



9 am to 4 pm Mondays to Fridays

## TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ANNUAL** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 11 May 2016** at **7.30pm** for the transaction of the following business preceded by:

- i. **Prayers:** Rev Trevor Harris, River of Life Church, Felixstowe.

## A G E N D A

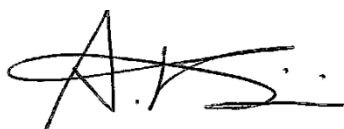
1. **Election of Town Mayor**  
To elect the Town Mayor for the Municipal Year 2016-17. The new Mayor will make the Statutory Declaration of Acceptance of Office and address the Council.
2. **Election of Deputy Mayor**  
To elect the Town Mayor for the Municipal Year 2016-17.
3. **Apologies**  
To receive apologies for absence.
4. **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.
5. **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.
6. **Confirmation of Council Minutes**  
To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 9 March 2016 and the Minutes of the Extraordinary Council Meeting held 20 April 2016 as true records. **(Pages 4-12)**
7. **Minutes of Committee Meetings**  
To receive and adopt the Minutes of the following meetings:
  - a) Highways Advisory Committee 8 March 2016 **(Pages 13-22)**
  - b) Planning & Environment Committee 9 March 2016 **(Pages 23-27)**

- |    |  |                      |
|----|--|----------------------|
| c) | Planning & Environment Committee 23 March 2016     | <b>(Pages 28-29)</b> |
| d) | Finance & General Purposes Committee 23 March 2016 | <b>(Pages 30-32)</b> |
| e) | Planning & Environment Committee 6 April 2016      | <b>(Pages 33-35)</b> |
| f) | Assets & Service Committee 6 April 2016            | <b>(Pages 36-39)</b> |
| g) | Personnel Committee 13 April 2016                  | <b>(Pages 40-42)</b> |
| h) | Planning & Environment Committee 20 April 2016     | <b>(Pages 43-45)</b> |
| i) | Civic & Community Committee 20 April 2016          | <b>(Pages 46-48)</b> |
| j) | Finance & General Purposes Committee 27 April 2016 | <b>(Pages 49-51)</b> |
| k) | Planning & Environment Committee 4 May 2016        | <b>(Pages 52-54)</b> |
- 8. Annual Report 2015/16**  
To receive and adopt the Council's Annual Report for 2015/16. **(to follow)**
- 9. Delegation Arrangements**  
To review and approve authority delegated to the Town Clerk by Council for 2016/17. **(Page 55)**
- 10. Council Governance 2016/17**  
To adopt the following governance documents for 2016/17 as previously recommended/approved:
- |  |                     |
|--|---------------------|
| Terms of Reference ( <i>F&amp;GP recommendation Min. #519</i> )    | <b>(Appendix A)</b> |
| Standing Orders ( <i>F&amp;GP recommendation Min. #520</i> )       | <b>(Appendix B)</b> |
| Financial Regulations ( <i>F&amp;GP recommendation Min. #468</i> ) | <b>(Appendix C)</b> |
| Meeting Schedule ( <i>Council approved Min. #482</i> ).            | <b>(Appendix D)</b> |
- 11. Appointments to Committees**  
To appoint Chairmen, Vice-Chairmen and Members to serve on the following committees for 2016/17:
- |   |                                  |
|---|----------------------------------|
| Finance & General Purposes Committee (10 Members) |                                  |
| Assets & Services Committee (10 Members)          |                                  |
| Civic & Community Committee (10 Members)          |                                  |
| Planning & Environment Committee (9 Members)      |                                  |
| Personnel Committee (5 Members)                   |                                  |
| Appeals Committee (5 Members)                     |                                  |
| Highways Advisory Committee (3 Members)           |                                  |
| Youth Forum (3 Members)                           | <b>(Schedule on pages 56-57)</b> |
- 12. Appointments to Outside Bodies**  
To appoint Members to represent the Town Council on Outside Bodies in 2016/17. **(Schedule on page 58-59)**
- 13. Authorisation of Signatories**  
To confirm Council's authorised signatories for 2016/17. **(Page 59)**
- 14. Review of Asset Register**  
To review and approve the Council's Asset Register to 31 March 2016. **(Page 60 and Appendix E)**

- 15. Review of Risk Management Policy & Register**  
To review Council's Risk Management Policy & Financial Risk Register.  
**(Page 60 and Appendix F)**
- 16. Community Engagement Strategy 2016/17**  
To review and adopt the Council's Community Engagement Strategy for 2016/17.  
**(Page 61 and Appendix G)**
- 17. Council Complaints Procedure**  
To review and approve the Council's complaints procedure.  
**(Page 61 and Appendix H)**
- 18. Freedom of Information and Publication Scheme**  
To review and approve the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.  
**(Page 61 and Appendix I)**
- 19. 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>
08/03/2016	467 – 482	£3,944.13
23/03/2016	483 – 513	£58,291.50
31/03/2016	514 – 538	£12,039.67
22/04/2016	1 – 27	£16,858.62
	<b>TOTAL</b>	<b>£91,133.92</b>

- 20. Closure**  
To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 8 June 2016.



**Ash Tadjrishi**  
**Town Clerk**  
**5 May 2016**



#### **488. DECLARATIONS OF INTERESTS**

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

#### **489. REQUESTS FOR DISPENSATION**

There were none.

#### **490. QUESTIONS TO THE MAYOR**

There were none.

#### **491. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 13 January 2016 be signed by the Mayor as a true record and adopted by the Council.**

#### **492. MAYOR'S COMMUNICATIONS**

The Mayor referred to the following list of engagements:

Churches Together in Felixstowe	24 January 2016
Funeral of Mr Peter Brown	26 January 2016
<i>Deputy Mayor - Laying a Wreath in Memory of Felixstowe Flood Victims of 1953</i>	<i>28 January 2016</i>
Visit to Positive Pals	29 January 2016
Port Community Fund Awards Ceremony	29 January 2016
Visit to Mr Ronald Garnham on his 99 <sup>th</sup> Birthday	1 February 2016
Installation of Library Defibrillator	4 February 2016
British Heart Coffee Morning	5 February 2016
356 (Felixstowe) Squadron 75 <sup>th</sup> Anniversary Dinner	5 February 2016
365 Air Cadets Sunday Parade	7 February 2016
Bucklesham Grange Care Home	9 February 2016
Felixstowe Academy, Bussy Malone	11 February 2016
Tour of EACH Treehouse	16 February 2016

Mayor's Clergy Coffee Morning	18 February 2016
Launch of Fairtrade Fortnight	29 February 2016
Presentation of cheque to 6 <sup>th</sup> Old Felixstowe Scout Group	29 February 2016
Women's World of Prayer	4 March 2016
Felixstowe Swimming Club Presentation Evening	5 March 2016
Felixstowe Fairtrade Breakfast	7 March 2016
Felixstowe in Flower Mail Shot	8 March 2016

The Mayor announced that two more defibrillators had been offered to the Town Council, thanks to the Felixstowe Rotary Club, which could potentially be installed at the Leisure Centre and the toilet block at Beach Station Road.

Referring to the Felixstowe Fairtrade Breakfast event, the Mayor told the Council about Patrick, a tea farmer from Kenya, who had inspired all who had attended to with his presentation on Fairtrade and what it meant to him.

The Mayor thanked Members for supporting her Charity Curry Night which had raised a total of £800. Thanks were given to Shami and all the Bombay Nite staff for their continuing support to the Mayor's charities.

**RESOLVED that the Mayor's engagements since 24 January 2016, and the above communications, be noted.**

#### **493. MINUTES OF COMMITTEE MEETINGS**

**It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:**

- a) Planning & Environment Committee 13 January 2016
- b) Planning & Environment Committee 27 January 2016
- c) Finance & General Purposes Committee 27 January 2016
- d) Assets & Service Committee 3 February 2016
- e) Planning & Environment Committee 10 February 2016
- f) Civic & Community Committee 17 February 2016
- g) Planning & Environment Committee 24 February 2016
- h) Finance & General Purposes Committee 24 February 2016

#### **494. REPORTS FROM MEMBERS ON OUTSIDE BODIES**

The Mayor invited Cllr Tracey Green to address the Council. Cllr Green gave the following report as the Town Council's representative to Felixstowe Library:

Suffolk Libraries has been awarded a gold standard and all 44 branches were very healthy. Other authorities in the country were now looking at Suffolk Libraries as prime example on how libraries should be run.

In 2015 Felixstowe Library had 158,769 visits, their current membership is 24,406, they have had 122,962 issues and renewals, they have 31,079 number of items in the library and are now open 7 days a week.

Future projects for Suffolk Libraries included:

- More libraries to present film shows.
- A new reading group for children
- An iPad lending service
- Felixstowe Library 50<sup>th</sup> Birthday celebrations
- A new initiative for all 11 year olds to have a library card.

It was noted that Felixstowe library was seeking funding support for their wifi.

**RESOLVED that the outside body report from Cllr Tracey Green be noted.**

#### **495. UNISERVE UPDATE**

The Mayor invited Mr John Gandy, Property Director to Uniserve Group, to update Council on the Uniserve Group's progress local projects.

Council heard from Mr Gandy that Uniserve had 3 projects on the go in town. The first was the conversion of the former Buregate public house on the corner of Buregate Road and Sea Road which was to be developed for residential use by their staff. A five acre site (Clickett Hill plateau A) would be developed following recent planning approval for a truck and vehicle maintenance unit. However, the major development would be the Uniserve 'Super DC' logistics facility on plateaus A and B. Council noted that as a result of increased costs, this project was likely to be delivered on a phased basis with work on site hoped to commence in the summer.

Responding to a question from Members on the number of jobs that could be anticipated, Mr Gandy advised that up to 500 jobs could be filled on a phased basis. It was understood that approximately 350 could be delivered in phase one, as a mix of permanent shift work augmented by agency work in peak periods. There were no 'zero hours contract' jobs proposed at this time.

Mr Gandy thanked the Mayor for the opportunity to address the Council and the support that Uniserve had received from the town.

**RESOLVED that the update from Uniserve be noted.**

#### **496. FELIXSTOWE FORWARD REPORT**

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

Ms Greengrass updated Council with the progress report on the Town Improvement Plan, highlighting a recent 'Retail Rendezvous' event and the potential interest in considering a Business Improvement District for the town..

It was noted that over 100 Business Confidence surveys had been distributed, with around 28 responses received so far. The majority of responses from independent retailers indicated some confidence that turnover in the next year would be similar to the last with some predicting this to increase by a third. Retailers were concerned about the potential change to business rates in 2017 and would like to see more use of the main shopping street with a possibility of more markets in the town to help increase tourism.

Council was advised that two beach huts were being prepared to be used as Tourist Information Points from May, one which will be opposite the Town Hall and one outside Mannings amusements. The Town Map pads had been printed and were ready for distribution.

Ms Greengrass highlighted the Music in the Gardens event planned for 24<sup>th</sup> April 2016 to celebrate the Seafront Gardens project and which would coincide with the Queens 90<sup>th</sup> Birthday. Council noted that its Youth Forum had contributed £1,000 towards this event for a band.

On the 11<sup>th</sup> May 2016 the RICS Awards would be announced and the Seafront Gardens were being considered for three categories as well as having been shortlisted for a Green Flag award. Members noted that there had been an issue of vandalism in the Round shelter which was being monitored by Suffolk Coastal Norse and the Police.

Ms Greengrass asked Council to consider the recommendations in her report on town noticeboards as Felixstowe Forward were seeking to improve these.

**It was RESOLVED that the Felixstowe Forward update report be noted as received and the recommendations in the report on noticeboards be endorsed.**

#### **497. SUBSCRIPTIONS 2016/17**

Council reviewed its subscriptions for 2016/17.

**RESOLVED that Council's subscriptions be confirmed and approved for 2016/17.**

#### **498. CEMETERY MEMORIAL GARDEN PROJECT**

Council considered the recommendation of the 3 February 2016 Assets & Services Committee that a budget of £20,000 be allocated from Cemetery Projects Earmarked Reserves to meet the cost of providing a new Memorial Garden (Minute #426 of 2015/16 refers).

**RESOLVED that the Cemetery Memorial Garden project be approved and funding be authorised, to a limit of £20,000, from the Cemetery Projects Earmarked Reserve.**



**499. OCCASIONAL GRANTS POLICY 2016/17**

Council considered the Occasional Grants Policy as recommended by the 17 February 2016 Civic & Community Committee (Minute #449 of 2015/16 refers).

**RESOLVED that the Occasional Grants Policy for 2016/17 be approved and adopted as presented in the report.**

**500. PRESS & MEDIA POLICY 2016/17**

Council considered the Press & Media Policy as recommended by the 17 February 2016 Civic & Community Committee (Minute #449 of 2015/16 refers).

**RESOLVED that the Press & Media Policy for 2016/17 be approved and adopted as presented in the report.**

**501. INVESTMENT POLICY & STRATEGY 2016/17**

Council considered its Annual Investment Policy & Strategy for 2016/17 as recommended by the 24 February 2016 Finance & General Purposes Committee (Minute #466 of 2015/16 refers).

**RESOLVED that the Investment Policy & Strategy for 2016/17 be approved and adopted as presented in the report.**

**502. INSURANCE ARRANGEMENTS**

Council considered its insurance arrangements for 2016/17 and the recommendation by the 24 February 2016 Finance & General Purposes Committee that Council enter in to a new three-year agreement with WPS for the provision of its insurance cover (Minute #469 of 2015/16 refers).

A Member asked whether Council's brokers were "whole of market" and whether Council had Key Man insurance cover should the Clerk was incapacitated for any length of time. The Clerk advised that the brokers were "whole of market" and undertook to make enquiries about Key Man cover.

**RESOLVED that Council enter in to a new three-year agreement with WPS for the provision its insurance and that the adequacy of arrangements for insurance cover in respect of all insured risks be confirmed for 2016-17.**

**503. 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>
13/01/2016	406 – 420	£3,350.38
20/01/2016	421 - 427	£2,856.80
27/01/2016	428 - 436	£28,769.67
10/02/2016	437 - 447	£3,520.65
17/02/2016	448 – 454	£1,930.32
24/02/2016	455 - 466	£29,913.08
	<b>TOTAL</b>	<b>£ 70,340.90</b>

#### **504. CLOSURE**

The meeting was closed at 9.15pm. It was noted that the next meeting would be the Annual Council Meeting at 7.30pm, following the Annual Town Meeting which was to be held at 7pm on Wednesday 11 May 2016.

---

**MINUTES** of the **EXTRAORDINARY COUNCIL** meeting held at Felixstowe Town Hall on **Wednesday 20 April 2016** at **6.45pm**

**PRESENT:** Cllr D Savage (Town Mayor) Cllr S Gallant  
 Cllr Jan Garfield (Deputy Mayor) Cllr T Green  
 Cllr N Barber Cllr G Newman  
 Cllr S Bird Cllr A Smith  
 Cllr P Coleman Cllr J Vartan  
 Cllr M Deacon Cllr S Wiles  
 Cllr Jon Garfield Cllr K Williams

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

**567. APOLOGIES**

Apologies for absence were received from **C Barham** and **Cllr S Bloomfield**.

**568. DECLARATIONS OF INTERESTS**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr S Gallant Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr N Barber Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

**569. REQUESTS FOR DISPENSATION**

There were none.

**570. TOWN HALL REPAIRS**

Council considered the report on Town Hall Repairs and the recommendation of the 6 April 2016 Assets & Services Committee that Council approve the funding required in order to undertake urgent work at required as soon as practically possible (*Minute #543 of 2015/16 refers*).

Additional information tabled at the meeting provided further options and a schedule of estimates. Members requested that, where possible, the materials to be used should be considered in terms of their ability to blend in with the existing structure. However, it was understood that the required works were of a practical nature and as such, could not be guaranteed to provide an aesthetic result.

**It was RESOLVED that authority be delegated to the Chairman of Assets and Services Committee and the Town Clerk to take the actions necessary to enable these urgent works to be carried out; and, funding**

**for the project, to a limit of £18,000 (net) from Council's 'Town Hall Capital Refurb' and 'Town Hall Maintenance' earmarked reserves, be approved**

**571. FLAGPOLE**

Council considered the recommendation of the 6 April 2016 Assets & Services Committee for the installation of a flag pole in the Town Hall Gardens immediately adjacent to the Town Hall (*Minute #538 of 2015/16 refers*). It was noted that this would allow Council to fly the Union Flag, and other flags as appropriate, on approved occasions; or otherwise be able to fly a Town Council flag with the Felixstowe crest.

**RESOLVED that, subject to a limit of £2,000, the purchase and installation of a suitable flagpole, plus flags, be authorised from Council's 'Enhancement & Promotional' Earmarked Reserve.**

**572. ICE RINK: CHRISTMAS 2016**

Council considered the principle of providing an ice rink in the run up to Christmas and funding for the rink via the 'Community Fund' Earmarked Reserve.

It was noted that the total cost of the rink would be £5,890 plus VAT. Sponsorship and donations would be sought to mitigate the full cost of the event to Council. Members proposed that Council should seek to consider how the event could become sustainable for the longer term.

**It was RESOLVED that an ice rink be provided on a similar basis to the previous year, with funding for the rink to be authorised and underwritten from the 'Community Fund' Earmarked Reserve; and, authority be delegated to the Civic & Community Committee to oversee further arrangements for the event.**

**573. STAFFING BUDGET 2016/17**

Council considered adjustments to the staffing budget for 2016/17 as recommended by the Personnel Committee (*Minute #559 of 2015/16 refers*).

**Noting that the recommended adjustments would result in no net change to overall staffing budget, it was RESOLVED that the Staffing Budget for 2016/17 be reappropriated as per the report.**

**574. CLOSURE**

The meeting was closed at 7.29pm. It was noted that the next meeting would be the Annual Council Meeting at 7.30pm, following the Annual Town Meeting which was to be held at 7pm on Wednesday 11 May 2016.

## **AGENDA ITEM 8: MINUTES OF COMMITTEES MEETINGS**

**MINUTES** of the **HIGHWAYS ADVISORY COMMITTEE** meeting held at Felixstowe Town Hall on **Tuesday 8 March 2016 at 3pm**

**PRESENT:** Cllr G Newman (Suffolk County Council) (Chairman) GN  
Cllr S Gallant (Felixstowe Town Council) SG  
Cllr S Wiles (Felixstowe Town Council) SW

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

**IN ATTENDANCE:** Mrs H Greengrass (Felixstowe Forward Change Director) HG

### **471. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber (NB)**, **Cllr Jon Garfield (JGa)** and **Cllr J Goodwin (JGo)**

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

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Gallant	All	Local Non-Pecuniary (as Member of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Member of Suffolk County Council)

### **473. REQUESTS FOR DISPENSATIONS**

There were none.

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

**It was RESOLVED** that the Minutes of the Highways Advisory Committee Meeting held on 8 September 2015 be signed by the Chairman as a true record.

### **475. HIGHWAYS REPORT**

Members considered a new format for the recording and updating of highways matters raised by this Committee. A vote of thanks to Mrs D Frost was recorded for her work in compiling all the previous matters in to this new format, and to the Town Clerk for organising it.

**It was RESOLVED** that the following updates and agreed actions be recorded for those ongoing matters:

**120911/01: Footpath 34 Cycle Track**

**Update:** DC reported that this matter was still with SCC legal team to prepare a dedication of land agreement with Morrisons. Rights of Way had given approval and it was confirmed that funding for the scheme was still available.

**Action:** DC to contact SCC legal team and request that this be progressed.

**230913/02: Cycle schemes linked to the new Academy**

**Update:** Four of the five schemes have been completed and a team had commenced work on the final scheme at Grange Farm Avenue on 7 March.

**Action:** DC to investigate whether the provision of signs and markings for the schemes are appropriate and clear. GN to email photos if required.

**030907/03: 'A' Boards in Hamilton Road**

**Update:** No further concerns at the time of this meeting however the situation will continue to be monitored. Retailer ambitions for improved signage could be delivered through a Felixstowe BID if this aspiration is achieved.

**Action:** No further action – matter closed at this time.

**160914/04: Shared Space Furniture**

**Update:** The Community payback team will carry out the work in the Spring. SCDC have agreed to provide the equipment and varnish. SG can use Community Enablement budget for the payback team costs.

**Action:** DF to confirm date of when work is to be carried out and costs to SG.

**030907/05: 20mph Wadgate Road area**

**Update:** A draft layout for traffic calming was circulated showing 4 speed humps which fits in with the speed hump policy in this area. The area was visited on numerous occasions and assessed for where people park and movement. The estimated cost for provision is approximately £12-£13,000 with a safety audit also required. Funding could be available from the local highways budget.

**Action:** GN to agree letter with DC to inform residents. GN is happy to deliver the letters to residents in Wadgate Road. NB to be approached regarding funding (as agreed with GN). If funding is agreed, DC to organise safety audit and construction drawings.

**060912/06: HGV Movements in Beach Station Rd area**

**Update:** DC circulated a picture of the new proposed sign and location to address illegal HGV movements. It is not a new TRO. Estimated cost is £1,500. GN agreed to fund this from the remainder of his locality budget.

**Action:** DC to progress with ordering and erection of the sign.

**060914/07: Grove Road Health Centre Footway**

**Update:** Work on the new footway is currently being undertaken and should be finished in next couple of days.

**Action:** No further action.

**160914/08: Grove Road Fence and Signs**

**Update:** Site works complete for this project.

**Action:** No further action.

**160914/09: Cowpasture Allotment Footway**

**Update:** Site works complete for this project.

**Action:** No further action.

**160914/10: Blofield Track**

**Update:** A site meeting is to be arranged with the various parties that have an interest in the track, where the track will be walked from end to end to assess the condition.

**Action:** DC to arrange a meeting with JGo, GN, Trimley St Mary Parish Council and a user of the track. AT to keep Town Councillors Barham, Green and Bird up to date with progress.

**100315/11: Road signs for the Academy**

**Update:** Site works complete for this project. Routine trimming to take place

**Action:** DC arrange routine trimming so that tree foliage doesn't cover the signs in future.

**100315/12: Accident on Hamilton Road**

**Update:** Background information has been collected for the safety audit, cost of which is approx. £1,200. DC is awaiting a fixed price quote but expected to be able to fund. DC advised that no fault had been attributed to shared space for any accidents in that area, which were considerably fewer than before the scheme was put in. Notwithstanding this, it was noted that some members of the public had signed a petition seeking pedestrianisation of shared space.

**Action:** DC to recirculate the accident statistics to Members and progress the safety audit.

**070311/13: Garrison Lane Traffic Lights**

**Update:** There was a technical fault which has been corrected. The flash card kept dropping offline and reverted to fixed settings which were not very good. The flash card has been replaced and the fall back settings are now taking into consideration traffic flows which should make the traffic flow better. This issue should now be resolved.

**Action:** No further action.

**100315/14: Sunray Avenue**

**Update:** Site works complete for this project.

**Action:** No further action.

**160914/15: Bus Shelter – Cliff Road**

**Update:** Site works complete for this project.

**Action:** No further action.

**100315/16: Loose lamp post in Faulkners Way**

**Update:** Site works complete for this project.

**Action:** No further action.

**100315/17: Pot holes in Plymouth Road**

**Update:** Further repairs are to be carried out in Plymouth Road in advance of surfacing the road in May/June this year.

**Action:** DC to monitor.

**100315/18: Hanging Baskets in Shared Space**

**Update:** AT confirmed that SCC had given permission for hanging baskets to be attached to lighting columns in Shared Space. The new baskets would be in a centrally loaded 'wrap-around' style.

**Action:** No further action.

**100315/19: Dock/Port Signage**

**Update:** AT reported the matter with the Port of Felixstowe Local Authority Liaison Committee last September and there was a general consensus that it would be favourable for the purposes of tourism and perception of the town for signs to be changed to read 'Port'. It now resides with the Highways Agency both regionally and nationally. They are amenable for change but not funding unless they are due to be replaced re wear and tear. It was advised that the Port should progress this directly with the Highways Agency.

**Action:** Complete. AT to pass on contact details for the Highways Agency to the Port at the next LALC meeting.

**080915/20: Drainage Work**

**Update:** The date for pavement works in Grange Road is awaited. Drainage works in Grange Road, St Andrews Road, Crescent Road and Langley Avenue are on the programme works list for the coming financial year but this is subject to budget allocations. When the budget allocation is confirmed (expected £80,000) site visits will be made to prioritise. Crescent Road which has particularly bad drainage may require slot drains to the next gully.

**Action:** DC to progress in new financial year and provide an update at the next meeting.

**080915/21: Surface Dressing**

**Update:** Proposals for remedial works to dressing carried out in 2014 in Ferry Lane and Grange Farm Avenue are still awaited from the Contractor. This backlog is now clearing before the start of the new year. Assuming budget is as expected then Ferry Road between Church Road and Gulpher Road, Exmoor Road, Plymouth Road, Taunton Road, Manor Road and Manor Terrace will be dressed this year. If the budget is less than expected, then they may need to re-assess and adjust the list accordingly.

**Action:** DC to progress in new financial year and provide an update at the next meeting.

**080915/22: Carriageway Resurfacing**

**Update:** Trinity Avenue A14 off slip under A14 bridge has been resurfaced. The following will go ahead if the budget is as anticipated: Walton Avenue East on/off slip roads to dock gate 1 roundabout, Trinity Avenue BP garage crossover, Wadgate Road/Grange Road roundabout, High Road West (Garrison Lane to Recreation Lane), Maidstone Road/Seaton Road roundabout, Grange Farm Avenue service road, the 'Fields' side roads and Maidstone Road between Grange Road and the Seaton Road roundabout.

**Action:** DC progress all schemes during 2016/17 and to liaise with Network Assurance and the Town Council in order to programme road closures around important local events to minimise disruption.



**080915/23: Pavements**

**Update:** Pavement reconstruction works have been completed in St Georges Road, Chaucer Road, Exmoor/Plymouth Road and Snow Hill Steps. Sites to be considered for pavement works in 2016-17 are Looe Road, St Georges Road, York Road, Taunton Road, Chester Road, Chaucer Road, Charles Road and Philip Avenue. Sites and lengths of pavement to be reconstructed will be determined when the budget allocation is known.

**Action:** DC to progress and provide an update at the next meeting.

**100315/24: Church Road Bus Stop**

**Update:** The works order has been placed. Being conscious of the cold weather, work is expected to start soon.

**Action:** Completion expected prior to next meeting. DC to monitor.

**100915/25: Constable Road**

**Update:** The works order has been placed for this. Expected completion is within 14 weeks.

**Action:** Completion expected prior to next meeting. DC to monitor.

**100915/26: Rosemary Avenue**

**Update:** Site works complete for this project.

**Action:** No further action.

**100915/27: York Road**

**Update:** The problem has been investigated and seems to be on the southern side at York Road where the existing 8-6 Monday-Saturday restriction is widely ignored leading to congestion and difficulties with access to businesses. A photograph was circulated which showed the problem. Members queried whether double yellow lines would effectively solve this issue as local arrangements for blue badge holders may not prevent parking here. Depending on these local arrangements, a TRO could be the way forward. DC advised that the approximate cost of a TRO would be £5,000 but other TRO work could be grouped together to save money. Another option would be to extend the shared space scheme but this would be more expensive. A half box junction could also be an option.

**Action:** DC to check blue badge arrangements with SCC consider a TRO if a 'No Waiting' zone would make a difference. If not, DC to explore other options.

**100915/28: Cycling on the Promenade**

**Update:** Following Committee's referral, this was considered at the Town Council's Finance & General Purposes Committee and then Full Council. FTC resolved to request that SCDC consider trialling a removal of the signs prohibiting cycling for at least 12 months. SCDC have advised that there will be a consultation exercise carried out before a decision is made. Felixstowe Forward Change Director, Helen Greengrass has drafted the consultation which will commence pending approval by SCDC. SCDC would be contacting local authority partners such as SCC & Suffolk Police directly for a response. SCDC would consider the matter at a full council meeting, possibly May. DC confirmed that the Prom is a highway and has full highway status but was classified as a footway for inspection purposes. It was not known whether a

final decision would need to be considered by SCC and whether this would need to go to the Rights of Way Team or Full Council. The original order from Felixstowe Walton Improvement Act, 1902, had been found and stated that the nature of traffic on the prom could be regulated via a byelaw. From a highways perspective the main issue centred on the need for adequate signage in order to mitigate liability in the event of an accident. DC advised that a sensible precaution would be to carry out a safety audit. Also some design and research would need to be carried out in regards to what sort of signs need to be displayed. If cycling on the prom was to be trialled, consideration would need to be given on how to evaluate the trial. It was noted that it was unlikely that a byelaw could be revoked on a trial basis.

**Action:** DF to circulate Felixstowe Walton Improvement Act to Members for interest. HG to update members at next meeting on the outcome of the consultation.

#### **100915/29 Beatrice Avenue and Garrison lane crossings**

**Update:** It is felt that this issue has now been resolved with the new crossings

**Action:** No further action proposed, subject to DF confirming with DC that the matter had been resolved.

#### **100915/30: Planting a tree in dedicated space in Tomline Road pavement**

**Update:** SCDC have been asked to replace this tree.

**Action:** No further action

#### **100915/31: Drainage issues on Bent Hill**

**Update:** A meeting had been held with the owners of The Grand regarding their complaints of water ingress. The owners were advised to investigate whether their gutters were causing an issue.

**Action:** No further action.

#### **100915/32: Lynwood Avenue**

**Update:** There are two minor problems – one at the junction of Fleetwood Avenue and another near to number 23. The first appears to be subsidence on the line of an AWA sewer which is being monitored. Anglian Water may need to be involved. It is not dangerous just inconvenient. The second is some minor undulation of the carriageway (probably caused by a stop in construction between the old road and the new one) causing local ponding. This has been added to the works programme for consideration, and will be regularly inspected to see if there are any signs of it getting worse.

**Action:** DC will arrange regular inspection for signs of deterioration

#### **100915/33: Town Signs**

**Update:** HG reported that there are various issues with the town signs. The gateway arrival signs are fading and losing their redness in the Twinning badges. There is a broad scope of signs that can be used. The words on the signs do need to meet specific size requirements and the signs need to be attractive and quickly absorbed.

**Action:** DC will find some approved signs as examples and will issue a brief for new signs and send to HG. HG to refer to Tourism subgroup to work up a brief for ideas of what they should look like.

**100915/34: Alleyway between Abbeygate Lighting and Treasure Chest Books, Cobbold Road**

**Update:** Highway Records show this land as not being part of the public highway and a search of the Land Registry shows no records for this area. A litter pick had taken place a few days prior which was cosmetic and the area required significant repairs. The library had contacted AT advising that they may speak with neighbouring shops and residences to the alley so see whether a joint project could be initiated to improve the area. FTC could consider the match funding of such a project to a community group but would not be in a position to accept liability for maintenance of this area. It was suggested that this could be a good project for a Felixstowe BID, should such an initiative be progressed.

**Action:** No further action.

**476. NEW HIGHWAYS MATTERS**

**It was RESOLVED that the following new matters and actions be agreed, which would be appended to the Highways Report for updating at the next meeting:**

**080316/01: Parking on Cambridge Road**

**Description:** A member of the public has enquired regarding parking on Cambridge Road heading towards Hamilton Gardens. There is a single, very worn yellow line with no temporary waiting limit sign or no waiting sign. Cars regularly park here. If there is unlimited parking there, it has been requested as to whether the single yellow line be completely removed to avoid confusion? The only concern from members may be that cars parked on this stretch can cause a problem when driving from Cobbold Road into Cambridge Road. DC advised that the area described parking restriction that has been removed. Traces of the line can still be seen which may be why the confusion.

**Action:** No further action – faded lines will remain until road is eventually resurfaced. FTC to advise enquirer of outcome.

**080316/02: Taunton Road**

**Description:** Applicants for new advisory disabled bays have to fill in an application form which is available on the SCC web site or office. The parking area near numbers 25-33 and 42-50 Taunton Road has space to park approximately 12 cars. Applications have been received from three properties and one bay has been agreed and this has been ordered. Another application has been received and another bay is being considered to serve these properties. The proposal is then to restrict the number provided at this location to two bays subject to committee's approval. A plan was shown of other existing bays in Taunton Road and other possible locations if applications are received. There would be a total of 8 for that area. Allocations are dependent on a road safety assessment. Concern was expressed as to whether people still used the existing disabled bays. AT referred members to an email on the table which a member of the public described the difficulty they had if they could not park outside their home and asserting that a neighbour had claimed

that his disabled bay was for his own dedicated use. DC confirmed that although a bay is created, following an assessment, on the basis of an application from a resident it was advisory only and cannot be guaranteed to a single user.

**Action:** DC to arrange to write to those who have previously requested disabled bays to assess whether all were needed and in current use.

**080316/03: Parsonage Close/Vicarage Road/Grange Road**

**Description:** There are a number of issues in this area. Large/heavy vehicles leaving the building site in Parsonage Close appear to be mounting the kerb and causing damage to the verge. Vehicles bringing children to Grange School parking dangerously on both corners of Vicarage Road and causing damage to grass verges. Also the pavement between Vicarage Road and Grange Stores is deteriorating and badly puddled after heavy rain. These areas have been inspected and a reply sent to GN direct. GN had not received this reply.

**Action:** DC to ask Malcolm King to resend the email to GN.

**080316/04: Damaged pavement opposite 2A Newry Road**

**Description:** The developer has agreed to carry out repairs to the pavement

**Action:** No further action.

**080316/05: Looe Road**

**Description:** Looe Road has been included in the list of sites for pavement repairs see 080915/23 above.

**Action:** No further action.

**080316/06: Portable Speed Indicator Device (SID) to be positioned High Road from Garrison Lane lights up to the A14 bridge at Trimley St Mary**

**Description:** Councillor John Goodwin would like to support the installation of a SID in his SCC division, which would include the two Trimley villages and the area High Rd from Garrison Lane lights up to the A14 bridge at Trimley St Mary. Members considered locations for an SID within this area for but considered that it would be better placed and have more impact in locations at Trimley St. Mary and St. Martin if placed in those parishes for a longer duration.

**Action:** No further action. AT to thank Cllr Goodwin for the offer.

**080316/07: Taunton Road footpath**

**Description:** Details were given regarding a complaint about the state of the footpath.

**Action:** DC to inspect to ascertain whether needs meet urgent criteria for work requirement. If not, it will be put on the list for consideration for future repair work.

**080316/08: Walton Signage**

**Description:** A request has been received regarding whether road signs indicating that you are entering Walton could be considered. As there is not a civil parish of Walton and it comes under the parish of Felixstowe it was felt that it is not a Highways matter. Members felt that this was more a matter for the parish church or a community group such as Felixstowe Society.

**Action:** No further action.

**080316/09: Charles Road**

**Description:** As a result of the recent house building in Charles Road (Orwell Housing) nearby road surfaces have been damaged by HGVs. The creation of a disabled parking space right in the crown of this junction is causing problems with sight lines and manoeuvrability, leading to near misses and pavement works which were recently undertaken now have weeds growing through the surface. DC has visited the site. Double yellow lines could be added to the TRO which would make it easier for home delivery lorries to manoeuvre, but it was felt these would not be welcomed.

**Action:** GN to provide further evidence of the problem when it occurs so it can be assessed more accurately.

**080316/10: Pot holes – Garrison Lane Bridge on the A154 south side (towards Langer Road)**

**Description:** Pot holes have been reported on this stretch of road. AT has already emailed all Councillors referring them to the reporting tool online to report all highway maintenance issues including potholes. Members agreed that Committee will only investigate pot holes if they had been reported online and nothing has changed on the system in for at least two weeks.

**Action:** GN to advise the Town Council of the need to report via the reporting tool. Potholes only to be considered by Committee on the basis of a valid reference number (given from the reporting tool) for those to which their status had not changed after 2 weeks.

**080316/11: Two large pot holes – Crescent Road (town bound)**

**Description:** Pot holes have been reported on this stretch of road.

**Action:** As above 080316/10

**080316/12: Penfold Road – Waiting restrictions**

**Description:** The traffic order and actual yellow lines on the ground do not appear to agree.

**Action:** DC to investigate this and group any TRO changes with York Road or other locations.

**080316/13: St George's Road and Academy entrance Junction Protection**

**Description:** Complaints have been received regarding parking and visibility problems at the junction of St Georges Road and Ferry Road and also the new Academy entrance on the High Street.

**Action:** DC to investigate and add any proposed junction protection markings to a TRO that could be included in the Penfold Road above.

**080316/14: Charles Road**

Included in 080316/09 above

**080316/15: Selvale Way**

**Description:** A complaint has been received from a resident at Selvale Way regarding accessing his property when vehicles are parked in the road outside. Selvale Way is a narrow (4m) road with few properties having off road parking and an adjacent block of flats adding to the pressure on parking.

The gentleman has a large vehicle and the property access is narrow. Meetings have taken place in the past to discuss this and it was suggested that he either needs to get a smaller vehicle or to widen the property access. DC has looked at the site again and still considers the above to be appropriate, it is felt that parking restrictions would be unfair on others who wish to park in the road and the cost unjustified for what is a private access problem.

**Action:** No further action.

**080316/16: Cliff Road/High Road East**

**Description:** Complaints have been received regarding the poor condition of, and consequent ride quality along, Cliff Road/High Road East.

**Action:** DC to investigate accordingly and ask Malcolm King to meet SW on site.

**080316/17: Gas main renewals 2016/17**

**Description:** DC wanted to make sure that members were aware that there are planned works for gas main renewal planned. A co-ordination exercise will be carried out.

**Action:** DC to email the work plan to AT to circulate.

**080316/18: Prom re-profiling and pier plans**

**Description:** DC wanted to ensure that Members had seen the plans regarding the Pier and prom re-profiling. AT confirmed that Council's Planning & Environment Committee had considered the plans.

**Action:** No further action.

**080316/19: Street Lighting Ferry Road**

**Description:** GN advised Committee of a resident's concerns about the lighting on Ferry Road

**Action:** GN had referred this to SCC's senior street lighting manager for action. Update at the next meeting.

**477. CLOSURE**

The meeting was closed at 5.28pm. The next meeting was noted as being scheduled for Tuesday 6 September 2016 at 2.00pm.

---

**MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at  
Felixstowe Town Hall on Wednesday 9 March 2016 at 9.15am**

**PRESENT:** Cllr A Smith  
Cllr S Bird  
Cllr S Gallant  
Cllr G Newman  
Cllr D Savage  
Cllr S Wiles  
Cllr K Williams

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

**IN ATTENDANCE:** Mr R Scrimgeour (Snr Conservation Officer, SCDC) *to item 483*  
Mr A Derrick (The Architectural History Practice) *to item 483*

**478. APOLOGIES FOR ABSENCE**

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

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

**479. DECLARATIONS OF INTEREST**

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

**480. REQUESTS FOR DISPENSATION**

There were none.

**481. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 24 February 2016** be signed by the **Vice-Chairman** as a true record.

**Cllr K Williams** joined the meeting at this point.

**482. FELIXSTOWE CONSERVATION AREA APPRAISAL**

The Chairman welcomed Mr R Scrimgeour and Mr A Derrick to the meeting.

Committee discussed the Draft Felixstowe Conservation Area Appraisal document, forming part of a programme of updated Conservation Area

Appraisals being prepared by Suffolk Coastal District Council as Supplementary Planning Guidance.

Committee considered the draft document and recommended some corrections and amendments, including a wish to see greater emphasis on the newly restored and opened Spa Gardens. Mr Derrick confirmed that information and photos would be updated before the document was eventually published.

Members asked that some consideration be given to how the style and design of signage and fingerposts could be incorporated within the document.

It was also recommended that the section on Enhancement Opportunities be extended to include detail of specific areas for enhancement and improvement. Mr Scrimgeour advised that he would welcome further feedback from Members on which areas could be included.

In relation to the timescale for public consultation on the Conservation Area Appraisal, it was advised that the Heritage Open Day in September would be an ideal time to launch the document.

Members thanked the officers for attending the meeting.

**RESOLVED that the draft Felixstowe Conservation Area Appraisal be noted at this time.**

#### **483. 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/16/0287/FUL</b>   Remove sliding sashes to timber windows and fitting white UPVC double glazed window inserts to existing boxes <b>Flat 3 Rowan Court 46 Orwell Road</b>
<b>Committee recommended APPROVAL subject to the design of the windows matching those already present.</b>	
<b>b</b>	<b>DC/16/0363/FUL</b>   Construction of part two storey/part single storey side extension and alterations   <b>1 Wesel Avenue</b>
<b>Committee recommended APPROVAL.</b>	
<b>c</b>	<b>DC/16/0586/FUL</b>   Demolish lean-to outbuilding, erect two storey rear extension for enlarged bathroom and larger store and toilet under. <b>6 High Road West</b>
<b>Committee recommended APPROVAL.</b>	



<b>d</b>	<b>DC/16/0683/FUL   Dropped kerb   Myrtle Cottage 63 Langer Road</b>
<b>Committee recommended APPROVAL subject to an appropriate SUDS appraisal for any proposed driveway.</b>	

<b>e</b>	<b>DC/16/0791/LBC   Erection of a porch to rear 3 Cranmer House Maybush Lane</b>
<b>Committee recommended REFUSAL. Committee noted this application for listed building consent and resolved to submit the same comments as previously considered for this application under DC/16/0343/FUL:</b>	
<b>Committee believes that the proposals are contrary to the following policies:</b>	
<ul style="list-style-type: none"> <li><b>i. AP1. The proposed structure neither preserves nor enhances the setting of this building in the conservation area.</b></li> <li><b>ii. AP28: The proposal contravenes the policy regarding this area which is to be Protected from Development.</b></li> <li><b>iii. DM21: The design is not in keeping with the character of Cranmer House.</b></li> <li><b>iv. DM23: If approved, the height and scale of this porch will be injurious to the property at number 4 in terms of potential loss of light through the adjacent main living room window.</b></li> </ul>	

<b>f</b>	<b>DC/16/0703/ADI   Proposed advertisements.   55 Hamilton Road</b>
<b>Committee recommended REFUSAL. In respect of signs 1 and 2, the proposal is not consistent with the policy for the conservation area, which is currently receiving increased attention. Committee believe that these signs are not consistent with best practice for signage within the conservation area, being oversized and overtly modernist for this location. Paragraph 67 of the NPPF mentions that “Only those advertisements which will clearly have an appreciable impact on a building or on their surroundings should be subject to the local planning authority’s detailed assessment”. Committee believes that this is relevant. It is also worth noting that sign 2 is in a residential area.</b>	
<b>Committee had no objections to signs 3-5.</b>	

<b>g</b>	<b>DC/16/0631/FUL</b>   Retention of an installed ATM through the shop front to the left of the central glazed entrance as a through glass installation. NCR 5884 ATM fascia with illuminated black and green polycarbonate top and bottom signs with white lettering "free cash withdrawals and balance enquiries" and "cash zone" Illuminated lettering and halo illumination to the polycarbonate signs. Cashzone green acrylic ATM fascia top sign with white illuminated lettering "cashzone" and accepted card logos. The existing security roller shutter has been modified to allow constant use of the ATM. An ATM aperture has been formed through the roller shutter.   <b>Premier Store 51 Undercliff Road West</b>
<b>Committee noted an inaccuracy in the design and access statement – the site is in the conservation area. However, in this particular location and context Committee recommended APPROVAL.</b>	

<b>h</b>	<b>DC/16/0728/TCA</b>   To pollard Lime tree back to previous pollard points to reduce risk to overhead cables and to sub-station.   <b>68 Orwell Road</b>
<b>Committee had no objections to this notification.</b>	

<b>i</b>	<b>DC/16/0650/TCA</b>   T1 Pine - causing alleged property damage T2 Sycamore - Suffering alleged wind rock and risk of falling. T3 Horse Chestnut - pollard back to previous pollard points T4 Yew - 30% crown reduction and shape.   <b>The Coach House 2 Northcliffe Court</b>
<b>Committee note the lack of an application form and an unclear description of the proposed works. Furthermore the annotated plan provided is not consistent with the description of the works. Committee is therefore unable to comment appropriately requests that better information should be supplied. Committee recommended that this application be referred to the District Council’s Arboricultural Officer for urgent consideration.</b>	

**484. 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 the agenda for this meeting.**

**485. CORRESPONDENCE**

Additional information requested by the Committee for application DC/15/4120/FUL | Change of use of the shop from (A1) retail to (A3 & A5) restaurant and hot food takeaway. | 8 Undercliff Road West was noted as received. Members considered the comments from Head of Environmental Services.

**Committee recommended APPROVAL for the application subject to the conditions recommended by the Head of Environmental Services.**

**486. CLOSURE**

The meeting was closed at 12.26pm. The date of the next meeting was noted as being Wednesday 23 March 2016, 9.15am at Felixstowe Town Hall.

---

**MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 23 March 2016 at 9.15am**

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

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

**505. APOLOGIES FOR ABSENCE**

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

**506. DECLARATIONS OF INTEREST**

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

**507. REQUESTS FOR DISPENSATION**

There were none.

**508. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 9 March 2016 be signed by the Chairman as a true record.

**509. 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/16/0891/FUL</b>   Construction of a Rooftop Terrace serving Flat 5 Francis Court.   <b>Francis Court 23 Leopold Road</b>
<b>Although apparently in contravention to SPG16, in view of the existing balconies at this location Committee considered this to be an exceptional case and recommended APPROVAL.</b>	

<b>b</b>	<b>DC/16/0687/FUL   Proposed Development of Four Houses   Land At Felixstowe Lawn Tennis Club Bath Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>c</b>	<b>DC/16/0764/FUL   Proposed two-storey side extension. 48 Westmorland Road</b>
<b>Committee recommended APPROVAL. Committee understands that it would not be possible for this proposed extension to be constructed in addition to the extension previously approved under DC/14/3357/FUL. If this were not the case then Committee requests that a condition be imposed to avoid this.</b>	

#### **510. 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 the agenda for this meeting.**

#### **511. CORRESPONDENCE**

Committee received notification and details of a technical consultation on the implementation of planning changes relating to the Housing and Planning Bill. The consultation was open until 15 April 2016.

**Committee noted the correspondence and requested that this matter be brought to the next meeting as an agenda item for consideration.**

#### **512. CLOSURE**

The meeting was closed at 10.30am. The date of the next meeting was noted as being Wednesday 6 April 2016, 9.15am at Felixstowe Town Hall.

**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 23 March 2016 at 7.30pm**

**PRESENT:** Cllr G Newman (Chairman) Cllr Jan Garfield  
 Cllr S Bird (Vice-Chairman) Cllr A Smith  
 Cllr N Barber Cllr S Wiles  
 Cllr S Gallant

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

**513. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr C Barham, Cllr S Bloomfield, Cllr M Deacon, Cllr D Savage and Cllr K Williams.**

**514. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant 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)

**515. REQUESTS FOR DISPENSATION**

There were none.

**516. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Finance & General Purposes Committee Meeting held on 24 February 2016 be signed by the Chairman as a true record.**

**517. ACCOUNTS TO 16 MARCH 2016**

Committee considered a detailed report showing income and expenditure against budget to 16 March 2016. Members noted that the Clerk and the Finance Administration Officer had provided estimates for expenditure up to 31 March to give an idea of how this may affect the outturn position.

**RESOLVED that the Accounts to 16 March 2016 and the Reserves and Balances outturn estimate report to 31 March 2016 be noted as received and a vote of thanks be recorded for the clarity of the information provided.**

**518. LOCAL COUNCILS' AWARD SCHEME**

Committee considered the report of the Local Councils' Award Scheme Working Group and the need for an appropriate Annual Report and Business Plan.

Members supported the principle of a Business Plan for Council to span four years, from 2016 to 2020. It was noted that this would allow for a review of the plan in the first year of each new Council term in preparation for a new four-year plan in the second year.

The Clerk advised that a draft Annual Report would be brought to the next meeting for consideration also.

**RESOLVED that update from the Local Councils' Award Scheme Working Group be noted and that a first draft Business Plan 2016-2020 be referred to Council's main Committees for consideration of business plan objectives before coming back to F&GP for further consideration.**

**519. TERMS OF REFERENCE 2016/17**

Committee considered Terms of Reference for Council and its Committee for 2016/17.

Members commented on the effectiveness of Council's Terms of Reference, which had been created in line with the restructuring of its committees for 2015/16.

**It was RESOLVED that, with authority delegated to the Clerk in consultation with the Chairman to confirm the number of seats on committees, the Terms of Reference for 2016/17 be recommended to Annual Council for adoption as presented.**

**520. STANDING ORDERS 2016/17**

Committee considered Standing Orders for 2016/17 and noted the recommendation for amendment to reflect the recent changes brought about by the Public Contracts Regulations 2015.

Following discussion on enhancing provisions for community engagement, it was proposed and agreed that a public participation session, as per Ordinary Council meetings, should be included prior to formal business at the outset of each ordinary meeting of Council's main four Committees (F&GP, A&S, C&C, P&E).

**It was RESOLVED that Standing Orders for 2016/17 be recommended to Annual Council for adoption as presented; and, Annual Council be recommended to confirm provisions for public participation at each ordinary meeting of Council's main four Committees (F&GP, A&S, C&C, P&E).**

**521. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER**

Committee considered Council's Risk Management Policy and Financial Risk Register for 2016/17.

**RESOLVED that the Risk Management Policy and Financial Risk Register for 2016/17 be recommended to Annual Council for adoption.**

**522. CLOSURE**

The meeting was closed at 9.02pm. The next meeting was noted as being scheduled for 27 April 2016 at 7.30pm.

---



**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 6 April 2016** at **9.15am**

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

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

**523. APOLOGIES FOR ABSENCE**

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

**524. DECLARATIONS OF INTEREST**

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

**525. REQUESTS FOR DISPENSATION**

There were none.

**526. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 23 March 2016 be signed by the Chairman as a true record.

**527. 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/16/0917/VOC</b>   Application Vary Condition 2 of DC/15/0151/FUL (Erection of new building, part commercial part residential) to allow for the design of the ground floor to be altered to include 2 further flats and undercroft parking. <b>North Sea Hotel Sea Road</b>
<b>Committee recommended APPROVAL. Committee carefully considered adopted policy AP201 and policy FPP21 in the emerging Felixstowe Area Action Plan in the context of how these applied to this site. Members noted and welcomed the proposal to</b>	

**retain commercial floor space facing Sea Road on the ground floor. Committee noted the submitted Flood Risk Assessment and that the proposals provide a means of refuge via the internal staircase.**

<b>b</b>	<b>DC/16/1082/FUL   Siting of new electric intake cabinet together with associated access steps and guardings   Cliff House Bath Hill</b>
<b>Committee recommended APPROVAL.</b>	

<b>c</b>	<b>DC/16/1162/TPO   T1 &amp; T2 - Beech - laterally reduce over road by 2-3m, crown lift to 5m over the road, remove deadwood and clear BT line. The crown is heavily weighted one side which is over the road. The work would help balance the tree and remove any additional weight on the road side of the canopy.   2 Barton Road</b>
<b>Committee recommended APPROVAL subject to the guidance of the District Council's Arboricultural Officer.</b>	

**528. 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 the agenda for this meeting.**

**529. CONSULTATION: HOUSING AND PLANNING BILL**

Committee considered its response to the technical consultation on the implementation of planning changes relating to the Housing and Planning Bill.

Members' concerns centred on how the legislation may potentially lead to the diminution of Council's position as a valuable consultee on local development proposals.

Committee agreed an outline response to the questions raised in the consultation and asked the Clerk and Chairman to finalise this in order to submit the response prior to the consultation deadline of 15 April 2016.

**RESOLVED that, in accordance with the draft agreed at the meeting, the Clerk and Chairman finalise Committee's response in order to submit this prior to the consultation deadline of 15 April 2016.**

**530. CORRESPONDENCE**

The Clerk reported as having received notification from Waldon Telecom Ltd. of their proposal to apply for permission to install a 15m high monopole at Garrison Lane to provide a mobile radio base station for the EE and H3G networks.

**Committee noted the correspondence.**

**531. CLOSURE**

The meeting was closed at 11.47am. The date of the next meeting was noted as being Wednesday 20 April 2016, 9.15am at Felixstowe Town Hall.

---

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Felixstowe  
Town Hall on Wednesday 6 April 2016 at 7.30pm**

**PRESENT:** Cllr N Barber (Chairman) Cllr Jon Garfield  
Cllr Jan Garfield (Vice-Chairman) Cllr T Green  
Cllr S Bird Cllr G Newman  
Cllr P Coleman Cllr A Smith  
Cllr M Deacon Cllr J Vartan

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

**532. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr D Savage**.

**533. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr T Green 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 Members of Suffolk County Council)

**534. REQUESTS FOR DISPENSATION**

There were none.

**535. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 3 February 2016 be signed by the Chairman as a true record.**

**536. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 March 2016.

**RESOLVED that the Budget Report to 31 March 2016 be received and noted as presented with no other action required at this time.**

### **537. ESTATES OFFICER REPORT**

Committee considered the report of the Estates Officer.

Members welcomed the news that the administration of beach huts would be retained as a Felixstowe-based service and noted that, since the provision had been located at the Town Hall, Council's staff had reported an increased number of enquiries at the front desk.

In response to a query as to whether the former TIC and Revenues and Benefits office adjoining the Town Hall was structurally independent to the Town Hall, the Estates Officer confirmed that the buildings were essentially separate to one another.

Committee was pleased to note the outcome of a recent Health & Safety report commissioned from Council's insurers which had rated the Town Council's operations as good across the majority of areas. The need for an arboricultural survey of trees on Council-owned land was noted.

With regard to the matter of the Town Council crest on Broadway House, Members asked that the Estates Officer investigate whether a local cherry picker operator could provide cost-effective access.

**RESOLVED that the Estates Officer's report be noted; and, it be recommended to Council that funding for an arboricultural survey of trees on Council-owned land be approved.**

### **538. FLAG POLE**

Committee considered the principle of installing a flag pole in the Town Hall Gardens immediately adjacent to the Town Hall.

Members discussed the types of flags that may be flown and it was agreed, as per the resolution of Council's Civic & Community on 16 September 2015 (Minute #219 of 2015/16 refers), the Town Council would follow the Government issued calendar of designated days for Union Flag flying

**It was RESOLVED that it be recommended to Council that a flag pole be installed adjacent to the Town Hall with the necessary funding, to a limit of £2,000, be authorised from Council's 'Enhancement & Promotional' Earmarked Reserve.**

### **539. MOBILE MAST**

Members noted that this item had been referred via Council's Planning & Environment Committee.

Committee heard that, despite follow up enquiries being made of Waldon Telecom, no further response had been received. Members noted that correspondence had been received separately from Waldon Telecom advising

that a monopole transmitter was being considered for a site at Garrison Lane. Committee were keen to learn how this would affect coverage in the town and whether the company still had an interest in placing a mast at the Railway Hill site.

**RESOLVED that the Estates Officer make enquiries as to the mobile phone signal coverage provided by the Waldon Telecom schemes and whether the company still had an interest in placing a mast at the Railway Hill site.**

#### **540. ALLOTMENTS UPDATE REPORT**

Committee received the update report on the Town Council's Allotments and a paper was tabled showing the current vacancy information.

The positive and productive relationship between the Felixstowe Society of Allotment and Leisure Gardeners (FSALG) and Council was noted.

Committee recorded a vote of thanks to the Council's Cemetery & Allotments Officer and FSALG for their hard work in achieving a significant increase to the uptake of vacant plots since the previous meeting.

**It was RESOLVED that the Allotments Update Report be noted.**

#### **541. CEMETERY UPDATE REPORT**

Committee considered the update report on the Cemetery. The recent work carried out by Council staff to enhance the Flood Memorial with an ornate metal fence was noted and a photograph of the site was circulated at the meeting. Members commented on the sensitive improvements to this area and recorded a vote of thanks Council's grounds staff for their work.

Members requested that urgent action be taken to fill in the potholes at Langley Avenue and the Cemetery grounds. The Clerk confirmed that this work would be carried out in-house and completed within the week, weather permitting.

**It was RESOLVED that the Cemetery Update Report be noted.**

#### **542. BUSINESS PLANNING 2016-2020**

Members considered potential objectives for the Assets & Services Committee as part of Council's draft Business Plan for 2016-2020.

**It was RESOLVED that, subject to the amendments discussed being incorporated, the draft objectives be approved for inclusion in the Plan and recommended to F&GP for further consideration in due course.**

#### **543. TOWN HALL WORKS**

In addition to the report on the Town Hall in the agenda, Committee received a tabled report from Stroud Associates, Consulting Civil and Structural Engineers, dated 1<sup>st</sup> April 2016 which recommended urgent temporary measures to be taken in the period before September 2016 in order to protect the building for a further period of up to 5 years.

The report recommended shoring up the brick piers between the first floor windows with a steel mesh and rebuilding a small brick panel in the attic. At this time, whilst scaffolding is up, Council would be able to replace any cracked windows with a toughened/laminated glass

Members noted that taking this action would allow time for Council to plan for the funding and actions required to partially re-build the front wall and any other associated works. The Clerk advised that this would also allow Council to explore possibilities for grant funding to support the project.

In consideration of the short-term solution being proposed, Members expressed a preference for a recessive design of external galvanised brick- coloured steel mesh, provided that this option would not significantly increase costs.

The need for an additional Council meeting to seek approval for the urgent works and associated funding was discussed. The Estates Officer was requested to seek a breakdown of cost estimates for Council to consider.

**It was RESOLVED that it be recommended to Council that the funding required in order to undertake this urgent work as soon as practically possible be approved from the appropriate earmarked reserves; and, an Extraordinary Council Meeting be called for 6.45pm on 20 April 2016 in order to consider this matter.**

#### **544. CLOSURE**

The meeting was closed at 9.34pm. The next meeting was noted as being scheduled for Wednesday 1 June 2016 at 7.30pm.

---





**an additional meeting of the Personnel Committee, with a view to making a final recommendation to Council in September.**

**551. BUSINESS PLAN 2016-2020**

Members considered potential objectives for the Personnel Committee as part of Council's draft Business Plan for 2016-2020.

**It was RESOLVED that, subject to the amendments discussed being incorporated, the draft objectives be approved for inclusion in the Plan and recommended to F&GP for further consideration in due course.**

**552. HEALTH & SAFETY AUDIT**

Committee received the Health & Safety Audit report and noted that the Town Council's operations had been rated as 'good' across the majority of areas

The Clerk advised that training to assess vibration rates of hand-held power tools, identify asbestos and protocols for assessing and dealing with the tree stock across Council's sites was being sourced as recommended by the report.

**RESOLVED that the Health & Safety Audit report be noted.**

**553. STAFFING BUDGET 2016/17**

Committee considered reappportioning elements of the Council's staffing budget for 2016/17, noting that this would reflect more accurate estimates for National Insurance and Pensions contributions during the year and result in a net zero change to the overall staffing budget.

**RESOLVED that it be recommended to Council that the staffing budget for 2016/17 be reappportioned as per the report.**

**554. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)**

Council agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

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

**555. STAFF HANDBOOK POLICIES**

Committee considered a policy for Time of In Lieu (TOIL), provisions for parental leave and special leave arrangements.

**RESOLVED that:**

- i. the Time of In Lieu (TOIL) policy be adopted as presented;**

- ii. Two weeks' Paternity Leave be approved at normal pay for a member of staff;
- iii. an updated policy for Parental Leave be investigated and brought to Committee for consideration at the next meeting;
- iv. the Clerk be delegated the authority to exercise discretion in the application of granting paid leave in certain circumstances, such as bereavement or matters of urgency; and,
- v. the Clerk and Cllr K Williams be requested to review the Staff Handbook and bring forward proposals for further updates for Committee to consider.

**556. HMRC: NATIONAL INSURANCE**

Members noted that HMRC had billed the Council for an underpayment of a former staff member's employee National Insurance contributions.

The Clerk advised that the bill had been settled and the former staff member had reimbursed the Council for the full amount due.

**RESOLVED that the action taken by the Clerk to settle this matter be approved.**

**557. TOWN CLERK'S APPRAISAL (6 MONTH REVIEW)**

Members carried out the half-year review of the Town Clerk's appraisal and agreed that this be updated by the Mayor.

**It was RESOLVED that the Town Clerk's Appraisal document be updated by the Mayor to include matters agreed by Members at the meeting; and, Council be recommended to approve the further recommendations of the Committee at its meeting of 8 June 2016.**

**558. CLOSURE**

The meeting was closed at 10.15pm. The next meeting was noted as being scheduled for Wednesday 12 October 2016 at 7.30pm.

---

**MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 20 April 2016 at 9.15am**

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

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

**559. APOLOGIES FOR ABSENCE**

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

**560. DECLARATIONS OF INTEREST**

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

**561. REQUESTS FOR DISPENSATION**

There were none.

**562. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 6 April 2016 be signed by the Chairman as a true record.

**563. 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/16/1292/FUL   Change of Use of Single Ground Floor Shop to Form Two Shop Units with Fitness Studio/Gym/Martial Arts Club   3-5 Hamilton Road</b>
<b>Committee recommended APPROVAL subject to:</b>	
<ul style="list-style-type: none"> <li><b>i. Confirmation by the Environmental Health that the Noise Impact Assessment is appropriate and monitoring is undertaken post development to ensure that approved levels are adhered to;</b></li> </ul>	

- ii. **Committee noted that there were no changes to the shop front proposed in the application and therefore ask that any change to signage should comply with the guidelines for the Conservation Area and subject to further planning application if necessary; and,**
- iii. **Noting that no hours of operation are stated in the application form, the operating hours stated in the Noise Impact Assessment be adhered to.**

<b>b</b>	<b>DC/16/1285/FUL   Proposed extension to rear and side of property (including 1st floor) and internal alterations.   9 Beatrice Avenue</b>
<b>Committee noted that this application had been postponed as revised drawings were awaited from the applicant.</b>	

<b>c</b>	<b>DC/16/1002/FUL   Conversion of existing 20 Bedroom Nursing Home into 5 No Apartments.   Suffolk Private Retirement Home 9 Sea Road</b>
<b>Committee recommended APPROVAL. Committee considered the emerging policy FPP20 in the proposed Area Action Plan submission document but took the view that the policy was not applicable in this case as there was no pre-existing resort-oriented commercial use at property</b>	

<b>d</b>	<b>DC/15/3598/FUL   To replace and re-site an extractor flue, to the pitched roof of the single storey kitchen at the rear of the premises, to allow the ventilation from an internally fitted 7' extraction hood, fitted with an 450 E4-K sileo axial fan.   16 Hamilton Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>e</b>	<b>DC/16/1259/FUL   Erection of rear porch   3 Cranmer House Maybush Lane</b>
<b>Committee recommended APPROVAL.</b>	

<b>f</b>	<b>DC/16/1259/LBC   Erection of rear porch   3 Cranmer House Maybush Lane</b>
<b>Committee recommended APPROVAL.</b>	

<b>g</b>	<b>DC/16/1362/FUL   Proposed two storey side extension   1 Wesel Avenue</b>
<b>Committee recommended APPROVAL.</b>	

**564. 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 the agenda for this meeting.**

**It was further NOTED that SCDC had determined that prior approval was not required for DC/16/0986/PN3: Change of use from offices (use class B1a) to up to 197 residential apartments (use class C3) including associated internal works. at Anzani House, Anzani Avenue.**

**565. CORRESPONDENCE**

The following correspondence was received:

- i. Updated drawings for DC/16/0687/FUL | Proposed Development of Four Houses | Land At Felixstowe Lawn Tennis Club Bath Road;
- ii. Notification from SCDC that the Felixstowe Peninsula Area Action Plan had been published for representations in relation to the soundness of the document prior to formal submission. The period to submit representation being from Monday 18 April until 5pm on Tuesday 31 May 2016;
- iii. Notice of updated proposed work to trees under DC/16/1378/TPO at Marsh End, 283 Ferry Road; and,
- iv. Proposed works to a tree in the Conservation Area under DC/16/1489/TCA at 17 Beach Road East.

The Clerk advised that the Felixstowe Peninsula Area Action Plan submission document would be presented to Committee for consideration as to its 'soundness' at the next meeting.

**Committee noted the correspondence.**

**566. CLOSURE**

The meeting was closed at 11.07am. The date of the next meeting was noted as being Wednesday 4 May 2016, 9.15am at Felixstowe Town Hall.

---

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe  
Town Hall on **Wednesday 20 April 2016** at **7.30pm**

**PRESENT:** Cllr D Savage (Chairman)                      Cllr T Green  
                  Cllr S Gallant (Vice-Chairman)                Cllr J Vartan  
                  Cllr C Barham    Cllr S Wiles  
                  Cllr P Coleman    Cllr K Williams  
                  Cllr Jon Garfield

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

**575. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Bloomfield**.

**576. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr K Williams	580	Local Non-Pecuniary (as son is a Member of Felixstowe Corinthians Cricket Club)
Cllr C Barham	580	Local Non-Pecuniary (as a Member of Felixstowe Hockey Club)

**577. REQUESTS FOR DISPENSATION**

There were none.

**578. CONFIRMATION OF MINUTES**

**RESOLVED** that the **Minutes of the Civic & Community Committee** meeting held on **17 February 2016** be signed as a true record.

**579. BUSINESS PLANNING 2016-2020**

Members considered potential objectives for the Civic & Community Committee as part of Council's draft Business Plan for 2016-2020.

Alongside several minor amendments, Committee requested that Community Emergency Planning be included within the objectives as a Working Group had been set up recently to consider this.

**It was RESOLVED** that, **subject to the amendments discussed being incorporated, the draft objectives be approved for inclusion in the Plan and recommended to F&GP for further consideration in due course.**

## **580. SECTION 106 SPORTS FUNDING PROPOSALS**

Committee considered project proposals for funding via the Section 106 Sports pot as follows:

Felixstowe & Walton United Football Club: £5,000  
(Towards total project costs est. at £528,556 for Clubhouse and Changing Room Development)

Felixstowe & Corinthians Cricket Club and Felixstowe Hockey Club: £10,000  
(Towards total project costs est. at £590,000 for Clubhouse and Pitches)

Felixstowe Rugby Football Club: £5,000  
(Towards total project costs est. at £75,000 for Match Floodlights)

**It was RESOLVED that the projects be endorsed and it be recommended to Suffolk Coastal District Council that approval be given for use of Section 106 Sports funding as proposed.**

## **581. QUEEN'S 90<sup>TH</sup> BIRTHDAY CELEBRATIONS**

Committee considered further opportunities to celebrate the Queen's 90<sup>th</sup> Birthday in June.

Members discussed various options and it was agreed that the Town Hall should be opened on Sunday 12 June 2016 for a public event.

It was noted that the Felixstowe Beach Huts and Chalets Association were also planning an event for the same weekend.

**RESOLVED that a Working Group consisting Cllr D Savage, Cllr S Gallant, Cllr K Williams and the Town Clerk be formed with the scope to make arrangements for an event at the Town Hall on Sunday 12 June to join in with celebrations for the Queen's 90<sup>th</sup> birthday.**

## **582. ICE RINK: CHRISTMAS 2016**

It was noted that Council had approved the principle of providing an ice rink in the run up to Christmas and had delegated authority to the Civic & Community Committee to make the necessary arrangements.

The Clerk advised that a 25% deposit would need to be paid to the operator to secure the rink booking at this stage. Members asked that the layout and ancillary attractions be reviewed in order to maximise the potential of the site at Great Eastern Square.

**RESOLVED that the deposit payment of £1,767 (inc. VAT) be approved in order to secure the rink; and, a report on further arrangements for the event to be brought to Committee in due course.**

### **583. ANNUAL GRANTS AND OTHER PAYMENTS**

Committee noted the schedule of approved grants and other payments to local organisations supported by the Council.

Committee understood that a review of the governance and sustainability of Felixstowe Volunteer Coast Patrol Rescue Service was pending.

**RESOLVED that the Annual Grant to Felixstowe Volunteer Coast Patrol Rescue Service be approved subject to confirmation that a pending review of the governance and sustainability of this organisation be confirmed as completed; and, all other payments approved as per the schedule in the report.**

### **584. COMMUNITY ENGAGEMENT STRATEGY**

Committee reviewed Council's Community Engagement Strategy for 2016/17.

It was proposed that the Strategy be updated to reflect how Council was also using social media as an additional means of communication and to reference the opportunity for public speaking at the main committee meetings as per the recent recommendation of the Finance & General Purposes Committee.

**RESOLVED that, subject to the above amendments being incorporated, the Community Engagement Strategy for 2016/17 be recommended to Council for adoption as presented.**

### **585. CLOSURE**

The meeting was closed at 9.06pm. The next meeting was noted as being scheduled for Wednesday 15 June 2016 at 7.30pm.

---



**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 27 April 2016 at 7.30pm**

**PRESENT:** Cllr G Newman (Chairman) Cllr D Savage  
 Cllr S Bird (Vice-Chairman) Cllr A Smith  
 Cllr M Deacon Cllr S Wiles  
 Cllr S Gallant Cllr K Williams  
 Cllr Jan Garfield

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

**586. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr C Barham, Cllr S Bloomfield,** and **Cllr M Deacon.**

**587. DECLARATIONS OF INTEREST**

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

**588. REQUESTS FOR DISPENSATION**

There were none.

**589. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 23 March 2016 be signed by the Chairman as a true record.**

**590. ACCOUNTS TO 31 MARCH 2016**

Committee considered the full-year accounts report for the year 1 April 2015 – 31 March 2016.

The Council's final unaudited position was noted and the Clerk advised that the Council's Annual Return for the Financial Year 2015-16 was being prepared in readiness for presentation to Council in June.

**RESOLVED that the Accounts to 31 March 2016 and the Council's financial position at year end 2015/16 be noted as received; and, a vote of thanks be recorded to the Clerk and Finance Administration Officer for the clarity of the information provided.**

**591. BUSINESS PLANNING 2016-2020**

Members considered potential objectives for the Finance & General Purposes Committee as part of Council's draft Business Plan for 2016-2020.

**It was RESOLVED that, subject to the use of plain language throughout, the draft objectives be approved for inclusion in the Plan; which would be brought to Committee in full for further consideration at its next meeting.**

**592. ANNUAL REPORT 2015/16**

Committee considered the financial aspect of the Council's Annual Report for 2015/16.

Members requested that the information presented in the pie charts be made clearer for the final version and reference be given to Council's review of its Terms of Reference.

**It was RESOLVED that, subject to the amendments discussed being incorporated, the financial information for Council's 2015/16 Annual Report be approved and presented to Council within the final version of the report at the Annual Council Meeting.**

**593. COMPLAINTS PROCEDURE**

Committee reviewed the Council's Complaints Procedure for 2016/17.

**It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for re-adoption in 2016/17 without amendment.**

**594. FREEDOM OF INFORMATION AND PUBLICATION SCHEME**

Committee considered the Information Commissioner's Office (ICO) model publication scheme as a replacement for Council's current scheme.

It was noted that the ICO model may be adopted without modification by any public authority without further approval by the ICO. Members requested that, should Council adopt the ICO model, it be presented in the 'usual house-style'.

Committee noted that the schedule of information available from Felixstowe Town Council had been updated to reflect the availability of much of the information for free via the Council's website.

**RESOLVED that the ICO model publication scheme be recommended to Annual Council for adoption alongside the updated schedule of information available from Felixstowe Town Council.**

**595. INTERNAL AUDIT REPORT: QUARTER FOUR 2015-16**

Committee considered the Internal Audit report for the quarter ending 31 March 2016 and noted that there were no recommended actions recorded.

The Clerk advised that the Internal Auditor had completed the relevant section of the Annual Return for 2015-16, confirming that the Council had met its internal control objectives within the year.

**RESOLVED that the Internal Audit Report for the quarter ending 31 March 2016 be received and a vote of thanks be recorded to the staff for their work.**

**596. CLOSURE**

The meeting was closed at 8.13pm. The next meeting was noted as being scheduled for 25 May 2016 at 7.30pm.

---



## 601. 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/16/1471/FUL</b>   Change of use from hotel to boarding house for Felixstowe international college, this will be for up to 22 female students age 10 - 19, 2 house mothers on alternating shifts, there will be one supervising adult at all times.   <b>Castle Lodge Hotel Chevalier Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>b</b>	<b>DC/16/1474/FUL</b>   Proposed garden room <b>The Beeches Martello Lane</b>
<b>Committee recommended APPROVAL on the basis that this application, if approved, will be in lieu of the previously approved application under DC/15/2377/FUL.</b>	

<b>c</b>	<b>DC/16/1531/FUL</b>   Proposed Rear Extension and Converted garage <b>13 Dellwood Avenue</b>
<b>Committee recommended APPROVAL.</b>	

At this point, having declared a Pecuniary Interest in the following item, Cllr D Savage left the chamber.

<b>d</b>	<b>DC/16/1521/FUL</b>   Proposed alterations and extensions to existing dwelling house currently subdivided in to two residential units to provide 5 apartments/flats   <b>Meri Rauha 1 High Beach</b>
<b>Committee recommended APPROVAL. Having carefully considered the issue of parking provisions and the location of this dwelling in the conservation area, it was felt that this proposal would be an improvement.</b>	

Cllr D Savage returned to the chamber.

<b>e</b>	<b>DC/16/1524/TCA</b>   To fell Sycamore in far RH corner of rear garden. Tree has included bark in main stem and unbalanced crown. <b>4 Quilter Road</b>
<b>Committee had no objections to this work taking place.</b>	

f	<p><b>DC/16/1603/TCA</b>   To fell 5no. Sycamore trees to front of property. To crown lift to 4.5m. over shed, Sycamore tree in neighbouring rear garden.  <b>4 Northcliffe Court</b></p>
<p><b>Committee requested that this group of trees be considered for a Tree Preservation Order. Committee considered this group of trees offer significant value in this locality, request the District Council's Arboricultural Officer to consider making a TPO, should there be no material reason for their felling.</b></p>	

**602. CONSULTATION: FELIXSTOWE AAP PRE-SUBMISSION DOCUMENT**

Members considered the AAP Pre-Submission Document, noting that the national regulations restricted representations to issues which affect the soundness of the document.

**It was RESOLVED that the documents be considered 'sound' and that Clerk be instructed to respond to the consultation on this basis.**

**603. BUSINESS PLANNING 2016-20**

Members considered potential objectives for the Planning & Environment Committee as part of Council's draft Business Plan for 2016-2020.

**It was RESOLVED that, subject to the amendments discussed being incorporated, the draft objectives be approved for inclusion in the Plan and recommended to F&GP for further consideration in due course.**

**604. PLANNING DECISIONS**

**RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.**

**605. CORRESPONDENCE**

The Estates Officer advised that County Council's Rights of Way Officer had provided Council with a copy of the latest definitive map showing the official footpaths and byways in Felixstowe. This would be emailed to Members for reference following the meeting.

**RESOLVED that the correspondence be noted.**

**606. CLOSURE**

The meeting was closed at 11.00am. The date of the next meeting was noted as being Wednesday 20 May 2016, 9.15am at Felixstowe Town Hall.

## **AGENDA ITEM 9: DELEGATION ARRANGEMENTS**

The previously approved arrangements are as shown below with a proposed addition for the Clerk to have the delegated authority to be able to chase debts through the courts if deemed proportionate and necessary. Council was recommended to consider this as part of the Q2 internal audit report.

### **Delegated Authority to the Town Clerk**

Subject to any further delegation by Committees, the Town Clerk will have delegated authority to:

- a) Approve routine expenditure within budgets without further approval by Committee.
- b) Within the agreed staffing establishment and budget, to vary working hours of established staff, and to recruit both permanent, casual and contract staff provided that the grade of such staff is NJC Scale Point 29 or below.
- c) In the event of an emergency incur expenditure to a maximum of £50,000 in consultation with the Town Mayor.
- d) Make investments in accordance with the Council's agreed policy.
- e) Ban persons from entering Council premises or land with just cause.
- f) Negotiate commercial filming rights on Council property/land.
- g) Produce and/or edit any Council newsletter in consultation with the Mayor.
- h) Implement, where timescales require, any legislation which may affect the Town Council and to report its implementation to Full Council.
- i) Take legal action to recover debts on behalf of the Council if considered proportionate and necessary.

**Council is requested to review and approve its arrangements for delegated authority to the Town Clerk for 2016/17.**

---

## **AGENDA ITEM 11: APPOINTMENTS TO COMMITTEES**

Council is requested to confirm the appointment of Chairmen, Vice-Chairmen and Members to its Committees for the Municipal Year 2016/17 on the basis of the following schedule. Council is requested to note that the Town Mayor, unless otherwise formally appointed to a Committee as a Councillor, is an ex-officio Member of all Committees with full voting rights:

### **FINANCE & GENERAL PURPOSES COMMITTEE (10)**

1. Cllr Graham Newman (Chairman)
2. Cllr Stuart Bird (Vice-Chairman)
3. Cllr Doreen Savage (*ex-officio as Chairman of Civic & Community Committee*)
4. Cllr Nick Barber (*ex-officio as Chairman of Assets & Services Committee*)
5. Cllr Steve Gallant
6. Cllr Andy Smith
7. Cllr Jan Garfield
8. Cllr Steve Wiles
9. Cllr Mike Deacon
10. Cllr Kimberley Williams

### **CIVIC & COMMUNITY COMMITTEE (10)**

1. Cllr Doreen Savage (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Steve Wiles
4. Cllr Peter Coleman
5. Cllr Jon Garfield
6. Cllr Josh Vartan
7. Cllr Christina Barham
8. Cllr Tracey Green
9. Cllr Steve Bloomfield
10. Cllr Kimberley Williams

### **ASSETS & SERVICES COMMITTEE (10)**

1. Cllr Nick Barber (Chairman)
2. Cllr Jan Garfield (Vice-Chairman)
3. Cllr Peter Coleman
4. Cllr Jon Garfield
5. Cllr Andy Smith
6. Cllr Josh Vartan
7. Cllr Stuart Bird
8. Cllr Tracey Green
9. Cllr Graham Newman
10. Cllr Mike Deacon



## **PLANNING & ENVIRONMENT COMMITTEE (9)**

1. Cllr Andy Smith (Chairman)
2. Cllr Jon Garfield (Vice-Chairman)
3. Cllr Steve Gallant
4. Cllr Doreen Savage
5. Cllr Steve Wiles
6. Cllr Stuart Bird
7. Cllr Graham Newman
8. Cllr Jan Garfield
9. Cllr Kimberley Williams

## **PERSONNEL COMMITTEE (5)**

1. Cllr Jan Garfield (*Chairman - ex-officio as Town Mayor for 2016/17*)
2. Cllr Nick Barber (*Vice Chairman – ex-officio as Deputy Mayor for 2016/17*)
3. Cllr Doreen Savage (*ex-officio as Town Mayor for 2015/16*)
4. Cllr Tracey Green
5. Cllr Kimberley Williams

## **APPEALS COMMITTEE (5)**

Members appointed to this Committee should not be those appointed to the Personnel Committee.

1. Cllr Andy Smith (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Graham Newman
4. Cllr Jon Garfield
5. Cllr Mike Deacon

## **HIGHWAYS ADVISORY COMMITTEE (3 FTC + 3 SCC)**

1. Cllr Steve Wiles
2. Cllr Jon Garfield
3. Cllr Steve Gallant

## **YOUTH FORUM (3 FTC)**

1. Cllr Doreen Savage
2. Cllr Josh Vartan
3. Cllr Christina Barham

**Council is therefore requested to consider and decide its Committee appointments for 2016/17.**

## **AGENDA ITEM 12: APPOINTMENTS TO OUTSIDE BODIES**

Council is requested to confirm the appointment of representatives to Outside Bodies and Partnerships on the basis of the following schedule:

<b>Organisation</b>	<b>Representatives Appointed</b>
Felixstowe & District Council for Sport & Recreation	1. Cllr Jan Garfield 2. Cllr Doreen Savage
Felixstowe Ferry Fairways Committee	1. Cllr Steve Gallant
Felixstowe Forward	1. Cllr Doreen Savage 2. Cllr Steve Gallant
Suffolk Libraries Industrial and Provident Society (IPS)	1. Cllr Tracey Green
Felixstowe Nightsafe	1. Cllr Steve Gallant
Felixstowe Old People's Welfare Association	1. Cllr Jan Garfield Mayor is Honorary President ( <i>ex-officio</i> )
SALC Area Meeting	1. Cllr Graham Newman 2. Cllr Doreen Savage 3. Cllr Mike Deacon
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon 2. Cllr Nick Barber Mayor is Honorary President ( <i>ex-officio</i> )
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Jon Garfield 3. Cllr Steve Wiles Mayor is Honorary President ( <i>ex-officio</i> )
Felixstowe Travel Watch	1. Cllr Jon Garfield
Haven Ports Welfare	1. Cllr Mike Deacon
Landguard Partnership	1. Cllr Doreen Savage
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Jan Garfield 2. Town Mayor ( <i>ex-officio</i> ) 3. Town Clerk ( <i>ex-officio</i> )
Safer Neighbourhood Team	1. Cllr Jan Garfield 2. Cllr Doreen Savage 3. Cllr Kimberley Williams 4. Cllr Nick Barber 5. Cllr Steve Gallant
Emergency Schemes	1. Cllr Steve Gallant 2. Cllr Andy Smith
Felixstowe Peninsula Area Action Plan Working Group	1. Cllr Jan Garfield 2. Cllr Stuart Bird 3. Cllr Steve Wiles 4. Cllr Kimberley Williams 5. Town Clerk

It should be noted that whilst there are no vacancies at this time, the Town Council may be requested to appoint up to three trustees as and when a vacancy arises for the Felixstowe Combined Charities. Trustees appointed by the Town Council may remain as trustees until such a time as they resign or otherwise give up the position.

Felixstowe Combined Charities (comprising the De la Roche and Felixstowe Widows Charity, Felixstowe War Memorial Cottages and King George VI Coronation Memorial Homes)	No new appointments required at this time, trustees are currently: 1. Mike Stokell 2. Cllr Jon Garfield 3. Joan Sennington 4. Norman Berry ( <i>via Rotary</i> ) 5. Revd. Caroline Allen ( <i>ex-officio as Vicar of Walton Church</i> ) 6. Cllr John Goodwin ( <i>ex-officio as President of Royal British Legion</i> )
--	--

**Council is requested to consider and decide its Representatives to Outside Bodies and Partnerships for 2016/17.**

---

### **AGENDA ITEM 13: AUTHORISED SIGNATORIES**

Council is requested to confirm those authorised to act as signatories in regard to its banking arrangements on the basis of the schedule below:

#### **BANK SIGNATORIES 2016/17**

- Mayor
- Deputy Mayor
- Cllr Graham Newman
- Cllr Stuart Bird
- Cllr Andy Smith
- Cllr Jon Garfield

#### **QUARTERLY BANK RECONCILIATION SIGNATORY**

- Cllr Doreen Savage

#### **OPEN CREDIT AGREEMENT**

- RFO plus Finance Administration Officer and Cemetery & Allotments Officer are authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.

**Council is requested to consider and decide its Authorised Signatories for 2016/17.**

---

## **AGENDA ITEM 14: REVIEW OF ASSET REGISTER**

The Council maintains an asset register, which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Council is required to review its Asset Register at least once annually and an interim review was undertaken by the Assets & Services Committee on 2 December 2015 (*Minute #357 of 2015/16 refers*).

Businesses normally use depreciation of long-term assets for both tax and accounting purposes. However, these are not appropriate for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

The Asset Register for the year ending 31 March 2016 is attached at **Appendix E**.

**Council is requested to review and approve the Asset Register.**

---

## **AGENDA ITEM 15: RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER**

Council is required to review its Risk Management Policy and Financial Risk Register on an annual basis.

The Finance & General Purposes Committee reviewed the documents at its meeting of 23 March 2016 and has recommended them to Council with no proposed changes (*Minute #521 of 2015/16 refers*). The Risk Management Policy and Financial Risk Register for 2016/17 is presented at **Appendix F**.

**Council is requested to review and adopt the Risk Management Policy and Financial Risk Register for 2016/17.**

---

## **AGENDA ITEM 16: COMMUNITY ENGAGEMENT STRATEGY**

In accordance with the recommendation of the Finance & General Purposes Committee at its meeting of 23 March 2016, Council is requested to consider enhanced provisions for community engagement with the introduction of a public participation session, as per Ordinary Council meetings, prior to formal business at the outset of each ordinary meeting of Council's main four Committees, namely the Finance & General Purposes, Assets & Services, Civic & Community and Planning & Environment Committees (*Minute #520 of 2015/16 refers*).

Council's Standing Orders outline provisions for public participation and, in accordance with Standing Order 4(d)(viii) Council shall determine if the public may participate at a meeting of a Committee.

The Civic & Community Committee reviewed the Council's Community Engagement Strategy with a view to the including reference to the enhanced opportunities for public participation at committee meetings, and, pending Council approval of these arrangements, has recommended the Strategy for adoption as presented at **Appendix G** (*Minute #584 of 2015/16 refers*).

**Council is requested to consider the recommendations of the Finance & General Purposes Committee and the Civic & Community Committee and adopt the Community Engagement Strategy for 2016/17.**

---

## **AGENDA ITEM 17: COUNCIL COMPLAINTS PROCEDURE**

In accordance with the recommendation of the 27 April 2016 Finance & General Purposes Committee, Council is requested to re-adopt the Complaints Procedure for 2016/17 at Appendix H without amendment (*Minute #593 of 2015/16 refers*).

---

## **AGENDA ITEM 18: FREEDOM OF INFORMATION AND PUBLICATION SCHEME**

In accordance with the recommendation of the 27 April 2016 Finance & General Purposes Committee, Council is requested to consider adopting the ICO model publication scheme (*Minute #594 of 2015/16 refers*).

It should be noted that the ICO model may be adopted without modification by any public authority without further approval by the ICO and is presented in the Council's standard style at **Appendix I** which also includes the updated schedule of information available from Felixstowe Town Council reflecting the availability of information for free via the Council's website.

**Council is therefore requested to adopt the ICO model publication scheme alongside the updated schedule of information available from Felixstowe Town Council as presented.**

---