



## 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 4 February 2015** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Rev David White, St Johns Church, Felixstowe.

## A G E N D A

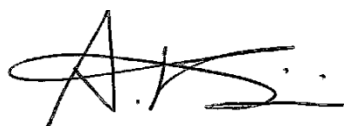
1. **Apologies**  
To receive apologies for absence.
2. **Declarations of Interest**  
*Members and Officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes 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 3 December 2014 as a true record. **(Pages 4-11)**
6. **Mayor's Communications**  
To receive such communications as the Mayor may wish to lay before Council. **(Pages 12-13)**
7. **Minutes of Committee and Sub-Committee Meetings**  
To receive and adopt the minutes of the following meetings:
  - a) Plans Committee: 26 November; 10, 17 December 2014; 14 January 2015
  - b) Finance Sub-Committee: 26 November 2014
  - c) Finance & General Purposes Committee: 21 January 2015**Pages (14-36)**

- 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. Annual Grants 2015/16**  
To approve the Annual Grants for 2015/16 as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Min. #452).  
**(Page 37)**
- 10. Mayoral Allowance 2015/16**  
To approve the Mayoral Allowance arrangements as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Min. #453).  
**(Page 37)**
- 11. Budget & Precept 2015/16**  
To consider the Budget and Precept for 2015/16 as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Min. #454).  
**(Page 38 & Appendix A)**
- 12. Earmarked Reserves Transfers**  
To approve the year-end transfers to/from the Council's Earmarked Reserves.  
**(Page 39)**
- 13. Meeting Schedule 2015/16**  
To approve the Meetings Schedule for the 2015/16 Municipal Year as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Min. #455).  
**(Appendix B)**
- 14. Occasional Grants Policy**  
To adopt the Occasional Grants Policy as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Min. #456).  
**(Appendix C)**
- 15. Social Media Policy**  
To adopt the Social Media Policy as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Min. #457).  
**(Appendix D)**
- 16. LGPS Discretions Policy**  
To adopt a Discretions Policy for scheme members of Local Government Pensions Scheme as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Min. #458).  
**(Appendix E)**
- 17. Risk Management Policy**  
To approve the Risk Management Policy for 2015 as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Min. #459).  
**(Appendix F)**

- 18. CCTV Update Report**  
To receive a report on CCTV from Sgt. Peter Street for the period October – December 2014  
**(Appendix G)**
- 19. Local Council Award Scheme**  
To note the launch of the Local Council Award Scheme which replaces the Quality Council Scheme.  
**(Page 39 & Appendix H)**
- 20. SCDC Draft Leisure Strategy Consultation**  
To consider any response to Suffolk Coastal District Council’s draft Leisure Strategy.  
**(Page 40 & Appendix I)**
- 21. Town Hall Building Repairs Update**  
To note an update report on the Town Hall Building Repairs project and appoint a CDM Manager.  
**(Page 41)**
- 22. WWI Commemorations**  
To consider the Council’s support of commemorative events relating to World War One.  
**(Verbal Report)**
- 23. Accounts for Payment**  
To confirm and approve the payments of accounts since the previous meeting as follows:  
**(Schedules attached at Appendix J)**

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

- 24. Closure**  
To close proceedings and confirm the date of the next Ordinary Council meeting scheduled for Wednesday 1 April 2015 at 7.30pm



**Ash Tadjrishi**  
**Town Clerk**  
**29 January 2015**

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

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 3 December 2014 at 7.30pm**

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

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

**IN ATTENDANCE:** One member of the Press, 21 members of the Public.

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

### **PUBLIC QUESTIONS**

A member of the public asked whether extra parking would be provided in the Town in response to any additional need generated by the new flats at Cliff House. Cllr A Smith advised that the Ranelagh Road car park rarely achieved maximum occupation; however, were there to be sufficient sustained demand, it could theoretically support a single storey addition.

In response to a question on a recent planning application for a supermarket at Haven Exchange the Chairman of Plans, Cllr A Smith, advised that no formal approval had been given to the proposal at this time.

On a question regarding access to Coastal Communities Funding, Cllr A Smith advised that any project for Felixstowe which could be eligible for the fund should be forwarded to the District Council funding team, or the Town Clerk.

In response to a question on the Spa Pavilion, Cllr A Smith advised that discussions were still being held with a preferred bidder and that the District Council were optimistic for a positive announcement soon.

A member of the public thanked the Councillors and Staff for their hard work and wished everyone a Merry Christmas.

## **PRAYERS**

The meeting was preceded with prayers by Rev. Mark Kichenside, Christ Church, Felixstowe.

### **398. APOLOGIES FOR ABSENCE**

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

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

The following declarations of Councillors' interests were made:

Councillors S Bird, M Deacon, Jan Garfield, M Morris, D Savage, M Sharman, C Slemmings and A Smith 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.

### **400. QUESTIONS TO THE MAYOR**

There were none.

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

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 24 September 2014 be signed by the Mayor as a true record and adopted by the Council.**

### **402. MINUTES OF THE 5 NOVEMBER EXTRAORDINARY MEETING**

**It was RESOLVED that the Minutes of the Extraordinary Council Meeting held on 5 November 2014 be signed by the Mayor as a true record and adopted by the Council.**

### **403. MAYOR'S COMMUNICATIONS**

The Mayor referred to a list of engagements: 18.09.14-22.09.14 – Civic Visit to Wesel to celebrate the 40<sup>th</sup> Anniversary, Deputy Mayor, 19.09.14 – Seafarers Charity Concert, Deputy Mayor, 21.09.14 – Barts Bash, Felixstowe Ferry Sailing Club, 25.09.14 – NSPCC Annual Meeting, 28.09.14 – Waveney Annual Civic Service, 28.09.14 – Mayor of Ipswich Sunday Service, 02.10.14 – Rotary Club of Felixstowe Landguard Charter, 05.10.14 – Needham Market Civic Service, 12.10.14 – Suffolk Harvest Festival, 15.10.14 – Landguard Photographic Competition, 19.10.14 – Walton Parish Nursing Celebration Service, Deputy Mayor, 19.10.14 – Mayor of Stowmarket Civic Service, 21.10.14 – Travelwatch AGM, 25.10.14 – 2014 Poppy Appeal, 25.10.14 – Orwell District Scouts Firework Night, Deputy Mayor, 31.10.14 – Felixstowe

Fairtrade Forum AGM, Deputy Mayor 02.11.14 – 7<sup>th</sup> Felixstowe Gift & Craft Fair and Launch of the Scout Christmas Card Scheme, 04.11.14 – Felixstowe Carnival Committee AGM, 09.11.14 – Remembrance Sunday, 11.11.14 – 2 Minute Silence at War Memorial, Deputy Mayor, 14.11.14 – Opening of new Maritime Transport Head Office, Deputy Mayor, 14.11.14 – Rainbows Tea Party, 21.11.14 – Mayor’s Charity Dinner Dance, 23.11.14 – British Legion Christmas Bazaar, 23.11.14 – Centenary Celebration Service, St Edmundsbury Cathedral, Deputy Mayor, 23.11.14 - Mayor of Ipswich Multi Faith Civic Celebration, 26.11.14 – Mayor of Ipswich Charity Meal, 29.11.14 Felixstowe Lighting Up Day, 30.11.14 – Felixstowe’s Service of Diversity, 02.12.14 – Christmas Visit, Sanctuary Care, 02.12.14 – Christmas Visit, Rowland House, 02.12.14 Christmas 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

The Mayor highlighted that the early firing of the maroon rocket on Remembrance Day, whilst unfortunate, was deemed necessary due to weather conditions at the time.

The Deputy Mayor reported on a visit to the Opening of the Maritime Transport Head Office in Felixstowe. It was noted that the Deputy Mayor had attended the Mayor of Ipswich Multi Faith Civic Celebration in November in place of the Town Mayor.

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

It was **RESOLVED** that:

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

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

#### **405. OUTSIDE BODIES**

No reports received.

#### **406. FLORAL BEDDING CONTRACT FOR 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. It was noted that, due to orders for plants being required to be placed

before the end of November, the Committee resolved to appoint the contractor and report this action to Council (Minute #382 of 2014/15 refers).

**It was RESOLVED that the action taken by the Finance & General Purposes Committee at its meeting of 19 November, to award the floral bedding contract for 2015 to Norse's Suffolk Coastal Services, be approved.**

#### **407. TOWN AND DISTRICT COUNCILS' LIAISON MEETINGS**

Members noted the update report from Suffolk Coastal District Council on the Boating Lake area.

**It was RESOLVED that, with the aim of improved liaison between the two authorities, biannual meetings between Members of Suffolk Coastal District Council and Felixstowe Town Council be held at the Town Hall.**

#### **408. TOWN HALL BUILDING REPAIRS**

Council noted that the preferred approach recommended by the Premises Committee at its meeting of 19 November was for a revised specification and tender for works to be commissioned (Minute #367 of 2014/15), with further cost savings to be explored, for the project to repair the brickwork and windows to the front elevation of the Town Hall.

**It was RESOLVED that:**

- 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 be approved;**
- 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).**

#### **409. INVESTMENT BOND**

Council noted that a deposit of £200,000 in a one-year fixed-rate bond with Lloyds Bank at a gross interest rate 0.95% was due to mature on 13 January 2015.

**It was RESOLVED that:**

**Subsequent to the maturation of the current bond and in accordance with the Investment Policy; the Clerk be authorised to invest £200,000 in a new one-year fixed-rate bond at the best rate available at time of investment.**

**410. NATIONAL PAY AWARD 2014-2016**

Council noted that despite the pay award affecting all Town Council employees, this would not impact on the salaries budget for 2015/16 which was approved by the Personnel Committee at its meeting of 22 October (Minute #333 of 2014/15 refers).

**It was RESOLVED that the National Pay Award 2014-2016 be noted.**

**411. COMMUNITY FUND**

Members considered the purpose and provisions of the Council's Community Fund Earmarked Reserve.

Members agreed that it had been prudent financial planning to create the Community Fund as a contingency in order to support local services and activities which may face cuts from other authorities. However, as the full extent of such a need had not been realised, Members supported some amendments to the funding arrangement as referred to in the report which could be recommended to Council via the Finance & General Purposes Committee. If approved in due course, the changes would see a reduced funding uplift to the Community Fund in 2015/16 which would allow for an increase to the level of Occasional Grants funding. Funding the Level Two Youth Project via the Community Fund would be further considered by Finance & General Purposes as part of the budget recommendations to Council.

It was also noted that authority to release funding from any of Council's Earmarked Reserves would require a resolution from Council.

**It was RESOLVED that funding provision to the Community Fund Earmarked Reserve be reviewed annually as part of the budget setting process each year.**

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

Council considered changes to its Committee Structure and associated Terms of Reference as recommended by the Finance & General Purposes Committee at its meeting of 19 November 2014 (Minute #377 of 2014/15 refers).

**It was RESOLVED that**

- **Changes to the Council's Committee Structure and associated Terms of Reference, as recommended by the Finance & General**



**Purposes Committee and presented in the report, be approved and adopted; and,**

- **These changes to come in to force with effect from Annual Council on 20 May 2015.**

#### **413. BEYOND FELIXSTOWE FUTURES**

Council considered the formation of a new place-based initiative to build on the elements of partnership working fundamental to the, soon to be expiring, Felixstowe Futures programme.

It was noted that, alongside a commitment from SCDC to a further 3 years of £75,000 annual funding to support the initiative, the key elements of the proposed new approach would be to:

- Disband the current FF arrangements by the end of March 2015;
- Establish a new initiative which retains a focus on Felixstowe;
- Create 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;
- Adopt a “strategic and enabling” approach to achieving economic and community development objectives;
- Focus on the initiation, development and co-ordination of strategic economic and community development;
- Have much broader engagement and involvement with communities of interest relevant to this remit;
- Develop a business plan clearly setting out priorities and the activity required to achieve these objectives; and,
- 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

**It was RESOLVED that**

- i. The outline proposal for a new place based approach to Felixstowe be approved;**
- ii. £20,000 be committed each year for the three financial years 2015/16, 2016/17 and 2017/18, with expenditure approved from the Community Fund Earmarked Reserve, to support the new initiative;**
- iii. A redesigned ‘Felixstowe coordinator’ role for the new group to be jointly recruited with SCDC; and,**
- iv. Councillors D Savage and M Deacon be elected to a preliminary working group of up to 6 town, district and county councillors working with SCDC to develop an operational model for the new group.**

#### **414. LAND AT CANDLET ROAD/TREETOPS**

Council noted that following a development appraisal of the site, Suffolk County Council were preparing to offer a parcel of land at Candlet Road/Treetop shown in the report for sale on the open market. The land had previously come to the attention of the Town Council as being one of the sites included in the County Council's cancelled Gypsy and Traveller Short Stay Stopping Sites Consultation.

**Following a debate it was RESOLVED that the Clerk update Members as and when any further information on the sale of the land was known, with no further action at this time.**

#### **415. ACCOUNTS FOR PAYMENT**

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

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
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>

#### **416. EXCLUSION OF PRESS AND PUBLIC (COMMERCIAL SENSITIVITY)**

The Mayor advised 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 they were instructed to withdraw.**

#### **417. TOWN COUNCIL WEBSITE**

Council considered project proposals and quotes received from three potential providers of the new Town Council website.

Following a review of the proposal documents Members agreed that the Town Council's website should aspire to be a comprehensive local resource tool and support a positive view of the town.

**It was RESOLVED that:**

- i. R1 Digital Media be invited to provide the new Town Council website as per the terms outlined in their proposal document;**
- ii. Funding for the project be approved to a limit of £8,000 from Council's Earmarked Reserves 9045/900 'Website Redesign' and 9015/900 'Enhancement & Promotional'; and,**
- iii. The Clerk be delegated the authority to take all necessary action to progress the project in order that the new website be ready for launch by 31 March 2015.**

#### **418. CLOSURE**

The meeting was closed at 8.40pm. It was noted that the next Ordinary Meeting was scheduled for 4<sup>th</sup> February 2015 at 7.30pm.

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

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

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## AGENDA ITEM 6: MAYORS CORRESPONDENCE

### MAYOR'S ENGAGEMENTS SINCE LAST COUNCIL MEETING

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

DATE	EVENT
04.12.14	Citizen's Advice Bureau Christmas Meal
05.12.14	<i>Deputy Mayor – Woolly Hat Day at Felixstowe Seafarers Centre</i>
05.12.14	Mayor's Charity Christmas Concert
06.12.14	Victorian Christmas Market, St John The Baptist Church
06.12.14	St Niklaus Fest, Wesel Association
07.12.14	A Service of Commissioning of the Church of Christ Church and the Licensing of Rev Mark Kichenside
08.12.14	Orwell District Scouts Christmas Carol Service
09.12.14	<i>Deputy Mayor – Fairfield Infant Nursery School Christmas Concert</i>
10.12.14	Christmas Visit - Bellstone Nursing Home
10.12.14	Christmas Visit – Foxgrove & Maynell Nursing Home
11.12.14	Suffolk County Council Carol Service
15.12.14	Christmas Visit - Brierfield Nursing Home
16.12.14	Christmas Visit – Mill Lane Nursing Home
16.12.14	British Legion Felixstowe Friendly Visiting Service
16.12.14	Christmas Visit - Highcliffe House Nursing Home
17.12.14	Christmas Visit - St Marys Nursing Home
17.12.14	Christmas Visit - Yetton Ward Nursing Home

17.12.14	Christmas Visit – Conniston Nursing Home
18.12.14	<i>Deputy Mayor – Felixstowe Academy Christmas Concert</i>
19.12.14	<i>Deputy Mayor – Felixstowe Old Peoples Welfare Association Christmas Tea Party</i>
19.12.14	Mayor Of Felixstowe's Carol Service
21.12.14	A Festival of Carols & Readings, St Mary's Church, Hadleigh
22.12.14	Christmas Visit - The Firs
22.12.14	Christmas Visit - White Gables
23.12.14	Christmas Visit - Cotman House
25.12.14	Christmas Day Dip in aid of St Elizabeth Hospice
25.12.14	Christmas Visit – Felixstowe Community Hospital
25.12.14	Salvation Army Luncheon
2015	
10.01.15	Wesel Association AGM
15.01.15	Felixstowe & Haven Port Seafarers Service AGM
25.01.15	Mayor of Ipswich, Burns Supper
25.01.15	<i>Deputy Mayor – Churches Together in Felixstowe Annual Unity Service</i>
28.01.15	<i>Deputy Mayor – Felixstowe Old People's Welfare Association AGM</i>
30.01.15	<i>Deputy Mayor – Laying of Flowers to Commemorate the loss of lives in 1953 floods.</i>

## **AGENDA ITEM 7: MINUTES OF COMMITTEES / SUB-COMMITTEES**

**MINUTES** of the **PLANS COMMITTEE** meeting held at Felixstowe Town Hall on  
**Wednesday 26 November 2014 at 9.15am**

**PRESENT:** Cllr M Stokell (Vice Chairman in the Chair)      Cllr M Deacon  
                 Cllr D Savage (Deputy Mayor)                              Cllr S Bird  
                 Cllr Jon Garfield (*from item 388c*)                              Cllr J Sennington

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

**IN ATTENDANCE:** Two Members of the Public (*to item 388d*)

### **384. APOLOGIES FOR ABSENCE**

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

Apologies for lateness were received from Cllr Jon Garfield.

### **385. 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	388	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Deacon	388	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr D Savage	388	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr J Sennington	388	Local Non-Pecuniary (Suffolk Coastal District Council Member)

### **386. REQUESTS FOR DISPENSATIONS**

There were none.

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

It was **RESOLVED** that:

**The Minutes of the Plans Committee Meeting held on 12th November 2014 be signed by the Chairman as a true record.**

### 388. 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/14/3271/FUL</b>   Replacement of windows to the rear of the flat. <b>Wellington Court, 35 Hamilton Gardens, Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL.</b>	

b)	<b>DC/14/3284/FUL</b>   Installation of external an ATM pod. <b>Tesco Stores Ltd., 88 Hamilton Road, Felixstowe</b>
<b>Committee noted the amended drawings which had addressed an issue of encroachment into the highway beyond the curtilage of the site and recommended APPROVAL.</b>	

*Cllr Jon Garfield arrived at 9.35am*

c)	<b>DC/14/3357/FUL</b>   Proposed first floor side extension and single storey rear extension. <b>48 Westmorland Road, Felixstowe</b>
<b>Committee recommended REFUSAL. In consideration of objections to the proposed development submitted from neighbours of the site, Committee believes that the proposals to be contrary to policies DM21(f) with regards to design aesthetics and DM23 with regards to residential amenity in keeping with guidelines in SPG16 specifically where it refers to potential loss of light for adjoining properties.</b>	

d)	<b>DC/14/3387/FUL</b>  Rear extensions. <b>4 Links Avenue, Felixstowe</b>
<b>Committee recommended APPROVAL subject to the planning authority's consideration as to whether the proposed development meets the criteria set out in policy DM23 with regards to residential amenity in keeping with guidelines in SPG16 where it refers to potential loss of light for adjoining properties.</b>	

e)	<b>DC/14/3418/ FUL</b>   Erection of a single storey side extension with and two storey rear extension. <b>The Gatehouse, Maybush Lane, Felixstowe</b>
<p><b>Committee recommended REFUSAL. Committee were gravely concerned to learn that, whilst there was an extant permission for extensions to this building under C12/1433, the Gatehouse had now been reduced to little more than part of a single brick wall. Committee believes this may be contrary to that consent and contrary to polices set out in AP1 (Conservation Areas – Control of Development and Enhancement) and AP28 (Areas to be protected from development).</b></p>	

f)	<b>DC/14/3425/OUT</b>   Outline application for dwelling on land adjacent to The Postern. <b>The Postern, Marcus Road, Felixstowe</b>
<p><b>Committee recommended APPROVAL.</b></p>	

g)	<b>DC/14/3431/FUL</b>   Construction of 11 dwellings. <b>Garage and parking area rear of 2 to 16 Philip Avenue, Felixstowe</b>
<p><b>Committee recommended APPROVAL. Committee welcomed this development which it believes to be essential in nature for the town. In consideration of concerns raised by a local ward Member, Committee requests that this curved part of Philip Avenue be marked with a painted SLOW sign in order to promote careful vehicle movements around the access to the site.</b></p>	

h)	<b>DC/143432/OUT</b>   Demolition of existing building and construction of 5 dwellings with access and garaging (Outline). <b>Penfold Road, Felixstowe</b>
<p><b>Committee recommended APPROVAL.</b></p>	

i)	<b>DC/14/3483/FUL</b>   Erection of a sectional garage (renewal of planning permission C09/1073). <b>Garages adjoining 20 Quintons Lane, Felixstowe</b>
<p><b>Committee recommended APPROVAL.</b></p>	



<b>j)</b>	<b>DC/14/3519/OUT</b>   Proposed dwelling – Land to rear of 16 Stour Avenue (facing Kingsfleet Road). <b>16 Stour Avenue, Felixstowe</b>
<b>Committee recommended REFUSAL. Committee believes that this proposal, if approved, would lead to a development contrary to policy DM7 (Infilling and Backland Development within physical Limits Boundaries) in relation to reduced residential amenity for immediate neighbours and loss of parking which is already known to be problematic in this location.</b>	

<b>k)</b>	<b>DC/14/3552/FUL</b>   Proposed front porch (existing open porch to be removed). <b>11 Links Avenue, Felixstowe</b>
<b>Committee recommended APPROVAL.</b>	

<b>l)</b>	<b>DC/14/3591/FUL</b>   Proposed single storey rear extension and replacement garage. <b>Windyridge, 35 Manor Terrace, Felixstowe</b>
<b>Committee recommended APPROVAL.</b>	

<b>m)</b>	<b>DC/14/3600/FUL</b>   Erection of a first floor extension over garage and alterations to existing house. <b>131 Colneis Road, Felixstowe</b>
<b>Committee recommended APPROVAL.</b>	

<b>n)</b>	<b>DC/14/3641/TCA</b>   To fell 1 No. Holm Oak, too close to house. <b>2 Hamilton Gardens, Felixstowe</b>
<b>Committee recommended APPROVAL.</b>	

### **389. FELIXSTOWE PENINSULA AREA ACTION PLAN**

Members were advised that the first meeting of the Felixstowe Peninsular Area Action Plan Working Group had been confirmed to take place on Monday 8 December 2014 at 6.30pm at the District Council offices. It was expected that the Felixstowe AAP Working Group would be briefed in conjunction with the other AAP Working Group for the rest of the district. At this meeting, Working Group Members would be provided with an update on the status of the draft Issues & Options paper which was being prepared for public consultation for six weeks from 15 December.

**Committee NOTED the update.**

### **390. CORRESPONDENCE**

Members learned that the Town Clerk and the Technical Advisor had attended the District Council's 'World of Planning' event on Monday 24 November.

The Clerk advised that during the feedback session several comments had been provided to the District Council surrounding perceived delays in uploading planning documents to the public access website. The Clerk and the Technical Advisor had also indicated their willingness to work with the planning authority in order that all town and parish councils within the district may be supported to maintain timely engagement with planning applications.

**Committee NOTED the update.**

### **391. CLOSURE**

The meeting was closed at 11.35am. The date of the following two meetings were confirmed as being Wednesday 10 December and Wednesday 17 December 2014, both at 9.15am.

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

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

**MINUTES of the PLANS COMMITTEE meeting held at Felixstowe Town Hall on  
Wednesday 10 December 2014 at 9.15am**

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

**OFFICERS:** Mrs R Jones (Estates Officer)  
                 Mrs L Monsen (Mayor's Secretary/Executive Secretary)

**419. APOLOGIES FOR ABSENCE**

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

**420. 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	423	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Deacon	423	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr D Savage	423	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr A Smith	423	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr K Williams	423	Local Non-Pecuniary (Suffolk Coastal District Council Member)

**421. REQUESTS FOR DISPENSATIONS**

There were none.

**422. MINUTES OF THE PREVIOUS MEETING**

**It was RESOLVED that:**

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

#### 423. 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/14/3438/FUL</b>   4 x LED Downlighter Spotlights – Flooding lighting to building elevation using 60 degree spread of light. 10 x LED Uplighter Spotlights – Flooding lighting to building elevation using 60 degree spread of light. <b>Premier Inn, 1 Undercliff Road West, Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL. Members took into consideration the impact the lighting would have on the Conservation Area, the nearby residents and businesses in the context of Policies AP1, DM23 (Residential Amenity) and DM26 (Lighting).</b>	

During discussion of the following item the Chairman, Cllr K Williams and Cllr M Deacon left the chamber.

In the absence of the Vice-Chairman, Cllr D Savage was elected as Chairman for the item.

<b>b)</b>	<b>DC/14/3587/FUL</b>   Erection of two dwellings – existing garage and car port to be removed. Revised scheme to outline planning approval DC/14/0060/OUT. <b>19 Cliff Road, Felixstowe</b>
<b>Committee recommended REFUSAL. Members considered both the initial and the subsequently amended scheme plan approved with Outline Consent DC/14/0060/OUT in order to understand what the extent of any approved development might be. Members considered that the proposals for the two new dwellings were wider, deeper and of a more overbearing design. In consideration of an objection to the proposed development submitted from the neighbour at No. 21, Members believe the proposal would lead to a significant loss of light to habitable rooms on its western elevation and subsequently to its residential amenity. Members felt that the reintroduction of front garages in this section of Cliff Road would have a detrimental impact on the street scene.</b>	
<b>For the above reasons, Members believe the proposal is contrary to guidelines within Policies DM21 (Design) and DM23 (Residential Amenity).</b>	

At this point Cllr Smith returned to the chamber.

Cllr Smith in the Chair.

c)	<b>DC/14/3683/FUL</b>   Proposed alterations and extensions (amended schemes to previous approvals C13/0528 & C14/090). <b>Deben Reach, 218 Ferry Road, Felixstowe</b>
<b>Committee recommend APPROVAL.</b>	

d)	<b>DC/14/3700/FUL</b>  Erection of a new free-standing souvenir kiosk on Ocean Boulevard amusement area on Felixstowe seafront of similar size and style to the two previously approved and built kiosks on the site. Like the previous kiosks, the application involves the removal of fifteen meters of bushes and a six meter section of dwarf stone wall from along the edge of the promenade to allow customer access. <b>Ocean Amusements, Sea Road, Felixstowe</b>
<b>Committee recommend APPROVAL. Members welcomed this further investment to the seafront area in Felixstowe.</b>	

#### **424. FELIXSTOWE PENINSULA AREA ACTION PLAN**

Members had attended the Joint Inaugural Meeting of Site Allocations and Area Specific Policies and Felixstowe Peninsula AAP Working Group Meeting on the 8<sup>th</sup> December 2014 at Suffolk Coastal District Council Offices. Members noted that the Public Consultation will start on Monday 15<sup>th</sup> December for 11 weeks. Documents will be available to view on the Suffolk Coastal District Council website. Hard copies will be available at Felixstowe Town Hall and Felixstowe Library.

**Committee NOTED the update.**

#### **425. CORRESPONDENCE**

There was no correspondence.

#### **426. CLOSURE**

The meeting was closed at 10.45am. The date of the next meeting being Wednesday 17 December 2014 at 9.15am.

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

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

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

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

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

**IN ATTENDANCE:** Mrs C Block (Deben Estuary Partnership) – by invitation  
                 Mr G Henderson (Deben Estuary Partnership) – by invitation  
                 One Member of the Public

**427. APOLOGIES FOR ABSENCE**

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

**428. 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	431	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr D Savage	431	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr J Sennington	431	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr A Smith	431	Local Non-Pecuniary (Suffolk Coastal District Council Member)

**429. REQUESTS FOR DISPENSATIONS**

There were none.

**430. MINUTES OF THE PREVIOUS MEETING**

**It was RESOLVED that:**

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

At the direction of the Chairman, Standing Orders were suspended at this point and Mrs C. Block was invited to address the Committee on matters relating to the Deben Estuary Plan consultation which was to be considered later in the agenda.

Following a presentation from Mrs Block and questions from Members, the Chairman reinstated Standing Orders at 9.30am.

#### 431. 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/14/3904/FUL</b>   Replacement of existing pole and antennas with new pole and antennas, installation of 2 no. 300mm diameter dish antennas and development ancillary thereto. <b>Telecommunications Mast 1015, Dooley Road, Felixstowe Suffolk</b>
<b>Committee recommended APPROVAL.</b>	

<b>b)</b>	<b>DC/14/3871/FUL</b>   Proposed First floor balcony at front of property. <b>117 Cliff Road, Felixstowe</b>
<p><b>Committee considered this application solely in respect of the permission for a balcony as submitted. Committee recommended APPROVAL subject to the erection of a privacy screen to the south elevation of the proposed balcony in line with the policies of SPG16 and in keeping with the adjacent property. Committee noted that whilst the application was for a first floor balcony the drawings indicate a rear extension also.</b></p>	

<b>c)</b>	<b>DC/14/3866/TCA</b>   To crown thin and tidy Holm Oak overhanging site entrance. To coppice sycamore overhanging Maybush Lane. To remove storm damaged limb from Holm Oak on southern boundary. <b>Land at Cranmer Cliff Gardens, Maybush Lane, Felixstowe</b>
<b>Committee recommended APPROVAL provided all work is carried out under the guidance of the Arboricultural Officer at the District Council.</b>	

#### **432. DEBEN ESTUARY PLAN**

At the direction of the Chairman, Standing Orders were suspended at this point and Mr G. Henderson was invited to address the Committee on matters relating to the Felixstowe element of the Deben Estuary Plan.

Following a presentation from Mr Henderson and questions from Members, the Chairman reinstated Standing Orders at 10.20am.

It was RESOLVED that:

- i. The Deben Estuary Plan be fully endorsed and the Chairman and the Clerk be given delegated authority to respond formally on behalf of the Council accordingly; and,
- ii. A vote of thanks be given to the Deben Estuary Partnership for their excellent work on this project.

#### **433. FELIXSTOWE PENINSULA AREA ACTION PLAN**

Members heard that the Issues & Options paper was now out for consultation until 27 February 2015. The Clerk advised that future meeting for the Felixstowe Peninsula AAP Working Group were as follows:

- 14 January 2015, Council Chamber, SCDC Offices at 6.30pm
- 10 February 2015, Council Chamber, Felixstowe Town Hall at 6.30pm
- 16 March 2015, Council Chamber, SCDC Offices at 6.30pm

**Committee NOTED the update.**

#### **434. CORRESPONDENCE**

- a) **DC/14/3418/FUL** | Amended Plans – Erection of a single storey side extension and two storey rear extension | **The Gatehouse, Maybush Lane, Felixstowe Suffolk IP11 2AN**

**Members noted the additional information which had been received. However this served to only reinforce Committees concerns regarding the apparently unauthorised demolition of this property in the conservation area.**

#### **435. CLOSURE**

The meeting was closed at 10.38am. The date of the next meeting being Wednesday 14 January 2015 at 9.15am.

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

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





#### 440. 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/14/3715/FUL</b>   Demolition of rear conservatory and erection of a single storey flat roof extension to the front and rear of the property (bungalow) <b>63 Seaton Road, Felixstowe.</b>
<b>Committee recommended APPROVAL.</b>	

<b>b)</b>	<b>DC/14/4046/FUL</b>   Erection of a single dwelling with a new vehicular access off Lincoln Terrace   <b>Land rear of 25 Undercliff Road West, Felixstowe.</b>
<p><b>Committee recommended REFUSAL.</b> In consideration of this application, Committee acknowledged that the scale of the proposals were smaller than as previously submitted in application C14/0009.</p> <p>However, Committee's concerns previously expressed about development of this site remain the same. These are:</p> <ol style="list-style-type: none"><li><b>1. The site is in a natural state and forms a valuable element of open undeveloped land in the recently extended Conservation Area. We have noted with concern recent felling of trees, we have no evidence this is in line with the Arboricultural Report and have further concerns about the validity of this report in that it was written prior to the designation of the Conservation Area, and its relation to a different form of development than that proposed for the site.</b></li><li><b>2. Clearly, there will still be major overlooking of residential properties on Undercliff Road West including and not limited to numbers 25 and 25a. We also still have concerns about the proposed side windows and balcony terrace in relation to the amenity of Cotman House.</b></li><li><b>3. The design is overtly modern and with a metal roof design is, we feel, inappropriate in a Conservation Area and contrary to retained policy AP1 and DM 21. This would also potentially have specific detrimental effect on properties on Lincoln Terrace due to potential reflected sunlight.</b></li></ol>	

**4. In addition the Town Council has major concerns about issues of land stability. It is well known that this land has stability issues, not least due to significant amounts of ground water and springs. We note that no report concerning this has been presented in line with policy in NPPF para 120 and the Local Plan policies and no evidence has been presented that these can be addressed. The Committee has similar concerns about surface water drainage issues and the potential effect on properties beneath the site and appropriate measures to deal with sewerage which is known to be problematic in this area. These issues must be incontrovertibly addressed.**

<b>c)</b>	<b>DC/14/4050/FUL   Detached single storey boat house   Ferry Beach, The Ferry, Felixstowe.</b>
<p><b>Committee recommended APPROVAL subject to the consideration of DM23 with regards to residential amenity in keeping with guidelines in SPG16; specifically where it refers to potential loss of light for adjoining properties.</b></p>	

<b>d)</b>	<b>DC/14/4060/LBC   Erection of lighting pole behind existing chimney stack of main building as detailed on drawing 3280-350A   The Bartlet, Undercliff Road East, Felixstowe.</b>
<p><b>Committee noted that the application referred to a lightning (rather than lighting) pole and recommended APPROVAL.</b></p>	

<b>e)</b>	<b>DC/14/4021/FUL   Change of use to A1 use as Funeral Directors and associated works   225 High Street, Walton, Felixstowe.</b>
<p><b>Committee recommended REFUSAL. Committee carefully considered the application but recommended refusal due to the sensitive nature of the proposed operation close to and overlooked by neighbouring residents especially in the newly provided houses and in the conversion of the former Feathers Public House. Members were also concerned about parking provision and vehicle movements to and from the site which is on a busy highway.</b></p>	

f)	<b>DC/14/4152/OUT</b>   Erection of two single-storey dwellings and garages   Land to rear of 49-53 High Road East, Felixstowe.
<b>Committee recommended REFUSAL. Committee considered that this application would have a detrimental effect on the setting of the adjacent properties, in particular the amenity of properties in Rosemary Avenue and Lynwood Avenue, contrary to guidelines laid out in development management policy DM7.</b>	
g)	<b>DC/14/3997/FUL</b>   Replacement of three windows from wooden to UPVC Retrospective permission for two windows replaced from wooden to UPVC in 2010   <b>9 Priory Road, Felixstowe.</b>
<b>Committee recommended APPROVAL.</b>	

**441. SUFFOLK COASTAL DISTRICT COUNCIL (OFF-STREET PARKING PLACES) (VARIATION) ORDER 2015**

Members noted proposal to amend the provisions of the Suffolk Coastal District Council (Off-Street Parking Places) Order 2008.

**442. FELIXSTOWE PENINSULA AREA ACTION PLAN**

Members noted an update on the Felixstowe Peninsula Area Action Plan and the public drop-in sessions in Felixstowe would take place on Thursday 29 January (10am-1pm, Walton Community Hall) and Tuesday February (5.30pm-8.30pm, Town Hall)

**443. CORRESPONDENCE**

- a) **DC/14/3483/FUL** | Amended Plans – Erection of a sectional garage (renewal of planning Permission C09/1073) | **20 Quintons Lane, Felixstowe Suffolk IP11 9QE**

**Members noted additional documentation which had been submitted in support of the above plan.**

- b) A letter from Hutchison Ports outlining a request to amend the agreement pursuant to Section 106 Town and Country Planning Act 1990.

**Committee noted that this item would be brought to the next Plans Meeting on Wednesday 28<sup>th</sup> January 2015 for consideration.**

**444. CLOSURE**

The meeting was closed at 10.58am. The date of the next meeting was noted as being Wednesday 28 January 2015 at 9.15am.



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

**It was RESOLVED that:**

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

### **396. DRAFT BUDGET AND ESTIMATE 2015/16**

Members considered current-year expenditure and projected outturn for the full year 2014/15 against budget as presented in the report.

As requested by Finance & General Purposes Committee at its meeting of 19 November 2014 the Clerk presented Committee with a comparison of the current year budget and draft estimates for 2015/16 and explanatory notes within the approved new Chart of Accounts (*Minute #379 of 2014/15 refers*).

Among a number of new budget lines it was noted that a holding account for any Community Infrastructure Levy (CIL) income had been created as the levy arrangements were due to be in place at Suffolk Coastal District Council from 1 April 2015. Any CIL payments were scheduled to be made on 28<sup>th</sup> April and 28<sup>th</sup> October 2015. As it was unlikely that the Town Council would receive a payment in April 2015 and it was not clear the amount that may be received in October 2015 a zero amount was being proposed in the budget for 2015/16.

Members considered Annual Grants and Occasional Grants funding levels. It was agreed that a budget line for Annual Grants should be created and set at £6,800 in line with the same cost as in 2014/15 of supporting those organisations which receive annual funding from the Town Council.

Following a discussion on the Community Fund, Members recommended that, pending any impact of Council's consideration of the remit of the Community Fund at its 3 December meeting, the annual uplift to this fund be reduced by £10,000 and a commensurate figure be added to the Occasional Grants budget to increase available funding for one-off grants to £15,000.

A budget of £2,000 was included for 'Advertising and Promotion' which would be used to promoting any job opportunities at the Council, grants and other Council services, such as weddings.

To clear up any confusion between duplicated naming of different budget categories the Clerk had implemented the following changes:

2014/15 cost centre 'Community Fund' renamed 'Community Fund Projects'.  
Projects approved by Council to be funded from the Community Fund earmarked reserve to be detailed under this cost centre.

2014/15 expense code 'Community Fund' renamed 'New Community Projects'.  
Holding code for any new projects approve in-year by Council to be funded from the Community Fund earmarked reserve.

2014/15 earmarked reserve 'Community Fund'. Retained funding reserve. Members requested that the accompanying notes include clarification that code 4640 'Floral Bedding' was for bedding plants on the seafront.

A budget line for 'Litter/Dog bins' had been created and Members recommended that £800 be allocated for this purpose and transferred in from the earmarked reserve 'Recycling Credits' at the beginning of the new financial year in order that the Civic & Community Engagement Committee be able to authorise a limited number of bins in 2015/16 without the requirement to seek permission from full Council.

Members discussed the possibility of renaming the earmarked reserve 'Recycling Credits' as future credits would not be received. The Clerk confirmed that Council would be required to consider transfers and movements to and from the earmarked reserves before the end of the year.

It was noted that, if approved by Council, a precept of £522,361 for 2015/16 would equate to £67.35 per Council Tax Band D equivalent ratepayer. It was noted that the Band D equivalent in 2014/15 was also £67.35.

Therefore, on the basis that the budget estimates 2015/16 would result in a 0% change/nil tax increase to local residents, the Sub-Committee recommended that the precept demand for 2015/16 be recommended to Council for approval.

Members recorded a vote of thanks to the Town Clerk and Finance Officer for their work on the budget estimates and presentation.

**It was RESOLVED that:**

- i. The draft budget estimates 2015/16 be updated to reflect the changes agreed above and reported to the Finance & General Purposes Committee on 21 January 2015 with any other minor amendments deemed appropriate by the Clerk detailed at that meeting; and,**
- ii. On the basis that the proposed budget for 2015/16 require a 0% change to the Town Council's portion of the Council Tax, it be recommended to Council that the precept demand for 2015/16 be set at £522,361.**

### **397. CLOSURE**

The meeting was closed at 6:52 pm. It was noted that this would be the final time the Sub-Committee would meet and the minutes would be reported to Finance & General Purposes Committee in January 2015.

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**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 21 January 2015 at 7.30pm**

**PRESENT:** Cllr D Savage (Vice-Chairman in the Chair)  
Cllr N Barber  
Cllr S Bird  
Cllr M Morris  
Cllr G Newman (Town Mayor)  
Cllr J Sennington  
Cllr M Sharman  
Cllr A Smith  
Cllr M Walker

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

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

**In the absence of the Chairman, Vice-Chairman Cllr D Savage in the Chair.**

**445. APOLOGIES FOR ABSENCE**

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

**446. 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 N Barber	452	Non-Pecuniary (as a member of the Carnival Association)
Cllr A Smith	452	Non-Pecuniary (as a member of the Landguard Partnership)

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

**447. REQUESTS FOR DISPENSATIONS**

There were none.

**At this point in the meeting the Vice-Chairman suspended Standing Orders and reported to Councillors and members of the Public attending on a forthcoming meeting of Suffolk County Council's Cabinet which was to decide on the future of a number of Children's Centres in the county, including Sea Breeze Children's Centre in Felixstowe.**

Members expressed their deep disappointment that, despite the Town Council's strong objections, and with 25% of Sea Breeze users having stated that they would



not go anywhere else, the County Council was proposing to close this Children's Centre in Felixstowe. It was noted that, should the proposals be approved by the County Council, the year-round services provided by Sea Breeze - fundamental to its users in this area of Felixstowe - would no longer be accessible out of term-time. In noting that the Town Council's response to the consultation had not been acknowledged, nor its objections addressed, in the report to the County Council's Cabinet, Cllr N Barber agreed to take a statement to Cabinet on behalf of the Members present.

**Standing Orders reinstated.**

**448. MINUTES OF THE PREVIOUS MEETING**

**It was RESOLVED that:**

**The Minutes of the Finance & General Purposes Committee Meeting held on 19 November 2014 be signed by the Vice-Chairman as a true record.**

**449. MINUTES OF THE FINANCE SUB-COMMITTEE**

**It was RESOLVED that:**

**The Minutes of the Finance Sub-Committee Meeting held on 26 November 2014 be received by the Committee and signed by the Vice-Chairman as a true record.**

**450. ACCOUNTS TO 31 DECEMBER 2014**

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

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

**451. LEVEL TWO YOUTH PROJECT FUNDING**

The Committee considered additional funding for Level Two.

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

In response to Members queries on fund-raising initiatives, Mr Wyatt described how the majority of the group's funding came via local authorities and charitable trusts rather than fund-raising events, which were not able to provide the security and level of income required.

**Standing Orders reinstated.**

Members commented on how the youth club service provided by Level Two provided a valuable resource for any young person in Felixstowe, highlighting the level of demand and scale of need for accessible support and mentoring services for young people which, if not provided by Level Two, would be lacking in the town.

Following further discussion it was proposed that a total of £10,000 be awarded to Level Two for the financial year 2015/16, funded via Community Fund Projects (cost centre 305) from the Council's Community Fund Earmarked Reserve. It was proposed that this funding be limited to one year only, pending any review taken during the budget setting process for 2016/17.

The Clerk was asked to enquire whether Level Two would wish to invite a representative appointed by the Town Council as a non-executive board member to the management board.

**It was RESOLVED that £10,000 for Level Two, funded via Community Fund Projects (cost centre 305) from the Council's Community Fund Earmarked Reserve, be included in the final budget estimates for 2015/16 for Council approval.**

#### **452. ANNUAL GRANTS**

The Committee considered Annual Grants for 2015/16 as recommended by the Finance Sub-Committee at its meeting of 26 November 2014 (*Minute #396 of 2014/15 refers*).

**It was RESOLVED that £6,800 for Annual Grants, as per the schedule in the agenda report, be included within the final budget estimates for 2015/16 for Council approval.**

#### **453. MAYORAL ALLOWANCE**

Committee considered the Mayoral Allowance for 2015/16.

**RESOLVED that Council be recommended to:**

- i. Approve no increase to the Mayor's Allowance for 2015/16, being £7,000 for the purposes of defraying the costs associated with the office of Town Mayor; and,**
- ii. Formally advise the Town Mayor that the allowance should be used to defray any legitimate costs incurred by the Deputy Mayor when officially deputising for the Mayor in his/her absence.**

#### **454. BUDGET AND PRECEPT 2015/16**

Members considered the final draft budget as presented in the report. It was noted that a number of amendments had been included to reflect the updated projected outturn position for 2014/15.

Following the earlier resolution of Committee to increase the funding provision to Level Two from the Community Fund Earmarked Reserve, the Clerk provided a further explanation on the affect this would have on the overall budget. Committee noted that the Community Fund Earmarked Reserve would receive a total of £59,050 from the General Fund in 2015/16, of which a total of £41,866 was committed from this reserve to fund approved expenditure as detailed within the Community Fund Projects heading (cost centre 305).

**It was RESOLVED that:**

- i. With the amendment to increase the funding arrangement for Level Two to £10,000 for the forthcoming financial year, as approved by Committee earlier the same evening, the draft budget 2015/16 be finalised and presented to Council on 4 February 2015 for adoption; and,**
- ii. It be recommended to Council that, on the basis of a nil increase to the council tax charge for the forthcoming year, the Precept demanded by Felixstowe Town Council for the financial year 2015/16 be set at £522,361.**

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

Committee noted the Meeting Schedule for 2015/16 as presented.

**It was RESOLVED that the Meeting Schedule for 2015/16 be recommended to Council for adoption as presented in the report.**

#### **456. OCCASIONAL GRANTS POLICY**

Committee considered the policy for Occasional Grants as presented in the report. A number of minor amendments were proposed to the policy as follows:

- i. Addition of the words ‘*approved*’ and ‘*financial*’ to the sentence in the section headed How Do I Apply so that it reads “You will need to submit a summary and copy of the *approved* year-end accounts for the latest two *financial* years.”,**
- ii. Correction of the word ‘first’ to ‘second’ in the heading titled “Deadline for submission for the first round is 30 November”,**
- iii. Amendment to Grant Conditions so the section reads “All successful applicants ~~will~~ *may* be required to:”; and,**
- iv. The condition for successful applicants to provide, within three months, feedback detailing how the grant was used be amended to extend the period to 12 months.**

**It was RESOLVED that, subject to the approved amendments being incorporated, the Occasional Grants Policy be recommended to Council for adoption.**

**457. SOCIAL MEDIA POLICY**

Committee considered the Social Media Policy as presented. Members highlighted concerns surrounding the reputational cost to the Town Council should users be drawn in to debate or respond to criticism of the Council when online and whether maintaining such accounts would unnecessarily increase staff workloads. The Clerk gave assurances to Members that the policy provided Council with the opportunity to respond to queries appropriately and set guidelines as to what would or would not be acceptable. It was noted that social media was being used by many local authorities as it offered a further method of communication with no additional cost.

The use of social media would not replace current methods used to communicate Council activities.

**It was RESOLVED that the Social Media Policy be recommended to Council for adoption as presented.**

**458. LGPS DISCRETIONS POLICY**

Committee noted the requirement for a discretions policy in respect of The Local Government Pension Scheme Regulations 2013.

**It was RESOLVED that, subject to a minor amendment to make clear that any mention of ‘members’ referred to ‘scheme members’ and not ‘Council Members’, the LGPS Employer’s Discretions Policy be recommended to Council for adoption.**

**459. RISK MANAGEMENT POLICY**

Committee noted the amendments being proposed for Council’s Risk Management Policy for 2015. It was further noted that the Clerk and Council’s Finance Officer had met with the Council’s insurers earlier in the day. At this meeting it had been confirmed that the Council was insured to the sum of £250,000 against Libel and Slander and to the sum of £58,600 for Office Equipment.

**It was RESOLVED that the proposed changes presented in the report be approved and the Risk Management Policy for 2015 be recommended to Council for adoption.**

**460. CLOSURE**

The meeting was closed at 8.59pm. The next meeting was noted as being scheduled for 18 March 2015 at 7.30pm.

## **AGENDA ITEM 9: ANNUAL GRANTS 2015/16**

As recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #452 of 2014/15 refers); Council is requested to approve £6,800 for Annual Grants as per the schedule below:

### **Annual Grants 2015/16**

Felixstowe Council for Sport and Recreation	200
Citizen's Advice Bureau	1,500
Felixstowe Volunteer Coast Patrol Rescue Service	1,500
Felixstowe Carnival	500
Landguard Fort	1,000
Landguard Partnership	1,000
Felixstowe Ferry Boatyard	200
Art on the Prom	500
Wesel Twinning Association	200
Salzwedel Twinning Association	200
	<hr/>
	<b>6,800</b>

The total of £6,800 has been included for 302/4620 'Annual Grants' in the 2015/16 Budget report later in this agenda.

**Council is requested approve the Annual Grants for 2015/16.**

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## **AGENDA ITEM 10: MAYORAL ALLOWANCE 2015/16**

In accordance with Minute #453 of the 21 January 2015 Finance & General Purposes Committee, Council is recommended to:

- i. **Approve no increase to the Mayor's Allowance for 2015/16, being £7,000 for the purposes of defraying the costs associated with the office of Town Mayor; and,**
  - ii. **Formally advise the Town Mayor that the allowance should be used to defray any legitimate costs incurred by the Deputy Mayor when officially deputising for the Mayor in his/her absence.**
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## **AGENDA ITEM 11: BUDGET & PRECEPT 2015/16**

The Felixstowe Town Council Budget for 2015/16 and Precept Calculation is presented at **Appendix A**. This finalised 'clean' version incorporates the recommendations of the Finance & General Purposes Committee at its meeting of 21 January 2015 and is recommended to Council for adoption (Minute #454 refers).

**It is therefore recommended that:**

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

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

- iii. The Clerk be instructed to submit all the necessary information to Suffolk Coastal District Council.**
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## **AGENDA ITEM 12: EARMARKED RESERVES TRANSFERS**

In advance of the 2014/15 financial year end, Council is requested to approve the following transfers to its Earmarked Reserves, totalling £51,716:

### **900 Earmarked Reserves**

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

**Council is requested to approve the transfers as listed in the report.**

## **AGENDA ITEM 19: LOCAL COUNCIL AWARDS SCHEME**

The new Local Council Award Scheme launched on 6 January 2015 and replaces the Quality Parish and Town Council Scheme, to which Felixstowe Town Council is accredited.

The Clerk has applied for an automatic transition to the Foundation level of the new Local Council Award Scheme. This was offered to Quality Council's at no cost and takes effect from the expiry of the Quality Town Council scheme on 31 January 2015.

The attached letter at **Appendix H** gives further information and the Town Clerk is investigating how Felixstowe Town Council might achieve the Gold Award within the next year.

**Council is requested to note this information.**

## **AGENDA ITEM 20: SUFFOLK COASTAL DISTRICT COUNCIL DRAFT LEISURE STRATEGY**

At the direction of the Council, Cllr D Savage, Cllr M Sharman and the Town Clerk responded to the draft open space, sports and pitch assessments which formed the evidence base for the Suffolk Coastal District Council Leisure Strategy (Minute #289 of 2014/15 refers).

### **Response submitted on behalf of the Town Council on 30 September 2014:**

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Felixstowe Town Council has reviewed the leisure strategy assessment documents and consider them to provide a good assessment of the provision here in Felixstowe.

There were a couple of queries raised by Members which should be considered as follows:

#### **Playing Pitch and Non-Pitch Facilities Assessment**

Demand for Cricket (p53):

- Walton Church Cricket Club are not listed, this is an accredited club and member of the local sports council.

Bowling Greens (p88):

- Trimley (Cranfield) Bowls Club not listed
- Felixstowe Conservative Bowls Club not listed

Skate Parks (p106):

- There is only one skate park in Felixstowe – no skate park at Coronation Sports Ground.

Provision of MUGA (p103):

- Should the all-weather floodlit pitch at the Academy (formerly Orwell High School) be counted as a MUGA (Multi Use Games Area)?

#### **Opens Spaces Assessment**

Cycling provision - Emerging issues (p88)

- *“Work is currently under way to create a cycle path along the full length of the sea front in Felixstowe.”* There is no evidence that such work is underway. Further detail on this would be welcome.

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Subsequent to the consultation of these underpinning assessments, the District Council's overarching draft Leisure Strategy has been published for consultation until 13 February 2015 and is provided at **Appendix I**.

**Council is requested to consider and decide any response it wishes to submit to this consultation.**

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## **AGENDA ITEM 21: TOWN HALL BUILDING REPAIRS**

At its meeting of 3 December 2014, Council approved the process for procuring refurbishment works to the Town Hall front façade (Minute #408 of 2014/15 refers).

Premises Committee had previously reviewed a draft specification for works which had included an item of projected professional fees of £8,000 associated with the project which covered several specialist services. The following items have already been approved:

- 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);
- 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);

One of the specialist services required as part of this project and whose costs would be included within the original £8,000 outlined for fees, is a CDM (Construction Design and Management) Co-ordinator. This is a legal requirement due to the nature of this project and the amount of potential employees involved. The Town Council has received 2 quotes for this service; one for £1,200 plus vat and one for £3,300.

Once the approval for the CDM co-ordinator's fee has been approved and following discussions with the project team, it is proposed to invite four companies to tender for the works during the period 5 February to 9 March 2015. There will subsequently be an appraisal of the Tenders received by the professional team including the Town Clerk and Estates Officer. It is proposed to report the findings of that appraisal to Premises Committee scheduled on 18 March which will review the tenders and make any recommendation to Council at its meeting of 1 April 2015 with a view to awarding the contract if an acceptable tender proposal is received.

**Council is therefore requested to:**

- i. Note the update above;**
- ii. Approve the appointment of the CDM Co-ordinator at £1,200+VAT; and,**
- iii. Authorise expenditure for the professional fees above from Council's Earmarked Reserve for Town Hall Maintenance (900/9065).**