



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 24th September 2014** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Rev Mark Reid, Maidstone Road Baptist 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. **To Consider and Dispensations for Councillors with a Pecuniary Interest**
Any Councillor with a pecuniary interest on an item on this agenda who wishes to be granted a dispensation to remain, speak and/or vote at consideration of that item, should apply for a dispensation in writing to the proper officer of the Town Council as soon as possible before the meeting. Applications may also be considered at the meeting itself.
4. **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 6th August 2014 as a true record.
6. **Mayor's Communications**
To receive such communications as the Mayor may wish to lay before Council.
7. **Minutes of Committee and Sub-Committee Meetings**
To note the minutes of the following meetings:
 - a) Plans Committee: 6th & 20th August, 3rd & 17th September 2014
 - b) Finance Sub-Committee: 20th August 2014

- 8. 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.*
- 9. Accounts and Audit 2013/14**
To Receive the External Audit Report and Annual Return for the Financial Year 2013/14 (*attached*).
- 10. Leisure Strategy - Draft Open Space, Sport and Pitch Assessments**
To consider the evidence base contained within the draft Open Space, Sport and Pitch Assessments.
- 11. Boundary Commission Review**
To note the outcome of the Boundary Commission review and consider any comment on the location of Polling Stations.
- 12. Restoration of Council Artwork**
To approve funding for work to restore Council owned artwork.
- 13. Civic Regalia**
To approve funding for work to restore Council Civic Regalia.
- 14. Seafront Flags**
To consider the removal of flags on the seafront.
- 15. Recommendations from Finance & General Purposes Committee**
To consider any recommendations from the Finance & General Purposes Committee meeting held on 17 September 2014.
- 16. Heritage Listing of 91-95 Undercliff Road West**
To consider whether to apply for National Heritage Listing of 91-95 Undercliff Road West (*referral from Financial & General Purposes Committee: 17th September 2014*)
- 17. Felixstowe Tourist Information Centre – Motion from Cllr M Sharman**
To consider a motion from Cllr M Sharman on the service provided by the Felixstowe Tourist Information Centre.
- 18. Trim Trail – Former Donkey Rides Site**
To consider the response from SCDC in relation to this Council's proposal for a 'Trim Trail' to be provided on the former Donkey Rides site.
- 19. Town Council Website**
To consider improvements to Council's website.
- 20. Data Retention Policy**
To consider a policy for the keeping of Council records and data.

21. Town Hall Christmas to New Year Closure Hours

To note that the Town Hall will be closed from Wednesday 24th December 2014 and reopen on Monday 5th January 2015.

22. Accounts for Payment

To confirm and approve the payments of accounts as follows:
(schedules attached)

Date	Cheque/Voucher No.	Total Payment
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
	TOTAL	£77,628.11

23. Exclusion of Press and Public (Staffing Matters)

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, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

24. Staffing Matters

To consider matters relating to the terms and conditions of a member of the Council's staff **(to follow)**.

25. Closure

To close proceedings and confirm the date of the next Ordinary Council meeting scheduled for Wednesday 3rd December 2014 at 7.30pm



Ash Tadjrishi
Town Clerk
18th September 2014

AGENDA ITEM 5: MINUTES OF PREVIOUS MEETING

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 6th August 2014 at 7pm

PRESENT: Cllr G Newman (Town Mayor) Cllr D Savage (Deputy Mayor)
 Cllr C Slemmings Cllr A Smith
 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 M Stokell

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 the start of the meeting the Town Mayor advised the chamber of a recent legislative change to the rules on the recording of meetings. Under the Openness of Local Government Bodies Regulations 2014, members of the press and public were now permitted to take photographs, film and audio-record the proceedings, and report on all public meetings.

The Mayor advised that Standing Order 3(l) would be suspended until such a time as revised Standing Orders could be brought to Council for consideration.

At the direction of the Mayor, Public Question Time was deferred until 7.30pm to allow members of the public arriving at this time to participate.

PRAYERS

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

200. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Deacon, J Sennington and K Williams.

201. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Member	Minute No.	Nature of Interest
Cllr G Newman	210	Local Non-Pecuniary (Suffolk County Council Cabinet Member for Roads, Transport and Planning)
Cllr M Morris	210	Local Non-Pecuniary (Oaks and Sea Breeze Advisory Board Member)

Additionally, Councillors S Bird, M Morris, D Savage, M Sharman, C Slemmings, A Smith 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.

202. REQUESTS FOR DISPENSATIONS

There were none.

203. QUESTIONS TO THE MAYOR

There were none.

204. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that:

The Minutes of the Reconvened Ordinary Meeting of the Council held on 19th June 2014 be signed by the Mayor as a true record and adopted by the Council.

205. MAYOR'S COMMUNICATIONS

The Mayor welcomed the new Town Clerk, Mr Ash Tadjrishi.

The Mayor referred to a list of engagements: 06.06.2014 – Opening of New Flagship Bungalows, Deputy Mayor; 06.06.2014 – Level2 Dinner Dance; 08.06.2014 – Felixstowe Museum WW1 Exhibition; 08.06.14 – Mayors Civic Service, 12.06.14 – Youth Speaks; 14.06.14 – OFCA Summer Fair; 15.06.14 – Felixstowe Ferry RNLI Fundraising; 16.06.14 – Launch of Felixstowe in Flower; 19.06.14 – ESAB 100th Anniversary Tea Party; 21.06.14 – Cycling Safely Around the Sandlings; 23.06.14 – Orwell District Scouts AGM; 25.06.14 – Citizens Advice Bureau AGM; 25.06.14 – Suffolk College Student End of Year Celebration; 26.06.14 – Tea with Wesel Sailing Club, 27.06.14-30.06.14 – Civic Visit to Salzwedel; 02.07.14 – Mid Suffolk Chairman's Charity Evening; 05.07.14 – Felixstowe Fuchsia Fantasia; 05.07.14 – 26th Anniversary Charter Dinner for Lions Club, Deputy Mayor; 06.07.14 – Darrells Day, Landguard Fort; 11.07.14 – Refurbishment Relaunch of Felixstowe Ferry Sailing Club; 12.07.14 – Salzwedel Garden Party; 14.07.14 – Homestart AGM; 16.07.14 Joseph & Technicolour Dreamcoat Concert; 17.07.14 – Felixstowe Academy Summer Concert; 18.07.14 – Wesel Fire Cadets Breakfast; 18.07.14 – Flagship Young People's Service Open Day; 18.07.14 – Mayor's Reception; 19.07.14 – Mill Lane Nursing Home Fete; 20.07.14 – Felixstowe & District Horticultural Society; 21.07.14 – Opening of Level2 Art Work; 24.07.14 – Presentation to winner of 'Ode to Beach Hut', Deputy Mayor; 25.07.14 – Ipswich Mayor at Home; 26.07.14 – Judging Felixstowe Carnival; 28.07.14 – Pre-Launch of Bartlet Show Homes; 01.08.14 – Opening of Ipswich WW1 Exhibition; 01.08.14 – WW1

Commemoration Concert; 02.08.14 – WW1 Talk by Phil Hadwen; 03.08.14 – Felixstowe WW1 Church Service & Parade; 03.08.14 – Bury St Edmunds WW1 Evensong & County Service; 04.08.14 – Ipswich WW1 Reception & Parade; 06.08.14 – Talk to Felixstowe Flyer Business Breakfast.

206. 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.

A Member requested an update on progress with the Trim Trail (Minute 162 of Recreation & Amenities Sub-Committee 16 July 2014). The Clerk advised that the project was in hand with officers at Coastal Services and SCDC with an estimated timeframe of 3 months to complete.

Referring to Minute 191 of Finance & General Purposes Committee 23 July 2014, a Member requested an agenda item be brought to the next meeting of that Committee to consider applying for English Heritage listed building status for 91-95 Undercliff Road. The Clerk advised that he would liaise with the Chairman of Council's Finance & General Purposes Committee on this matter.

It was RESOLVED that:

The Minutes of the following meetings be noted as received:

- c) Plans Committee - 11 June, 9 July and 23 July 2014**
- d) Town Members Committee – 23 June 2014**
- e) Personnel Committee – 26 June 2014**
- f) Recreation and Amenities Sub-Committee – 16 Jul 2014**
- g) Finance Sub-Committee – 16 July 2014**
- h) Cemetery & Allotments Committee – 22 July 2014**
- i) Finance & General Purposes Committee – 23 July 2014**

At this point, the Town Mayor directed that Council consider Public Questions.

207. PUBLIC QUESTIONS

A member of the public welcomed the Town Clerk.

A member of the public thanked the Council for its representation on a recent planning application for a supermarket.

In response to a public question on 91-95 Undercliff Road West, the Mayor confirmed that the Town Council had successfully applied to Suffolk Coastal for the building to be listed as an Asset of Community Value.

208. PRESS AND MEDIA POLICY

Council considered the draft Press and Media Policy as presented. Following a short debate, it was **proposed** by Cllr D Savage, **seconded** by Cllr Jan Garfield, that any training opportunities for dealing with the media should be offered to all Members.

All Members present voted in favour of the motion and it was RESOLVED that:

Subject to an amendment to (D)1, to allow opportunities for all Members to attend training in dealing with the media, the Press and Media Policy be approved as presented and adopted with immediate effect.

209. TO NOTE THE CHANGES TO THE SUFFOLK COASTAL DISTRICT COUNCIL REFUSE COLLECTION SERVICE

Council noted the changes which had come in to force from 21st July 2014.

210. TO CONSIDER AND MAKE ANY COMMENT IN RESPONSE TO A CONSULTATION ON PROPOSED CHANGES TO THE SUFFOLK COUNTY COUNCIL CHILDREN'S CENTRES IN FELIXSTOWE

The Town Mayor advised that, although his interest was Non-Pecuniary, he would not take part in any debate or voting on this item.

Members considered the consultation being undertaken by Suffolk County Council which proposed to merge Sea Breeze Children's Centre with The Oaks and close Sea Breeze. Council noted the following comments from Members on this issue:

- i. The Sea Breeze Children's Centre is well served by a large SCDC car park 100 yards away. The consultation incorrectly states that there is limited parking here.
- ii. Sea Breeze provides walk-in support as part of a key service provision for residents in Felixstowe's south ward, users of which form part of a distinct local community. Those in need of help may not be willing to travel to The Oaks or enter a school environment such as that at Langer Primary Academy.
- iii. The consultation document states that the Oaks is around 0.9 miles from Sea Breeze, has adequate on-site parking and a regular public bus service. However, current users of Sea Breeze would have to travel around 1.5 miles to attend the Oaks. Those with young children using public transport would be required to use at least two buses to get to the Oaks, an additional cost burden. Walking the 3.5 mile round-trip from locations such as Adastral Close would be challenging for many, particularly so for young children. The car park onsite at the Oaks is often full.

- iv. Sea Breeze currently runs the 'Freedom' programme two days a week, supporting victims of domestic violence. The success of this programme is dependent on being able to hold such meetings close to those that it supports as many may not be able or willing to take two buses to a destination further away.
- v. The consultation does not provide any analysis of the implication of the proposal on current users of Sea Breeze.

It was RESOLVED that:

The Town Clerk incorporate Members' comments and submit a response to Suffolk County Council stating that the proposal to close Sea Breeze Children's Centre would not be supported by the Town Council.

211. TO CONSIDER AND MAKE ANY COMMENT ON THE CONSULTATION PROPOSALS FOR COMMUNITY RAIL SERVICE DESIGNATION OF TWO ROUTES WHICH COMPRISE THE EAST SUFFOLK LINES (IPSWICH TO FELIXSTOWE/LOWESTOFT)

Members considered verbal reports on this item from Cllr A Smith and the Town Mayor. It was agreed that Council was in favour of the proposal provided the DfT give assurance that designation of the route as a Community Rail Service would not prejudice existing aspirations for the line, such as passing loops and electrification.

Additionally, Members expressed the importance of reduced interchange times to and from Felixstowe to places such as Cambridge and through routes to Oxford.

It was therefore RESOLVED that:

The Clerk, taking account of the views expressed by Members, and in consultation with the Town Mayor, the Chairman of Plans Committee and a representative from Felixstowe Travel Watch, be delegated the authority to prepare and issue a response to the DfT on behalf of the Town Council.

212. TO CONSIDER AND APPROVE THE FINAL VERSION OF THE PROPOSED QUESTIONNAIRE FOR DISTRIBUTION

Council received and consider the final version of a proposed questionnaire as recommended by a Questionnaire Working Party consisting of Cllrs A Smith, Jon Garfield, K Williams and the Town Clerk.

A couple of minor, non-material, amendments were agreed and a vote of thanks recorded to the Working Party.

It was RESOLVED that:

Subject to minor corrections, the questionnaire be approved as presented and the Town Clerk be duly authorised to progress the project.

213. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

The payment of accounts be received and approved as follows:

Date	Cheque Numbers	Amount £
11/06/2014	2719	£1,014.00
11/06/2014	2720 – 2721	£8,080.54
13/06/2014	2722 – 2728	£2,433.04
17/06/2014	2729 – 2739	£6,824.00
25/06/2014	2740 – 2754	£23,392.00
08/07/2014	2755 – 2765	£9,204.97
08/07/2014	2766	£1,000.00
16/07/2014	2767 – 2779	£4,108.20
16/07/2014	2780 Petty Cash	£231.24
22/07/2014	2781 – 2793	£5,513.31
	TOTAL	£61,801.30

214. CLOSURE

The meeting was closed at 8.14pm. It was noted that the next meeting was scheduled for 24 September 2014 at 7.30pm.

AGENDA ITEM 6: MAYORS CORRESPONDENCE

MAYOR'S ENGAGEMENTS SINCE LAST COUNCIL MEETING

DATE	EVENT
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	<i>Deputy Mayor – Felixstowe Photographic Society Summer Exhibition</i>
13.08.14 – 19.08.14	Mayor's 100 mile Charity Walk
20.08.14	<i>Deputy Mayor – Opening of Mural and Summerhouse at Briarfield Care Home</i>
30.08.14	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 Rev Diane Smith to Trinity Methodist Church, Seaton Road, Kirton and Trimley
08.09.14	Felixstowe Youth Society AGM
10.09.14	Fuchsia Society Prize Giving
12.09.14	Official Opening of the Heritage Weekend
16.09.14	Felixstowe in Flower Awards Evening
18.09.14 – 22.09.14	Civic Visit to Wesel to celebrate the 40 th Anniversary of the twinning with Wesel

197. TO CONSIDER PLANNING APPLICATIONS RECEIVED SINCE 24th JULY 2014

DC/14/1952/OUT Outline application for one dwelling. **9 Hollybush Drive, Felixstowe.**

The Committee recommended **approval**.

DC/14/2016/FUL Extension of existing single storey ground floor front entrance to include downstairs wc. **92 Chelsworth Drive, Felixstowe.**

The Committee recommended **approval**.

DC/14/2162/ADI Application for one illuminated fascia sign and one projecting light box. **The Grove Medical Centre, Grove Road, Felixstowe.**

The Committee recommended **approval**.

198. CORRESPONDENCE

None.

199. CLOSURE

The meeting was closed at 9.32am.

**MINUTES of the PLANS COMMITTEE meeting held at Felixstowe Town Hall on
Wednesday 20th August 2014 at 9.15am**

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

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

215. APOLOGIES FOR ABSENCE

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

216. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Member	Minute No.	Nature of Interest
Cllr S Bird	219	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr D Savage	219	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr A Smith	219	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Deacon	219	Local Non-Pecuniary (Suffolk Coastal District Council Member)

217. REQUESTS FOR DISPENSATIONS

There were none.

218. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 6th August 2014 were approved as a true record by those Members present, and the Chairman was authorised to sign them.

219. TO CONSIDER PLANNING APPLICATIONS RECEIVED SINCE 7th AUGUST 2014

DC/14/2142/FUL Demolition of single storey extension to rear of property and internal porch and sunroom to front of property. Erection of new garage to side of property, new balcony to front of property and alterations to the rear of property. **74 Cobbold Road, Felixstowe.**

The Committee recommended approval
DC/14/2353/FUL Construction of offices building. **Units 4 to 7 Langer Park Industrial Estate, Holland Road, Felixstowe.**

The Committee recommended approval.

DC/14/2390/FUL Erection of a detached single storey dwelling with association garage & store. **Part Rear Garden of 223, Grange Road, Felixstowe.**

The Committee recommended approval subject to a reduction to the roof pitch of the single storey dwelling to lessen the impact on, and minimise the loss of light to the neighbouring property in Newbourne Gardens in accordance with SPG16.

DC/14/2405/OUT Outline application for one dwelling with parking and amenity space on land to side of 6 Priory Road. **Part Side Garden, 6 Priory Road, Felixstowe.**

Recommend approval. However, the Town Council would wish to see this application conditioned in such a way that the bulk is limited and the spacing maintained in keeping with the context of the street scene in Priory Road.

DC/14/2436/FUL Proposed 2-storey extension to rear of property. **4 Ferry Road, Felixstowe.**

The Committee recommended approval, subject to consultation with neighbouring properties.

220. CORRESPONDENCE

Committee noted correspondence from a District Planning Officer detailing amendments to **C14/1658/FUL** (correspondence referred incorrectly to **DC/14/1673/FUL**) – Demolition of existing Doctors Surgery (Class D1) and erect public house (Class A4). New 2 storey Public House for JD Wetherspoon at **201 Hamilton Road, Felixstowe.**

Committee RESOLVED to submit the following response:

Committee have carefully considered the revisions as presented which, in the opinion of this committee, do not significantly mitigate or adequately address the original concerns and comments submitted on 9 July 2014.

Specifically, in relation to the following analysis of the amendments provided by the Planning Officer, Committee's comments are as follows:

- Revised elevations – removal of the large door openings on the northern elevation and replace with one small door and a number of windows and additional fenestration on the southern elevation to create a relationship to the public square.

- Revised floorplan – to show the amendments above
- Revised site plan to remove reference to any outdoor seating area on the northern boundary with High Road West.

Felixstowe Town Council Plans Committee acknowledge that the reference to external seating has been removed in the amended plan, the removal of the 3 double doors and the change of position of the canopy. However, the proposed external double door to this area remains, as does access to the area from the main entrance on the east elevation. As there has not been adequate reassurance on the issue of external activities on the High Road West frontage, the Committee remains concerned about the potential for noise disturbance emanating from the proposed licence premises from this elevation. Our recommendation therefore remains that the application should not be approved on this basis.

Committee query whether the remaining door to the north is intended to be a dedicated fire door for emergency use only or intended to be used for general access.

In relation to the additional fenestration proposed to the southern elevation as being designed to 'create a relationship to the public square'. Committee believe that the proposed amendments do not go far enough to maximise the potential afforded by the adjacent public square. This should be seen as a key opportunity for the site and Committee seek reassurance that external socialising will be relocated towards the southern elevation in order to realise that significant potential. Committee regard that the current location for proposed service access may compromise this ambition, as does the bin store and the brick wall in line with that shown on the revised site plan. Furthermore, it would appear the portico arrangement over the service door will compromise vehicle access to the delivery gates.

Regeneration of the Great Eastern Square frontage would further enhance the vitality and viability of this part of the town centre. An improved orientation of the public house could re-establish a sympathetic relationship with the Grade 2 listed Victorian station building complex and the opportunity for refreshments.

Members reiterated the need for adequate and appropriate boundary treatments – to include landscaping - to be used especially on the High Road West frontage.

Nothing appears to have been done to acknowledge or address the Committee's original comments of 9 July 2014 with regards to proposed opening hours, noise attenuation and trees at the location, which therefore remain as concerns that the application should be approved only if these are rectified.

221. CLOSURE

The meeting was closed at 11.25am.

The Minutes of the Plans Committee Meeting held on 20th August 2014 be signed by the Chairman as a true record.

232. TO CONSIDER PLANNING APPLICATIONS RECEIVED SINCE 20th AUGUST 2014

DC/14/2307/FUL Erection of a single storey rear conservatory extension and side porch extension. **61 Mill Lane, Felixstowe.**

The Committee recommended approval.

DC/14/2350/FUL To change window north/west elevation bedroom 1 to larger as fire escape. Internal sill to move 1100cm from floor current size 1200 x 600 new size 1200 x 1300 deep as per requirement at 1st final inspection. Material matching PVCU Frame K Glass double glazed. **26d Beach Station Road, Felixstowe.**

The Committee recommended approval.

DC/14/2479/FUL Change of use from Warehouse to Offices and replacing windows to the rear elevation. **225 High Street, Walton, Felixstowe.**

The Committee had no objection in principle to this application. However, approval could not be recommended as presented due to the following:

- a) There is a clear requirement for car parking onsite in this district centre location yet no indication is given as to what provision is to be made, especially as there is no public car park nearby; and,**
- b) There is no indication as to proposed hours of use for the offices.**

Committee would wish to be informed of these details before it is able to recommend approval.

DC/14/2480/FUL Single storey rear extension. **12 Chaucer Road, Felixstowe.**

The Committee recommended approval, provided that every attempt is made to comply with the spirit of SPG16 in relation to the potential loss of sunlight to the neighbouring property to the north.

DC/14/2513/FUL Proposed side and rear extension to create ground floor flat. **Felixstowe Properties, 49 Wadgate Road, Felixstowe.**

The Committee recommended approval subject to the use of materials appropriate to this location. Committee also noted that the application as presented indicates the existing use of part of the ground floor premises as being A1 retail, however, this area is currently used for offices.

DC/14/2516/FUL Two storey rear extension. **9 Links Avenue, Felixstowe.**

The Committee recommended approval.

233. CORRESPONDENCE

i)DC/14/2683/TCA To reduce crown by 20% T1 Cherry, reduce crown by 10% and reshape T2 Holly, crown lift 2-3m Monkey Puzzle, reduce crown by 40%T4 Willow and fell diseased Cherry T5. **45 Bath Road, Felixstowe.**

The Committee recommended approval.

At this point in the meeting Cllr D Savage left the chamber.

ii) DC/14/2284/TCA To reduce Lime Tree to front of property to 1m below previous cuts. **44 Berners Road, Felixstowe.**

The Committee recommended approval.

Cllr D Savage returned to the chamber.

iii) Proposed extinguishment of Felixstowe FP31 & Unrecorded Rights – Highways Act. 1980 s118a

Committee approve the proposal but expect that the new route being provided to be classified as a Public Right of Way.

iv) DC/14/2025FUL Erection of single storey side extension. **25 St. Georges Road, Felixstowe.**

Committee noted that they had not previously received this application for consideration which has since been determined by the District Council.

234. CLOSURE

The meeting was closed at 10.39am.

MINUTES of the **PLANS COMMITTEE** meeting held at Felixstowe Town Hall on
Wednesday 17th September 2014 at 9.15am

PRESENT: Cllr A Smith (Chairman) (*to item 267a*) Cllr D Savage (Deputy Mayor)
Cllr S Bird Cllr J Sennington
Cllr M Deacon (*to item 267g*) Cllr C Webb
Cllr Jon Garfield

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

IN ATTENDANCE: Two members of the Public (*to item 267a*)

263. APOLOGIES FOR ABSENCE

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

The Chairman gave apologies in advance of leaving the meeting at 10.50am in order to attend to other business.

Cllr M Deacon gave apologies in advance of leaving the meeting at 11.50am in order to attend to other business.

264. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Member	Minute No.	Nature of Interest
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 Jon Garfield	267	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr D Savage	267	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr J Sennington	267	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr C Webb	267	Local Non-Pecuniary (Suffolk Coastal District Council Member)

265. REQUESTS FOR DISPENSATIONS

There were none.

266. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that:

The Minutes of the Plans Committee Meeting held on 3rd September 2014 be signed by the Chairman as a true record.

267. 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)	DC/14/2611/FUL The erection of a foodstore (Class A1) with associated petrol filling station, servicing and access. Retail Park Haven Exchange South Felixstowe Suffolk
Committee recommended APPROVAL provided that external materials be of a non-reflective coating and every effort is taken to ensure effective boundary treatment and acoustic screening of the site from the adjacent caravan parks. Committee welcomed proposals for inward investment into the town and a new supermarket for Felixstowe on this site, having considered the impact on the retail offer in the town generally and the town centre in particular. Additionally, the Committee welcomed the enhanced competition associated with an additional fuel outlet in the town.	

ITEM OF CORRESPONDENCE:

At this point in proceedings the Chairman directed that Committee should consider an item of correspondence received from Mr R Brown, an agent acting for a company called Christchurch who were exploring proposals for mixed use of a site on Candlet Road to include up to 500 houses, a Care Home, assisted living and a local centre to include provision for a new school. The agent was planning to hold a Public Exhibition of the proposals at Walton Hall sometime in October 2014.

Members requested that the Technical Advisor invite Mr Brown to provide a briefing on the proposals to all Councillors prior to the public exhibition in order that they may be appropriately informed.

It being 10.50am, the Chairman left the meeting at this point.

In the absence of the Vice-Chairman, the Clerk called for nominations for Chairman for the remainder of this meeting. It was proposed that Cllr C Webb be nominated and, there being no other nominations, Cllr C Webb duly took the Chair.

Cllr C Webb in the Chair.

267. PLANNING APPLICATIONS (Cont.)

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

b)	DC/14/2688/FUL Proposed single storey side extension, demolition of existing double garage and erection of single garage. The Anchorage 16 Croutel Road Felixstowe Suffolk IP11 7EF
<p>Committee recommended REFUSAL on the following grounds:</p> <ul style="list-style-type: none">• Contrary to DM21, the design leads to potential overdevelopment of this site.• Contrary to DM23, the proposals adversely impact the residential amenity of the neighbouring property in line with the spirit of SPG16 relating to loss of light.	
c)	DC/14/2735/FUL Proposed two storey rear extension, front porch and vehicle crossover to front (resubmission). 4 Ferry Road Felixstowe Suffolk IP11 9LY
<p>Committee recommend REFUSAL on the following grounds:</p> <ul style="list-style-type: none">• The proposed double crossover would reduce parking availability on this highway which is well utilised due to the proximity of the property to a primary school and community centre. <p>Committee would have no objection to a single crossover and had no objections to the rear extension and porch as previously submitted.</p>	
d)	DC/14/2550/FUL Remove existing post and rail fence. Replace with a 1.8m high retaining brick wall with a 2m high feather board wooden fence on top and immediately behind. 23 Springfield Avenue Felixstowe Suffolk IP11 9JZ
<p>Committee recommended APPROVAL.</p>	

e)	<p>DC/14/2686/FUL Conversion of garage to dog grooming salon (resubmission) 20 Wentworth Drive Felixstowe Suffolk IP11 9LD</p>
<p>Committee recommend REFUSAL on the following grounds:</p> <ul style="list-style-type: none"> • Proposals to not sufficiently ameliorate the potential for noise and disturbances, contrary to DM23(d). 	
f)	<p>DC/14/2782/FUL Two storey Rear Extension with Loft Conversion 32 St. Georges Road Felixstowe Suffolk IP11 9PL</p>
<p>Committee recommend REFUSAL on the following grounds:</p> <ul style="list-style-type: none"> • Contrary to DM21, the design leads to potential overdevelopment of this site. • Contrary to DM23, the proposals adversely impact the residential amenity of the neighbouring property in line with the spirit of SPG16 relating to loss of light. 	
g)	<p>DC/14/2783/PNH To build conservatory at rear of property. 7 Garfield Road Felixstowe Suffolk IP11 7PU</p>
<p>Committee NOTED this application.</p>	

It being 11.50am, Cllr M Deacon left the meeting at this point.

h)	<p>DC/14/2687/TCA To Fell 1no. Cherry in decline To fell 2no. trees (1 unknown, 1 Magnolia) to allow access and light to conservatory To crown reduce 1no. Birch away from house. 58 Orwell Road Felixstowe Suffolk IP11 7PS</p>
<p>Committee recommended APPROVAL provided all work is carried out under the supervision of the Arboricultural Officer at the District Council.</p>	

268. CORRESPONDENCE

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

- a) DC/14/2651/DEM | Prior Notification - Demolition of Hotel | The Ordnance Hotel 1 Undercliff Road West Felixstowe Suffolk IP11 2AN**

269. CLOSURE

The meeting was closed at 11.57am. The date of the next meeting was confirmed as being Wednesday 1st October at 9.15am

226. FINANCIAL REPORT

Members reviewed the Financial Report as presented. It was agreed that reports to future meetings would be accompanied by an executive summary of the information as part of the agenda.

It was RESOLVED that:

The financial position of the Council as at 31st July be noted as presented in the report.

227. CLOSURE

The meeting was closed at 5.16pm. It was noted that the next meeting was scheduled for 1 October 2014 at 4.30pm.

AGENDA ITEM 9: ACCOUNTS & AUDIT 2013/14

The External Auditor has been completed and the Annual Return for the Financial Year 2013/14 is presented as attached.

An 'Issues Arising Report' is also attached which sets out two matters requiring follow up action:

- PWLB Loan balance incorrectly disclosed.
- Minutes submitted for audit purposes not initialled by the person signing the minutes.

This Clerk will ensure that the PWLB Loan balance is correctly disclosed in Box 10 of the return in futures years and has already implemented a new format for the keeping of Council's Minutes. The minute book for 2014/15 is up to date, appropriately signed and initialled with pages numbered consecutively, in accordance with the Local Governement Act 1972, Sch 12, Para. 41(2).

Council is requested to:

- i. Approve and Accept the Annual Return as presented;**
 - ii. Note the Issues Arising Report and Approve the actions taken by the Clerk in order to address the matters raised; and,**
 - iii. Note 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 13th – 28th August 2014.**
-

AGENDA ITEM 10: LEISURE STRATEGY - DRAFT OPEN SPACE, SPORT AND PITCH ASSESSMENTS

Members have previously received correspondence confirming that the deadline for the consultation of the Suffolk Coastal Leisure Strategy's underpinning assessments; pitch non-pitch, built facilities and open spaces; closes on the 30th September 2014.

Links to assessments and further information about the Leisure Strategy were circulated in August and can be accessed at the Suffolk Coastal District Council via the following links:

Leisure Strategy

www.suffolkcoastal.gov.uk/yourfreetime/leisurestrategy/engagement

Open Spaces Assessment

<http://www.suffolkcoastal.gov.uk/assets/Documents/Free-time/Leisure-strategy/LeisureStrategy-OpenSpaceAssessment.pdf>

Built Facilities Assessment

<http://www.suffolkcoastal.gov.uk/assets/Documents/Free-time/Leisure-strategy/LeisureStrategy-FacilitiesAssessment.pdf>

Pitch and Non-Pitch Assessment

<http://www.suffolkcoastal.gov.uk/assets/Documents/Free-time/Leisure-strategy/LeisureStrategy-PitchesAndNonPitchesAssessment.pdf>

Following the consultation of the underpinning assessments it is intended that the Leisure Strategy will be drafted ready for its final consultation period towards the end of 2014. As part of this consultation SCDC plan to take the Leisure Strategy into communities and talk through their findings, take further feedback and identify community projects that link into the Leisure Strategy's priorities. The Active Communities Team are willing to attend a Town Council meeting during the consultation period when the first iteration of the leisure strategy has been drafted and Member are requested to consider inviting the Team to a future meeting on this basis.

Council is requested to consider and decide any response to the consultation on these assessments.

AGENDA ITEM 11: BOUNDARY COMMISSION REVIEW

The review of electoral wards in Suffolk Coastal is now complete and the Local Government Boundary Commission (LGBCE) has published its final recommendations for new electoral arrangements which can be found here: https://www.lgbce.org.uk/_data/assets/pdf_file/0019/22870/Suffolk-Coastal-Final-Reccs-Long-Report-POST-EDITOR.pdf

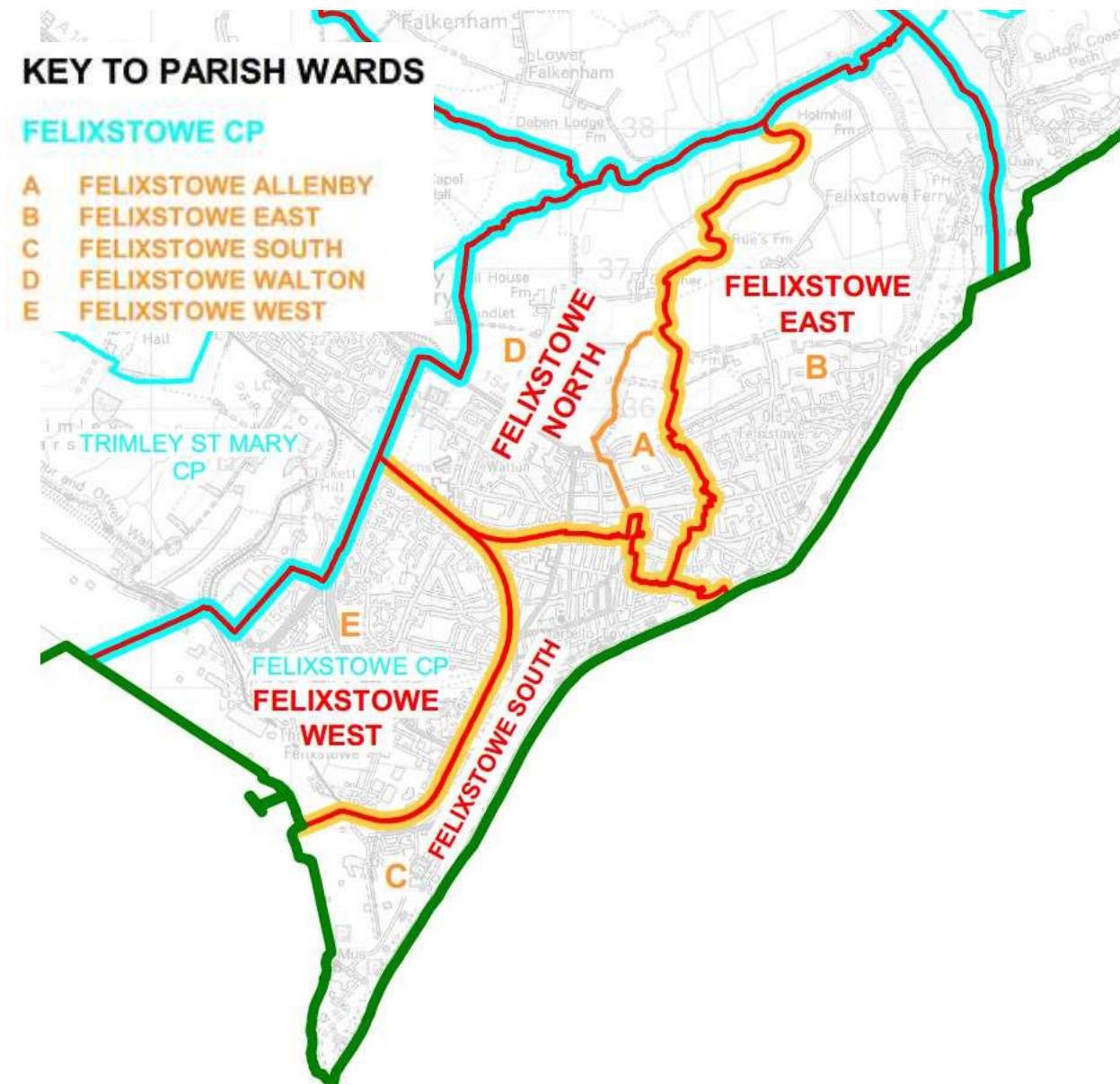
An extract relating to Felixstowe follows:

Felixstowe

- 84 The town of Felixstowe is currently represented in the Felixstowe East, North, South, South East and West wards. In the Council's revision of its electoral forecast, it expects the total electorate of the town to increase from 18,703 in 2012 to 19,863 by 2019.
- 85 Under our draft recommendations, we proposed two-member Felixstowe East, Felixstowe North, Felixstowe South and Felixstowe West wards.
- 86 In response to the consultation on our draft recommendations, Felixstowe Town Council proposed that we modify the boundary between our proposed Felixstowe North and Felixstowe East wards. The Town Council suggested that it follow the centre line of Rosemary Avenue and Picketts Road. The Suffolk Coastal Labour Group agreed with our proposed inclusion of all properties on Rosemary Avenue in a single ward. However, the Labour Group did propose modifications to our proposed boundaries between the Felixstowe North, East and South wards. We have broadly adopted these modifications, consistent with the requirement that we provide for good electoral equality and clear and ward boundaries.
- 87 The Town Council also re-iterated its initial proposal that there should be four four-member parish wards for the town. The requirement set out in the 2009 Act is that every parish ward should lie wholly within a single district ward and a single county electoral division. This prevents us from acceding to this parish warding request. Our parish warding arrangements for Felixstowe are set out in paragraph 93 in the report.
- 88 Our final recommendations for Felixstowe are for two-member Felixstowe East, Felixstowe North, Felixstowe South and Felixstowe West wards having 7% fewer, 2% more, 6% more and 2% more electors per councillor than the average for the district by 2019, respectively.
- 93 As a result of our proposed ward boundaries and having regard to the statutory criteria set out in the 2009 Act, we propose revised parish electoral arrangements for Felixstowe parish.

Final recommendation

Felixstowe Town Council should return 16 parish councillors, the same number as at present, representing five wards: Felixstowe Allenby (returning one member), Felixstowe East (returning four members), Felixstowe South (returning four members), Felixstowe West (returning four members) and Felixstowe Walton (returning three members). The proposed parish and district ward boundaries are illustrated on the map below:



The recommendations must now be approved by Parliament and it is proposed that a draft Order will be laid before both Houses of Parliament sometime before December 2014.

Subject to parliamentary scrutiny, the new electoral arrangements will come into force at the local elections in 2015.

Polling Stations Review

The Government has instructed that all district councils are required to carry out a review of the polling districts, places and stations by the end of December 2014. Formal notice of the review and the SCDC Returning Officer's report can be found here <http://www.suffolkcoastal.gov.uk/yourdistrict/elections/pollingstationreview/>.

SCDC have produced two versions of the report because of the Boundary Review. These are marked Appendix 'A' and Appendix 'B'. The current voting arrangements are set out in Appendix 'A'. The proposed warding arrangements as detailed in the recommendations of the SCDC Boundary Review together with information on the polling districts, places and stations are set out in Appendix 'B'.

For Felixstowe the proposed Polling Stations are as follows:

Felixstowe East

- Old Felixstowe Community Centre, Ferry Road (Polling Station A) (New Venue)
- Old Felixstowe Community Centre, Ferry Road (Polling Station B)
- Activity Hall, Brackenbury Sports Centre (New Venue)

Felixstowe North

- St Mary's Church Hall, High Street, Walton
- Maidstone Hall, 127 Maidstone Road (New Venue)
- St Andrews Church Hall, St Andrews Road

Felixstowe South

- St Edmund Church Hall, Langer Road (New Venue)
- St Johns Meeting Road, Orwell Road
- Trinity Methodist Church Small Hall, Orwell Road

Felixstowe West

- Cavendish Community Church, Grange Farm Avenue
- St Philips Church Hall, Wadgate Road

SCDC are required to consult stakeholders and Members are advised that if they wish to see a polling station changed they must give clear reasons for this together with a suggested alternative venue and reasons why the alternative is better than the current arrangements. Any comments on the proposals must be received before the consultation process ends on Friday, 7 November 2014.

Council is therefore requested to:

- i. Note the Final Recommendations of the Boundary Commission Review of local wards; and,**
- ii. Consider any comment it wishes to submit on the location of Polling Stations in Felixstowe.**

AGENDA ITEM 12: RESTORATION OF COUNCIL ARTWORK

At its meeting of 5 February 2014, Council agreed to dispose of the surplus artwork and earmark any monies received for long-term conservation of the remaining artwork (Minute 437 of 2013/14)

The sale of the surplus artwork achieved £2,329 which is credited to 101/1850 'Miscellaneous Income'

Work is now being undertaken to restore various other paintings and pictures owned by the Council.

Council is therefore requested to:

- i. Note the income received from the sale of the surplus artwork as being £2,329; and,**
 - ii. Authorise expenditure to restore various other paintings and pictures owned by the Council up to the value of the income received in accordance with Minute 437 2013/14; and,**
 - iii. Return any underspend to Council's Earmarked Reserve 900/9025 'Repairs & Renewals'**
-

AGENDA ITEM 13: CIVIC REGALIA

Repairs are required for both the Mayoral Chain (broken support brace) and the Deputy Mayor's badge of office (delaminated enamel).

Both are specialist items and few jewellers are willing to take on the work. Those that do charge a premium and can take several weeks to complete. Indicative costs for repairs to the Deputy Mayor's badge of office have been quoted at around £500. Quotes are being sought for repairs to the Mayoral Chain and are likely to prove more costly but it is hoped that a repair can be undertaken for less than £2,000.

Council's Earmarked Reserve 900/9025 'Repairs and Renewals' fund currently stands at £10,250 and would be an appropriate source to fund repairs to Civic Regalia.

Council is therefore requested to:

- i. Authorise expenditure of up to £500 in order to repair the Deputy Mayor's badge of office;**
 - ii. Authorise expenditure of up to £2,000 in order to repair the Deputy Mayor's badge of office; and,**
 - iii. Approve funding for this from Council's Earmarked Reserve 900/9025 'Repairs & Renewals'**
-

AGENDA ITEM 14: SEAFRONT FLAGS

At the Council meeting of 5 February 2014, the following minute was recorded:

416. BUDGET 2014/2015

The Council agreed to set a precept of £508,420. The Council agreed to pursue the projects as recommended by the Finance & General Purposes Committee, namely:-

- a) Erection of flags of nations along the route of the womens' cycle race – subject to external funding*
- b) Establishing a cycle hire facility jointly with a local company - subject to external funding*
- c) Providing pre-race entertainment at the womens' cycle race – from Promotions Budget*
- d) Providing en-route promotional displays at the womens' cycle race – from Promotions Budget*

In relation to 416a) above, 50 flags were erected along the seafront at a cost of £3,587.70 to Council's Earmarked Reserve 900/9015 'Enhancement & Promotional' however no external funding was received.

The flags have deteriorated to the extent that they are now past salvaging. The fittings are owned by the company that originally installed them. The cost to remove the flags is a further £1,200. Council's Earmarked Reserve 900/9015 'Enhancement & Promotional' currently stands at £14,335 and would be an appropriate funding source for this.

Council is therefore requested to consider the removal of flags on the seafront.

AGENDA ITEM 15: RECOMMENDATIONS FROM FINANCE & GENERAL PURPOSES COMMITTEE

At its meeting of 17 September 2014, Council's Finance & General Purposes Committee considered the following:

- 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'.

Finance & General Purposes Committee recommended approval for the above referrals. Council is therefore requested to consider these recommendations.

AGENDA ITEM 16: HERITAGE LISTING OF 91-95 UNDERCLIFF ROAD WEST

Referred to Council from the Finance & General Purposes Committee meeting held on 17 September 2014:

91-95 Undercliff Road West is currently for sale. Future use of the building is not likely to be known until such time as it is sold and a planning application submitted. Committee is being asked to consider whether to apply for National Heritage Listing which would provide some protection against major alterations or demolition for the building if it was deemed to qualify.

Members should consider the following criteria which the Secretary of State must use when assessing whether a building is of special interest and therefore should be added to the statutory list:

1. **Architectural Interest.** To be of special architectural interest a building must be of importance in its architectural design, decoration or craftsmanship; special interest may also apply to nationally important examples of particular building types and techniques (e.g. buildings displaying technological innovation or virtuosity) and significant plan forms;
2. **Historic Interest.** To be of special historic interest a building must illustrate important aspects of the nation's social, economic, cultural, or military history and/or have close historical associations with nationally important people. There should normally be some quality of interest in the physical fabric of the building itself to justify the statutory protection afforded by listing.

General Principles

Age and rarity. The older a building is, and the fewer the surviving examples of its kind, the more likely it is to have special interest. The following chronology is meant as a guide to assessment; the dates are indications of likely periods of interest and are not absolute. The relevance of age and rarity will vary according to the particular type of building because for some types, dates other than those outlined below are of significance. However, the general principles used are that:

- before 1700, all buildings that contain a significant proportion of their original fabric are listed;
- from 1700 to 1840, most buildings are listed;
- after 1840, because of the greatly increased number of buildings erected and the much larger numbers that have survived, progressively greater selection is necessary;
- particularly careful selection is required for buildings from the period after 1945;
- buildings of less than 30 years old are normally listed only if they are of outstanding quality and under threat.

Aesthetic merits. The appearance of a building – both its intrinsic architectural merit and any group value – is a key consideration in judging listing proposals, but the

special interest of a building will not always be reflected in obvious external visual quality. Buildings that are important for reasons of technological innovation, or as illustrating particular aspects of social or economic history, may have little external visual quality.

Selectivity. Where a building qualifies for listing primarily on the strength of its special architectural interest, the fact that there are other buildings of similar quality elsewhere is not likely to be a major consideration. However, a building may be listed primarily because it represents a particular historical type in order to ensure that examples of such a type are preserved. Listing in these circumstances is largely a comparative exercise and needs to be selective where a substantial number of buildings of a similar type and quality survive. In such cases, the Secretary of State's policy is to list only the most representative or most significant examples of the type.

National interest. The emphasis in these criteria is to establish consistency of selection to ensure that not only are all buildings of strong intrinsic architectural interest included on the list, but also the most significant or distinctive regional buildings that together make a major contribution to the national historic stock. For instance, the best examples of local vernacular buildings will normally be listed because together they illustrate the importance of distinctive local and regional traditions. Similarly, for example, some buildings will be listed because they represent a nationally important but localised industry, such as shoemaking in Northamptonshire or cotton production in Lancashire.

State of repair. The state of repair of a building is not a relevant consideration when deciding whether a building meets the test of special interest. The Secretary of State will list a building which has been assessed as meeting the statutory criteria, irrespective of its state of repair.

Requirements

In order for the any application to be considered the Town Council would be required to provide the following information:

- Ownership details including contact details so English Heritage can ensure people are informed and consulted when appropriate.
- Details of any current planning applications, permission or marine consent. (English Heritage state that they are unlikely to progress an application if the building or site is not currently under threat, so as much information as possible must be provided to this effect.)
- Photographs to support the application.
- The reasons why we believe the historic asset should be assessed for designation i.e. (historic, architectural, archaeological, or artistic)
- Documentary evidence to support the application such as historic maps and research reports.
- A list of the books, articles, websites etc. that are used to complete any research.

Council is requested to consider whether it believes that 91-95 Undercliff Road West would qualify for National Heritage Listing and any further action it deems necessary.

AGENDA ITEM 17: FELIXSTOWE TOURIST INFORMATION CENTRE
(MOTION FROM CLLR M SHARMAN)

Cllr M Sharman has submitted the following motion:

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.

Council is requested to consider the motion.

AGENDA ITEM 18: TRIM TRAIL – FORMER DONKEY RIDES SITE

At its meeting of 4 June 2014, Council considered and approve the following recommendations of a Working Party on Play/Leisure/Outdoor Sport in respect of the provision of a trim trail at the former Donkey Rides site on the seafront (Minute 80 of 2014/15 refers):

The accumulated Sports fund held by Suffolk Coastal District Council collected from contributions from residential planning applications stands at £40,406. The Working Party on Play/Leisure/Outdoor Sport considered that the provision of a trim trail on the site of the former donkey rides area on the seafront would be a worthwhile addition to the town, its residents and visitors.

The area is owned by Suffolk Coastal District Council and subject to their approval a ten station trim trail suitable for unsupervised use by teenagers and adults would be provided at a maximum cost of £14,500 from the Sports fund. There would however be a need to fund the future maintenance and depreciation costs, estimated at £2,000 per annum.

The Working Party has recommended to Full Council that:-

- a) *A trim trail, costing £14,500 be provided on the site of the former donkey rides, subject to Suffolk Coastal District Council approval as landowners*
- b) *The annual maintenance and depreciation costs of £2,000 per annum be met from the Town Council's Community Fund budget*

This has been since been followed up by the Clerk and subsequent to recent enquiries the following response to the Town Council's proposal was received from Suffolk Coastal District Council:

...generally happy with the principle of this, although formal approval may be required.

However any agreement will be subject the following:

- 1) *That there is no cost or liability to SCDC*
- 2) *That the Town Council are responsible for ensuring the site is suitable for the proposed use. If any work is required to make the site suitable, all works would be undertaken by FTC and their cost.*
- 3) *That the Town Council obtain any permissions that may be required*
- 4) *That the Town Council will pay for the installation of the site and assume all ongoing and future maintenance/repair/inspections and related costs and responsibility*
- 5) *That the District Council are suitably indemnified by the Town Council*
- 6) *That SCDC consult wider with Local Members and cabinet members and that they are happy with the proposal*
- 7) *That a suitable lease is put in place to cover all of the above and any other aspects required by the District Council*

Council is advised that the proposal from Suffolk Coastal District Council as it stands would require an initial, and ongoing, funding commitment in excess of the approval previously given. Full costs are unknown at this time but would need to be considered before Council is able to commit to a lease for the land.

Council is therefore requested to consider and decide any further action it deems necessary.

AGENDA ITEM 19: TOWN COUNCIL WEBSITE

Council's website www.felixstowe.gov.uk is in need of modernisation in order to:

- 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 Council staff to maintain and update in-house.

The existing site is hosted by a company who are paid a small monthly retainer for adding documents and minor updates. However, to meet the aspirations above, the site would require a total overhaul or a new website designed from scratch. Members are advised to take a look at the websites for Congleton www.congleton-tc.gov.uk and Alsager www.alsagertowncouncil.org.uk as examples of town council websites which meet the criteria.

As an indication of cost, from conception to launch including all project management and design, a similar site for Felixstowe could be provided for less than £8,000. However, Council should seek to consider three quotations before a commitment for funding to undertake any work can be made.

It is therefore recommended that Council:

- i. Approve in principle to provide an improved website in line with the aspirations set out above;**
 - ii. Delegate authority to the Clerk to invite quotations from three web design companies, to include the Council's current provider and a local design company if possible;**
 - iii. Instruct the Clerk to bring such quotations for Council to consider in due course; and,**
 - iv. Approve any other action which it deems is necessary at this stage.**
-

AGENDA ITEM 20: DATA RETENTION POLICY

A draft policy for retaining Council data is presented for consideration as follows:



Felixstowe Town Council

Data Retention Policy

Subject to any statutory or regulatory provision or advice from National or County associations (including that resulting from case law), the Town Council's policy for retaining data is as follows (in accordance with NALC guidelines at the time of coming into force):

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
• Minute books	Indefinite	Archive
• Scales of fees and charges	5 years	Management
• Receipt and payment account(s)	Indefinite	Archive
• Receipt books of all kinds	6 years	VAT
• Bank statements, including deposit/savings accounts	Last completed audit year	Audit
• Bank paying-in books	Last completed audit year	Audit
• Cheque book stubs	Last completed audit year	Audit
• Quotations and tenders	6 years	Limitation Act 1980 (as amended)
• Paid invoices	6 years	VAT
• Paid cheques	6 years	Limitation Act 1980 (as amended)
• VAT records	6 years	VAT
• Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)

• Timesheets	Last completed audit year	Audit
• Wages books	12 years	Superannuation
• Insurance policies	While valid	Management
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
• Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
• Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
• Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Halls, Centres, Recreation Grounds		
• application to hire • lettings diaries • copies of bills to hires • record of tickets issued	6 years	VAT
Allotments		
• register and plans	Indefinite	Audit, Management
For Burial Grounds		
• register of fees collected • register of burials • register of purchased graves • register/plan of grave spaces • register of memorials • applications for interment • applications for right to erect memorials • disposal certificates • copy certificates of grant of exclusive right of burial	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)

Council is requested to consider adopting the policy above and review on a three-yearly cycle.