



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 13 September 2017** at **7.30pm** for the transaction of the following business preceded by:

Moment of Reflection: Mr Mojlum Khan, Centre Manager, Bangladeshi Support Centre, Ipswich.

A G E N D A

- 1. Public Question Time**
Up to 15 minutes is set aside to enable members of the public to make representations 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 12 July 2017 as a true record. **(Pages 4-9)**
- 7. Mayor's Announcements**
To receive such communications as the Mayor may wish to lay before Council. **(Pages 10-11)**

8. Minutes of Committee Meetings

To receive and adopt the Minutes of the following Meetings:

- a) Planning & Environment Committee 12 July 2017 (Pages 12-15)
- b) Planning & Environment Committee 26 July 2017 (Pages 16-20)
- c) Finance & General Purposes Committee 26 July 2017 (Pages 21-23)
- d) Planning & Environment Committee 9 August 2017 (Pages 24-27)
- e) Planning & Environment Committee 23 August 2017 (Pages 28-32)
- f) Planning & Environment Committee 6 September 2017 (Pages 33-35)

9. Reports from Members appointed to Outside Bodies

To receive a report from Cllr Doreen Savage, FTC representative to the Felixstowe and District Council for Sport and Recreation. (Page 36)

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: Proposed Extension to 2021

To consider the report of the Felixstowe Forward Change Director and proposals to extend the initiative for a further three years.

(Page 37 and Appendices A & B)

11. Accounts and Audit 2016/17

To receive the External Audit Report and Annual Return for the Financial Year 2016/17.

(Page 38 & Appendix C)

12. Consultation: SCDC Local Plan Review - Issues and Options

To consider a process for responding to the consultation as recommended by the Planning & Environment Committee.

(Pages 39-40)

13. Land At Candlet Road Ref. DC/15/1128/OUT

To consider any update with regards to the above planning application.

(Pages 41-42)

14. Felixstowe Town Council Constitution

To approve the introduction of a Constitution for the Town Council as recommended by the Finance & General Purposes Committee.

(Page 42)

15. Consultation: PSPOs – Dog Controls in the Suffolk Coastal District

To consider the PSPO Working Group's recommendations in respect of the above consultation.

(Page 43)

16. Financial Forecast to 2020

To review and approve a Financial Forecast to 2020, linked to Council's Business Plan.

(Page 45 & Appendix D)

17. Business Plan 2016-2020 Annual Review

To approve the updated Business Plan for the period 2016-2020.

(Pages 45 and Appendix E)

18. Data Retention Policy

To approve Council's Data Retention Policy for the period 2017-20.

(Page 45 and Appendix F)

19. Accounts for Payment

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

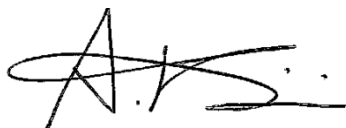
(Schedules attached at Appendix G)

Date	Voucher Nos.	Total Payment
30/06/2017	124 – 156	43,514.39
12/06/2017	*158 - 175	4,042.99
26/07/2017	176 – 200	40,127.12
16/08/2017	201 – 221	9,058.07
31/08/2017	222 – 235	32,438.19
	TOTAL	£129,180.76

** Voucher no. 157 was not used – number skipped in error.*

20. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 8 November 2017.



Ash Tadjrishi
Town Clerk
8 September 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 **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 12 July 2017 at 7.30pm

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

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

IN ATTENDANCE: 3 Members of the public
Ms Helen Greengrass, Felixstowe Forward Change Director

PRAYERS

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

128. PUBLIC QUESTION TIME

There were none.

129. APOLOGIES

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

130. DECLARATIONS OF INTERESTS

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

131. REQUESTS FOR DISPENSATION

There were none.

132. QUESTIONS TO THE MAYOR

There were none.

133. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 14 June 2017 be signed by the Mayor as a true record and adopted by the Council.

134. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

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

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

Commenting on the excellent Armed Forces Weekend events, the Mayor conveyed his thanks to the Peewit Caravan site for providing free camping facilities for the armed forces personnel.

Members noted the sad passing of Mrs Smith, wife of the 2004/05 Town Mayor, Don Smith. The Clerk would write to Mr Smith to express condolences on behalf of the Town Council.

It was RESOLVED that the Mayor’s engagements since 12 June 2017, and the above communications, be noted.

135. 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 14 June 2017**
- b) Civic & Community Committee 21 June 2017**
- c) Planning & Environment Committee 28 June 2017**

136. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council received the report of Cllr Graham Newman, Town Council representative to the Suffolk Association of Local Councils (SALC) and the East Suffolk Lines Community Rail Partnership (ESLCRP)

Members thanked Cllr Newman for his reports but commented that the content of the SALC report appeared to have limited relevance to Felixstowe. Cllr Newman responded that he agreed and that perhaps a formal request could be sent to SALC to ask that future speakers at SALC meetings present on a more basis.

RESOLVED that the outside body report from Cllr Graham Newman be noted.

137. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass reported that the Armed Forces Weekend had been a huge success and a great showcase for Felixstowe with over 5,000 people estimated as attending. An official de-brief was to be held shortly by the Armed Forces Weekend Committee.

Members noted that that the Felixstowe Forward's Annual Engagement Event was to be held on 20 July 2017. This would provide Council with the opportunity to engage with a variety of local community groups and be involved in networking through the different workshops.

It was noted that the Felixstowe Seafront Gardens had been awarded the Green Flag in recognition that the site was beautifully maintained to the highest possible environmental standards and had excellent visitor facilities.

Members noted there was a Rest Centre Practical Training scheduled to take place on 21st September at Felixstowe Leisure Centre.

A Member asked if information concerning events could be sent out electronically as an event rather than a newsfeed, this would therefore make the event more prominent and not get lost.

A Member asked if there was any update of the condition of noticeboards around the town. Ms Greengrass advised that any update on this would be included in the usual progress report to the next Council meeting.

Members thanked Helen for all and her team for all their hard work and contribution to Felixstowe.

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

138. LAPEL BADGES

Members considered the recommendation from the Civic & Community Committee to purchase 1,000 Felixstowe Town Crest lapel badges at a cost of £780.

RESOLVED that the recommendation of the Civic & Community Committee be approved and the purchase of 1,000 lapel badges at a cost of £780 be authorised from the Enhancement & Promotional Earmarked Reserve.

139. PRAYERS AT COUNCIL MEETINGS

It was noted that The Local Government (Religious etc. Observances) Act which passed in to law in March 2015 permitted local councils to hold prayers as part of their formal agenda business. Members concluded that any prayers offered at Felixstowe Town Council should take place prior to official business so that anyone who did not wish to participate would not be required to formally absent themselves from the Council meeting. To further promote inclusivity, it

was agreed that the usual prayers session be broadened to become a 'Moment of Reflection' from a religious or community leader. It was agreed that the reflection should aim be no longer than five minutes and speakers would be free to include (or not) in it a prayer or a moment of mindfulness from their own tradition.

It was RESOLVED that Council amend the Prayers session to a more inclusive 'Moment of Reflection' from a religious or community leader who would be invited to speak immediately prior to the commencement of formal business for no more than five minutes to provide those in attendance a moment of mindfulness from their own tradition.

140. SCDC/FTC WORKING GROUP

Council noted the invitation from the Leader of Suffolk Coastal District Council for two Town Councillors and an Officer to join representatives from SCDC and form a joint SCDC/FTC Working Group. It was noted that the Working Group would have a mandate to look across the board at how SCDC and FTC currently work together and to suggest opportunities for further improvement. Felixstowe Forward would also play a key role.

Members commented on the opportunity for a positive dialogue between the councils and discussed how it should be represented.

The Clerk advised that the Working Group would have no authority to take decisions and would regularly report back to Members and the Council on its discussions and any potential recommendations.

After a debate and vote it was RESOLVED that Cllr N Barber, Cllr G Newman and the Town Clerk be appointed as the Town Council's representatives to the joint SCDC/FTC Working Party.

141. COMMUNITY EMERGENCY PLAN

Members thanked the Clerk and Deputy Clerk for their work in preparing the draft Community Emergency Plan for Felixstowe. It was noted that it was being shared as a positive example with other town and parish councils across the county. The Clerk advised that local groups and businesses were being consulted on how they may support the Plan and responses were already coming in. The Plan would be reviewed on an annual basis to ensure it remained up to date.

It was RESOLVED that:

- i. the draft Community Emergency Plan for Felixstowe be approved as presented;**
- ii. the appointment of Cllr Steve Gallant as the Emergency Coordinator be approved;**

- iii. the appointment of the Town Clerk as one of three Deputy Emergency Coordinators be approved;
- iv. Cllr T Green and Cllr M Jepson be appointed as the two further Deputy Emergency Coordinators; and,
- v. the purchase of items for Emergency Boxes be approved and authorised via the Community Fund Earmarked Reserve.

142. ACCOUNTS FOR PAYMENT

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

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

143. CLOSURE

The meeting was closed at 9.09pm. It was noted that the next Ordinary Meeting was scheduled for 13 September 2017 at 7.30pm.

AGENDA ITEM 7: MAYOR'S ANNOUNCEMENTS

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

Children's Concert – 'Schools Sing Prom'	11 July 2017
Felixstowe Academy Summer Concert	13 July 2017
Maidstone and Causton PTFA Summer Fayre	14 July 2017
Mayor's Reception	14 July 2017
Felixstowe & District Horticultural Society Annual Show	15 July 2017
Mil Lane Nursing Home Fete	15 July 2017
Walk for Wards – Sponsored Walk	16 July 2017
Home-start AGM	17 July 2017
Raising the Green Flag for Seafront Gardens	18 July 2017
Basic Community Pop Up Shop	18 July 2017
Port of Felixstowe FIF Display	18 July 2017
Orwell Scouts AGM	18 July 2017
Felixstowe Forward Annual Celebration Event	20 July 2017
Mayor of Ipswich, Mayor's at Home Event	21 July 2017
NSPCC Drinks & Canapes	22 July 2017
Felixstowe Carnival	22 & 23 July 2017
Wesel Association Get Together	23 July 2017
Felixstowe Seaside Special Train	26 July 2017
Visit to Felixstowe Museum	26 July 2017
The High Sheriffs Summer Garden Party	26 July 2017
Opening of Wool Baa Shop	29 July 2017
Opening Ceremony of Felixstowe combined Fire/Police Station	31 July 2017
66 th Annual Exhibition and Sale of Artwork	1 August 2017
Felixstowe Seaside Special Train	2 August 2017
Civic Visit to Wesel	4 – 7 August 2017
<i>Deputy Mayor – Foxgrove & Maynell Summer Fete</i>	5 August 2017
<i>Deputy Mayor – Launch of Two Sisters Arts Centre & Felixstowe Arts Fest</i>	5 August 2017
Visit to Felixstowe Lawn Tennis Club	9 August 2017
Living in Felixstowe Magazine, Movers & Shakers	10 August 2017
Felixstowe Multicultural Festival	12 August 2017
Felixstowe Radio, Interview with the Mayor	16 August 2017
Mayor of St Edmundsbury Charity Cheese & Wine Evening	17 August 2017
Visit to Harwich Haven Authority	18 August 2017
The Voice of Suffolk Talent Show	19 August 2017
FTC Grant Cheque Presentation to Mencap	21 August 2017

Towergate's Beach Hut of Year Competition	24 August 2017
Felixstowe Multicultural Day	26 August 2017
Big Multicultural Festival 2017	27 August 2017
Raising the Red Ensign for Merchant Navy Day	1 September 2017
Peewit Caravans Event for the Grenfell Project Helpers	2 September 2017
Art on the Prom	3 September 2017
Greet the Wesel Runners	9 September 2017
Unveiling Ceremony of the Radio Caroline Plaque	9 September 2017
<i>Deputy Mayor - Stowmarket Civic Service</i>	10 September 2017
FACTS AGM	11 September 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 12 July 2017** at **9.15am**.

PRESENT: Cllr A Smith (Chairman) Cllr Jon Garfield
Cllr S Bird (Vice-Chairman) Cllr D Savage (*to item 123i*)
Cllr S Gallant Cllr S Wiles
Cllr Jan Garfield Cllr K Williams
Cllr G Newman

OFFICERS: Mr A Tadjrishi (Town Clerk)

119. PUBLIC QUESTION TIME

There were none.

120. APOLOGIES FOR ABSENCE

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

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

121. 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 Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

122. REQUEST FOR DISPENSATION

There were none.

123. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 28 June 2017 be signed by the Chairman as a true record.

124. PLANNING APPLICATIONS

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

a	<p>DC/17/2554/FUL Four houses in one block with associated landscaping, parking and amenity spaces Bath Road</p>
<p>Committee carefully considered this application for four houses within the designated Conservation Area. Having had regard to the impact on the street scene and the setting of the nearby Grade II listed buildings, Harvest House and former Bath Hotel Stable, Committee recommended APPROVAL.</p>	
b	<p>DC/17/2769/FUL Remove existing balcony to front and ground floor structure under. New two storey, and single storey extension to the front with new balcony over the single storey. New pitched roof in place of existing flat roof to main house and garage, new mono-pitch roof to outbuildings to rear. 101 Cliff Road</p>
<p>Committee recommended APPROVAL.</p>	
c	<p>DC/17/2050/FUL Erection of a 1 ½ storey Dwelling 40 King Street</p>
<p>Committee recommended APPROVAL. With consideration to policy DM7, Committee welcomed the proposal which contributes towards a need for similar smaller properties in the town.</p>	
d	<p>DC/17/2617/FUL Proposed alterations and extensions Friarscroft, Marcus Road</p>
<p>Committee recommended APPROVAL.</p>	
e	<p>DC/17/2046/FUL Single storey rear and side extensions 51 Exeter Road</p>
<p>Committee recommended APPROVAL.</p>	
f	<p>DC/17/2692/FUL Removal of existing timber/metal framed windows to first and second floor levels to front and rear elevations and door to first floor level (providing access to the residential flat) and replacement with PVCu windows and door to match existing design. 54 Hamilton Road</p>
<p>Committee recommended APPROVAL.</p>	

g	DC/17/0408/FUL Erection of single site extension (following demolition of existing conservatory and outbuilding) 359 High Street Walton
Committee recommended APPROVAL. Committee carefully considered all aspects of the application, notably the issues relating to the curtilage of the Mill, as laid out in the Heritage Impact Assessment and SCDC Planning Officer’s report. On balance Committee felt that the proposals would improve the setting.	

h	DC/17/2763/FUL Front extension to replace conservatory Holm Oak 4A Hamilton Gardens
Committee recommended APPROVAL.	

i	DC/17/2599/FUL Side Extension (at level + 2.50m) Sans Souci The Ferry
Committee recommended APPROVAL.	

At this point, 10.40am, Cllr D Savage left the meeting.

j	DC/17/2748/FUL rear extension (revised scheme_amended materials) 25 Constable Road
Committee recommended APPROVAL.	

k	DC/17/2434/FUL Erection of store shed in front garden to house mobility scooter. 37 Church Lane
Members acknowledged that in normal circumstances the erection of a shed in a front garden would not be acceptable. However, taking account of the personal circumstances of this case, Committee recommended APPROVAL subject to:	
<ul style="list-style-type: none"> a) any permission granted being personal to the applicant; and, b) any permission being temporary, conditioned for 5 years. 	

125. 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.

126. CORRESPONDENCE

The Town Clerk advised of the following correspondence:

- a) **Location of haul road for development at Walton Green South.** The Clerk advised of correspondence received from Barratt Homes in response to Committee's 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. Committee noted that Cllr M Deacon had also been in discussion with Barratts and SCC Highways, raising similar concerns. The Clerk was asked to write to SCDC and ask that the relative risks of potential access roads are reviewed as Committee felt that the risks posed by the shared access route with the school were unacceptably high in comparison
- b) **Appeal APP/J3530/W/15/313870 (Land at Candlet Road).** Committee noted the details of the letter submitted by the Clerk following the publication of the Suffolk Coastal District Council's Housing Land Supply Assessment in response to the Candlet Road appeal currently being considered by the Secretary of State.
- c) **Proposed grant application to Highways England for one 50kW Rapid charger (30 minute EV charge time) covering two car parking spaces in either North or South Martello Car Parks.** Correspondence from SCDC Environmental Sustainability Officer advising that Babergh Mid Suffolk Council were to act as a lead project manager in a grant application to Highways England for a series of charge points in Norfolk and Suffolk. Members welcomed the proposals.
- d) **DC/16/4127/COU | Change of use of land for the storage of caravans | Cowpasture Farm Gulpher Road.** A Member reported that caravans continued to be stored at the property despite permission being refused for this activity. The Clerk agreed to follow this up with the SCDC Planning Officer for enforcement.

RESOLVED that the correspondence be noted.

127. CLOSURE

The meeting was closed at 11.25am. The date of the next meeting was noted as being Wednesday 26 July 2017, 9.15am at Felixstowe Town Hall.

149. PLANNING APPLICATIONS

At this point in the meeting, the Chairman invited Mr Sam Metson, Partner, Planning (Bidwells), to address Committee in respect of planning application DC/16/2778/OUT Land North of High Street, Walton (Walton North).

With reference to a copy of his letter to SCDC Planning from Bidwells in respect of Affordable Housing provision for the above planning application, Mr Metson advised that the costs associated with the development made the provision of one third affordable housing unviable. Committee noted that these costs included the provision of the new link road, two new roundabouts and utility diversions required to enable it, relocation of the rifle range onto the alternative site, foul sewerage capacity upgrades, a new noise attenuation bund and extensive areas of landscaped open space. The District Council's viability advisor had subsequently concluded that 24% affordable housing was the maximum that can be provided on this site. Following further discussion, Committee supported the proposal which would result in 92 affordable homes being provided on this site and the Clerk was asked to confirm this to Suffolk Coastal District Council with the strict condition that all parties undertake to provide this number with no discussion as to viability for this site in future.

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

During the consideration but prior to the vote for item a) below, at 10.15am, Cllr G Newman left the chamber.

a	DC/17/2789/FUL Conversion of the existing late Victorian Guest House into 5 self-contained flats within a courtyard style development. The property is currently used as rented bedsits for local workers and contains an active and independent ground floor restaurant run by the Guest House proprietor. Creation of 3 x 2 bedroom self-contained flats and 1 x 1 bedroom self-contained flat through conversion, and extension / alteration of the rear 1980's addition. The proprietor's existing ground floor flat is to be retained and renovated as part of the proposal. Dorincourt Guest House 41 Undercliff Road West
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The Town Council carefully considered this application, both in respect of the provisions within policy FPP20 and the fact that permission was granted in 2015 (under DC/15/1753/FUL) to allow a change of use from a guest house to a residential property.

Committee recognised that design of the proposal appears to be of good quality and supported the juxtaposition of the modern addition to the historical existing building within the Conservation Area. Taking all the factors in to account, on balance, Committee recommended APPROVAL. Committee also considered the response of the County Council Highways but did not believe that this was appropriate at this seafront location in view of the availability of on-street and substantial car parking nearby; a matter which has been recognised when other applications in this area have been considered previously.

b	DC/17/2994/FUL Side and rear extensions. 12 Chaucer Road
Committee recommended APPROVAL.	

c	DC/17/3020/FUL Extensions. Amended scheme to that approved under DC/15/3978/FUL. 75 Seaton Road
Committee recommended APPROVAL.	

d	DC/17/2823/FUL The proposed development is the change of use of the existing abandoned retail Unit (Class A1) to a proposed Cafe (Class A3). Unit 2 Morrison Supermarket Grange Farm Avenue
Committee recommended APPROVAL. Committee however noted that Environmental Protection had proposed restrictions on opening hours but could see no valid reason why these should be less than the hours permitted at the neighbouring supermarket.	

e	DC/17/2881/ADN 1 off non-illuminated fascia sign, 1 off non-illuminated projecting sign, reverse applied digitally printed graphics. 115 Hamilton Road
Committee recommended APPROVAL.	

f	<p>DC/17/2912/TCA Front garden on boundary with Premier Inn 1 x self set sycamore, fell to ground level. Reason: The tree is of low amenity value, it is a poor specimen and causing damage to our property and fouling telephone wires. The tree is 1.2m from the property, it is approx.12m in height, spread of 3.5m and trunk girth of 49cm circumference.</p> <p>3 Undercliff Road West</p>
<p>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council’s Arboricultural Officer.</p>	

g	<p>DC/17/2959/TCA Trees numbered s per application & site plan rear garden T1 Holm Oak : Top & front branch hanging over garden reduce back by 20 to 30%, Left hand side (lower branch) over neighbour reduce back to trunk T2 Holm Oak: Top reduce back by 20 to 30% (shape to remain), right hand side (over garden) reduce back by 20% The 2 trees are beginning to encroach on the garden creating an environment where nothing will grow underneath.</p> <p>Maytree House 60 Maybush Lane</p>
<p>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council’s Arboricultural Officer.</p>	

h	<p>DC/17/2837/TCA Trees on north side of site (3no. Sycamore, 1no. Lime) to be pollarded at 2m. Trees next to driveway (3no. Acacia, 3no. Sycamore, 1no. Eucalyptus) - to be reduced by 50%.</p> <p>Wadgate House 50 Princes Road</p>
<p>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council’s Arboricultural Officer.</p>	

150. 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.

151. CORRESPONDENCE

The Town Clerk advised of the following correspondence:

a) Location of Haul Road for development at Walton Green South

The Clerk referred to Committee’s recent letter sent to SCDC asking that the relative risks of potential access roads are reviewed as Committee felt that the risks posed by the shared access route with the school were unacceptably high in comparison. The Clerk confirmed that he had been invited to attend a meeting on 10th August with SCDC, SCC and Barratt

Homes, it was hoped that a resolution would be reached before the schools return after the summer break.

b) Archiving and Disposal of Planning Documents

The Clerk informed Committee that the archiving of old planning papers held at the Town Hall was now taking place. Felixstowe Society had volunteered to sort through the documents on the basis that they be retained if they related to a Listed Building, major development (over 10 dwellings), or were deemed contentious/of local history interest. Any papers marked for retention would then be held at the Felixstowe Society's Archive at Felixstowe Museum with all others being disposed. Committee were advised that a record of retained documents was being kept on a spreadsheet at the Town Hall.

c) Proposed grant application to Highways England for one 50kW Rapid charger (30 minute EV charge time) covering two car parking spaces in either North or South Martello Car Parks.

Further correspondence was received concerning the siting of 50kW rapid chargers in Felixstowe. The Clerk was asked to write to SCDC to confirm that Committee was broadly in support of the provision of EV charging points in all car parks in Felixstowe, subject to proper reinstatement of highways/surfaces following any installation works.

RESOLVED that the correspondence be noted.

152. CLOSURE

The meeting was closed at 11.37am. The date of the next meeting was noted as being Wednesday 9 August 2017, 9.15am at Felixstowe Town Hall.

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 26 July 2017 at 7.30pm

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

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

153. PUBLIC QUESTIONS

There were none.

154. APOLOGIES FOR ABSENCE

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

155. DECLARATIONS OF INTEREST

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

156. REQUESTS FOR DISPENSATION

There were none.

157. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 24 May 2017 be signed by the Chairman as a true record.

158. BUDGET MONITORING TO 30 JUNE 2017

Committee received the budget monitoring report to 30 June 2017.

RESOLVED that the budget monitoring report to 30 June 2017 be noted with no other action required at this time.

159. COUNCIL INVESTMENTS

Committee noted that Council's 1 year Investment Bond of £400,000 with Nationwide Building Society had matured in June 2017, receiving interest of £4,802.02. In accordance with the Council's Investment Policy and Strategy, a new Business Fixed Rate Saver had been taken out attracting a rate of 0.75% for 1 further year maturing on 26 June 2018. The total invested was £404,966.72.

It was RESOLVED that that the investment of £404,966.72 in a 1 year Business Fixed Rate Saver with Nationwide Building Society be approved.

160. DATA RETENTION POLICY

Committee considered the Council's Data Retention Policy for the three year period 2017-20 as presented.

It was RESOLVED that the Data Retention Policy for 2017-20 be recommended to Council for adoption as presented.

161. FINANCIAL FORECAST TO 2020

Committee considered the Council's Financial Forecast covering the period 2016-2020 as presented.

An uplift for the Remembrance budget for the WWI 100th Anniversary in 2018, is to be amended.

In considering the Community Infrastructure Levy, Members suggested that a CIL Working Group could be formed to consider projects which may be funded via Community Infrastructure Levy receipts. Members discussed Neighbourhood Plans and asked that enquiries be made to the District as to whether the AAP can be classified as a Neighbourhood Plan for the purpose of CIL.

It was RESOLVED that

- i. the Financial Forecast for 2016-20 be recommended to Council for adoption as presented, subject to an increase to the Remembrance events budget for 2018; and,**
- ii. Enquiry to be pursued via SCDC regarding the possibility of the Felixstowe Area Action Plan being afforded the same weight and relevance as a Neighbourhood Plan for the purposes of CIL.**

162. BUSINESS PLAN 2016-2020 – ANNUAL REVIEW

Committee reviewed the Business Plan which had been updated to reflect changes one year on. Three minor changes were notified.

It was RESOLVED that the Business Plan be approved as presented with three minor alterations and the amended version be recommended to council for formal adoption.

163. MEMBER VISIT TO BURY ST EDMUNDS

Members considered the benefit of a group visit to Bury St Edmunds with a meeting with a member of the Bury St Edmunds BID team, and travel by minibus.

It was RESOLVED that investigations be made and circulated for a Member visit to the Christmas Market at Bury St Edmunds at the end of November, with an information session with a member of the BID team.

164. FELIXSTOWE AMBULANCE STATION

Members considered the report on an article in the East Anglian Daily Times dated 7 July reporting that the East of England Ambulance Trust may propose to close the ambulance station at Felixstowe.

It was suggested that the Clerk write a letter to EEAST for further details on the impact that the proposed changes would have on Felixstowe, to consider the joint use of the Fire Station and also co-working alongside the Port.

It was RESOLVED that a letter be sent to EEAST enquiring how the EEAST would account for emergencies if there was not a Felixstowe Ambulance Station.

165. FELIXSTOWE TOWN COUNCIL CONSTITUTION

Members considered the principle of introducing a Felixstowe Town Council Constitution, collating the Council's statutory governance documents, policies and other information in to a single-source document to provide a better overview for Members and residents and an opportunity for Council to review policies on a more structured basis.

It was RESOLVED that the principle of developing a Constitution be recommended to Council.

166. CLOSURE

The meeting was closed at 8.45pm. The next meeting was noted as being scheduled for 27 September 2017 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 9 August 2017 at 9.15am.

PRESENT: Cllr A Smith (Chairman) Cllr Jon Garfield
Cllr S Bird (Vice-Chairman) Cllr G Newman
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 ATTENDANCE: Mr Roger Abbott, Felixstowe Chamber of Trade of Commerce

167. PUBLIC QUESTION TIME

There were none.

168. APOLOGIES FOR ABSENCE

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

169. 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 Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

170. REQUEST FOR DISPENSATION

There were none.

171. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 26 July 2017 be signed by the Chairman as a true record.

172. PLANNING APPLICATIONS

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

a	DC/17/2867/FUL Single storey rear & side extension. 47 Exeter Road
Committee recommended APPROVAL	

b	DC/17/3047/FUL Single storey rear extension. 20 Culford Walk
Committee recommended APPROVAL.	

c	DC/17/3100/FUL Proposed single storey side and rear extension. 18A Dellwood Avenue
Committee recommended APPROVAL.	

d	DC/17/2843/FUL Proposed rear extension and garage. Creation of Dormers to existing second floor room. 31 High Road East
Committee recommended APPROVAL.	

e	DC/17/3235/OUT Proposed single dwelling (outline). Land Adjacent 3 Exeter Road
Committee recommended APPROVAL.	

f	DC/17/3018/FUL Demolition of existing rear Conservatory on bungalow. Construction of new corner single storey Conservatory to Rear & Side elevations of property. Vertical elevations comprise 600mm dwarf wall and White PVC-u glazed frames. Roof comprises opaque Polycarbonate sheeting. 1 Coniston Close
Committee recommended APPROVAL.	

g	DC/17/3033/VOC Variation of condition no.2 of 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 work. Land At Haven Exchange Haven Exchange South
Committee recommended APPROVAL	

h	DC/17/3063/TCA Communal garden area: To fell 1no. Beech, 3no. Holm Oaks, 1no. Holly To coppice 5no. additional Holm Oaks Reason: for enhanced sea view, and view of gardens. Martello Place Golf Road
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.	

173. 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.

174. STREET NAMING AND NUMBERING – 197 DWELLINGS, LAND OFF FERRY ROAD

Members noted that the developers for the above site were proposing it be named Laureate Fields, with road names relating to poets laureate. Committee were not in favour of the poets laureate theme and expressed a preference for a naming theme that was relevant to the local area. It was agreed that Felixstowe Society would be consulted and invited to contribute some suggestions.

It was RESOLVED that the Clerk contact Suffolk Coastal District expressing Committee's views and requesting further opportunity to explore options that offer a more demonstrable local connection.

175. CORRESPONDENCE

The Town Clerk advised of the following correspondence:

a) **Sizewell C – Community Relations Manager**

The Clerk informed Committee that a new Community Relations Manager had been appointed at Sizewell C and an invitation to meet him had been received. Members agreed that it would be useful to arrange such a meeting in the future when EDF are able to share a significant update.

- b) **Consultation on Air Quality in Suffolk Coastal – Have your say**
Members were invited to comment on the latest Annual Status Report for the District 2016 concerning air quality. The Planning Administration Officer gave a resume of the report concerning Felixstowe issues and Committee had no further comment to make.

- c) **Location of Haul Road for development at Walton Green South**
The Clerk reported that following a discussion held with the District Council Planning Officer it appeared likely that a satisfactory outcome would be forthcoming. Members welcomed the update and hoped that a solution was put in place as soon as possible. The Clerk was asked to inform Members when the decision was finalised.

- d) **Painting of stones on the beach**
The Clerk informed Members that an activity had recently been taking place on the beach whereby stones were removed, painted in various designs and then returned to the beach. Committee had no objection to this as long as there was no commercial element to this activity.

RESOLVED that the correspondence be noted.

176. CLOSURE

The meeting was closed at 10.34am. The date of the next meeting was noted as being Wednesday 23 August 2017, 9.15am at Felixstowe Town Hall.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 23 August 2017 at 9.15am.

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

OFFICERS: Mrs D Frost (Deputy 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.
Mr Roger Abbott, Felixstowe Chamber of Trade of Commerce

177. 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.

178. APOLOGIES FOR ABSENCE

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

179. 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 Jan Garfield	182(d)	Local Non-Pecuniary (as Chairman of the Felixstowe Society)

180. REQUEST FOR DISPENSATION

There were none.

181. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 9 August 2017 be signed by the Chairman as a true record.

182. PLANNING APPLICATIONS

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

Concerns raised by the public centred on the issues relating to the vast changes in the appearance of Bala Cottage compared to the original application. It was pointed out that since the approval of the initial plans the floor space had increased and the inclusion of habitable accommodation on the ground floor was a flood risk.

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

a	<p>DC/17/3211/FUL Proposed development of the land between Treetops and Candlet Road to construct a total of 6 new dwelling houses with associated hard and soft landscaping including new access road from Treetops - as well as the construction of an acoustic bund wall and fence to the perimeter of the site adjoining Candlet Road.</p> <p>Land between Treetops and Candlet Road</p>
<p>Committee recommended APPROVAL. However, Members voiced their concerns that the land at the eastern end of the site did not appear to be in the curtilage of the proposed dwellings and therefore Members seek assurance on who would be responsible for ongoing maintenance of this land.</p>	
b	<p>DC/17/3268/FUL Change of Use of land for the storage of caravans (resubmission of DC/16/4127/COU).</p> <p>Cowpasture Farm, Gulpher Road</p>
<p>Committee recommended APPROVAL with the proviso that the siting of the caravans is strictly within the boundary of the proposed site.</p>	
c	<p>DC/17/3431/FUL Replacement of existing slate roof covering with Clay roman tiles - only applies to the main house. Amended scheme with reduced works. Ridley House, Maybush Lane</p>
<p>Committee felt that this amended application albeit with a reduced area of clay barrel tiles did not preserve and enhance this unique building in the Conservation Area and therefore recommended REFUSAL.</p>	

d	<p>DC/17/3271/VOC Variation of Conditions 2 & 3 of Planning Consent DC/14/0848/FUL - Extension to form third storey of accommodation - Conditions to be amended to confirm approval of the works as built. Condition 3 to be amended to refer to materials and finished as indicated on the approved drawings. Bala Cottage, The Ferry</p>
<p>In consideration of the numerous variations of the approved plans of DC/14/0848/FUL of 2014, Committee had regard to the following three issues:</p> <p>1) The approved plans provided a ground floor containing no habitable rooms, however the revision now includes a bedroom and a studio. In recognition of the fact that this is a high risk flood area, most recently severely flooded in 2013, committee consider this to be contrary to planning policy.</p> <p>2) Committee note that the original approved plans contained open verandas and balconies on both the ground and first floors. It was noted that these have been enclosed along part of their length on both floors. This significantly detracts from the Edwardian style and character of the original Bala Cottage and is contrary to DM21.</p> <p>3) The alterations from the approved plans are extensive and significant. These include major alterations to the fenestration pattern and elevation treatments. Consequently the entire appearance of the building bears no resemblance to the approved plans. Committee feels that this difference would warrant a new planning application rather than a request to vary conditions.</p> <p>Therefore Committee recommended REFUSAL</p>	
e	<p>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). This is not an environment impact assessment application. Condition no. 1 - The siting of all buildings and the means of access thereto from an existing or proposed highway. The design of all buildings, including the colour and texture of facing and roofing materials. Landscaping - a plan showing materials to be used for paved and hard surfaces and the finished levels in relation to existing levels. The provision to be made for the parking, loading and unloading of vehicles The alignment, height and materials of all walls and fences and other means of enclosure. The provision to be made for the storage and disposal of refuse. Condition no. 3 - Details of area for manoeuvring and parking of vehicles. Refer to drawings 17.53/100 & 101. Condition no. 5 - Details of areas to be provided for storage of refuse and regarding bins. Refer to drawings 17.53/100 & 101</p> <p>Penfold Road</p>

Members noted the proposed installation of a mirror within the site. Members felt this did not alter the Committee's previous concerns regarding the proposed access and egress arrangements to the parking area, which were likely to cause vehicles stopping/reversing on to a public highway when confronted by a vehicle leaving the access. Committee therefore recommended REFUSAL

f	DC/17/3055/FUL To build a Porch 4660mm long X 1840mm Wide on the side of the property, made of brick and to match height of existing bungalow. 89 Roman Way
Committee recommended APPROVAL	

g	DC/17/3299/FUL Proposed detached garage. 22 Tomline Road
Committee recommended APPROVAL	

h	DC/17/3318/FUL Change of use of first and second floor to single residential flat. 9A Cobbold Road
Committee recommended APPROVAL	

i	DC/17/3471/FUL Construction of a minimum 1.0m width concrete footpath to run immediately landward of a rock armour revetment. Installation of a 2.1m high steel palisade fence at the cliff toe, to the landward side of the footpath, with 3 lockable gates to allow access for adjacent landowners to the footpath. A steel modular guardrail to be installed to protect users of the footpath from the rock revetment hazard. Timber access steps of 1.0m width will be installed at each end of the footpath to enable beach to path access. Brandeston, Golf Road
Committee strongly welcomed this application which would significantly enhance the tourist offer and therefore recommended APPROVAL	

183. 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.

184. CORRESPONDENCE

There was none.

185. CLOSURE

The meeting was closed at 11.30am. The date of the next meeting was noted as being Wednesday 6 September 2017, 9.15am at Felixstowe Town Hall.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 6 September 2017** at **9.15am**.

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

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

186. PUBLIC QUESTION TIME

There were none.

187. APOLOGIES FOR ABSENCE

No apologies for absence were received.

188. 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 Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

189. REQUEST FOR DISPENSATION

There were none.

190. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 23 August 2017** be signed by the Chairman as a true record.

191. PLANNING APPLICATIONS

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

a	DC/17/3350/FUL Replacement windows and doors. Flat 3 Ranelagh Court Ranelagh Road
Committee recommended APPROVAL.	
b	DC/17/3539/COU Proposed Change of use of first floor residential flat to commercial use by funeral service. Montreal House 126 High Road West
Committee recommended APPROVAL	
c	DC/17/3541/TCA To fell 2no. Lime and 1no. Sycamore to front of Flat 1 in communal area. Flat 1 52 Princes Road
Committee recommended that SCDC consider a Tree Preservation Order for this group of three trees as they provide significant amenity for the area and Members did not agree that their complete felling was needed.	

192. 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.

193. STREET NAMING & NUMBERING – 197 DWELLINGS, LAND OFF FERRY ROAD

Committee considered street naming for the above development and agreed that they could be linked to farms, given its proximity to existing and historic farmlands. The Planning Administration Officer confirmed that the Felixstowe Society had been consulted and whilst they had no specific views they were also supportive of this theme.

It was RESOLVED that the street names should be based on a theme linking with current and historic farms with further consideration to be given to specific names for the three blocks at the next meeting prior to submitting a recommendation to Suffolk Coastal District Council.

194. CONSULTATION: SCDC LOCAL PLAN REVIEW – ISSUES & OPTIONS

Members considered its approach to the SCDC Local Plan Review, Issues and Options Consultation, which runs to 30th October 2017.

It was RESOLVED to seek delegated authority from Council at the 13th September meeting to lead and respond on its behalf, reporting back to advise of the response at the 8th November 2017 meeting.

195. CORRESPONDENCE

Members were advised of the following correspondence:

a) Reinstatement of Highways, Hamilton Road

The Clerk confirmed that he had written to Suffolk County Council following the Planning & Environment Committee meeting held on 28th June 2017 to seek a response on the matter of poor quality re-instatement of paving slabs following highways works carried out in the Shared Space area. Members noted that no response had been received to date and this had therefore been chased up. The Clerk was asked to advise the member of the public who had brought this matter to Committee's attention that the Leader of Suffolk County Council would be attending a public event in Felixstowe on 7th September from 11am – 1pm. The Clerk advised that the matter would also be on the agenda of the 19th September Highways Advisory Committee meeting.

b) Litter Strategy for England

The Planning Administration Officer presented a paper produced by the Suffolk Association of Local Councils giving information on the Government's Litter Strategy published in April 2017. Members requested that the Clerk write to the Chairman of the LGA Environment, Economy, Housing and Transport Board to bring attention to the fact that there appeared to be little representation afforded to town and parish councils, given that these authorities would be on the frontline for litter complaints and enquiries.

c) Land at Candlet Road – DC/15/1128/OUT – Secretary of State for Communities & Local Government appeal decision letter

Members considered the appeal decision letter from the Secretary of State for the Department for Communities and Local Government. Members were dismayed by the result of the appeal and requested that the Clerk write to Suffolk Coastal District Council to ask how they propose to protect the district from further speculative developments and to recommend that they seek alternative legal advice as to whether a Judicial Review should be instigated in this case.

RESOLVED that the correspondence be noted.

196. CLOSURE

The meeting was closed at 11.29am. The date of the next meeting was noted as being Wednesday 20 September 2017, 9.15am at Felixstowe Town Hall.

AGENDA ITEM 9: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the following report from Cllr Doreen Savage, as representative to the Felixstowe and District Council for Sport and Recreation, following attendance at a previous meeting:

Outside body report on Felixstowe and District Council for sport and recreation

As one of the Town Council's representatives on the above group I am reporting on the latest meeting held on the 19th June 2017.

This meeting was held at the newly erected Football Club Clubhouse and before the meeting started we were given a tour of the new facility. Everyone agreed that it is a vast improvement on the old clubhouse and was appreciative of the fact that the meeting was being held there.

The purpose of the sports council is to act as an "umbrella" organisation to which all sporting clubs in the area can belong. There is a small annual fee payable by the clubs and part of the remit of the Sports Council is to assist any club that is struggling and applies to it for small funding grants can do so and these are repaid by the borrowing club over an agreed period. This way there is a continuing fund available to help sporting clubs. A grant of £50 was agreed for a new venture called Cycling Felixstowe.

Under discussion at the meeting was the condition of some of the play equipment on our various parks and recreation areas and I was able to report that the Town Council had received assurance that regular inspections were carried out by SC Norse to ensure safety for users.

A general discussion on the future funding/operation of the various sports hubs took place, and at one stage the discussion became quite heated as to speculations around future funding etc. I suggested it was neither the time nor the place for such discussions and that more detailed and precise information should be obtained. The meeting closed around 8.45 p.m. and the next is scheduled for the 18th September.

Councillor Jan Garfield is the other Town Council representative.

**Doreen Savage
19th July 2017**

Council is requested to receive the above report and any other update from Cllr Doreen Savage.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

Report of the Felixstowe Forward Change Director, Helen Greengrass:

Felixstowe Forward is presenting a paper (**Appendix A**) which requests consideration for a further investment by Felixstowe Town Council of £20,000 per annum in the Felixstowe Forward Initiative for an extended three year period to 2021. In addition the Town Council is asked to endorse the priorities and approach that Felixstowe Forward is proposing.

Please note: a similar version of this paper, to also be considered by the Felixstowe Forward Sponsor Group, is recommending the renewed investment by Suffolk Coastal District Council of £75,000 per annum. The final version of that paper will be presented to SCDC Cabinet in November for a decision.

Felixstowe Forward also presents its usual progress against the Town Improvement Plan (**Appendix B**). Members are asked to note ref. point 2.3 that a newsletter update is available on the Felixstowe Dementia Action Alliance which can be accessed by clicking <http://mailchi.mp/4377628864d0/felixstowe-dementia-action-alliance-keeping-you-informed>. If anyone would like to be added to receive future updates please let Helen Greengrass know. Members are also asked to note the success of the 2017 season, a combination of successful destination marketing, bringing things together and the efforts of so many in the town who have organised and managed events. Felixstowe is being re-discovered and fast developing a reputation as a place to live and visit.

Council is requested to note the report of the Felixstowe Forward Change Director; consider the proposals in Appendix A for the renewal of the initiative for a further three years to 2021 at a cost of £20,000 per annum; and, note the progress report at Appendix B.

AGENDA ITEM 11: ACCOUNTS AND AUDIT 2016/17

Notice has been given that the external audit of the accounts of Felixstowe Town Council for the Financial Year 2016/17 was completed on 26 August 2017. The Annual Return, including the Audit Certificate is presented at **Appendix C**.

The Council's external auditors, BDO LLP Southampton, have expressed the view that, on the basis of the annual return, in their opinion, the information is in accordance with proper practices and no matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met. In addition, there were no other matters affecting their opinion that required the issue of a report or the further attention of the Council

In accordance with Section 25 of the Local Audit and Accountability Act 2014, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 6 September (and will be displayed until 21 September 2017) to advise local electors that the accounts and requisite information as defined by Section 13(1) of the Accounts and Audit Regulations 2015 were available for inspection.

Additionally, the Annual Return and Report of the External Auditor for the Financial Year 2016/17 has also been made available online on the Council's website, alongside those documents for the previous year.

Council is requested to:

- i. Approve and Accept the Annual Return including Audit Certificate as presented; and,**
 - ii. Note that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 6 September and will be displayed until 21 September 2017.**
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AGENDA ITEM 12: CONSULTATION: SCDC LOCAL PLAN REVIEW – ISSUES & OPTIONS

Suffolk Coastal District Council is undertaking a Local Plan Review, beginning with the Issues and Options document which is published for public consultation from Friday 18th August until Monday 30th October 2017. The consultation document and other supporting information can be found through this link:

<http://www.eastsuffolk.gov.uk/planning/local-plans/suffolk-coastal-local-plan/local-plan-review/help-plan-the-future-of-the-district/>

The Issues and Options consultation document is presented in two parts. Part 1 has been prepared in conjunction with Ipswich Borough Council to identify the strategic cross boundary issues affecting the two local authorities. Part 2 focus on issues specific to Suffolk Coastal. SCDC are inviting comments from the Town Council on the questions and issues relevant to Felixstowe.

The Issues and Options represent the first stage of Local Plan consultation and is the first opportunity to let the SCDC know the Town Council's thoughts and ideas as to how the district is to be developed up to 2036. Alongside the consultation document, SCDC is also publishing:

- Sustainability Appraisal Scoping Report,
- Sustainability Appraisal Site Assessments,
- Supporting evidence base documents in relation to housing and employment needs.

Copies of the consultation document, Sustainability Appraisal documents and evidence base documents are available on the Council's website at

<http://www.eastsuffolk.gov.uk/planning/local-plans/suffolk-coastal-local-plan/local-plan-review/>

The District Council is holding a series of drop-in sessions for members of the public to find out more about the consultation as follows:

Venue	Date and Time
Yoxford Village Hall (Main Hall) Old High Road, Yoxford, IP17 3HN	Monday 11 th September 16.00-19.30
Tower Hall 5 Broadlands Way, Rushmere St Andrew, Ipswich IP4 5SU	Thursday 14 th September 16.00-19.30
Felixstowe Town Hall (Council Chamber) Undercliff Rd W, Felixstowe IP11 2AG	Monday 18 th September 16.00-19.30
Suffolk Coastal District Council (Deben Room) East Suffolk House, Station Road, Melton, IP12 1RT	Tuesday 26 th September 16.00-19.30
Wenhaston Village Hall Narrow Way, Wenhaston, Halesworth IP19 9DP	Wednesday 27 th September 16.00-19.30
Kirton Recreation Ground (The Pavilion) 12 Alley Rd, Kirton, Ipswich IP10 0NN	Monday 2 nd October 16.00-19.30
Riverside Centre 6 Great Glemham Rd, Stratford St Andrew, IP17 1LL	Wednesday 11 th October 16.00-19.30

Members will note that the Town Hall is hosting the 18th September session.

Council's Planning & Environment Committee considered this matter at its meeting of 6 September. Given the 30th October consultation deadline, Committee is seeking delegated authority from Council meeting to lead and respond on its behalf, reporting back to advise of the response at the 8th November 2017 meeting (*Minute #194 of 2017/18 refers*).

Planning & Environment Committee meetings are scheduled to take place on 20th September, 4th and 8th October during the consultation period and it is proposed that this consultation be a standing agenda item at each of those meetings in order to progress the Council's submission.

The Committee would also like to hold a Members-workshop at some point during the consultation period to enable all Town Council Members to contribute their feedback in order help Committee Members shape the Council's formal response to Suffolk Coastal District Council.

Similarly, opportunities for members of the public to provide feedback on the plans both directly to the District Council and via to the Town Council's Committee will be promoted.

Council is requested consider the recommendations of the Planning & Environment Committee with regards the SCDC Local Plan Review Issues and Options Consultation which runs to 30th October 2017.

AGENDA ITEM 13: LAND AT CANDLET ROAD REF. DC/15/1128/OUT

On 31st August 2017, Councillors received correspondence from the Secretary of State for Communities and Local Government, advising that the Appeal made by Christchurch Land & Estates (Felixstowe) Ltd for Application Ref: DC/15/1128/OUT (Application for Outline Planning Permission for up to 560 dwellings, including a Local Community Centre, a 60 Bedroom extra Care Home and 50 assisted Assisted Living Units, 2 small Business Units and open space provision with associated Infrastructure, Land At Candlet Road) had been allowed and outline permission was granted.

This was reported to the Council's Planning & Environment Committee which instructed that a letter be drafted and sent to SCDC on behalf of the Town Council (*Minute #195c of 2017/18 refers*). Accordingly, on 8 September the Town Clerk sent the following letter to SCDC's Planning Development Manager and the Head of Planning and Coastal Management:

Felixstowe Town Council was deeply disappointed by the recent decision of the Secretary of State for the Department of Communities and Local Government to allow the above appeal.

Many local stakeholders hold the view shared by the Town Council and your own authority: that this proposed development, on land which was not allocated for housing in the Felixstowe Peninsula Area Action Plan and which is sited outside of the physical limits boundary, should not go ahead. As such, we supported Suffolk Coastal District Council's case throughout the appeal process, making several representations to both the Planning Inspector and Secretary of State. My Members are now understandably disturbed about what implications the ruling may have for this site as well as housing applications across rest of the district.

Members are most concerned that, in losing this case, SCDC is now left open to many more speculative applications for large scale developments on other areas of land in the district.

The Town Council understands that for this case, under section 288 of the Town and Country Planning Act 1990, the deadline for an application for a Judicial Review to be submitted is Friday 13th October 2017. We therefore ask SCDC to consider the following and advise as a matter of urgency as to how it intends to proceed:

- 1. Suffolk Coastal District Council Officers, emboldened by legal advice they had received, were confident of a ruling in their favour. However the decision letter confirms that the case was essentially lost twice – as both the Planning Inspector in his original findings and the Secretary of State ruled in favour of the appellant. With this in mind, will the District Council now seek legal advice from an alternative QC as to the prospects of a successful outcome via a Judicial Review?*
- 2. The Secretary of State, in concluding that the District Council does not have a 5-year land supply, gave limited weight to the key local planning policies. What immediate measures does the District Council intend to take to protect itself against further speculative developments across the district?*

3. *A review of the Local Plan is already underway; what affect will this ruling have on the district council's strategic development plans and its ability to authoritatively govern local development in a planned and purposeful way in the future?*
4. *The SoS has supported the Inspector's opinion that minimal weight can be given to the OAHN document until it has been subject to consultation, implied to be as part of the new Local Plan process, so not until 2019 at the earliest. Is there not a mechanism by which the OAHN can be subject to its own, immediate, consultation process, and thereby be ratified possibly in 6 months' time? Would that not undermine the statements about 600+ rather than 400+ being the measure of Land Supply? The Town Council would ask you to urgently consider this option, if need be in consultation with a new QC as mentioned in (1) above.*

The Town Council is committed to continuing to provide assiduous support to Suffolk Coastal District Council in this case and also with the development of robust local planning policies. Your urgent response in this matter is therefore appreciated.

Council is requested to note the letter and give its consideration to this matter in conjunction with any further information which may be available by the time of the meeting.

AGENDA ITEM 14: FELIXSTOWE TOWN COUNCIL CONSTITUTION

Local councils, unlike principal authorities are not required by law to adopt a constitution, however, they are obliged to draw up and adopt a significant number of key policies such as Standing Orders, Financial Regulations and other governing documents such a Code of Conduct and Publication Scheme.

Collating the Council's statutory governance documents, policies and other information in to a single-source constitution may provide a better overview for Members and residents and an opportunity for Council to review policies on a more structured basis.

The Finance & General Purposes Committee has recommended that Council endorse the creation of a Constitution on the basis above (*Minute #165 of 2017/18 refers*).

If the principle is endorsed it is proposed that a Constitution will be drafted and reviewed by the Finance & General Purposes Committee before being presented to Council for formal adoption.

Council is requested to consider the principle of and arrangements for the creation of a Felixstowe Town Council Constitution.

AGENDA ITEM 15: CONSULTATION: PSPOs – DOG CONTROLS IN THE SUFFOLK COASTAL DISTRICT

At its meeting of 8th March 2017, Council considered draft Public Space Protection Orders which had been drawn up by SCDC to mirror existing controls on dogs established under byelaws and other orders which were due to be repealed in October 2017.

Council understood that some further controls for dogs in certain areas of Landguard Nature Reserve were being drafted, though these were not available for review at the time of the March meeting.

At that time, Council recommended to SCDC that the Order relating to the stretch of the beach that is out of bounds to dogs during the summer months should correlate to actual markers on the ground, such as two particular groynes, rather than imaginary boundaries and that the Civic & Community Committee be tasked with considering the wider application of PSPOs (*Minute #502 of 2016/17 refers*).

The Civic & Community Committee set up a small Working Group, comprising Cllrs P Coleman, S Gallant, T Green and D Savage, to consider the various opportunities and potential issues around PSPOs (*Minute #577 of 2016/17 refers*).

Suffolk Coastal District Council is now consulting on its proposed Public Space Protection Orders which will impose requirements on dog owners including prohibiting dogs from certain areas, requiring owners to clean up after their dogs on most open land, and also requiring dogs to be kept on a lead in certain defined areas. The Orders are set out in the consultation documents available for download on SCDC's website at:

<http://www.eastsuffolk.gov.uk/environment/environmental-protection/animals/dog-control/public-space-protection-orders/>

The Orders most relevant to Felixstowe are as follows (links to documents):

- [Dogs in Children's Play Areas](#)
- [Dog Fouling](#)
- [Exclusion of Dogs from Felixstowe Beach](#)
- [Dogs on Leads \(General\)](#)
- [Landguard Point Nature Reserve](#)

The Town Council, as well as members of the public and other local stakeholders, is invited to respond to the consultation by midnight on Friday 22nd September 2017. The final decision on the implementation of PSPOs will rest with Suffolk Coastal District Council and will be scheduled for consideration by Cabinet at a meeting after the consultation has closed.

The PSPO Working Group met on Thursday 7th September to consider the Orders.

The Group fully endorsed the Orders relating to gated Children's Play Areas, Dog Fouling and Landguard Point Nature Reserve.

With regards to the Exclusion of Dogs from Felixstowe Beach, the Working Group was pleased to note that Council's recommendation (to describe an area of the beach that was linked to physical markers rather than imaginary lines) was included. In discussing the purpose of this Order, the Working Group considered how best to balance the needs of dog-owners and other beach users. It was felt that the increasing popularity of the resort, especially with regards the stretch of coast from Cobbold's Point to Manor End, may warrant further consideration by Council as to whether the area of beach excluding dogs between 1 May – 30 September each year should be extended.

However, the Working Group understands that a PSPO can also specify different times of the day at which it is active. With this in mind, the Group felt that Council may wish to consider recommending that the PSPO allow dogs on any part of the beach before 10am and after 6pm, regardless of the time of year. This would enable dog-owners to take their dogs for walks in the mornings and evenings on beaches that were previously out of bounds between 1 May and 30 September and any part of the beach at any time of day between 1 October and 30 April.

In respect of the Dogs on Leads (General) PSPO, the Working Group felt that this was too general and had concerns as to the implications this would have on dog-walkers at locations such as Eastward Ho, Brackenbury Cliffs and the allotments. The Working Group therefore asks Council to consider recommending to SCDC that this Order be held back for further consideration with a view to a more localised Order appropriate to Felixstowe.

The Working Group also expressed concerns around public information, signage and enforcement. Council is requested to seek assurances from SCDC that: all signage will be refreshed with appropriate and attractive signs installed providing the public with relevant information; outdated signs will be removed; customer-facing staff are provided adequate training on PSPOs; and, a list of agents authorised to issue notices/fines be maintained and available online.

Further to the consultation elements, the Working Group noted that SCDC was preparing to transfer any existing controls relating to the consumption of alcohol under Designated Public Place Orders (DPPOs) in to PSPOs on 20th October 2017. The Group intends to review these Orders in due course as it progresses with its longer-term project to consider any potential new PSPOs for Felixstowe.

Council is requested to consider the Suffolk Coastal District Council's consultation on proposed PSPOs; the recommendations and comments of the PSPO Working Group; and decide on any response it wishes to submit by 22nd September 2017.

AGENDA ITEM 16: FINANCIAL FORECAST TO 2020

Council's Finance & General Purposes Committee consider a financial forecast linked to revenue and capital plans for the Council.

A financial forecast for Felixstowe Town Council was prepared, covering the Business Plan period of 2016-2020, linked to the Plan and, wherever possible, to a corresponding Action Plan reference. This is presented as recommended by the Finance & General Purposes Committee (*Minute #161 of 2017/18 refers*) at **Appendix E**.

Council is requested to consider and approve its Financial Forecast 2020.

AGENDA ITEM 17: BUSINESS PLAN 2016-2020 ANNUAL REVIEW

Council adopted the Business Plan at its meeting of 14 September 2016, (*Minute #204 of 2016/17 refers*) after a period of 6 weeks public consultation.

The Business Plan is published on the Town Council website and available at several locations around town, such as the Library.

One year on, Council is requested to consider and adopt the updated Business Plan as recommended by the F&GP Committee on 26 July 2017 (*Minute #162 of 2017/18 refers*) and shown at **Appendix F**.

Council is requested to approve the updated Business Plan as recommended by the Finance & General Purposes Committee.

AGENDA ITEM 18: DATA RETENTION POLICY

Council's Data Retention Policy outlines the length of time and basis for the retention of specific documents and information before their disposal.

The Data Retention Policy, made in accordance with NALC guidelines, was reviewed for the period 2017-2020 by the Finance & General Purposes Committee (*Minute #160 of 2017/18 refers*) and is presented for approval at **Appendix I**.

Council is also requested to note that on 10th October the Town Clerk and Deputy Town Clerk will be attending a SALC briefing on the requirements of the forthcoming General Data Protection Regulation (GDPR) which will apply in the UK from 25th May 2018.

Council is requested adopt the Data Retention Policy for the period 2017-2020.
