



## 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 3 December 2014** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Rev Mark Kichenside, Christ 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 Meeting**  
To confirm the minutes of the Ordinary Council Meeting held on Wednesday 24 September 2014 as a true record. **(Pages 4-11)**
6. **Minutes of the 5 November Extraordinary Meeting**  
To confirm the minutes of the Extraordinary Council Meeting held on Wednesday 5 November 2014 as a true record. **(Pages 12-13)**
7. **Mayor's Communications**  
To receive such communications as the Mayor may wish to lay before Council. **(Pages 14-15)**
8. **Minutes of Committee and Sub-Committee Meetings**  
To receive and adopt the minutes of the following meetings:

- a) Plans Committee: 1, 15, 29 October; 12 November 2014
- b) Premises Committee: 10 September; 19 November 2014
- c) Cemetery & Allotments Committee: 15 September; 18 November 2014
- d) Highways Advisory Committee: 16 September 2014
- e) Finance & General Purposes Committee: 17 September; 19 November 2014
- f) Finance Sub-Committee: 22 October 2014
- g) Personnel Committee: 22 October 2014

**Pages (16-61)**

**9. 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.*

**10. Floral Bedding Contract for 2015**

To note the action taken by the Finance & General Purposes Committee in appointing a contractor for the supply and maintenance of floral beds for 2015.

**(Page 62)**

**11. Town and District Councils' Liaison Meetings**

To note information following a recent briefing session between Suffolk Coastal District Council Members and to confirm future arrangements. **(Pages 62-63)**

**12. Town Hall Building Repairs**

To approve funding for professional fees related to building repairs to the Town Hall. **(Page 64)**

**13. Investment Bond**

To approve re-investment of a bond due to mature in January 2015. **(Page 65)**

**14. National Pay Award 2014-2016**

To note confirmed national pay scales for staff for the two financial years covering 2014-2016.

**(Page 66 and Appendix A)**

**15. Community Fund**

To consider the basis and future for the Council's Community Fund Earmarked Reserve. **(Page 67-68)**

**16. Committee Structure and Terms of Reference 2015/16**

To consider the Committee Structure and Terms of Reference as recommended by Finance & General Purposes Committee to come in to force from May 2015.

**(Pages 69-70 and Appendix B)**

**17. Beyond Felixstowe Futures**

To consider recommendations for revised partnership arrangements following the winding up of Felixstowe Futures in March 2015. **(Pages 70-76)**

**18. Land at Candlet Road/Treetops**

To consider information regarding an area of land at Candlet Road/Treetops Felixstowe and decide any further action. **(Page 77)**

**19. Accounts for Payment**

To confirm and approve the payments of accounts as follows:

**(schedules attached at Appendix C)**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
24/09/2014	47 - 55	£3,859.01
30/09/2014	56 – 69	£45,255.31
14/10/2014	71 – 94	£6,594.65
22/10/2014	95 - 108	£19,772.59
28/10/2014	109 - 116	£10,832.98
11/11/2014	117 - 138	£5,717.94
19/11/2014	139 – 143	£1,158.31
25/11/2014	144 – 151	£18,959.57
	<b>TOTAL</b>	<b>£ 112,150.36</b>

**20. Exclusion of Press and Public (Commercial Sensitivity)**

*In accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business about to be transacted (consideration of commercially sensitive information), it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.*

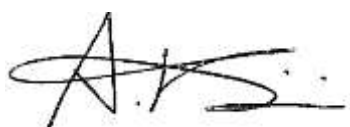
**21. Town Council Website**

To consider proposals received for a new Town Council website and appoint a contractor to provide. **(Page 78 and Appendix D)**

**22. Closure**

To close proceedings and confirm the date of the next Ordinary Council meeting scheduled for Wednesday 4 February 2015 at 7.30pm

**The Town Mayor cordially invites all members of the public attending to remain at the Town Hall for light refreshments following the meeting.**



**Ash Tadjrishi  
Town Clerk  
27 November 2014**

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

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on **Wednesday 24 September 2014 at 7.30pm**

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

In response to a question on whether Council was likely to be supportive of a planning application for development of up 500 homes in Felixstowe, the Mayor advised that Council's Plans Committee could only comment on planning applications once they had been submitted.

In response to a public question on any potential closure of the Tourist Information Centre, the Mayor advised that the Council was to consider an item relating to this within the agenda for the evening's meeting.

### **PRAYERS**

The meeting was preceded with prayers by Rev. Mark Reid, Maidstone Road Baptist Church.

### **280. APOLOGIES FOR ABSENCE**

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

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

The following declarations of Councillors' interests were made:

Councillors S Bird, M Morris, D Savage, J Sennington, M Sharman, A Smith, K Williams and Jan Garfield 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.

**282. REQUESTS FOR DISPENSATIONS**

There were none.

**283. QUESTIONS TO THE MAYOR**

There were none.

**284. MINUTES OF THE PREVIOUS MEETING**

**It was RESOLVED that the Minutes of the Ordinary Meeting of the Council held on 6<sup>th</sup> August 2014 be signed by the Mayor as a true record and adopted by the Council.**

**285. MAYOR'S COMMUNICATIONS**

The Mayor referred to a list of engagements: 08.08.14 – Salzwedel Association BBQ, 09.08.14 – Mayor's Charity 1940s Afternoon Tea, 10.08.14 – Garden Open Day for Age Concern, 13.08.14 – Felixstowe Photographic Society Summer Exhibition, Deputy Mayor, 13.08.14 – 19.08.14 Mayor's 100 mile Charity Walk, 20.08.14 – Opening of Mural at Briarfield Care Home, Deputy Mayor, 30.8.14 – Opening of Leopold Nursing Home Summer Fete, 07.09.14 – Opening of Art on the Prom, 07.09.14 – Welcome Service for Newly Appointed Minister to Trinity Methodist Church, Seaton Road, Kirton and Trimley, 10.09.14 – Felixstowe Fuchsia Prize Giving, 12.09.14 – Official Opening of the Heritage Weekend, 16.09.14 – Felixstowe in Flower Awards, 18.09.14-22.09.14 Civic Visit to Wesel to celebrate the 40<sup>th</sup> Anniversary of the twinning with Wesel.

The Mayor commented on the success of the recent Heritage Open Days, when the Town Hall had been open to the public and a presentation on the history of the hall delivered.

The Mayor thanked fellow Councillors and staff for the coordinated response to the recently cancelled Gypsy and Traveller Short Stay Stopping Sites consultation.

**286. MINUTES OF COMMITTEE AND SUB-COMMITTEE MEETINGS**

The Mayor invited Cllr A Smith, Chairman of Council's Plans Committee, to give a verbal update on recent Plans Committee meetings.

Members were invited to comment on any matters contained within the minutes of the meetings presented to Council.

**It was RESOLVED that:**

**The Minutes of the following meetings be noted as received:**

- h) Plans Committee – 6 and 20 August, 3 and 17 September 2014**
- i) Finance Sub-Committee – 20 August 2014**

**287. OUTSIDE BODIES**

Council received the following report from Cllr J Sennington on the Felixstowe District Nightsafe Partnership:

The Felixstowe Nightsafe Partnership meets at quarterly intervals and meetings are held in one or another of the licensed premises. The committee is made up of representatives of most of the night-time economy businesses (pubs, clubs, members' clubs and some restaurants and take-away outlets in the town and Trimley). It is well attended and is supported by a Police Community Safety Officer, Suffolk Coastal CSO and Licensing Officers. A representative of the Street Pastors usually attends. I attend as Felixstowe Town Council representative.

The group also has a sub-committee made up of responsible members who are asked to decide on banning issues. The partnership has worked well, receives important advice, information and updates of any changes in licensing laws etc. The Community Safety Officer is always available to offer advice and act on any problems the group may have.

The Suffolk Coastal CSO ensures the group is aware of sessions available in conflict management training and other useful training courses and encourages attendance where possible.

The number of licensed premises signed up to the scheme has slowly grown as licensees become more and more aware of the necessity of supporting each other during the later hours of the night-time economy.

**Council noted the report and concerns expressed by Members on the lack of a more senior Police presence at the District Nightsafe Partnership meetings. The Clerk was asked to liaise with Cllr J Sennington and write to the Police and Crime Commissioner to request that a more senior Police Officer attend the Partnership meetings.**

**288. ACCOUNTS AND AUDITS 2013/14**

Council noted that the External Audit for the Financial Year 2013/14 had been completed with no formal matters raised. Follow up action had been taken by the Clerk to address two issues raised in the supplementary report and Members heard that the minute book for 2014/15 was up to date, appropriately signed and initialled with pages numbered consecutively, in accordance with the Local Government Act 1972, Sch 12, Para. 41(2).

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

**It was RESOLVED that:**

- i. The Annual Return be approved and accepted as presented;**
- ii. The Issues Arising Report be noted and that the actions taken by the Clerk in order to address the matters raised be approved; and,**
- iii. It be noted that, in accordance with the Audit Commission Act 1998 Accounts and Audit (England) Regulations 2011, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 13<sup>th</sup> – 28<sup>th</sup> August 2014.**

**289. LEISURE STRATEGY – DRAFT OPEN SPACE, SPORTS AND PITCH ASSESSMENTS**

Council considered the process for reviewing the above assessments and submitting comments by 30 September 2014.

**It was RESOLVED that authority be delegated to the Town Clerk, Cllr M Sharman and Cllr D Savage to respond on behalf of the Council.**

**290. BOUNDARY COMMISSION REVIEW**

Council noted the report of the Boundary Commission Review where it related to wards within Felixstowe.

Members considered the venues proposed as polling stations for Felixstowe to be suitable for the required purposes. The locations were deemed to be sensible and Members were pleased to note that no schools were listed as this would mean that elections would no longer disturb the school day. Members advised that doors should be held open for accessibility to St John's Meeting Room, Orwell Road in the South Ward.

**It was therefore RESOLVED that:**

- i. The Final Recommendations of the Boundary Commission Review of local wards be noted; and,**
- ii. The Clerk be instructed to pass on Council's comments on the location of Polling Stations in Felixstowe to Suffolk Coastal District Council.**

**291. RESTORATION OF COUNCIL ARTWORK**

Council noted that £2,329 had been received following the sale of surplus artwork at auction.

**It was RESOLVED that:**

- i. Expenditure to restore various paintings and pictures owned by the Council be authorised in accordance with Minute 437 2013/14 to a limit of £2,329; and,
- ii. Any remaining funds to be transferred to Council's Earmarked Reserve 900/9025 'Repairs & Renewals' at year end.

## **292. CIVIC REGALIA**

Council considered repairs required to restore the Civic Regalia.

**It was RESOLVED that:**

- i. Expenditure of up to £500 be authorised in order to repair the Deputy Mayor's badge of office;
- ii. Expenditure of up to £2,000 be authorised in order to repair the Mayor's Chain of office; and,
- iii. Funding for the above items be approved from Council's Earmarked Reserve 900/9025 'Repairs & Renewals'

## **293. SEAFRONT FLAGS**

Council considered the removal of the flags on the seafront. Though Members commented that the flags had been a positive addition to the seafront during the FIFA World Cup, they had been installed on a temporary basis and due to recent deterioration they would now need to be removed.

**It was RESOLVED that funding for removal of the seafront flags be approved from Council's Earmarked Reserve 900/9015 'Enhancement & Promotional' to the value of £1,200.**

## **294. RECOMMENDATIONS FROM FINANCE & GENERAL PURPOSES COMMITTEE**

Council considered recommendations from the Finance & General Purposes Committee as detailed in the report.

**It was RESOLVED that:**

- i. The total cost of providing litter and dog waste bins of £428.00 (as per Minute 161, Recreation & Amenities Sub-Committee) to be funded from Council's 'Recycling Credits Reserve' fund;
- ii. Expenditure from the 'Recycling Credits' reserve fund for the removal of the spoil heap at the Cemetery, to a maximum of £1,200 be approved (as per Minute 169, Cemetery & Allotment Committee); and,



- iii. Approval to fund the software for the digitisation and computerisation of Cemetery records from the 'IT Computer Replacement Fund' be deferred to the next Ordinary Meeting.

**295. HERITAGE LISTING OF 91-95 UNDERCLIFF ROAD WEST**

Following a debate it was moved that the Council apply for National Heritage Listing of 91-95 Undercliff Road West, as referred from Finance & General Purposes Committee of 17 September 2014 (Minute 276). On a majority vote the motion was carried.

**It was therefore RESOLVED that the Council make an application for English National Heritage Listing of 91-94 Undercliff Road West.**

**296. FELIXSTOWE TOURIST INFORMATION CENTRE – MOTION FROM CLLR M SHARMAN**

Council considered a Motion from Cllr M Sharman. Following a debate it was moved that the motion be adopted as presented and a recorded vote was requested.

**On the proposal that the Motion be adopted as presented all Members present voted in favour.**

**It was therefore RESOLVED that the motion be adopted and submitted to Suffolk Coastal District Council as follows:**

***Felixstowe Town Council recognises that the existing Felixstowe Tourist Information Centre in its present location provides a first class service both to local people and to visitors and has done so on Felixstowe seafront for at least eighty years.***

***The Town Council accordingly asks Suffolk Coastal District Council to ensure that in the event of a relocation of Felixstowe Tourist Information Centre that there is no reduction in the days and hours of opening or in the services that it currently provides.***

**297. TRIM TRAIL – FORMER DONKEY RIDES SITE**

Council received an update from Cllr A Smith and the Town Clerk on the proposal for a Trim Trail on the former Donkey Rides site.

It was noted that Suffolk Coastal District Council had agreed to support the project in principle, on the basis of licensing the use of the land to the Town Council for the purposes described. The Town Clerk was working in partnership with officers from the District Council in order that the project be progressed.

**It was RESOLVED that the Town Clerk be delegated the authority to take any necessary action to progress the project and report back to Council in due course.**

### **298. TOWN COUNCIL WEBSITE**

Council considered its website and the proposals put forward to improve the current site.

**It was RESOLVED that:**

- i. Council would seek to provide an improved website in line with the aspirations set out in the report;**
- ii. The Clerk be instructed to invite quotations from three web design companies, to include the Council's current provider and a local design company if possible; and,**
- iii. The Clerk to bring an update report for Council to consider once quotations had been received.**

### **299. DATA RETENTION POLICY**

**It was RESOLVED that the Data Retention Policy be adopted as presented with immediate effect.**

### **300. TOWN HALL CHRISTMAS TO NEW YEAR CLOSURE HOURS**

In response to a Member's question, the Clerk confirmed that staff would be required to use their Annual Leave entitlement in order to take time off over the Christmas period.

**It was RESOLVED that the Town Hall be closed to the public from Wednesday 24 December 2014 and reopen on Monday 5 January 2015.**

### **301. ACCOUNTS FOR PAYMENT**

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

<b>Date</b>	<b>Cheque Numbers</b>	<b>Amount £</b>
29/07/2014	2794 - 2798	£790.95
05/08/2014	2799 – 2808	£12,091.00
20/08/2014	2809 – 2825	£5,260.97
02/09/2014	1-10	£13,359.53
22/07/14-31/8/2014	11-26	£36,607.90
17/09/2014	27-46	£9,517.76
	<b>TOTAL</b>	<b>£77,628.11</b>

### **302. 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.

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

### **303. STAFFING MATTERS**

Members considered a report relating to contracted weekly hours and overtime accrued by a member of the Council's staff in recent weeks.

**It was RESOLVED that:**

- i. Payment of 12 hours at plain time be approved for the staff member;**
- ii. The remaining balance of 26 hours worked be taken as TOIL (Time Off In Lieu) at such times as may be approved by the Town Clerk; and,**
- iii. Personnel Committee be requested to consider and decide any proposal to revise terms and conditions, including contracted weekly hours, for this and other staff members as it deems appropriate within the current year budget.**

### **304. CLOSURE**

The meeting was closed at 10.30pm. It was noted that the next Ordinary Meeting was scheduled for 3<sup>rd</sup> December 2014 at 7.30pm.

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

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

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

**MINUTES** of the **EXTRAORDINARY COUNCIL** meeting held at Felixstowe Town Hall on **Wednesday 5 November 2014** at **7.30pm**

**PRESENT:** Cllr D Savage (Deputy Mayor in the Chair)      Cllr J Sennington  
Cllr S Bird      Cllr C Slemmings  
Cllr Jan Garfield      Cllr A Smith  
Cllr Jon Garfield      Cllr M Walker  
Cllr M Morris

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs R Jones (Technical Advisor)

### **342. APOLOGIES FOR ABSENCE**

Apologies for absence were received from the Town Mayor Cllr G Newman, Cllr N Barber, Cllr M Deacon, Cllr M Sharman, Cllr M Stokell, Cllr C Webb, and Cllr K Williams.

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

Councillors S Bird, M Morris, D Savage, J Sennington, A Smith and Jan Garfield each declared a Local Non-Pecuniary Interest in items 345 (Felixstowe Peninsula Area Action Plan Working Group) as Members of Suffolk Coastal District Council.

### **344. REQUESTS FOR DISPENSATIONS**

There were none.

### **345. FELIXSTOWE PENINSULA AREA ACTION PLAN WORKING GROUP**

Council noted that the District Council had invited five representatives from Felixstowe Town Council to join the Felixstowe Peninsula Area Action Plan Working Group. The Group would meet over the next 12-18 months and comprise of 16 Members from District and Town/Parish Councils.

It was proposed that the following nominees be considered to represent the Town Council:

1. Cllr Jan Garfield
2. Cllr Joan Sennington
3. Cllr Stuart Bird
4. Cllr Margaret Morris
5. The Town Clerk

**There being no other nominees, it was therefore RESOLVED that the above nominees be delegated the authority to represent Felixstowe Town Council on the Felixstowe Peninsula Area Action Plan Working Group.**

**346. CLOSURE**

The meeting was closed at 19.50pm. It was noted that the next Ordinary Meeting was scheduled for 3<sup>rd</sup> December 2014 at 7.30pm.

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

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

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## AGENDA ITEM 7: MAYORS CORRESPONDENCE

### MAYOR'S ENGAGEMENTS SINCE LAST COUNCIL MEETING

DATE	EVENT
18.09.14 – 22.09.14	Civic Visit to Wesel to celebrate the 40 <sup>th</sup> Anniversary of the twinning with Wesel
19.09.14	<i>Deputy Mayor – Seafarers Charity Concert</i>
21.09.14	<i>Deputy Mayor – Barts Bash, Felixstowe Ferry Sailing Club</i>
25.09.14	NSPCC Annual Meeting and Reception
28.09.14	Waveney Annual Civic Service
28.09.14	Mayor of Ipswich Sunday Service
02.10.14	Rotary Club of Felixstowe Landguard Charter Night
05.10.14	Needham Market Civic Service
12.10.14	Suffolk Harvest Festival, St Edmundsbury Cathedral
15.10.14	Landguard Photographic Competition
19.10.14	Walton Parish Nursing Celebration Service
19.10.14	<i>Deputy Mayor – Mayor of Stowmarket Civic Service</i>
21.10.14	Travelwatch AGM
25.10.14	2014 Poppy Appeal
25.10.14	Orwell District Scouts Fireworks Night
31.10.14	<i>Deputy Mayor – Felixstowe Fairtrade Forum AGM</i>
02.11.14	<i>Deputy Mayor – 7<sup>th</sup> Felixstowe Gift &amp; Craft Fair and launch the Scout Christmas Card Scheme</i>
04.11.14	Felixstowe Carnival Committee AGM
09.11.14	Remembrance Sunday
11.11.14	2 Minute Silence at War Memorial
14.11.14	<i>Deputy Mayor – Opening of new Maritime Transport Head Office</i>

14.11.14	<i>Deputy Mayor – Rainbows Tea Party. Big Brownie Birthday Badge Challenge Party to celebrate 100 years of Brownies.</i>
21.11.14	Mayor's Charity Dinner Dance
23.11.14	British Legion Christmas Bazaar
23.11.14	Centenary Celebration Service, St Edmundsbury Cathedral
23.11.14	Mayor of Ipswich Multi Faith Civic Celebration of Community
26.11.14	Mayor of Ipswich 'Tastes of Suffolk' Charity Meal
29.11.14	Felixstowe Lighting Up Day
30.11.14	Felixstowe's Service of Diversity
02.12.14	Christmas Visit – Merryfields
02.12.14	Christmas Visit – Sanctuary Care
02.12.14	Christmas Visit – Rowland House
02.12.14	Charity Tree Festival
03.12.14	Christmas Visit – Westcliff Care Home
03.12.14	Christmas Visit – Leopold Nursing Home
03.12.14	Christmas Visit – Margery Girling House

**Council is requested to note the Mayor's engagement and any other update from the Mayor.**

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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 1<sup>st</sup> October 2014 at 9.15am**

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

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                  Mrs R Jones (Technical Advisor)

### **305. APOLOGIES FOR ABSENCE**

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

### **306. 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 A Smith	267	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr S Bird	267	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Deacon	267	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr D Savage	267	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Morris	267	Local Non-Pecuniary (Suffolk Coastal District Council Member)

### **307. REQUESTS FOR DISPENSATIONS**

There were none.

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

**It was RESOLVED that:**

**The Minutes of the Plans Committee Meeting held on 17<sup>th</sup> September 2014 be signed by the Chairman as a true record.**



### 309. PLANNING APPLICATIONS

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

a)	<b>DC/14/2788/ADI</b>   External Signage Scheme for a new build Premier Inn Hotel. <b>The Ordnance Hotel, 1 Undercliff Road West Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL.</b>	
b)	<b>DC/14/2713/LBC</b>   Alterations in connection with the conversion, extension and part demolition to provide 12 dwellings (revised scheme to that approved under DC13/2717/LBC). <b>The Bartlet, Undercliff Road East, Felixstowe Suffolk</b>
<b>Committee NOTED this application.</b>	
c)	<b>DC/14/2862/TCA</b>   To fell 2 no. Sycamore Trees causing damage to adjacent properties including root invasion of basement area. <b>10 Hamilton Road Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL provided all work is carried out under the guidance of the Arboricultural Officer at the District Council.</b>	
d)	<b>DC/14/2985/TPO</b>   To pollard Ash Tree following storm damage. <b>17 Melford Way Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL provided all work is carried out under the guidance of the Arboricultural Officer at the District Council.</b>	
e)	<b>DC/14/2984/TCA</b>   To fell Silver Birch Tree causing damage to drains and property.

	<b>24 Leopold Road Felixstowe Suffolk</b>
	<b>Committee recommended APPROVAL, subject to the Arboricultural Officer confirming that felling is the best option for this tree and any work be carried out under this officer's guidance.</b>
<b>f)</b>	<b>DC/14/2931/TPO   To Crown reduce up to 3 no Beech next to house for safety reasons. The Cottage, 16 High Road East, Felixstowe Suffolk</b>
	<b>Committee recommended APPROVAL provided all work is carried out under the guidance of the Arboricultural Officer at the District Council.</b>

### **310. CORRESPONDENCE**

- a) DC/14/2479/FUL | Further Information – Change of use from Warehouse to Offices and replacing windows to the rear elevation | 225 High Street, Walton Felixstowe Suffolk**

**Committee NOTED that, in response to observations submitted on this application, the stated hours of operation would be 8am-6.30pm Monday-Friday, 8am-1pm Saturday.**

### **311. CLOSURE**

The meeting was closed at 10.51am. The date of the next meeting was confirmed as being Wednesday 15<sup>th</sup> October at 9.15am

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

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

**MINUTES of the PLANS COMMITTEE meeting held at Felixstowe Town Hall on  
Wednesday 15 October 2014 at 9.15am**

**PRESENT:** Cllr A Smith (Chairman)                      Cllr D Savage (Deputy Mayor)  
                 Cllr S Bird    Cllr M Stokell  
                 Cllr M Deacon                                        Cllr J Sennington  
                 Cllr M Morris (to item 316a)                    Cllr C Webb

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                 Mrs R Jones (Technical Advisor)

**IN ATTENDANCE:** Cllr M Sharman (to item 316a)

**312. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Jon Garfield and Cllr K Williams.

Cllr M Morris gave apologies in advance of leaving the meeting at 10.50am to attend to other business.

**313. 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 A Smith	316/317	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr S Bird	316/317	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Deacon	316/317	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr D Savage	316/317	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Morris	316/317	Local Non-Pecuniary (Suffolk Coastal District Council Member)

**314. REQUESTS FOR DISPENSATIONS**

There were none.

**315. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Plans Committee Meeting held on 1st October 2014 be signed by the Chairman as a true record.**

### 316. 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/14/2907/OUT</b>   Outline Planning Application for up to No. 61 Residential Units with all Matters Reserved except highway access <b>Land East of Haven Exchange, Felixstowe Suffolk</b>
<p>Committee recommended <b>REFUSAL</b> for residential use on this site. It has for many years been reserved for light industrial use which, in the Committee's view, is still the most appropriate use for the land. Furthermore, it is the Committee's view that development of the type proposed would represent an unacceptably isolated pocket of residential properties which would be difficult to integrate into the wider community.</p> <p>The Committee was concerned about poor land stability on this site, especially at its perimeters due to longstanding and fundamental ground water issues in this location. This is true of the area surrounding the site, not only on the higher land to the North but also along the entire immediate, previously marshland, area. The Committee does not believe that the Flood Risk Assessment adequately deals with those aspects of the proposal. This has been graphically illustrated in recent months by the problems associated with development at Phillip Avenue and Andrew Close. This land and the entire escarpment in Felixstowe harbours a great deal of ground water and many natural springs which after all was the root of the town being a Spa. The Committee believed that a proposal to develop land with these significant issues was thus contrary to guidance within NPPF paragraph 121 (bullet point 1).</p> <p>Committee wished it to be noted that that this ground was created by the spoil removed from the creation of the A14 which raises further questions with regards to its suitability for residential development.</p>	

It being 10.50am, Cllr M Morris left the meeting at this point.

<b>b)</b>	<b>DC/14/2912/FUL</b>   Single storey front extension to form new porch and extended garage, together with single storey rear extension to form new shower room <b>26 Links Avenue, Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL.</b>	

<b>c)</b>	<b>DC/14/2979/FUL</b>   Proposed detached cart-lodge (3-sided) for car parking <b>White Lodge, Marcus Road, Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL.</b>	

<b>d)</b>	<b>DC/14/3091/FUL</b>   Enclosure of third floor balcony to form sunroom <b>Flat 6, Rosemount, 11 Hamilton Gardens, Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL.</b>	

<b>e)</b>	<b>DC/14/3056/ADN</b>   Erection of a surround to an ATM <b>Felixstowe Delivery Office, Post Office, 143 Hamilton Road, Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL.</b>	

<b>f)</b>	<b>DC/14/2920/ADN</b>   Advertising along perimeter fence down Garrison Lane <b>Drake &amp; Plant, Bridge Road, Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL.</b>	

### 317. CORRESPONDENCE

It was **RESOLVED** that the following correspondence be noted as received:

- a) **Community Infrastructure Levy (CIL) Draft Charging Schedule**  
Letter from SCDC advising of a consultation on the draft charging schedule being proposed for CIL in anticipation of the policy coming in to effect from 1 April 2015.
  
- b) **Felixstowe Peninsula Area Action Plan (AAP)**  
Letter from SCDC confirming early engagement on the Felixstowe Peninsula Area Action Plan and the offer of a briefing for Members on this prior to public consultation on the Plan towards the end of this year.

**Committee asked instructed the Clerk to coordinate a session with SCDC Planning Officers in order that all Town Councillors may be briefed on the above items.**

### 318. CLOSURE

The meeting was closed at 12.05pm. The date of the next meeting was confirmed as being Wednesday 29<sup>th</sup> October at 9.15am

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

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

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### **MINUTES of the PLANS COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 29 October 2014 at 9am**

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

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                  Mrs R Jones (Technical Advisor)

**IN ATTENDANCE:** One member of the Press, 4 members of the Public.

### **335. APOLOGIES FOR ABSENCE**

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

Cllr D Savage and Cllr J Sennington gave apologies in advance of leaving the meeting at 10.45am to attend to other business.

### **336. 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 A Smith	339	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr S Bird	339	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr D Savage	339	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Morris	339	Local Non-Pecuniary (Suffolk Coastal District Council Member)

### **337. REQUESTS FOR DISPENSATIONS**

There were none.

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

It was **RESOLVED** that:

**The Minutes of the Plans Committee Meeting held on 15th October 2014 be signed by the Chairman as a true record.**

### **339. 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:**

<b>a)</b>	<b>DC/14/2898/FUL   Demolition of existing Doctors Surgery (Class D1) and erect public house (Class A4). New 2 storey Public House for JD Wetherspoon Central Surgery, 201 Hamilton Road, Felixstowe Suffolk</b>
<b>Committee recommended REFUSAL.</b>	

**Whilst Committee retain the view that there is no objection in principle to a public house on this site, refusal of this application is recommended on the following grounds:**

- **The design proposed with its main public orientation to Hamilton Road to the east and aspects to the north in close proximity to the houses opposite will cause unacceptable consequential effects to public amenity and disturbance to neighbouring residents.**

**Should the public face of this building be reoriented to the south on Great Eastern Square this would be a significantly improved urban design which would enhance Great Eastern Square as a public amenity space, allowing for a design and layout which could support appropriate acoustic and visual measures to protect the amenity of nearby residents and Fairfield Infants School.**

**The primary concern of the Committee, with regard to this site, is to protect the amenity of residents and Fairfield Infants School to the north on High Road West. In this context, there should be no customer access to the north elevation of the site. This application does not address those concerns. In any event, the boundary treatment, particularly to the north, in conjunction with any design proposal must be adequate to sufficiently protect the visual and acoustic intrusion to neighbouring residents.**

**Furthermore, Committee notes that there are a range of significant inconsistencies and inadequacies in the application as presented, which render it unacceptable in its current form, namely:**

- **Committee noted that vehicle access, on which the design fundamentally depends, is not shown on the site plan as being part of the application site or apparently in the ownership of the applicant.**
- **Design and Access Statement appears to refer to a previous application and is not consistent with the plans presented.**
- **Windows to the western end of the north elevation are shown in some drawings but do not appear on others.**
- **Although a delineation is indicated on the plan, no physical boundary structure is described between the seating area to the east and grassed area to the north, therefore permitting and/or encouraging customer access to this area which in itself has been highlighted as potentially problematic.**
- **No opening hours have been entered on this application form.**



**With regard to potential noise disturbance, the Town Council would like to see a full acoustic survey of every aspect of the building, not limited to noise associated with plant equipment.**

<b>b)</b>	<b>DC/14/3242/FUL</b>   Change of use and external alterations of part of the Petrol filling station and car sales/accessories shop with associated car maintenance workshop and car wash site to create an auto centre within use Class B2 for the carrying out of the business of vehicle repair, MOT testing, servicing and associated operations (including the sale of tyres, brakes, clutches, batteries and exhausts as well as ancillary vehicle washing, valeting and detailing operations, external alterations and ancillary works) <b>7 High Road West, Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL in principle. Committee was concerned that a change to a category B2 use could result in an industrial use for this site in future, inappropriate to this town centre location. Committee therefore request that the use be conditional and limited to the purposes described in the application only.</b>	

**It being 10.45am, Cllr D Savage and Cllr J Sennington left the meeting at this point.**

<b>c)</b>	<b>DC/14/3012/OUT</b>  Erection of one bedroom detached affordable bungalow on garden areas of numbers 15 and 17 Holbrook Crescent. <b>15 and 17 Holbrook Crescent, Felixstowe Suffolk</b>
<b>Committee recommended REFUSAL. Committee considered this be an overdevelopment of the site leading to fundamentally inadequate amenity for the proposed dwelling, contrary to policy DM7.</b>	

<b>d)</b>	<b>DC/14/3192/LBC</b>   General alterations including replacement windows & internal works <b>Old Hall Farm House, 67 High Road East, Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL.</b>	

<b>e)</b>	<b>DC/14/3180/FUL</b>   Proposed first floor extension for additional family bedroom & bathroom <b>23 Fleetwood Road, Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL subject to any potential overshadowing of the neighbouring property to be considered in line with the relevant guidance criteria for SPG16.</b>	

<b>f)</b>	<b>DC/14/3326/FUL</b>   Construction of stand-alone single storey public toilet block facility comprising 4 no. toilet cubicles and 1 no. disabled cubicle and 1 no. changing places cubicle together with external showering recess <b>Proposed Public Convenience, Manor Terrace, Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL.</b>	

<b>g)</b>	<b>DC/14/3292/TCA</b>   1 no. Sycamore to be pollard. 1 no Lime to be pollard, both trees on car park boundary. 1 no. Sycamore tree in front garden to be felled. <b>7 Undercliff Road West, Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL provided all work is carried out under the guidance of the District Council's Arboricultural Officer.</b>	

### **340. CORRESPONDENCE**

**It was RESOLVED that the following correspondence be noted as received:**

**c) World of Planning Event**

Monday 24<sup>th</sup> November at 6.40pm for 7pm start at SCDC, Council Chamber, Melton.

**d) Felixstowe Peninsula Area Action Plan briefing (AAP)**

Felixstowe Town Hall, Wednesday 5 November 2014, 6pm.

### 341. CLOSURE

The meeting was closed at 11.15am. The date of the next meeting was confirmed as being Wednesday 12<sup>th</sup> November at 9.15am.

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

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

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### **MINUTES of the PLANS COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 12 November 2014 at 9.15am**

**PRESENT:** Cllr M Stokell (Vice Chairman in the Chair)      Cllr M Deacon  
                 Cllr D Savage (Deputy Mayor)                              Cllr Jon Garfield  
                 Cllr S Bird    Cllr J Sennington

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                 Mrs R Jones (Technical Advisor)

**IN ATTENDANCE:** Cllr Jan Garfield

### 347. APOLOGIES FOR ABSENCE

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

Cllr M Deacon gave apologies in advance of leaving the meeting at 10.30am to attend to other business.

### 348. 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	351	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Deacon	351	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr D Savage	351	Local Non-Pecuniary (Suffolk Coastal District Council Member)

Cllr J Sennington	351	Local Non-Pecuniary (Suffolk Coastal District Council Member)
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### **349. REQUESTS FOR DISPENSATIONS**

There were none.

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

It was **RESOLVED** that:

**The Minutes of the Plans Committee Meeting held on 29th October 2014 be signed by the Chairman as a true record.**

### **351. COMMUNITY INFRASTRUCTURE LEVY – DRAFT CHARGING SCHEDULE CONSULTATION**

Following careful consideration of the documents and background data, the following response to the Community Infrastructure Levy Draft Charging Schedule was proposed:

FTC is generally of the opinion that CIL is a complicated mechanism providing for developer financial contributions to infrastructure requirements across the Suffolk Coastal District. However, having witnessed the difficulty that the local authority has had realising S106 contributions from developers benefitting from existing planning consents, especially within schemes in Felixstowe, FTC feels that CIL is generally a more transparent and potentially more reliable and deliverable source of contributions.

FTC understands that SCDC has commissioned a significant amount of research work by virtue of the reports published from Navigus Planning relating to the Infrastructure Delivery Plan and the viability study by Peter Brett Associates cited in the CIL background document. Nevertheless, FTC does not feel it is in a position to comment on the validity of this technical information in relation to the 5 specific questions in the consultation questionnaire but would like to make some general observations.

FTC has understood the basis on which the differing charging rates across the district have been calculated but feels that this may lead to a disproportionate amount of development planned for the lower value areas like Felixstowe which has been rated cheaper than the more rural areas and some market towns.

Whilst recognising that there is a need for investment locally, FTC is concerned whether the appropriate types of housing mix which is so desperately needed can still be achieved if CIL is in place whilst welcoming that smaller residential units, sheltered accommodation and social housing will be exempt.

There is some concern that CIL may be a disincentive for developers and that some of the marginal schemes which may have been designed for brownfield or more challenging sites may not be pursued as a result.

FTC is keen to endorse the regular review of the Regulation 123 list relating to infrastructure items which can be funded by CIL monies and endorses the periodic review of the charging schedule itself.

**It was RESOLVED that these comments be submitted in response to the consultation.**

**It being 10.30am, Cllr M Deacon left the meeting at this point.**

### **352. CORRESPONDENCE**

Committee noted that Cllr Jan Garfield; Cllr J Sennington; Cllr S Bird; Cllr M Morris; and the Town Clerk, had been appointed as the Town Council representatives on the Felixstowe Peninsula Area Action Plan Working Group.

The first meeting of the Group was provisionally scheduled to take place on Monday 8 December and further updates would be provided to this Committee in due course.

### **353. CLOSURE**

The meeting was closed at 10.37am. The date of the next meeting was confirmed as being Wednesday 26<sup>th</sup> November at 9.15am.

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

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

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**MINUTES of the PREMISES COMMITTEE meeting held at Felixstowe Town Hall on  
Wednesday 10<sup>th</sup> September 2014 at 10am**

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

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                  Mrs R Jones (Technical Advisor)

**235. APOLOGIES FOR ABSENCE**

There were none.

**236. 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 Jon Garfield	239	Non-Pecuniary (Member of the Scouts)

**237. REQUESTS FOR DISPENSATIONS**

There were none.

**238. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Premises Committee Meeting held on 4th March 2014  
be signed by the Chairman as a true record.**

**239. FEES AND CHARGES 2015/16**

Members considered the schedule of fees and charges for Walton Community Hall and Felixstowe Town Hall for the Financial Year 2015/16.

Following discussion on sliding scale of charges to reflect the cost of providing staff outside of office hours, and an off-season discount for wedding hire, the following schedule was proposed:

<b>WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL</b>	<b>Weekday (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Weekend (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Any Day (1<sup>st</sup> Oct- 31<sup>st</sup> March)</b>	<b>Post-Ceremony Drinks</b>
Council Chamber	<b>£320</b>	<b>£400</b>	<b>£320</b>	<b>N/A</b>
Clerk's Office	<b>£160</b>	<b>£200</b>	<b>£160</b>	<b>N/A</b>
Courtroom Gallery	<b>£160</b>	<b>£200</b>	<b>£160</b>	<b>£100</b>
Other Rooms	<b>£160</b>	<b>£200</b>	<b>£160</b>	<b>£100</b>

<b>FELIXSTOWE TOWN HALL</b> Hire rate per hour inc. VAT where applicable. Outside of office hours include a surcharge for staff costs.	<b>Weekday 9-5pm</b>	<b>Weekday 5pm- 10pm</b>	<b>Saturday 9am- 10pm</b>	<b>Sunday 9am- 10pm</b>
<b>Council Chamber</b>				
Commercial/Business Hire	<b>£36.00</b>	<b>£52.00</b>	<b>£52.00</b>	<b>£60.00</b>
Voluntary/Charity/Community	<b>£18.00</b>	<b>£34.00</b>	<b>£34.00</b>	<b>£42.00</b>
<b>Other Town Hall Rooms</b>				
Commercial/Business Hire	<b>£24.00</b>	<b>£40.00</b>	<b>£40.00</b>	<b>£48.00</b>
Voluntary/Charity/Community	<b>£12.00</b>	<b>£28.00</b>	<b>£28.00</b>	<b>£36.00</b>
<b>Tea/Coffee</b>	<b>£5 per flask (approx. 8 cups)</b>			

<b>WALTON COMMUNITY HALL</b> Hire rate per hour inc. VAT where applicable. Outside of office hours include a surcharge for staff costs.	<b>Weekday 9-5pm</b>	<b>Weekday 5pm- 10pm</b>	<b>Saturday 9am- 10pm</b>	<b>Sunday 9am- 10pm</b>
Commercial/Business Hire	<b>£15.00</b>	<b>£18.00</b>	<b>£18.00</b>	<b>£18.00</b>
Private (Non-business) Hire	<b>£12.00</b>	<b>£15.00</b>	<b>£15.00</b>	<b>£15.00</b>
Voluntary/Charity/Community	<b>£9.00</b>	<b>£12.00</b>	<b>£12.00</b>	<b>£12.00</b>

**It was RESOLVED that:**

- i. The schedule of Fees and Charges for Walton Community Hall and Felixstowe Town Hall for the Financial Year 2015/16 be set as detailed above;**
- ii. Persons/Organisations seeking to hire the Town Hall or Walton Community Hall to be advised in the Terms and Conditions of hire that bookings are confirmed on receipt of the balance of the hire fee which is only refundable on the sliding scale basis in the table below;**

<b>Booking cancelled within 7 days of the hire date</b>	<b>NIL Refund</b>
<b>Booking cancelled more than 7 days, less than one month before the hire date</b>	<b>50% Refund</b>
<b>Booking cancelled more than one month in advance of the hire date</b>	<b>100% Refund</b>

- iii. Weddings bookings to be confirmed on receipt of a non-refundable deposit of 25% of the booking fee with balance payable two months prior; and,**
- iv. The sessional fee for the Scouts use of Walton Hall to remain at £30.**

## **240. FINANCIAL REPORT TO 31 AUGUST 2014**

Members considered the Financial Report to 31 August 2014 for the Town Hall, Walton Community Hall and Broadway House.

Committee noted that hiring incomes for both Walton Community Hall and the Town Hall had been lower than anticipated and was likely to result in a shortfall in budgeted income at year end. Expenditure at the Town Hall was generally on target however 'Repairs and Maintenance' budget (201/4170) was overspent due to remedial works to the roof and associated consultancy fees being undertaken in June at a total cost of £5,165. Works to the automatic doors at Walton Community hall, which had been required for health and safety reasons, had cost £3,271 against a total 'Repairs and Maintenance' budget (202/4170) of £3,500 for the year. Additionally, a number of late/missing electricity bills had been received from British Gas for both Walton Community Hall and the Town Hall - some dating back to 2012 – which had resulted in an overspend against budget 'Electricity' (202/4122).

Members queried the absence of any budget provision for staff salaries at Walton Hall Community Centre. The Clerk confirmed that this would be reviewed as part of the budget 2015/16 estimate process.

**It was RESOLVED that:**

- i. The Clerk be instructed to investigate whether there was any underlying issue with electricity supply at Walton Community Hall in order that the cost of energy provision at this location be reduced and budgeted more effectively in 2015/16;**
- ii. Staff salaries be more appropriately apportioned across Council's premises to reflect actual running costs as part of the draft estimates 2015/16; and,**
- iii. The Financial Report to 31 August 2014 for Council's premises be noted.**

## **241. USE OF OFFICE ACCOMMODATION**

Committee considered licensing the use of the Surveyor's Office to a third party for office accommodation. Members supported a proposal for up to three SCDC Resort Team staff to be provided with an annual Licence for office accommodation at Felixstowe Town Hall, to be reviewed annually in line with RPI inflation.

Committee noted that the terms and conditions of the proposed licence would be on a similar basis as that approved for the Felixstowe Futures team; i.e. allowing exclusive use of unfurnished first floor office accommodation, inclusive of all outgoings (including business rates – excluding telephones and broadband) on weekdays only, between the hours of 8am and 5pm. There would be no allocation for parking.



Members were keen to ensure that non-Town Council staff occupying the building would not create an additional burden for staff working at reception. The Technical Advisor confirmed that this was being considered as part of the ongoing discussion with SCDC in order to minimise the impact on Town Council staff. It was expected that there would be some reception services rolled in to the licence agreement but no activities carried out on site which could require high numbers of public attendance.

**It was RESOLVED that, on the basis outlined above, the Town Clerk be delegated the authority to proceed with arrangements for licensing the use of the Surveyor's Office to Suffolk Coastal District Council's Resort Team.**

#### **242. TOWN COUNCIL CAR PARKING AT UNDERCLIFF ROAD WEST**

The Town Council previously had the benefit of a 99 year lease from Suffolk Coastal District Council for six echelon parking spaces on the opposite side of the road to the Town Hall. In order to accommodate road works required during the implementation of Suffolk County Council's traffic calming scheme along Undercliff Road West, the lease was terminated. Subsequently, a Traffic Order was obtained for the parking bay outside the building which allowed permit-holder parking. Members noted that this arrangement did not provide the Town Council with the same legal interest as the previous provision and therefore had yet to be satisfactorily resolved.

The original Lease provided that if the parking spaces were ever needed for coast protection or Highways purposes, then SCDC had an obligation to re-provide suitably convenient alternative spaces for the Town Hall.

Members noted an update from the Technical Adviser that, following negotiations with SCDC, the Town Council was now offered the remaining term of the original lease on a lease-back arrangement to SCDC. Such an arrangement would provide SCDC with the authority to continue to manage the parking spaces across the road from the Town Hall, subject to any loss to the Town Council's spaces triggering a termination of the lease to SCDC and rights to parking would revert to the Town Council.

Committee considered the Town Council's parking provision.

**It was RESOLVED that:**

- i. Enquiries be made as to the potential for the Town Council to be provided a limited number of parking permits for the parking spaces managed by SCDC across the road from the Town Hall; and,**
- ii. Pending the above and the outcome of any further negotiations, it be recommended to Council that a lease and lease-back agreement**

**with SCDC be established in order that both parties be provided with a satisfactory resolution for parking outside the Town Hall.**

**243. ONGOING FACILITIES MANAGEMENT**

Committee considered the principle of outsourcing facilities management across Council's premises in order to provide a strategic approach to routine servicing, inspections and planned and responsive maintenance.

**It was RESOLVED that the Town Clerk be instructed to provide costs for further consideration at the next meeting with timetable for provision of an ongoing facilities management contract from 1 April 2015.**

**244. CLOSURE**

The meeting was closed at 12.17pm. It was agreed that the next meeting be scheduled for 5<sup>th</sup> November 2014 at 9.15am.

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

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**MINUTES of the PREMISES COMMITTEE meeting held at Felixstowe Town Hall on  
Wednesday 19<sup>th</sup> November 2014 at 9am**

**PRESENT:** Cllr M Stokell (Chairman)                      Cllr M Morris  
                  Cllr Jon Garfield                                      Cllr J Sennington

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                  Mrs R Jones (Technical Advisor)

**361. APOLOGIES FOR ABSENCE**

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

**362. 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	366	Local Non-Pecuniary (Suffolk Coastal District Council Member)

Cllr M Morris	366	Local Non-Pecuniary (Suffolk Coastal District Council Member)
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### **363. REQUESTS FOR DISPENSATIONS**

There were none.

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

It was **RESOLVED** that:

**The Minutes of the Premises Committee Meeting held on 10th September 2014 be signed by the Chairman as a true record.**

### **365. MOBILE PHONE MAST**

Members considered the letter from Clarke Telecom detailing their ambitions to achieve a variation of terms for the Mobile Phone Mast licence.

**Following consideration of the four specific conditions as listed in the letter, it was RESOLVED that the Technical Advisor be instructed to respond on behalf of the Town Council's as follows:**

- i. FTC does not wish to reduce the current rent passing of £5,314.75**
- ii. FTC is prepared to agree to future rent reviews to be at Open Market Value;**
- iii. FTC is prepared to allow expansions to equipment/and or cabinet rights provided that the receiving installations are of a vertical or dish such a nature so as not to overhang or necessitate an increase to the current limit of the compound. The compound is within operational cemetery ground and for that reason cannot be extended without the subsequent significant loss of income to FTC from burial plots; and,**
- iv. FTC is prepared to accept the assignment of the Licence to CTIL.**

### **366. FACILITIES MANAGEMENT CONTRACT**

Members considered whether there would be any potential value in awarding a single contract for ongoing cyclical maintenance and facilities management. It was noted that an indication of cost for this service had been provided from a local company however this did not appear to present a cost-effective alternative when compared to the current arrangement with individual supplies for similar services. As the costs had been quote for individual Council owned site, rather than as an overall provision across the sites, no potential economies of scale could be established at this time.

**It was therefore RESOLVED that no further consideration be given to a single contract for facilities management services until such a time as a rationalised and competitive proposal be provided.**

**367. MATTERS RELATING TO COUNCIL'S PREMISES**

Members noted the update report on a number of matters related to Council's Premises.

On the matter of the Town Hall Windows, Committee were advised that in accordance with Minute 38 of the Ordinary Council meeting held 2 April 2014, an investigation into the future replacement of the windows at the Town Hall had been undertaken. Professional surveys and specifications received to date had projected an overall project cost with replacement UPVC windows to be in the region of £120,000. Cost to undertake the same project with renovation of the existing windows had been given as closer to £80,000.

**Committee RESOLVED to recommend to Council that a revised specification and tender for works to make repairs to the brickwork and windows to the front elevation of the Town Hall be commissioned; on the basis of renovation rather than replacement.**

**368. FINANCIAL REPORT TO 31 OCTOBER 2014**

Members considered the Financial Report to 31 October 2014 for the Town Hall, Walton Community Hall and Broadway House.

**It was RESOLVED that the Financial Report to 31 October 2014 for Council's premises be noted.**

**369. CLOSURE**

The meeting was closed at 10.29am.

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

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

**MINUTES of the CEMETERY & ALLOTMENTS COMMITTEE meeting held at  
Felixstowe Town Hall on Monday 15<sup>th</sup> September 2014 at 10am**

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

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                  Mrs S Faversham (Cemeteries & Allotments Officer)

**245. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M Stokell.

**246. 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 M Sharman	239	Local Non-Pecuniary (Treasurer of 7 <sup>th</sup> Felixstowe Scouts Group, located on land adjacent to Cemetery)

**247. REQUESTS FOR DISPENSATIONS**

There were none.

**248. MINUTES OF THE PREVIOUS MEETING**

**It was RESOLVED that:**

**The Minutes of the Cemetery & Allotments Committee Meeting held on 22 July 2014 be signed by the Chairman as a true record.**

**249. UPDATE ON THE ALLOTMENTS**

The Town Clerk and Cemeteries & Allotments Officer provided an update on Council's allotments.

In response to a query on the lack of staffing provision in the Allotments budget, the Clerk confirmed that this would be reviewed as part of the 2015/16 budget process in order that a fairer reflection of the cost for this service be presented. Staffing resources were currently being provided from the Cemetery budget as the Council's grounds team were based at the Cemetery and the majority of their work was undertaken at that site.

The Council's Cemeteries & Allotments Officer provided an update on the number of available plots and corresponding waiting lists at the allotments:

<b>SITE</b>	<b>WAITING</b>	<b>VACANCIES</b>
COWPASTURE	7	12
RAILWAY HILL	3	4
FERRY ROAD	3	4
CEMETERY	4	1
TAUNTON ROAD	0	6

Committee noted that most of those on the waiting list were waiting for specific plots to become available. Cultivation notice letters were being issued more regularly which had allowed for the waiting list to be cut considerably since the previous year and new tenants able to take on an allotment. Members considered the possibility of re-letting plots at the Taunton Road site and whether to halt any new tenancies at the Cemetery allotments site. It was agreed that the Cemetery site would operate as usual at this time but to advise new tenants that should the land be required for Cemetery provision, notice may be given within the next two years.

**It was RESOLVED that the update on the allotments be noted and that any vacant plots at Taunton Road allotments be made available to let.**

## **250. ALLOTMENTS FEES AND CHARGES 2015/16**

Members considered the scale of Fees & Charges for Allotments as presented.

**It was RESOLVED that:**

- i. The annual rent for an allotment be set at £5.25 per 25m<sup>2</sup> ('rod')**
- ii. Senior citizens (on evidence of being in receipt of state pension) or Long-Term Unemployed (on evidence of associated unemployment benefits) be offered a 50% discount on allotment rents whether the allotment be let as a single or joint tenancy, provided that at least one tenant qualifies;**
- iii. The annual charge for water be set at £5.75 per single plot, with no discount applicable excepting for those tenants who are presently charged on a whole-plot basis;**
- iv. The scale of Fees and Charges for 2015/16 as set out above take effect from 1 April 2015 for all new tenancies and those renewing in October 2015; and,**
- v. Twelve months' notification of the above be included within the annual rental invoice sent in October 2014.**

## **251. UPDATE ON THE CEMETERY**

The Town Clerk and Cemeteries & Allotments Officer provided an update on the Cemetery.

It was noted that of those benches which had been removed due to severe deterioration only two had name plaques. Though every attempt had been made to advise that the benches would be taken away, these two would be kept in storage for as long as practicality allowed.

The matter of digitising Burial Records was due to be brought to the next Council meeting for approval.

The Town Council's Technical Advisor had met with a local forge to find out the likely cost of restoring the Cemetery Railings.

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

## **252. CEMETERY FEES AND CHARGES 2015/16**

Members considered the draft scale of Fees & Charges for the Cemetery as presented.

**It was RESOLVED that:**

- i. Fees and Charges for the Cemetery be increased by 10%, to the nearest £5 as per the agenda report;**
- ii. The withdrawal of the arrangement for Trimley St. Martin residents to be buried in the cemetery without the charging of double fees, in return for an annual contribution by Trimley St Martin Parish Council be noted; and,**
- iii. That these arrangements to take effect from 1 April 2015.**

## **253. CLOSURE**

The meeting closed at 11.57am. The date and time of the next meeting was confirmed as being 9.15am on Tuesday 18<sup>th</sup> November 2014 at the Town Hall.

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

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

**MINUTES of the CEMETERY & ALLOTMENTS COMMITTEE meeting held at  
Felixstowe Town Hall on Tuesday 18<sup>th</sup> November 2014 at 9.15am**

**PRESENT:** Cllr M Walker (Vice Chairman in the Chair)  
Cllr Jan Garfield  
Cllr M Morris

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs S Faversham (Cemeteries & Allotments Officer)

**IN ATTENDANCE: FSALG Members to item 359:** Mr M Barber, Mr J Austin, Mr G  
Pearse, Mr N Farthing, Mr L Chambers, Mr J Rowland and Mr J Pratt.

**354. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr C Webb, Cllr J Sennington,  
Cllr M Stokell and Cllr M Sharman.

**355. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**356. REQUESTS FOR DISPENSATIONS**

There were none.

**357. MINUTES OF THE PREVIOUS MEETING**

**It was RESOLVED that:**

**The Minutes of the Cemetery & Allotments Committee Meeting held on 15  
September 2014 be signed by the Chairman as a true record.**

**358. UPDATE ON THE ALLOTMENTS AND MATTERS RAISED BY FSALG**

Members welcomed representative from FSALG and a number of matters were  
discussed:

In response to a question on a public exhibition outlining a potential housing  
development north of Candlet Road, Members confirmed that, if and when a  
formal application was made, the Council would consider its response through  
the Plans Committee in the usual way and would be unable to comment  
officially before this time. The Clerk was provided a report from FSALG  
detailing their objections and mitigation proposals for consideration.

The Town Clerk explained that FSALG concerns and proposals in relation to  
the forthcoming development at Ferry Road had been forward to the developer,  
but that he had received no feedback from them at this time.



In relation to a request for improved highways access to Cowpasture Allotments, the Clerk advised that that the matter had been raised at a recent Highways Committee meeting, and that detailed costings had been requested for the County Council Highways Member to consider. Whilst the project had not yet been approved, it had received a positive response.

The Council's Cemeteries & Allotments Officer provided an update on the number of available plots and corresponding waiting lists at the allotments:

SITE	Waiting (Any plot)	Waiting (Specific plot)	Vacant	Rent Paid	Rent Due	Cultivation Orders Sent
COWPASTURE	3	20	8	199	20	12
RAILWAY HILL	2	1	2	23	15	0
FERRY ROAD	6	5	3	71	10	5
CEMETERY	3	4	1	25	8	5
TAUNTON ROAD	0	0	4	13	0	0

FSALG requested that a 'before and after' photo be taken of an untidy plot to show what could be achieved by one of their member who can cultivate a whole site with specialised equipment at relatively little cost to new prospective tenants. It was agreed that this would be a good method of encouraging prospective tenants to take on such plots at reasonable cost and effort.

FSALG also indicated their willingness to assist the Council with the tidying up of any debris left behind after tenants had vacated their plot.

In response to the any confusion resulting from the recent rent renewal notices, the Clerk advised that that due to audit requirements it had become necessary for proof of age to be provided for discounted rents. Contact details, for those non-members who had indicated they would allow such information to be released for emergency contact purposes, were being been collated and would be forwarded to FSALG when complete.

It was noted that work parties were being organised by FSALG to spread the ballast supplied by the Council on Cowpasture allotments. FSALG expressed thanks to the Council for the provision of equipment and staff-assistance.

FSALG wished to place on record their appreciation for the cooperation and constructive assistance given by the Council staff in particular from the Interim Town Clerk Mr G Mussett, and the new Town Clerk Mr A Tadjrishi over the past year.

**Committee recorded a vote of thanks to FSALG and noted the update.**

### **359. UPDATE ON THE CEMETERY**

The Town Clerk and Cemeteries & Allotments Officer provided an update on the Cemetery.

The Clerk advised that, despite Council approval for up to £1,200 expenditure from the 'Recycling Credits' Earmarked Reserve for this purpose, further investigation had reveal the actual cost of removing the spoil heap to be closer to £5,000. The spoil heap was being carefully managed by the Cemetery staff and was not currently considered to be an urgent matter. It was noted that the Clerk would not any expenditure until such a time as it became necessary.

Committee heard that safety testing on memorials was presently being carried out by Council staff.

It was noted that an exhumation of ashes which had been approved by the diocese was to take place on Thursday 20 November.

The Clerk advised that any project to extend the Cemetery in the next few years should be considered as part of a wider project to include repairs to the roadways and railings. It was expected that preliminary work to draw up proposals for this project could commence in 2015.

**Committee noted the update report.**

### **360. CLOSURE**

The meeting closed at 10.30am.

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

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

**MINUTES** of the **HIGHWAYS ADVISORY COMMITTEE** meeting held at Felixstowe  
Town Hall on **Tuesday 16<sup>th</sup> September 2014** at **3pm**

**PRESENT:** Cllr G Newman (Chairman)  
Jon Garfield (Vice Chairman)  
Cllr M Morris

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Finance Officer)  
Mr D Chenery (SCC East Highways Manager)

**254. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr A Smith, Cllr J Goodwin and Cllr N Barber.

**255. 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 G Newman	257-2	Local Non-Pecuniary (Suffolk County Council Cabinet Member for Roads and Transport)

**256. REQUESTS FOR DISPENSATIONS**

There were none.

**257. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Highways Advisory Committee Meeting held on 10<sup>th</sup> March 2014 be signed by the Chairman as a true record.**

**258. MATTERS ARISING**

**a. Shared Space Cleaning**

The cleaning of gum is carried out by Suffolk Coastal District Council. The last clean was carried out for four weeks starting on 2<sup>nd</sup> June Monday to Thursday, 5pm – 11pm. The frequency of cleaning is uncertain. The contact for gum cleaning is Vic Lingley, SCS, Ufford.

The upkeep of planters and benches are the responsibility of Suffolk County Council as they are defined as street furniture. The planting upkeep is the responsibility of SCDC. David Chenery confirmed that he should be able to carry out work on the furniture in the Shared Space before Winter sets in. It will be done via KMG. The cycle for maintenance will be every 2 years.

**b. Sea Road, Accident Statistics**

In the absence of Cllr Barber this will be carried forward to the next meeting.

**c. Footpath 34 Cycle Track**

An email has been received from Morrisons from a new contact which explained that the delay was due to staff changes. The email requested plans and suggested a 'lift and shift' option, which would basically mean that if requested (for example if they wished to extend), then we would have to remove the cycle track. Members felt that as the track is at the perimeter, it was probably unlikely that it would be required to be moved. David Chenery will contact and try and speed things along with a timescale, he will also investigate costs of materials which would be most suitable. Funding would come from LTP.

**d. Carriageway resurfacing of High street and High Road Trimley**

Faulkeners Way to the bridge has been completed and the bridge to the Half Moon. David Chenery was asked to investigate the gap on the bridge which has not been done. This work was carried out using additional Government Funding, and they will look to do more in the future if there is further additional funding to come.

**e. Lorries in Beatrice Avenue**

No commercial Satnav has the facility to tell drivers that the road is not suitable for lorries, and there are now numerous companies providing satnav. They can tell the driver of weight limits but not where roads are unsuitable. David Chenery can send a KMG lorry down the road to see what the Satnav shows to drivers going down Beatrice Avenue.

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

David Chenery will check that the bollards are reflective.

**g. Coronation Drive Verges**

A photograph was circulated showing grass grids, and it was agreed this was aesthetically pleasing to look at, it provides a firm flat base and stops trenches forming. Some of the worst hit areas are from number 32 – 42 and outside 91. As part of general maintenance the Highways team would fill the worst affected areas with gravel. David Chenery is happy to use the money he would have used for gravel towards a new solution, input from Local Highways budgets would also be required from Cllr Newman, Barber and Goodwin. Cllr Newman has drafted a letter, and David Chenery will arrange for Highways to send this out to the properties in the worst affected areas.

**h. Cycle facilities linked to the new Academy**

Malcolm King and Cllr Newman looked at cycle routes to the Academy and maps were shown to members with details of the new requirements. The total estimated cost for the work is £28,000 with the Design quote being £12k, it would leave £16k for the cost of the works. The Design Team will

take 3 months, and works can then be carried out in the Spring. It was agreed that David Chenery gives the Design team the go ahead.

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

A meeting was held with traders at the beginning of August. David Chenery reported that a suitable sign cannot be found for Bank Corner. There is also an issue of only being able to put this type of sign on private land. Trinity Methodist Church at Bank Corner was an option, and Cllr Morris will make enquiries with Rev Diane Smith regarding putting a suitable sign on the corner. Cllr Morris will also take details of the consultation to the Suffolk Coastal Disability forum at the beginning October. Woodbridge are planning to have hanging signs, but this is a cost to the shops and involves planning permission. Agreement to David Chenery's recommendation was made, to revert back to Suffolk County Council guidelines and advice notice dated 2012. Orange stickers would only be used if dangerous.

**j. Painting of the railings**

This work is now complete.

**k. State of High Road East and Cliff Road. Grass verges on Cliff Road**

Pot holes will be regularly inspected in the normal routine. TRO will prevent parking on grass verges.

**l. State of roads in the Crossgate Field and Feathersfield area.**

The roads in the Crossgate Field and Feathersfield area have been inspected and minor pot hole repairs will be ordered. The 15/16 programme is now shaping up, and new pot hole repair work will come under 16/17 unless additional government funding is received.

**259. REPORT OF THE EAST HIGHWAYS MANAGER**

**a. Drainage Work**

Langer Road and Grange Road will be addressed in the Autumn. There are outstanding drainage problems in Crescent Road, Cobbold Road junction and Ferry Road at the Cliff Road junction which will be looked at when there is heavy rain, to understand the scope of the problem.

St Andrews Road/Hamilton Road outside the River of Life Café is another area where investigations need to be made when it rains heavily.

**b. Surface Dressing**

Grange Farm Avenue and Ferry Lane have been surface dressed this year to a total cost of £55k (£31k for Grange Farm Avenue and £24k for Ferry Lane). Next year a similar amount is due to be spent on Gosford Way, St George's Road and Hamilton Gardens.

**c. Carriageway Resurfacing**

£247,000 has been spent this year, funded from additional government funding on resurfacing roundabouts at Dock Gate 2, Grange Farm Avenue/Grange Road. Part of Walton High Street has been resurfaced with

Trimley St Mary High Road and the continuation to Gulpher Road being resurfaced later in the year.

£28,000 is due to be spent on Hamilton Road from St Andrews Road to the roundabout, which will be resurfaced later in the year. The Langer Road/Beach Station Road junction is to be resurfaced also later in the year. This has been funded from the Governments Severe Weather allocation.

It is planned to resurface Highfield Road, Grange Farm Avenue roundabout at Morrisons and Undercliff Road West from the Ordnance roundabout to Sea Road in next year's programme.

It was requested that on High Road West, the stretch from Seaton Road to Gulphur Road be looked at with special attention to the area by the church. The top of Coronation Drive/ Grange Road is also a bad area. This has been looked at but David Chenery will feedback to members.

**d. Pavements**

£79,000 has been spent on pavement work. Rosemary Avenue is now complete and the rest have been audited to design. It is hoped that the work will be carried out before the weather turns. £14,500 is to be spent on rebuilding the pavement in Grange Road near the primary school, to stop ponding which currently occurs.

**e. Trees**

The tree stump at Beatrice Avenue has been taken out. Dead trees have been removed in Cowley Road and Cobbold Road and pruning carried out to the trees in Barton Road. The trees will be replaced if this is possible.

**f. Junction protection in Fairfield Avenue, Glenfield Avenue and Ascot Drive**

There have been no objections to the proposed Order therefore the yellow lines should be in place in October.

**g. 20mph Wadgate Road area**

Cllr Newman has emailed to find out how wide an area. The area needs to be defined, and then consideration into whether the area needs to be wider. Suffolk County Council have commissioned volume and speed checks, now they just need to compare to the new policy. One solution would be more speed humps which would have a cost of approximately £5k. A priority system with half width along the road so oncoming traffic have to give way is also a possible solution. David Chenery can circulate an example picture. It could be a concern that if the solution deters people from travelling down Wadgate Road, that Vicarage Road would then be used instead.

There is now a Policy Development Panel who look at speed limits. They look at 20 mph zones. These are not allowed on A roads. They look at whether there is public support, accident statistics and whether speeds are low.

**h. Beach Station Road/Langer Road Lorries**

The Police and SCC have received complaints of lorries driving straight over at the Langer Road junction and also using Tacon Road and Sea Road.

The police have carried out enforcement of the 7.5 tonne entry restriction and the 3.5 T parking restriction. They have also asked Highways to provide additional signing at the traffic lights to emphasise the restrictions. David Chenery will work out the cost of the signage, and it may be that it needs to come from Cllr Newman's budget.

**i. Manor Terrace Parking**

A resident has complained about the lack of residents parking in Manor Terrace which has been quite busy in the holiday season.

Highways will monitor, and David Chenery will ask Dr Carolyn Barnes for the report.

If the resident or the relative is disabled painting a Disabled Access bay outside could be considered, however, these are only advisory markings and do not guarantee a space will always be available.

**j. Grove Road Signs**

Following the erection of a fence next to the new shared use pavement in Grove Road, problems have been experienced with illegal signs being attached to it. These need to be reported to stop more posters/signs being erected.

All signs in the highway are illegal unless licenced by the Highway Authority, however, the policy normally applied is that 'good cause' posters put up shortly before the event and then removed are tolerated, provided they are in a safe location and do not obstruct visibility or distract drivers. Signs for businesses are not allowed.

One solution would be to take the fence down. David Chenery will look at the safety audit as there is not a big drop by the fence, and the fence will require long term maintenance.

**k. Harvest Court Entrance, Barton Road**

A complaint has been received about poor parking adjacent to the two entrances to Harvest Court particularly in the holiday season.

The possible solution to this could be an 'H' mark but because the entrances are obvious these would not normally be granted. The site has been visited on a number of occasions and no problem has been witnessed. It is suggested that no action is taken at this time.

**l. Grove Road Health Centre**

Highway staff are providing an estimate to SCC's Rights of Way team for the costs of an additional length of pavement from the Centre to the SCDC car park. The cost of which will probably be £10k +.

**260. OTHER SPECIFIC MATTERS**

**a) Cliff Road Bus Shelter**

A request from a member of the public for a bus shelter on Cliff Road by the footpath leading to Roman Way, was received by Suffolk County Council. Felixstowe Town Council have carried out a consultation, writing to 37 homes on Cliff Road, Roman Way and Dukes Close in the vicinity of the proposed bus shelter. 23 responses were received – all but 1 (and 1 unsure) were in favour of it. Simon Barnett from Suffolk County Council has requested costings and will then decide whether it can come under their budget or not. Initial figures were given in the region of £2,000 for the base plus an enclosed shelter at £4,200. The land there is all shown as Highway in Suffolk County Council's records, so there should be no problems from that point of view.

It was noted that the glass should be on the sea side to stop wind from blowing across.

**b) Church Road Parking**

A complaint has been received from a member of the public regarding parking outside the White Horse, Church Road, making it dangerous for cars driving down Ferry Road to see past. It was also reported that at the bus stop by the White Horse, there is regularly an issue with cars parking at the bus stop, and this also causes issues. The problem in the main seems to be evenings, and lunchtimes at the Weekend. It has been suggested that Bus Stop markings are put outside the bus stop and this could come from Simon Barnett, Suffolk County Council's budget.

**261. ANY OTHER BUSINESS**

- a) Cllr Newman received an email 30<sup>th</sup> August regarding providing an island to get across to Cowpasture allotments. It could be for shared use/cycle. The cost would be 10.5k. It was felt that this would be a good facility to provide. David Chenery will provide drawings and send to Cllrs Newman, Barber and Goodwin for comments.
  
- b) On the Blofield Track over the Dockspur link some of the track is surfaced and then it is unsurfaced on the gradual incline, and it is not possible to cycle on the gravel. People use this track to get to the Port to work. David Chenery will look at the stretch, which is marked cycle but as far as Suffolk County is concerned it is a footpath.

**262. CLOSURE**

The meeting was closed at 17:25.

It was agreed that the next meeting be scheduled for Tuesday 17<sup>th</sup> March 2015 at 3pm.

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

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



**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 17<sup>th</sup> September 2014 at 7pm**

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

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

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

**270. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr N Barber, Cllr Jon Garfield and Cllr Jan Garfield.

**271. DECLARATIONS OF COUNCILLORS' INTERESTS**

Cllrs S Bird, M Deacon, M Morris, C Slemmings, M Sharman, J Sennington, D Savage, A Smith and K Williams each declared a Local Non-Pecuniary Interest as Members of Suffolk Coastal District Council.

Cllr A Smith and Cllr D Savage left the chamber for the duration of item 276 (Heritage Listing of 91-95 Undercliff Road West).

**272. REQUESTS FOR DISPENSATIONS**

There were none.

**273. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Finance & General Purposes Committee Meeting held on 23<sup>rd</sup> July 2014 be signed by the Chairman as a true record.**

**274. REFERRALS FROM OTHER COMMITTEES/SUB-COMMITTEES**

The Committee agreed to recommend to Council the following recommendations from other Committees/Sub-Committees:

**i. Recreation & Amenities Sub-Committee 16 July 2014 (Minute 161 – Provision of Litter and Dog Bins):**

Finance & General Purposes Committee be requested to seek authorisation from Full Council for the total cost of £428.00 to be funded from Council's 'Recycling Credits Reserve' fund.

**ii. Cemetery & Allotments Committee 22 July 2014 (Minute 169 – Spoil Heap):**

Finance & General Purposes Committee is requested to seek authorisation from Full Council for expenditure from the 'Recycling Credits' reserve fund for the removal of the spoil heap at the Cemetery, to a maximum of £1,200.

**iii. Cemetery & Allotments Committee 22 July 2014 (Minute 171 – Computerisation of Cemetery Records):**

Approval to fund the project be recommended to Finance & General Purposes Committee with expenditure to be made available from the 'IT Computer Replacement Fund'.

**275. FELIXSTOWE FUTURES FUNDING**

Members were keen to explore the potential for partnership working with the County and District Councils on Felixstowe related projects. However, Committee questioned the achievements of Felixstowe Futures thus far and the management arrangements for the Seafront Gardens project. Committee recommended that Council consider a business case for the successor group to Felixstowe Future, providing a clear statement on the objectives and deliverables over the next three years.

Additionally, the Clerk was asked to seek answers to the following questions:

1. Would the successor group be available to attend and provide regular reports to Felixstowe Town Council (or a Committee nominated by Council) during the lifetime of the partnership?
2. What is the proposed title of the successor group to Felixstowe Futures and will 'Felixstowe' remain in the title?
3. It is noted that the successor group would still be based in Felixstowe. Is it proposed that this be the whole team and would they continue to be based at the Town Hall?
4. The project manager post has remained vacant since the departure of the previous post holder. What is the effect on the current year budget (2014/15) and what will happen to any underspend?
5. Is a breakdown of estimated income and expenditure for the project (2015-2018) available?
6. A three-year commitment is being sought. What impact would a change in priorities post-May elections have on this?

**RESOLVED that SCDC be asked to respond to the queries above and provide a business case for the proposals by Friday 21 November in order that this be considered by Council at its meeting of 3 December 2014.**

*Cllr A Smith and Cllr D Savage left the chamber.*

**276. HERITAGE LISTING OF 91-95 UNDECLIFF ROAD WEST**

Members considered both the architectural and historic interest of the building and whether 91-95 Undercliff Road West would qualify for National Heritage Listing.

**Following a debate it was RESOLVED that it be recommended to Council that National Heritage Listing be applied for 91-95 Undercliff Road West.**

*Cllr A Smith and Cllr D Savage returned to the chamber.*

**277. INTERNAL AUDIT REPORT**

The Committee received the report of the Independent Internal Auditor for the period ending 30 June 2014 and noted the action taken to address the issues raised in the report.

**278. ACCOUNTS TO AUGUST 2014**

The Committee considered a detailed report showing all income and expenditure from the start of the financial year 2014/15 to 31 August 2014 and a comparison against the same period last year. Explanatory notes were also noted. The condition of the Flags along the seafront were discussed and members recommended that an item go to Council to consider the removal of the flags at the earliest opportunity. It was also noted that the electricity bills for Walton Community Hall were particularly high and weekly readings and investigations should be made to investigate this.

The Committee recommended that an item goes to Council in December in regards to the Community Fund and its purpose and future projects.

**RESOLVED that the Account to 31<sup>st</sup> August 2014 be noted.**

**279. CLOSURE**

The meeting was closed at 9.16pm. It was agreed that the next meeting be scheduled for 19<sup>th</sup> November 2014 at 7.30pm.

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

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

**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 19 November 2014 at 7.30pm**

**PRESENT:** Cllr C Slemmings (Chairman)      Cllr D Savage (Vice-Chairman)  
Cllr S Bird      Cllr A Smith  
Cllr M Deacon      Cllr J Sennington  
Cllr M Morris      Cllr M Walker  
Cllr M Sharman      Cllr K Williams  
Cllr G Newman (Town Mayor) *from item 375*

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
Mrs D Frost (Finance Officer)

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

**370. APOLOGIES FOR ABSENCE**

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

Apologies for lateness were received from Cllr G Newman.

**371. 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 M Deacon	375	Non-Pecuniary (as a trustee to the Level Two Youth Group)
Cllr Jan Garfield	376	Non-Pecuniary (as treasurer to the Carnival Committee)

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

**372. REQUESTS FOR DISPENSATIONS**

There were none.

**373. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Finance & General Purposes Committee Meeting held on 17 September 2014 be signed by the Chairman as a true record.**

### **374. REFERRALS FROM OTHER COMMITTEES/SUB-COMMITTEES**

The Committee considered the recommendation from the 22 October 2014 Finance Sub-Committee (Minute 323 of 2014/15) that a virement of £1,200 from 301/4320 'Hire of Vehicles' to 301/4185 'Skip Hire' be approved.

**It was RESOLVED that a virement of £1,200 from 301/4320 'Hire of Vehicles' to 301/4185 'Skip Hire' be approved.**

*Cllr G Newman joined the meeting.*

### **375. FELIXSTOWE YOUTH DEVELOPMENT GROUP FUNDING PROPOSAL**

The Committee considered a request for additional funding for Level Two.

**The Chairman suspended Standing Orders and invited Mr S Wyatt, Vice-Chairman of the Felixstowe Youth Development Group Management Board, to address the Committee.**

Committee heard that Level Two regularly supported over 650 young people in the town and were facing the loss of a major grant of £30,000 from next year. This funding had been received from the Henry Smith Foundation over the past 9 years and provided for the salary and on-costs of the Project Manager.

#### **The Chairman reinstated Standing Orders**

Committee thanked Mr Wyatt and all agreed that the service provided by the Level Two project was of great importance to young people in the town.

It was noted that support from the Town Council in the current year had been to the sum of £5,000 to Level Two by virtue of a £1,000 grant and £4,000 approved from the Community Fund. Level Two were seeking a larger and more sustained contribution from the Town Council over the next few years.

It was suggested that as the remit of the Council's Community Fund was to be considered at the next Ordinary Council meeting in December, Committee was not able to make a recommendation for any increase to its current provision at this time.

However, as budget setting was to be considered by this Committee in January, consideration of funding arrangements could be undertaken as part of that process. This could also be considered at the next Finance Sub meetings where budget setting will be discussed.

Committee advised that the accounts statements provided to the Clerk would be considered before any additional grant funding could be awarded.

**It was RESOLVED that any formal decision on enhanced provision to Level Two be deferred until after such time as Council has considered the use of its Community Fund.**

**376. FELIXSTOWE CARNIVAL AND AIRSHOW**

The Committee noted the report regarding 2014 Felixstowe Carnival and Airshow and congratulated the organisers and volunteers on a great event.

It was further noted that more money may have been raised by the event if there had been more volunteers available to carry fundraising buckets during the weekend. Members were invited to help with this during the 2015 event.

**It was RESOLVED that:**

- i. the payment of £1,713.44 from the Enhancement and Promotional fund (9015/900) as per the authority given by Council 5 February 2014 be approved; and,**
- ii. funding support for the event in following years be considered by the appropriate Council body with the authority to award grants.**

**377. COMMITTEE STRUCTURE AND TERMS OF REFERENCE 2015/16**

Members thanked the staff for their work on the new Committee Structure and Terms of Reference. Subject to minor changes detailed below, the final version was to be presented to Council on 3 December.

**RESOLVED that:**

- i. the Plans Committee be renamed 'Planning & Environment Committee' to better reflect its Terms of Reference;**
- ii. clarification be given within the Terms of Reference for the Youth Forum that the Chairman is appointed by the schools in rotation; and,**
- iii. subject to these amendments and two minor typographical corrections, a finalised version be presented and recommended to Council on 3 December 2014 for formal adoption to come in to force from May 2015.**

**378. ACCOUNTS TO 31 OCTOBER 2014**

The Committee considered a detailed report showing income and expenditure from the start of the financial year 2014/15 to 31 October 2014.

**RESOLVED that the Accounts to 31<sup>st</sup> October 2014 be received and noted as presented with no other action required at this time.**

### **379. CHART OF ACCOUNTS 2015/16**

Members noted the draft Chart of Accounts for 2015/16 as tabled which had been prepared in accordance with the proposed new Committee structure (as outlined in item 377 above).

**It was RESOLVED that:**

- i. the Finance Sub-Committee be instructed to consider the Chart of Accounts when drafting budget estimates for 2015/16; and,**
- ii. draft estimates be presented in this new format to Finance & General Purposes Committee at its January meeting prior to final approval by Council on 4 February.**

### **380. INTERNAL AUDIT REPORT**

Committee considered the Internal Audit report for the period ending 30 September 2014.

The single matter raised in the report referred to the requirement for all employers to consider and publish a discretions policy, in accordance with revisions to the LGPS regulations from 1 April 2014. The Clerk advised that he would be seeking advice from the Council's pension fund administrator, Suffolk County Council. However, as noted in the report, it was known that the County Council had not yet published its own policy.

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

### **381. EXCLUSION OF PRESS AND PUBLIC**

**It was RESOLVED that, in accord with the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted due to commercial sensitivity, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.**

### **382. FLORAL BEDDING CONTRACT**

Three quotations were considered and a debate followed. Members noted that Council's existing supplier had provided a competitive quotation for the works at less than 1% increase to the cost in the current year. Committee was disappointed to learn that a third supplier has not been in a position to provide a cost for labour as the cost for plants had been very competitive. As it was agreed that the service provided to the Town Council by the existing supplier was of a high standard and more competitive than the proposal submitted by Ipswich Borough Council, it was proposed that the contract be approved again for 2015.

**It was therefore RESOLVED that:**

- i. Suffolk Coastal Norse be contracted for the provision and maintenance of Floral Bedding for 2015/16; and,**
- ii. Due to orders for plants were required to be placed before the end of November, this action be reported to Council on 3 December 2014.**

**383. CLOSURE**

The meeting was closed at 9.15pm. The next meeting was noted as being scheduled for 21 January 2015 at 7.30pm.

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

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





### **323. QUARTER TWO ACCOUNTS TO 30 SEPTEMBER 2014**

Members reviewed Quarter Two Accounts for the period 1 April – 30 September 2014 as presented in the report. It was noted that all material variances – such expenditure in excess of £500 or 10% of budget – for the period were explained in the report. As per the recommendations presented, it was noted that the Clerk would review budget provisions as part of the 2015/16 budget setting process.

**It was RESOLVED that:**

- i. The Quarter Two Accounts to 30 September 2014 be received and noted as presented;**
- ii. It be recommended to Finance & General Purposes Committee that a virement of £1,200 from 301/4320 'Hire of Vehicles' to 301/4185 'Skip Hire' be approved; and, and,**
- iii. The Clerk to bring forward a proposed revised Chart of Accounts to Finance & General Purposes Committee prior to drafting budget estimates for the following financial year 2015-16.**

### **324. CLOSURE**

The meeting was closed at 5pm. The next meeting was scheduled for 26 November 2014 at 4.30pm.

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

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

**MINUTES of the PERSONNEL COMMITTEE meeting held at Felixstowe Town Hall  
on Wednesday 22 October 2014 at 5.30pm**

**PRESENT:** Cllr G Newman (Town Mayor - Chairman)                      Cllr Jan Garfield  
                  Cllr D Savage (Deputy Mayor)                                      Cllr M Deacon

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

**325. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr K Williams.

**326. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**327. REQUESTS FOR DISPENSATIONS**

There were none.

**328. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Personnel Committee Meeting held on 26 June 2014 be signed by the Chairman as a true record.**

**329. MEMBER/OFFICER PROTOCOL**

Committee reviewed the Council's Member/Officer Protocol which had been previously approved by Personnel Committee at its meeting of 9 October 2013.

A Member proposed that paragraph 4.3 be amended as follows:

- 4.3     ~~If your Council has adopted party political groupings, the~~ (The) Clerk should ensure that any reports or advice offered to (Members of) a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options, or make any recommendations. ~~It is not the Clerk's job to make recommendations to a political group.~~

Committee considered the Protocol to be otherwise fit for purpose and proposed that the review period be set to three years, unless otherwise necessary.

**It was RESOLVED that, subject to an amendment to paragraph 4.3 above, the Member/Officer Protocol be approved as presented and the next review be set for 2017/18.**

### **330. 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.**

### **331. TOWN CLERK'S APPRAISAL**

An appraisal for the Town Clerk was carried out and several objectives were discussed and agreed.

**It was RESOLVED that the Town Clerk's Appraisal document be finalised by the Mayor to include those objectives agreed for the following year.**

### **332. STAFFING MATTERS**

Committee considered a confidential report on staffing matters which made a number of proposals for changes to the staffing structure within the budget provision for the current year 2014/15.

**It was RESOLVED that:**

- i. Proposals to vary the Technical Advisor's job description and title to Estates Officer be approved;**
- ii. That the post be offered at 24 hours across four days per week at the staff member's existing salary scale and grade;**
- iii. That two full-time office based staff Members be permitted to reduce from 37 across five days to 30 hours across four days per week;**
- iv. That the temporary Administrative Assistant post be replaced with a permanent position at 20 hours across five days per week, starting at SCP18 on the NJC scale 18-21;**
- v. Opportunity to apply for the new Administrative Assistant post to be offered internally and externally thereafter if no appointment made;**
- vi. That the Clerk delegated the authority to commit expenditure of up to £1,200 from the salaries budget in order to meet any cost of recruitment to the Part-Time Administrative Assistant post; and,**
- vii. The Clerk be delegated the authority to effect the changes at the earliest practicable opportunity.**

**333. STAFFING STRUCTURE AND BUDGET 2015/16**

Members considered the staffing structure and budget estimates for 2015/16 as presented in the confidential report.

It was noted that known salary scale point increases had been accounted for and a headroom allowance for an indicated national agreement on public sector pay had been included in the budget schedule, pending

As the total salary cost was projected to be within 0.1% of the current year budget, it was proposed that a nil increase be recommended for the financial year 2015/16.

**It was RESOLVED that Council be recommended to approve a nil increase to the overall salary budget for the financial year 2015/16.**

**334. CLOSURE**

The meeting closed at 7.10pm. The Clerk was asked to schedule the next meeting to take place during March 2015.

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

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

## **AGENDA ITEM 10: FLORAL BEDDING CONTRACT 2015**

At its meeting of 19 November 2014, Council's Finance & General Purposes Committee considered three quotations for the provision of floral bedding in 2015.

Due to orders for plants being required to be placed before the end of November, it was agreed that the contractor should be advised of the successful award of the contract and this action be reported to Council (Minute 382 of 2014/15 refers).

**Council is therefore requested note the award of the floral bedding contract for 2015 and approve the action taken by the Finance & General Purposes Committee at its meeting of 19 November.**

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## **AGENDA ITEM 11: TOWN AND DISTRICT COUNCILS' LIAISON MEETING**

Following the award of the Seafront Gardens contract, Town Councillors met with Members of Suffolk Coastal District Council at the Town Hall on 29 October 2015 to receive an update on the project and discuss other Felixstowe related matters.

Feedback from both groups indicated a wish for regular information sharing sessions between Town and District Members and it was suggested that these occur at least two times per year at the Town Hall.

Town Council Members present at the meeting requested a further update from the District Council on their proposals for improvements to the Boating Lake area which was in need of attention.

In response to this request, Council has received the following update report from SCDC:

...

### **Outline Plans to Upgrade the Boating Lake & Surrounding Area**

The boating lake and surrounding area immediately to the west and behind the Felixstowe Leisure Centre has been in a state of severe disrepair for a number of years. This has obviously detracted from the Felixstowe Seafront visitor experience and tourism offer. Proposals to tackle this local 'eyesore' have previously been delayed due to the need to use this land to facilitate the pier redevelopment project. However, since the timeframe to redevelop the pier has extended and design changes mean that this area is no longer critical to the redevelopment plans, SCDC has taken the decision to invest significant funds to improve the areas appearance and utility for visitors and residents alike.

The proposed improvements will cover the area from the leisure centre grassed area to the south of the site across to the karting area. The area is being redeveloped with versatility in mind and will include a grassed events area that will suit a wide range of events and general activity alongside a hard standing car park. Specific elements of the design will include:

- Grassed informal open space
- A mix of hard standing car park and grassed events area (up to 70 cars), multi-functional to suit programme of events and general activity use for peak times
- Two concession sites, with services included
- Inclusion of cycle lane through the area
- Suitable soft landscaping to the north and east
- Reduction in height of the car park wall to improve visibility of area
- Suitable lighting
- Utility supply with provision in place to add as required

The final design details and costs are currently being worked up and will be finalised in January. Work is also taking place on the underlying business case to support the scheme which will include the generation of income from events, car parking and concessions. SCDC investment in the scheme will be substantially in excess of a £100k.

...

**Council is requested note this update and consider hosting future liaison meetings between Members of the two authorities at the Town Hall at least twice annually.**

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## **AGENDA ITEM 12: TOWN HALL BUILDING REPAIRS**

At its meeting of 19 November, Council's Premises Committee noted an update on the status of the project to repair and reseal brickwork and replacement of windows to the front elevation of the Town Hall. Committee were advised that, in accordance with minute 38 of 2013/14, an investigation into the future replacement of the windows at the Town Hall had been undertaken. Professional surveys and specifications received to date had projected an overall project cost with replacement UPVC windows to be in the region of £120,000. Cost to undertake the same project with renovation of the existing windows had been given as closer to £80,000. On this basis, Premises Committee considered this to be a preferred approach and has recommended that a revised specification and tender for works be commissioned (minute 367 of 2014/15) and further cost savings to be explored.

It is advisable, given the external nature of the majority of the project, to undertake these works during the summer. As there are currently no weddings booked between Monday 4 May and Friday 10 July, this period has been targeted for the commencement and completion for the external works. However, in accordance with the terms of the wedding venue licence, the Town Hall will remain available for weddings throughout. Anyone wishing to hire the facilities for a wedding during this time will be advised of the availability of the Courtroom Gallery and be made aware of the visual impact that the works will have on the front of the building – a popular backdrop for wedding photos.

At this stage, Council has engaged professional building consultancy services and a quantity surveyor to manage the project. Approval for the cost of these services is required before a full brief for tender and contracts will be brought to Council for further consideration.

### **Council is therefore recommended to approve:**

- i. The commission of a revised specification and tender for works to make repairs to the brickwork and renovate the windows to the front elevation of the Town Hall;**
- ii. Building Consultancy Services related to the work to be provided by Ashea, as per Phase 2 schedule of fees received in April 2014 totalling £1,750.00 (net);**
- iii. Contract instructions and tender documents to be prepared by Hyams QS Ltd. As per schedule of fees for the same set out in April 2014 totalling £3,800.00 (net); and,**
- iv. Expenditure for professional fees associated with the above to be approved and authorised to come from Council's Earmarked Reserve for Town Hall Maintenance (900/9065).**



## **AGENDA ITEM 13: INVESTMENT BOND**

In January 2014, Council invested a deposit of £200,000 in a one-year fixed-rate bond with Lloyds Bank at a gross interest rate 0.95%. This bond matures on 13 January 2015. Interest rates valid on the maturation date are to be launched on 5 January. Currently Lloyds are offering 0.8% on a 1 year fixed term, or 1.15% on a 2 year fixed term.

Online research has identified a number of better deals available at time of this agenda. Such as:

- 
- Barclays 1 Year Fixed Rate Bond – Issue 82 currently offers a fixed rate of 1.40% AER (balances of £50,000 to £1 million). Interest can be paid monthly, annually or at the end of the term
- 
- Post Office Growth Bond (1 Year) – 1.8%, (balances of 500 to £1,000,000) can only be done by post/phone/online. Interest paid on maturity
- 
- Halifax Fixed Saver (1 Year Bond) - 1.55% fixed for 1 year, (balances of £500 to £9,000,000) can be done in branch, telephone or internet. You can choose to have your interest paid monthly, and there may be a penalty if withdrawn early.
- 

Increasing the amount of the deposit or length of term, currently £200,000 over 1 year, would yield a higher return. However, Council's Investment Strategy states that deposit should be up to one year in duration and no more than 40% of its balances to be ordinarily placed with any one provider.

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Council may consider it appropriate to reinvest to the same level in January 2015.

**Council is requested to consider whether to reinvest £200,000 in a one-year bond from 13 January 2015 and to instruct the Clerk to secure the best possible rate for such an investment, in accordance with Council's Investment Policy.**

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## **AGENDA ITEM 14: NATIONAL PAY AWARD 2014-2016**

Council is advised that the National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- 
- New pay scales for 2014- 2016 to be implemented from 1 January 2015.
  - A non-consolidated (one off) payment for employees on SCPs 5 - 49 in December 2014 and employees on SCPs 26 - 49 in April 2015.
  - SCP5 will be deleted with effect from 1 October 2015. Employees on SCP5 shall progress to SCP6 on 1 October 2015.
- 

### **Further information is provided at Appendix A.**

These payments are due to all employees whose pay is set in accordance with NJC for Local Government Services pay arrangements, regardless of whether they are on permanent or temporary contracts. Staff employed by this Council are contracted on this basis and therefore this applies to all Council staff.

Council anticipated the 2.2% pay award and a headroom allowance was factored in to the total salaries budget recommended for 2015/16, as approved by the Personnel Committee at its meeting of 22 October. Due to recent staff changes the total salaries budget, including this pay award, has been estimated to be 0% higher than in the current year. Council's salaries budget for 2015/16 will therefore be unaffected by this award.

### **Council is requested to note the National Pay Award 2014-16.**

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## AGENDA ITEM 15: COMMUNITY FUND

Council is requested to review the purpose and provision of its Community Fund Earmarked Reserve.

The Clerk understands that the fund was originally created to build a contingency in order that Council may be in a position in the future, should it so decide, to support services and activities which may face cuts from other authorities.

Although this can be considered to be prudent financial planning, to date the full extent of such a need has not been realised. Of course, this may change.

As things stand however, the Community Fund is projected to increase over the next few years as follows:

	2014/15	2015/16	2016/17	2017/18	2018/19
<b>Fund Balance at 1 April</b>	£ 120,670	£ 155,720	£ 210,770	£ 265,820	£ 320,870
<b>Commitments:</b>					
Felixstowe Harwich Ferry	£ 1,000	£ 1,000	£ 1,000	£ 1,000	£ 1,000
Floral Bedding	£ 11,000	£ 11,000	£ 11,000	£ 11,000	£ 11,000
Felixstowe Futures	£ 20,000				
Level Two Youth Development Group	£ 2,000	£ 2,000	£ 2,000	£ 2,000	£ 2,000
Contribution to Reserve	£ 69,050	£ 69,050	£ 69,050	£ 69,050	£ 69,050
<b>Balance at Year End</b>	<b>£ 155,720</b>	<b>£ 210,770</b>	<b>£ 265,820</b>	<b>£ 320,870</b>	<b>£ 375,920</b>

There are already some changes to Council's position being considered:

- Council's Finance Sub-Committee is considering recommendations to reduce the level of funding to this reserve by at least £10,000 in 2015/16 and to use this to increase the budget for Occasional Grants to £15,000 for the year.
- Approval of the new Committee Structure and Terms of Reference for 2015 will provide delegated authority for the Civic & Community Engagement Committee to award grants to the pre-approved budget limit without further authority required from Council.
- Approval of funding for a revamped successor to Felixstowe Futures will renew the Town Council's commitment to local partnership arrangements.

Notwithstanding the future outcome of a recent request from Level Two for additional funding, if the above were approved the projection is:

	2014/15	2015/16	2016/17	2017/18	2018/19
<b>Fund Balance at 1 April</b>	£ 120,670	£ 155,720	£ 180,770	£ 205,820	£ 230,870
<b>Commitments:</b>					
Felixstowe Harwich Ferry	£ 1,000	£ 1,000	£ 1,000	£ 1,000	£ 1,000
Floral Bedding	£ 11,000	£ 11,000	£ 11,000	£ 11,000	£ 11,000
Felixstowe Futures/Successor	£ 20,000	£ 20,000	£ 20,000	£ 20,000	£ 20,000
Level Two Youth Development Group	£ 2,000	£ 2,000	£ 2,000	£ 2,000	£ 2,000
Contribution to Reserve	£ 69,050	£ 59,050	£ 59,050	£ 59,050	£ 59,050
<b>Balance at Year End</b>	<b>£ 155,720</b>	<b>£ 180,770</b>	<b>£ 205,820</b>	<b>£ 230,870</b>	<b>£ 255,920</b>

The difference between the two outcomes illustrated here being £120,000 over the five year term. A significant level of funding would remain available in either scenario, providing that the purpose for which the fund was originally conceived is not realised. Given the economic uncertainty it is difficult to predict this. In any case, a review is worthwhile.

In the first instance, Council may wish to consider developing some guidelines (perhaps for the Civic & Community Engagement Committee to follow) as to the sort of projects for which the Community Fund would be an appropriate funding source.

It should be noted that authority to release funding from any of Council's Earmarked Reserves will always require a resolution of full Council as is presently the case.

**Council is requested to consider the Community Fund and decide any further action it deems necessary.**

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## **AGENDA ITEM 16: COMMITTEE STRUCTURE AND TERMS OF REFERENCE 2015/16**

In accordance with the recommendation of Council's Finance & General Purposes Committee meeting of 19 November 2014, Council is requested to approve changes to its Committee Structure as detailed in the table below and Terms of Reference presented at **Appendix B**, to come in to force from May 2015 (Minute 377 of 2014/15 refers):

<b>Current Structure</b>	<b>No. Per Year</b>	<b>Proposed Structure (to take effect from Municipal Year 2015/16)</b>	<b>No. Per Year</b>
Annual Council	1	Annual Council	1 (May)
Council	6	Council	6 (June, July, September, November, January, March)
Plans	25	Planning & Environment	25 (Fortnightly – not Christmas)
F&GP	6	F&GP	10 Monthly (not Dec/Aug)
Finance Sub	12	Delete –utilise Working Parties	-
Premises	6	Assets and Services	6 (Every other month)
Cemetery & Allotments	4		
Recreation & Amenities	4		
Community Engagement Group	4	Civic & Community Engagement Committee	6 (Every other month)
Personnel	4	Personnel	2 (June, December)
Appeals	1	Appeals	As req.
Highways Advisory Committee	2	Highways Advisory Committee	2
Youth Forum	6	Youth Forum	6
Town Members	1	Delete –utilise Working Parties	-
Felixstowe Libraries Advisory Committee	As req.	Delete – Appoint Council Rep to Suffolk Libraries IPS and receive reports to Council	-
Annual Parish Meeting	1	Annual Parish Meeting	1
<b>Total Meetings (minimum)</b>	<b>83</b>	<b>Total Meetings (minimum)</b>	<b>65</b>

Following approval, the Clerk will a draft calendar of meetings for 2015/16 alongside revised Standing Orders and Financial Regulations and bring these to Council for approval in early 2015, ready to come in to force from May 2015.

**Council is recommended to approve the Committee Structure and Terms of Reference as presented for adoption from May 2015.**

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## **AGENDA ITEM 17: BEYOND FELIXSTOWE FUTURES**

This item was referred to Council from the Finance & General Purposes Committee meeting held on 17 September 2014.

Council has received the following in response to questions raised by the Finance & General Purposes Committee (Minute 275 of 2014/15 refers):

1. Would the successor group be available to attend and provide regular reports to Felixstowe Town Council (or a Committee nominated by Council) during the lifetime of the partnership?

*It is proposed that the Co-ordinator role would attend and provide update reports to FTC. Greater engagement with FTC (and other groups/ stakeholders within the town) will be a guiding principle for the new body and in order to formalise this it is proposed that this role be jointly employed by FTC & SCDC.*

2. What is the proposed title of the successor group to Felixstowe Futures and will 'Felixstowe' remain in the title?

*The name is yet to be confirmed, however Felixstowe will remain in the title. We welcome any suggestions and the current frontrunner is Felixstowe First.*

3. It is noted that the successor group would still be based in Felixstowe. Is it proposed that this be the whole team and would they continue to be based at the Town Hall?

*It is proposed that the Co-ordinator role will have two bases, one at SCDC and the other at the town hall. The Project Support and Marketing & Events Officer post will continue to be based at the town hall.*

4. The project manager post has remained vacant since the departure of the previous post holder. What is the effect on the current year budget (2014/15) and what will happen to any underspend?

*It is proposed that the underspend from the current and previous financial year will be rolled forward into the new 3 year funding agreement. This will then provide a limited budget to support the team's activities. The precise figure for the underspend will not be known until the end of the current financial year; however it is expected to be around £45k - £50k.*

5. Is a breakdown of estimated income and expenditure for the project (2015-2018) available?

*In terms of income, currently there is only a commitment from SCDC to provide £75k pa for the next 3 years. On the assumption that FTC agree to provide funding of £20k pa then total annual income will be £95k pa. Assuming the underspend is £45k (tbc) this will provide an additional £15k pa.*

**Income & Expenditure 2015/16 – 2017/18**

	<b>2015/16 (£'000)</b>	<b>2016/17 (£'000)</b>	<b>2017/18 (£'000)</b>
Income	110.0	110.0	110.0
Expenditure	104.3	101.0	103.2
Underspend	5.7	9.0	6.8

*It is proposed that the underspend identified above is used to support the activities of the new organisation as identified through the business plan.*

6. A three-year commitment is being sought. What impact would a change in priorities post-May elections have on this?

*SCDC's financial commitment has been built into the 2015/16 approved budget and as such it is all but set in stone. The Council's medium term financial strategy provides a medium-term commitment which, could be changed if circumstances dictated, however since this funding will come from the Incentivised Income budget it will not have direct impact on Council Tax and is therefore much less likely to be altered.*

*Furthermore since Felixstowe is the district's largest settlement it will always be a priority area for SCDC. The proposed new initiative will be the vehicle for translating priorities into activity and as such will be at the heart of our investment plans for the town.*

**The Town Clerk has been working with District Council Officers to bring forward proposals for Council to consider. The SCDC version of the following report is being considered by SCDC Cabinet on Tuesday 2 December, when it is hoped that the approach outlined in the report and associated funding will be approved. The Clerk will seek to update Council as to the outcome of the SCDC Cabinet meeting.**

**For its part, Felixstowe Town Council is being asked to**

- support the outline proposal for a new place based approach to Felixstowe and commit to working with SCDC to develop it into an operational model;
- contribute £20k p.a. between 2015/16 – 2017/18 to support the new initiative;
- agree to jointly recruit and appoint a new Co-ordinator role; and,
- elect two Town Council Members to a preliminary working group of up to 6 town, district and county councillors.

## **Beyond Felixstowe Futures – A Place Based Approach to Felixstowe**

### **Summary**

The current funding agreement for Felixstowe Futures (FF) expires in March 2015. Whilst the initiative has had some notable successes it is generally felt that it has lacked momentum in recent times. As a result it is proposed that FF replaced with a new initiative from March 2015, which builds on the achievements of FF but also makes a step change in the delivery of economic development and community enabling within the town.

This new initiative will be by adopting a strategic and enabling approach to the delivery of economic and community development objectives. It will focus on the initiation, development and co-ordination of activity related to these objectives and will be less about direct delivery and more about enabling/influencing others to deliver. Furthermore there will be a much broader based engagement with the communities of interest that can support this delivery.

It is proposed that a Co-ordinator post will be appointed to drive this work forward and be the focal point for all the activity related to the new initiative. They will have a key role in building stronger relationships within SCDC, FTC, SCC and other communities of interest. To successfully execute this role they will require the authority, experience and skills to influence others in delivering this new vision for Felixstowe. The Co-ordinator will lead on the development of a new governance structure, broader based engagement and business plan. Initially, they will be supported in this work through the establishment of a preliminary working group comprised of members from the town, district and county council.

In terms of outcomes the success of the new organisation will be based on its ability to:

- Be more outward facing with greater local recognition for its achievements
- Develop a strong relationship with FTC and SCDC
- Develop broad based engagement
- Gain local agreement on priorities
- Produce a robust business plan

### **Background**

FF was established in 2006 to promote Felixstowe as an employment, visitor and residential destination, however its origins date back to the 2005 master planning process which resulted in the production of 'Local Strategy for the Felixstowe Peninsula'. The FF Steering Group (FFSG) was created to provide the governance for the organisation and guide activity in support of its objectives. The FFSG comprises a range of stakeholders from the three tiers of local government, the business community and an independent chair. A small team was also established to drive forward the work of FF and consists of:

- Project Manager
- Support Officer
- Marketing & Events Co-ordinator

The table below identifies the funding breakdown for FF during the previous and current financial years:



	<b>2013-14 (£)</b>	<b>2014-15 (£)</b>
SCDC	£75,000	£75,000
FTC	£20,000	£20,000
Suffolk CC	£5,000	£5,000
Trimley St Martin	£250	£250
Trimley St Mary	£250	£0
Chamber of Trade	£250	£250
<b>Total</b>	<b>£100,750</b>	<b>£100,500</b>

Since its inception FF has achieved a number of key successes, which include:

- Facilitating the delivery of the 'Shared Space Scheme'
- Co-ordinating support within SCDC and external agencies to assist the pier project developer in bringing forward redevelopment plans
- Establishing and supporting the highly successful Visit Felixstowe website
- Providing a forum for public and private sector stakeholders to discuss issues relating to the economic prosperity of the town.

Although good progress against objectives was made in the early years the general consensus has been that this approach has lost momentum in recent times. It has struggled to galvanise the community and achieve a broad consensus on what its delivery priorities should be. Furthermore since the establishment of FF there have been significant local and national policy changes such as SCDC's Enabling Communities Strategy. Therefore the natural break point provided by the end of the current funding agreement presents SCDC and FTC with the opportunity to build on the achievements of FF whilst also making a step change in the delivery of economic and community development within the town.

### **The way forward**

SCDC are preparing to commit to a further 3 years of funding at same level as the previous funding agreement i.e. £75k pa. However, this is predicated on FTC also providing the same level of funding as they did previously. The aim of this paper is to demonstrate the benefits of the proposed initiative and thereby secure such a commitment from FTC.

The key elements of the proposed new approach are:

- Disband the current FF arrangements by the end of March 2015
- Establish a new initiative which retains a focus on Felixstowe
- Creating a new, more strategic vehicle, with a clearer purpose i.e. a focus on how to create a more sustainable and vibrant town both for the people of Felixstowe and its symbiotic neighbouring communities
- The new initiative adopts a strategic and enabling approach to achieving economic and community development objectives

- Remit will focus on the initiation, development and co-ordination of strategic economic and community development
- Much broader engagement and involvement with communities of interest relevant to this remit
- Development of a business plan clearly setting out priorities and the activity required to achieve these objectives
- Appoint a 'Felixstowe Co-ordinator' to drive forward the activity of this new body supported by the current Project Support Officer and Marketing & Events Co-ordinator

The strategic framework underpinning the delivery of this activity will be derived from the following documents:

- Enabling Communities Strategy: community development context
- East Suffolk Growth Plan: economic development/ regeneration context
- Emerging Area Action Plan: land-based strategic development context

This new approach will be less about investing in a narrow capacity to manage regeneration but more about supporting co-ordination, networking and integration to build economic development and community capacity across the town. As an example of how this could work in practice; it may be decided that tourism is an important issue than needs to be addressed. This would involve working with a range of partners to identify the offer and assets along with myths and reality associated with this offer. The outcome of this work may involve a complete repackaging of the tourism offer which forms the basis of future tourism promotion/ development.

The aim would be to develop a truly place-based approach along the lines of 'Lowestoft Rising'. The Enabling Communities strategy will be a key reference point for this activity and in particular the following elements:

- Supporting communities together with town, district & county councillors to develop a vision to guide revised service delivery, new activities and investment opportunities
- Utilising corporate expertise within Council (and beyond) to support delivery of an action plan
- Potential release of assets to support the vision and action plan

In order to support this area-based, multi-themed approach there will be a need to build stronger relationships with SCDC, FTC, SCC, communities and business groups. At the SCDC level this is likely to require the creation of an internal SCDC working group led by the Co-ordinator, including officers from all the relevant Council teams to produce a more joined up approach to delivering business plan objectives. Relevant SCDC teams will include economic development, planning policy, coastal protection, asset management etc.

The interface with FTC also requires strengthening and the expectation is that the Co-ordinator would attend Council meetings, subject to appropriate FTC procedures, and would provide update reports on the development and progress of the new initiative. Greater interaction with the Felixstowe Chamber of Trade, other business

and community grouping is also be envisaged in order to provide the broader based engagement that will be required to successfully deliver business plan priorities.

### **Dedicated Management & Leadership**

The proposed Co-ordinator role will be critical to the success of this new initiative. The post holder will have a vital role in building the relationships and networks that will facilitate the broader based engagement which will in turn provide a more legitimate and comprehensive development of priorities and actions.

Key features of this role will include:

- Strong leadership, management, co-operation, collaboration, engagement, networking, facilitation and co-ordination will all be central elements to this revised approach in order to ensure strong links between the all stakeholders, whether political, business or community.
- Building of relationships locally, within SCDC and FTC, and establishing and managing a comprehensive network.
- The authority to influence others to initiate, develop and deliver activity within the vision for Felixstowe.
- The ability to embed (i.e. 'live and breathe' Felixstowe) themselves within the fabric of the town's business and community networks to identify the levers and barriers to achieving progress.
- The ability to pull together all the strands of activity to inform meaningful discussions leading to actions – to act as the focal point for all activity
- Identifying development opportunities and working with others to develop / deliver.
- Potential for post to be jointly employed by SCDC and FTC

This role will be supported by the current Project Support Officer and the Marketing & Events Co-ordinator. These two positions will continue to be based in Felixstowe, however the Co-ordinator role will be more mobile using hot desking facilities at the Town Council and SCDC. Through this more flexible approach the Co-ordinator will maintain strong links with both sponsoring organisations.

### **A New Structure**

This paper has purposely not proposed a new governance or stakeholder structure since SCDC do not wish to be too prescriptive ahead of detailed discussions and gaining agreement from its key partner in this venture. Once the Co-ordinator is in place they will develop the new governance structure, broader based engagement and business plan in partnership with SCDC and FTC. A preliminary working group will be established by FTC and SCDC to support this work and will be comprised of up to 6 town, district and county councillors. It is envisaged that any new permanent structures will involve Members and Officers from the three tiers of local government along with business and community groups but the broader based engagement will be critical, as without a cast of thousands any sensible sized stakeholder group / governance board will be too narrow.

**What will success look like?**

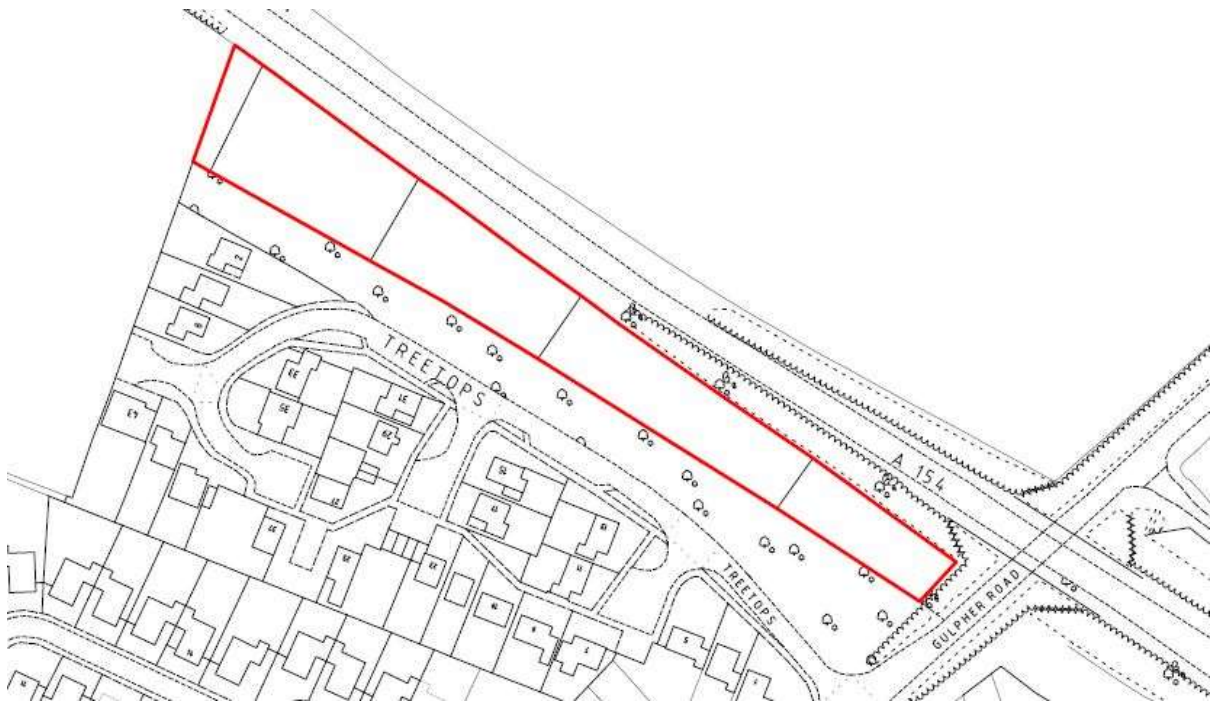
It is fair to say that public recognition of Felixstowe Futures was not particularly high. The common perception was that at best the public misunderstood its role and at worst were not aware of its existence. In order to address this it is critical that the new initiative is more embedded within the town's influencing networks and is generally a more outward facing organisation. This in turn will foster a greater degree of local agreement on priorities and when combined with a stronger relationship with SCDC / SCC service teams and FTC will lead to more joined up delivery against these locally agreed objectives. Alongside this wider engagement will be the development of a robust business plan which will clearly articulate priorities and the means by which they will be achieved.

**Council is therefore requested to consider the following recommendations:**

- i. to support the outline proposal for a new place based approach to Felixstowe and commit to working with SCDC to develop it into an operational model;**
  - ii. to contribute £20k p.a. between 2015/16 – 2017/18 to support the new initiative;**
  - iii. to agree to jointly recruit and appoint a new Co-ordinator role; and,**
  - iv. to elect two Town Council Members to a preliminary working group of up to 6 town, district and county councillors.**
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## **AGENDA ITEM 18: LAND AT CANDLET ROAD/TREETOPS**

The Clerk has undertaken to informally enquire as to Suffolk County Council's aspiration for the Candlet Road/Treetops site which it had submitted for consideration as part of the cancelled Gypsy and Traveller Short Stay Stopping Sites Consultation. The site is shown below:



Council is advised that, following a development appraisal of the site, SCC are preparing to offer the land for sale on the open market.

Members will be aware that there are statutory provisions within the Localism Act to support local Councils or community groups to acquire land or buildings registered as Assets of Community Value. If community groups are interested in buying an asset they can use the Community Right to Bid to 'pause' the sale, giving them 6 months to prepare a bid to buy it before the asset can be sold.

Community Asset Transfer is another mechanism for taking on the transfer of ownership or management of publicly owned assets, at less than full market value. This arrangement is a voluntary process entered into proactively by public bodies.

The land has been let for grazing for a number of years and as such it may be difficult to prove its eligibility as a 'Community Asset'. It may be equally difficult for the County Council to realise a significant capital receipt for the land as, despite being within the Local Development Framework, its location and proximity to the A154 presents a number of challenges for a would-be developer.

**Council is requested to consider any further instructions in this matter.**

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## **AGENDA ITEM 21: TOWN COUNCIL WEBSITE**

At its meeting of 24 September, Council instructed the Clerk to bring forward costs and proposals for a new Town Council website.

In accordance with Minute 298 of 2014/15, three web design groups were asked to submit proposals and costs for design, project management and delivery of a new Town Council website by 31st March 2015.

Designers were asked to consider how the website should:

- a) improve the presentation and validity of information;
- b) increase public awareness of Council and its activities;
- c) give a more positive impression of the Town;
- d) display appropriately on a range of internet enabled devices (such as smartphones and tablets);
- e) improve the experience and navigation for Members and the Public; and,
- f) provide a content management system (CMS) which is easy for non-technical staff to maintain and update in-house.

The designers were told that the site should be able to appropriately display a range of dynamic and interactive media such as maps, calendars, contacts, newsletters, events and social media. The site should provide options for accessibility (language and font size options in particular), be searchable both within itself and Search Engine Optimised in order that the information provided ranks highly in the results of online searches.

Proposal documents have been received from Vision ICT, One Suffolk and R1 Digital and are provided at **Appendix D** (marked as confidential due to commercial sensitivity). Depending on Council's aspirations for a new website, the maximum cost to complete the project would be £8,000. Council is able to meet this cost from its Earmarked Reserves. Funding of £973 is held in 9045/900 'Website Redesign' 9045/900 with a further £11,425 available in 9015/900 'Enhancement & Promotional'

Should any Members be interested in being involved with this project, Council could consider creating a small Working Party with delegated responsibility to oversee the management and delivery of the new website.

**Council is recommended to consider its aspirations for the website; award the contract for the project to one of the providers; and, decide any other action it deems necessary at this time in order that the project can be completed and a new website launched by 31 March 2015.**

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