



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 9 September 2015** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Diane Smith, Trinity Methodist Church, Felixstowe.

A G E N D A

1. **Apologies**
To receive apologies for absence.
2. **Declarations of Interest**
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.
3. **Requests for Dispensation**
Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.
4. **Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 25.
5. **Confirmation of Council Minutes**
To confirm the minutes of the Annual Council Meeting held on Wednesday 8 July 2015 as a true record. **(Pages 2-8)**
6. **Mayor's Communications**
To receive such communications as the Mayor may wish to lay before Council. **(Page 9)**
7. **Minutes of Committee Meetings**
To receive and adopt the minutes of the following meetings:
 - a) Planning & Environment Committee 1 July 2015 **(Pages 10-14)**
 - b) Planning & Environment Committee 15 July 2015 **(Pages 15-18)**
 - c) Finance & General Purposes Committee 22 July 2015 **(Pages 19-20)**

- d) Planning & Environment Committee 29 July 2015 **(Pages 21-25)**
- e) Planning & Environment Committee 12 August 2015 **(Pages 26-30)**
- f) Planning & Environment Committee 26 August 2015 **(Pages 31-33)**

8. Reports from Members appointed to Outside Bodies

Members are requested to provide a written report to the Clerk at least two days prior to the meeting.

9. SCDC Planning Scheme of Delegation

To receive an update from the Town Clerk following SCDC proposals to amend the scheme of delegation for planning applications. **(Page 34-35)**

10. Felixstowe Forward Report

To receive an update report and consider any recommendations from Felixstowe Forward. **(Page 35 & Appendices A,B,C)**

11. Street Naming

To consider and make any recommendation for the naming of a new road. **(Page 36)**

12. Christmas Events

To consider the potential installation of a temporary ice rink as part of Christmas festivities. **(Page 36)**

13. Fly a Flag for the Commonwealth

To consider the Council's participation on Commonwealth Day, 14 March 2016. **(Page 37)**

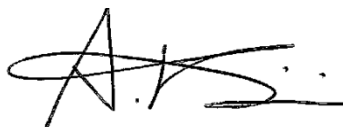
14. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedule attached at Appendix D)**

Date	Voucher Nos.	Total Payment
15/07/2015	150 – 171	£13,158.51
22/07/2015	172 – 181	£3,408.60
29/07/2015	182 – 193	£29,722.20
12/08/2015	194 – 212	£5,222.04
26/08/2015	213 – 226	£30,779.75
	TOTAL	£82,291.10

15. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 11 November 2015.



Ash Tadjrishi
Town Clerk
3 September 2015

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 8 July 2015 at 7.30pm

PRESENT: Cllr D Savage (Town Mayor) Cllr P Coleman
 Cllr N Barber Cllr S Gallant
 Cllr S Bird Cllr G Newman
 Cllr S Bloomfield Cllr S Wiles

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

IN ATTENDANCE: Ms H Greengrass (Felixstowe Forward Change Director)
 Ms K Ryder (SCDC Leisure and Countryside Manager)
 11 Members of the Public, 1 Member of the Press

PUBLIC QUESTIONS

A member of the public asked whether roadside banners removed by Suffolk County Council employees could be held in Felixstowe rather than taken away to Halesworth or Stowmarket as had happened recently. Cllr N Barber advised that he would speak with Highways to establish a resolution and it was suggested that the Town Hall may be able to hold removed banners for a short time to allow the owner to collect from a local point. Cllr G Newman advised that a proliferation of unauthorised signage was an issue for the town, more so from commercial enterprises than community groups.

In response to a comment from a member of the public on the valuable support provided by the SCDC Visitor Services Officer, Council Members highlighted the important for organisers of local events to be able to receive the support they require to be able to adequately plan their events.

In answer to a question as to the cost of a Blue Flag in comparison to any loss of tourism income as a result of no longer being part of this scheme, the Mayor advised that the cost was estimated as being between 7 and 10 thousand pounds and that EU bathing waters directives were more exacting a standard than Blue Flag requirements. Cllr N Barber stated that any loss to tourism would be impossible to ascertain, however representatives from the business community had not reported any negative impact.

PRAYERS

The meeting was preceded with prayers by Sgt. Richard Waters, Salvation Army, Felixstowe. Council observed one minute's silence to remember victims of the Tunisian beach attack of 26 June 2015.

103. APOLOGIES

Apologies for absence were recorded from **Cllr M Deacon, Cllr Jon Garfield, Cllr Jan Garfield, Cllr T Green, Cllr A Smith** and **Cllr K Williams**.

104. DECLARATIONS OF INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Bloomfield Cllr P Coleman Cllr S Gallant Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr N Barber	All	Local Non-Pecuniary (as Members of Suffolk County Council)

105. REQUESTS FOR DISPENSATION

There were none.

106. QUESTIONS TO THE MAYOR

There were none.

107. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 10 June 2015 be signed by the Mayor as a true record and adopted by the Council.

108. MAYOR'S COMMUNICATIONS

The Mayor referred to the following list of engagements:

Langer Primary School (Felixstowe in Flower)	5 June 2015
Colneis Junior School (Felixstowe in Flower)	11 June 2015
The Hut (Rose Care Residential Care Home Fish & Chip Lunch)	11 June 2015
<i>Deputy Mayor – Grange Primary School (Sports Day)</i>	12 June 2015
<i>Deputy Mayor – Lillie's Café & Diner (Open Day)</i>	12 June 2015
Peewit Caravan Park (Afternoon Tea Party)	13 June 2015
<i>Deputy Mayor - United Reform Church, Southwold (Civic Service)</i>	14 June 2015
Level2 (AGM)	15 June 2015

Town Hall (Launch of Felixstowe in Flower)	16 June 2015
Trimley Sports & Social Club (Felixstowe CAB)	18 June 2015
White Gables Residential Home (National Care Home Open Day 2015)	19 June 2015
Bucklesham Grange Care Home (Open Day)	19 June 2015
Felixstowe Ferry Club (RNLI Day)	21 June 2015
Salvation Army Hall (Civic Service)	21 June 2015
<i>Deputy Mayor – Suffolk New College (End of Year Student Celebration)</i>	24 June 2015
Felixstowe Internal College (Concert, Prize Giving & Sports Day)	26 June 2015
Felixstowe Academy (The Chicago Staff Band)	26 June 2015
<i>Deputy Mayor – Felixstowe Library (Sponsor Evening for Felixstowe Book Festival)</i>	26 June 2015
The Orwell Hotel (Felixstowe Book Festival)	27 June 2015
Kesgrave Hall (The Queens Award for Enterprise 2015)	29 June 2015
St Felix Church (FACTS AGM & 25 th Anniversary Celebrations)	29 June 2015
Tesco Metro (Foodshare Foodbank)	30 June 2015
Raven Hut, Nacton (Orwell District Scouts AGM)	2 July 2015
Trinity Methodist Church (Fuchsia Society Fantasia)	4 July 2015
Landguard Fort (Darrells Day)	5 July 2015
The Orwell Hotel (Local Schools Community Production)	8 July 2015

The Mayor highlighted the vast array of high quality events around the town and thanked the Deputy Mayor for supporting a number of these engagements.

RESOLVED that the Mayor's engagements since 3 June 2015 be noted.

109. MINUTES OF COMMITTEE MEETINGS

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

- a) Planning & Environment Committee 3 June 2015**
- b) Assets & Services Committee 3 June 2015**

- c) Planning & Environment Committee 17 June 2015
- d) Civic & Community Committee 17 June 2015
- e) Finance & General Purposes Committee 24 June 2015

110. REPORTS ON OUTSIDE BODIES

No reports received.

111. RECOMMENDATIONS FROM COMMITTEES

It was **RESOLVED** that following recommendations from Council's Committees be approved:

- i. a new urns burial section of the Cemetery be created, as per Minute 50i of Assets & Services 3 June 2015, and the scheme be funded via the Council's Cemetery Projects Earmarked Reserve to a maximum total of £1,700;
- ii. the principle of a new Memorial Garden at the Cemetery be approved subject to further consideration of a scheme by the Assets and Services Committee and a clear recommendation to Council as to the level of funding required;
- iii. a bench be installed on the Council's behalf by SCS Norse at the Gosford Way green, as per Minute 84iii of Civic & Community 17 June 2015, with the total cost of £1,105.95 to be approved via the Council's Recycling Credits Earmarked Reserve;
- iv. the Internal Control Statement for the year ending 31 March 2015 be adopted as per Minute 90 of Finance & General Purposes 24 June 2015; and,
- v. as per Minute 93 of Finance & General Purposes 27 June 2015, the Council would register for the Local Council Award Scheme, in order to work towards the Quality Gold Award, the cost of registration of £250+VAT to be funded from the Council's Enhancement & Promotional Earmarked Reserve; and, a Working Group comprising the Mayor, Cllr G Newman, Cllr N Barber, the Town Clerk and the Finance Administration Officer be set up to oversee delivery of the project.

112. FELIXSTOWE FORWARD REPORT

Council received the report of the Felixstowe Forward Change Director, Helen Greengrass.

Ms Greengrass reported positive feedback on the newsletter style briefing paper Felixstowe Forward had distributed around the town, which had been well received. Felixstowe Forward had been active in the town, liaising with

local schools on their work for the Book Festival. Council heard that an intern had been supporting the team and would be evaluating events over the summer, Ms Greengrass offered to forward further information to Members following the completion of this work.

Referring to the forthcoming engagement event, Ms Greengrass was pleased to report that this had been oversubscribed and would potentially require a second event to cater for the interest registered by a broad spectrum of attendees from across the town. Views from students received during a drop-down day at Felixstowe Academy would be incorporated in to the work around the engagement event on 17 July, along with comments from a recent Retail Forum.

Concluding her update, Ms Greengrass announced that news of the work of Felixstowe Forward had already been heard by the Department of Communities and Local Government (DCLG) and, as one of the first 12 Coastal Communities Teams (CCTs) in the country, Felixstowe was being considered for a potential visit from the Minister of State for Communities and Resilience, MP Mark Francois.

In consideration of the developments happening in the town, and with the seafront gardens project close to completion, Members commented on the need to promote the town as a resort and tourist destination. Suggestions such as an enhanced presence in the local newspaper and a promotional campaign to tour operators were put forward.

Members recorded a vote of thanks to Helen Greengrass for the summary of activities being carried out by Felixstowe Forward.

RESOLVED that the Felixstowe Forward update report be noted as received.

113. FELIXSTOWE SPORT HUB

Council received a progress report on the Felixstowe Sports Hub project from SCDC Leisure and Countryside Manager, Keri Ryder.

Members heard that there had been consultation with local sports clubs on three sites and Felixstowe Academy. SCDC were looking at how the aspiration of the local clubs could be met over the next 10+ years. Ms Ryder confirmed that the lease for the rugby club had been completed in the past week and the football club would be considered by SCDC Cabinet soon. Work was being done with the cricket club combining to establish a 'home for cricket' in the town.

Council noted that the Academy were considering updates to the hockey pavilion and provide other facilities. The hockey club's ambitions for a second all-weather pitch could be possible if a 3G pitch could be realised at the football club.

Ms Ryder outlined the next steps as securing funding streams with the support of SCDC. A sports funding group was being set up for collective bidding as would strengthen bids with a higher chance of success.

The Mayor advised that Eastwood Ho was not suitable for cricket and should be retained as open space. Ms Ryder agreed that it would take a considerable amount of work to make this area work for cricket.

In summing up, Ms Ryder wished to dispel a local rumour that a large sum of money had been awarded to the cricket club, stating that the funding had been allocated to the whole sports collective.

Members thanked Ms Ryder for providing Council with the update and looked forward to receiving further reports on progress with the initiative in due course.

RESOLVED that the Sports Hub update report be noted as received.

114. **CIVIC MEMORABILIA**

Council considered making a provision for occasional items which may be presented as formal gifts to official guests or visitors to the town, or as awards given by the Council. Members discussed the value of holding a limited stock of item such as pens, lapel badges and wooden shields depicting the Council's crest.

It was RESOLVED that expenditure be authorised from Council's Enhancement and Promotional Earmarked Reserve for the purchase of pens, lapel badges and wooden shields depicting the Felixstowe crest, to a limit of £1,000; with the specification and quantities of each to be delegated to the Town Clerk in consultation with the Mayor.

115. **ACCOUNTS FOR PAYMENT**

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

Date	Voucher Nos.	Total Payment
31/05/2015	80 – 106	£43,482.00
10/06/2015	107 – 121	£39,384.87
24/06/2015	122 – 145	£37,501.15
01/07//2015	146 - 149	£11,679.18
	TOTAL	£132,047.20

116. **CLOSURE**

The meeting was closed at 8.32pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 9 September 2015 at 7.30pm.

AGENDA ITEM 6: MAYOR'S COMMUNICATIONS

Please find a list of Mayoral Engagements undertaken since the previous meeting:

Felixstowe Academy Summer Concert	9 July 2015
Mayor's Reception	10 July 2015
Cotman House Garden Fete	11 July 2015
Seafarers Concert	11 July 2015
Felixstowe Academy Art Exhibition	12 July 2015
Opening of David Button Funeral Directors	18 July 2015
Felixstowe Tennis Club Tennis Tournament	18 July 2015
<i>Deputy Mayor – Mill Lane Nursing Home Garden Fete</i>	18 July 2015
Felixstowe Horticultural Show	19 July 2015
<i>Deputy Mayor – St Edmundsbury Civic Service</i>	19 July 2015
Port of Felixstowe 50 th Year Anniversary of Roll on Roll Off Operations	20 July 2015
Lions Club - Visit of Chernobyl Children	22 July 2015
Felixstowe Carnival – Judging of Carnival Floats	25 July 2015
Felixstowe Friendly Visiting Service	28 July 2015
<i>Deputy Mayor – Mayor of Haverhill, Mayor at Home</i>	28 July 2015
Bombay Nite 25 th Anniversary Event at The Triangle	1 August 2015
Leopold Nursing Home Summer Fete	1 August 2015
Conniston House, Felixstowe in Flower Visit	11 August 2015
Cowpasture Allotment Open Day	15 August 2015
Foxgrove Residential Home Open Day	15 August 2015
St Elizabeth Hospice, The Hope Trust and Local Alzheimer's Society Fun Day	16 August 2015
Felixstowe Seafront Gardens Opening Event	26 August 2015
Old Grammar School Centenary Celebrations	2 September 2015
Art on the Prom	6 September 2015

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 1 July 2015** at **9.15am**

PRESENT: Cllr S Bird (in the Chair) Cllr D Savage
Cllr S Gallant Cllr S Wiles
Cllr G Newman

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

In the absence of the Chairman and Vice-Chairman, Cllr S Bird was elected as Chairman for this meeting.

Cllr S Bird in the Chair.

95. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr A Smith, Cllr Jon Garfield, Cllr N Barber, Cllr Jan Garfield** and **Cllr K Williams**.

Committee heard that Cllr A Smith was unwell and Members wished him a speedy recovery.

96. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr D Savage Cllr S Gallant	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

97. REQUESTS FOR DISPENSATION

There were none.

98. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Planning & Environment Committee Meeting held on 17 June 2015 be signed by the Chairman as a true record.

99. 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)	DC/15/2021/VOC Application to vary conditions 2 & 4 of Planning Consent C/13/1012 (amendment to approved site layout plan and landscaping scheme to reflect the required repositioning of the electricity substation) Car Park And Hamilton House, Cambridge Road Applicant: McCarthy & Stone
Committee recommended APPROVAL subject to the applicant meeting Highways conditions.	

b)	DC/15/1750/VOC Variation of Condition 3 (materials and finishes) of Planning Permission DC/14/3715/FUL 63 Seaton Road Applicant: Mr and Mrs Watt
Committee recommended APPROVAL.	

c)	DC/15/2101/FUL Apartment building including garaging and cycle store The Bartlet Undercliff Road East Applicant: Mrs Peter Blemings
Committee recommended APPROVAL. Committee welcomed the design of the proposed new building which was sympathetic to the adjacent annex building and Bartlet complex and noted that the additional dwellings would not lead to any overall loss of parking across the site.	

d)	DC/15/2223/FUL Two storey extension and internal alterations 3 St Georges Road Applicant: Mr & Mrs James & Claire Thompson
Committee recommended APPROVAL.	

e)	DC/15/2221/FUL Single storey front and rear extension, detached
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	garage (remove front conservatory and detached garage) 51 Brook Lane Applicant: Mrs & Mrs D Cutts
Committee recommended APPROVAL.	

f)	DC/15/2057/FUL External alterations including: installation of 2 no. vehicle access doors, 1 no. personnel escape door, change of cladding colour and addition of entrance porch. Replacement of existing signage attached to building, installation of new pylon sign. Introduction of pedestrian access to Walton Avenue. Change of use of part of building from B8 Warehousing to B2 General Industrial. Volvo Truck And Bus Bryon Avenue The Docks Applicant: Mr Chris Page
Committee recommended APPROVAL.	

g)	DC/15/2058/ADI Building mounted, illuminated corporate signage as indicated on drawing no. 7439/P03. Standalone, illuminated pylon sign at edge of site boundary adjacent Walton Avenue as depicted on drawing no. 7439/P04 Volvo Truck And Bus Bryon Avenue The Docks Applicant: Mr Chris Page
Committee recommended APPROVAL.	

h)	DC/15/2444/FUL A single bedroom dwelling to be constructed on the brownfield site. there is an existing approval c10/0261 for a boat workshop, sun room and shower room, the foundations for which have already been built. the proposed single bedroom dwelling will be built directly on the existing foundations and conform to the outline of the existing approval. the single bedroom will be provided by constructing a new first floor above the workshop to be reached by stairs from the sun room. the remainder of the first floor will comprise a large store room. daylight to the bedroom will be provided by high level windows in the south slope of the room and french windows with an escape balcony in the gable wall facing west. The Lilacs The Ferry Applicant: Dr Nihal Sinnadurai

Committee recommended REFUSAL. In principle, Committee does not support additional residential dwellings in this location in open countryside, within the AONB and part of the Heritage Coast. Furthermore, Committee believes that this application, if approved, would contravene policies SP15, DM21 and DM23.

i)	DC/15/2094/FUL Installation of external solid wall insulation (ESWI) on to 2 elevations at the rear of the property. 12 Russell Road Applicant: Mr Michael Hammond
Committee recommended APPROVAL.	

j)	DC/15/2000/TCA To pollard Sycamore at drive entrance To pollard Hawthorn back to boundary 3 Hamilton Gardens Applicant: Mr Tim Yeo
Committee recommended APPROVAL subject to all work taking place under the supervision of the District Council's Arboricultural Officer.	

k)	DC/15/2421/TPO 7no. Maples , to repollard to previous height 1no Maple, to pollard to match above 1no. Ash, Crown lift to 4m. to clear street lighting, reduce laterals by 1m. to clear building Land Fronting 141 To 147 Cornwall Road Applicant: Sarah Bennett
Committee recommended APPROVAL subject to all work taking place under the supervision of the District Council's Arboricultural Officer.	

l)	DC/15/2311/TCA 2no. Sycamore trees to be felled, too large for small garden. 10 College Green Applicant: Mr Terry Barker
Committee recommended APPROVAL subject to the District Council's Arboricultural Officer confirming that felling is necessary and appropriate in this case.	

100. FELIXSTOWE PENINSULA AREA ACTION PLAN

Committee noted that the SCDC Principal Planning Officer would be meeting with Members of the AAP Working Group following this meeting in order to provide some feedback on the Council's submission to the Issues and Options Consultation.

101. CORRESPONDENCE

It was NOTED that correspondence received regarding a consultation by Suffolk Coastal District Council on criteria for the identification of non-designated heritage assets would be circulated to Members and considered at the next meeting.

102. CLOSURE

The meeting was closed at 11.14am. The date of the next meeting was noted as being Wednesday 15 July 2015 at 9.15am at Felixstowe Town Hall.

Date: _____

Chairman: _____

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 15 July 2015** at **9.15am**

PRESENT: Cllr A Smith (Chairman) Cllr G Newman
Cllr Jon Garfield (Vice Chairman) Cllr D Savage
Cllr S Bird Cllr S Wiles
Cllr Jan Garfield

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

IN ATTENDANCE: Cllr A Fryatt (SCDC Cabinet Member for Planning)

117. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**, **Cllr S Gallant** and **Cllr K Williams**.

118. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr A Smith Cllr S Bird Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

119. REQUESTS FOR DISPENSATION

There were none.

120. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Planning & Environment Committee Meeting held on 1 July 2015 be signed by the Chairman as a true record.

121. 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)	DC/15/2361/FUL Detached single storey boat house Ferry Beach, The Ferry Applicant: Mr Robin Whittle
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Committee recommended APPROVAL and welcomed the reduction of the bulk and height of the proposed building, in accordance with its comments submitted when considering the previous application DC/14/4050/FUL. Committee noted that this previous application had been refused by the planning authority on the basis that it would be “significantly detrimental to the appearance of the pattern of development” at the Ferry. Committee do not agree with that judgement and feel that the proposal is in keeping with the general character of the Ferry.

**b) DC/15/2524/FUL | Construction of a new dwelling to the rear garden of 12 High Road East .
Applicant: Mrs J Riley**

Committee recommended APPROVAL. Noting that this application is for a single storey dwelling, in accordance with the recommendations made to an application for this site back in 2006 and since that time similar developments have been approved in this area.

c) DC/15/2511/FUL | Wooden shed butting up to bungalow wall (1A Waveney Road) to the perimeter fence. Size 12 foot long, 3 foot 3 inches at its widest. 8 foot 6 inches from ground to highest point of pented roof. This shed has not been started. In our application for advice, I had not included the window in this shed, but have now added a window. I also need planning permission in retrospect for a small wooden shed already in place at the side of the property - it is 4'8" long, 3' wide and 4'8" high at its tallest point | **1A Waveney Road
Applicant: Ms Lucy Oswell**

Committee recommended APPROVAL.

d) DC/15/2094/FUL | Installation of external solid wall insulation (ESWI) on to 2 elevations at the rear of the property. | **12 Russell Road
Applicant: Mr Michael Hammond**

Committee recommended APPROVAL.

e) DC/15/2312/TCA | 2no. Silver Birch trees in rear garden, Crown thin and reduce crowns by up to 30% | **4 College Green
Applicant: Mrs Christine Halliday**

Committee recommended APPROVAL subject to all work taking place under the supervision of the District Council’s Arboricultural Officer.

At this point in the proceedings the Chairman suspended Standing Orders and invited the Suffolk Coastal Cabinet Member for Planning, Cllr Tony Fryatt, to address the Committee regarding proposed changes to the District Council's Scheme of Delegations where is related to planning applications.

Following a discussion the Clerk was asked to summarise the views of Felixstowe Town Council Members in writing to Cllr Fryatt subsequent to the meeting. Standing Orders were reinstated.

122. PLANNING DECISIONS

Committee NOTED the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of this agenda.

123. CONSULTATION: NON-DESIGNATED HERITAGE ASSETS

Committee considered the consultation on criteria with which Suffolk Coastal District Council proposed to identify non-designated heritage assets across the district.

RESOLVED that the proposed criteria be supported with no amendments suggested.

124. FELIXSTOWE PENINSULA AREA ACTION PLAN

Committee noted that the SCDC Principal Planning Officer would be meeting with Members of the AAP Working Group following this meeting in order to discuss draft policies in advance of the Preferred Options paper.

125. CORRESPONDENCE

The following correspondence was received and NOTED with no further action required:

- i. Resubmission of application due to incorrect address:**
DC/15/2444/FUL | A single bedroom dwelling to be constructed on the brownfield site. There is an existing approval C10/0261 for a boat workshop, sun room and shower room, the foundations for which have already been built. The proposed single bedroom dwelling will be built directly on the existing foundations and conform to the outline of the existing approval. The single bedroom will be provided by constructing a new first floor above the workshop to be reached by stairs from the sun room. The remainder of the first floor will comprise a large store room. Daylight to the bedroom will be provided by high level windows in the south slope of the room and french windows with an escape balcony in the gable wall facing west. | **Bligh Manor The Ferry Felixstowe Suffolk IP11 9RZ .**

- ii. **World of Planning Series.** A verbal update was provided from the Estates Officer following her attendance at this event held in Stratford St. Andrew on 2 July 2015. Members were invited to view the presentations given at the meeting which had been made available on the SCDC website.

126. CLOSURE

The meeting was closed at 11.34am. The date of the next meeting was noted as being Wednesday 29 July 2015 at 9.15am at Felixstowe Town Hall.

Date: _____

Chairman: _____

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 22 July 2015 at 7.30pm

PRESENT: Cllr G Newman (Chairman) Cllr S Gallant
 Cllr S Bird (Vice-Chairman) Cllr Jan Garfield
 Cllr N Barber Cllr D Savage
 Cllr C Barham Cllr A Smith
 Cllr S Bloomfield Cllr S Wiles
 Cllr M Deacon

OFFICERS: Mrs D Frost (Finance Administrative Officer)

127. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr K Williams.**

128. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Bloomfield Cllr M Deacon Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr N Barber	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

129. REQUESTS FOR DISPENSATION

There were none.

130. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Finance & General Purposes Committee Meeting held on 24 June 2015 be signed by the Chairman as a true record.

131. ACCOUNTS FOR JUNE 2015

Committee considered a detailed report showing income and expenditure against budget to 30 June 2015.

A full list of material variances was provided with no further action deemed necessary.

RESOLVED that the Accounts to 30 June 2015 be received and noted as presented with no other action required at this time and a vote of thanks be recorded to the staff for their work.

132. INTERNAL AUDIT REPORT: QUARTER ONE 2015-16

Committee considered the Internal Audit report for the quarter ending 30 June 2015 and noted that there were no recommended actions recorded.

Note was made to Item 1. Proper Book-keeping – correct arithmetic and balancing. The inconsistency in the payment amount and invoice from Underwoods was due to a discount being given on prompt payment of the invoice, this discount is written on the attached Underwoods Statement but does not show on the invoice.

Note was also made to item 4. Budgetary controls. The precept amount stated £522,361 is the correct annual precept, the council tax support grant stated of £17,080 is in fact the half yearly amount, the total for year 2015/16 being £34,160.41.

RESOLVED that the Internal Audit Report for the quarter ending 30 June 2015 be received and a vote of thanks be recorded to the staff for their work.

133. CLOSURE

The meeting was closed at 7.42pm. The next meeting was noted as being scheduled for 23 September 2015 at 7.30pm.

Date: _____

Chairman: _____

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 29 July 2015** at **9.15am**

PRESENT: Cllr A Smith (Chairman) *to item 141* Cllr G Newman
Cllr Jon Garfield (Vice Chairman) Cllr D Savage
Cllr S Bird Cllr S Wiles
Cllr S Gallant Cllr K Williams
Cllr Jan Garfield

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

134. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

Cllr A Smith gave apologies in advance of leaving the meeting by 12.15pm in order to attend to other business.

135. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr A Smith Cllr S Bird Cllr S Gallant Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

136. REQUESTS FOR DISPENSATION

There were none.

137. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Planning & Environment Committee Meeting held on 15 July 2015 be signed by the Chairman as a true record.

138. 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)	<p>DC/15/2389/VOC Application Reference Number: C9260 Date of Decision: 13/04/1987 Condition Number(s): 4 and 6 Conditions(s) Removal: So that a wider range of goods can be sold from the unit and goods can be displayed externally. Condition 4: Notwithstanding the Town and Country Planning Act (Use Classes) Order 1987 or any order amending, revoking or re-enacting that Order, or the description of development associated with this permission, no more than 30% of the gross floor area of the unit shall be used for the sale of food. </p> <p>Homebase, Great Eastern Square Applicant: New River Retail (UK) Ltd</p>
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Committee recommended REFUSAL. In respect of condition 6, the Town Council would not wish to see the potential loss of further car-parking to the forecourt of the store if this restriction were to be removed over and above the existing space being used for display/storage. Committee had no objection to further external displays to the rear of the store. In respect of condition 4, the Town Council recommends that this site be retained for non-food retailing in line with the long-standing condition and current planning permission.

b)	<p>DC/15/2469/VOC Variation of Condition 2 of Planning Consent C/12/0945 incorporating design amendments to the scheme approved, including a reduction in the size of the building and an additional area of timber open deck on the southern side. The Pier Undercliff Road West Applicant: Mr Stanley Threadwell</p>
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Committee recommended APPROVAL.

c)	<p>DC/15/2576/FUL Erection of 4no. buildings for use for storage and distribution purposes (Use Class B8) with associated access, parking, drainage and landscape works. Land Off Dock Road The Docks Applicant: Jane Stanbridge, Hutchinson Ports (UK) Ltd</p>
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Committee recommended APPROVAL.

d)	<p>DC/15/2471/FUL Proposed 3 storey block of 18 flats over ground floor retail space including the demolition of existing buildings. 23 And 25 Crescent Road Applicant: Mr A Shar</p>
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Committee recommended APPROVAL.

e)	<p>DC/15/2256/FUL Erection of single storey conservatory extension 26 Glenfield Avenue Applicant: Mr Richard Wedge</p>
<p>Committee recommended APPROVAL.</p>	

f)	<p>DC/15/2377/FUL Proposed two-storey side extension with single-storey rear extension and detached cart lodge. The Beeches Martello Lane Applicant: Mr & Mrs D Norman</p>
<p>Committee recommended APPROVAL subject to consideration being given to the attenuation of any potential noise associated with pump and plant equipment for the swimming pool; and the impact of the proposals to any roots of the significant trees in the Conservation Area at the adjoining properties Martello Place and Marden House.</p>	

g)	<p>DC/15/2493/ADN We have had for a number of years a static notice board located inside our private car park alongside the pavement (see encl.). Dimensions are 225 x 225 cm all in with board dimensions 100 cm high x 225 wide standing on two concrete posts. As the concrete posts are starting to crumble and the wooden notice board is deteriorating and of outdated design we would like to dismantle the existing board and replace it in same position as follows. Ranelagh Hall Assembly Ranelagh Road Applicant: Mr Daniel Porteous</p>
<p>Committee recommended APPROVAL.</p>	

h)	<p>DC/15/2741/FUL To erect extension in rear garden for garden room. 63 Gosford Way Applicant: Susan Kehoe</p>
<p>Committee recommended APPROVAL.</p>	

i)	<p>DC/15/2427/FUL games room over garage (amended scheme) 2 Vicarage Road Applicant: Mr R Dale C/o Agent</p>
<p>Committee recommended APPROVAL.</p>	

j)	DC/15/2639/FUL Proposed extension of garage and provide pitch roof to - front extension 43 Langley Avenue Applicant: Mr Malcolm Turney
Committee recommended APPROVAL.	

k)	DC/15/2418/LBC Proposed replacement of lantern windows and 5 no. roof lights 1 The Mews Bath Road Applicant: Mr David Clarke
Committee recommended APPROVAL subject to confirmation that the lantern windows which are to be replaced are for the entirety of the construction across both nos. 1 and 2 The Mews.	

l)	DC/15/2405/FUL Proposed Boundary Fence 2 Candlet Grove Applicant: Mr R Weeks
Committee recommended APPROVAL.	

m)	DC/15/2294/VOC Variation of condition no. 4 of C/13/1039 - Variation of Condition 9 of Planning Permission C10/0987 to read: "The dwellings shall be used as affordable housing in accordance with a scheme agreed with Suffolk Coastal District Council" Allotment Land Philip Avenue Applicant: Orwell Homes Ltd
Committee recommended APPROVAL noting that the description of the proposal was incorrect and had intended to read "variation of condition 4 of C13/1039 so that landscaping be implemented during the first available planting season following occupation" and that the materials for the footpath be chippings with a timber edge.	

n)	DC/15/2591/FUL Enclosure of existing balcony and replacement of five windows to flat. 5 Cardinals Court Queens Road Applicant: Mr and Mrs Critchlow
Committee recommended APPROVAL.	

o)	DC/15/2784/TPO To pollard Lime tree on Queens Road frontage to height of third floor windows. 3 Cardinals Court Queens Road Applicant: Mrs Critchlow
Committee recommended APPROVAL subject to all work taking place under the supervision of the District Council's Arboricultural Officer.	

139. PLANNING DECISIONS

Committee NOTED the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of this agenda.

140. FELIXSTOWE PENINSULA AREA ACTION PLAN

The Chairman advised that the next meeting of the Felixstowe Peninsula Area Action Plan Working Group was due to take place on Monday 3 August at SCDC Offices at Melton Hill. Members were advised to consider the early draft version of the AAP Preferred Options report and provide any comments to the Working Group Members before the meeting.

Cllr A Smith left the meeting at 12.13pm.

Cllr Jon Garfield in the Chair.

141. CORRESPONDENCE

Members considered one further application which had been discovered as requiring comment before the next meeting:

p)	DC/15/2659/FUL Removal of flat roof to garage/kitchen and front porch and replace with pitched tiled roof. 78 Ferry Road Felixstowe Suffolk IP11 9LU Applicant: Dean Munday
Committee recommended APPROVAL.	

142. CLOSURE

The meeting was closed at 12.16pm. The date of the next meeting was noted as being Wednesday 12 August 2015 at 9.15am at Felixstowe Town Hall.

Date: _____

Chairman: _____

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 12 August 2015** at **9.15am**

PRESENT: Cllr A Smith (Chairman)
Cllr S Bird
Cllr D Savage
Cllr S Wiles

OFFICERS: Mrs R Jones (Estates Officer)
Mrs S Morrison (Administrative Assistant)

143. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant, Cllr Jan Garfield, Cllr Jon Garfield, Cllr G Newman** and **Cllr K Williams** and noted from **Cllr N Barber**.

144. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr A Smith Cllr S Bird Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)

145. REQUESTS FOR DISPENSATION

There were none.

146. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Planning & Environment Committee Meeting held on 29 July 2015 be signed by the Chairman as a true record.

147. 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)	DC/15/2660/FUL Erect two storey extension to enlarge hall and bedroom over 4 Grasmere Avenue
Committee recommended APPROVAL.	

b)	DC/15/2364/FUL Installation of external wall insulation on to the front, left, right and rear elevations of the property. 30 Beach Road West Applicant: Mr Patrick Rea
Committee recommended APPROVAL.	

c)	DC/14/3279/FUL Extension off garage and conversion of roof void of garage to form chalet bungalow. 230 High Street Walton Applicant: Mrs Julie Cowan
Committee recommended APPROVAL.	

d)	DC/15/2745/FUL Tyre Storage building Units 4 To 7 Langer Park Industrial Estate Holland Road Applicant: Trinity Tyres Ltd
Committee recommended APPROVAL for this sympathetic design.	

e)	DC/15/2802/FUL Proposal of new shop front and signage scheme. Replacement of existing extraction equipment on roof and new condensers. 55 Undercliff Road West Applicant: Mr Ponniah Ganesh
Committee recommended APPROVAL subject to the extraction units continuing to vent horizontally in a seaward direction thereby minimising any potential odour issues for the nearby residents of South Hill. The application to upgrade the shop frontage is welcome. The Committee also recommended APPROVAL for application DC/15/2803/ADN in relation to the proposed signage.	

f)	DC/15/3026/FUL Proposed single storey infill front extension 16 Sunningdale Drive Applicant: Ms L Sampson
Committee recommended APPROVAL	

g)	DC/15/3128/FUL To extend garage at rear as utility room. Remove roof and first floor bedroom and toilet. and expand first floor accommodation in roof for 3 bedrooms and bathroom all with dormers. 5 Goyfield Avenue Applicant: Mr Christopher Bore
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Committee recommended APPROVAL strictly subject to the removal of the side facing dormer window on rear bedroom 3 as the Committee believe it would be an unacceptably intrusive overlooking of the neighbour's rear garden.

h) DC/15/2588/FUL | To extend at first floor level over front entrance porch. | 7 Buttermere Green
Applicant: Mrs Rosalind Page

Committee recommended APPROVAL.

i) DC/15/2935/FUL & DC/15/2936/LBC | Removal of defective conservatory, although with retention of walls/floor, and erection of replacement sunroom | The Coach House Hamilton Gardens
Applicant: Mr & Mrs R Cordy

The Committee recommended APPROVAL, having considered all aspects of the development and believe it to be an appropriate replacement in relation to this attractive listed building.

j) DC/15/2658/PN3 | Notification for Prior approval for a proposed Change of Use from Offices to Residential dwelling | 3A Constable Road
Applicant: Mrs Elizabeth Davies

The Committee notes the application for prior notice approval for change of use from offices to residential. However, we draw the District Council's attention to the previous use of part of the building as part of a podiatry clinic thereby not being subject to a prior approval process on the ground floor.

k) DC/15/2693/DRC | Discharge of Condition 4 (ventilation and extract equipment) on Planning Permission DC/15/1463/FUL | 51-53 Undercliff Road West
Applicant: Mr Sivapathem Kanesanithy

Noted by the Committee.

l) DC/15/0970/FUL | Installation of external wall thermal insulation | 37 Holland Road
Applicant: Mr Olle Nygren

Committee recommended APPROVAL.

m)	<p>DC/15/2975/FUL Replacement of existing UPVC conservatory with timber framed sunroom Replacement of existing summerhouse with new timber clad summerhouse Construction of new shallow dormer to roof to increase head height in future bathroom Rose Cottage, The Ferry Applicant: Ms Vicky Thornton</p>
<p>The Committee recommends REFUSAL – the Committee has no concerns about the various aspects of the application other than the significant overlooking of the nearby properties and curtilages from the proposed balcony which the Committee believes is unacceptable and must recommend Refusal in the absence of any alterations to obviate that issue.</p>	

n)	<p>DC/15/3046/FUL Demolish conservatory and erect extension on side of house for lounge 12 Sudbourne Road Applicant: Mr Peter Whitehart</p>
<p>Committee recommended APPROVAL</p>	

o)	<p>DC/15/2887/FUL Proposed new dwelling to side of existing flats 18 Beatrice Avenue Applicant: Mr & Mrs D Kemble-Taylor</p>
<p>Committee recommended REFUSAL on the basis that:</p> <p>a) Beatrice Avenue has distinctive architecture and we believe the proposed development is contrary to Policies SP15 Landscape and Townscape and DM21 in that it does not sit comfortably in the distinctive and attractive street scene of Beatrice Avenue, a gateway to the town. The proposed extension is cramped in form and would damage the architectural balance of the existing purpose-built design forming the two maisonettes.</p> <p>b) It would be an unacceptable loss of residential amenity to both the existing maisonettes at ground and first floor levels by virtue of loss of light and also by an overbearing presence in respect of the limited curtilage of the No 22 Beatrice Avenue.</p> <p>c) We believe the very narrow access way to the proposed unit which appears to scale at some 750mm is inadequate both in terms of safe access and egress, disabled access and the ability to move large pieces of furniture and equipment.</p>	

p)	DC/15/2934/TCA To fell 3no. pollarded Limes on Orwell Road frontage Flat 1 89 Princes Road Applicant: Mr Rob Cracknell
Committee recommended APPROVAL subject to all work taking place under the supervision of the District Council's Arboricultural Officer. We do not believe these trees make a material contribution to the Conservation Area.	

148. PLANNING DECISIONS

Committee NOTED the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of this agenda.

149. FELIXSTOWE PENINSULA AREA ACTION PLAN

The Committee received a brief report from the Chairman about the recent meeting. Members were advised to contact the Planning Officer at the District Council directly if they wanted to make further comments on the draft Area Action Plan document.

150. CORRESPONDENCE

None.

151. CLOSURE

The meeting was closed at 11.45pm. The date of the next meeting was noted as being Wednesday 26 August 2015 at the earlier time of 9am at Felixstowe Town Hall.

Date: _____

Chairman: _____

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 26 August 2015** at **9am**

PRESENT: Cllr A Smith (Chairman) Cllr Jan Garfield
 Cllr Jon Garfield (Vice Chairman) Cllr G Newman
 Cllr S Bird Cllr D Savage
 Cllr S Gallant Cllr S Wiles

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

152. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr K Williams**.

153. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr A Smith Cllr S Bird Cllr S Gallant Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

154. REQUESTS FOR DISPENSATION

There were none.

155. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Planning & Environment Committee Meeting held on 12 August 2015 be signed by the Chairman as a true record.

156. 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)	DC/15/2967/FUL Installation of 3 new wall mounted charge points within existing parking area for electric cars. Custom House View Point Road
Committee recommended APPROVAL.	

b)	<p>DC/15/3014/VOC Variation of condition no. 4 (hours of use) of DC/15/0706/FUL - Function Room & Additional Letting Room in conjunction with The Fludyers Hotel Adjacent Cotman Hall Undercliff Road East</p>
<p>Committee carefully considered this application and noted that the noise assessment submitted refers to times of use on Fridays and Saturdays only, in contrast to the application which does not specify particular days per week. However, Committee recommended APPROVAL for the application as presented.</p>	

c)	<p>DC/15/3161/ARM Approval of Reserved Matters of DC/14/0060/OUT - Outline application for one dwelling to the East and one dwelling to the West of 19 Cliff Road 19 Cliff Road</p>
<p>Committee recommended REFUSAL. Members considered that the proposals for the two new dwellings are unsuitably wide, deep and overbearing in 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.</p> <p>For the above reasons, Members believe the proposal is contrary to guidelines within Policies DM21 (Design) and DM23 (Residential Amenity).</p>	

157. PLANNING DECISIONS

Committee NOTED the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of this agenda.

158. FELIXSTOWE PENINSULA AREA ACTION PLAN

It was NOTED that that the SCDC Principal Planning Officer would be meeting with Members of the AAP Working Group following the next meeting in order to discuss the draft Preferred Options paper in advance of it being finalised.

159. CORRESPONDENCE

APP/J3530/W/15/3012145

Central Surgery, 201 Hamilton Road, IP11 7DT

Committee noted that the above appeal made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission for DC/14/2898/FUL (demolition of existing Doctors Surgery (Class D1) and erect public house (Class A4), new 2 Storey Public House for JD Wetherspoon) had been allowed in accordance with the terms of the application, dated 5 September 2014, subject to the conditions set out in the Schedule to the Inspector's decision.

160. CLOSURE

The meeting was closed at 10.10am. The date of the next meeting was noted as being Wednesday 9 September 2015, 9.30am at Felixstowe Town Hall.

Date: _____

Chairman: _____

AGENDA ITEM 9: SCDC SCHEME OF DELEGATION

On 9 July 2015, the Town Council was made aware of the extent of proposed changes by Suffolk Coastal District Council to the current scheme of delegation for planning applications.

Felixstowe Town Council understands that there is a need to reduce the quantity of applications with non-material planning objections having to be considered by SCDC Planning Committee; and, the requirement to increase the proportion of applications determined by authority delegated to Planning Officers to at least 90% from its current rate.

The present arrangement provides that, in cases where the town or parish council and/or 3 neighbour responses have a view contrary to the district planning officer recommendation, planning applications are considered by a similarly elected body of the District Council. The Town Council also understands that a significant number of objections to planning applications are regularly received by the district's Planning team with no other comment or relevant material planning considerations provided.

The proposed changes the scheme of delegation, if approved, would have required the case officer to contact the District Council Ward Member to advise of the case and ask whether the Ward Member wishes to request that the Chairman or Vice Chairman SCDC Planning Committee call in the application to be considered. Should the District Ward Member endorse the Town Council's view, they would have been required to fill out and return a call-in form within 5 days.

The Town Council's Planning & Environment Committee met with the Suffolk Coastal District Cabinet Member for Planning to discuss the proposals, writing to the Member thereafter to detail how, in the opinion of the Committee, the changes to the scheme of delegation were not acceptable as proposed.

The present arrangement is predicated to allow the Planning Officer time at the end of the consultation period to consider all the comments in front of them prior to any decision being made. The proposed amendments presumed that the officer would have reached a conclusion before the end of this consultation period, therefore negating the comments submitted by local consultees. Furthermore, the proposals would have meant that, in the event of the relevant Ward Member being unavailable for any reason within the 5-day period, on holiday or otherwise, the Town Council's comments would thereby be discounted and reference to SCDC Committee would be lost.

As the largest settlement in the district, Felixstowe can expect to receive a commensurately larger number of applications than some of the smaller parishes and the Town Council's Planning & Environment Committee meets fortnightly to carefully consider planning application - receiving a presentation on each of them including background information and photographs of the site. A single District Ward Member may not be expected to receive the same level of time and support that the Town Council's locally elected team of 10 Members are provided.

Notwithstanding the objections to the proposals as they were currently drafted, the Planning & Environment Committee would have been favourable to variations subject to the preservation of the validity of the parish and town councils' role as provided in the existing constitution.

The proposals were considered by the SCDC Planning Committee of 16 July 2015 and significant concerns were raised by this committee regarding the proposed changes. SCDC officers have been asked to prepare suggested revisions addressing those concerns.

The Town Council understands that revised proposals are due to be considered by a Special SCDC Audit and Governance Committee on 14 September. Papers for this meeting are due to be published on 7 September and it is hoped that a further update can be provided.

Council is requested to consider the report on proposed changes to the scheme of delegation relating to the determination of planning application and decide whether it wishes to make any further comment on this matter.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

The Felixstowe Forward July update report is presented for information at **Appendix A**. Helen Greengrass, Felixstowe Forward Change Director, will provide a further verbal update to Council on recent activities. Feedback from over 120 local representatives from the community, business and tourism sectors, who attended the 'Taking the Town Forward' engagement event held on 17 July, has been analysed in conjunction with further comments received from other community groups, residents and students from Felixstowe Academy. Early sight of a working draft of the Felixstowe Forward Improvement Plan based on this feedback is presented for consideration at **Appendix B**. Council is requested to consider endorsement of the key objectives alongside any recommendations it wishes to make with a view to a second draft being circulated in due course which will include timescales and identify lead partners.

Felixstowe Forward has also received a proposal for a Community Nature Reserve project and Council is requested to consider approval for this project and any potential site/s. The proposal document is provided at **Appendix C**.

Council is therefore requested to consider:

- i. the Felixstowe Forward update report,**
 - ii. endorsement of the key objectives of draft Improvement Plan and any recommendations it wishes to make to the Felixstowe Forward Sponsor Hub; and,**
 - iii. approval for the proposed Community Nature Reserve project and any recommendations for potential site/s.**
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AGENDA ITEM 11: STREET NAMING

The developer for the site of new dwellings at the land rear of 2-16 Philip Avenue has requested that the Town Council suggest a suitable road name for the new access road serving the 11 properties.

Other road names in the immediate vicinity to Philip Avenue share the royal theme:

- Coronation Drive
- Elizabeth Way
- Charles Road
- Anne Street
- Andrew Close
- Windsor Road

Larksway and Dovedale also link with Philip Avenue, however, Council may recommend any road name it considers appropriate; providing that the name should not be similar to existing road names in the vicinity, in order to avoid confusion for emergency services, postal deliveries and visitors.

Council is requested to consider and decide on a road name for recommendation to the developer.

AGENDA ITEM 12: CHRISTMAS EVENTS

The Town Clerk is liaising with the East of England Coop as to the possibility of permitting a temporary Ice Rink Gt. Eastern Sq. in the week leading up to Christmas. However, should the give the necessary permission be given, funding will need to be considered before such an event can be confirmed.

A company which installed a temporary rink on the sea front in 2010 has been contacted for an indication of current prices and has provided a quote with a range of options costing between £4,550 - £9,550 dependent on size of rink and length of operation. Overnight security is required to be present throughout the duration of the installation and would be a further cost. As an indication, the cost of security in 2010 was £900+VAT.

Council is requested to consider whether it wishes to support such an initiative and, if so, any funding arrangements. Council's Community Fund Earmarked Reserve may be viewed as a potential resource for any expenditure which promotes the town, enhance the tourism offer, supports economic growth and contributes to the health and well-being of the community. However, Members may prefer to explore the principle of a joint funding arrangement and/or seek sponsorship to mitigate the costs. Council's Youth Forum (next meeting 11 November) has a budget of £2,000 available, under the authority of the Civic & Community Committee, for projects it wishes to support for young people in the town.

Council is requested to consider this matter and decide on any action it deems appropriate.

AGENDA ITEM 13: FLY A FLAG FOR THE COMMONWEALTH

Council has been invited to join other town and parish councils across the country to participate in Commonwealth Day 14 March 2016 by flying the Commonwealth flag.

Over 750 Commonwealth flags were raised together at 10am on the morning of Commonwealth Day 2015 by local authorities (including 191 town councils) and a small number of others, throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and the Commonwealth. This was the largest, single, raising of the Commonwealth flag in the history of the Commonwealth.

A local business development agency, Nwes, are sponsors of the event and are providing the 90" x 54" Commonwealth Flag for free to participating authorities in Suffolk and Norfolk.

Participants are requested to raise the Flag at 10am on Monday 14th March 2016 and lowered at 10am the following day. The flag can be reused in future years should the Town Council consider making this an annual occasion. Commonwealth Day falls on the second Monday in March each year.

There is a flag pole at Arwela Road (owned by SCDC and previously used to fly the Blue Flag) which requires a replacement lock and some maintenance to bring it back in to working order. The Felixstowe Forward Tourism Sub-Group has also expressed an interest in seeing the flag pole restored and brought back in to use.

Should the Council decide to participate, Members may wish to consider any other aspects of the event. Suggestions for the flag-raising include encouraging the involvement of youth organisations and schools, perhaps in conjunction with a wider educational project about the Commonwealth.

Council is requested to consider and decide whether it wishes to participate in this event.
