employment land other than core strategy designation in the port area. We would welcome further information on the “variety of proposals for employment sites” the District Council states it has received.
Page 22, Para. 5.12	The Town Council proposes that the Town Centre boundary be redrawn in accordance with the map provided at the end of this document (existing boundary marked by the yellow line, proposed extensions in red). Policies AP180 and AP181 should be reviewed within the AAP to be included within any policies for the town centre as a whole.
Page 22, Para. 5.13	The Town Centre Management Plan was a worthwhile process which produced several benefits for the town, such as shared space. This should be revisited to create a new up-to-date Town Centre Management Plan.
Page 22, Para. 5.14	The expansion of ‘other facilities’ for the town centre referred to in Core Strategy Policy SP21 should be given more detail.
Page 24, Para. 5.14	<p>The Town Council would support a revision of this paragraph where it refers to the ‘sequential test as stated in NPPF paragraph 24’. The recommendation is to delete the remainder of the paragraph from and including the word “In order to help” and replace as follows:</p> <p>It is important to ensure that Felixstowe retains a vibrant and diverse retail offer both within the town centre and for the town as a whole. The town centre is a mature, diverse and thriving retail “place”. Felixstowe also contains two established medium sized convenience stores; one at Gt. Eastern Square and one at Cavendish Park. However, these provide a limited offer in comparison to three major large stores within 10 minutes’ drive at Warren Heath, Ransome’s Europark and Martlesham. It is believed that this situation results in a considerable “leak” of retail spend from the town to those nearby major retail centres. Provision should be made for additional retail space for both convenience and comparison offers, in a variety of scales and locations, both within the Town Centre and elsewhere within the physical limits boundary. An important objective is to reduce the above leakage, thus contributing to the overall retail and economic health of the town as a whole. These should be considered in</p>

	<p>the context of the NPPF paragraphs 23 to 27 in their entirety. In particular careful weighted consideration should be given to issues of “local consumer choice and trade in the town centre and wider area” (para. 26), as well as issues of town centre viability in isolation, which are to a degree outmoded in the circumstances which Felixstowe enjoys.</p>
Page 25, Para. 5.21	<p>The Town Council recommends extending the Primary Shopping Area, as defined by saved policy AP179, to include the areas of Hamilton Road and Cobbold Road to the east and south of The Triangle; in accordance with the map provided at the end of this document (existing area marked by the blue lines, proposed extensions in black). Policy AP179 to be retained in a format which retains a flexible control over a range of uses, whilst preserving primarily retail uses.</p>
Page 25, Para. 5.22	<p>It is important to restrict residential uses in this area to upper floors only and to limit office space to upper floors as per policy AP180.</p>
Page 27, Map Extract 2	<p>This should be redrawn to include the surgery but not the adjacent open space.</p>
Page 27, Map Extract 2	<p>This should be redrawn and extended in both directions from the Garrison Lane junction to Longcroft to include the various premises along this road.</p>
Page 28, Para. 5.26	<p>The Town Council supports the identification of both the Spar supermarket and parade of shops on High Road East, opposite Brackenbury Sports Centre; and, Lidl Supermarket and the parade of shops at Undercliff Road West, near the Ordnance Roundabout as District Centres.</p>
Page 28, Para. 5.27	<p>The Town Council supports the concept of smaller retail areas to be identified as Local Centres and would include the vicinity of Beach Station Road traffic lights and the junction of Wadgate Road/Grange Road. A clear policy is required to protect the character of these.</p>
Page 29, Para. 5.31	<p>The Convalescent Hill site provides a good opportunity for a comprehensive development. A multi-level design incorporating, as a minimum, the existing public parking provision within a mix of resort, parking and residential use could be considered here. Potential references for such a designed could include the Design Brief referred to in AP199</p>

	<p>and the David Lock report.</p> <p>Similar potential exists at Garrison Lane car park. This large site could lend itself to a design incorporating retail and parking. Coach parking is known to be required and this site provides, at present, the optimum location for this.</p>
Page 29, Para. 5.32	Resort began in Victorian times (c.1891).
Page 29, Para. 5.33	<p>The Town Council requests that the character of each of the distinct sections of the Felixstowe coastal frontage are protected by specific policies in the AAP. Paragraphs 11.160-11.219 of the 2001 Local Plan and its corresponding Proposals Map are regarded by Members as being generally still valid and provide a reference point for this. All the policies referred to in that section should be updated for inclusion in the AAP; with the exception of AP202, which has been implemented, and references made in 11.212 to the Marine Aggregate Terminal, which are now obsolete. With regards to the Landguard Peninsular, policies AP205, AP206 &amp; AP207 (referenced in paras. 11.212 to 11.219 of the 2001 Plan), should be updated in line with the work of the Landguard Partnership in relation to integrated management of the whole Peninsular as an environmentally and historically sensitive, but potentially major, tourist destination. These issues are well defined in the Landguard Partnership Agreement and its Appendices, and the documents prepared in connection with the HLF bid to support this development. This should include need for the car parking on the peninsula, both existing at Manor Terrace and the Viewing Area and north-east of the Fort, plus further provision, to be managed in support of these objectives. Accordingly, the AAP should support these concepts. The Planning Policy Team should develop these topics in consultation with the Landguard Project Officer. (Further note: the Landguard Forum referred to in AP205 should now read Landguard Partnership).</p>
Page 34, Para. 6.6	References made to the “Best and Most Versatile Agricultural Land” are not highlighted in Core Strategy Policy SP21 as stated but can be found in Chapter 11 and paragraph 112 of the NPPF.
Page 34, Para. 6.7	Suggest that a paragraph dedicated to the DEP be included in the AAP.

Page 34, Para. 6.8	With regards to houseboats, the Town Council would like the see a policy which supported replacement of existing houseboats (rather than new/additional number). Houseboats, where appropriate, are part of the character of Felixstowe Ferry.
Page 38, Environment issues for consideration	The Town Council would recommend that division of policies protecting Landscape and Townscape features be maintained.
Page 38, Environment issues for consideration	The Town Council requests additional information on where sites designated as Special Landscape Areas are in Felixstowe.
Page 38, Environment issues for consideration	Any Coastal Change Management policy must not preclude development within areas that are protected from flooding or erosion. Council is firmly of the view that when considering such a policy, full regard to existing defences should be included. Similarly, the 30m buffer zone may be too restrictive in several otherwise suitable locations if adequate coastal protection measures have already been introduced.
Page 38, Environment issues for consideration	The Town Council believes that the extra detail provided in the saved Policy AP1 on Conservation Areas is justified and a separate policy for Conservation Areas is warranted.
Page 38, Environment issues for consideration	The policy on Conservation Areas and policy on Areas to be Protected from Development should be kept separate as there are locations in Felixstowe that do not fall in to the conservation area but which require specific protection under a policy similar to AP28.
Page 38, Environment issues for consideration	Policies should be written to consider proposals for development affecting protected wildlife or geodiversity sites or landscape areas to support the Core Strategy policies SP14 and SP15 as per Page 33, Para. 6.5
Page 38, Environment issues for consideration	Undoubtedly there will be many ways in which the Felixstowe Peninsula AAP can promote a network of green infrastructure; however this wide ranging issue requires additional time to consider.
Page 39, Para. 7.2	Clickett Hill is not open space, it has planning permission as industrial land and therefore this designation has been superseded.

Page 39, Para. 7.2	Please can the Cliff Gardens be renamed to Spa Gardens.
Page 41, Community and well-being issues for consideration	Undoubtedly there will be many opportunities for improving green infrastructure within the Felixstowe Peninsula; however this wide ranging issue requires additional time to consider.
Page 41, Community and well-being issues for consideration	With regards to the types of open space, sport and play and community facilities needed to generate a sustainable community, the AAP should overtly reference where these are included in the Leisure Strategy.
Page 41, Community and well-being issues for consideration	The AAP should support the proposals contained within the Felixstowe cycle infrastructure review recently conducted by Suffolk County Council for opportunities for improving the cycle network within the Felixstowe Peninsula.
Page 41, Community and well-being issues for consideration	Yes, the Felixstowe Peninsula would benefit from greater community facilities/opportunities.

**It was RESOLVED that the Town Council's response to the Suffolk Coastal District Council Issues & Options Consultation be submitted as outlined above alongside the Felixstowe Town Centre map attached in the report.**

## **522. CLOSURE**

Prior to closing the meeting the Deputy Mayor informed Council Members of the news that Mr Peter Mellor had passed away. Mr Mellor had regularly attended Council meetings as an active resident and was known to many Members. It was agreed that a letter of condolence would be sent to Mr Mellor's family on behalf of the Town Council.

The meeting was closed at 9.29pm. It was noted that the next Ordinary Meeting was scheduled for 1 April 2015 at 7.30pm.

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

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

## AGENDA ITEM 7: MAYORS CORRESPONDENCE

### MAYOR'S ENGAGEMENTS SINCE LAST COUNCIL MEETING

DATE	EVENT
07.02.15	Felixstowe Swimming Club Awards
13.02.15	Beacon School/Level2 at Bombay Night Restaurant
14.02.15	The Mayor of Sudbury Music Night
16.02.15	Charity Curry Night
23.02.15	Launch of Felixstowe Fairtrade Fortnight
01.03.15	Felixstowe Hockey Club Presentation
01.03.15	Seafarers Charity Concert
08.03.15	Choral Evensong, St Edmundsbury Cathedral
12.03.15	Apprentice Awards Evening, Felixstowe Trade & Enterprise College
12.03.15	Meet the Burgermeisterin of Wesel
13.03.15	Wesel Association Dinner for Wesel Visitors
14.03.15	Wesel & Salzwedel Reception
14.03.15	Historic Tour of Ipswich with Wesel & Salzwedel Civic Party
14.03.15	Mayor's Charity Ball
15.03.15	Church Service at St Andrews Church
15.03.15	<i>Deputy Mayor – Lunch with Burgermeisterin of Wesel and Burgermeisterin of Salzwedel</i>
16.03.15	Vicar's Coffee Morning
19.03.15	Felixstowe Academy Chamber Concert
20.03.15	SSAFA AGM
22.03.15	Mayor of Woodbridge Civic Service & Reception
23.03.15	<i>Deputy Mayor – Sports Council AGM</i>
24.03.15	<i>Deputy Mayor – Commission of Joshua Hunt to Felixstowe Academy</i>
25.03.15	Felixstowe in Flower Mailing Shoot with Guides
27.03.15	<i>Deputy Mayor – Reception of the Chairman of Suffolk County Council</i>
28.03.15	The Eve Appeal, Highcliffe House Nursing Home
30.03.15	Open Day at Genesis Housing

**Council is requested to note the Mayor's engagements list above and any other communications the Mayor may wish to lay before Council.**

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## **AGENDA ITEM 8: MINUTES OF COMMITTEES / SUB-COMMITTEES**

**MINUTES** of the **PLANS COMMITTEE** meeting held at Felixstowe Town Hall on  
**Wednesday 28 January 2015 at 9.15am**

**PRESENT:** Cllr A Smith (Chairman)                      Cllr D Savage (Deputy Mayor)  
                  Cllr S Bird    Cllr Jon Garfield  
                  Cllr M Morris    Cllr J Sennington

**OFFICERS:** Mrs R Jones (Estates Officer)

**IN ATTENDANCE:** One member of the public

### **461. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M Deacon, Cllr M Stokell, Cllr C Webb and Cllr K Williams.

### **462. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

<b>Member</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird	465	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Morris	465	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr D Savage	465	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr J Sennington	465	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr A Smith	465	Local Non-Pecuniary (Suffolk Coastal District Council Member)

### **463. REQUESTS FOR DISPENSATIONS**

There were none.

### **464. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Plans Committee Meeting held on 14 January 2015 be signed by the Chairman as a true record.**

#### 465. 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)	<b>DC/14/4250/FUL</b>   Alteration of existing conservatory to sun room including replacement to solid insulated roof and upgraded doors and windows and insertion of roof light and structural and other alterations <b>12 Manwick Road, Felixstowe.</b>
<b>Committee recommended approval</b>	

#### 466. HUTCHISON PORTS (UK) S106 AGREEMENT VARIATION REQUEST

Members considered correspondence and documentation from HPUK addressed to the Planning Officer at Suffolk Coastal District Council requesting the variation of the S106 Agreement attached to planning consents C03/2000 and C07/2350.

It was noted that this principally concerned the requirement to provide Remote Rail Works prior to the start of Phase 2 of the Felixstowe South Reconfiguration Works. The required variation concerned the description of those Remote Rail Works as some of Network Rail's own recent improvements had superseded some of those items listed.

Members requested that Felixstowe Travelwatch be advised of this matter.

**It was RESOLVED that approval for the variation request be recommended to SCDC.**

#### 467. DEPARTMENT OF COMMUNITIES AND LOCAL GOVERNMENT (DCLG) REVISION TO PLANNING OBLIGATIONS

Members considered a statement by the Minister of State, Department of Communities and Local Government, Brandon Lewis (issued 28 November 2014) concerning the revision to the Planning Policy Guidance (PPG) for Planning Obligations (Section 106 obligations). The statement confirmed that National policy would state "for sites of 10 units or less and which have a combined gross floor space of 1000m<sup>2</sup>, affordable housing and tariff system contributions should not be sought".

There were some exceptions to this threshold, notably in special designation areas and on exception sites.



Members also considered a report which was submitted to Suffolk Coastal District Council's Development Management Committee on Wednesday 14 January 2015 on this topic outlining the details and highlighting the effect this would have on Core Strategy and Development Management policies DM2 concerning the delivery of affordable housing and the effect that loss of tariff contributions would have on matters such as Outdoor Play space contributions (currently dealt with under SPG15 guidance).

**It was RESOLVED that the Town Clerk and Estates Officer, together with the Chairman of Plans Committee, write to the Minister of State expressing the Committee's concern in the strongest possible terms about the detrimental effect this could have on the provision of affordable housing and community facilities.**

**468. FELIXSTOWE PENINSULA AREA ACTION PLAN**

Committee noted the update report on this item and were advised that Members appointed to the Felixstowe Peninsula AAP Working Party were due to begin working on a draft response to the consultation subsequent to the meeting.

It was noted that there would be an Extraordinary Council Meeting on 4 March 2015 to consider the Town Council's response.

**469. CORRESPONDENCE**

Highways Act - Suffolk County Council (Footpath 31 and Unrecorded Footpath at Runnacles Way, Felixstowe) Rail Crossing Extinguishment Order 2014

**Members noted this information**

**470. CLOSURE**

The meeting was closed at 9.55am. The date of the next meeting was noted as being Wednesday 11 February 2015 at 9.15am.

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

Chairman: \_\_\_\_\_

**MINUTES of the PLANS COMMITTEE meeting held at Felixstowe Town Hall on  
Wednesday 11 February 2015 at 9.15am**

**PRESENT:** Cllr A Smith (Chairman)                      Cllr D Savage (Deputy Mayor)  
                 Cllr S Bird    Cllr Jon Garfield  
                 Cllr M Deacon                                        Cllr M Stokell  
                 Cllr M Morris                                         Cllr J Sennington

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

**493. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr C Webb and Cllr K Williams.

**494. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

<b>Member</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird	497	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Deacon	497	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Morris	497	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr D Savage	497	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr J Sennington	497	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr A Smith	497	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr A Smith	497c	Pecuniary Interest as a near neighbour to the property under consideration.

**In declaring the interest was pecuniary, Cllr A Smith advised that he would leave the chamber prior to any consideration of the item and return following its conclusion.**

**495. REQUESTS FOR DISPENSATIONS**

There were none.

#### 496. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that:

The Minutes of the Plans Committee Meeting held on 28 January 2015 be signed by the Chairman as a true record.

#### 497. 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)	<b>DC/15/0045/FUL</b>   Proposed side extension to existing house creating ground floor and maisonette flat at <b>36 Victoria Street , Felixstowe</b>
	<b>Committee recommended REFUSAL. In consideration of the fact that the property is in the conservation area, whilst the Committee had no objection to the principle and design of the proposals, the external materials are not in keeping with the high quality and style of the existing building - contrary to policy DM5(a).</b>
b)	<b>DC/15/0054/FUL</b>   Single storey rear extension at <b>8 Ferry Road, Felixstowe.</b>
	<b>Committee recommended APPROVAL.</b>

Having declared a pecuniary interest in the following item, Cllr A Smith left the chamber at this point.

Vice-Chairman, Cllr M Stokell, in the chair.

c)	<b>DC/15/0092/FUL</b>   Erection of a single storey extension to existing bungalow and formation of bedroom in loft space at <b>20 Picketts Road, Felixstowe.</b>
	<b>Committee recommended APPROVAL. However, the Committee did observe that an existing conservatory is not shown on the plans. Committee would advise that, should the application seek to retain the conservatory, this should either be included as part of this application or as part of a new planning application at a later date.</b>

Cllr A Smith returned. Chairman, Cllr A Smith, in the chair.

d)	<b>DC/15/0160/FUL</b>   Erection of 2m high boundary fence to front of site. Alterations of existing crown roof to garage to gabled roof. Replacement of flat/glazed roof to side parts with monopitched tiled roof at <b>17 Cliff Road, Felixstowe.</b>
	<b>Committee recommended APPROVAL.</b>

e)	<b>DC/15/0166/FUL</b>   Alterations to storage units including remodelling. First floor extension to create two self-contained flats at <b>Land rear of 66 Hamilton Road, Felnor Walk, Felixstowe.</b>
	<b>Committee recommended APPROVAL and commented on the attractive and innovative design which retained commercial uses on the ground floor and provided two much needed good quality small accommodation units.</b>

f)	<b>DC/15/0190/FUL</b>   Two storey rear and side extension and alterations at <b>26 Beatrice Avenue, Felixstowe.</b>
	<b>Committee recommended APPROVAL.</b>

g)	<b>DC/15/0250/FUL</b>   To erect front entrance porch and widen driveway at <b>109 Garrison Lane, Felixstowe.</b>
	<b>Committee recommended APPROVAL.</b>

g)	<b>DC/15/0255/TCA</b>   To fell 1no flowering Cherry on side boundary at <b>45 Bath Road, Felixstowe.</b>
	<b>Committee recommended APPROVAL.</b>

**498. FELIXSTOWE PENINSULAR AREA ACTION PLAN**

Committee noted that the Felixstowe Peninsula Area Action Plan Working Group had met on the previous evening at the Town Hall to consider housing elements of the AAP consultation documents.

It was further noted that the Members of the Working Group who were also Felixstowe Town Councillors would be meeting immediately following this Plans Committee meeting to continue to draft the Town Council's response to the AAP consultation.

**499. ADASTRAL CLOSE – ORWELL HOUSING ASSOCIATION**

Committee noted the correspondence received from Orwell Housing Association regarding their intention to submit a planning application for 13 affordable housing units at Adastral Close. Committee did not raise any concerns at this time and resolved to consider any application for the proposals in the usual way if and when submitted.

**500. CORRESPONDENCE**

None.

**501. CLOSURE**

The meeting was closed at 10.43am. The date of the next meeting was noted as being Wednesday 25 February 2015, 9.15am.

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

Chairman: \_\_\_\_\_

**MINUTES of the PLANS COMMITTEE meeting held at Felixstowe Town Hall on  
Wednesday 25 February 2015 at 9.15am**

**PRESENT:** Cllr A Smith (Chairman)                      Cllr D Savage (Deputy Mayor)  
                 Cllr S Bird    Cllr Jon Garfield  
                 Cllr M Deacon    Cllr J Sennington  
                 Cllr C Webb

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

**510. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M Morris, Cllr M Stokell and Cllr K Williams.

**511. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

<b>Member</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird	514	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Deacon	514	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr D Savage	514	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr J Sennington	514	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr A Smith	514	Local Non-Pecuniary (Suffolk Coastal District Council Member)

**512. REQUESTS FOR DISPENSATIONS**

There were none.

**513. MINUTES OF THE PREVIOUS MEETING**

**It was RESOLVED that:**

**The Minutes of the Plans Committee Meeting held on 11 February 2015 be signed by the Chairman as a true record.**

## 514. 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)	<b>DC/14/4221/FUL</b>   Proposed surface and underground car parking (12 spaces) at <b>Cliff House, Chevalier Road, Felixstowe</b>
	<b>Committee recommended APPROVAL.</b>

b)	<b>DC/14/4230/ARM</b>   Proposed new dwelling land adjacent to 9 Hollybush Drive. Amended scheme to approved application DC14/1952/OUT at <b>9 Hollybush Drive, Felixstowe</b>
	<b>Committee recommended APPROVAL.</b>

c)	<b>DC/15/0151/FUL</b>   Demolition of vacant nightclub premises and the erection of new building with commercial floorspace on the ground floor and 21 self-contained flats over at <b>North Sea Hotel, Sea Road, Felixstowe</b>
	<b>Committee recommended APPROVAL. Committee greatly welcomed this application which, providing for a mixed-use and sizable area of quality commercial space, demonstrated thorough consideration of the various resort and conservation issues affecting the site; as well as its juxtaposition to neighbouring sites and the visual impact on the street scene. However, with regards to affordable housing units, Committee challenge the assertion in paragraph 7.2.3 of the Planning, Heritage, Design &amp; Access Statement that states that Housing Associations would not be interested “because flats were proposed” and would like to see evidence of negotiations with social landlords on this issue.</b>

d)	<b>DC/15/0257/FUL</b>   Proposed new dwelling to side garden of 7 Glemsford Close at <b>Part side garden, 7 Glemsford Close, Felixstowe</b>
	<b>Committee recommended APPROVAL, subject to the front garden of the new dwelling to be open in design, complying with the spirit of the original estate plan for this location.</b>

e)	<b>DC/15/0319/FUL</b>   Erection of single storey extension with mono-pitched roof to front of property at <b>147 Gosford Way, Felixstowe</b>
	<b>Committee recommended APPROVAL.</b>

f)	<b>DC/15/0332/FUL</b>   Conversion of redundant buildings to new dwellings, erection of new flat to site frontage and erection of car ports and associated car parking at <b>38-40 Victoria Street, Felixstowe</b>
	<b>Committee recommended APPROVAL.</b>

g)	<b>DC/15/0367/FUL</b>   Proposed development to form no. 2 dwellings – Revised scheme following outline planning approx. DC/14/0060/OUT and refusal of planning permission DC/14/3587/FUL at <b>19 Cliff Road, Felixstowe</b>
	<b>Committee recommended REFUSAL. Committee was aware that the previous application for this site was refused by Suffolk Coastal District Council and consider that the minor amendment in this application have not addressed the reasons given for refusal.</b>

h)	<b>DC/15/0363/FUL</b>   Proposed alterations and extensions at <b>19 Cliff Road, Felixstowe</b>
	<b>Committee recommended REFUSAL. Committee was aware that the previous application for this site was refused by Suffolk Coastal District Council and consider that the minor amendment in this application have not addressed the reasons given for refusal.</b>

i)	<b>DC/15/0530/FUL</b>   Minor alterations to front elevation (Revised entrance door arrangement) at <b>The Alex, 123 Undercliff Road West, Felixstowe</b>
	<b>Committee recommended APPROVAL.</b>



**515. FELIXSTOWE PENINSULA AREA ACTION PLAN**

Committee noted that the Felixstowe Town Council Members of the Felixstowe Peninsula Area Action Plan Working Group would be finalising its report to the 4 March 2015 Extraordinary Council following this meeting.

**516. CORRESPONDENCE**

None.

**517. CLOSURE**

The meeting was closed at 11.17am. The date of the next meeting was noted as being Wednesday 11 March 2015 at 9.15am.

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

Chairman: \_\_\_\_\_

**MINUTES of the PLANS COMMITTEE meeting held at Felixstowe Town Hall on  
Wednesday 11 March 2015 at 9.15am**

**PRESENT:** Cllr M Stokell (Vice Chairman in the Chair)      Cllr J Sennington  
                 Cllr D Savage (Deputy Mayor)                              Cllr Jon Garfield  
                 Cllr K Williams (*from item 545*)                              Cllr S Bird

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

**541. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M Deacon, Cllr M Morris, Cllr A Smith and Cllr C Webb. Apologies for lateness were received from Cllr K Williams.

**542. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

<b>Member</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird	545	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr D Savage	545	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr J Sennington	545	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr K Williams	545	Local Non-Pecuniary (Suffolk Coastal District Council Member)

**543. REQUESTS FOR DISPENSATIONS**

There were none.

**544. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Plans Committee Meeting held on 25 February 2015 be signed by the Chairman as a true record.**

**Cllr K Williams arrived at 9.20am**

**545. 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)	<b>DC/15/0456/FUL</b>   Removal of lobby construction, erection extension to link dining/playroom and kitchen. Provided doors leading off kitchen to garden at <b>18 Quilter Road, Felixstowe.</b>
	<b>Committee recommended APPROVAL.</b>

b)	<b>DC/15/0481/FUL</b>   Proposed Bay window at <b>17 Victoria Road, Felixstowe</b>
	<b>Committee recommended APPROVAL.</b>

c)	<b>DC/15/0564/FUL</b>   Construction of dwelling for single occupation at <b>Part Rear Garden, Alexandra House, 94 High Road West, Felixstowe.</b>
	<b>Committee recommended REFUSAL. Committee believes that the scale and size of the proposed property, much larger than as proposed in the outline permission, is inappropriate for the size of the plot and is contrary to Development Management Policy DM7.</b>

d)	<b>DC/15/0581/FUL</b>   The application is for a proposed seating shelter (referred to as the Southcliff Shelter) located within the Town Hall Gardens in Felixstowe. It is submitted on behalf of Suffolk Coastal District Council who are the site owners at <b>Proposed Seating Shelter, Wolsey Gardens, Felixstowe.</b>
	<b>Committee recommended APPROVAL and welcomed the traditional design of the shelter which will complement the Town Hall Gardens.</b>

e)	<b>DC/15/0706/FUL</b>   Proposed changes of use from Tea Rooms to Function Room & Additional Letting Room, plus a First Floor Extension and demolition of conservatory. All for use in conjunction with The Fludyers Hotel adjacent at <b>Cotman Hall, Undercliff Road East, Felixstowe.</b>
	<b>Committee recommended APPROVAL. Committee would like to see the use of reclaimed Suffolk red brick in the rebuilt Dutch gable wall, in keeping with the original wall.</b>

f)	<p><b>DC/15/0600/TPO</b>   T19 described as Holm Oak but is a mature Bay Laurel – Fell to reduce excess shading and suppression of adjacent trees. Reshape (T20) variegated holly (reduce length of branches to north and west to re-establish symmetrical canopy spread of 3 metres diameter, and allow normal development once dominant (T19) removed. Only branches extending beyond new canopy will be pruned, height unaffected) at <b>Linwood, 3 Tyndale Gardens, Felixstowe</b></p>
	<p><b>Committee recommended APPROVAL.</b></p>

#### 546. FELIXSTOWE PENINSULA AREA ACTION PLAN

Committee noted that following the 4 March 2015 Extraordinary Council Meeting, the Town Council had submitted its response to the Felixstowe Peninsula Area Action Plan Issues & Options consultation on 6<sup>th</sup> March 2015.

#### 547. CORRESPONDENCE

- a) **DC/14/3418** | amended Plans – Erection of a single storey side extension with and two storey rear extension, following demolition of part of structure at The Gatehouse, Maybush Lane, Felixstowe.  
**Committee recommended REFUSAL. In view of the Committee’s previous comments to this application and the near total demolition of the original property, Committee call upon the District Council Enforcement Officers to consider whether there has been a breach of planning permission in this case and, if so, legal proceedings should be considered. Committee look forward to receiving notice from the District Council of the actions to be taken in this matter.**
- b) **DC/14/4021/FUL** | amended Plans – Change of use to A1 use as Funeral Directors and associated works at **225 High Street, Walton, Felixstowe.**  
**Committee has no further comment on this application until such a time as more detail is formally included regarding plans for the adjacent toilet block and shared access to the rear of the site, in view of the fact that the owner of the property has indicated in their supporting correspondence that such access could be granted in the near future.**

#### 548. CLOSURE

The meeting was closed at 10.51am. The date of the next meeting was noted as being Wednesday 25 March 2015 at 9.15am.

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

Chairman: \_\_\_\_\_

**MINUTES** of the **HIGHWAYS ADVISORY COMMITTEE** meeting held at Felixstowe  
Town Hall on **Tuesday 10 March 2015 at 3pm**

**PRESENT:** Cllr G Newman (Chairman) (*to item 529b*)  
Jon Garfield (Vice Chairman)  
Cllr N Barber  
Cllr J Goodwin  
Cllr M Morris  
Cllr A Smith (*to item 529b*)

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Finance Officer)  
Mr D Chenery (SCC East Highways Manager)  
Mr L Barber (Senior Engineer, Kier Services)

**IN ATTENDANCE:** Cllr D Savage

**523. APOLOGIES FOR ABSENCE**

There were none. Cllr G Newman and Cllr A Smith gave apologies in advance of having to leave the meeting at 5pm to attend other business.

**524. DECLARATIONS OF COUNCILLORS' INTERESTS**

<b>Member</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr J Goodwin	527(c)	Local Non-Pecuniary (Resident of Beatrice Avenue)

**525. REQUESTS FOR DISPENSATIONS**

There were none.

**526. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Highways Advisory Committee Meeting held on 16 September 2014 be signed by the Chairman as a true record.**

**527. MATTERS ARISING**

**a. Sea Road, Accident Statistics**

Cllr N Barber reported that this matter had been raised with the Safer Neighbourhood Team and Sea Road was not on their radar as a major issue. Members inspected a map of accident history: there had been three accidents in total, one in 2007, one 2009 and one 2010, 1 serious and 2 slight with no pedestrians injured. There had been no accidents reported in the last 5 years. Therefore, it was decided that no further action was required.

**b. Footpath 34 Cycle Track**

Members noted that Morrisons had agreed to accept the scheme which will take the path to the back of the surgery and along by the skate park. The surface requirement would be SCC's decision and was likely to be asphalt as it provided a good quality surface. SCC would divest liability for upkeep.

**c. Lorries in Beatrice Avenue**

It was reported that there had been several complaints raised on this issues at the recent SNT meeting. It had not been possible to obtain a Lorry Satnav to investigate whether lorries were bring directed down Beatrice Avenue. Traffic counts were taken last year 1.7% HGV and 3% LGV. It was suggested that a recount (1 year on) would be useful and a comparison count at Garrison Lane. Discussion took place regarding the signage and whether it was a prohibition, Mr D Chenery would consider whether the traffic order stated a such as this would allow enforcement. The residents had a list of which lorries used the road and had reported to SNT that they were mainly High Street major retailers. It was suggested that the complaint be addressed directly to the retailers. Mr D Chenery would research the traffic order and arrange for a letter. Cllr N Barber agreed to obtain the list of retailers whose lorries had been seen going down Beatrice Avenue and take to the offending shops.

**d. Beatrice Avenue and Garrison Lane crossings**

It was noted that the bollards were reflective at both locations. The ones at Garrison Lane were slightly faded and would be replaced.

**e. Coronation Drive Verges**

Cllr G Newman had drafted a letter, but as the budget was now allocated to the cycle paths the letters had not gone out to properties in the area. Mr D Chenery had submitted a bid to the National Fund for Worn out Estates on behalf of Felixstowe and was awaiting the outcome. If successful, other areas where the funds could be used were suggested as the concrete carriageway/footpaths in the Colneis Road Area.

**f. Cycle schemes linked to the new Academy**

Mr D Chenery tabled a map showing proposed cycle routes. The designs were awaiting finalised costs before any works could be authorised but would be ready to go shortly after that. It would include cycle route 5.

**g. 'A' Boards in Hamilton Road**

SCC were trying to avoid the need to put out orange stickers. At a meeting with the Disability groups the consensus had been that one A Board was acceptable but lots of stands were proving a problem. Mr L Barber explained that the tactile strip was designed as part of the Shared Space scheme and was between the path and the road to help people with sight problems. Mr D Chenery agreed to arrange for shops which exacerbated the problem to be visited again.

## **528. REPORT OF THE EAST HIGHWAYS MANAGER**

### **a. Shared Space Furniture**

The cleaning of gum was noted as being carried out by Suffolk Coastal District Council. It was suggested that as work had not been carried out on the furniture in the Shared Space as yet, the Community Payback Team should be approached to do this work. Mrs D Frost agreed to co-ordinate with Malcolm King and the Payback Team to investigate and complete the work required. Cllr N Barber would consider funding the materials and Payback Team's time.

### **b. 20mph Wadgate Road area**

Mr D Chenery had conducted a traffic count in four places, for 20 mph, the criteria being speeds above or below 24 mph. Average speeds for Grange Road and Vicarage Road complied and were below, however Mill Lane was between 25/26 mph and Wadgate Road 27/28 mph. As there had also been requests from local residents it was advised that traffic calming on Wadgate Road be investigated. A 20mph zone could also be considered for the area. Mr D Chenery would investigate the accident record on Wadgate Road before exploring traffic calming options and costs with Kier, then send a report to Cllr G Newman.

### **c. Beach Station Road/Langer Road Lorries**

There was a new sign directing lorries to the Industrial Estate. Mr D Chenery would be requesting Kier to arrange further signage to prevent lorries going down Beach Station Road.

### **d. Manor Terrace Parking**

Mr D Chenery had spoken with SCDC regarding resident's parking and all residents had been offered a free 'Weekend long stay car park season ticket' worth £50. 12 out of the 23 residents had accepted this. No further action was required.

### **e. Grove Road Health Centre Footway**

Good progress had been made, with designs made to move the kerb-line out to give more verge width for a footway. Following consideration of a map and photograph which were tabled, it was suggested that as a priority the path should be created from the car park entrance to the Grove as members of the public were able to use the Health Centre pathway.

### **f. Church Road Bus Stop**

Further to the complaint received regarding parking at the bus stop, it was felt that putting markings on the bus stop may prove unpopular for people visiting the White Horse Pub. The Town Clerk agreed to report the precise location of the bus stop to Mr D Chenery.

### **g. Grove Road Signs**

Following the erection of a fence next to the new shared use pavement in Grove Road, problems had been experienced with illegal signs being attached to it. An alternative for the fence such as fence marker posts was discussed.

David Chenery confirmed that he had found a home for the fencing at the Suffolk Wildlife Trust and could arrange for the fence to be taken away.

**h. Cowpasture Allotment Footway**

David Chenery tabled a sketch of the proposed footway. An estimate had been received from Kier of £1,930 to design the scheme with a total cost, including dropped kerbs and an island, to be around £7,000. Cllr J Goodwin agreed to fund the majority of the project and the Town Clerk was asked whether the Town Council could make a contribution. The Clerk advised that he would seek authority from the Cemetery & Allotments Committee for £1,000 towards the scheme. Pending confirmation of funding support from the Town Council, Mr D Chenery would progress the project further.

**i. Blofield Track**

It was noted that the Blofield Track, situated over the Dockspur link footbridge towards Cordy's Lane, was partly surfaced and incomplete. A surface was required that was suitable for both bikes and horse riders and it was suggested that Sustran be contacted for advice on this. It was also felt that Trimley St Mary Parish Council should be involved. Mr D Chenery agreed to email Sustran and arrange a meeting with the Rights of Way Team and investigate further with Cllr J Goodwin.

**j. Drainage Work**

Works to prevent pavement flooding at Grange Road were due to complete by the end of March. Following a discussion, Members prioritised further listed work, subject to funding, as follows:

- 1 Cobbold Road. New drainage system (estimate £6,000-£7,000).
- 2 Langley Avenue, at the start of the cemetery access road
- 3 St Andrews Road for when funding allows.

David Chenery was in the process of applying for an allocation of On-Street Drainage fund and hoped some money could come from this.

**k. Surface Dressing**

Gosford Way, St George's Road and Hamilton Gardens were noted to be surface dressed this year to a total cost of £77,000.

**l. Carriageway Resurfacing**

Langer Road/Beach Station Road junction work was imminent and would be timed around the Sunday Market.

Highfield Road, Grange Farm Avenue roundabout at Morrisons and Undercliff Road West from the Ordnance roundabout to Sea Road were to be resurfaced in the next financial year to a total sum of £101,000.

Coronation Drive, Elizabeth Way and Philip Avenue were to be repaired and resurfaced this year to a cost of £55,000.

The total to be spent on Surface Dressing and Carriageway Resurfacing was reported to be £233,000.



**m. Pavements**

£65,000 had been spent on pavement work. Rosemary Avenue, Chaucer Road, Looe Road and Elizabeth Way were now complete. Part of the footway in Grange Road between Grange School and Wadgate Road would be constructed to prevent flooding. The work had been ordered and a construction date would be advised once known.

Work on the following roads was also planned, but dependent on budget: St George's Road, Ranelagh Road and the steps between Garfield Road and Undercliff Road West, continuation of works started in Chaucer Road, Looe Road and Elizabeth Way. Further to a petition and MP involvement in St George's Road, this was recommended as a priority. Mr D Chenery suggested that Malcolm King and Cllr G Newman could meet the petitioner on site at St George's Road to assess the condition of the road. It was estimated that the budget would allow the worst section to be improved but may not be enough to treat the whole road. Asphalt re-construction would be recommended rather than having the same problems again by using similar material to what is currently there.

**n. Trees**

A condition survey would be carried out on the trees in Beatrice Avenue during the summer in order to monitor their condition.

**o. Constable Road**

Following recent problems in the vicinity of the Hospital, a scheme was being developed to add parking restrictions between Cobbold Road and the Hospital and at the junction of Barton Road. Mr D Chenery would circulate a draft scheme once it had been prepared.

**p. Road signs for the Academy**

Mr D Chenery reported that he had been asked to design new road signs for the Academy and provide costs for Concertus to consider.

**529. OTHER SPECIFIC MATTERS**

**a. Accident on Hamilton Road**

Mr D Chenery gave an update and circulated a map regarding the number of accidents, including statistics and information on the accidents. It was noted that, due to the nature of the 5 accidents recorded, they were as likely to occur at any other location. Committee had no detail of the latest accident and a Police report was yet to be provided. A Stage 4 Road Safety Audit was suggested as an objective method of assessment for the area and Committee recommended that this be undertaken as soon as possible. The Lead Safety Auditor for Kier, Mr L Barber, agreed to consult with colleagues to organise.

**It being 5pm, Cllr G Newman and Cllr A Smith left the meeting. Vice-Chairman, Cllr Jon Garfield, in the Chair.**

**b. Garrison Lane Traffic Lights**

Complaints had been recorded from members of the public regarding vehicles jumping red lights, a suggested cause being that only 2 or 3 cars were given time to turn right at peak times. Mr D Chenery agreed to obtain data to determine the scale of the problem. Mrs D Frost would pass on details of the complaints received.

**c. Academy cars dropping off and collecting children on High Road**

A complaint had been received regarding cars parking at the junction of the Academy to pick up and drop off children. It was noted that the Academy no longer allowed parents (unless disabled) to use the pick-up and drop off facility in the school grounds. It was agreed that this issue would be monitored.

**d. Sunray Avenue**

A complaint had been received regarding a member of the public tripping on three occasions on pavements in Sunray Avenue. Highways looked at the condition of the road earlier this year and would revisit to assess the condition.

**e. Bus Shelters**

The report from the Public Transport Representative, Mr Bryan Frost, was noted.

The Cliff Road Bus Shelter base had been ordered and would be built during the summer.

**530. ANY OTHER BUSINESS**

**a. Loose lamp post in Faulkners Way**

Cllr J Goodwin reported that there was a loose lamp post in Faulkners Way. Mr D Chenery agreed to investigate.

**b. Pot holes in Plymouth Road**

Six large potholes in Plymouth Road had been reported to SCC and Cllr J Goodwin had been advised that they would be repaired. Mr D Chenery explained that Kier were undertaking to provide permanent repair where possible rather than temporary fixes and agreed to follow this up.

**c. Hanging Baskets in Shared Space**

An enquiry had been received regarding whether hanging baskets could be returned to Hamilton Road. It was noted that hanging baskets not been allowed since the lamp posts were upgraded as part of the Shared Space Scheme as there were concerns about the baskets being over the pedestrianised areas. Planters had been provided in their place. The previous lamp posts had brackets and structural tests would need to be carried out to ensure that the posts would be suitable for hanging baskets. The Town Clerk requested that this be reviewed and Members suggested that this could be a good project for Felixstowe Forward.

**d. Dock/Port Signage**

The Town Clerk advised that, at a recent meeting, the Operations Director of Premier Inn had commented on how signage to Felixstowe was usually marked 'Docks'. It had been suggested that 'Port' gave a better perception. The Clerk agreed to raise this with the Port of Felixstowe and Mr D Chenery agreed to advise as to whether there were any regulations or guidance over the use of the words Dock or Port on road signs.

**531. CLOSURE**

The meeting was closed at 17:23. It was agreed that the next meeting would be scheduled for September and the date arranged via email.

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

Chairman: \_\_\_\_\_

**MINUTES of the PERSONNEL COMMITTEE meeting held at Felixstowe Town Hall  
on Tuesday 10 March 2015 at 6pm**

**PRESENT:** Cllr G Newman (Town Mayor - Chairman)                      Cllr Jan Garfield  
                  Cllr D Savage (Deputy Mayor)                                      Cllr M Deacon  
                  Cllr K Williams (*from item 539*)

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

**532. APOLOGIES FOR ABSENCE**

There were none. Apologies for lateness were received from Cllr K Williams.

**533. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**534. REQUESTS FOR DISPENSATIONS**

There were none.

**535. MINUTES OF THE PREVIOUS MEETING**

**It was RESOLVED that:**

**The Minutes of the Personnel Committee Meeting held on 22 October 2014 be signed by the Chairman as a true record.**

**536. TRAINING STRATEGY**

Committee reviewed the Council's Training Strategy and noted that no changes were proposed.

**It was RESOLVED that the Training Strategy be retained unchanged and reviewed again in five years, or at such a time as may otherwise be necessary.**

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

Council agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

**It was RESOLVED that the Press and Public be excluded and instructed to withdraw.**

**538. STAFF POLICIES**

Committee considered a range of policies relevant to staff and noted that the Town Clerk had compiled these in to a single staff handbook.

**It was RESOLVED that the Staff Handbook be approved as presented and issued to Council's staff.**

**At this point, Cllr K Williams arrived.**

**539. TOWN CLERK'S APPRAISAL (SIX-MONTH REVIEW)**

Members carried out the half-year review of the Town Clerk's appraisal and progress against those objectives agreed in October 2014.

**It was RESOLVED that the Town Clerk's Appraisal be next reviewed in October 2015.**

**540. CLOSURE**

The meeting closed at 6.58pm. The next meeting was noted as being Wednesday 14 October 2015 at 7pm.

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

Chairman: \_\_\_\_\_

**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 18 March 2015 at 7.30pm**

**PRESENT:** Cllr C Slemmings (Chairman)      Cllr G Newman (Town Mayor)  
              D Savage (Vice-Chairman)        Cllr J Sennington  
              Cllr S Bird                                    Cllr M Sharman  
              Cllr M Deacon                            Cllr A Smith  
              Cllr Jan Garfield                        Cllr M Walker  
              Cllr M Morris

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

**IN ATTENDANCE:** One member of the Public.

**559. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Jon Garfield, Cllr N Barber, Cllr C Webb and Cllr K Williams.

**560. DECLARATIONS OF COUNCILLORS' INTERESTS**

Cllrs C Slemmings, S Bird, M Deacon, Jan Garfield, M Morris, M Sharman, J Sennington, D Savage and A Smith each declared a Local Non-Pecuniary Interest on all items on the agenda as Members of Suffolk Coastal District Council.

**561. REQUESTS FOR DISPENSATIONS**

There were none.

**562. MINUTES OF THE PREVIOUS MEETING**

**It was RESOLVED that:**

**The Minutes of the Finance & General Purposes Committee Meeting held on 21 January 2015 be signed by the Chairman as a true record.**

**563. ACCOUNTS FOR JANUARY AND FEBRUARY 2015**

The Committee considered a detailed report showing income and expenditure from the start of the financial year 2014/15 to 28 February 2015.

The Clerk advised that some in-year savings were likely to result in an overall underspend for the year whilst income was projected to be close to the estimated budget for 2014/15. A full list of material variances was provided although no further action was deemed necessary.

**RESOLVED that the Accounts to 28 February 2015 be received and noted as presented with no other action required at this time.**

#### **564. ELECTRONIC AGENDA SUMMONS**

Members noted that since 30 January 2015 the Local Government (Electronic Communications) (England) Order 2015 was in force which allowed legal summons of Councillors to meetings via email.

The Clerk advised that all Members would be still provided with hard copies of agendas at, or prior to, meetings in line with Members' personal preferences. However, Council would make a significant saving in postage costs over the longer term. Members who specifically request to receive agendas by post could still receive them in this way.

Although the changes were already in force the Clerk confirmed that existing arrangements would continue until the end of the current Municipal year.

**It was RESOLVED that the recent legal changes surrounding electronic agenda summons be noted.**

#### **565. STANDING ORDERS 2015/16**

Committee reviewed the Council's Standing Orders for 2015/16 and noted the recommended changes as tracked in the draft provided. Key updates in the draft reflected recent legislation, such as the Openness of Local Government Bodies Regulations 2014 which allow the recording or filming of Council meetings and Local Government (Electronic Communications) (England) Order 2015 which allowed legal summons of Councillors to meetings via email.

Following a vote on a proposal to maintain existing arrangements it was agreed that Council would not be requested to adopt arrangements for substitutions at meetings.

**RESOLVED that the Clerk be instructed to incorporate the draft recommendations and other minor amendments and present a finalised copy of the Standing Orders 2015/16 to Council for formal adoption at its meeting of 1 April 2015.**

#### **566. FINANCIAL REGULATIONS 2015/16**

Committee reviewed the Council's Financial Regulations for 2015/16 and noted the recommended changes as tracked in the draft provided.

Members requested that references to the 'Clerk' be amended to state 'RFO' to avoid duplication.

**There being no further amendments, it was RESOLVED that the Clerk be instructed to incorporate the draft recommendations and present a finalised copy of the Financial Regulations 2015/16 to Council for formal adoption at its meeting of 1 April 2015.**

**567. INTERNAL AUDIT – QUARTER THREE REPORT**

Committee considered the Internal Audit report for the period ending 31 December 2014 and noted that the two recommendations in the report had been resolved prior to the meeting.

**Committee noted the Q3 2014/15 report of the Internal Auditor and recorded a vote of thanks to the staff for their hard work.**

**568. CLOSURE**

The meeting was closed at 8.35pm. The next meeting was noted as being scheduled for 27 May 2015 at 7.30pm. Members recorded a vote of thanks to Cllr C Slemmings, for his chairmanship of the Committee.

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

Chairman: \_\_\_\_\_



## **AGENDA ITEM 9: FINAL MINUTES OF OTHER COMMITTEES**

### **MINUTES OF THE TOWN MEMBERS COMMITTEE**

**Meeting held on Monday 23<sup>rd</sup> June 2014**

Present: Councillors Stokell (Chairman), Webb (Vice Chairman) and Walker.  
Technical Advisor and Clerk.

#### **124. APOLOGIES**

Apologies for absence were received from Councillors Barber and Jon Garfield and noted on behalf of Councillor Newman.

#### **125. DECLARATIONS OF INTEREST**

No Councillors declared an interest in any matters on the agenda.

#### **126. REQUESTS FOR DISPENSATIONS FOR COUNCILLORS WITH A PECUNIARY INTEREST**

No requests for dispensation had been received.

#### **127. MINUTES OF 23<sup>rd</sup> FEBRUARY 2012**

The minutes of the meeting held on 23<sup>rd</sup> February 2012 previously circulated to Members were approved as a true record by those present and the Chairman was authorised to sign them.

#### **128. TO CONSIDER PROPOSALS FOR THE USE OF 91-95 UNDERCLIFF ROAD WEST AND MAKE APPROPRIATE RECOMMENDATIONS TO FULL COUNCIL**

The Committee considered the options and agreed to ask the Clerk to prepare a further paper for consideration by Finance & General Purposes Committee.

#### **129. CLOSURE**

The meeting closed at 4.20 p.m.

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

Chairman: \_\_\_\_\_

**MINUTES of the RECREATION AND AMENITIES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 11 February 2015 at 5pm**

**PRESENT:** Cllr D Savage (Chairman) Cllr G Newman  
Cllr M Sharman (Vice Chairman) Cllr J Sennington  
Cllr N Barber (until item 507) Cllr C Slemmings  
Cllr M Deacon Cllr M Walker  
Cllr Jan Garfield

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

**IN ATTENDANCE:** Ms S Shinnie (Active Communities Officer, SCDC)

**502. APOLOGIES FOR ABSENCE**

All Members were present.

Cllr N Barber gave apologies in advance of leaving the meeting at 5.45pm in order to attend to other business.

**503. DECLARATIONS OF COUNCILLORS' INTERESTS**

Cllrs D Savage, M Deacon, Jan Garfield, J Sennington, M Sharman and C Slemmings each declared a Local Non Pecuniary Interest in all items on the agenda as Members of Suffolk Coastal District Council.

Cllrs N Barber and G Newman each declared a Local Non Pecuniary Interest in all items on the agenda as Members of Suffolk County Council.

Cllr M Sharman declared a Local Non Pecuniary Interest in item 506 as Chairman of the Felixstowe and District Council for Sport and Recreation.

**504. REQUESTS FOR DISPENSATIONS**

There were none.

**505. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Recreation & Amenities Sub-Committee Meeting held on 16 July 2014 be signed by the Chairman as a true record.**

**506. DONKEY SITE PROJECT**

The Chairman welcomed Suffolk Coastal District Council's Active Communities Officer, Sarah Shinnie, to the meeting. Committee heard from Ms Shinnie and the Clerk on the recent public consultation and considered the findings of the survey. It was noted from the report that, of the options put forward; survey respondents had chosen the 'Trim Trail' as a narrow favourite. Ms Shinnie

advised that, from a meeting with representatives from the local Parkour group, the 'Trim Trail' option appeared to be preferable to an Outdoor Gym for their purposes also. The group had indicated that strength conditioning and fitness was fundamental to their activities and the 'Trim Trail' was in keeping with this aspiration. The group had been invited to provide an alternative design proposal to the Parkour option, however at this time no proposal had been received for consideration.

Members considered a range of design proposals and associated costs provided by several companies agreed to progress with the 'Trim Trail' option. A Member commented that traditionally a 'Trim Trail' would be over several hundred metres, often within a woodland setting. It was noted that the Sea Road site was more compact and the layout should attempt to use the site effectively without compromising the opportunity for any additional facilities which could be installed at the location in the future.

On consideration of the quotes provided, Committee agreed that the Hags-Smp quote was preferred. Councillors C Slemmings and M Sharman were asked to review the items of equipment and reduce the number of items from 13 to 10 subsequent to the meeting . The Clerk was instructed to enquire whether Hags-Smp could review the quote based on the 10 items chosen and bring the cost to £15,000.

It was noted that the S106 Outdoor Playspace fund currently provided a total of £28,287.12 available for Sport, with no funds available for Play. Ms Shinnie advised that the total fund had been reviewed with SCDC's Planning Policy team and Section 106 Officer. This had led to the cleared balance available in the fund being reduced by the total linked to approved development projects which had yet to commence. Committee noted that should these developments require new planning consent it was likely that this would be under the new Community Infrastructure Levy regime and therefore not subject to S106.

**It was RESOLVED that:**

- i. Hags-Smp to be invited to provide a ten station 'Trim Trail', to be installed at the earliest opportunity on the former donkey rides site on Sea Road, Felixstowe, pending confirmation of a total project cost of £15,000;**
- ii. Cllrs S Slemmings and M Sharman be delegated the authority to consider and decide the final 10 items from a list of 13 as provided in the project proposal document from Hag-Smp and advise the Clerk of their selections;**
- iii. The Clerk to be delegated the authority to take any further actions necessary to complete the project; including applying on the Council's behalf for S106 Outdoor Playspace funding of £15,000 to cover the cost of the project and to arrange for a licence for the installation of the equipment on the site from SCDC as the landowners.**

It being 5.45pm, Cllr N Barber left the meeting at this point.

**507. LITTER AND DOG WASTE BINS**

Committee considered requests to fund the provision and erection of bins at the following locations:

Litter bins outside Colneis School near the bridleway and outside Kingsfleet School near the start of the footpath; and,

Dog waste bin between Hopkins Homes and the end of Tower Road (on the convent side).

In response to a query from a Member as to the whether the litter bin that was removed from Taunton Road is to be replaced with a dog waste bin, the Clerk undertook to refer this to Suffolk Coastal Norse for a response.

**It was RESOLVED that:**

- i. Suffolk Coastal Norse be asked to report to the Clerk on the suitability and need for litter bins and/or a dog waste bin at the locations listed in the report above; and,**
- ii. The Clerk to bring forward a recommendation to Council on 1 April pending the result of information requested above being received from Suffolk Coastal Norse.**

**508. MARTELLO PARK, SOUTH SEAFRONT UPDATE**

**Committee noted the update on works planned by Suffolk Coastal District Council to improve recreation facilities at Martello Park on the South Seafront.**

**509. CLOSURE**

The meeting was closed at 6.05pm. It was noted that this was the final meeting of the Recreation & Amenities Sub-Committee. Minutes from this meeting would be presented to Council for approval and future business will be considered by Council's Civic & Community Committee from May 2015. Members recorded a vote of thanks to Cllr D Savage, for her chairmanship of the Committee.

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

Chairman: \_\_\_\_\_

**MINUTES of the PREMISES COMMITTEE meeting held at Felixstowe Town Hall on  
Wednesday 18<sup>th</sup> March 2015 at 6pm**

**PRESENT:** Cllr M Stokell (Chairman)                      Cllr J Sennington  
                  Cllr C Webb (Vice Chairman)                Cllr M Morris

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

**549. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Jon Garfield, Cllr A Smith and Cllr M Walker.

**550. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

<b>Member</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr J Sennington	All	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Morris	All	Local Non-Pecuniary (Suffolk Coastal District Council Member)

**551. REQUESTS FOR DISPENSATIONS**

There were none.

**552. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Premises Committee Meeting held on 19 November 2014 be signed by the Chairman as a true record.**

**553. TOWN HALL REFURBISHMENT WORKS**

The Chairman, Town Clerk and the Estates Officer reported to Committee following their review of the Tender documents submitted for the works. Costs had been provided from four separate local companies and, since publication of the agenda, omitted items were now included. Committee were pleased to note that the quotes were each below the pre-tender estimations. Based on value for money and quality of previous work undertaken, a preferred contractor was identified.

It was noted that a contingency sum had been included in the quotation. Given the challenging timescale for the project, Committee considered whether a further sum should be authorised to be made available should any necessary additional work arise during the project.

**It was RESOLVED that:**

- i. Council be recommended to instruct R G Carter to undertake works to refurbish the front façade of the Town Hall, to the previously approved specification; and,**
- ii. A total project cost limit of £40,000 be approved and authorised to be available from Council’s Earmarked Reserve 900/9065 “Town Hall Maintenance”.**

#### **554. CONDITIONS OF HIRING COUNCIL’S PREMISES**

Committee considered draft Conditions of Hire for Walton Community Hall as presented in the agenda report.

Members discussed a similar arrangement for terms and conditions of hire for the Town Hall. It was agreed that principles for hiring out the Town Hall to certain organisations at no charge should also be clarified.

**Following discussion, it was RESOLVED that:**

- i. The Conditions of Hire for Walton Community Hall be approved as presented and adopted;**
- ii. The Clerk and Estates Officer be delegated the authority to draw up appropriate terms of hire for the Town Hall for both weddings and general bookings; and,**
- iii. Only those organisations to which the Town Council had formal representation be permitted discretionary hire of the Town Hall Walton Community Hall without charge, provided that such use be for the conduct of business to which a representative of the Town Council would be expected to attend in an official capacity.**

#### **555. LICENCE FOR SCDC RESORT TEAM**

Committee noted the Licence arrangements as detailed in the report.

**It was RESOLVED that the Licence arrangements for use of the Surveyor’s Officer by Suffolk Coastal District Council’s Resort Team be approved as presented.**

**556. LEASE FOR CAR PARKING SPACES**

Committee noted that a lease and lease-back arrangement for the six parking spaces on the opposite side of the road to the Town Hall, as requested by the Town Council, had been approved by SCDC Cabinet in January and was in hand for sealing.

It was further noted that the District Council had committed to providing six parking permits for the same area to the Town Council.

**It was RESOLVED that Council be recommended to approve these arrangements and seal the leases as a Deed.**

**557. TOWN HALL DRAINAGE EASEMENT**

Committee noted the necessity to grant SCDC an easement for the purpose of being able to legally drain the proposed seating shelter in the Town Hall Gardens through the Town Hall land owned by the Town Council.

It was further noted that a Drainage Easement document had been completed which was required to be signed and sealed as a Deed.

**It was therefore RESOLVED that the arrangements for drainage be approved and Council be recommended to seal the Drainage Easement document as a Deed.**

**558. CLOSURE**

The meeting was closed at 6.58pm. It was noted that this was the final meeting of the Premises Committee. Minutes from this meeting would be presented to Council for approval and future business will be considered by Council's Assets & Services from May 2015. Members recorded a vote of thanks to Cllr M Stokell, for his chairmanship of the Committee.

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

Chairman: \_\_\_\_\_

**MINUTES of the CEMETERY & ALLOTMENTS COMMITTEE meeting held at  
Felixstowe Town Hall on Thursday 19<sup>th</sup> March 2015 at 2.30pm**

**PRESENT:** Cllr C Webb (Chairman)                      Cllr M Sharman  
                  Cllr Jan Garfield                                      Cllr M Walker  
                  Cllr M Morris

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

**569. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M Stokell and Cllr J Sennington.

**570. DECLARATIONS OF COUNCILLORS' INTERESTS**

<b>Member</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr M Sharman	576	Non-Pecuniary (Treasurer of the 7 <sup>th</sup> Felixstowe Scouts Group located on Council owned land adjoining the Cemetery)

**571. REQUESTS FOR DISPENSATIONS**

There were none.

**572. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Cemetery & Allotments Committee Meeting held on 18 November 2014 be signed by the Chairman as a true record.**

**573. ALLOTMENTS UPDATE AND MATTERS RAISED BY FSALG**

Committee received an update on the allotments and matters which had been discussed at a recent meeting with the Felixstowe Society of Allotment Leisure Gardeners (FSALG). Plots vacancies and corresponding waiting lists at the allotments as of 4 March 2015 were noted as follows:

<b>SITE</b>	<b>Waiting (Any plot)</b>	<b>Waiting (Specific plot)</b>	<b>Vacant</b>	<b>Rent Paid</b>	<b>Rent Due</b>	<b>Cultivation Orders Sent</b>
COWPASTURE	1	6	24	238	7	5
RAILWAY HILL	3	2	3	30	6	0
FERRY ROAD	2	2	2	84	0	2
CEMETERY	4	0	5	30	4	0
TAUNTON ROAD	2	0	4	14	0	0



It was noted that a small number of vacancies were available on all sites and a number of cultivation orders had been issued. Where tenants were overdue with their rent staff would check whether cultivation was occurring and the tenant had merely overlooked payment.

Repairs had been carried out at both Cowpasture and Ferry Road but more work was required on both sites. The Clerk advised that part of the Allotment Repairs & Maintenance the budget for 2015-16 would be used for this purpose.

**It was RESOLVED that the update on the allotments be noted.**

#### **574. FOOTPATH TO COWPASTURE ALLOTMENTS**

The Clerk advised that a scheme to provide a short footpath leading from the A154 roundabout to the entrance to the Cowpasture allotment site, initially proposed by FSALG, was considered at a recent Highways meeting. A plan of the scheme was tabled for information and Members noted that, pending other scheduled highways works, the project could be completed by October 2015.

Members noted that the total cost for the project was estimated to be in the region of £7,000 with some of the funding being provided via Suffolk County Councillor John Goodwin's locality budget. Committee discussed whether to support the scheme and it was proposed that £2,500 be approved from the Allotment Repairs & Maintenance budget.

**It was RESOLVED that £2,500 be put towards the scheme with funding provided from the Allotment Repairs & Maintenance budget.**

#### **575. ALLOTMENT TENANCY AGREEMENT**

Committee considered a revised Allotment Tenancy Agreement as presented in the report. It was recommended that a further clause be added to prevent vehicle movement on site in poor weather conditions.

**It was RESOLVED that, subject to the additional clause being incorporated and other minor typographical or non-material amendments, the Allotment Tenancy Agreement be approved as presented and adopted.**

#### **576. CEMETERY PROJECTS**

Committee noted the agenda report which outlined a number of projects being considered for the Cemetery over the next few years. Significant projects including the Cemetery extension, repairs to roadways, boundary railings and gates were known to bring commensurately considerable costs and Members advised that Council's Assets & Services Committee consider a how an all-encompassing project, over several phases, may realise economies of scale and maximise any opportunities for grant funding or partnership working.

A smaller scale project to create a new Memorial Garden section of the Cemetery was discussed and Committee considered early design concepts. The location for the garden was approved and Members indicated a preference for a metal memorial tree which could be fitted with embossed commemorative leaves.

**It was RESOLVED that:**

- i. The location for the Memorial Garden project be approved;**
- ii. Design and cost options for the Memorial Garden project be progressed and brought to Council's Assets & Services Committee for consideration subsequent to its formation in May 2015; and,**
- iii. Longer term aspirations for the Cemetery be recommended for development as part of a single large-scale phased project under the direction of Council's Assets & Services Committee.**

#### **577. CLOSURE**

The meeting was closed at 4.30pm. It was noted that this was the final meeting of the Cemetery & Allotments Committee. Minutes from this meeting would be presented to Council for approval and future business will be considered by Council's Assets & Services from May 2015. Members recorded a vote of thanks to Cllr C Webb, for his chairmanship of the Committee.

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

Chairman: \_\_\_\_\_

## **AGENDA ITEM 12: FINANCIAL REGULATIONS 2015/16**

The Finance & General Purposes Committee reviewed Council's Financial Regulations at its meeting of 18 March 2015 (Minute #566 of 2014/15 refers).

This finalised 'clean' version at **Appendix B** incorporates the recommendations of the Finance & General Purposes Committee with a further addition at paragraph 6.18(d), to allow an Open Credit Agreement to be arranged with Council's bank following a recent change to banking arrangements for the provision of petty cash.

**Council is therefore recommended to:**

- i. Approve adopt Financial Regulations for 2015/16 as presented at Appendix B; and,**
- ii. Appoint the RFO and two other named officers to act as the authorised persons for the purposes of withdrawing up to £250 per month via an Open Credit Agreement with Council's bank.**

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## **AGENDA ITEM 13: LITTER/DOG WASTE BINS**

At its meeting of 11 February 2015, the Recreation & Amenities Sub-Committee considered requests for the provision of Litter and Dog Waste bins at the following locations:

- Litter bin outside Colneis School near the bridleway.
- Litter bin outside Kingsfleet School near the start of the footpath.
- Dog Waste bin between Hopkins Homes and the end of Tower Road (on the convent side).

In accordance with the recommendation of the Recreation & Amenities Sub-Committee, Council is requested to consider approving expenditure for the bins, subject to Suffolk Coastal Norse agreeing that there is substantive need. The Clerk has made enquiries in this regard and will update Council should further information be available at the meeting.

**Council is therefore recommended to:**

- i. Approve the provision of two litter bins and one dog waste bin at the locations set out in the report, subject to confirmation of need by Suffolk Coastal Norse; and,**
- ii. Authorise expenditure for any approved provision, to a total cost of £583.00 plus VAT, to be funded from Council's 'Recycling Credits Reserve' fund.**

## **AGENDA ITEM 14: TOWN HALL BUILDING REPAIRS**

As per the Premises Committee meeting of 18 March 2015, Council is advised that costs have been provided from four separate local companies, each below the pre-tender estimations. Based on value for money and quality of previous work undertaken, a preferred contractor was identified.

Given the challenging timescale for the project, the Premises Committee recommends that a further sum, in addition to the contingency sum included in the contractors quotation, be made available should any necessary additional work arise during the project.

The Chairman of Premises Committee, Cllr M Stokell is to present this item to Council along with any additional information.

**In accordance with the recommendation of the Premises Committee (Minute #553 of 2014/15) Council is requested to:**

- i. Instruct R G Carter to undertake works to refurbish the front façade of the Town Hall, to the approved specification to the sum of £34,781.05 plus VAT;**
- ii. Authorise the Mayor to sign the contract as a Deed on behalf of the Town Council; and,**
- iii. Authorise expenditure for the works, and delegate authority to the Clerk to approve any further expenditure which may be necessary to complete the project from Council's Earmarked Reserve for Town Hall Maintenance (900/9065) to an overall project limit of £40,000 plus VAT.**

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## **AGENDA ITEM 15: LEASE FOR CAR PARKING SPACES**

As per the Premises Committee meeting of 18 March 2015, Council is advised that a lease and lease-back arrangement for the six parking spaces on the opposite side of the road to the Town Hall, as requested by the Town Council, was approved by SCDC Cabinet in January and is now ready to be sealed.

At the request of the Town Council, Suffolk Coastal District Council has also committed to providing six parking permits for the same area for use by the Town Council.

The Chairman of Premises Committee, Cllr M Stokell is to present this item to Council along with any additional information.

**In accordance with the recommendation of the Premises Committee (Minute #556 of 2014/15) Council is requested to approve these arrangements and authorise the Mayor to seal the leases as a Deed.**

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## **AGENDA ITEM 16: TOWN HALL DRAINAGE EASEMENT**

As per the Premises Committee meeting of 18 March 2015, Council is advised that it has been necessary to grant SCDC an easement for the purpose of being able to legally drain the proposed seating shelter in the Town Hall Gardens through the Town Hall land owned by the Town Council.

The Drainage Easement document has now been completed and is required to be signed and sealed as a Deed.

The Chairman of Premises Committee, Cllr M Stokell is to present this item to Council along with any additional information.

**In accordance with the recommendation of the Premises Committee (Minute #557 of 2014/15) Council is requested to approve these arrangements and authorise the Mayor to seal the leases as a Deed.**

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## **AGENDA ITEM 17: FELIXSTOWE FORWARD**

Following Council's commitment (in partnership with Suffolk Coastal District Council and Suffolk County Council) to provide financial and other resources in support of a revised place-based initiative, a preliminary Working Group was established to act as the initial governance structure for the project ahead of it becoming fully operational. The Working Group consists of Members and Officers from the three sponsoring local authorities. Its purpose is to oversee the recruitment of the Felixstowe Change Director, set the vision and objectives of the new initiative and agree the permanent governance structure. The name of the new initiative is Felixstowe Forward.

### **Recruitment**

There were over 20 applicants for the role of Change Director and following a shortlisting process, interviews for the post were held on 17 March. It was agreed that local representatives Mrs M Wyatt (Town Centre Residents Association), Mr P Hadwen (Felixstowe Society), Mr S Harris (Seafront trader), Mr T Clarke (Harwich Haven Authority & Landguard Fort Trust) and Ms R Cronin (Chamber of Trade) would be invited to sit on a Stakeholder Panel alongside Councillors A Smith, D Savage, M Deacon and N Barber. Candidates were asked to give a presentation to this panel as well as meeting a formal interview panel formed by senior officers from the three sponsoring authorities. Although three members of the stakeholder panel were unable to attend the interview day, both panels were unanimous in their assessments. The Working Group is pleased to report that, subject to references, an appointment to the position of Change Director for Felixstowe Forward has been made. It is hoped that the successful applicant will be in post week commencing 13 April 2015.

### **Vision & Objectives**

It has been agreed that the overriding aim of Felixstowe Forward is to progress economic development and community enabling within the town but at a strategic, place-based level. The Group has undertaken research of the other place-based

initiatives which have been established across the county in order to support the development of Felixstowe Forward's vision and objectives. This has included a presentation to the group from Phil Aves, Change Manager for Lowestoft Rising. The aim is to have agreed a vision and a set of objectives for Felixstowe Forward ahead of the Change Director taking up post. However, it is important that the Change Director has a degree of ownership over the direction of Felixstowe Forward and therefore their role will be to determine the activity that sits within and meets the broader vision and objectives

### **Governance Structure**

The Group have agreed that the future governance structure should operate as a hub and spoke model. It is proposed that the hub, to be known as the 'Sponsoring Group', will consist of the three local authorities, Port of Felixstowe, Chamber of Trade, Community Action Suffolk and will evolve over the first 12 months to potentially include the education, health and police sectors. It is the Group's desire that the Sponsoring Group does not become overly large as this will reduce its effectiveness.

The spokes will be the wide variety of business and community groups which operate across the town. The Change Director will engage and work with these groups in order to support the delivery of Felixstowe Forward's objectives. This comprehensive building of local networks will mark a significant departure from the previous Felixstowe Futures model and will engender greater local buy in and support for the new initiative. It also proposed that up to 3 informal engagement events are held per year to foster even greater closer working with these stakeholder bodies.

### **Next Steps**

April:	Finalise initial governance structure Finalise Vision and Objectives for Felixstowe Forward Felixstowe Change Director takes up post
May/June:	First meeting of Felixstowe Forward Sponsors Group
June - August:	Establishment of 'spokes' stakeholder network
June – August:	Development of activity programme to support vision and objectives
September onwards:	Agreement and implementation of activity plan

**Council is requested to note the update.**

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## **AGENDA ITEM 18: FELIXSTOWE/HARWICH/SHOTLEY FERRY**

Council is advised that Mr Christian Zeman has been appointed as the sole Director of Harwich Harbour Foot Ferry Services Limited following the retirement of the previous operator, Mr Alan Sage. An agreement between Essex County Council, Suffolk County Council, Tendring District Council, Babergh District Council, Suffolk Coastal District Council and Felixstowe Town Council was drawn up to provide funding support towards the service. Given that the Town Council has already agreed £1,000 funding towards the service in 2015/16 it is reasonable to transfer this agreement to HHFFS Ltd on the same terms. The Clerk has been advised that the timetable, boat, ticket prices and other aspects of the service will remain the same as last year. The service is due to commence on Friday 3 April 2015.

**Council is requested to note this information and approve the transfer of the partnership agreement for the provision of a foot ferry service between Harwich, Shotley and Felixstowe to the new operator for 2015/16.**

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## **AGENDA ITEM 19: LISTING OF 91-95 UNDERCLIFF ROAD WEST**

At its meeting of 24 September 2014, Council resolved to apply for English Heritage Listing for 91-95 Undercliff Road West (Minute #295 of 2014/15 refers).

Subsequent to the Council's submission, English Heritage considered the application and completed an assessment of the building. Council was informed on 9 March 2015 that the Secretary of State for Culture, Media and Sport had decided not to add 91-95 Undercliff Road West, Felixstowe to the List at this time.

It has since been reported on 18 March that Suffolk Coastal District Council has sold the building to Ipswich-based Coltway Properties Ltd. who have expressed plans to refurbish and enhance the existing buildings in the hope that they may provide a suitable location for a coffee shop or restaurant.

**Council is requested to note the update on this matter.**

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