



9 am to 4 pm Mondays to Fridays

## TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 8 March 2017** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Rev Mark Kichenside, Christ Church, Felixstowe.

## A G E N D A

1. **Apologies**  
To receive apologies for absence.
2. **Declarations of Interest**  
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.
3. **Requests for Dispensation**  
Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.
4. **Questions to the Mayor**  
For the Mayor to respond to questions from Members, in accordance with Standing Order 25.
5. **Confirmation of Council Minutes**  
To confirm the minutes of the Ordinary Council Meeting held on Wednesday 11 January 2017 as a true record. **(Pages 4-12)**
6. **Mayor's Communications**  
To receive such communications as the Mayor may wish to lay before Council. **(Page 13)**
7. **Minutes of Committee Meetings**  
To receive and adopt the minutes of the following meetings:
  - a) Planning & Environment Committee 11 January 2017 **(Pages 14-17)**
  - b) Planning & Environment Committee 25 January 2017 **(Pages 18-23)**
  - c) Finance & General Purposes Committee 25 January 2017 **(Pages 24-26)**

- d) Assets & Service Committee 1 February 2017 (Pages 27-30)
- e) Planning & Environment Committee 8 February 2017 (Pages 31-34)
- f) Civic & Community Committee 15 February 2017 (Pages 35-37)
- g) Planning & Environment Committee 23 February 2017 (Pages 38-41)
- 8. Reports from Members appointed to Outside Bodies**  
To receive any reports from Members appointed to represent the Town Council on outside bodies. *Members are requested to provide a written report to the Clerk at least two days prior to the meeting.*
- 9. Felixstowe Forward Report**  
To consider the report of the Felixstowe Forward Change Director.  
(Page 42 and Appendix A)
- 10. Cycling on the Prom: Update from SCDC**  
To consider an update from Suffolk Coastal District Council on the 12 month Cycling on the Prom trial which reaches its halfway stage on 18 April 2017.  
(Pages 43-44)
- 11. Public Space Protection Orders (PSPOs)**  
To consider draft proposals for PSPOs in Felixstowe.  
(Page 45 and Appendix B)
- 12. Fly a Flag for Commonwealth Day**  
To note civic arrangements for Commonwealth Day, 13 March 2017 and a multicultural event to be held in the town on 12<sup>th</sup> August 2017. (Page 46)
- 13. 2018 Boundary Review - Eastern Region**  
To consider any comment from Council on responses received to the 2018 Boundary Review by 27 March 2017. (Pages 47-48)
- 14. Investment Policy & Strategy 2017/18**  
To approve the Council's Investment Policy & Strategy for 2017/18 as recommended by the Finance & General Purposes Committee.  
(Page 49 & Appendix C)
- 15. Insurance Arrangements**  
To confirm the adequacy of Council's insurance and to approve the arrangements as recommended by the Finance & General Purposes Committee.  
(Pages 49-50)
- 16. Occasional Grants Policy 2017/18**  
To approve the Occasional Grants Policy for 2017/18 as recommended by the Civic & Community Committee.  
(Page 51 & Appendix D)
- 17. Press & Media Policy 2017/18**  
To approve the Press & Media Policy for 2017/18 as recommended by the Civic & Community Committee.  
(Page 51 & Appendix E)

**18. Accounts for Payment**

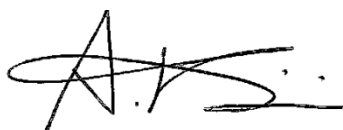
To confirm and approve the payments of accounts since the previous meeting as follows:

**(Schedules attached at Appendix F)**

| <b>Date</b> | <b>Voucher Nos.</b> | <b>Total Payment</b> |
|-------------|---------------------|----------------------|
| 06/01/2017  | 392 – 402           | £4,663.74            |
| 31/01/2017  | 403 - 433           | £38,694.68           |
| 15/02/2017  | 434 - 451           | £11,291.26           |
| 28/02/2017  | 452- 467            | £32,090.60           |
|             | <b>TOTAL</b>        | <b>£86,740.28</b>    |

**19. Closure**

To close proceedings and note that the next meeting is the Annual Council Meeting scheduled for 7.30pm on Wednesday 10 May 2017.



**Ash Tadjrishi**  
**Town Clerk**  
**2 March 2017**

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***Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend***

## **AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES**

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 11 January 2017 at 7.30pm**

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

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

**IN ATTENDANCE:** Ms H Greengrass (Felixstowe Forward Change Director)  
                 Mr J Brandon (Felixstowe Pierhead Construction Manager)  
                 6 members of the Public, 1 member of the Press.

### **PUBLIC QUESTIONS**

A member of the public asked when the old signage along the prom would be changed as she had been challenged when cycling along the prom. The Clerk responded that the matter had been previously reported to SC Norse who were due to cover the few remaining out of date notices shortly.

A member of the public asked on whether the UK vote to leave the EU would affect the town's twinning arrangements with Wesel and Salzwedel. The Mayor responded that she had spoken with the Bürgermeisterin of Wesel, Ulrike Westkamp and had received assurance that this would make no difference.

### **PRAYERS**

The meeting was preceded with prayers by Rev. Penny Brinkley, St Johns Church.

### **395. APOLOGIES**

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

### **396. DECLARATIONS OF INTERESTS**

| <b>Member(s)</b>   | <b>Minute No.</b> | <b>Nature of Interest</b>  |
|--|-------------------|--|
| Cllr S Bird<br>Cllr P Coleman<br>Cllr M Deacon<br>Cllr T Green<br>Cllr S Gallant | All               | Local Non-Pecuniary (as Members of Suffolk Coastal District Council) |

|   |     |  |
|---|-----|--|
| Cllr D Savage<br>Cllr A Smith                   |     |  |
| Cllr N Barber<br>Cllr G Newman                  | All | Local Non-Pecuniary (as Members of Suffolk County Council) |
| Cllr S Gallant<br>Cllr M Jepson<br>Cllr A Smith | 405 | Disclosable Pecuniary Interest (as owners of beach huts)   |

**Having declared that their interests were Pecuniary in nature, Cllrs Gallant, Jepson and Smith advised that they would leave the Chamber prior to any discussion on, and throughout the consideration of, item 405.**

### **397. REQUESTS FOR DISPENSATION**

There were none.

### **398. QUESTIONS TO THE MAYOR**

There were none.

### **399. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 9 November 2016 be signed by the Mayor as a true record and adopted by the Council.**

### **400. MAYOR'S COMMUNICATIONS**

The Mayor referred to the following list of engagements:

|   |                  |
|---|------------------|
| Bumble Bee Rotary Charity Event                   | 10 November 2016 |
| Felixstowe Fairtrade Forum AGM                    | 11 November 2016 |
| St Edmundsbury BC Rose Garden Remembrance Service | 12 November 2016 |
| Town Council Remembrance Sunday                   | 3 November 2016  |
| Nick Barber Auctions: Children in Need            | 18 November 2016 |
| RBL Commemoration Gathering of the Somme          | 18 November 2016 |
| The Co-operative Funeral Care Official Open Day   | 26 November 2016 |
| Christmas Light Up Day (Lions Club)               | 26 November 2016 |
| Suffolk Community Foundation Annual Review 2016   | 28 November 2016 |
| Fairfield Infant School Christmas Concert         | 29 November 2016 |
| Salvation Army Christmas Tree Festival            | 29 November 2016 |
| Christmas visit to Merryfields                    | 1 December 2016  |
| Christmas visit to Sanctuary Care                 | 1 December 2016  |
| Mayor's Charity Christmas Concert                 | 1 December 2016  |

|  |                         |
|--|-------------------------|
| Christmas visit to Westcliff Care Home                     | 2 December 2016         |
| Christmas visit to Rowland House                           | 2 December 2016         |
| Victorian Christmas Market                                 | 3 December 2016         |
| Light Up A Life (Service for St Elizabeth Hospice)         | 3 December 2016         |
| Scouts Carol Service                                       | 5 December 2016         |
| Christmas visit to Margery Girling House                   | 6 December 2016         |
| Christmas visit to Cotman House                            | 7 December 2016         |
| Christmas visit to Bellstone Nursing Home                  | 7 December 2016         |
| Annie with the Brownies                                    | 7 December 2016         |
| Christmas visit to White Gables Nursing Home               | 8 December 2016         |
| Christmas visit to Foxgrove & Maynell Nursing Home         | 8 December 2016         |
| Christmas visit to The Firs Nursing Home                   | 9 December 2016         |
| Christmas visit to Brierfield Care Home                    | 9 December 2016         |
| Waveney & Lowestoft Christmas Carol Service                | 9 December 2016         |
| Churches Together 'Angel' Festival                         | 10 December 2016        |
| Christmas at Landguard Fort                                | 11 December 2016        |
| Felixstowe Best Dressed Window                             | 12 December 2016        |
| Christmas visit to St Mary's Nursing Home                  | 12 December 2016        |
| Christmas visit to Highcliffe House Nursing Home           | 12 December 2016        |
| Maidstone Infants Early Years Christmas Play               | 13 December 2016        |
| Christmas visit to MPL Care, Park House                    | 13 December 2016        |
| Christmas visit to Yetton Ward                             | 13 December 2016        |
| Christmas visit to Mill Lane Nursing Home                  | 15 December 2016        |
| Christmas visit to Coniston House                          | 15 December 2016        |
| Felixstowe Friendly Visiting Service Christmas Lunch       | 16 December 2016        |
| Opening of Felixstowe Town Council Ice Skating Ring        | 17 December 2016        |
| FOPWA Christmas Party                                      | 19 December 2016        |
| <i>Deputy Mayor – Felixstowe Academy Christmas Concert</i> | <i>19 December 2016</i> |
| Felixstowe Chamber Breakfast at Level2                     | 21 December 2016        |
| Introducing Band at Late Night Shopping                    | 23 December 2016        |
| St Elizabeth Hospice Christmas Day Dip                     | 25 December 2016        |
| Christmas Day Visit to Felixstowe Community Hospital       | 25 December 2016        |
| Christmas Day Visit to Salvation Army                      | 25 December 2016        |

Of the events attended since the previous Council meeting, the Mayor highlighted the Nick Barber Auctions event in aid of Children in Need which was very interesting and a worthwhile cause. The Mayor expressed her enjoyment seeing the sea of faces waiting for the lights to be switched on for the Lions Club Christmas Light Up Day. She had visited the Fairfield Infant School Christmas Concert where it had been lovely to see all the young faces singing. The 1<sup>st</sup> Old Felixstowe Brownies had performed the musical "Annie" which had been spectacular and the lead had a beautiful voice. The Mayor enjoyed the Churches Together 'Angel' Festival where she had to pick the 3 best drawings of angels which was extremely challenging. The Felixstowe Chamber breakfast at Level2 was superb and it was hoped that this event would happen again in 2017. The Town Council's Ice Rink event had been a great success again and was packed over the opening weekend. The Christmas Day Dip for St Elizabeth Hospice was very exciting all the swimmers were given Christmas hats which gave the impression of a sea of upside down Santas running into the ocean. The Mayor's Christmas visits to local Nursing Homes had been extremely busy and there was a noticeable rise in the number of residents with dementia since she had last visited the homes in 2013. All the staff work tirelessly and should be admired for their caring attitude.

The Mayor thanked her Deputy Mayor for attending Mayoral engagements in her absence.

The Mayor advised Council that the Felixstowe branch of the Royal British Legion's poppy appeal had raised a total of over £28,000.

Council noted that the Mayor had sent a salutation to Puerto Deseado, Argentina, who had recently commemorated their town's 430<sup>th</sup> anniversary. Sir Thomas Cavendish, who was born on the Felixstowe peninsula, had named the town after his vessel, the Desire. The Clerk advised that Puerto Deseado had offered to send a link to a video of their commemorations and he would forward this to Members once received.

**It was RESOLVED that the Mayor's engagements since 10 November 2016, and the above communications, be noted.**

#### **401. 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:**

- h) Personnel Committee 9 November 2016
- i) Planning & Environment Committee 16 November 2016
- j) Finance & General Purposes Committee 23 November 2016
- k) Planning & Environment Committee 30 November 2016
- l) Planning & Environment Committee 14 December 2016
- m) Civic & Community Committee 14 December 2016
- n) Personnel Committee 20 December 2016

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

Council received the report of Cllr G Newman, Town Council representative to the Suffolk Association of Local Councils (SALC).

Referring to his report on the recent SALC meeting he had attended, Cllr Newman remarked on the number of different issues raised by parishes in Suffolk in attendance. These issues were noted by SALC but did not seem to get actioned so it was felt that attending the meetings were of limited value. Cllr Newman advised Council that he was therefore going to suggest a course of action to SALC for issues raised to have a structured action plan where progress could be monitored closely.

**Members thanked Cllr Newman for representing Council at the SALC meetings and RESOLVED that the outside body report be noted.**

#### **403. FELIXSTOWE FORWARD REPORT**

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

It was noted that there was a meeting arranged with all local retailers to see what they would like to have run during the year in the town. It was also planned to condense this year's Christmas Campaign.

There was a slight increase in units on Crescent Road but the town had lost some national chains but had welcomed Adams Brewery Shop.

Good progress was being achieved for making Felixstowe a Dementia-Friendly town and it was hoped that this would be completed by March.

Helen Greengrass thanked all the volunteers for keeping the Visit Felixstowe Beach Hut Tourist Information points open during 2016, especially during the winter months.

SCDC Asset Management were to identify a resource for the noticeboards around the town to be upgraded and tenders would be going out to get this completed.

Helen Greengrass had visited Felixstowe Academy to run an Awareness course for the Year 12 Business Studies class.

Cllr M Jepson congratulated Felixstowe Forward on the Seafront Gardens and how well they looked.

Cllr T Green asked Helen Greengrass who had the responsibility of collating the information of the organisations for the community portal. Helen Greengrass confirmed that it was the responsibility of the individual organisation to provide the correct information.



Cllr S Wiles asked whether more could be done to remove out of date banners and posters from the town. Ms Greengrass advised that the principle of charging a deposit alongside permissions to erect banners and posters was being explored as an incentive for their removal by the owners once they were no longer valid.

Cllr M Deacon expressed disappointment with the loss of the Hot Rods car rally event for 2017 and enquired as to whether Felixstowe Forward could liaise with the organisers to establish if appropriate arrangements could be put in to place to bring them back in the future. Ms Greengrass advised that her team was already in contact with the organisers of the event to explore this.

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

#### **404. FELIXSTOWE PIERHEAD DEVELOPMENT UPDATE**

The Mayor invited Mr Julian Brandon, Construction Manager for the Pierhead development to update Council on progress with the works. Mr Brandon acknowledged how important the new pier head building would be to Felixstowe and thanked the Council for giving him the opportunity to update on the progress of the new build. A progress report was distributed showing build milestones. Members noted that the construction team had been able to recycle 98% of the old building to make the ramp which has enabled them to work unaffected by the tides.

Members thanked Mr Brandon for attending the meeting and providing the update and commented on the positive community engagement offered by the developers and the relative tidiness of the works site.

The Mayor asked whether a site visit could be arranged for Members as the development took shape and Mr Brandon confirmed that this could possibly be held sometime in March or April 2017.

**It was RESOLVED that the Public Transport Update report be noted as received.**

**At this point in the meeting, Cllrs S Gallant, M Jepson and A Smith left the chamber.**

#### **405. CONSULTATION: SCDC BEACH HUTS**

Council considered the report on SCDC's six-week Beach Huts consultation, running until 17 February 2017 asking for responses to its recommendations to convert all the current beach hut site licences into longer term leases and the proposed charges.

Members agreed that, in order to consider the matter in more depth and issue a response in time for the consultation deadline, that authority to provide a

response on behalf of the Town Council should be delegated to the 25 January 2017 Finance & General Purposes Committee.

In advance of that meeting the Clerk was asked to request from Suffolk Coastal District Council a copy of the letter of instruction from SCDC to the author of the report and a copy of the full report itself. Members gave an undertaking to respect the confidentiality of these documents if SCDC deemed that such elements were to be so considered.

**RESOLVED that the matter be referred to the 25 January 2017 meeting of the Finance & General Purposes Committee; and, the authority to respond to the SCDC Beach Huts Consultation prior to the deadline of 17 February 2017 to be delegated to that committee.**

**Cllrs S Gallant, M Jepson and A Smith returned to the chamber.**

#### **406. MAYORAL ALLOWANCE 2017/18**

Council considered the recommendation of the Finance & General Purposes Committee.

**RESOLVED that, in accordance with the recommendation of the Finance & General Purposes Committee (*Minute #348 of 2016/17*):**

- i. the Mayor's Allowance for 2017/18 be set at £6,000 for the purpose of defraying the costs associated with the office of Town Mayor;**
- ii. a further £1,000 be added to the existing Civic Events budget (raising it to a total of £1,700 for 2017/18) to be put towards the cost of the Mayor's Civic Reception.**

#### **407. BUDGET AND PRECEPT 2017/18**

Council received the finalised version of the 2017/18 Budget and Precept, in accordance with the recommendations of the Finance & General Purposes Committee meeting of 23 November 2016 (*Minute #349 of 2016/17 refers*) and considered the further amendments as proposed.

Council gave a vote of thanks to the Committee and its staff for their work in producing a budget which provided for all of Council's activities at no increased cost to the local taxpayer.

**It was RESOLVED that:**

- i. The Felixstowe Town Council Budget for 2017/18 be adopted as set out in the report;**
- ii. the 2017/18 Precept demand to Suffolk Coastal District Council of £549,742 be approved (representing a 0% increase cost to Band D equivalent Council Tax payer) on the following basis:**

|                                  |          |                 |
|----------------------------------|----------|-----------------|
| <b>Band D rate</b>               |          | <b>£67.35</b>   |
| <b>Multiplied by tax base</b>    | <b>x</b> | <b>8162.47</b>  |
| <b>Thus a Precept demand of:</b> |          | <b>£549,742</b> |

- iii. the Clerk be instructed to submit the information required by Suffolk Coastal District Council.

#### **408. MEETINGS CALENDAR 2017/18**

Council considered the draft meeting schedule for the 2017/18 Municipal Year as presented which had been based on the current year's cycle.

Members requested that a digital copy be emailed to all Councillors for reference.

**Subject to correcting the date of a Planning & Environment and Civic & Community Committee date in September to read Wednesday 20 September 2017, it was RESOLVED that the 2017/18 Calendar of Meetings be adopted as per the schedule presented.**

#### **409. APPOINTMENTS TO COMMITTEES**

Council considered the vacant seat on the Civic & Community Committee, Assets & Services Committee and Youth Forum.

**It was RESOLVED that Cllr Mark Jepson be appointed to the Civic & Community Committee, Assets & Services Committee and Felixstowe Youth Forum.**

#### **410. 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> |
|-------------|---------------------|----------------------|
| 09/11/2016  | 313 – 329           | £7,562.36            |
| 22/11/2016  | 330 - 344           | £45,792.65           |
| 30/11/2016  | 345 - 351           | £14,899.43           |
| 14/12/2016  | 352 - 364           | £8,524.57            |
| 31/12/2016  | 365 – 391           | £79,817.64           |
|             | <b>TOTAL</b>        | <b>£ 156,596.65</b>  |

#### **411. 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 they were instructed to withdraw.**

**412. STAFFING MATTERS**

Council considered the confidential report on matters relating to a recent staffing restructure.

**It was RESOLVED that the actions taken by the Personnel Committee be endorsed, with the new staffing structure and costs associated with its implementation to be approved as presented in the report.**

**413. CLOSURE**

The meeting was closed at 8.55pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 8 March 2017.

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## **AGENDA ITEM 6: MAYOR'S COMMUNICATIONS**

The following Mayoral Engagements have been undertaken since the previous meeting:

|   |                        |
|---|------------------------|
| Wesel Association AGM   | 14 January 2017        |
| Felixstowe Secondary School's Archive- Cheque Presentation        | 20 January 2017        |
| Causton School Bake Off Competition                               | 20 January 2017        |
| Mayor of Ipswich Burns Supper                                     | 22 January 2017        |
| <i>Deputy Mayor – Annual Churches Together in Felixstowe</i>      | <i>22 January 2017</i> |
| Merchant Navy Association Visit                                   | 25 January 2017        |
| Seafarers Meeting at Seafarers Centre                             | 26 January 2017        |
| Mayor's Charity Soul Night  | 28 January 2017        |
| SCC Chairman's Charity Concert                                    | 31 January 2017        |
| Level 2 Youth Forum 15 <sup>th</sup> Anniversary                  | 11 February 2017       |
| Mayor's Charity Curry Night, Bombay Nite                          | 13 February 2017       |
| Felixstowe Chamber of Trade & Commerce Breakfast                  | 15 February 2017       |
| Vicar's Coffee Morning  | 16 February 2017       |
| Topping Out Ceremony of Felixstowe's combined Fire/Police Station | 17 February 2017       |
| The Festival of Fabric  | 19 February 2017       |
| Launch of Fairtrade Fortnight                                     | 27 February 2017       |
| Opening of new Cabs Smart Taxi Office                             | 1 March 2017           |
| Women's World Day of Prayer Service                               | 3 March 2017           |
| 356 (Felixstowe) Squadron Annual Dinner                           | 4 March 2017           |
| The Laydens Community Centre First Birthday                       | 5 March 2017           |
| Felixstowe Fairtrade Youth Event                                  | 6 March 2017           |
| Mayor's Charity Quiz  | 7 March 2017           |

**Council is requested to note the Mayor's Engagements since the previous meeting and any other communications the Mayor may wish to lay before Council.**

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### 391. 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/16/5169/FUL</b> Replacement of existing slate roof covering with clay roman tiles - only applies to main house and not west wing<br><b>Ridley House, Maybush Lane</b>  |
| <b>Committee recommended REFUSAL. This building is a prominent and historically important element of Felixstowe's early development as a seaside resort. The building itself forms a fundamental part of the character of this area and in turn the slate roof, possibly original, is a significant element of that. For these reasons the proposal cannot be said to preserve or enhance the Conservation Area and therefore refusal is recommended.</b> |  |
| <b>b</b>  | <b>DC/16/4772/FUL</b>   To convert building from 2 flats to 4 apartments with alterations and proposed two storey rear extension. Widen existing crossover and extend parking for six vehicles.   <b>51 Princes Road</b> |
| <b>Committee recommended APPROVAL, however Committee felt it was unrealistic that the proposed parking extension would provide useable space for six vehicles.</b>  |  |
| <b>c</b>  | <b>DC/16/4886/FUL</b>   Proposed detached dwelling, two bay garage and new vehicular access to land adjacent <b>The Postern</b>   <b>The Postern Marcus Road</b>   |
| <b>Committee recommended APPROVAL.</b>  |  |
| <b>d</b>  | <b>DC/16/5343/FUL</b>   Two storey rear extensions and new porch<br><b>7 Picketts Road</b>   |
| <b>Committee were content with the proposals, with the exception of the first floor balcony which would present an unacceptable intrusion on the neighbouring property. For this reason, Committee must recommend REFUSAL for the plans as currently presented.</b>   |  |
| <b>e</b>  | <b>DC/16/5303/FUL</b>   Two storey gable end extension with internal alterations to existing to suit   <b>12 Ataka Road</b>  |
| <b>Committee recommended APPROVAL.</b>  |  |

|  |  |
|--|--|
| <b>f</b>                               | <b>DC/16/5298/FUL   Garage Extension   2 Wentworth Drive</b> |
| <b>Committee recommended APPROVAL.</b> |  |

|  |  |
|--|--|
| <b>g</b>                               | <b>DC/16/5299/FUL   Garage Extension   6 Wentworth Drive</b> |
| <b>Committee recommended APPROVAL.</b> |  |

|  |   |
|--|---|
| <b>h</b>                               | <b>DC/16/5300/FUL   Garage Extension   10 Wentworth Drive</b> |
| <b>Committee recommended APPROVAL.</b> |   |

|  |   |
|--|---|
| <b>i</b>                               | <b>DC/16/5301/FUL   Garage Extension   12 Wentworth Drive</b> |
| <b>Committee recommended APPROVAL.</b> |   |

|   |   |
|---|---|
| <b>j</b>  | <b>DC/16/5401/TCA   Lime tree in rear garden: Option A to be felled; too large for garden. Option B to reduce by 50% to make more manageable for size of garden.   The Red House 33 Gainsborough Road</b> |
| <b>Committee had NO OBJECTIONS to either option subject to the guidance of the District Council's Arboricultural Officer.</b> |   |

**392. 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.

**393. CORRESPONDENCE**

**The Chairman invited a member of the public to address committee at this stage. Committee heard representations from the member of the public outlining reasons why they believed the application should be refused.**

- a) DC/16/3776/ARM | Submission of reserved matters pursuant to outline planning permission DC/13/3069/OUT for the creation of 198 no. one, two, three and four bedroom houses and apartments, plus associated roads, paths, driveways, car parking, landscaping and public open space.  
Land West Of Ferry Road Residential Centre Ferry Road**



The Clerk reported that SCDC had not accepted Committee's request that the applicant be required to resubmit a full planning application for this development.

Committee were advised that the additional documentation uploaded to the SCDC Planning Portal were in accordance with the details of the amended application Committee considered on 14 December 2016.

The Clerk advised Members that the site layout document was not accurately overlaid to the satellite photo of the site and could only be relied on as an indicative image. Other technical drawings which had been submitted appeared to show an accurate representation of the site's relationship to neighbouring properties.

**Committee NOTED the additional information and resolved to make no further comment at this time.**

### **394. CLOSURE**

The meeting was closed at 10.18am. The date of the next meeting was noted as being Wednesday 25 January 2017, 9.15am at Felixstowe Town Hall.

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**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 25 January 2017** at **9.15am** and reconvening at Walton Community Hall at **2pm**.

**PRESENT:** Cllr A Smith (Chairman) Cllr Jan Garfield  
 Cllr Jon Garfield (Vice-Chairman) Cllr D Savage (*to item 422*)  
 Cllr S Bird Cllr S Wiles  
 Cllr S Gallant Cllr K Williams (*from item 422*)

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
 Mrs C Page (Planning Administration Officer)

**IN ATTENDANCE (from item 422):** Cllr M Deacon  
 Mr A Taylor (Barratt Homes)  
 Mr B Lekh (Barratt Homes)  
 Mr S Metson (Bidwells)  
 Ms N Davis (Meeting Place Communications)  
 1 Member of the Public.

**PUBLIC QUESTIONS**

Comments from members of the public were heard at item 422.

**414. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr G Newman**.

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

Apologies in advance of having to leave the meeting at 3pm were received from **Cllr D Savage**.

**415. DECLARATION OF INTEREST**

| <b>Member(s)</b>   | <b>Minute No.</b> | <b>Nature of Interest</b>   |
|--|-------------------|---|
| Cllr A Smith<br>Cllr S Bird<br>Cllr S Gallant<br>Cllr D Savage | All               | Local Non-Pecuniary (as Members of Suffolk Coastal District Council)                                |
| Cllr A Smith   | 418c              | Disclosable Pecuniary Interest (as next door neighbour to the property subject to this application) |

Having declared that his interest was Pecuniary, Cllr Smith advised that he would leave the Chamber prior to any discussion on, and throughout the consideration of, item 418c.

**416. REQUEST FOR DISPENSATION**

There were none.

#### 417. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 11 January 2017 be signed by the Chairman as a true record.

#### 418. 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/16/5413/VOC</b>   Variation of Condition 5 on application DC/16/3124/FUL - Use of land as Truck Service Centre complete with service building and parking - See information in statement<br><b>Land East Of Haven Exchange</b> |
| <b>Committee recommended REFUSAL. Committee recognises the commercial requirements given in the application, however, in accordance with policy FPP12 and our previous recommendations in relation to DC/3124/FUL, Committee regards this site to be unsuitable for the use proposed - a business model dependent on operation into the very late evening, in immediate proximity to a caravan site and in proximity to housing on the rising land to the west. This clearly cannot be said to satisfy the requirements of policy FPP12 in the now adopted Felixstowe Area Action plan in respect of "detrimental impact on the residential properties adjacent" or "a detrimental impact on residential amenity".</b> |  |

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|--|---|
| <b>b</b>                               | <b>DC/16/5439/FUL</b>   Rear extension and first floor balcony<br><b>Bligh Manor, The Ferry</b> |
| <b>Committee recommended APPROVAL.</b> |   |

At this point in the meeting Cllr A Smith left the Chamber. Cllr Jon Garfield in the Chair.

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| <b>c</b>                               | <b>DC/17/0012/FUL</b>   Single Storey Extension   <b>17 Foxgrove Lane</b> |
| <b>Committee recommended APPROVAL.</b> |   |

Cllr A Smith returned to the meeting. Cllr A Smith in the Chair.

|          |   |
|----------|---|
| <b>d</b> | <b>DC/17/0002/FUL</b>   Demolish existing garage to have two storey side extension and part single storey rear extension to a house at<br><b>45 Exeter Road</b> |
|----------|---|

**Committee recommended APPROVAL.**

**e** **DC/16/5400/FUL** | Proposed studio flat to third floor loft space with road facing pitched roof dormers and part removal of external staircase.  
**Suffolk Private Retirement Home 9 Sea Road**

**Committee recommended APPROVAL.**

**f** **DC/16/5226/ARM** | Approval of Reserved Matters application pursuant to Outline Application ref DC/14/0060/OUT. | **19 Cliff Road**

**Committee recommended APPROVAL.**

**g** **DC/16/5227/FUL** | Booking office for Taxi/Private Hire  
**Retail Unit 2H 23 Crescent Road**

**Committee recommended APPROVAL, subject to the Highways Authority having visited the site and being content with the application.**

**h** **DC/17/0014/FUL** | There is an existing dropped kerb allowing access for a single car to an off road parking area at the front of the property. This application is to extend the dropped kerb to allow access for up to four cars. **45 Garrison Lane**

**Committee recommended APPROVAL in respect of the requested dropped kerb, however Committee noted that the application documents propose the installation of block paving across the entire drive and we question whether this treatment meets the SUDS guidance.**

**i** **DC/16/5421/FUL** | Three Storey Office Extension New cladding to existing units 2 - 16 | **Darrell House Darrell Road**

**Committee recommended APPROVAL.**

**j** **DC/17/0010/SCO** | Proposed Scoping Opinion for proposed logistics facility at Innocence Farm.  
**Land On The North East Side Of A14 Trimley St Martin East Bound**

**Despite the clear impact on neighbouring parishes, Felixstowe Town Council is broadly in favour of this development in support of the**

**expansion and continued success of the Port of Felixstowe.**

**However, it is critical that the extent and perimeter of the site pays the maximum respect to the environment and its neighbours.**

**Due to the anticipated 3,200 container lorries and 600 cars daily to and from the proposed site, Committee requests that the impact of this on the A14 is evaluated to take in to account the additional traffic which will be generated by ongoing port expansion projects, planned residential developments, Sizewell C and other growth factors.**

**Access options for the site are wholly inadequate as currently proposed and Committee strongly requests that an underpass be provided from the A14 for access to and from Croft Lane ahead of commencement of any development. Failure to do so will put unnecessary additional pressure on the Trimley (J59 – traffic from the site wishing to travel west) and Seven Hills (J58 - traffic from the Port seeking to access the site) junctions.**

**Any access via Kirton Road should be limited for emergencies only to protect the quiet character of this area, local school and safety of pedestrians, cyclists and other road users.**

#### **419. 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.

#### **420. CONSULTATION: SIZEWELL C, STAGE 2**

**Committee considered the above consultation and RESOLVED that the following comments be submitted:**

Felixstowe Town Council's main interest in the proposals centres on the likely effects on road and rail capacity.

It will be essential that full information is provided regarding agreement with Network Rail on the number of train paths to be made available, and how those will interact with the current shortages available for traffic from the Port of Felixstowe beyond Ipswich. Network Rail must provide as part of the Stage 3 proposals sufficient evidence of works and their timing to ensure that the current target of 48 paths ex the Port is not prejudiced, while taking full account of projected increases in passenger service frequencies.

With regards to the impact on road traffic, Felixstowe Town Council supports the position of Suffolk County Council and Suffolk Coastal District Council. Further information is required in regards to traffic movement and related volumes that are likely during construction in order to better understand the impact on existing road networks and what additional infrastructure may be

needed to help alleviate concerns from the local community including changes to existing road junctions.

Specifically, the Town Council believes that cumulative impacts relating to Sizewell C and other developments will necessitate a significant upgrade of the Seven Hills roundabout before work can commence.

#### **421. CORRESPONDENCE**

**Committee RESOLVED to note the following correspondence:**

- a) **SCDC Rural Housing Officer.** Mr Jack O'Sullivan had been invited to attend Committee on 8<sup>th</sup> March to brief Members on his role in relation to Felixstowe;
- b) **DC/16/4683/FUL | 77 Undercliff Road West.** The Chairman advised that a referral request had been submitted to SCDC in relation to this application;
- c) **DC/16/5343/FUL | Two storey rear extensions and new porch at 7 Picketts Road.** The Clerk advised that plans had been altered to remove the balcony to which Members objected and, as such, were to be approved by SCDC;
- d) **DC/15/1128/OUT | Land At Candlet Road.** Committee were advised that the appeal case relating to this application had been called in by the Secretary of State for Communities and Local Government who was to issue a decision on or before 13 April;
- e) **The Bartlet, Undercliff Road East.** The Clerk advised that an appeal against SCDC's decision to refuse the additional dwelling at The Bartlet was to be held at Melton at 10am on 1st March 2017; and,
- f) **Formal Complaint to SCDC.** Committee received the letter from SCDC Chief Executive Officer, Mr Stephen Baker, in response to the Committee's formal complaint.

**At this point, 12.30pm the meeting was adjourned.**

**At 2pm the meeting reconvened at Walton Community Hall.**

**Cllr K Williams joined the meeting.**

#### **422. WALTON GREEN SOUTH, HIGH STREET WALTON**

**DC/16/5443/ARM | Approval of Reserved Matters of Outline Planning Permission DC/13/3821/OUT | Walton Green South High Street Walton**

The Chairman invited representatives from Barratt Homes and Bidwells to give a presentation to Committee on the above Reserved Matters application.

The Chairman invited Committee Members to ask questions of the representatives.

**It being 3pm, Cllr D Savage left the meeting.**

**Following questions and comments from those in attendance and further debate it was RESOLVED that:**

Committee supports and welcomes the development in principle. Members were pleased to note that the development confirmed a good mix of housing sizes and that parking had been provided in accordance with the guidance for minimum parking standards. Committee commended the developer for the full provision of affordable housing, which it noted was to be completed to the same standard of build and at the same time as the rest of the project. However, Committee would prefer to see the affordable homes better integrated in to the development and ask SCDC to seek a better distribution of affordable 2 bedroom homes across the site as a whole.

Committee also asks that SCDC seek comment on the scheme design from Suffolk Constabulary's Architectural Liaison Officer before a decision is made.

With regards to access to the site during any development works, haul road access should be taken off the existing access point to the western boundary, farthest from the school road with site traffic timed not to conflict with school drop-off and pick-up times. Committee requests that traffic does not enter or leave the site via Walton High Street to the east.

Committee is aware that public access to the site is agreed as per Outline Planning Permission DC/13/3821/OUT. However, we ask SCDC to explore with the developer and beneficial landowner whether the roundabout, (as proposed by DC/16/2778/OUT for Land North of Walton High Street) can be provided so phased as to permit access to this site for the greater part of its build cycle.

**423. CLOSURE**

The meeting was closed at 3.30pm. The date of the next meeting was noted as being Wednesday 8 February 2017, 9.15am at Felixstowe Town Hall.

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**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 25 January 2017 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

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

**IN ATTENDANCE:** Ms J Woodward (Felixstowe Beach Huts & Chalets Association)  
Ms B Grace (Felixstowe Beach Huts & Chalets Association)  
Ms J Downton (Felixstowe Beach Huts & Chalets Association)  
9 Members of the public

**424. APOLOGIES FOR ABSENCE**

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

**425. DECLARATIONS OF INTEREST**

| <b>Member(s)</b>  | <b>Minute No.</b> | <b>Nature of Interest</b>  |
|---|-------------------|--|
| Cllr S Bird<br>Cllr M Deacon<br>Cllr S Gallant<br>Cllr D Savage<br>Cllr A Smith | All               | Local Non-Pecuniary (as Members of Suffolk Coastal District Council) |
| Cllr G Newman   | All               | Local Non-Pecuniary (as a Members of Suffolk County Council)         |
| Cllr S Gallant<br>Cllr A Smith  | 428               | Disclosable Pecuniary Interest (as owners of beach huts)             |

Having declared that their interests were Pecuniary in nature, Cllrs Gallant and Smith advised that they would leave the Chamber prior to any discussion on, and throughout the consideration of, item 428

**426. REQUESTS FOR DISPENSATION**

There were none.

**427. CONFIRMATION OF MINUTES**

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

**At this point in the meeting, Cllrs S Gallant and A Smith left the chamber.**



#### **428. CONSULTATION: SCDC BEACH HUTS**

The Chairman invited Ms J Woodward, Chairman of the Felixstowe Beach Huts and Chalets Association (FBHCA), to address Committee on behalf of around 500 FBHCA members.

Ms Woodward advised that the FBHCA were not against the principle of fair and appropriately benchmarked price increases but had significant concerns about the process and detail of the proposals which had been recommended to SCDC in the cabinet report.

Committee acknowledged the issues raised by FBHCA and considered the report. It was noted that a copy of the full consultation document which had been requested from SCDC had not been forthcoming.

Members agreed that, as 906 of the 918 huts located in the District were in Felixstowe, Suffolk Coastal District Council should consider transferring the provision of beach hut sites to Felixstowe Town Council for the benefit of the town. Notwithstanding this request, it was strongly asserted that the administration of beach huts should continue to be predominately carried out from the Town Hall.

Committee also agreed that SCDC should give particular consideration to comments to the consultation from respondents in Felixstowe as well as individual Beach Hut owners. Members were sympathetic to the challenges faced by Suffolk Coastal District Council in meeting its economic responsibilities in the forthcoming years but remained concerned that raising funds through significant increased beach hut revenues would risk the town's seafront offer and future.

Committee felt that any reassessment of beach hut fees and charges should be based on the sustainability of the offer coupled with an improvement to services provided and it was not convinced of the accuracy of the financial data presented for comparison in the Cabinet Report. Members were concerned that a ten-year lease renewal fee of £7,000 would be simply unaffordable for many existing beach hut owners, combined with a proposed real-terms doubling of the annual rental fee over the next 8-10 years.

Similarly, Members were concerned that leases offered outside the Landlord & Tenant Act would not give tenants the right to automatically renew at the end of their term and therefore little protection was being offered.

Members accepted that the current administration fee of £32.64 to transfer a licence to a new hut owner was low but felt that a proposed lease assignment fee of "three times the annual rent" was not sustainable.

Committee was most concerned that no real assessment appeared to have been made of the risk of implementing the recommendations in the Cabinet Report. Members commented that, if beach hut occupancy drops as a result of increased charges, this could be detrimental to Felixstowe's highly valuable tourism offer and the future development of the town.

**It was RESOLVED that the Clerk be instructed to respond to the consultation on the basis above.**

**Cllrs S Gallant and A Smith returned to the chamber.**

**429. BUDGET MONITORING TO 31 DECEMBER 2016**

Committee received the budget monitoring report to 31 December 2016. A list of those items of expenditure exceeding budget estimates for the period by 10% or £500 was considered. Committee noted that the implementation of the recent staffing restructure was projected to impact on the expected outturn of the total staffing budget for 2016/17. This had been estimated to comprise an expected outturn for employer pension contributions of approx. £85,490 (against a budget of £62,196) and salaries of approx. £284,921 (against a budget of £270,617). Members noted that projected savings across other areas of Council's budget were anticipated to mitigate the one-off costs associated with the implementation of the staffing structure. The new structure would provide ongoing savings to Council from financial year 2017/18.

Members thanked the Town Clerk and Council's Finance Administration Officer for the comprehensive report.

**It was RESOLVED that the budget monitoring report to 31 December 2016 be approved with no other action required at this time.**

**430. INTERNAL AUDIT REPORT – QUARTER 3 2016/17**

Committee considered the Internal Audit report for the period ending 31 December 2016. It was noted that there were no matters arising or actions recommended.

**It was RESOLVED that the Internal Audit Report for Quarter 3 2016/17 be noted as received with no actions or recommendations arising.**

**431. INVESTMENT POLICY & STRATEGY**

Committee considered the Council's Investment Policy & Strategy for 2017/18 as presented which had been updated to reflect current investments.

**It was RESOLVED that the Investment Policy & Strategy for 2017/18 be recommended to Council for adoption as presented.**

**432. INSURANCE ADEQUACY REVIEW**

Committee reviewed Council's insurance provision as presented in the agenda report. Members asked the Clerk to investigate the benefits or otherwise of Cyber Liability Insurance and report back to Committee with any recommendation.

**It was RESOLVED that the arrangements for insurance cover in respect of all insured risks be recommended to Council and confirmed as adequate for 2017-18.**

**433. CLOSURE**

The meeting was closed at 9.07pm. The next meeting was noted as being scheduled for 22 March 2017 at 7.30pm.

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 1 February 2017** at **7.30pm**

**PRESENT:** Cllr N Barber (Chairman) Cllr T Green  
Cllr Jan Garfield (Vice-Chairman) Cllr M Jepson  
Cllr S Bird Cllr D Savage  
Cllr P Coleman Cllr A Smith  
Cllr M Deacon

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

**434. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr G Newman**.

**435. DECLARATIONS OF INTEREST**

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

**436. REQUESTS FOR DISPENSATION**

There were none.

**437. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 2 November 2016 be signed by the Chairman as a true record.**

**438. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 26 January 2017.

The Town Clerk reported that the actual income received for Cemetery stood at £69,022 as opposed to the report showing £52,465 so 107% of Cemetery budget income had been achieved. It was noted that, similarly, allotment rent income had now achieved in excess of 100% of budget.

**RESOLVED that the Budget Report to 26 January 2017 be received and noted as presented with no other action required at this time.**

#### **439. CEMETERY UPDATE REPORT**

Committee considered the Cemetery report. Committee expressed thanks and to Council's the former Estates Officer for her work on the Memorial Garden project. Committee requested that a letter of thanks be sent to Mrs R Jones. A launch of the new Memorial Garden would be arranged to which Funeral Directors will be invited and the Mayor will be asked to cut the ribbon. The addition of the Memorial Garden gave Council further opportunity to offer alternative memorial options to residents. Benches, which would be available for memorials, would also be purchased and placed in the Memorial Garden.

Committee noted the recent problems and repair to the truck's ECU.

**RESOLVED that the Cemetery update report be noted as presented and a letter of thanks be sent to Mrs Rosemary Jones for her work on the Memorial Garden**

#### **440. ALLOTMENT UPDATE REPORT**

Committee received the update report on the Town Council's Allotments and current vacancy information. It was noted that there currently was 61 vacancies out of 445 available sites excluding the Cemetery site. The Town Clerk has asked the Allotment Association to try and arrange representation from the Railway Hill site at FSALG liaison meetings. With the success of previous open days held at the Ferry Road and Cowpasture sites, FSALG have been asked to organise an open day at Railway Hill. The difficulty in maintaining underused sites such as Railway Hill was noted and Members discussed whether it would be possible to grass certain areas which were not being used in order to tidy the site.

Committee discussed the number of vacancies and various locations of allotment sites. It was suggested that vacant sites be promoted to social enterprise schemes via Housing Associations to promote allotment use and healthy lifestyles. Members noted that the NHS Mental Health Trust currently rented several allotments. However, Sanctuary Housing, which had formerly rented plots, gave this up due to lack of participation.

Members considered a request from FSALG for a 20ft metal container on Allotment plot 39 to use instead of the wooden store which had a recent break in and was also set on fire. The metal container will be clad with green wood. This was agreed subject to the requirements of planning permission.

**It was RESOLVED that:**

- i. the Allotment Update Report be noted;**
- ii. FSALG be supported in holding an open day at Railway Hill to raise the profile of plot availability on this site;**

- iii. **FSALG continue to encourage Railway Hill tenants to be better represented on their committee;**
- iv. **the viability of sowing grass be considered on vacant areas at Railway Hill to aid the tidying of the site.**
- v. **Investigation be made into promoting vacant sites to Social Enterprise schemes/Housing Associations.**
- vi. **FSALG to be given permission to place a 20ft shipping container on their allotment plot 39 Cowpasture, subject to the requirements of planning permission.**

#### **441. TREE WORKS**

The Town Clerk reported that two of the trees in the adjacent Town Hall gardens were being felled. Committee expressed thanks to SC Norse for undertaking these works.

Members requested that the cost quotes provided by the three contractors be redacted from the agenda report. In comparing the three quotes received, Committee consider that the best value was provided by the company that provided the initial survey and is instructed to carry out the works.

It was noted that the northern half of the wooded area of Peewit Hill was owned by Orbit Group Ltd and one of the trees identified for priority works was located on their land. As there were 6 trees requiring work in total at Peewit Hill, the Clerk would seek proportionate reimbursement from the Orbit Group for including that tree in the works.

Japanese Knotweed which had been identified on Peewit Hill was clearly located within the Town Council's section. The first year's treatment quoted by the preferred Tree Surgeon was noted as being just under £2,000. However, as one of the Town Council's grounds maintenance team had some transferrable qualifications, and the Council owned a Chemsafe, it was considered that it may be more cost-effective for staff to undertake any additional training required for treatment to be carried out in-house.

**It was RESOLVED that:**

- i. **As it was considered to be the best value, the contract for tree works identified as being required by the recent tree survey be awarded to Suffolk Treescapes Ltd.; and,**
- ii. **The Town Clerk consult with Council's Grounds Maintenance Team to undertake any necessary training so that treatment of the Japanese Knotweed can be carried out in-house.**

#### **442. BROADWAY HOUSE**

Committee noted the update report on Broadway House and discussed possible terms for a revised agreement between the Town Council and Felixstowe Old People's Welfare Association (FOPWA) for the letting and management of the facility.

Members agreed that the facilities and services which FOPWA offer from Broadway House were widely appreciated in the local community and further afield. The Day Centre was considered to have a good reputation as a safe and welcoming venue for older people during the daytime drop-in session and was a valuable resource for other community groups out of those hours.

The Clerk referred to the principles of a draft heads of terms for a new agreement with FOPWA which had been based on clearer terms setting out the responsibilities of both parties. It was understood that FOPWA were broadly in favour of the principles but had raised concerns over whether the new agreement would put it in a financially difficult position. Members suggested that the new agreement could be offered on the terms as outlined by the Clerk for an initial one- year period with a review during 2017/18 to make sure it was working for both parties.

It was also noted that FOPWA awarded grants to other organisations but currently received no grant funding from the Town Council. Members would be pleased to accept an invitation from FOPWA to meet at Broadway House to learn more about the work the organisation carries out..

**It was RESOLVED that:**

- i. Terms for a revised licence agreement with FOPWA be offered on the basis as presented at the meeting; and,**
- ii. A further review be carried out during the 2017/18 financial year to ensure that the arrangements remain suitable for both FOPWA and the Town Council.**

#### **443. WALTON COMMUNITY HALL**

Committee received and noted the update report on Walton Community Hall.

Members were pleased to note that a previously outstanding debt was being repaid by regular instalments.

**RESOLVED that the update report be noted.**

#### **444. CLOSURE**

The meeting was closed at 9.35pm. The next meeting was noted as being scheduled for Wednesday 5 May 2017 at 7.30pm.

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 8 February 2017** at **9.15am**.

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

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs C Page (Planning Administration Officer)

**IN ATTENDANCE** 1 Member of the Public

### **ELECTION OF CHAIRMAN**

In the absence of both the Chairman and Vice Chairman, it was proposed and seconded that Cllr Stuart Bird be elected as Chairman for this meeting.

**There being no other nominations, Cllr Stuart Bird was duly elected as Chairman of this meeting.**

### **PUBLIC QUESTIONS**

A member of the public pointed out that amended plans for DC/16/3776/ARM Land West Of Ferry Road Residential Centre had been uploaded to the District Council's Planning Portal on 6<sup>th</sup> February but understood that they had yet to be received by the Town Council. Members heard that all the individual access points had been removed from the plans leaving one point of entrance to the site and part of the footpath crossed vehicular access to a few dwellings.

**The Chairman moved that the meeting be adjourned for 5 minutes in order that the Clerk could establish whether Committee would be given the opportunity to be formally consulted on these latest amendments.**

The meeting was reconvened and the Clerk confirmed that, following a brief conversation with the SCDC Planning Officer, Committee was able to make further comments to SCDC about the plans if it so wished but the deadline to do so was before the next meeting.

The Clerk advised that, due to the urgency of the item, depending on Members' view of the latest amendments, Committee could either call an additional meeting of the Planning & Environment Committee or consider its comments at this meeting.

In viewing the plans, Members noted that the developer had reconfigured the plan so that properties which were proposed to have direct vehicle access to Ferry Road were back within the internal layout. It was understood that these amendments were in response to legal advice that there should only be one point of access from Ferry Road as per the Outline Planning Permission. This reconfiguration had also resulted

in the loss of one property from the total but no other significant changes. Committee therefore did not wish to make any further comments.

**445. APOLOGIES FOR ABSENCE**

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

**446. DECLARATION OF INTEREST**

| <b>Member(s)</b>                               | <b>Minute No.</b> | <b>Nature of Interest</b>  |
|--|-------------------|--|
| Cllr S Bird<br>Cllr S Gallant<br>Cllr D Savage | 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)          |

**447. REQUEST FOR DISPENSATION**

There were none.

**448. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 25 January 2017 be signed by the Chairman as a true record.

**449. 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/17/0257/FUL</b>   Two storey extension to front elevation, first floor extension to side elevation and garage conversion.<br><b>44 Westmorland Road</b> |
| <b>Committee recommended APPROVAL.</b> |   |
| <b>b</b>                               | <b>DC/17/0235/FUL</b>   Alterations to convert one shop into two shops<br><b>111 Hamilton Road</b>  |
| <b>Committee recommended APPROVAL.</b> |   |



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|---|---|
| <b>c</b>                                      | <p><b>DC/17/0304/ADI  </b> Illuminated Advertisement Consent – Display of two wall mounted advertisement hoardings, four fascia signs, one totem sign and two freestanding advertising hoarding.</p> <p><b>Land at Haven Exchange, Haven Exchange South</b></p> |
| <p><b>Committee recommended APPROVAL.</b></p> |   |

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|---|---|
| <b>d</b>  | <p><b>DC/17/0239/TEL  </b> Prior Notification - Removal of 3 no. existing equipment cabinets, 2 no. existing antennas and feeder cables from the existing broadcast station and the installation of a slimline monopole within the broadcast station site together with 3 no. antennas, 1 no. 30cm transmission dish, 3 no. equipment cabinets together with associated feeder cables, support bracketry, extension to compound fence with 2m high close timber boarded fence and ancillary development thereto.</p> <p><b>Arqiva Felixstowe Transmitting Station Ranelagh Car Park</b></p> |
| <p><b>Committee had NO OBJECTIONS to this Prior Notification application.</b></p> |   |

|   |  |
|---|--|
| <b>e</b>  | <p><b>DC/17/0277/TPO   TPO SCDC/06/00205 LIME (T2)</b> - crown lift to 8m, crown reduction resulting in an approximately 15 metre tall tree with a crown spread of approximately 9 metres, crown thinning by 30%, removal of dead wood, improve shape. To allow more light into the garden, reduce overhang into path/road, increase clearance to utility cables, allow more space for adjacent Beech tree. TPO SCDC/06/00205 BEECH (T3) - crown reduction resulting in an approximately 7 metre tall tree with a crown spread of approximately 5 metres. To improve shape and reduce overhang PLEASE NOTE: TPO SCDC/06/00205 includes a third tree (Beech - T1) which is now in the garden of 1A Brook Lane. This is because the previous owner of 12 High Road East split the original plot and constructed an additional house.</p> <p><b>12 High Road East</b></p> |
| <p><b>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council’s Arboricultural Officer.</b></p> |  |

#### **450. 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.

#### **451. CHANGE OF USE FOR SEAFRONT SHELTERS**

**Committee considered the above consultation and RESOLVED** that in view of the importance of the seafront shelters to the heritage of Felixstowe all other Councillors be given the opportunity to comment. All

**comments would then be discussed at the next meeting of the Planning & Environment Committee and thereafter submitted to SCDC.**

#### **452. CORRESPONDENCE**

**Committee RESOLVED to note the following correspondence:**

- a) SCDC use of Community Infrastructure Levy (CIL) Funds.** Information from the SCDC Principal Planning Officer advising that, in April each year, SCDC officers would start the process of identifying infrastructure requirements in conjunction with the local community, service providers and stakeholders. These requirements would then be considered by the newly formed Local Plan Working Group of District Councillors before making a recommendation to SCDC Cabinet in September on how funds could be spent.
  
- b) Felixstowe Peninsula Area Action Plan.** Confirmation that the Inspector's Report into Felixstowe Peninsula AAP on Monday 16<sup>th</sup> January 2017 had found both documents to be "sound" and on Thursday 26<sup>th</sup> January 2017, both documents were formally adopted as part of the Suffolk Coastal Local Plan with immediate effect. The AAP would now be used in the determination of planning applications and public inquiries.
  
- c) SCDC Planning Scheme of Delegation.** The Clerk advised that SCDC's Planning Committee had reviewed and recommended an amendment to its Scheme of Delegation for the determination of planning applications. The amendment, if approved, clarified that the determination of a planning application which had been requested for referral to SCDC Committee was dependant on the view of the SCDC Planning Committee Chairman and Vice-Chairman. However, planning officers would liaise with town and parish councils to establish whether minor amendments or conditions to applications could satisfy possible objections. It was also noted that parish and town councils were to be advised of the outcome of their referral requests directly in future.

#### **453. CLOSURE**

The meeting was closed at 11.35am. The date of the next meeting was considered. It was noted that a significant number of Committee Members would be unavailable to attend on the date originally scheduled as they were due to attend a Suffolk Coastal District Council Planning Committee meeting being held on the same day.

**It was therefore RESOLVED that the next meeting would be held on Thursday 23 February 2017, 9.15am at Felixstowe Town Hall.**

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 15 February 2017 at 7.30pm**

**PRESENT:** Cllr D Savage (Chairman) Cllr Jon Garfield  
Cllr S Gallant (Vice-Chairman) Cllr T Green  
Cllr Jan Garfield (*ex-officio as Mayor*) Cllr M Jepson  
Cllr S Bloomfield Cllr S Wiles  
Cllr P Coleman

**OFFICER:** Mrs D Frost (Deputy Town Clerk)

**454. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr C Barham** and **Cllr K Williams**.

**455. DECLARATIONS OF INTEREST**

| <b>Member(s)</b>   | <b>Minute No.</b> | <b>Nature of Interest</b>  |
|--|-------------------|--|
| Cllr S Bloomfield<br>Cllr P Coleman<br>Cllr S Gallant<br>Cllr T Green<br>Cllr D Savage | All               | Local Non-Pecuniary (as Members of Suffolk Coastal District Council) |

**456. REQUESTS FOR DISPENSATION**

There were none.

**457. CONFIRMATION OF MINUTES**

**RESOLVED** that the **Minutes of the Civic & Community Committee meeting held on 14 December 2016 be signed as a true record.**

**458. ASYLUM SEEKER & REFUGEE PROGRAMMES**

Committee received a presentation on Refugee and Asylum Seeker Programmes from Cllr Richard Kerry, Suffolk Coastal Cabinet Member for Housing and Sara Blake, Head of Localities and Partnerships, Suffolk County Council. Government has been bringing in this programme for some time, firstly to Peterborough and then to Ipswich. Considerations are now being made for developing new dispersal areas which will allow access to the support services currently provided in the Ipswich area, and which will also provide health, cultural and faith support and education. G4S (the contracted Home Office housing provider in the East of England) is currently assessing Felixstowe and Woodbridge for the availability of appropriate private sector accommodation. The numbers of properties is likely to be very small. The expected average time individuals will stay is 6 months, however if refused, individuals can appeal and would stay longer. It is not certain how long the project will last. Individuals will mainly be coming from Iraq, Iran and Syria.

Suffolk Public Sector Leaders (SPSL), a partnership of all local authority leaders, Police Crime commissioner and Clinical Commissioning Groups has been working with G4S. It is SPSL's aim to provide similar support to which is currently provided to the Syrian scheme, with the help of the Controlling Migration Fund, and collective funding which will be irrespective of where the dispersal areas are allocated across the county.

Committee requested that Felixstowe Town Council are kept up to date and told when individuals are placed in private accommodation in Felixstowe. Felixstowe is fortunate to have many organisations who can help and support refugees, but if not informed this vital aid to the refugees would be lost.

The timescale for finding out how many suitable houses are available is currently only a matter of weeks, and Felixstowe Town Council will be informed of the outcome. G4S have indicated that to date they have had difficulty in identifying suitable properties in both in Felixstowe and Woodbridge.

**It was RESOLVED that the Asylum Seeker & Refugee Programmes report and presentation be noted, and a request made to be kept informed of future developments in the dispersal scheme.**

#### **459. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 8 February 2017.

**RESOLVED that the Budget Report to 8 February 2017 be received and noted as presented with no other action required at this time.**

#### **460. CCTV Report**

Committee noted the report on CCTV and the Chairman gave a verbal report from the recently held meeting at the Police Station. At the meeting the CCTV cameras were all seen working. Signs informing that CCTV is in operation have been placed in the Seafront Garden Shelters, and STC Solutions are trialling an infrared camera to illuminate the shelter at night.

**RESOLVED that the CCTV report be noted.**

#### **461. GREAT BRITISH SPRING CLEAN**

Committee considered whether it was able to support the Great British Spring Clean initiative on the weekend of 3<sup>rd</sup> – 5<sup>th</sup> March 2017 by taking part and promoting it across the town. Unfortunately there were not enough Councillors who would be available that weekend. If a suitable location requiring a clean is found at a later time, a clean will be arranged using 'Keep Britain Tidy' promotions.

**It was RESOLVED that Felixstowe Town Council would promote the Great British Spring Clean via the Council's website and social media to encourage participation in the Great British Spring Clean 3rd – 5th March.**

#### **462. LITTER AND DOG BINS**

Committee considered the report on Litter and Dog Bins and a request for a dog waste bin at the end of Kemsley Road. It was noted that SC Norse had advised that they are not aware of a major dog fouling issue in this area, but would support the installation of a bin. As there were no bins in the immediate area members agreed that there was a genuine need for the bin.

**It was RESOLVED that:**

- i. a Fido (dog waste) bin at a cost of £175+VAT be approved for installation at the end of Kemsley Road; and,**
- ii. a map or list of dog bin locations currently in Felixstowe is requested from Suffolk Coastal Norse, to help with future requests.**

#### **463. OCCASIONAL GRANTS POLICY**

Committee considered the Occasional Grants Policy.

**RESOLVED that Occasional Grants Policy for 2017/18 be recommended to Council for adoption as presented.**

#### **464. PRESS & MEDIA POLICY**

Council considered the Press & Media Policy.

**RESOLVED that Occasional Grants Policy for 2017/18 be recommended to Council for adoption as presented.**

#### **465. WESEL VIDEO**

As the Wesel video was 45 minutes long and the version available was in German only, without subtitles, Committee decided to defer viewing at this time.

It was agreed that enquiries should be made with counterparts in Wesel to establish whether a version can be supplied with English subtitles. In the meantime the video, which was held on a USB drive held at the Town Hall, would be made available for Members to borrow.

**RESOLVED that enquiries be made to made with Wesel for a version of the film with English subtitles.**

#### **466. CLOSURE**

The meeting was closed at 8.37pm. The next meeting was noted as being scheduled for Wednesday 19 April 2017 at 7.30pm.

**MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Thursday 23 February 2017 at 9.15am.**

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

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs C Page (Planning Administration Officer)

**467. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr Jan Garfield** and **Cllr S Gallant**.

Apologies in advance of having to leave the meeting at 11am were received from **Cllr S Wiles**.

**468. DECLARATION OF INTEREST**

| <b>Member(s)</b>             | <b>Minute No.</b> | <b>Nature of Interest</b>  |
|------------------------------|-------------------|--|
| Cllr S Bird<br>Cllr D Savage | 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)  |
| Cllr A Smith                 | 471(a)            | Local Non-Pecuniary (as the Chairman of Landguard Partnership)                                     |
| Cllr D Savage                | 471(a)            | Local Non-Pecuniary (as a Member of the Executive Committee of Landguard Partnership)              |
| Cllr G Newman                | 471(a)            | Local Non-Pecuniary (as Chairman of Felixstowe Travel Watch and a Member of Landguard Partnership) |

**469. REQUEST FOR DISPENSATION**

There were none.

**470. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 8 February 2017 be signed by the Chairman as a true record.**

#### 471. 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/17/0203/VLA</b>   Written request to vary the agreement pursuant to section 106 Town & Country Planning Act 1990, attached to planning consent C07/2350, Felixstowe South Reconfiguration (FSR), to permit the reclamation of approximately 3 hectares of seabed behind Berth 9 to enable the construction and operation of additional land for container storage and stacking without triggering certain obligations under the S106 agreement.<br><b>The Port Of Felixstowe Dock Road</b> |
| <b>Committee recommended APPROVAL of the application subject to making available further land for public car parking and securing the future of the Landguard Visitors' Centre. In the view of the Committee, the mitigation work should still be provided.</b> |  |
| <b>b</b>  | <b>DC/17/0408/FUL and DC/17/0409/LBC</b>   Erection of single side extension ( following demolition of existing conservatory and outbuilding)<br><b>359 High Street Walton</b>   |
| <b>Having given consideration to the potential impact of the proposals on Smock Mill, the listed building, Committee recommended APPROVAL.</b>  |  |
| <b>c</b>  | <b>DC/17/0350/FUL</b>   Proposed rear extension part 2 storey and part single storey<br><b>10 Newry Avenue</b>   |
| <b>Committee recommended APPROVAL.</b>  |  |
| <b>d</b>  | <b>DC/17/0307/FUL</b>   Two storey rear extension. New render to existing house elevations.<br><b>106 Mill Lane</b>  |
| <b>Committee recommended APPROVAL.</b>  |  |
| <b>e</b>  | <b>DC/17/0280/FUL</b>   Proposed Two Storey Side Extension<br><b>3 Whinyard Way</b>  |
| <b>Committee recommended APPROVAL.</b>  |  |
| <b>f</b>  | <b>DC/17/0217/FUL</b>   Change of use from Wine Bar to domestic dwelling  <br><b>11 Granville Road</b>   |

**Committee recommended APPROVAL subject to agreement with Suffolk Coastal District Council that the façade treatment will be sympathetic to the Conservation Area, within which the property is located.**

|                                       |  |
|---------------------------------------|--|
| <b>g</b>                              | <b>DC/17/0104/COU   Change of use from offices to 1No 3 bedroom residential unit<br/>155 Hamilton Road</b> |
| <b>Committee recommended APPROVAL</b> |  |

|                                       |   |
|---------------------------------------|---|
| <b>h</b>                              | <b>DC/17/0463/FUL   Erection of an entrance canopy and glass screen over main pedestrian entrance, and erection of a small canopy over car park entrance on opposite side of building<br/>Pavilion Court Hamilton Gardens</b> |
| <b>Committee recommended APPROVAL</b> |   |

|                                       |  |
|---------------------------------------|--|
| <b>i</b>                              | <b>DC/17/0253/VOC   Variation of Condition No.2 of DC/16/4011/FUL - Construction of a Lidl foodstore together with customer access from Haven Exchange South and A154, landscaping, parking and associated engineering works - Remove reference to plans 15-1516/L, 12j and 20a and instead refer to plans 15-1516/12p and 20c<br/>Land At Haven Exchange Haven Exchange South</b> |
| <b>Committee recommended APPROVAL</b> |  |

|   |  |
|---|--|
| <b>j</b>  | <b>DC/17/0364/FUL   To provide dropped curb and vehicular crossing with parking in front garden.<br/>5 Elizabeth Way</b> |
| <b>Committee recommended REFUSAL. Committee consider that applications of this kind contribute towards an increasing concern with the paving over of front gardens in the town and a resulting loss of on-street parking. Committee also question the proposed use of block pavements as an appropriate SUDS treatment.</b> |  |

|  |   |
|--|---|
| <b>k</b>   | <b>DC/17/0326/TCA   2no. Lime (Garfield Rd frontage)- crown reduce by 30% 1no. Ash (Victoria Rd frontage) - crown lift by 1.5m.<br/>Saville Court Victoria Road</b> |
| <b>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.</b> |   |

#### **472. 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.



#### **473. CHANGE OF USE FOR SEAFRONT SHELTERS**

Committee considered the above consultation and further comments received from Town Councillors.

Committee agreed that the Edwardian character of the seafront shelters are an important part the Town's heritage and their design should be preserved as far as is practicably possible. Members advised that it was crucial for the shelters to retain some sheltered public seating as it was recognised that this is part of an essential all year round tourist offer. Members requested that, before any proposals for additional uses – which in any case must be complementary to the tourism offer – for these shelters are formally considered by SCDC, to meet with the relevant officers to discuss specific proposals for these two and the other Felixstowe shelters.

**It was RESOLVED that the Clerk should refer the above comments to SCDC and request a meeting to discuss further.**

**It being 11am, Cllr S Wiles left the meeting.**

#### **474. CORRESPONDENCE**

**Committee received the following items of correspondence and RESOLVED that they be noted:**

- a) Appeal ref. APP/J3530/W/15/3138710 (Land at Candlet Road).** The Clerk advised that the Town Council had been invited to give further views on the Candlet Road appeal currently being considered by the Secretary of State in the light of recent developments. Members asked that the Clerk respond with reference to recent approvals for significant housing developments in the area and the formal adoption of the Felixstowe Peninsula Area Action Plan in January 2017.
- b) 2018 Boundary Review - Eastern Region.** Notice that The Boundary Commission for England was due to publish the responses received to their initial proposals for new constituency boundaries on Tuesday 28 February 2017. Comments would be invited on these representations until Monday 27 March 2017. The Clerk advised that this matter would be brought to Committee at the next meeting with any recommendation to be given to the Council meeting of the same evening.

#### **475. CLOSURE**

The meeting was closed at 11.10am. The date of the next meeting was noted as being Wednesday 8<sup>th</sup> March 2017, 9.15am at Felixstowe Town Hall.

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## **AGENDA ITEM 9: FELIXSTOWE FORWARD REPORT**

Council is requested to receive the update report as submitted by the Felixstowe Forward Change Director, Helen Greengrass:

### **Report of Helen Greengrass, Felixstowe Forward Change Director:**

- To receive the 'Felixstowe Forward February Progress Report **(Appendix A)** and to note:
  - 2.3 Presentation evening with the Mayor planned for 31 March 5.30pm Felixstowe Town Hall, to recognise all the organisations in Felixstowe who are working toward making Felixstowe a dementia friendly town. Formal invitation to follow but all councillors are welcome to attend.
  - 3.2 Felixstowe 2017 event planned by the Tourism sub group for 29 March 5.00pm Felixstowe Town Hall. This celebrates English Tourism Week and will be an opportunity to network with hotel and tourist providers and to view the new visitor materials that have been produced for 2017 and hear about the 2017 leaflet distribution campaign. Formal invitations to follow but all councillors are welcome to attend.
  - 5.1 Visit Felixstowe Community Interest Company (CIC) was incorporated in February. Councillors will be invited to comment on the business case in due course. It is being referred to the Tourism sub-group in the first instance and then to the Felixstowe Forward Sponsor group and Town Council. Following consultation, Visit Felixstowe CIC will begin to engage with the wider community.

The Town Council is also advised that the provisional date for the 2017 annual engagement event is 20 July 2017 at the Orwell Hotel. This year's focus will be to celebrate our community in Felixstowe and identify priorities for the town beyond 2018. Helen Greengrass will give a verbal update at the meeting.

**Council is requested to receive the Felixstowe Forward report and make any recommendations it considers appropriate.**

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## **AGENDA ITEM 10: CYCLING ON THE PROM – BRIEFING UPDATE FROM SUFFOLK COASTAL DISTRICT COUNCIL (SCDC)**

Cycling on the Promenade at Felixstowe has been prohibited since the introduction of a bye-law therein 1983. Notices were placed along the Prom indicating that the riding of bicycles along it is prohibited, therefore it is unlawful to cycle along the route.

The Town Council formally requested that SCDC consider the removal of notices for a twelve month trial when, pending assessment of the initiatives success, asked the Council to consider permitting '*safe and considerate cycling on the Prom on a permanent basis*'.

Felixstowe Forward (FF) carried out a public consultation on the issue between 18 April and 27 May 2016, to which 513 responses were had, with 281 comments. 63.5% voted to remove the existing signs and revoke the by-law to make cycling on Felixstowe Promenade legal.

It was therefore recommended to SCDC Full Council on 28 July 2016 that SCDC will respond to the request from FTC to consider the removal of notices prohibiting cycling on the Prom at Felixstowe for a period of no less than 12 months; and pending an assessment of the success of this initiative, to consider permitting and promoting safe and considerate cycling on the Prom on a permanent basis.

A robust health and safety assessment was carried out at the behest of Suffolk Highways and the notices taken down. Highways noted that their annual inspection of the Prom would be brought forward, to review some of the issues highlighted in the health and safety assessment which they were accountable for. Temporary signs have been erected noting that the Prom is a shared space and the trial was officially launched on the 18 October 2017, running to the 17 October 2018.

### **Six-month review**

The six-month point of the trial is approaching and SCDC are now undertaking a mid-point review, encouraging feedback on experiences so far with the trial, which will be fed through FF. To date, FF received three complaints in the first two weeks of the trial (one of which was a near miss with a cyclist and two on the perceived impact to tourism) and one comment suggesting signs be erected for cyclists to dismount when the Prom is congested. It is understood that the first six months have taken place 'out of season' and there may be further issues in the summer months. For example, it has been highlighted that beach hut owners using the Prom as an outside seating area could cause pinch-points for both cyclists and pedestrians.

SCDC have invited FTC to highlight any groups or organisations that should be contacted as part of this mid-point review.

Both Highways and Suffolk Coastal Norse (SCN) were contacted on the 12 January 2017 to determine whether they have received any correspondence over the trial. SCN noted that there were no reported complaints or accidents to them since

October and Highways have yet to answer. It is also unknown as to whether Highways have yet carried out the agreed annual review of the Prom. At the further request of the Town Council, SCN masked a small number of no-cycling signs left on the Prom.

### **Moving forward**

FF will continue to be the conduit for any comments or complaints and will encourage feedback from a range of organisations and groups through their newsletter and website. These will be considered and fed into the final report that will seek to measure the success of the trial.

While such comments and complaints are important, it is envisaged that the trial will be robustly benchmarked against such data as the average annual number of reported accidents on the Prom in the past few years.

Results of the trial will be reported to Felixstowe Town Council for its meeting on the 8 November 2017, to invite comments and feedback; going to SCDC Full Council on the 23 November 2017. Should the trial be successful, the recommendation will be to revoke the bye-law and install appropriate permanent signage.

**Council is requested to advise SCDC of any groups or organisations that should be contacted as part of this mid-point review.**

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## **AGENDA ITEM 11: PUBLIC SPACE PROTECTION ORDERS (PSPOs)**

The Town Council has been invited by the Head of Environmental Services & Port Health to provide feedback on SCDC's proposals for Public Space Protection Orders and consider whether any issues of anti-social behaviour in public open spaces within Felixstowe should be considered for control by a PSPO.

A letter setting out the process and information on PSPOs, alongside draft proposals for areas in Felixstowe is attached at **Appendix B**.

As a number of Byelaws and Orders that currently exist to control anti-social behaviour will be repealed in October 2017, it will be necessary to replace them with PSPOs (made under the Anti-Social Behaviour, Crime & Policing Act 2014) if ongoing control is required.

The initial PSPOs proposed for Felixstowe are:

- Exclusion of Dogs from Felixstowe Beach (section illustrated on map) from 1 May to 31 September annually.
- Dog Fouling (duty of dog owners to clear up after their dogs) on all public land at any time.
- Dogs in Children's Play Areas (prohibited in all gated/fenced play areas).

Members are advised that Landguard Nature Reserve requires dogs to be kept on leads in certain designated parts of the reserve to protect ground nesting birds. The Nature Reserve is proposed to be covered by a PSPO (currently contained in byelaws) to enable more effective enforcement by way of fixed penalty notices. The draft of this PSPO, which was unavailable at time of publication of this agenda, is hoped to be received for the meeting but, if not, will be circulated to Members at a later stage.

**Council is requested to consider the draft PSPOs and advise SCDC of any issues of anti-social behaviour in public open spaces within Felixstowe which should also be considered for control by a PSPO.**

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## **AGENDA ITEM 12: FLY A FLAG FOR COMMONWEALTH DAY**

At 10am on Monday 13 March – Commonwealth Day 2017 - more than 950 Commonwealth flags will be raised across the globe in a shared celebration for the values of the Commonwealth upholds, and the opportunities offered for friendship and co-operation with fellow Commonwealth citizens around the world.

The Town Council will be joining in the commemoration when the Mayor will raise the Commonwealth flag at the flagpole beside Felixstowe Town Hall on Monday 13 March.

A news release (available to view online here: [www.felixstowe.gov.uk/flying-flag-commonwealth](http://www.felixstowe.gov.uk/flying-flag-commonwealth) ) detailing the event, to which everybody is welcome to attend, was circulated to media outlets and community groups.

The programme for the event on is as follows:

- Guests to arrive at the Town Hall Gardens (9.45am)
- Welcome from the Mayor of Felixstowe
- The Mayor will read a message from Right Honourable Patricia Scotland QC, Commonwealth Secretary-General
- Representative from Flx Academy to read Commonwealth Affirmation
- Raising of the Commonwealth flag (10am)

Members are requested to note that a follow up news release will be issued after the event which will also link to a multi-cultural event in Felixstowe being organised to take place later in the year.

The multicultural event, being planned in conjunction with Felixstowe Forward, will be taking place in the Hamilton Road shared space area of the town centre from 11am Saturday 12<sup>th</sup> August 2017. This will be a chance for all communities in the area to come together and celebrate both their, and other cultures through food, music, dance and art from around the world.

A poster promoting the event has been produced and on behalf of the organising committee, Clare Baker, Felixstowe Forward, is asking for organisations, groups and individuals who may be interested promoting their culture to contact her.

**Council is requested to note the arrangements for Commonwealth Day 13 March 2017 and consider supporting the promotion of the multicultural event being planned for 12 August 2017.**

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## **AGENDA ITEM 13: 2018 BOUNDARY REVIEW - EASTERN REGION**

The Boundary Commission is responsible for reviewing Parliamentary constituency boundaries in England. They periodically review the boundaries of all the Parliamentary constituencies and are currently conducting a review on the basis of rules set by Parliament in 2011. The rules states that recommendations for new Parliamentary constituency boundaries should be made in September 2018. This will result in a significant reduction in the number of constituencies in England (from 533 to 501), and require that every constituency – apart from two specified exceptions – must have an electorate that is no smaller than 71,031 and no larger than 78,507.

Initial proposals for the new Parliamentary constituency boundaries in England were published on 13 September 2016.

The Eastern region has been allocated 57 constituencies – a reduction of one from the current number. Proposals leave six of the 58 existing constituencies unchanged.

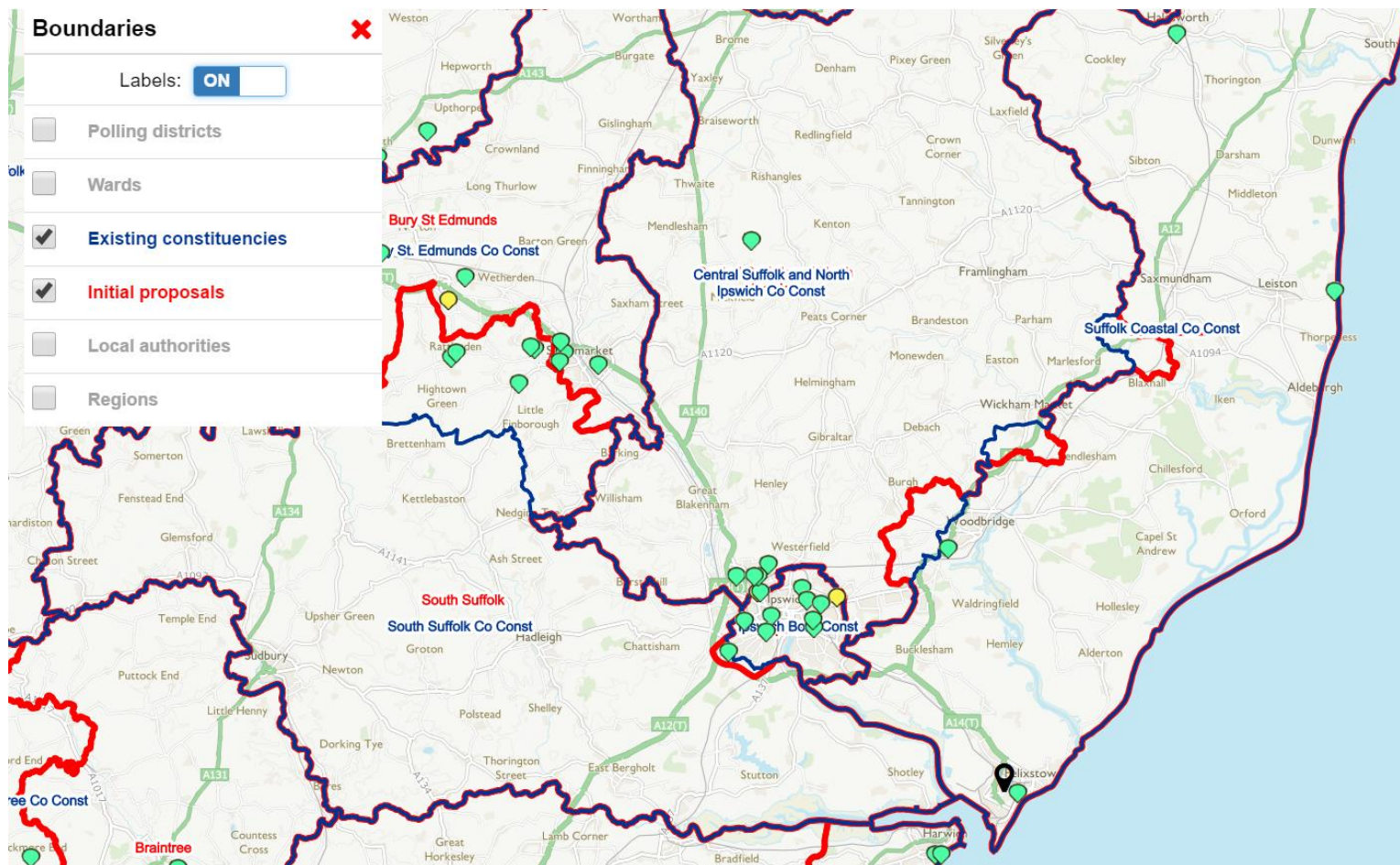
As it has not always been possible to allocate whole numbers of constituencies to individual counties, the Commission has grouped some county and local authority areas into sub-regions. The number of constituencies allocated to each sub-region is determined by the electorate of the combined local authorities. Consequently, it has been necessary to propose some constituencies that cross county or unitary authority boundaries.

Of the seven existing constituencies in Suffolk, five are currently within 5% of the electoral quota. Of these they have been able to leave four unchanged, apart from modifications to accommodate changes to local government ward boundaries: Central Suffolk and North Ipswich, Suffolk Coastal, Waveney, and West Suffolk.

Initial proposals were out for consultation during a 12-week period, from 13 September 2016 to 5 December 2016. The Boundary Commission are now seeking comments until 27 March 2017 on responses received during the initial consultation stage. There were four comments logged for the whole of the Suffolk Coastal constituency, one of which from Felixstowe.

A map showing the existing constituency boundary for Suffolk Coastal and initial proposals for a new boundary is shown over the page (north-eastern part of the boundary is not shown at this scale but remains unchanged in the initial proposals).

As printed versions of this agenda are to reproduced in black and white, colour copies of this map will be circulated at the meeting.



An interactive map and further information is available on the Boundary Commission website here: <https://www.bce2018.org.uk/node/6484?postcode=IP112LF>

Council's Planning & Environment Committee was to consider this matter at on the morning of 8 March and any recommendations made at this meeting will be reported to Council.

**Council is therefore requested to consider any recommendation of the Planning & Environment Committee in relation to comments received at the initial review stage.**



## **AGENDA ITEM 14: INVESTMENT POLICY & STRATEGY 2017/18**

At its meeting of 25 January 2017 the Finance & General Purposes Committee considered the Annual Investment Policy & Strategy for Council for the financial year 2017/18.

The policy, presented at **Appendix C**, was updated to reflect current investments and recommended to Council for adoption. Minute #431 of 2016/17 refers.

**Council is requested to approve the Investment Policy & Strategy for 2017/18 as recommended by the Finance & General Purposes Committee and presented at Appendix C.**

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## **AGENDA ITEM 15: INSURANCE ARRANGEMENTS**

Council's insurance is arranged through its broker, WPS, and provided by Aviva. In April 2016 a new three year LTA was agreed at a cost of £7,206.59 (which included a 5% discount).

In September a Buildings Revaluation Appraisal was carried out by Barrett Corp Harrington, resulting in an additional six-months premium of £76.71. Council's buildings are therefore insured to professional survey valuation.

Insurance cover is provided, in accordance with Council's Risk Management Policy, to the following levels:

- (a) **Protection of physical assets:** All physical assets are insured.
- (b) **Public Liability:** The Council has a Public Liability Insurance of £10,000,000. It has also personal accident liability cover for employees, members and volunteers under the above policy.
- (c) **Employers Liability:** The Council has an Employers Liability Insurance of £10,000,000
- (d) **Loss of cash:** Insured to the sum of £2,000
- (e) **Fidelity guarantee:** Insured to the sum of £1,500,000
- (f) **Libel and Slander:** Insured to the sum of £250,000
- (h) **Office equipment:** Insured to the value of £58,704
- (i) **Personal accident:** Insured to standard contingencies

Insured risks may be amended at any time during the three-year LTA with WPS. There is no charge to change the risks but the insurance premium may change accordingly.

Additional insurance provision is acquired to cover the hired-in plant equipment at a cost of £666.50 (inc. 9.5% insurance premium tax) for 2016/17.

Furthermore, an endorsement was added to the Council's Motor insurance policy for the use of any hire-in plant vehicle. WPS have confirmed renewal premiums for 2017-18 as follows:

- a) Town Council Policy (Aviva). £7,578.20 including insurance premium tax. Insurers have advised that they have applied index linking onto the building and contents values.
- b) Engineering (covers hired in plant, based on annual hiring charges of £3,500 for a mini digger and a wood chipper). £550 including insurance premium tax.
- c) Motor Vehicles Policy. £660 including premium tax.

Insurance premium tax rate has increased from 9.5% to 10% which has contributed towards a small increase in the renewal premiums. Council has budgeted £9,000 for insurance costs for 2017/18, the total cost above being £8,788.80

The Finance & General Purposes Committee considered the arrangements and has recommended to Council that, on the basis outlined above, the adequacy of arrangements for insurance cover in respect of all insured risks should be confirmed for 2017-18. Minute #432 of 2016/17 refers.

**Council is requested to confirm the adequacy of Council's insurance and to approve the arrangements as recommended by the Finance & General Purposes Committee.**

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## **AGENDA ITEM 16: OCCASIONAL GRANTS POLICY 2016/17**

Council's Civic & Community Committee is responsible for considering and awarding small grants to eligible organisations in accordance with the approved Occasional Grants Policy.

The Committee reviewed the policy at its meeting of 15 February 2017, which is presented for adoption with no changes for 2017/18 at **Appendix D**. Minute #463 of 2016/17 refers.

The policy is intended to provide clear and comprehensive guidance to anyone who may be interested in applying for grants from the Town Council; as well as a framework for Members when considering applications.

The policy will be widely promoted to raise the profile of the availability and provision of grants from the Town Council.

Council recently approved a significantly increased provision of £25,000 for the funding of Occasional Grants in 2017/18. Applications will be considered by Committee at two stages in the year and at the first round Committee is expected to ordinarily limit the total awarded to £12,500.

However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. The overall total awarded in the full year 2017/18 cannot exceed £25,000 without specific approval from Council.

**Council is requested to approve the Occasional Grants Policy for 2017/18 as recommended by the Civic & Community Committee and presented at Appendix D.**

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## **AGENDA ITEM 17: PRESS & MEDIA POLICY 2017/18**

Council's Press & Media Policy was reviewed by the Civic & Community Committee at its meeting of 15 February 2017.

Committee recommended minor updates to this document, as shown tracked at **Appendix E** with no other changes. Minute #464 of 2016/17 refers.

**Council is requested to approve the Press & Media Policy for 2017/18 as recommended by the Civic & Community Committee and presented at Appendix E.**

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