

Our Ref: 85/LJM

24 June 2015

Dear Councillor

The next meeting of the **Town Members Committee** of the Town Council will be held on **Monday 23rd June 2014 at 3.00 p.m. at Felixstowe Town Hall** to consider the following agenda.

A G E N D A

1. Apologies.

2. Declarations of Interest.

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

3. To Consider Any Requests for Dispensation.

Members with a pecuniary interest may request a dispensation from the Council to remain during discussion on that item in which they have a pecuniary interest. This dispensation may also be extended to enable them to vote on the item. Requests must be received and agreed prior to the meeting in which they wish to participate.

4. Minutes of the meeting held on 23rd February 2012 - attached.

To confirm the minutes of the meeting held 23rd February 2012 as a true record.

5. To Consider Proposals for the Use of 91-95 Undercliff Road West and Make Appropriate Recommendations to Full Council - attached

To consider proposals for the use of 91-95 Undercliff Road West and make appropriate recommendations to Full Council

6. Closure

Yours sincerely



TOWN CLERK

Councillors Barber, Newman, Stokell (Chairman), Walker and Webb (Vice Chairman).

MINUTES OF THE TOWN MEMBERS COMMITTEE

Meeting held on Thursday 23rd February 2012

Present: Councillors Stokell (Chairman), Webb (Vice Chairman) and Jon Garfield.
Technical Adviser and Clerk.

386. APOLOGIES

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

387. MINUTES OF 25th NOVEMBER 2011

The minutes of the meeting held on 25th November, 2011 previously circulated to Members were approved as a true record by those present and the Chairman was authorised to sign them.

388. SUFFOLK COASTAL DISTRICT COUNCIL ASSETS AND/OR SERVICES KNOWN OR UNDERSTOOD TO BE SUBJECT TO REVIEW BY THE DISTRICT COUNCIL

Members discussed their understanding of those District Council assets and/or services which were known or understood to be subject to review at the District Council. Members observed that with regret in the most part information regarding such reviews seemed to be accessed via local media and more informal routes and not directly from the District Council. Members were keen to support assets and/or services in the town which were of importance in and to the community, and referred to the establishment of the Community Fund in this regard. Members were reminded that it had previously been agreed that the protocol for the operation of the Town Council's Community Fund would be established by the Finance Sub Committee. It was agreed that as a general principle this was appropriate in the circumstances.

Members also discussed the implications of the joining together with Suffolk Coastal District Council with Waveney District Council and the consequential amalgamations and restructures. Knowledge about which District Officer was currently responsible for which aspect of which service was distinctly variable, and it was apparent that Officers from Waveney District Council now had responsibility for assets and/or services in Felixstowe without the benefit of local

knowledge and context which it would take some time to build up. It was agreed that the timely flow of relevant information was crucial at such a time of review and change, and the focus should be on what was in the best interests of the town.

389. SUFFOLK COASTAL DISTRICT COUNCIL REVIEW OF SPA PAVILION

Members considered recent correspondence between the Clerk and Councillor Geoff Holdcroft, Cabinet Member for Leisure and Economic Development for Suffolk Coastal District Council, regarding the Spa Pavilion, including the resolution passed at the Suffolk Coastal District Council Cabinet meeting on 6th February 2012. Members were pleased that assurances had been received that it was recognised that Felixstowe Town Council should be kept fully consulted and informed about the process of seeking a new operator. Members were of the view that the Spa Pavilion was of great importance and significance to the local community, also recognising its wider role in drawing visitors to Felixstowe, and hoped that a suitable solution could be found to enable its future viability.

Members also noted that as part of this correspondence the Clerk had indicated that the Town Council wished to be kept directly informed of events at the District Council including any decisions and any further reviews, in the customary way (ie in writing or email to the Town Clerk). This included any proposed changes to assets, services, policy and roles/structure. The District Council had indicated its willingness so to do and this was appreciated.

390. SUFFOLK COASTAL SERVICES – PLANTING OF BEDS ALONG THE SEAFRONT AND IN THE TOWN CENTRE

The Clerk reported that some time ago the Town Council had received notification from the District Council that the bedding programme for the flower beds along the seafront was under review on a 3 year timescale. This had been duly reported at the time. Last year the effect of the budget reductions by Suffolk Coastal Services on the overall planting scheme had been minimised to a certain extent, linked to the Seafront Gardens Project and the establishment of the new Triangle area. Councillors Jon Garfield and Webb confirmed that via the Felixstowe in Flower Sub Committee an informal meeting had recently taken place with Suffolk Coastal Services to clarify what Suffolk Coastal Services were planning in terms of a planting scheme this year, particularly in the beds along the seafront and the area by the Leisure Centre which were of key focal prominence in terms of floral display. The meeting had been informative in terms of plans for this year, however it had been confirmed that this was the last year such planting would take place with a move to lower maintenance shrubs being planned for the future. It had been confirmed that Suffolk Coastal Services were planting out the Triangle area this year, and some feedback had been given as regards the large blue planters on Hamilton Road.

391. SUFFOLK COASTAL DISTRICT COUNCIL'S REVIEW OF SPORTS FACILITIES IN FELIXSTOWE

Members discussed their understanding of the District Council's current review of sports facilities in the town. The Clerk confirmed that in May 2011, an indication had been received that the District Council may be reviewing sports facilities in the future, however this had been specified to be both conceptual and confidential. With regret the Town Council had not been consulted on these current proposals, so was neither informed of the relevant facts, nor in a position to be able to table an item for proper consideration by an appropriate Committee. **IT WAS AGREED THAT** the Clerk should write to the Chief Executive of Suffolk Coastal District Council in this regard. The Clerk reminded the Committee that in response to previous correspondence in October from Suffolk Coastal District Council regarding the then possible divestment of open spaces and play areas to the Town and Parish Councils, within the timescale stipulated the Town Council had registered a generic expression of interest in taking on assets and/or services provided by Suffolk Coastal District Council subject to relevant budgetary information being swiftly forthcoming and appropriate arrangements being agreed. Nothing further had been received since in this regard.

Members expressed specific concerns regarding the future and ongoing grounds maintenance responsibilities of Suffolk Coastal District Council via Suffolk Coastal Services of both existing areas maintained at present and any new areas brought about by planning applications and development proposals. At present this seemed somewhat unclear. It was agreed that should the Town Council ultimately agree to take over responsibility of any assets and/or services, then the support of those assets and/or services could in principle be resourced either internally or via open competition.

392. PROPOSED SEAFRONT BASKETBALL FACILITY

The Clerk reported what had been discussed at the most recent meeting of the Play/Leisure/Outdoor Sports Facilities for Young People Working Party on 15th February, namely that a representative of a basketball club having visited the proposed location of a court near to the Leisure Centre and a second proposed location slightly further along the seafront, due to the requirement for high fencing and the proximity of moving vehicles, both locations were deemed unsuitable for a basketball court.

Members discussed the visual aspect of the area along the seafront, which was still considered to be a strategically important area in terms of attractiveness, and which had regrettably been allowed to deteriorate. Members were pleased to note that a meeting had taken place with Suffolk Coastal Services who had given

assurances that an appropriate level of grounds maintenance would be carried out.

Members also discussed the role of Felixstowe Futures in the future of this area of the seafront, recognising that Felixstowe Futures had invited expressions of interest for use of the land which was understood to have received a limited response. Members agreed that particularly with the ongoing exciting Seafront Gardens Project, which had attracted Heritage Lottery Funding and which the Town Council supported, interaction with Felixstowe Futures was important for the Town Council, as well as being of reciprocal importance.

393. SUFFOLK COASTAL DISTRICT COUNCIL REVIEW OF TOURIST INFORMATION SERVICE, TOURIST INFORMATION CENTRE AND FELIXSTOWE SUB-OFFICE

The Clerk reported that it was understood that as part of the ongoing drive for efficiency savings and budget reductions, Suffolk Coastal District Council were undertaking an ongoing review of property assets in the town. It was understood that the District Council Sub Office and the Tourist Information Centre adjacent to the Town Hall were part of this review, the scope and outcome of which was unknown. It was agreed that both the location of the Tourist Information Centre and the extent of the Tourist Information Service were of material significance both to the Town Council and the town itself, mindful of the large number of visitors to Felixstowe, and its importance as a tourist destination. **IT WAS AGREED THAT** the Clerk's correspondence to the Chief Executive of Suffolk Coastal District Council should also make reference to this essential point.

394. CAR PARKING AT TOWN HALL

Members discussed the convoluted subject of Town Hall car parking, particularly in light of recent discussion at the most recent Premises Committee meeting. **IT WAS AGREED THAT** a separate letter should be written to Suffolk Coastal District Council on this subject outlining the Town Council's position.

395. DATE OF NEXT MEETING

The next meeting would take place as and when considered appropriate.

91-95 Undercliff Road West

As Members will be aware Full Council agreed to the preparation of a draft first stage business plan for urgent consideration; this has now been completed and has been circulated.

Whilst the purchase and renovation costs can be relied upon for accuracy, the projected income is less certain. However discussions have taken place with a leading local wedding planner to ascertain with more clarity the likely income from that source. This will be reported verbally at the meeting.

Members are required to consider the implications for the Town Council and make appropriate recommendations to Full Council.