

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 8 November 2017 at 7.30pm

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs L Monsen (Mayor's Secretary)
Mrs D Frost (Deputy Town Clerk)
Mrs S Morrison (Administrative Assistant)
Mr R Newson (Cemetery Grounds Maintenance)
Mrs C Page (Planning Administration Officer)
Mrs E Wiggins (Cemetery Supervisor)

IN ATTENDANCE: 6 Members of the public
1 Member of the Press
Ms Shona Bendix, CEO Suffolk Association of Local Councils
Mr Steve Green, Operational Manager, SC Norse
Ms Helen Greengrass, Felixstowe Forward Change Director

MOMENT OF REFLECTION

The meeting was preceded with a moment of reflection from Rev Diane Smith, Trinity Methodist Church, Felixstowe.

332. PUBLIC QUESTION TIME

A member of the public asked whether it would be possible to install permanent signage on the promenade, accessible for all, now that the cycling trial had concluded, advising about the shared-space nature of the prom. Members agreed that this should be considered by SCDC as part of any wider refreshment of signage.

A member of the public commented on the new pier head building and put forward some fundraising ideas to assist with the cost of refurbishing the pier itself. Cllr A Smith advised that the pier was in private ownership and not owned by the Town Council. The member of the public was encouraged to contact the pier owner with her ideas as the reopening of the pier was a long-term aspiration for the town and funding opportunities should be explored wherever possible.

333. APOLOGIES

Apologies for absence were received from **Cllr S Gallant, Cllr S Bloomfield** and **Cllr M Jepson**.

334. DECLARATIONS OF INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr M Deacon 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)

335. REQUESTS FOR DISPENSATION

There were none.

336. QUESTIONS TO THE MAYOR

There were none.

337. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 13 September 2017 be signed by the Mayor as a true record and adopted by the Council.

338. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

Rotary Landguard Charter Night Dinner	14 September 2017
Felixstowe in Flower Awards Ceremony	15 September 2017
<i>Deputy Mayor – Felixstowe Town Pastors</i>	17 September 2017
<i>Deputy Mayor – 5 Year Celebration of Fresh Start – New Beginnings</i>	21 September 2017
English Women's County Golf Finals Reception	21 September 2017
Opening of the RNLi Fundraising Weekend	22 September 2017
Hadleigh Civic Service	24 September 2017
<i>Deputy Mayor – Babergh & Mid Suffolk Civic Service</i>	24 September 2017
Launch of the St Elizabeth Hospice Christmas Day Dip	26 September 2017
Inner Wheel District Rally	26 September 2017

Philip Thicknesse, Governor of Landguard Fort Play	28 September 2017
113 year old Birthday Celebrations of Olive Boar	29 September 2017
Macmillian Coffee Morning at Genesis Supported Housing Scheme	29 September 2017
<i>Deputy Mayor - Felixstowe Listening Service Thanksgiving</i>	1 October 2017
Talk to Top Time	3 October 2017
20th Anniversary of Felixstowe Flyers	4 October 2017
Greeting Wesel Visitors to Felixstowe	4 October 2017
Reception to Re-open the Felixstowe Pier	5 October 2017
Mayor's Charity Pig Race	6 October 2017
Felixstowe Sewing School Festival of Fabric	7 October 2017
<i>Deputy Mayor – 60th Anniversary of the Suffolk Records Society</i>	7 October 2017
Opening of new play equipment at Langer School	9 October 2017
Felixstowe Carnival AGM Association	9 October 2017
Coastwatch Charity Evening	9 October 2017
Suffolk & Essex Twinning Congress	14 October 2017
Walton Parish Nursing Celebration Service	15 October 2017
Ipswich Mayor's Sunday Service	15 October 2017
<i>Deputy Mayor – Needham Market Civic Service</i>	15 October 2017
<i>Deputy Mayor – Woodbridge Civic Service</i>	15 October 2017
Felixstowe Travel Watch Autumn Meeting	17 October 2017
St John Ambulance Service of Celebration & Annual Awards Ceremony	22 October 2017
Bangladeshi Support Centre Ethnic Business Awards	25 October 2017
Mayor's Charity Bombay Bash	26 October 2017
Suffolk & Felixstowe Poppy Launch	28 October 2017
Orwell District Scouts Fireworks Night	28 October 2017
Presentation of Coastwatch FTC Grant Cheque	30 October 2017
Presentation of the Landguard Photography Competition	2 November 2017
Mayor's Charity Soul Night	4 November 2017
Felixstowe & Walton Football Club Firework Display	5 November 2017
Felixstowe EACH 5th Birthday	7 November 2017

The Mayor thanked the Deputy Mayor for his support with attendance at a number of engagements on his behalf.

The Mayor commented on the Felixstowe in Flower Awards which had been an excellent and very well organised event at Felixstowe Academy. The English Women's County Golf Finals was a great event for the town and the Mayor hoped that it would be held again at Felixstowe Golf Club.

The play about Philip Thicknesse, the Governor of Landguard Fort was very interesting and holding it at the Fort itself was lovely idea. The Mayor also mentioned Mrs Olive Boar, the second oldest person in the UK, who he visited on the occasion of her 113th birthday in the company of her two sons, aged 82 and 72.

The reopening of the new pier head building was a wonderful event for all of Felixstowe and a big attraction to the town.

There had been three Mayor's Charity Events which had resulted in over 600 different people attending these events. Having had attended the Suffolk & Essex Twinning Congress, the Mayor commented on the strength of the twinning arrangements in Felixstowe compared to many other towns.

The Mayor advised that Level Two Youth Project were holding an Open Day on Saturday 11 November between 2-4pm and everyone was invited to attend.

The Mayor also invited everyone to join him on the St Elizabeth Hospice Christmas Day Dip.

It was RESOLVED that the Mayor's engagements since 14 September 2017, and the above communications, be noted.

339. 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) Assets & Services Committee 6 September 2017**
- b) Highways Advisory Committee 19 September 2017**
- c) Planning & Environment Committee 20 September 2017**
- d) Civic & Community Committee 20 September 2017**
- e) Finance & General Purposes Committee 27 September 2017**
- f) Planning & Environment Committee 4 October 2017**
- g) Planning & Environment Committee 18 October 2017**
- h) Civic & Community Committee 18 October 2017**
- i) Planning & Environment Committee 1 November 2017**
- j) Assets & Services Committee 1 November 2017**

Members asked if the Town Clerk could write to SCDC again asking for a formal response to the Town Councils letter concerning the planning application for land at Candlet Road.

340. LOCAL COUNCILS AWARD SCHEME – QUALITY GOLD AWARD PRESENTATION

The Mayor announced that Felixstowe Town Council had become the first of 424 parish/town councils in Suffolk to be rated 'Quality Gold'; the highest award level in the Local Councils Award Scheme. The Town Council had received the prestigious award for demonstrating best practice in governance, community engagement and business planning. Notably, the Council was being recognised for going beyond its legal obligations and continuously seeking opportunities to improve and develop further.

It was noted that, in achieving the Gold award, Felixstowe Town Council would join a select club of fewer than 40 other town and parish councils in England, from a total of 9,000.

The Mayor read out from the Lord Lieutenant of Suffolk, Countess of Euston and Dr Therese Coffey MP, Member of Parliament for Suffolk Coastal, congratulating the Town Council on its achievement.

RESOLVED that the Town Council's achievement in attaining the Quality Gold Award be noted.

At this point in the proceedings the Mayor suspended Standing Orders and invited Cllrs and Town Council employees to participate in a photograph with the CEO of SALC, Shona Bendix. Council was therefore suspended at 8.10pm and reconvened at 8.22pm.

341. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council received the report of Cllr Graham Newman, Town Council representative to the Felixstowe Fairtrade Forum.

Members thanked Cllr Newman for his report and noted that the date of the Forum's AGM was Friday 10th November.

RESOLVED that the outside body report from Cllr Graham Newman and the date of the Felixstowe Fairtrade Forum AGM be noted.

342. SUFFOLK COASTAL NORSE UPDATE

The Mayor welcomed SC Norse Operations Manager, Mr Steve Green and invited him to address the Council. Mr Green reported on recent changes to the management structure at SC Norse. Council noted that, as the Operations Manager, Mr Green's role was based in Felixstowe and involved overseeing service delivery and resolving any local issues.

In response to a question from Members on logging problems and enquiries, Mr Green confirmed that the Customer Services desk should still be used as the first contact point to report any problems or issues as their system automatically

logs all calls. Mr Green asked Members to contact him directly should any reported issues requiring action remain unresolved.

Members thanked Mr Green for attending the meeting and commented on the generally good responsiveness of SC Norse operatives when contacted.

It was RESOLVED that the update from Suffolk Coastal Norse be noted.

343. FELIXSTOWE FORWARD REPORT

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

It was noted that SCDC Cabinet had agreed a new 3 year term for Felixstowe Forward. The priorities for the term would be centred on the potential development of a BID for Felixstowe, the Visit Felixstowe CIC, Timebanking, an online local community hub and establishing Felixstowe as a Dementia Friendly town. Ms Greengrass thanked the Town Council for its support in achieving the ongoing funding from SCDC.

Ms Greengrass reported that a local business roadshow has been attended by 12-15 businesses and Felixstowe Forward would support the group if they wanted to expand. Leaflets were soon to be produced for the local drop in Dementia Support Group which has been transferred to St Johns Church. The official opening of the 'Memory Lane' Group is on 19 January 2018 and invitations would be coming out shortly. There had been an increase in new shops opening in the town and vacancies were now at the lowest rate for 7 years.

There were several events already booked for 2018 including a Victorian Steampunk Festival at Landguard for Halloween.

In response to a Member's question about website optimisation, Ms Greengrass advised that the Visit Felixstowe website refresh was underway and would be optimised for mobile and table use.

Ms Greengrass reported that with the potential redevelopment of the Cavendish /Sunday market site the Lions Club were seeking a new location for their car boot sales. Members were requested to let Ms Greengrass know of any ideas where this could be located.

Council noted that Felixstowe Academy was investigating the possibility of becoming a University Technical College and Ms Greengrass had agreed to support the school with this aspiration. In response to Members questions it was suggested that Mr Darryl James, Assistant Vice-Principal, be invited to attend a future Council meeting to talk about the project.

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

344. SUFFOLK ARMED FORCES WEEKEND LEGACY GRANT

Council noted that, as a result of money raised for the 2017 Suffolk Armed Forces Weekend Event, there was £10,796 remaining which was currently being held by SCDC. The Council's Finance & General Purposes Committee had referred this matter to the Civic & Community Committee to consider the potential for the Town Council to take the lead in administering the fund, through its grants programme.

Council considered the recommendations of the Civic & Community Committee (*Minute #306 of 2017/18*) and RESOLVED that:

- i. the receipt of funds leftover from the 2017 Suffolk Armed Forces Weekend event totalling £10,796 from the Suffolk Coastal District Council for the purposes of setting up a Suffolk Armed Forces Weekend Legacy Fund on the following basis be approved;**
- ii. given the short-term nature of the fund and the timing, coinciding with the centenary year of the end of the First World War, a responsive application process be introduced to attract a wide number of applicants throughout the year;**
- iii. a 'Suffolk Armed Forces Weekend Legacy Fund Sub-Committee' comprising Cllrs D Savage, P Coleman, S Gallant and K Williams be formed the authority to review applications as they are received and make grant awards;**
- iv. an indicative limit of £500 be suggested to applicants on the understanding larger amounts would be welcomed by the Sub-Committee based on the nature of the project;**
- v. the Civic & Community Committee would receive regular updates on projects for which applications had been received and any grants awarded; and,**
- vi. grant applications to be made using a modified version of the Town Council's existing Occasional Grant application form which would also reflect the nature of the funding available and recognise the contribution made by Suffolk Coastal District Council and others who supported the 2017 Suffolk Armed Forces Weekend event.**

345. SCDC LOCAL PLAN REVIEW – ISSUES AND OPTIONS

The Chairman of the Planning & Environment Committee presented the Town Council's response to the SCDC Local Plan Review Issues & Options Consultation which, in accordance with delegated authority, had been submitted by the Committee following a number of workshops and meetings.

Members of the public were advised to participate in this, and future consultation stages, by writing directly to Suffolk Coastal District Council.

Council gave a vote of thanks to the Planning Administration Officer and Town Clerk for work in assisting with the response.

RESOLVED that the Council's response to the SCDC Local Plan Review Issues & Options Consultation, as submitted by the Planning & Environment Committee in accordance with its delegated authority, be noted.

346. SCDC/FTC WORKING GROUP

The notes of the first meeting of the SCDC/FTC Working Group were received. The Mayor reflected on the positive discussions the Group had on the opportunity to work towards a shared vision for the town. It was noted that the next meeting was scheduled to be held on 4 December 2017 and the notes from this meeting would be shared as soon as available.

RESOLVED that the notes from the first meeting of the SCDC/FTC Working Group be noted as received.

347. CYCLING ON THE PROM : END OF TRIAL

Members noted the update from Suffolk Coastal District Council following conclusion of the 12 month cycling on the prom trial. Members were pleased to note the success of the trial and the Town Council supported the removal of 'cycle prohibited' signs and permeant shared space signs erected, thus allowing cycling on the Prom to take place legally.

RESOLVED to that the briefing update from Suffolk Coastal District Council following the end of the Cycling on the Prom trial be noted.

348. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
13/09/2017	236 - 256	31,368.47
29/09/2017	257 - 280	52,387.26
13/10/2017	281 - 301	9,172.30
31/10/2017	302 - 316	34,702.64
	TOTAL	£127,630.67

349. CLOSURE

The meeting was closed at 8.49pm. It was noted that the next Ordinary Meeting was scheduled for 10 January 2018 at 7.30pm.

Date: _____

Town Mayor: _____