



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 12 July 2017 at 7.30pm** for the transaction of the following business preceded by:

Prayers: Rev Mark Kichenside, Christ Church, Felixstowe.

A G E N D A

1. **Public Question Time**

Up to 15 minutes set aside to enable members of the public to make representation or put questions to the Council on any relevant matters.

2. **Apologies**

To receive apologies for absence.

3. **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.

4. **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.

5. **Questions to the Mayor**

For the Mayor to respond to questions from Members, in accordance with Standing Order 25.

6. **Confirmation of Council Minutes**

To confirm the minutes of the Ordinary Council Meeting held on Wednesday 14 June 2017 as a true record. **(Pages 4-10)**

7. **Mayor's Announcements**

To receive such communications as the Mayor may wish to lay before Council. **(Page 11)**

8. Minutes of Committee Meetings

To receive and adopt the minutes of the following meetings:

- a) Planning & Environment Committee 14 June 2017 (Pages 12-14)
- b) Civic & Community Committee 21 June 2017 (Pages 15-18)
- c) Planning & Environment Committee 28 June 2017 (Pages 19-22)

9. Reports from Members appointed to Outside Bodies

To receive reports from Cllr Graham Newman, as Town Council representative to the Suffolk Association of Local Councils (SALC) and the East Suffolk Lines Community Rail Partnership (ESLCRP) (Pages 23-26)

Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.

10. Felixstowe Forward Report

To consider the report of the Felixstowe Forward Change Director.
(Page 27 and Appendices A & B)

11. Lapel Badges

To consider the recommendation of the Civic & Community Committee and approve the purchase of lapel badges.
(Page 27)

12. Prayers at Council Meetings

To consider arrangements for the provision of a moment of reflection as part of the formal agenda for meetings of the full Council.
(Page 28)

13. SCDC/FTC Working Party

To consider an invitation from the Leader of Suffolk Coastal District Council to appoint representatives to a joint SCDC/FTC Working Party.
(Page 29)

14. Community Emergency Plan

To consider the report of the Community Emergency Plan Working Group and to approve the draft Community Emergency Plan for Felixstowe.
(Page 30 and Appendix C)

15. Accounts for Payment

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

(Schedules attached at Appendix D)

Date	Voucher Nos.	Total Payment
19/06/2017	104 – 123	19,252.89
	TOTAL	£19,252.89

16. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 13 September 2017.



Ash Tadjrishi
Town Clerk
7 July 2017

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

AGENDA ITEM 6: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ANNUAL COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 14 June 2017 at 7.30pm

PRESENT: Cllr N Barber (Town Mayor) Cllr Jan Garfield
Cllr G Newman (Deputy Mayor) Cllr Jon Garfield
Cllr S Bird Cllr T Green
Cllr S Bloomfield Cllr M Jepson (*from item 87*)
Cllr P Coleman Cllr D Savage
Cllr M Deacon Cllr A Smith
Cllr S Gallant Cllr K Williams

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

IN ATTENDANCE: 2 Members of the public
1 Member of the Press
Ms Helen Greengrass, Felixstowe Forward Change Director
Inspector Andrew Pursehouse, Suffolk Police

PRAYERS

The meeting was preceded with prayers by Rev. Trevor Harris, River of Life Church, Felixstowe.

78. PUBLIC QUESTION TIME

There were none.

79. APOLOGIES

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

Apologies for lateness were received from **Cllr M Jepson**.

80. DECLARATIONS OF INTERESTS

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

81. REQUESTS FOR DISPENSATION

There were none.

82. QUESTIONS TO THE MAYOR

There were none.

83. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 10 May 2017 be signed by the Mayor as a true record and adopted by the Council.

84. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

Dementia Awareness Week - Vintage Bus Trip	15 May 2017
Promoting Felixstowe in Flower – Fairfield Infant School	16 May 2017
Visit to Town Hall by Langer Academy School	17 May 2017
Promoting Felixstowe in Flower – Kingsfleet Primary School	17 May 2017
St Edmundsbury Borough Council AGM	18 May 2017
St Edmundsbury Borough Council Civic Dinner	18 May 2017
East Anglian Sailing Trust	20 May 2017
Felixstowe & Walton Presentation Evening	20 May 2017
Mayor's Sunday, Aldeburgh Town Council	21 May 2017
<i>Deputy Mayor - Southwold Civic Service</i>	<i>21 May 2017</i>
Promoting Felixstowe in Flower – Maidstone Infant School	22 May 2017
Level Two Youth Project AGM	22 May 2017
Promoting Felixstowe in Flower – Langer Academy	23 May 2017
Promoting Felixstowe in Flower – Colneis School	24 May 2017
NSPCC Annual Meeting & Reception	25 May 2017
FOPWA Anniversary Tea Party	26 May 2017
Bucklesham Care Home Care Awards	26 May 2017
<i>Deputy Mayor – Seafarers Centenary Celebration Concert</i>	<i>26 May 2017</i>
St Edmundsbury Civic Service	4 June 2017
Felixstowe Flyer Breakfast	7 June 2017

The Mayor highlighted some of the events attended since Annual Council, in particular promoting Felixstowe in Flower in local schools which had been fantastic as he had met over 1,000 school children during this time. The Mayor paid thanks to Cllr Savage and Mrs Sue Faversham for their hard work towards Felixstowe in Flower. The FOPWA Anniversary Tea Party had a lovely atmosphere and demonstrated how they were a great resource for the town. Level Two AGM had been a thought provoking evening highlighting the superb work the project achieved with young people in the area. Referring to the Annual Meeting of the NSPCC, the Mayor was dismayed to discover that, as there was no local branch, Felixstowe had not contributed a penny towards their charity. The Mayor advised that he had discussed this with Level Two and it was hoped that something could be done to change this. He would keep the Council informed.

The Mayor thanked the Deputy Mayor for his support in attending two engagements on his behalf.

85. MINUTES OF COMMITTEE MEETINGS

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

- a) **Planning & Environment Committee 17 May 2017**
- b) **Finance & General Purposes Committee 24 May 2017**
- c) **Planning & Environment Committee 31 May 2017**
- d) **Assets & Service Committee 31 May 2017**

86. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

There were none.

87. FELIXSTOWE POLICING

The Mayor welcomed South East Locality Inspector Andrew Pursehouse, to the Council. Insp. Pursehouse told the Council that he had worked as a Policeman for 11 years in Suffolk and before that as a Volunteer Special Constable. He told the Council that Insp. Peter Street leads the local policing team for Felixstowe. After the tragic events in Manchester and London he could confirm that there had been a detailed analysis of any threat to the public for events in Felixstowe, such as the forthcoming Armed Forces Weekend and the Felixstowe Carnival. Risk levels were being regularly reviewed and there were no significant issues to report at this time.

Cllr Mark Jepson joined the meeting at this point.

Insp. Pursehouse advised that he was working on how to achieve the best visibility and would welcome ideas from the Council where the top 5 key locations would be. PCSOs had been issuing parking tickets within the town.

The Civil Parking Enforcement would enable SCC to devolve parking enforcement to SCDC on a day to day basis although dangerous parking such as obstruction of cars would still be the responsibility of the Police. It was expected to be in place by April 2019 at the latest.

In response to a request for any information concerning the local attempted burglaries which happened at the beginning of June, Insp. Pursehouse told the Council that there was no connection to the burglaries earlier on in the year and they were actively working on finding the perpetrators using forensic analyses.

In response to a Member's experience of severe delays when trying to report a problem via 101, Insp. Pursehouse said there was still work to be done on this but asked the Clerk to distribute his direct contact details to Members. Insp Pursehouse told the Council that they were still 46 Officers short in Suffolk this was because of the 3 year recruitment freeze. They hoped that they would be at full-strength by the end of the year.

Members asked that priority be given to the Mill Lane Bridge as several members of the public had raised the issue of dangerous driving when priority should be given to ongoing traffic. Insp. Pursehouse said he would look at this and investigate any issues. If anyone had a dashboard camera of any incidents this could be uploaded onto their website.

Members asked Insp Pursehouse whether policeman can be strategically placed around the town especially on early mornings rather than outside the Town Hall/Spa Pavilion where there are fewer people. There seemed to be no Special Constables in the town also. Insp Pursehouse told the Council that there was a recruitment drive but more encouragement and promotion was needed. He asked the Council for ideas for the top 5 key locations for placing police throughout the town would be, and let him know.

Members asked Insp Pursehouse if there was a problem with drug gangs in the town. Insp Pursehouse said that the threat to Felixstowe was low but the police were mindful that Ipswich was only 10 miles. There were a couple of people involved with drug-related issues in the town who were known to the police.

The Mayor thanked Insp Pursehouse for attending the meeting and answering Cllrs questions.

88. FELIXSTOWE FORWARD REPORT

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

It was noted that Felixstowe Forward 3 year term would be finishing in March 2018. The team would be seeking a further term and a formal paper on this would be presented to both SCDC and FTC later in the year.

Ms Greengrass advised that there had been a meeting with the local Chamber of Commerce and a popular idea arising from the meeting was for a Felixstowe Fete to be held to increase footfall in the town centre.

Members noted that Felixstowe Dementia Action Alliance had been awarded £5k grant from Community Call for Action Programme.

It was noted that the Felixstowe Forward newsletter which had been send via MailChimp had recorded that the top link clicked was to the grants page of Felixstowe Town Council.

There had been many new events brought to the town including Suffolk Armed Forces Weekend, Kite Fest and Open air cinema.

Members congratulated Helen Greengrass on all that Felixstowe Forward had achieved and asked if the Chamber of Commerce were helping the local town shops when events were being held along the seafront. Ms Greengrass advised that they were looking at highlighting more the shops on the VisitFelixstowe website when there is an event on the seafront.

A Member thanked Helen and hoped that Felixstowe Forward's term would be renewed. It was asked whether the idea of holding a Felixstowe Festival had been considered as a fortnight in the summer months which could include the Book Festival, Art on the Prom and the Beer Festival. Ms Greengrass advised that discussions around events scheduling were being held to maximise any opportunities for cross-promotion and increased attendance.

One Member, a volunteer in the TIC Beach Hut, advised that the beach hut appeared to always be well-stocked with tourist information materials but for some reason the Library was not. Ms Greengrass reported that were regularly updating the library with a list of events and materials but further initiative was required to encourage greater participation.

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

89. ANNUAL RETURN 2016-17

Council considered the Annual Return for the financial year 2016-17 as presented. The Clerk advised that the Notice of Audit would be displayed on the Town Hall noticeboards from 16th June 2016.

It was RESOLVED that:

- i. the Annual Return for the financial year ended 31 March 2017 (Section 1 – Annual Governance Statement) be approved and the Mayor and Town Clerk be authorised to sign the declaration on behalf of Felixstowe Town Council;**

- ii. **the Annual Return for the financial year ended 31 March 2017 (Section 2 – Accounting statements) as signed by the Town Clerk, as the Council’s Responsible Finance Officer, be approved and the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council; and,**
- iii. **it be noted that the Finance & General Purposes Committee at its meeting on 24 May 2017 found no actions arising from the final Internal Audit Report for the Financial Year 2016-17 and, therefore, no action plan was required to be submitted with the Annual Return 2016/17 to the External Auditor.**

90. STATEMENT OF INTERNAL CONTROL 2017/18

Council considered the Statement of Internal Control for the year end 31 March 2018, as recommended by the Finance & General Purposes Committee on 24 May 2017. (*Minute #41 of 2017/18 refers*).

It was RESOLVED that the Internal Control Statement for the year 2017/18 be adopted.

91. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council reviewed the effectiveness of its internal audit arrangements, as recommended by the Finance & General Purposes Committee (*Minute #38 of 2017/18 refers*).

Members commented that Council received a good service from SALC and it was proposed that the arrangement be continued on the same basis.

It was RESOLVED that:

- i. **having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. **in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, be appointed to continue as the Council’s internal auditor, undertaking a quarterly and year-end audit on the basis of the schedule provided by Appendix 9 of the “Governance and Accountability for Local Councils – a Practitioner’s Guide 2014”.**

92. PURCHASE OF TABLES FOR TOWN HALL

Members considered the recommendation of the Asset & Services Committee to approve an overspend in the Town Hall Equipment Purchases Budget in order to permit the purchase of five new conference tables for the Town Hall.

It was **RESOLVED** to approve the purchase of five conference tables for the Town Hall, at a cost of £1,595+VAT, with the respective overspend on this element of the Assets & Services Committee budget being authorised.

93. REPLACEMENT DOORS AT BROADWAY HOUSE

Council considered the need to replace two rear doors at Broadway House. The Clerk advised that he would be investigating whether the replacement doors should be wooden, as currently, or in another material such as uPVC. Three quotes had been sought, with one received (based on uPVC) and two being awaited at the time of the meeting.

It was **RESOLVED** that authority be delegated to the Clerk, in consultation with the Mayor, and Chairman of Asset & Services Committee, to incur any expenditure required for the replacement of the two rear doors for Broadway House, up to a limit of £2,000 from the Broadway House Earmarked Reserve, reporting back to Assets & Services Committee once completed.

94. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
12/05/2017	52 – 82	£22,010.29
30/05/2017	83 - 103	£42,795.04
	TOTAL	£64,805.33

95. CLOSURE

The meeting was closed at 8.37pm. It was noted that the next Ordinary Meeting was scheduled for 12 July 2017 at 7.30pm.

AGENDA ITEM 7: MAYOR'S ANNOUNCEMENTS

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

Visit to Seafarers Centre	12 June 2017
Presentation of the Legion d'honneur medal to Lawrence Peachey	15 June 2017
Official Opening of East Suffolk House	15 June 2017
<i>Deputy Mayor – National Care Home Big Lunch, Mill Lane Nursing Home</i>	16 June 2017
<i>Deputy Mayor - National Care Home Afternoon Tea, White Gables Nursing Home</i>	16 June 2017
Launch of Felixstowe in Flower	17 June 2017
Opening Morning in Girl Guide HQ	17 June 2017
TLC Charity - Teddy Bears Picnic	17 June 2017
1 st Felixstowe Sea Scouts 100 th Anniversary Celebrations	17 June 2017
Mayor's Civic Service	18 June 2017
End of Ramadan at Ipswich Mosque	18 June 2017
Flag Raising for Armed Forces Week and to Commemorate Passchendaele	19 June 2017
Presentation of Haig Cup to Felixstowe British Legion	19 June 2017
The Great British Seaside Special Show Launch Day	19 June 2017
Felixstowe Old People's Welfare Association	19 June 2017
To Celebrate Suffolk Day	21 June 2017
St Elizabeth Hospice Suffolk Remembers on Suffolk Day	21 June 2017
Reception to Celebrate the Maiden Voyage and Call of the OOCL Hong Kong	22 June 2017
50 th Anniversary of the UK's first Container Terminal	23 June 2017
Suffolk Armed Forces Weekend	24-25 June 2017
Opening of Felixstowe Listening Service refurbished premises	27 June 2017
Citizens Advice Bureau AGM	27 June 2017
Visit Felixstowe Youth Forum	28 June 2017
Felixstowe Air Cadets Annual Awards Evening	28 June 2017
Evening with Salzwedel Visitors	30 June 2017
Felixstowe Fuchsia Fantasia	1 July 2017
League of Friends of Felixstowe Hospital Fete	1 July 2017
<i>Deputy Mayor – Opening of Felixstowe & Walton Football Club</i>	8 July 2017
BIG Multicultural Festival 2017	10 July 2017

Council is requested to note the Mayoral Engagements attended since the previous meeting and any other announcements the Mayor may wish to lay before Council.

AGENDA ITEM 8: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 14 June 2017** at **9.15am**.

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

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

IN ATTENDANCE: 1 Member of the Public

69. PUBLIC QUESTION TIME

The Chairman advised that he would invite the member of the public to make their representation immediately prior to the application being considered.

70. APOLOGIES FOR ABSENCE

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

71. DECLARATIONS OF INTEREST

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

72. REQUEST FOR DISPENSATION

There were none.

73. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 31 May 2017** be signed by the Chairman as a true record.

74. PLANNING APPLICATIONS

At the direction of the Chairman, Committee heard from the member of the public attending in relation to application (c) and considered this application first. Concerns raised by the public centred on the following policies, DM7, DM21, DM23 and SP15 relating to matters of access, loss of privacy, outlook, aesthetics and townscape.

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

a	DC/17/2223/FUL Extension to existing building for social club. Felixstowe And Walton United Football Club, Dellwood Avenue
Committee recommended APPROVAL subject to the maximum feasible noise attenuation being provided to mitigate any impact to those residential properties closest to the application site, including consideration being given to removing the windows to the south-west elevation.	
b	DC/17/1928/FUL Creation of new front and side balconies, alterations to fenestration, creation of roof-top terrace, relocation of car-lift port and amendments to approved car park layout. Cliff House, Chevalier Road
Committee recommended APPROVAL, welcoming the sympathetic treatment proposed to enhance this building in the Conservation Area.	
c	DC/17/1983/OUT Erection of one and a half storey dwelling. 48 Princes Road
Committee recommended APPROVAL	
d	DC/17/2381/FUL Proposed Conservatory. 4 Parsonage Close
Committee recommended APPROVAL	
e	DC/17/2047/COU Changing a shop usage from A1 to A3 with takeout hot drinks and to put tables and chairs to the front of the shop. 187 Hamilton Road
Committee recommended APPROVAL	

75. 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.

76. CORRESPONDENCE

The Town Clerk advised of the following correspondence:

- a) **Location of haul road for development at Walton Green South.** Letter received from Emma Benson of Meeting Place Communications on behalf of Barratt Homes advising that consent had not been received from SCDC to locate the haul road to the west of Walton Hall. The Clerk had made enquiries with the Planning Officer at SCDC who confirmed that Barratt Homes had been advised to undertake a structural survey to consider the impact of a haul road in that location on the listed barns at Walton Hall. It was understood that such a survey had indicated that the barns may be adversely affected by heavy vehicle movements along a haul road in that location.

Given that Committee's recommendation was for haul road access to 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, Members expressed grave concern that the developer had not been able to take the necessary steps to safeguard the preservation of the barns in order to gain permission for the haul road and was using the Academy road to access the site. Members reported public concerns about the risk to school users posed by construction vehicle movement along the road to the school. It was understood that SCDC had sought to engage and offer assistance to the developer to consider two options for haul road access which would ensure separation from school traffic and also protect the barns.

RESOLVED that the Town Clerk write to Barratt Homes on behalf of Committee and request that every effort is made to provide an alternative haul road access in order to protect the safety of school users during the development.

77. CLOSURE

The meeting was closed at 10.47am. The date of the next meeting was noted as being Wednesday 28 June 2017, 9.15am at Felixstowe Town Hall.

102. CCTV REPORT Q4 2016/17

Sgt Peter Street gave a verbal report on the CCTV. The technical issues from the previous quarter had now been resolved. The move to the Fire Station was scheduled for the end of July. Once the system was a push for more volunteers will be made. There had already been enquiries for volunteering, and the induction process would take place in the new Fire Station. The new premises would allow Police Officers to hot desk while in Felixstowe. A tour of the new headquarters at the Fire Station would be possible once settled in.

In response to an enquiry as to whether there was a possibility of connecting the CCTV to the monitoring station at Martlesham, Sgt. Street advised that this may be a viable proposition if it could be patched into a secure network.

RESOLVED that the CCTV Police report, 1 January - 31 March 2017 be noted.

103. OCCASIONAL GRANTS: ROUND1 2017/18

Committee considered completed applications for funding received prior to the 31 May 2017 deadline for the first round of Occasional Grants. The total of grant funding requested in this first round being £99,048.99.

Committee proposed that grants be awarded on the following basis:

6th Old Felixstowe Scout Group

Awarded match funding of £650 towards the cost of a camping trailer, to be paid on confirmation of the order being placed.

ActivLives

Awarded £280 towards equipment for community led activity classes held at Walton Community Hall mainly for ages over 55.

Community Friendship Club

Awarded £100 towards a wheelchair for trips out for sheltered housing residents.

Cycle Felixstowe

Awarded £667 towards cycle stand, tools, and events display material.

Felixstowe Ferry Volunteer Coast Patrol Rescue Service

Awarded £1,500 towards the cost of navigation system for new rescue boat.

Mencap Sport Opportunities

Awarded £1,500 towards the cost of their archery and horse riding projects.

National Coastwatch Felixstowe

An award of £2,500 towards the provision of CCTV at Clifflands Car Park to monitor kite surfers and put footage on internet and provide beach safety. To

be ring-fenced but not paid across until other funding was confirmed as being in place.

Orwell District Scouts

Awarded £250 towards the cost of St Georges Day Parade.

Seaton Road Methodist Church

Awarded £540 towards building a kitchenette which will be used by the many groups who use the hall.

Suffolk Accident Rescue Service (SARS)

Awarded £350 towards equipping new SARS responders & upgrading existing equipment.

Visit Felixstowe CIC

Awarded £4,000 towards events material for the CIC and contribution towards a multicultural event.

It was RESOLVED that for the first round of Occasional Grants for 2017/18 a total of £12,337 be awarded and approved for payment on the basis of the schedule above.

104. 2016/17 OCCASIONAL GRANT FEEDBACK REPORTS

Members received Occasional Grant Feedback Reports from 14 of the 18 organisations that grants were awarded during 2016/7. The remaining 4 organisations are being contacted again to ensure that their feedback is received.

RESOLVED that the 2016/17 Occasional Grants Feedback Reports be noted

105. LAPEL BADGES

Members considered the purchase of Felixstowe town crest lapel badges as existing stocks were low. The badges are given in conjunction with awards made by the Town Council, as well as to guests such as those from Felixstowe's twin towns and visiting schoolchildren.

It was RESOLVED that Council be recommended to purchase 1,000 Felixstowe town crest lapel badges, with the cost of £780 to be met via the Council's Enhancement & Promotional Earmarked Reserve.

106. FELIXSTOWE IN FLOWER 2017

Members considered the Felixstowe in Flower report, recording a vote of thanks and congratulations to Council Officer Sue Faversham for her hard work. The revamped Felixstowe in Flower launch was deemed to be a great success and Members agreed that it should continue to be held at the Triangle in future years.

Following a discussion around sponsorship of the displays it was agreed that the launch event did not provide the best opportunity to engage with commercial partners as it was more of a community event. It was suggested that sponsorship be sought prior to the launch next year in order that all sponsors could be then invited to attend and be represented on the day.

It was noted that the concrete tubs by the Job Centre were not planted as these did not belong to the Town Council. Members requested that the possibility of planting these be investigated.

RESOLVED that the Felixstowe in Flower report be noted, and future launches of Felixstowe in Flower continue to be held at the Triangle.

107. MERCHANT NAVY DAY

Members considered a request to participate in Merchant Navy Day 3rd September 2017 by flying the Red Ensign flag, and publicising the event online.

The Clerk confirmed that a Red Ensign Flag was already available and Members agreed that the Council should participate to help raise awareness of the nation's dependence on seafarers and shipping.

As the 3rd September would fall on a Sunday, it was agreed that the flag raising event should take place on Friday 1st September. The flag would fly all weekend and be lowered on Monday 4th September.

It was suggested that representatives from the Seafarers Centre, the Port of Felixstowe and local schools be included in any invitation to attend.

RESOLVED that Felixstowe Town Council would participate in the Merchant Navy Day by raising the Red Ensign flag on 1st September 2017.

108. CLOSURE

The meeting was closed at 9.32pm. The next meeting was noted as being scheduled for Wednesday 20 September 2017 at 7.30pm.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 28 June 2017** at **9.15am**.

PRESENT: Cllr S Bird (Vice-Chairman) Cllr Jon Garfield
Cllr N Barber Cllr D Savage
Cllr S Gallant Cllr S Wiles
Cllr Jan Garfield

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

In the absence of the Chairman, Vice-Chairman Cllr Stuart Bird in the chair.

IN ATTENDANCE: 4 Members of the Public

109. PUBLIC QUESTION TIME

The Chairman advised that he would invite the members of the public to make their representations immediately prior to the application being considered.

110. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr G Newman, Cllr A Smith and Cllr K Williams.**

111. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr N Barber	114(c)	Local Non-Pecuniary (as Felixstowe and Walton United Football Club is one of the Mayoral charities)

112. REQUEST FOR DISPENSATION

There were none.

113. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 14 June 2017 be signed by the Chairman as a true record.

114. PLANNING APPLICATIONS

At the direction of the Chairman, Committee heard from the members of the public attending in relation to application (c) and considered this application first.

Speaking in support of the application, the applicant qualified the need for extra seats and advised that re-positioning of the stand from the west side to the north side of the pitch, along with the proposed 1.8m fence across the pitch would create a buffer zone. The football club was prepared to mitigate the visual impact by installing green cladding to the stand and to withdraw the permission granted for a stand on the west side of the pitch.

Concerns raised by the public centred on the issues relating to visual intrusion, noise disturbance, condition of the waste ground, and health & safety.

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

a	DC/17/2379/ARM Approval of Reserved Matters of Outline Application DC/14/3432/OUT - Demolition of existing building and construction of 5 dwellings with access and garaging (Outline). Penfold Road
Committee recommended REFUSAL. Members carefully considered the comments of SCC Highways and were content with the proposed design and provision for parking. Committee's concerns were solely limited to the proposed access and egress arrangements to the parking area, which are likely to cause vehicles stopping/ reversing on to public highway when confronted by a vehicle leaving the access. Therefore, for reasons of safe and suitable access, refusal was recommended.	
b	DC/17/2625/ARM Approval of Reserved Matters of DC/16/3924/OUT Construction of 1no dwelling. Land To Rear Of 61 Princes Road
Committee recommended APPROVAL	
c	DC/17/2606/FUL New proprietary grandstand. Felixstowe And Walton United Football Club Dellwood Avenue
Committee recommended APPROVAL	

d	DC/17/2443/FUL Erection Of Single Storey Extension & Insertion Of Window To Side Elevation. 18 Ascot Drive
Committee recommended APPROVAL	

e	DC/17/2564/FUL Erection of extension on side elevation for toilet. 53 Seaton Road
Committee recommended APPROVAL	

f	DC/17/2426/FUL Part demolition of conservatory to replace with single storey infill rear extension. 201 Grange Road
Committee recommended APPROVAL	

g	DC/17/2397/FUL Replacement roof to garage and porch. 44 Beatrice Avenue
Committee recommended APPROVAL	

h	DC/17/2613/AME Non-material Amendment of DC/16/1970/FUL - To change the facing materials from side half brick and render to bottom half brick and top half composite clad weatherboarding (colour cream and variation of). 31 Glemsford Close
Committee NOTED this application and were informed that permission had already been granted by Suffolk Coastal District Council.	

115. 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.

116. ROAD NAMING – “WALTON GATE”, HIGH STREET, WALTON

Committee considered a request received from Suffolk Coastal District Council to name five road names and two terraces for the development at “Walton

Gate”, High Street, Walton. Members agreed that the street names should relate to the area of Walton the following names were suggested:

- Walton Hall Drive (Road 1)
- Stables Road (Road 4)
- Bigod Terrace
- Smock Mill Road
- Collett Road
- Academy Terrace
- Bloomfield Road

RESOLVED that the above be recommended to SCDC as possible street names for the development at “Walton Gate”, High Street, Walton.

117. CORRESPONDENCE

The Town Clerk advised of the following correspondence:

- a) Appeal APP/J3530/W/15/313870 (Land at Candlet Road). Committee advised of a letter inviting the Town Council to give further views on the Candlet Road appeal currently being considered by the Secretary of State following the publication of the Suffolk Coastal District Council’s Housing Land Supply Assessment. It was noted that the deadline to respond was 10th July 2017 and the Clerk was instructed to respond, in consultation with the Chairman.

- b) Hamilton Road – Shared Space. Correspondence received commenting on the poor quality replacement and re-instatement of paving slabs following highways works carried out in the Shared Space area. It was agreed that the Town Clerk would write to the Chief Executive at Suffolk County Council relaying the concerns raised in the correspondence

RESOLVED that the correspondence be noted.

118. CLOSURE

The meeting was closed at 11.04am. The date of the next meeting was noted as being Wednesday 12 July 2017, 9.15am at Felixstowe Town Hall.

AGENDA ITEM 9: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the following two reports from Cllr Graham Newman, as representative to the Suffolk Association of Local Councils (SALC) and the East Suffolk Lines Community Rail Partnership (ESLCRP) following his attendance at recent meetings:

Suffolk Association of Local Council's Suffolk Coastal Meeting on 19th June 2017

The meeting was attended by approx. two dozen parish & town councils. I gave apologies for Cllrs Deacon & Savage, who had meetings in Felixstowe that evening.

First speaker - Police Supt. Tanya Antonis

Talk broadly carried the same themes as our recent visit from PCC Passmore & Inspector Pursehouse. Supt. Antonis trained as a detective and has been involved with children's safeguarding, domestic violence, etc. Following a return to CID is now involved with counter terrorism roles. She emphasised the safety of Suffolk, despite strategic installations in the County such as Port of Felixstowe, Sizewell, Orwell Bridge, etc. Operation Stillgate. Now Eastern Area Commander. Her area is East, which covers Woodbridge north-eastwards to Lowestoft and across to Eye. She was unable to report on the Felixstowe peninsular, which is covered by Ipswich and South East area, where Supt Kerry Cutler is her equivalent.

She reported there are nationwide gangs operating who will visit the County, particularly active around drugs and burglaries. The main themes of her work also covered child abuse, online crime, hate crime and honour based crime are now much more prevalent.

Statistics - Response times for emergency calls 15 mins urban, 20 mins rural. They are making 90.8% in Lowestoft, 75.2% in Halesworth. Kerry Cutler deals with Ipswich & South East Suffolk, which includes Felixstowe. She's going to send response times and satisfaction figures for our area. (NB Not received at the time of writing)

User satisfaction - figures are available. East is best in the County (compared with Ipswich & West) at 83.2%

Threats:

- cyber-crime, child sexual exploitation, organised crime groups
- vulnerable persons with drugs
- county lines - drug issues, spread from Ipswich (travelling by train from London) has spread to Lowestoft, Leiston. Need to reduce dependency
- serious sex offences and violence with injury
- modern day slavery & human trafficking
- victims of crime

Challenges/opportunities:

- staffing levels
- demand reduction & management. Stress & fatigue big issues
- rural crime
- managing expectations
- response times
- making best use of volunteers

Supt Antonis thinks civil parking enforcement will be introduced by 2018!

Comment - Disappointing that SALC could not provide a speaker that could cover the Suffolk Coastal area, rather than predominantly Waveney and not the Felixstowe peninsular

Second speaker - Sue Hall, public transport liaison officer for Kesgrave Town Council Again, her talk concentrated on buses which pass through Kesgrave, rather than covering the whole Suffolk Coastal area!

First have a number of changes on 3rd July, which include the wholesale revision of routes 62, 63, 64 & 65. Park & Ride (P&R) extended to Rendlesham once an hour.

62 will include Easton & Snape, 65 will no longer run off-peak except in rush hours
63 & 65 will only run in rush hours
65b on Sundays & Public Holidays will continue to run between Ipswich <> Melton
63 to Framlingham on school days
65b to Aldeburgh on school days
64 hourly Ipswich to Aldeburgh via Wickham Market & Saxmundham

Comment - these changes mean that the road between Snape & Rendlesham via Tunstall will no longer have an off-peak service. This has been replaced by an irregular SCC-subsidised service run by PF Travel, and travelling via Wickham Market.

Park & Ride every 15 mins. Limited stop from Martlesham into Ipswich.
All the details can be found on the Suffolkonboard.com website, or at travelineeastanglia.co.uk

Comment - There are also changes affecting First's services to & from Felixstowe from 3rd July. These are principally:

- the X7 express service to Felixstowe will only run two services each day Monday-Friday - in the morning rush hour to Ipswich, leaving Gt Eastern Square at 7.20 & 7.50, and in the late afternoon/early evening leaving Ipswich Old Cattle Market at 16.20 & 17.20. Saturday service discontinued.
- the 77 service will travel to & from the Town Centre via Convalescent Hill and the Sea Front to Lidl, rather than via Orwell Road

Subsequent agenda items

- Call for SALC to have Facebook & Twitter page, also parishes wanting guidance about web sites. There is apparently a NALC guide
- News from various parishes

- Concerns raised about bureaucracy & language barrier at parish council activities
- What are SCC's forthcoming budget plans? Request to invite Mark Stevens (Asst Director, Highways) back to update on highways issues. The meeting closed at approx 21:00

Graham Newman
3rd July 2017

East Suffolk Lines Community Rail Partnership Annual General Meeting on 22nd June 2017

*The East Suffolk Lines Community Rail Partnership (ESLCRP) is constituted with three **Line Groups**. These are **North** (covering the stations from Halesworth to Lowestoft), **South** (covering stations from Woodbridge to Darsham) and **East** (covering stations on the Felixstowe Branch, ie Westerfield, Derby Road, Trimley & Felixstowe). As I have been elected Chair of the Line Group East, this entitles me to sit on the board of the main partnership, and attend its meetings.*

Other members of Line Group East include representatives from

- the management of the East of England Co-op
 - Felixstowe Forward
 - Felixstowe Travel Watch
 - Trimley St Mary Parish Council
 - Ipswich Borough Council
 - Suffolk Coastal District Council
- plus the ESLCRP Chairman & Officer (see below)*

The ESLCRP has two paid-for officers, Aaron Taffera (Chair) and Martin Halliday (Officer). In addition to reps from the three Line Groups, Board, its meetings are also attended by Greater Anglia, Network Rail, the Association of Community Rail Partnerships, Suffolk County Council, East Suffolk Council & Ipswich Borough Council. See <http://eastsuffolkline.co.uk/>

This report refers to the **East Suffolk Lines Community Rail Partnership Annual General Meeting** on 22nd June 2017 at 2pm in Beccles Station buildings meeting room.

Following the usual formalities of an AGM, the Greater Anglia rep gave an update

Station Managers. James Reeve has been appointed Station Manager for the regional lines radiating from Ipswich (including Felixstowe). James Steward (his predecessor) is now responsible for Great Eastern Main Line (GEML) stations between Colchester & Diss

New Advance Fare product. It will soon be possible to purchase an "Advance" fare up to ten minutes before scheduled departure time, subject to availability.

New Stadler Trains Mock-Up. A successful event had been held at Norwich Crown Point depot, where a mock-up of the new Stadler trains which will be used on the GEML and the Ipswich to Lowestoft, Felixstowe, Cambridge & Peterborough services. Note these will have similar internal fitments, except the 12-coach main

line trains will be fitted with a buffet, a different ratio of First Class and more cycle facilities. Stakeholder comments had been invited.

New Bombardier Trains exhibition. A similar event is being arranged at Bombardier factory in Derby, where a prototype of the new outer suburban rolling stock will be exhibited. These trains will be used on one train per hour from London to Ipswich & Norwich, and also the Clacton, Harwich, Braintree and Southend services.

Network Rail report. The Lowestoft line will be closed between Westerfield and Halesworth from Saturday July 29th to Sunday August 6th for major track renewal work. There will be two replacement bus services - an "express" from Ipswich to Saxmundham, Darsham & Halesworth, and a stopping service serving all the intermediate stations. The Felixstowe branch will be shut on Sundays 30th July and 6th August, and replaced with a bus service.

Each Line Group representative gave reports on their activities and projects involving their section of the line. These included:

North Group. A major project to refurbish derelict buildings at Lowestoft station, to bring them back into use and a footpath scheme at Oulton Broad South station in conjunction with Sustrans. The Beccles station buildings had been brought back into use, now boasting a coffee shop (open 6am-2.30pm), two community rooms and four offices

South Group. An art group looks set to take over Saxmundham station buildings. Wickham Market station building has just reopened, with a new platform canopy, a cafe and meeting facilities. There is a scheme to provide a footpath from East Suffolk House/Riduna Park to Melton station

East Group. "Our" projects include:

(1) improving the signage to Felixstowe station in High Road West and on Great Eastern Square. The EofE Co-op have agreed to place a large rail vinyl on their store sign. Suffolk Highways are to grant a licence for a new-style station sign to be erected on the greensward outside the Fire & Police station.

(2) more obvious waymarking of the walking route from Felixstowe Station to the seafront

(3) providing some shelter at Derby Road station, in conjunction with local councillors and Ipswich Borough Council

We are also looking to improve the notice boards and running in boards at stations along the line, possibly with at least one Community Rail Partnership-branded notice board. The next meeting of the ESLCRP will be held at Suffolk County Council on 21st September.

Graham Newman
4th July 2017

Council is requested to receive the above reports and any other update from Cllr Graham Newman.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

Report of the Felixstowe Forward Change Director, Helen Greengrass:

Felixstowe Forward has not provided a full report as is the usual case. This is because the workload and attention of the team was directed to the Suffolk Armed Forces Weekend throughout June with little progress in other areas. In lieu of the progress report a brief feedback report on the weekend is provided (**Appendix A**). This is based on an initial Felixstowe Forward team de-brief. There will be a more formal de-brief by the official committee on Monday 17th July.

Council is asked to note the agenda for the annual Felixstowe Forward engagement event on 20th July 2017 at The Orwell Hotel (**Appendix B**). The agenda is being finalised by the facilitators and there may be some changes made to the wording though the themes will remain. Councillors are warmly invited to participate in the speed networking event.

Council is requested to note the report of the Felixstowe Forward Change Director, including feedback on Armed Forces Weekend and the agenda for the annual Felixstowe Forward engagement event on 20th July 2017.

AGENDA ITEM 11: LAPEL BADGES

On 8 July 2015, Council agreed to purchase a range of occasional items to be presented as formal gifts to official guests or visitors to the town, or as awards given by the Council. Items included wooden plaques with the Town Council crest, lapel badges and pens.

Stock of the Felixstowe town crest lapel badges, which are given in conjunction with awards made by the Town Council, as well as to guests such as those from Felixstowe's twin towns and visiting schoolchildren, is now low.

Council's Civic & Community Committee has recommended that a bulk order of 1,000 badges be made, at a cost of 78 pence each, therefore £780 total via the 'Enhancement & Promotional' Earmarked Reserve, which currently stands at £2,721 (*Minute #105 of 2017/18 refers*).

Lead time for delivery is approx. 3-4 weeks.

Council is requested to approve the recommendation of the Civic & Community Committee and approve the purchase of 1,000 lapel badges at a cost of £780 via the Enhancement & Promotional Earmarked Reserve.

AGENDA ITEM 12: PRAYERS AT COUNCIL MEETINGS

The tradition of council prayers dates back hundreds of years and prayers have been given at the start of meetings of Felixstowe Town Council since its first Annual Meeting on 22 May 1974.

In February 2011, the National Secular Society won a legal challenge against prayers said at meetings of Bideford Town Council. The High Court ruled that: "The saying of prayers as part of the formal meeting of a Council is not lawful under s111 of the Local Government Act 1972, and there is no statutory power permitting the practice to continue".

In accordance with that ruling, Felixstowe Town Council instead held prayers immediately prior to the formal business of full Council meetings.

The government then legislated to enable councils to continue holding prayers at their meetings and The Local Government (Religious etc. Observances) Act was passed in to law in March 2015. The Act provides that:

*"The business at a meeting of a local authority in England may include time for—
(a)prayers or other religious observance, or
(b)observance connected with a religious or philosophical belief.*

Council is requested to consider reintroducing this session as part of its formal agendas and broadening the opportunity to an inclusive 'Moment of Reflection' for all Councillors, staff and visitors attending a meeting of the full Council.

It is proposed that this short session will be conducted at the beginning of each Council meeting and could include, over time, representatives from a wide variety of civic and community interests, including faith / belief groups, civic institutions and community and voluntary sector organisations.

If so approved, the first session will be delivered at the next Council meeting on 13 September and the Mayor will be inviting suggestions from colleagues for future speakers.

Council is requested to consider arrangements for the provision of a 'Moment of Reflection' as part of the formal agenda for meetings of the full Council.

AGENDA ITEM 13: SCDC/FTC WORKING PARTY

The Town Clerk has received the following correspondence from the Leader of Suffolk Coastal District Council, Cllr Ray Herring:

Investment in Felixstowe over recent years is proving very successful in attracting an increased numbers of visitors to Felixstowe and improving the quality of life for the local residents. There could be further opportunities for investment and together with the recent reviews of assets and service provision, such as the Events Area, Beach Huts and the Beach Shelters, this has highlighted the need to understand the wider vision for the town and particular directions of growth.

To this end, Suffolk Coastal would like to invite Member and Officer representatives from the Town Council to form a working party, along with similar representatives from Suffolk Coastal to start this joint discussion. The working party would have the mandate to look across the board at how SCDC and FTC currently work together and to suggest opportunities for further improvement. Potentially, the outcome of such discussions will feed into and shape the framework within which the Councils operate and will identify opportunities for new and innovative ways to use resources more smartly. Felixstowe Forward would also play a key role in such a working party.

I would not envisage that this initiative would detract from our normal liaison arrangements which focuses on more operational issues.

Could I ask Felixstowe Town Council if you would like to participate in this initiative and that two FTC members are put forward which the District will match, along with suitable officer representation for an initial meeting to start the conversation.

Council is therefore requested to consider the appointment of representatives, including two Felixstowe Town Councillors, to a joint SCDC/FTC Working Party.

AGENDA ITEM 14: COMMUNITY EMERGENCY PLAN

Cllrs S Gallant and A Smith are the Town Council's nominated Emergency Scheme Representatives. However, like many authorities in the district, Felixstowe Town Council does not currently have a Community Emergency Plan.

A Community Emergency Plan (CEP) can help a community prepare for an emergency and reduce its impact.

The community plan is the focus of the community's steps to become better prepared. It is a written document detailing the steps the community will take before, during and after an emergency incident. The overall aim of the community plan is, where possible, to help reduce the risk of harm to persons and damage to property within the community.

Usually a local town or parish council take the lead in preparing a CEP and overseeing its use in an emergency so anyone in the community can get involved.

A community plan may be produced for specific emergency incidents in mind, such as; flooding, snow or fire. Or, it could be a general emergency plan to cover any events.

Putting together a plan will help local authorities take basic steps to identify:

- What resources we have in the community, such as 4x4 vehicles, people with useful skills and local knowledge.
- Where to go to if there is an immediate need to evacuate and take shelter;
- How to mobilise those resources and who to contact.

A Working Group, consisting the Town Clerk and Cllrs P Coleman, S Gallant, T Green, D Savage, A Smith and K Williams was set up in 2016 to develop a Community Emergency Plan (CEP) for Felixstowe.

With guidance from the District Council's Emergency Planning Officer, the Working Group took a practical approach to developing a CEP that could effectively support the community in the event of an emergency in Felixstowe.

The draft CEP (as shown at **Appendix C**) takes a strategic approach, supporting the coordination of information and local resources that may be useful in an emergency situation; whilst acknowledging that an emergency of any significant scale would elicit a wider response from the emergency services and other agencies.

Whilst some of the information – such as contact details for volunteers and local resources – will remain confidential, it is proposed that, once approved, a public version will be published on the Town Council's website. Other information which may be helpful to the community in an emergency situation will also be published and promoted via the Council's website, social media accounts and/or held in hard copy at the Town Hall. Such as the following from UK Power Networks:

UKPN have launched a new emergency pack for vulnerable customers. Individuals can sign up at www.ukpowernetworks.co.uk/priority email psr@ukpowernetworks.co.uk or call 0800 169 9970 to receive an emergency pack specific to their needs in case of a power failure.

The Working Group has proposed that Cllr Steve Gallant act as the Council's lead Emergency Coordinator for the activation of the CEP, with the Town Clerk and two others to stand as Deputies. Council is asked to approve the proposed appointments and appoint the two other Deputy Emergency Coordinator roles.

Members will note that reference is made in the CEP to two 'Emergency Boxes', one of each is proposed to be stored at Felixstowe Town Hall and Broadway House. This consists of some inexpensive, but potentially essential equipment that can be easily accessed in an emergency situation. There is no specific budget to purchase the items listed and therefore Council would need to consider an appropriate funding source.

The Working Group was also tasked to consider a Business Continuity Plan for the Town Council which will be progressed in due course and reported back to Council.

Council is therefore requested to:

- i. consider the approval of the draft Community Emergency Plan for Felixstowe as recommended by the Working Group and presented at Appendix C;**
 - ii. confirm the appointment of Cllr Steve Gallant as the Emergency Coordinator;**
 - iii. confirm the appointment of the Town Clerk as one of three Deputy Emergency Coordinators;**
 - iv. appoint the two other Deputy Emergency Coordinators; and,**
 - v. authorise the purchase of Emergency Box items, approving an appropriate source of funding.**
-