



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 14 November 2018** at **7.30pm** for the transaction of the following business preceded by:

Moment of Reflection: Sgt Kim Balshaw, Flight Lieutenant RAFAC, Officer Commanding 356 (Felixstowe) Squadron.

A G E N D A

1. **Public Question Time**

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

2. **Apologies**

To receive apologies for absence.

3. **Declarations of Interest**

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

4. **Requests for Dispensation**

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

5. **Questions to the Mayor**

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

6. **Confirmation of Council Minutes**

To confirm the minutes of the Ordinary Council Meeting held on Wednesday 12 September 2018 as a true record. **(Pages 4-12)**

7. **Mayor's Announcements**

To receive such communications as the Mayor may wish to lay before Council. **(Page 13-14)**

8. Minutes of Committee Meetings

To receive and adopt the minutes of the following meetings:

- | | |
|---|----------------------|
| a) Highways Advisory 18 September 2018 | (Pages 15-19) |
| b) Civic & Community 19 September 2018 | (Pages 20-23) |
| c) Planning & Environment Committee 26 September 2018 | (Pages 24-26) |
| d) Finance & General Purposes 26 September 2018 | (Pages 27-28) |
| e) Planning & Environment Committee 10 October 2018 | (Pages 29-30) |
| f) Civic & Community Committee 17 October 2018 | (Pages 31-34) |
| g) Planning & Environment Committee 24 October 2018 | (Pages 35-37) |
| h) Personnel Committee 24 October 2018 | (Pages 38-39) |
| i) Planning & Environment Committee 7 November 2018 | (Pages 40-43) |
| j) Assets & Services Committee 7 November 2018 | (Pages 44-48) |

9. Reports from Members appointed to Outside Bodies

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

10. Felixstowe Forward Report

To consider the report of the Felixstowe Forward Change Director.

(Page 49 & Appendix A)

11. Locally Funded PCSO Scheme

To consider the funding an additional local PCSO post for Felixstowe.

(Pages 49-50 & Appendix B)

12. East Suffolk Council Ward Boundary Review

To note the outcome of the LGBCE review of East Suffolk electoral arrangements, the consequential impact on Felixstowe and consider any response to proposed polling arrangements.

(Pages 51-54)

13. Mayoral Invitation to China

To consider an invitation to the Mayor to attend the Golden Key International Alliance 23rd Winter Annual General Meeting, in Kunshan Jiangsu, China, as Keynote Speaker.

(Page 55)

14. Suffolk Archives - Hold Project

To consider endorsing the Suffolk Archives Hold Project.

(Page 56)

15. Assets & Services Committee Recommendations

To consider recommendations from the Assets & Services Committee to purchase new furniture for the Town Hall reception area, an Automatic Electronic Defibrillator (AED) and a secure store at the Cemetery.

(Page 57)

16. England Coast Path Update

To note the update on the England Coast Path from Natural England.

(Page 58)

17. SCDC/FTC Working Group

To receive the notes of the SCDC/FTC Joint Working Group meeting held on 19 October 2018. **(Appendix C)**

18. Town Hall Christmas to New Year Closure Hours

To note that the Town Hall will be closed to the public from Monday 24th December 2018 and will reopen on Wednesday 2nd January 2019.

19. Accounts for Payment

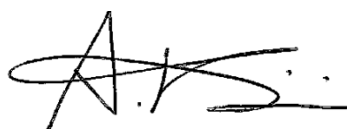
To confirm and approve the payments of accounts since the previous meeting as follows:

(Schedules attached at Appendix D)

Date	Voucher Nos.	Total Payment
19/09/2018	217 – 241	£11,767.80
28/09/2018	242 – 258	£57,109.63
17/10/2018	259 – 282	£35,090.62
31/10/2018	283 – 298	£40,175.57
	TOTAL	£144,143.62

20. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 9 January 2019.



Ash Tadjrishi
Town Clerk
9 November 2018

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 September 2018 at 7.30pm

PRESENT: Cllr G Newman (Mayor) Cllr Jon Garfield
Cllr T Green (Deputy Mayor) Cllr Jan Garfield
Cllr N Barber Cllr M Jepson
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 S Gallant

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

IN ATTENDANCE: Ms Helen Greengrass, Felixstowe Forward Change Director
1 member of the Press
23 members of the public.

MOMENT OF REFLECTION

The meeting was preceded a moment of reflection from Ms Wendy Smith, representative of The Laydens Community Café Felixstowe.

207. PUBLIC QUESTION TIME

A member of the public asked whether the Town Council used Equality Impact Assessments. The Town Clerk advised that the Council acted in accordance with its Equal Opportunities policy and he would be pleased to discuss this further with the Suffolk Coastal Disability Forum subsequent to the meeting if desired.

A member of the public raised several concerns regarding the District Council's Local Plan First Draft consultation; referring to town growth, housing growth, external factors for employment, an affordability crisis with so few houses available locally under £250k and a risk that the town becomes stretched with insufficient infrastructure. A Member reiterated the importance of responding to the District Council via the consultation and advised that the Town Council, as a consultee itself, and individual Councillors had considered the draft Local Plan through a long series of meetings with many emails and the views from members of the public being taken on board. Members were pleased to note that the provision of affordable home was one of the main drivers to the local plan. In response to public concern about the sustainability of employment at the Port of Felixstowe, it was noted that computerisation would lead to a change in the nature of some jobs but haulage was likely to continue to grow and the Port should be supported in retaining its market leading share. In relation to comments about affordable housing, a Member advised that the government were looking at ways to help young people afford to buy a house. In an ideal world people would live near their place of work, but there are a

large number of people who live in the town but work elsewhere – no one has the right to dictate where people should live. The plan is about providing that capacity in the future, if it is required.

A member of the public raised concerns regarding the capability and size of the academy if the town does expand to the Garden development and asked for Member's views on the Garden development and how many Councillors supported this development. A Member responded that the pupil cap was set by the Academy but that there was capacity to increase. Members said they believed that the Grove woodland would be protected as part of any plans for the North Felixstowe Garden Neighbourhood concept.

A member of the public suggested that a cycle/footbridge across Candlet Road would be crucial for linking to the new leisure centre if that went ahead. There could be a good opportunity for an international competition to design an exciting and vibrant entrance to the town.

In accordance with standing order 3(f), the Mayor agreed to extend the period of time designated for public participation.

A member of the public spoke about the meeting in Trimley and Kirton this evening, and how being on the same night has affected attendance of this meeting. The Mayor confirmed that Innocence Farm is not in the Parish of Felixstowe. The Clerk confirmed that comments by the Town Council in relation to Innocence Farm in the Local Plan consultation were predominately linked to the traffic impact on the A14 and sustainability of the Port of Felixstowe.

A member of the public felt that the leisure centre should not be relocated from the beach and expressed concern on the number of recently empty shops on Hamilton Road, attributing this to the high cost of business rates. Members explained that an extensive consultation has been carried out on the leisure centre and that the public had clearly favoured a 'destination' facility which was easily accessible by car with free parking. Members advised that the District Council's plans appeared to be for a location that will tempt more visitors to Felixstowe. Regarding retail in the town centre, Members advised that the Town Council does not set or receive money from business rate. Members had heard about plans to reopen some shops and a plan had been received to turn one into a new restaurant. The Felixstowe BID (Business Improvement District) initiative was ongoing and would empower shop owners and businesses to lead on the delivery of priorities designed to improve footfall.

A discussion took place regarding the link with business rates as part of council's response to the Local Plan and also education. A member confirmed that he has been reassured by Suffolk County Council of their input regarding education into the local plan.

A member of the public urged that brownfield sites should be used first before sites such as Gulpher Road. A Member confirmed that it was national policy to use available brownfield sites first. There were very few in Felixstowe but

anyone with a brownfield site they would wish to put forward would be very welcome.

208. APOLOGIES

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

209. 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)

210. REQUESTS FOR DISPENSATION

There were none.

211. QUESTIONS TO THE MAYOR

There were none.

212. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Council Meeting held on 25 July 2018 be signed by the Mayor as a true record and adopted by the Council.

213. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

<i>Deputy Mayor – Music in Felixstowe – Felix the Cat</i>	10 July 2018
<i>Deputy Mayor – Mill Lane Garden Fete</i>	14 July 2018
Memory Lane Dementia Support Group	19 July 2018
Orwell Scouts AGM	19 July 2018
Opening of the River of Life Community Cafe	21 July 2018
Foxgrove & Maynell House Care Home Summer Fete	21 July 2018
Felixstowe & District Horticultural Show 2018	21 July 2018

Felixstowe Academy Summer Concert	23 July 2018
Breakfast with Wesel Fire Cadets	25 July 2018
Men's Sheds BBQ	26 July 2018
BBQ with Wesel Fire Cadets	26 July 2018
Felixstowe Carnival	27 & 28 July 2018
Wesel Civic Visit – <i>both Mayor & Deputy Mayor</i>	2-6 August 2018
Proms on the Prom	11 August 2018
Cambridge Mayor's Day Out in Felixstowe	14 August 2018
St Edmundsbury Mayors Charity Dinner	14 August 2018
Opening of the Felixstowe Photographic Society Exhibition	15 August 2018
Salzwedel Tea Party	18 August 2018
Felixstowe Ferry, Past, Present and Future Book Launch	19 August 2018
Felixstowe Ferry Fest Launch	24 August 2018
Art on the Prom	2 September 2018
1 Big Multicultural Event	2 September 2018

The Mayor thanked the Deputy Mayor, Cllr Tracey Green for her support in attending two engagements on his behalf.

The Mayor commented that after one of the warmest summers it was wonderful to see the resort was still so busy. Highlights of the summer were the Wesel Fire cadets week-long stay at Peewitt caravan park, during their trip they visited London and put on a BBQ; the Civic visit to Wesel for the PPP festival; Felixstowe Carnival which sadly saw a break in the weather and the Proms on the Prom which was well attended by 3-400 people and was very enjoyable. A new event for this year was the Felixstowe Ferry Fest.

The Mayor successfully completed his 60 mile cycle ride on the prom for his charities on 1 September where over £1,000 in sponsorship has been raised.

The first Sunday in September saw another packed Art on the Prom showcasing local artists and the following weekend another successful Heritage Open Day weekend which received a lot of visitors from the town, across Suffolk and beyond.

The Mayor highlighted the Town Council's involvement in forthcoming events for the Centenary of Remembrance. In addition to traditional remembrance services, a significant event called 'Felixstowe Remembers, the Battles Over,

Beacon Lighting' was planned for which 163 volunteers were being sought to represent the 163 lost lives from Felixstowe.

It was RESOLVED that the Mayor's engagements since the previous meeting, and the above communications, be noted.

214. 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 18 July 2018**
- b) Finance & General Purposes Committee 25 July 2018**
- c) Planning & Environment Committee 1 August 2018**
- d) Planning & Environment Committee 15 August 2018**
- e) Planning & Environment Committee 29 August 2018**
- f) Assets & Services Committee 5 September 2018**

215. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

None received.

216. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass gave background information on BIDs (Business Improvement Districts). BID relies on good quality stakeholder engagement and would be progressing soon, once the survey has been agreed. There were over 300 shops and businesses in the town centre area. Following a feasibility study, if it is decided to progress the next step will be to create a business plan. The BID area could raise around £100,000 per annum. Currently in its very early stages but updates will be brought to Council in due course. Further information is available online at <http://www.eastsuffolk.gov.uk/business/regeneration-projects/felixstowe-forward/felixstowe-horizons/business-improvement-district/>

Ms Greengrass drew attention to the forthcoming Business-to-Business Exhibition on 3 October at the Orwell Hotel where there would be an opportunity for networking.

Ms Greengrass reported on a very successful 'End of Season' event that had taken place the day before. They had looked particularly at the resort for 2019 including the Felixstowe 'Great Days by the Sea' logo and future monitoring of how the logo is being used. Event Management and how this can be streamlined and improved was also discussed. Notes will be circulated to members shortly.

The general meeting of the Dementia Action Alliance took place on 4 September. Felixstowe as a Dementia Friendly town and the gap to support carers were discussed and details will be circulated in due course.

Ms Greengrass gave an update on the community events calendar, and a meeting with Infolink held the previous week. There was a now a live community calendar on the Town Council website with plans to enhance this.

A Member raised the issue of rats which had been caused by the tremendous summer and number of visitors coming to the seafront. Ms Greengrass confirmed that there had been an increase in the collection of refuse, emptying bins, street cleansing and an increase in bait boxes. Members were pleased to see the new 'Respect our Resort' posters. The Mayor had recently met with SC Norse who confirmed that no gassing was taking place, refuse collection was taking place also late in the evenings, and the open top bins on Sea road had been removed and replaced with lidded bins. The clearing of vegetation was planned to take place in the autumn.

A Member spoke about encouraging fast food outlets to use biodegradable products. The Mayor advised that he was meeting with Plastic Free Felixstowe the following week and would raise this then. Some retailers in the town were already starting to reduce their plastic usage.

Ms Greengrass and her team plan to get the message 'Respect our Resort' out to event organisers.

Councillors thanked Ms Greengrass and her team for all their hard work.

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

217. SCDC LOCAL PLAN FIRST DRAFT CONSULTATION

The Chairman of Planning and Environment Committee introduced this item, referring to the process undertaken by the Council's Planning & Environment Committee in developing the draft consultation response which was being recommended to Council. Council was advised that the Committee had considered many elements, not just housing, in line with the Council's response to the Issues & Options consultation stage, examining how the contents of the First Draft Local Plan meet Council's expectations and aspirations. The Committee acknowledged that there were concerns about the impact of Port-related developments outside of Felixstowe but their scope was restricted to considering how the First Draft Local Plan would impact on Felixstowe.

Members gave thanks to the Clerk and Deputy Town Clerk for their work in comparing the SCDC Local Plan first draft with the Issues and Options which Council had looked at in detail the previous year.

Referring to the outline permission for 560 homes on land north of Candlet Road, a Member confirmed that this had been forced on the town by the

Secretary of State. Felixstowe Town Council had recommended refusal, Suffolk Coastal District Council had refused it, but it had been called in and overruled by the Secretary of State due to the District Council being unable to demonstrate the required 5 year housing supply.

A Member urged Council to reject the District Council's First Draft Local Plan and felt that the Town Council should be challenging the government's housing figures.

Further discussion took place on issues relating to affordable housing needs, potential loss of countryside, green open space, use of brownfield sites, the strain on infrastructure, pressure on the A14, medical facilities and schools.

A Member proposed that the response recommended by the Planning & Environment Committee be submitted to the District Council by Friday 14 September with an amendment to emphasise the importance of the future of Eastwood Ho by highlighting in bold under Policy SCLP8.2: **"In Felixstowe, this is particularly relevant in respect of the Grove Woodland and Eastward HO open space"**

A recorded vote was requested and recorded as follows:

For (12)

Cllr N Barber
Cllr S Bird
Cllr P Coleman
Cllr S Gallant
Cllr Jan Garfield
Cllr Jon Garfield
Cllr T Green
Cllr M Jepson
Cllr G Newman
Cllr D Savage
Cllr A Smith
Cllr S Wiles

Against (3)

Cllr C Barham
Cllr M Deacon
Cllr K Williams

There being 12 votes for and 3 against, the proposal was duly carried and it was RESOLVED that the response as recommended by the Planning & Environment Committee is submitted to the SCDC First Draft Local Plan Consultation with the last line under Policy SCLP8:2 Open Space to be highlighted.

In accordance with Standing Order 3(w), Council agreed to extend the meeting past the permitted time of two hours.

218. LOCALLY FUNDED PCSO SCHEME

Council considered the invitation by Suffolk Constabulary to fund an additional PCSO post for Felixstowe on a two-year fixed term contract, employed by Suffolk Constabulary.

Members agreed that some matters known to be local concerns such as parking, visible policing and homelessness were not being routinely prioritised by the Constabulary. It was acknowledged that the situation was not likely to improve under the current arrangements but, by funding a local PCSO, the Council may be able to direct activities to address some of these issues.

It was agreed to be essential that the PCSO was recruited in addition to the level of staff set by Suffolk Constabulary, and that Council would set the priorities and duties of the PCSO (except in a major incident). It would be important that the PCSO is visible in the town, to prevent crime in the first instance and that they report to ASB meetings where there are Council representatives in attendance.

Members discussed the possible for after the 2 year term were discussed, with the possibility of the PCSO being funded from Civil Parking Enforcement (CPE) or via BIDs.

In response to a question about potentially deferring the decision, the Town Clerk confirmed that Suffolk Constabulary had initially required a decision to be made by the end of August as they needed to appoint staff to various posts.

The Clerk advised that if the Council was minded to support the funding of a PCSO in principle at this stage it could do so and assurance could be sought to address Members' concerns around evidencing the additionality and that any abstractions or redeployment from locally agreed priorities would be kept to a minimum.

It was RESOLVED that the principal of funding a local PCSO be accepted subject to the Clerk seeking further assurance that Members' concerns around evidencing the additionality would be provided and that any abstractions or redeployment from locally agreed priorities are kept to a minimum.

219. UPDATED STANDING ORDERS

Council considered amended Standing Orders, as advised by the National Association of Local Councils (NALC).

It was RESOLVED that Standing Orders be updated and adopted as presented in the report.

220. CEMETERY RECYCLING AND LITTER BINS

Council considered the purchase of new recycling and litter bins for the Cemetery, as recommended by the Assets & Services Committee (*#Min. 194iii if 2018/19*).

It was RESOLVED that four Broxap 'Derby Cemetery Recycling Bins' and two 'Derby Standard Litter Bins' be purchased, the total cost of which

being £2,494+VAT to be authorised via the Cemetery Projects Earmarked Reserve (9040/900).

221. TOWN HALL MAINTENANCE WORKS UPDATE

Council received an update on maintenance works currently underway at Felixstowe Town Hall.

It was RESOLVED that the Town Hall maintenance works update be noted.

222. GAMBLING ACT 2005 – CONSULTATION ON A REVISED STATEMENT OF PRINCIPLES

Council considered the consultation on proposed revisions to the District Council's Statement of Principles in respect of their duties under the Gambling Act 2005.

In response to a Member's question on the responsibility for undertaking local Risk Assessments,

[Note: subsequent to the meeting it was corrected that the applicant, not an officer of the District Council, would be responsible for undertaking the local Risk Assessment.]

It was RESOLVED that the Town Council would make no response to the consultation.

223. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
17/07/2018	139 – 160	£9,688.02
31/07/2018	161 – 180	£50,439.35
14/08/2018	181 – 201	£5,035.94
31/08/2018	202 – 216	£41,094.51
	TOTAL	£106,257.82

224. CLOSURE

The meeting was closed at 9.52 pm. It was noted that the next Ordinary Meeting was scheduled for 14 November 2018 at 7.30pm.

AGENDA ITEM 7: MAYORS ANNOUNCEMENTS

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

34 th Rotary Charter Dinner	13 September 2018
Rugby Club Ground Naming Event	14 September 2018
Felixstowe in Flower Awards Evening	14 September 2018
Mid Suffolk Civic Service	16 September 2018
Town Pastors Celebration	16 September 2018
Launch of the St Elizabeth Hospice Christmas Day Dip	18 September 2018
ISCRE AGM	18 September 2018
Chamber of Trade Breakfast	19 September 2018
Peninsular Pyrates Family Festival	22 September 2018
Global Harbour Cities Forum 2018, Kaohsiung	25-27 September 2018
Cub Scouts Sleepover	29 September 2018
<i>Deputy Mayor - Display of Taoist Tai Chi</i>	30 September 2018
<i>Deputy Mayor – Felixstowe & Suffolk Business Exhibition</i>	3 October 2018
Festival of Fabric IV	6 October 2018
Felixstowe Radio – Talk on Felixstowe Remembrance Events	10 October 2018
Mayor’s Charity Quiz Night	13 October 2018
Walton Parish Nursing Celebration Service	14 October 2018
Suffolk Hate Crime Vigil	15 October 2018
Visit the new Felix Fish Bar	17 October 2018
<i>Deputy Mayor – Felixstowe Carnival AGM</i>	22 October 2018
Ipswich & Suffolk Ethnic Business Awards	24 October 2018
Opening new extension to Felixstowe Opportunity Group	25 October 2018
Launch of the 2018 Poppy Appeal	27 October 2018
Orwell District Scouts Fireworks Event	27 October 2018
Stone Painting in aid of RBL	30 October 2018
East Anglian Ghost Stories	1 November 2018

Opening of the Old Felixstowe Parish Church Poppy Trial & Exhibition	5 November 2018
School Service at WWI Graves at Felixstowe Cemetery	8 November 2018
School Service at the War Memorial	9 November 2018
RBL Festival of Remembrance	10 November 2018
Remembrance Day Service at St Johns and War Memorial	11 November 2018
'Battles Over' Beacon Lighting	11 November 2018

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 **HIGHWAYS ADVISORY COMMITTEE** meeting held at Felixstowe Town Hall on **Tuesday 18 September 2018 at 2pm**

PRESENT: Suffolk County Council: Cllr G Newman (Chairman)
Cllr S Bird
Cllr S Wiles
Felixstowe Town Council: Cllr S Gallant
Cllr A Smith
Cllr Jon Garfield

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

IN ATTENDANCE: Mrs Margaret Morris, Suffolk Coastal Disability Forum

225. ELECTION OF CHAIRMAN

Cllr G Newman was nominated as Chairman.

There being no other nominations it was RESOLVED that Cllr G Newman be elected as Chairman of the Committee for the ensuing Municipal Year.

Cllr G Newman in the chair.

226. ELECTION OF VICE-CHAIRMAN

Cllr Steve Wiles was nominated as Vice-Chairman.

There being no other nominations it was RESOLVED that Cllr Steve Wiles be elected as Vice-Chairman of the Committee for the ensuing Municipal Year.

227. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr P Gant, Community Engineer, Suffolk County Council.

228. DECLARATIONS OF COUNCILLORS' INTERESTS

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

229. REQUESTS FOR DISPENSATIONS

There were none.

230. MINUTES OF THE PREVIOUS MEETING

It was RESOLVED that the Minutes of the Highways Advisory Committee Meeting held on 6 March 2018 be signed by the Chairman as a true record.

231. SUFFOLK COASTAL DISABILITY FORUM ACTION DAY REPORT

The Chairman welcomed Mrs Margaret Morris as a representative of the Suffolk Coastal Disability Forum. Mrs Morris gave some background on the Disability Forum which has been in its present format for over 7 years. The forum uses a Listen, Consult and Learn approach. Mrs Morris gave an update on the recent Disability Forum Action day and circulated a document which listed recommendations from the 2018 survey and some general comments. The Action day started at the Triangle and members including the Mayor Cllr G Newman looked at various areas of the town and met at the end of the day to assess their findings. These will be assessed further by the forum and then will be sent to Highways Committee for further consideration.

Mrs Morris highlighted a number of issues and concerns, in particular the increasing number of A Boards, feather flags, and other obstacles which were in the shared space, which was a further item on the agenda. The Deputy Town Clerk circulated a letter drafted by Mr P Gant with some guidelines for retailers. Members agreed that it would be very helpful if Suffolk Coastal Disability Forum would be willing to add a letter describing the issues to be sent out alongside the letter from Suffolk Highways.

There is also an issue in the Sea Front Gardens, where there is wheelchair access from the town, down Pram Walk with one drop down kerb, but if you follow the path to the left towards the pond there are no further drop down kerbs and any wheelchair user would need to turn around and come back. As this is on Suffolk Coastal District Council Land, Cllr S Gallant as a District Councillor will investigate further.

The Disability forum were pleased that there was now a bus service connecting the town to the seafront.

The key for the Changing Places facility at Martello Park was also discussed. Suffolk Coastal District Council are aware of the issue there and at Crescent Road Car park changing facility, both facilities take a special key which is currently only available at the library and the North Kiosk at Martello Park, so cannot be used out of their opening hours. Cllr S Gallant will follow this up.

232. HIGHWAYS REPORT

In the absence of Mr P Gant, updates had been received by the Deputy Town Clerk and were given to committee. Committee reviewed the full Highways Report detailing all the matters for consideration.

It was **RESOLVED** that:

- i. **agreed actions for the following matters be detailed and updated on the Highways Report:**

TRO's

Reference	Location
080316/12	Penfold Road – Waiting restrictions
080316/13	St George's Rd and Academy entrance Junction Protection
200916/10	New car park on Orford Road
190917/17	Maybush Lane

HGVs

200916/14	HGV Movements on Langer Road
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Surface Dressing

080915/21	Surface Dressing
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Carriageway Resurfacing

080915/22	Carriageway resurfacing – general
060318/09	Severe puddling on Walton Avenue

Pavements – Footway resurfacing

080915/23	York Road, Colneis Road, the Promenade & Fairfield School footway
080316/07	Taunton Road footpath
200916/11	Goyfield Avenue

Cycle Paths / Cycling on the Prom

120911/01	Footpath 34 Cycle Track
160914/10	Blofield Track

Hamilton Road/Shared Space Scheme

030907/03	'A' Boards in Hamilton Road
200916/06	Hamilton Road Slabs
190917/18	Traffic signals at Hamilton Rd/Cobbold Rd
190917/11	Re-painting of bollards on Hamilton Road and two benches outside the old Post Office

Bus Stops

200916/09	Bus Stop clearway on Leopold Road
190917/02	Bus Stops – Grange Road and Mill Lane (Wadgate Rd stop)
190917/03	Leisure Centre bus stop
190917/05	Route of 77 bus- Convalescent Hill bus stop

Weeds

190917/06	Footpath 8 (Elmcroft Land to Westmorland Rd) and Footpath 32 (Rendlesham Rd), Poff Road/A14 overbridge, Clickett Hill
190917/14	Weeds on Roads, kerbsides and pavements – Footpath between High Street Walton and Rogers Close – still an issue not being sprayed at all.

Misc

030907/05	20mph Wadgate Road area
190917/08	Bent Hill
190917/09	Pier – Deliveries on the Prom
190917/13	Lighting on Footpath Walton High Street and St Mary's Close
060318/02	Re-routed lorries due to A14 works
060318/03	Traffic Lights at Garrison Lane
060318/07	Streetlights in Hamilton Road

- ii. **the following matters, which were deemed to require no further action at this time, be archived and retained for future reference:**

Reference	Location
060318/10	Footway at 48 Beach Station Road

- iii. **Cllr G Newman and Cllr S Bird to arrange a meeting with Mary Evans, Cabinet Member for Highways, Transport and Rural Affairs, Suffolk County Council to continue to discuss the list of outstanding highway matters.**

233. NEW HIGHWAYS MATTERS

It was RESOLVED that:

- i. **the following new matters be detailed and appended to the Highways Report, with agreed actions noted and updates being brought to the next meeting:**

Reference	Location
180918/01	Parking on Bridge Road
180918/02	Access to the Prom between Cobbold's Point and Bath Hill
180918/03	Poor surface from 49-97 Colneis Road eastbound (opp school)
180918/04	Garrison Lane (Langer rd to High Rd West)
180918/05	Grange Road (o between 115-129) Pavements
180918/06	Hamilton Rd reinstatement of pavement after tree was knocked down by bus

- ii. **the following matters, which were deemed to require no further action at this time, be archived and retained for future reference:**

Reference	Location
180918/07	Candle Rd overgrowth

234. CLOSURE

The meeting was closed at 4.50pm. The next meeting was noted as being scheduled for Tuesday 5 March 2019 at 2.00pm.

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 19 September 2018 at 7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr P Coleman
Cllr S Wiles (Vice-Chairman) Cllr S Gallant
Cllr S Bloomfield Cllr T Green

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

IN ATTENDANCE: Fiona Palmer, Service Lead for Mental Health and Wellbeing, BSEVC

235. PUBLIC QUESTIONS

There were none.

236. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr C Barham, Cllr Jon Garfield, Cllr Mark Jepson** and **Cllr K Williams**.

237. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bloomfield Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr D Savage	242	Local Non-Pecuniary (as Chairman to Citizen's Advice Bureau, Member & Council representative to Felixstowe & District Council for Sport & Recreation and member of Fort Trust)

238. REQUESTS FOR DISPENSATION

There were none.

239. CONFIRMATION OF MINUTES

RESOLVED that the Minutes of the Civic & Community Committee meeting held on 20 June 2018 be signed as a true record.

240. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 12 September 2018.

A brief update was given for the recent Felixstowe in Flower awards ceremony. A member requested figures for the number of trophies which are engraved detailing the number of sponsors received for the engraving.

Members gave thanks to Sue Faversham for her hard work in organising Felixstowe in Flower and to Shaun Congi for working the Powerpoint projection.

RESOLVED that the Budget Report to 20 September 2018 be received and noted as presented with no other action required at this time.

241. BSEVC – OCCASIONAL GRANT APPLICATION

Fiona Palmer, Service Lead for Mental Health and Wellbeing, BSEVC presented to Committee an update on their plans, grant application and answered questions from Members. BSEVC originally stood for Bury St Edmunds Volunteer Centre, although the office is in Bury St Edmunds the group provides community transport and projects for family carers, dementia and mental health throughout the county. The group ran a successful project at the Town Hall for carers last year and is looking for funding for a project in Felixstowe called Creative Moments to provide upskilling and art therapy sessions to carers. The sessions will include signposting, support and advice.

A Facebook page has been set up called [Felixstowe Family Carers Activities \(BSEVC\)](#) to reach out to members of the community who would benefit from this.

Fiona Palmer left the meeting, so Members could discuss the application made at the last round of occasional grants. In order to obtain more definition Members agreed to give half of the occasional grant requested, £783 now, with an additional payment of £783 ring-fenced, pending the outcome of a 4-6 month review. Members would like feedback on how the Creative Moments project is progressing by 13 February in preparation for the meeting of Civic & Community on 20 February 2019. The update should include details of the numbers attending the Creative Moments classes and some demographic data about the people they are reaching – e.g. some basic (non-personal) information about whether the attendees are predominately family carers, dementia or other mental health sufferers etc.

RESOLVED that the occasional grant for BSEVC be paid in two instalments of £783. The second payment to be ring-fenced, pending the outcome of a review at the Civic & Community meeting on 20 February 2019.

242. ANNUAL GRANTS AND COMMUNITY FUND PROJECTS 2019/20

Committee considered applications for on-going funding support from a number of local partner organisations.

It was **RESOLVED** that at this stage the following should be included as part of the recommendations for the 2019/20 budget:

As Annual Grants:

	2019/20
Art on the Prom	£2,000
Book Festival	£2,000
Citizen's Advice Bureau	£2,500
Felixstowe Carnival	£2,000
Felixstowe Council for Sport and Recreation	£ 200
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500
Landguard Fort	£1,000
Wesel Twinning Association	£ 200
Salzwedel Twinning Association	£ 200
Total	£11,600

As Partnership Projects:

	2019/2020
Level Two	£10,000
Landguard Partnership	£ 1,000
Harwich Harbour Ferry Services Partnership	£1,000
Felixstowe Forward (<i>year 2 of 3</i>)	£20,000
PSCO (<i>provisional – TBC – yr 1 of 2</i>)	£34,000
Total	£66,000

243. CCTV REPORT Q1 2018/19

Committee considered a report on CCTV, and received an update on the recent meeting held at the police station.

The Clerk informed committee that the current CCTV contract is due for renewal in the year 2019/20. The CCTV provider is currently working on indicative options, and SCDC will be contacted to confirm that they wish to continue with the cameras in the Seafront gardens on the current 6/15ths cost basis.

RESOLVED that the Q1 2018/19 CCTV report be noted as received.

244. REMEMBRANCE 2018

Members received the report on plans for the Centenary Remembrance 2018. Arrangements for the Remembrance events and in particular the 'Felixstowe Remembers and Battles Over Beacon Lighting' event were progressing well. Members noted that a beacon has been purchased with a design to commemorate the event with the motif WWI 1914-18 round the circumference.

Members were reminded about the Armed Forces Weekend Legacy Grant Fund, and asked to encourage any organisation planning events for Remembrance to apply for the available funding.

It was RESOLVED that the Centenary Remembrance 2018 update report be noted.

245. SUFFOLK DAY 2019

Members considered the report on Suffolk Day 2019, and the discussed the previous Suffolk Day 2018 which was held at the Town Hall and offered tea and cake to members of the public.

Committee agreed that Suffolk Day 2018 was so successful it should be repeated for 2019 on the same basis, raising the St Edmunds flag again.

RESOLVED that members add Suffolk Day to their diaries and a short report be brought to the Civic & Community Committee 17 April to confirm the details.

246. 45th ANIVERSARY OF WESEL TWINNING IN 2019

Members noted the report on the 45th Anniversary of Wesel twinning in 2019, and agreed it was a great opportunity to involve the town in a community event. The annual grant requested by the Felixstowe Wesel association was for £200, and details of Council's occasional grant including an application form have been sent to the association. The association will be encouraged to apply for an occasional grant to request funding assistance for a community event.

RESOLVED that the Twinning report be noted, and Wesel Association be contacted to encourage a community event to celebrate the 45th Anniversary.

247. CLOSURE

The meeting was closed at 9.35pm. The next meeting was noted as being scheduled for Wednesday 17 October 2018 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 26 September 2018 at 9.15am.

PRESENT: Cllr S Bird (Vice-Chairman *in the chair*) Cllr Jan Garfield
Cllr S Gallant Cllr Jon Garfield
Cllr M Jepson Cllr D Savage

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: Cllr M Deacon and three members of the public.

248. PUBLIC QUESTION TIME

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

249. APOLOGIES FOR ABSENCE

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

250. 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	All	Local Non-Pecuniary (as Members of Suffolk County Council)

251. REQUEST FOR DISPENSATION

There were no requests for dispensation.

252. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 12 September 2018 be signed by the Chairman as a true record.

253. PLANNING APPLICATIONS

At the direction of the Chairman, Committee heard from members of the public attending in relation to application (a).

In respect of item (a) below, Committee noted public concerns about parking issues, increase in noise, and scale of the proposals for increasing the number

of bedrooms in the two dwellings at this location. Committee noted the public's concerns about the need for more 2 bedroom properties as opposed to 3 bedroom, and that the proposed plans were not in keeping with the surrounding properties, a member of the public referred to DM7(c).

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/18/3546/VOC Proposed two dwellings on land to the rear of 1 & 3 Margaret Street, fronting James Boden Close 1 & 3 Margaret Street
Committee recommend REFUSAL, objecting to the increase in bedrooms from 2 to 3. Concerns were raised regarding the obscured glass proposed for bedroom 3, DM23 (a, b & c). Although obscured glass is being used, if the window is open it will overlook the other property. Committee feel the addition of the dormer window at the rear makes the design unacceptable.	
b	DC/18/3717/FUL Provision of 17 New Beach huts on boat park area and the construction of a water sports parking area through the creation of a hardstanding (as local authority permitted development works) The Dip Cliff Road
Committee strongly welcome the application to see adequate provision for the windsurfing fraternity and additional beach huts. Committee recommended APPROVAL.	
c	DC/18/3565/FUL Conversion to 6 self contained apartments South Beach Mansion Bent Hill
Committee recommended APPROVAL subject to Highways being satisfied as to the safety of the entrance and egress.	
d	DC/18/3702/FUL Proposed single storey rear extension with a linked garage side extension 51 Rosemary Avenue
Committee recommended APPROVAL.	
e	DC/18/3186/FUL Proposed Side & Rear Single Storey Extension with proposed Porch 11 Norman Close
Committee recommended APPROVAL.	

f	DC/18/3705/FUL Alterations to form new kitchen with detached garage 10 Brook Lane
Committee recommended REFUSAL. The garage will have an adverse effect on the street scene and contrary to DM21 (a) scale and character of its surrounding and DM23 (e).	
g	DC/18/1834/OUT Hybrid application seeking full change of use to convert existing Police buildings into 18 dwellings with access, and outline for two new dwellings and demolition of existing garage block Police Station 32 High Road West
Committee recommended APPROVAL	
h	DC/18/3715/VOC Variation of Condition No. 2 of DC/17/3211/FUL - Proposed development of the land between Treetops and Candlet Road Variation to Drawings - The double garage between Plot 2 and Plot 3 has been changed as two separate single garages to a turning area for Fire Appliances as required by NHBC. Therefore the drawings 3502_PL03 and 3502_PL09 have been revised to reflect these changes. The drawings 3502_PL03 to be changed as 3502_PL03A 3502_PL09 to be changed as 3502_PL09A. Land Between Treetops And Candlet Road
Committee recommended APPROVAL	

254. 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

255. CORRESPONDENCE

It was noted that the applications for DC/18/3059/FUL & DC/18/3060/LBC, Rear Porch at 3 Cranmer House, Maybush Lane, Felixstowe had been subject to a referral trigger but not referred by the Council.

256. CLOSURE

The meeting was closed at 11. 20am. The date of the next meeting was noted as being Wednesday 10 October 2018, 9.15am at Felixstowe Town Hall.

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 26 September 2018 at 7.30pm

PRESENT: Cllr S Bird (Chairman) Cllr S Wiles
Cllr S Gallant (Vice-Chairman) Cllr Jan Garfield
Cllr M Deacon

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Apprentice)

257. PUBLIC QUESTIONS

There were none.

258. APOLOGIES FOR ABSENCE

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

259. DECLARATIONS OF INTEREST

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

260. REQUESTS FOR DISPENSATION

There were none.

261. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 25 July 2018 be signed by the Chairman as a true record.

262. BUDGET MONITORING TO 31 AUGUST 2018

Committee received the budget monitoring report to 31 August 2018. A report of any variance to budget estimates for the period greater than 10% or £500 was considered. It was noted that a new contract for the Photocopier/Printer would commence at the end of October and provide a cost saving to Council.

RESOLVED that the accounts to 31 August 2018 be noted, with no other action required at this time.

263. DATA PROTECTION OFFICER AUDIT REPORT

Due to illness, the Data Protection Officer was unable to submit the full report and thus the report could not be presented at this meeting. A summary report had been received detailing how the Council has taken excellent steps towards GDPR compliance. It was noted that action has been taken to address the two minor recommendations.

It was RESOLVED that the Data Protection Officer Audit Report be noted and the full audit report to be forwarded to Members as soon as it was received.

264. ACCOUNTS AND AUDIT 2017/2018

Council noted that the External Audit for the Financial Year 2017/18 had been completed on 14 September 2018, with no formal or any other matters being raised.

Members recorded a vote of thanks to the Town Clerk and staff for their work in continuing to achieve clear and unqualified audits for the Council.

It was RESOLVED that:

- i. the Annual Governance And Accountability Return including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted 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 had been put on the Town Hall noticeboard from 19 September and will be displayed until 10 October 2018.**

265. CLOSURE

The meeting was closed at 7.58pm. The next meeting was noted as being scheduled for Wednesday 28 November 2018 at 7.30pm.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 10 October 2018** at **9.15am**.

PRESENT: Cllr S Bird (Vice-Chairman *in the chair*) Cllr M Jepson
Cllr Jan Garfield Cllr G Newman
Cllr Jon Garfield Cllr D Savage

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: Mr R Abbott, Chairman of Felixstowe Chamber of Trade & Commerce.

266. PUBLIC QUESTION TIME

There were none.

267. APOLOGIES FOR ABSENCE

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

268. DECLARATIONS OF INTEREST

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

269. REQUEST FOR DISPENSATION

There were no requests for dispensation.

270. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 26 September 2018 be signed by the Chairman as a true record.

271. 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/18/3937/FUL Erection of conservatory to the side of the dwelling of a detached cartlodge to the front/side of the property 2 Links Avenue
Committee recommended APPROVAL	
b	DC/18/3735/FUL Two storey rear extension and associated internal alterations 70 Valley Walk
Committee recommended APPROVAL	
c	DC/18/3870/FUL Single Storey Rear Extension 53 Ranelagh Road
Committee recommended APPROVAL	
d	DC/18/3909/VLA Variation of Legal Agreement to request a deed of variation relating to Section 106 Agreement dated 02 April 2015. Walton Green South High Street Walton
Committee made NO COMMENT	

272. ROAD NAMING

Committee recommend APPROVAL but suggest the names be consistent, and thus would suggest the word Tree is added to Maple Close, thus making the two close names Ash Tree Close and Maple Tree Close specifically as they are located next to Tree Tops.

273. 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

274. CORRESPONDENCE

It was noted that the application for DC/18/3203/ful, Change of Use from dwelling to 9 bed HMO, 2 Garrison Lane, Felixstowe had been subject to a referral trigger (trigger point 1).

275. CLOSURE

The meeting was closed at 9.45am. The date of the next meeting was noted as being Wednesday 24 October 2018, 9.15am at Felixstowe Town Hall.

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 17 October 2018** at **7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr Jon Garfield
Cllr S Wiles (Vice-Chairman) Cllr Mark Jepson
Cllr P Coleman Cllr T Green
Cllr S Gallant

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

IN ATTENDANCE: Mr B Alexander, Mr D Roberts and Mr S Wiseman (Cycle Felixstowe)
Two members of the public

276. PUBLIC QUESTIONS

A member of the public raised concern about cars speeding in Felixstowe, and the use of flashing signs to help reduce speeding. In response a Member advised that the Anti-Social Behaviour team meet regularly and will discuss speeding and Community Speed Watch volunteers with access to radar guns attend a number of roads around the town. A member of the public asked whether a sign could be purchased to say "Felixstowe Welcomes Careful Drivers" or a speeding campaign could be introduced. The public were advised that the Council was considering funding a local PCSO who, if appointed, could support such initiatives. A representative from Cycle Felixstowe confirmed that the group would be happy to help and display any literature at their events.

277. APOLOGIES FOR ABSENCE

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

278. DECLARATIONS OF INTEREST

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

279. REQUESTS FOR DISPENSATION

There were none.

280. CONFIRMATION OF MINUTES

RESOLVED that the Minutes of the Civic & Community Committee meeting held on 19 September 2018 be signed as a true record.

281. CYCLE FELIXSTOWE

Mr Bob Alexander, Mr David Roberts and Mr Stuart Wiseman from Cycle Felixstowe presented to Committee an update on their plans for spending the grant given to them in May 2017, and future plans of the group. Cycle Felixstowe gave thanks to the Council for the grant which had helped to kick start the group in the previous year. T-shirts and promotional material were shown to committee. So far £222 of the original £667 grant had been spent on promotional materials. Cycle Felixstowe requested approval of a change in what the grant would be spent on as they would now like to purchase a gazebo, with weights and a folding table. Members agreed that this would be suitable use of the grant given.

Cycle Felixstowe have visited Wesel this year and exchanged t-shirts with the Fire department. Next year they are hoping to cycle from Rotterdam to Wesel and have another 24 hour static cycle challenge to raise the profile of both the environmental and health benefits of cycling.

RESOLVED that Cycle Felixstowe be approved to purchase a gazebo, weights and folding table with the Occasional Grant funding given in May 2017.

282. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 11 October 2018.

RESOLVED that the Budget Report to 11 October 2018 be received and noted as presented with no other action required at this time.

283. FELIXSTOWE IN FLOWER REPORT

Committee considered the report on the 2018 Felixstowe in Flower and the Chairman congratulated everyone for this year's great success, and gave particular thanks to Sue Faversham for all her hard work, especially in gaining extra sponsors. Although further sponsorship and expenses are still expected, Felixstowe in Flower was close to becoming cost neutral.

The Clerk reported that a debrief had taken place, and ways to speed up the awards had been considered to allow time for youngsters attending to have time for a drink and food before being picked up. Members agreed that only inviting the trophy winners rather than the runners up onto the stage could reduce the time of award ceremony sufficiently.

RESOLVED that the Felixstowe in Flower report be noted.

284. FLORAL BEDDING ARRANGEMENTS FOR 2019/20

Members considered the report on Floral Bedding arrangements for 2019/2020, and were pleased to note that Norse were able to keep the cost the same as the current year.

Committee considered the seasonal bedding along the section of the seafront in the chevron and promenade beds close to the War Memorial. Members were asked for suggestions of what colour flowers, and members agreed that the use of red flowers would be nice and bright.

RESOLVED that the quote of £10,779 +VAT for 2019/20 summer/autumn and winter/spring bedding from SC Norse be approved.

285. ARMED FORCES WEEKEND LEGACY GRANT UPDATE

Members considered the report on the Armed Forces Weekend legacy grant and noted the applications received and awarded to date and expenses for the Felixstowe Remembers, the Battles Over, Beacon Lighting event.

Members discussed the grant application from VoiceCloud, and agreed that the grant would be given after the event has gone ahead and would request that invoices are received before reimbursement up to the grant requested of £470.

RESOLVED that the decisions of the awarding panel be noted.

286. REMEMBRANCE 2018

Members received the report on plans for the Centenary Remembrance 2018.

Arrangements for the Remembrance events and in particular the 'Felixstowe Remembers and Battles Over Beacon Lighting' event were progressing well.

The Clerk showed committee a draft 24 page programme of events.

Committee agreed that 3,500 programmes should be ordered at a cost of £601 to be met from the Armed Forces Weekend Legacy Fund.

It was RESOLVED that:

- i. the Centenary Remembrance 2018 update report be noted; and,**
- ii. 3,500 programmes be ordered, the cost of which being £601 to be met from the Armed Forces Weekend Legacy Fund.**

287. CCTV MAINTENANCE OFFER

Committee considered the 3 year maintenance proposal from STC Solutions. The offer contains details of upgrading the equipment to enable use of IP cameras. IP cameras should give a much clearer image.

RESOLVED that the 3 year maintenance offer and proposed upgrade path from STC Solutions is accepted to cover the period 1/7/19 to 30/6/22, subject to confirmation by SCDC that it will continue to split the cost on a proportionate basis.

288. DRAFT BUDGET CONSIDERATIONS 2019-20

Committee considered first draft proposals for its element of the Council's 2019-20 budget and reviewed the accompanying notes to the budget estimates in the report.

A possibility of a new format larger newsletter was discussed, the Clerk will obtain figures and report to Finance & General Purposes committee for budget setting.

It was RESOLVED that

- i. the draft proposals for the Civic & Community element of the Council's 2019-20 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.**
- ii. the Clerk obtain possible costings for a new style magazine newsletter to be reviewed by the Finance & General Purposes Committee in November.**

289. CLOSURE

The meeting was closed at 9.00pm. The next meeting was noted as being scheduled for Wednesday 19 December 2018 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 24 October 2018 at 9.15am.

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Morrison (Planning Administration Assistant)

290. APOLOGIES FOR ABSENCE

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

291. 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	All	Local Non-Pecuniary (as Members of Suffolk County Council)

292. REQUEST FOR DISPENSATION

There were no requests for dispensation.

293. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 10 October 2018 be signed by the Chairman as a true record.

294. 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/18/4172/FUL 1 dwelling on land adjacent to 9 Manwick Road 9 Manwick Road
Committee recommended APPROVAL subject to the SuDs issue raised by SCC Flood & Water Management being addressed.	

b	DC/18/4087/FUL Change existing shop front to replace existing awnings to a fixed veranda within our boundary. 151 Hamilton Road
Committee recommended APPROVAL	

c	DC/18/4143/FUL Double garage, revised entrance detail and new entrance wall and gate Ridley House, Maybush Lane
Committee recommended APPROVAL	

d	DC/18/4167/FUL To erect bay window extension with pitched roof 76 Quilter Road
Committee recommended APPROVAL	

e	DC/18/4174/CLE Use of Cowpasture Farm house as a C3 dwellinghouse in breach of condition 5 of planning permission C6583 (agricultural occupancy condition) Cowpasture Farmhouse Gulpher Road
Committee made NO COMMENT	

f	DC/18/4133/TPO Beech Tree in the rear garden of 20 Buregate Road Felixstowe reduction overall 30% and maintenance of tree. 20 Buregate Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the District Council's Arboricultural Officer.	

g	DC/18/4204/TPO T1 - Remove ten ft from the top of an already pollarded Sycamore tree T2 - Fell one Holm Oak T3 - Remove one limb from Holm Oak Martello Place Golf Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the District Council's Arboricultural Officer.	

295. 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

296. CORRESPONDENCE

Committee noted correspondence from Cllr K Williams seeking an update from SCDC on progress with enforcement proceedings in relation to the unlawful storage of caravans at Cowpasture Farm. The Chairman advised that the matter was being progressed by the District Council.

297. CLOSURE

The meeting was closed at 9.56am. The date of the next meeting was noted as being Wednesday 7 November 2018, 9.15am at Felixstowe Town Hall.

Salaries Budget

Cost Centre	Budget 2019/20		
	Salaries (£)	Employer National Insurance (£)	Employer Pension Contributions (£)
Administration	172,414	17,033	40,059
Town Hall	25,678	1,685	899
Walton	2,996	267	180
Broadway House	5,070	452	304
Cemetery	95,302	9,321	15,549
Allotments	16,818	1,645	2,744
Total	318,277	30,403	59,735

Training Budget

	2019/20 (£)
Administration	3,000
Town Hall	500
Cemetery	2,000
Totals	5,500

It was **RESOLVED** that Council be recommended to approve the salaries and training budgets for the financial year 2019/20 as presented in the report.

305. CLOSURE

The meeting was closed at 7.20pm. The next meeting was noted as having been scheduled for Wednesday 10 April 2019 at 6pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 7 November 2018 at 9.15am.

PRESENT: Cllr A Smith (Chairman) Cllr Jon Garfield
Cllr A Bird Cllr M Jepson
Cllr S Gallant Cllr G Newman
Cllr Jan Garfield Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: Mr R Abbott (Felixstowe Chamber of Trade & Commerce)
5 members of the public
(from Item 314) Mr M Edgerley (Principle Planning Policy Officer, SCDC)

306. PUBLIC QUESTION TIME

The Chairman advised that he would invite members of the public to make representations immediately prior to the consideration of any application they sought to comment on.

307. APOLOGIES FOR ABSENCE

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

308. DECLARATIONS OF INTEREST

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

309. REQUEST FOR DISPENSATION

There were no requests for dispensation.

310. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 24 October 2018 be signed by the Chairman as a true record.

311. PLANNING APPLICATIONS

At the direction of the Chairman, Committee heard from members of the public attending in relation to application (d) below. Committee noted public concerns on proximity of the house to No 2 Springfield Avenue, and the streetscene for Springfield Avenue.

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/18/4246/FUL Change of Use to provide 5 No Dwellings Abbeyfield House 53 Orwell Road
Committee recommended APPROVAL.	

b	DC/18/4314/FUL Proposed 2-storey extension and alterations. 2 Foxgrove Gardens
Committee recommended APPROVAL	

c	DC/18/4335/FUL Change of use of dental surgery to residential including new frontage 9 Cobbold Road
Committee recommended APPROVAL	

d	DC/18/4303/FUL Single storey dwelling on land at rear of garden including new access for donor house. Site fronts to Springfield Avenue Land Rear Of 36 Fairfield Avenue, Fronting Springfield Avenue
Committee recommended REFUSAL. Whilst the Committee recognises that properties of this kind are desirable, it believes that the placement of this property – within 0.8m of the footway on Springfield Avenue - would be obtrusive, out of character and seriously detract from the street-scene, from both perspectives of Fairfield Avenue and Springfield Avenue.	

e	DC/18/4100/FUL Single storey rear and side extension with flat roof. The existing kitchen, utility room and cloakroom will be made into an open plan kitchen / garden room. The existing chimney in the current kitchen will need to be removed and supporting steel used to take the weight, in addition support brackets will need to be installed for the
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	chimney in the room above the current kitchen. The existing drains will need to be re-routed to accommodate. 72 Ranelagh Road
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Committee recommend APPROVAL

f	DC/18/3576/FUL To change window to enlarge and introduce skylights to proposed Dining Area 2 Merryfields 7 Mill Lane
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Committee recommend APPROVAL

h	DC/18/4247/FUL Installation of new Timpson's Retail Unit Morrison Supermarket Grange Farm Avenue
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Committee recommend APPROVAL

i	DC/18/4253/FUL Conversion of front garden area into 4 space car park Cliff House Chevalier Road
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Committee recommend REFUSAL on the basis that this is an iconic development at the core of the Edwardian Felixstowe Conservation Area. The front garden is a highly significant to the street-scene and character in this area and not to be used for parking. We believe the parking arrangements in the original application, after much discussion, are adequate.

j	DC/18/4243/FUL Proposed new boundary fence 28 Upperfield Drive
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Committee recommend APPROVAL

k	DC/18/4394/TCA Rear garden T1 Sycamore (<i>Acer pseudoplatanus</i>) - Remove 3 low lateral limbs and reduce the height and spread of the canopy by approximately 2.5 -3 metres T2 Horse chestnut (<i>Aesculus hippocastanum</i>) - Remove 3 low limbs and re-pollard back to previous points 4 Northcliffe Court
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Committee had NO OBJECTION to the work proposed subject to the guidance of the District Council's Arboricultural Officer

I **DC/18/4306/TCA** | To sectionally fell and remove T1 Silver birch tree and T2 red birch tree. Both are in poor condition due to being badly pruned.
4 College Green

Committee had NO OBJECTION to the work proposed subject to the guidance of the District Council's Arboricultural Officer

312. 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

313. CORRESPONDENCE

Committee noted correspondence refusing the Council's application for CILs funded projects. The Committee also noted the referral of DC/17/3912/FUL 64 Hamilton Road.

314. SUFFOLK COASTAL LOCAL PLAN UPDATE

Committee received an update from Mr Mark Edgerley (SCDC Principle Planning Policy Officer) following the District Council's consultation on the Local Plan First Draft. It was noted that around 3,000 comments had been received from 1,300 people. Mr Edgerley advised that the Planning Policy team were now in the process of evolving the final draft Plan in light of the comments they had received.

Committee discussed the Town Council's response to the Local Plan First Draft, in particular the emerging policies for the North Felixstowe Garden Neighbourhood and the leisure centre.

Members thanked Mr Edgerley for attending and RESOLVED to note the update.

315. CLOSURE

The meeting was closed at 12.52am. The date of the next meeting was noted as being Wednesday 21 November 2018, 9.15am at Felixstowe Town Hall.

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe
Town Hall on **Wednesday 7 November 2018** at **7.30pm**

PRESENT: Cllr Jan Garfield (Chairman) Cllr Tracey Green
Cllr N Barber Cllr Jon Garfield
Cllr S Bird Cllr G Newman
Cllr P Coleman Cllr D Savage
Cllr M Deacon Cllr A Smith

OFFICER: Mrs D Frost (Deputy Town Clerk)

316. PUBLIC QUESTIONS

There were none.

317. APOLOGIES FOR ABSENCE

There were none.

318. DECLARATIONS OF INTEREST

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	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr D Savage Cllr A Smith	322	Local Non-Pecuniary (as members of the Landguard Partnership)

319. REQUESTS FOR DISPENSATION

There were none.

320. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Assets & Services Committee Meeting held on 5 September 2018 be signed by the Chairman as a true record.

321. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 29 October 2018. Members noted that an

overspend in the Town Hall element of the Repairs and Maintenance budget was being projected. The Deputy Clerk advised that this was due in part to call out charges for the repair of two stair-risers and a number of fire extinguishers which had become due for replacement this year. Committee agreed to approve the projected overspend subject to not exceeding the total overall Repairs and Maintenance budgets across all premises.

RESOLVED that:

- i. the Budget Report to 29 October 2018 be noted as received; and,**
- ii. the projected overspend in the Town Hall Repairs and Maintenance budget be approved, subject to not exceeding the total overall Repairs and Maintenance budget.**

322. TOWN HALL REPORT

Committee received a report on the Town Hall and were pleased to note that the items recently auctioned had raised a return of £361.12.

Members discussed the quotes brought to the meeting for new furniture in the two reception offices and agreed that the following items should be purchased:

- 1 x straight rectangular desk 1600 x 800
- 2 x 3 drawer desk high pedestals 800 x 400
- 1 Tambour storage unit 1200 x 525
- 1 semi-circular table 1400

It was noted that use of the Town Hall Earmarked Reserve to meet the £899+VAT cost of the furniture, would require approval from Council.

Members discussed the purchase of the evacuation sledge and new longer ramp for the two steps at the side entrance. Members noted that the Clerk had sought advice from the Disability Forum with regards to the removal of the bulky stair-riser for the two steps now the ramp is in place. Members requested that the staff training on the evacuation sledge be offered to all Councillors.

Committee discussed the meeting room request for the Landguard Governance Review, and were happy to offer a room free of charge for two meetings per month for up to 12 persons attending between 1 April 2019 – 1 October 2020. The cost of which, would provide £3024 in kind match funding as a total over the 18 month period for a 2 hour meeting.

RESOLVED that:

- i. the Town Hall Update report be noted; and,**
- ii. Evacuation Sledge training be offered to Members; and**

- iii. **Council be recommended to approve the purchase of new office furniture at a cost of £899 +VAT, to be authorised via the Town Hall Maintenance Earmarked Reserve 9065/900; and,**
- iv. **the use of a room for up to 12 persons for two meetings per month from 1 April 2019 – 1 October 2020 at the Town Hall be offered to the Landguard Governance Review as a matched funding arrangement.**

323. TOWN HALL MAINTENANCE WORKS

Committee were pleased to note the detailed report of the work carried out in the attic space of the Town Hall. The saving of £3,000 off the quoted price was well-received and Members expressed their gratitude to DC Construction for carrying out such a tidy and considerate job.

Members noted the report of broken tiles on the roof on the rear elevation and asked that monitoring be carried out by caretaking staff.

It was RESOLVED that the Town Hall Maintenance Works Report be noted.

324. COMMUNITY PUBLIC ACCESS DEFIBRILLATORS (CPADS)

Committee received the update on the installation of the two CPADS donated to the Town Council by the Felixstowe Society.

Members considered the purchase of an Automatic Emergency Defibrillator (AED) for use inside the Town Hall which was estimated to cost £825 + VAT.

A Member advised that they may be able support the funding of a defibrillator via their District Council Community Enabling Budget.

A Member requested that details are published which informs members of the public where the defibrillators are situated in the town, and some basic operating advice.

RESOLVED that:

- i. **Council be recommended to purchase a defibrillator for the Town Hall via the Town Hall Earmarked Reserve 9065/900, subject to the District Councillor's Community Enabling Budget being unable to fund the purchase; and,**
- ii. **a page to be created on the Town Council's website detailing information about the defibrillators in Felixstowe.**

325. FELIXSTOWE WAR MEMORIAL UPDATE REPORT

The Deputy Town Clerk gave an update on the Condition Survey that had recently been carried out on Felixstowe War Memorial. Members examined the report and requested that particular attention is made to photographs 6 and 7 (pages 10 & 11 of the report) – the North and East WWI tablets. The report acknowledges the staining, and suggests a stone conservator cleans and re-fixes with stainless steel or bronze dowels. The report states that a detailed method statement will need to be evolved with a conservator to ensure the best job possible.

The survey was submitted to the War Memorial Trust on 24 October, and the Deputy Clerk advised that a report would be brought back to Committee once options were known.

It was RESOLVED that the Felixstowe War Memorial Condition Survey report be noted.

326. CEMETERY UPDATE REPORT

Committee considered 3 quotes for a new secure shelter for the tractor to be sited beside the cemetery office. Members agreed that the structure should run the full length of the cemetery office to house the tractor and also replace the untidy portacabin which is in a state of disrepair. Members raised concerns regarding the longevity of a wooden clad building and requested further investigation into quotes for a galvanised building or possibly a container. In order to hopefully install before winter, Committee agreed that the Clerk and Chairman of Assets & Services be delegated authority to choose the best solution. Recommendation should be made to Council to this effect with funding to be made via the Cemetery Projects Earmarked Reserve.

Committee noted that the engraved leaves had been refurbished and replaced on the memorial tree, with the blank leaves being refurbished over the next few months in batches.

It was RESOLVED that:

- i. the Cemetery update report be noted;**
- ii. it be recommended to Council that the Town Clerk, in consultation with the Chairman of the Assets & Services Committee, be delegated the authority to purchase a tractor shelter to a maximum cost of £10,000+VAT being authorised via the Cemetery Projects Earmarked Reserve (9040/900).**

327. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments, current vacancy information and an update on the high water bills at Cowpasture. It was noted that the high bills were due in part a period of billing based on underestimated meter readings, compounded by an exceptionally hot and dry summer this year. Members requested that the water bills be raised at the next FSALG meeting.

A Member sought confirmation that the code to the Railway Hill allotments gate lock was going to be changed. This will take place over the next few weeks.

It was RESOLVED that

- i. the Allotments Update Report be noted;**
- ii. the high water bill at Cowpasture be mentioned to FSALG at the next meeting; and,**
- iii. the combination lock code be changed at Railway Hill once all plot holders have been informed of the change.**

328. DRAFT BUDGET CONSIDERATIONS 2019-20

Committee considered first draft proposals for its element of the Council's 2019-20 budget and reviewed the accompanying notes to the budget estimates in the report.

RESOLVED that the draft proposals for the Assets & Services element of the Council's 2019-20 budget be recommended, subject to the modifications discussed, to Council's Finance & General Purposes for further consideration.

329. CLOSURE

The meeting was closed at 8.30pm. The next meeting was noted as being scheduled for Wednesday 6 February 2019 at 7.30pm.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

Council is requested to receive the November 2018 Felixstowe Forward progress report (**Appendix A**).

The Felixstowe Forward Change Coordinator, Ms Greengrass, will be attending the meeting to deliver the report and update Members on progress with the Business Improvement District (BID) initiative.

Council is requested to note the November 2018 Felixstowe Forward progress report plus any other update from the Change Coordinator, and make any recommendations it considers necessary.

AGENDA ITEM 11: LOCALLY FUNDED PCSO SCHEME

Suffolk Constabulary has reviewed how it manages the way in which Police and Community Support Officers (PSCOs) are provided to districts, towns, parishes and other organisations as part of a wider review of operational resources.

At the previous meeting, Council considered the invitation by Suffolk Constabulary to fund an additional PCSO post for Felixstowe on a two-year fixed term contract, employed by Suffolk Constabulary.

Members agreed that some matters which were known to be long-held local concerns such as parking, visible policing and homelessness were not being routinely prioritised by the Constabulary. It was acknowledged that the situation was not likely to improve under the current arrangements but, by funding a local PCSO, the Council would be able to direct activities to address some of these issues.

It was agreed that any PCSO recruited to such a role should be in addition to the regular level of staff set by Suffolk Constabulary, and that Council should be able to set the priorities and duties of the PCSO (except in a major incident). Members agreed that the PCSO should be visible in the town, to prevent crime in the first instance and that they report to neighbourhood tasking meetings where there are Council representatives in attendance.

In view of the deadline facing the Constabulary to make the necessary personnel arrangements, Council voted to support the principal of funding a local PCSO. The Clerk was asked to seek assurance that Members' concerns around evidencing the additionality would be provided and that any abstractions or redeployment from locally agreed priorities are kept to a minimum (*Minute #218 of 2018/19 refers*).

Following a meeting with the Constabulary's Head of Corporate Improvement and Innovation, the draft Service Level Agreement has been updated and is provided, with a supporting letter, at **Appendix B**.

Members will note that the monitoring and evaluation terms of the SLA at para. 14.3 provide Council with the following bespoke arrangements:

- Priority locations and actions to be decided and agreed at the SNT/ASB meetings, separate from the general agreed SNT local priorities.
- Separate monthly reports, in a format similar to the SNT Newsletters, to be produced summarising actions, activities and the number of tickets issued to be submitted to the Town Hall for reporting at public Town Council meetings. It is understood that the PCSO may not be able to routinely attend in person as the meetings may be outside of their contracted working hours.
- PCSO to be available to members of the public and councillors by working from the Town Hall at least one half-day per month, using this time efficiently to catch up on administrative tasks.
- Abstractions from the PCSOs primary role to be collated and reported monthly to the Town Hall by their line manager.

The cost of the post, £34,000 per year on a two-year fixed-term basis, can be met from the Council's Community Fund Earmarked Reserve which currently stands at £164,005.

The Constabulary have also confirmed that the three PCSO link officers for the locality have been appointed.

Subject to confirming that the updated arrangements are satisfactory, Council is requested to approve the funding of a local PCSO for the next two years at a cost of £34,000 per year from the Community Fund Earmarked Reserve.

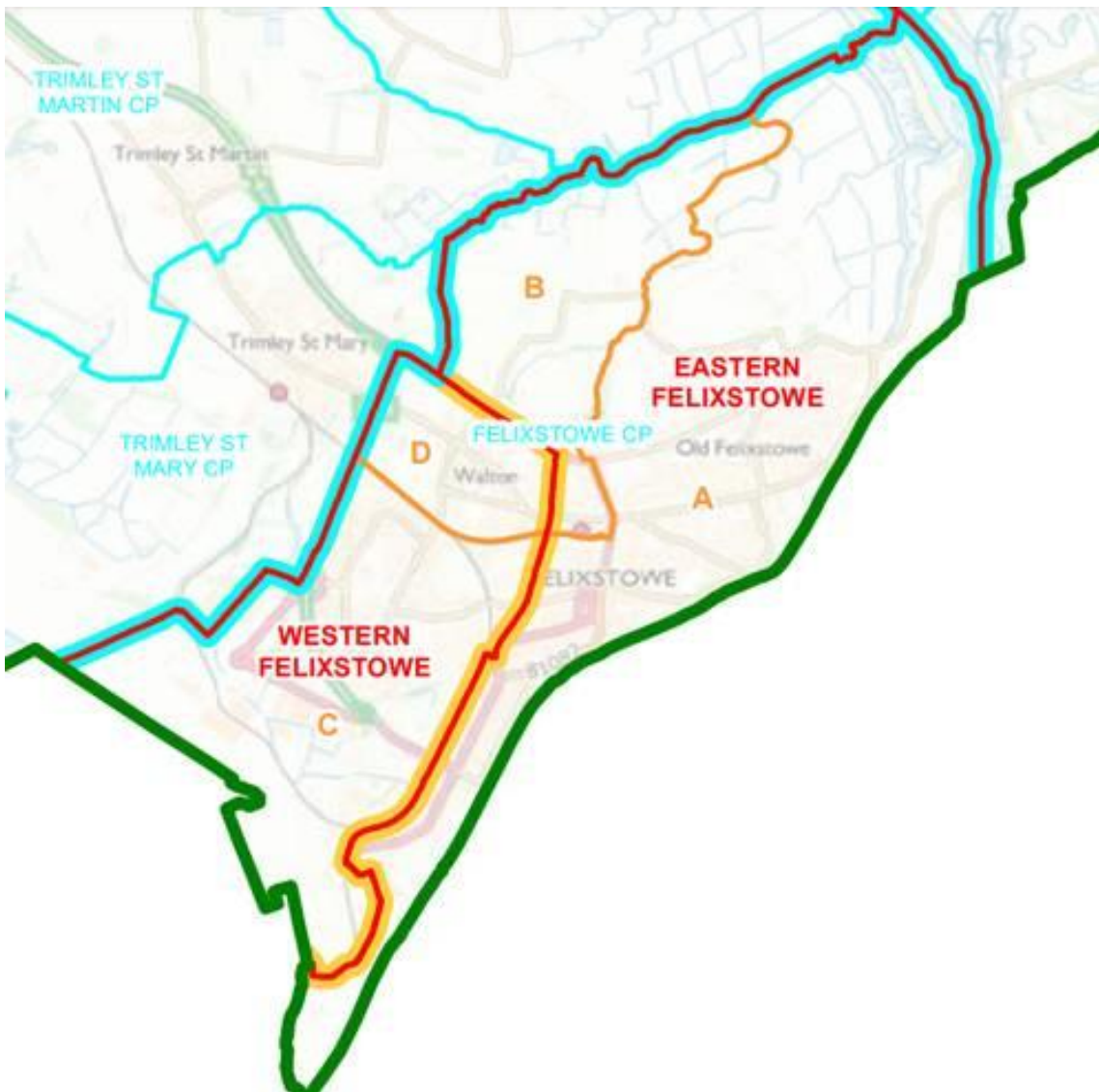
AGENDA ITEM 12: EAST SUFFOLK COUNCIL WARD BOUNDARY REVIEW

In May 2018, the government decided to create a new local authority called East Suffolk Council. This new council will replace the existing authorities of Suffolk Coastal Council and Waveney Council from 1 April 2019.

Local Government Boundary Commission for England carried out an electoral review of the new council to decide the number of councillors that should be elected to the authority as well as the names and boundaries of council wards.

Ward boundaries for the new East Suffolk Council have now been published by the Local Government Boundary Commission for England finalising the wards which will be represented by East Suffolk's 55 councillors.

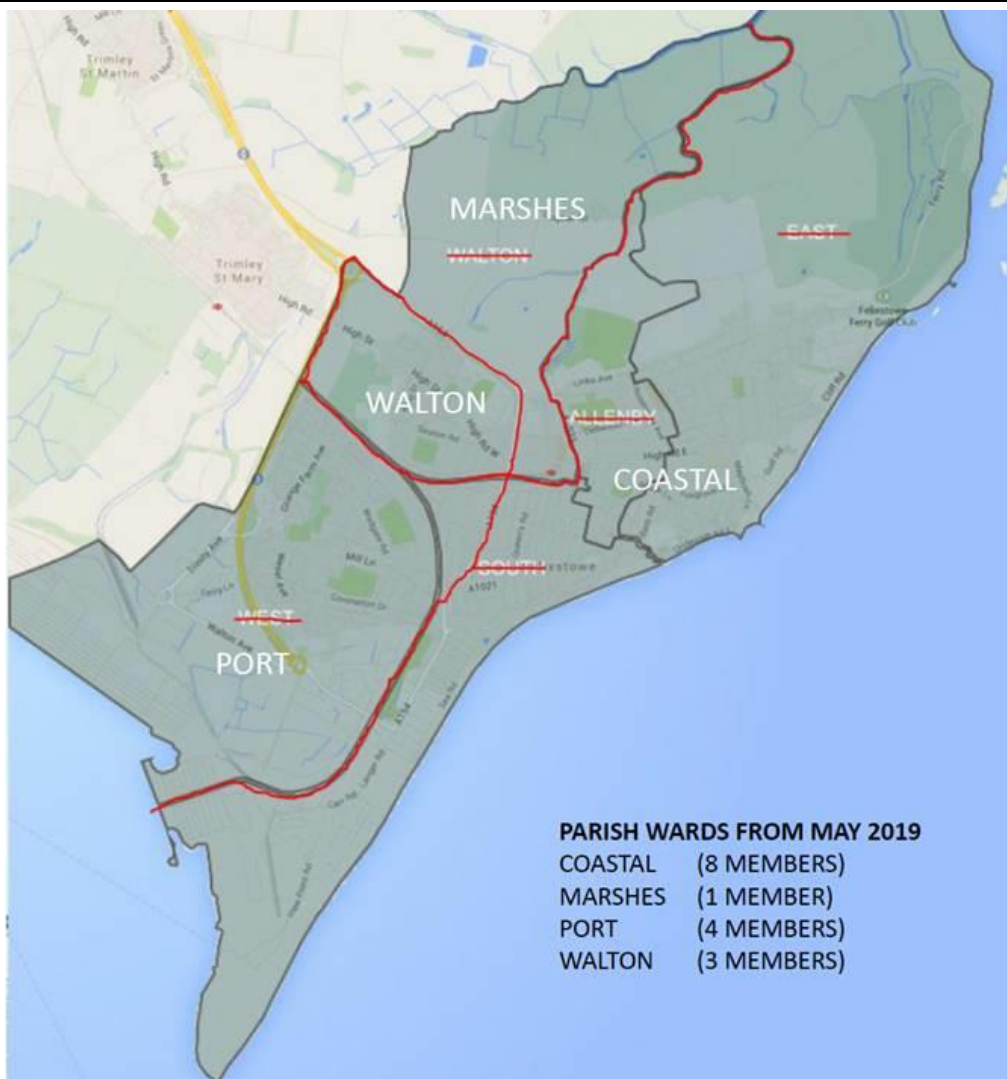
For the District Council, Felixstowe will have 2 wards (Eastern Felixstowe and Western Felixstowe) returning 3 councillors each as follows:



The LGBCE must comply with the statutory criteria set out in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009 which provides that each parish ward must lie wholly within a single District or County ward.

As a result of the new East Suffolk ward boundaries, revised parish electoral arrangements for Felixstowe Town Council will be created comprising 16 councillors, as at present, representing four wards as follows:

Parish ward	Number of parish councillors (currently)
Coastal <i>(current East and Allenby wards combined with most of South Ward)</i>	8 (4, 4, 1)
Marshes <i>(portion of current Walton ward that is to the North and East of A154)</i>	1 (N/A)
Port <i>(current West ward with addition of NW section of current South ward bounded by railway line and Garrison Lane)</i>	4 (4)
Walton <i>(current Walton ward reduced to create the Marshes ward)</i>	3 (3)



The Order is made following a 40 day sitting period in Parliament. The new arrangements come into effect by the May 2019 elections.

More information can be found on the LGBCE website here:

<http://www.lgbce.org.uk/all-reviews/eastern/suffolk/east-suffolk>

Being duty-bound to amend parish wards to ensure they sit wholly within a single District or County ward led to the LGBCE's creation of the 8-Member 'Coastal' parish ward. As it does not have the power to amend or change parish wards for any other reason it was not able to consider splitting this in to two 4-Member wards and keeping Felixstowe's electoral wards balanced in a similar way to the current arrangements.

Should the Town Council seek to redress the imbalance, its warding arrangements could be amended through a Community Governance Review (CGR) on request to the District Council. However, where the LGBCE has recently (in the past five years) completed an electoral review and proposed new electoral arrangements for a parish or town council, the principal council requires the consent of the Commission to amend the electoral arrangements.

Review of polling districts, polling places and polling stations 2018

The Electoral Registration and Administration Act 2013 requires a review of all Parliamentary polling districts and polling places every four years. The next review must be completed between October 2018 and January 2020.

The review for Suffolk Coastal and Waveney District Council (East Suffolk Council) must be concluded in time for the elections on 2 May 2019.

Definitions

Polling District – the geographical area created by sub-dividing a constituency /ward.

Polling Place – the designated area for a polling district in which polling stations are located.

Polling Station – the room or area within the polling place where voting takes place.

Information and background

In reviewing the polling districts, places and stations, Suffolk Coastal District Council will ensure that:

- electors have such reasonable facilities for voting as are practicable in the circumstances;
- as far as reasonable and practicable, that polling places are accessible to all electors, including those with disabilities.

Suffolk Coastal District Council is inviting comments about the review which need to be submitted by 30 November 2018.

The proposed Polling Districts for Felixstowe can be viewed here:
<https://www.eastsuffolk.gov.uk/assets/Elections/Review-2018/Draft-proposals/Felixstowe-Proposed-PD-2018.pdf>

With the proposed Polling Stations and Places here:
<https://www.eastsuffolk.gov.uk/assets/Elections/Review-2018/Draft-proposals/2018-Polling-Districts-Places-Stations-Proposed-SCDC.pdf>

A printed copy will be provided at the meeting.

Council is requested to note the outcome of the Local Government Boundary Commission for England's review of the East Suffolk Council's electoral arrangements, and the consequential impact on the Town Council; and consider any response to Suffolk Coastal District Council on proposed polling arrangements.

AGENDA ITEM 13: MAYORAL INVITATION TO CHINA

The Golden Key International Alliance has invited the Mayor to attend their 23rd Winter Annual General Meeting as a Keynote Speaker. The event is being held from 2nd Dec to 5th Dec 2018 in Kunshan, Jiangsu, China

From the invitation:

The Golden Key International Alliance is China's largest and the first global brand, with the golden key service concept as the core, it continues to extend high-end hotels to the entire service industry. The Golden Key International Alliance was established by relying on 89 years of international golden key service concept. At present, there are more than 4,000 gold key members in China, and more than 2,400 top hotels, top-grade properties and large services in 290 cities across the country. Within the industry, it has become the only high-end service network with international brand support and international operation.

<http://www.goldenkeyschina.com>

The event is purported to attract around 2,000 property management, tourism and hotel management executives from across China and the Mayor is invited to attend as a Keynote Speaker to promote Felixstowe, British culture, tourism and education.

The Mayor has also been invited to meet the Mayor of Jiangsu during the trip.

There is no additional cost to the Town Council as all costs are covered by the Golden Key International Alliance, aside from the VISA application fees which the Mayor will fund via his Mayoral Allowance.

Before giving formal support for the trip, Members should note that, in accordance with The Bribery Act 2010, the Town Council is committed to carrying out business fairly, honestly and openly and does not tolerate, permit, or engage in bribery, corruption, or improper payments of any kind in our business dealings, anywhere in the world, both with public officials and people in the private sector.

In its consideration of this matter, Council is therefore advised to assess whether the potential attendance of the Mayor at the event would present any risk to Council.

Council is requested to consider its formal support for the Mayor to accept the invitation to attend the Golden Key International Alliance 23rd Winter Annual General Meeting, in Kunshan Jiangsu, China, as a Keynote Speaker.

AGENDA ITEM 14: SUFFOLK ARCHIVES - HOLD PROJECT

Council is advised that the Suffolk Record Office will be running the 'Hold Project' over the coming months in Felixstowe. The Hold is an ambitious new project by the Suffolk Record Office and the University of Suffolk, funded by the Heritage Lottery Fund with the aim of transforming the way people engage with archives. The project is supported by heritage organisations across Suffolk and has received funding from the Heritage Lottery Fund.

To celebrate the first part of the project, the construction of the Hold's flagship new heritage facility, ten time capsules will be buried across Suffolk on the 28th of Feb 2019. There will be a time capsule buried in Felixstowe as part of this.

Langer Primary Academy is a key community partner in the project and over the next few months will be planning the build-up to the day and the burying ceremony on the day. Currently their aim is to have museums and community groups involved in teaching the children at Langer Primary Academy about Felixstowe's unique history, and then each community partner, and the schoolchildren themselves, will contribute items, artwork and papers to the time capsule. The Mayor will be attending the burying ceremony and help one of the children put the time capsule in the ground.

The project also provides an opportunity to record oral histories.

At this stage the Hold Project are seeking an endorsement by the Council in support of its aims.

More information is available here: https://www.suffolkarchives.co.uk/the_hold/

Council is requested to consider its endorsement of the Hope Project.

AGENDA ITEM 15: ASSETS & SERVICES COMMITTEE RECOMMENDATIONS

Office Furniture

Since the introduction of GDPR and a review of documents being retained in line with Council's Retention Policy, three filing cabinets have been freed up and have been moved into the safe for storage. Some older office furniture is now surplus to requirements and a number of other items are mismatched. The Asset & Services Committee looked at quotes for replacement furniture to provide a modern, matching desk for the Customer Services Apprentice alongside some desk-height drawers and a cupboard for the rear office to hold ring-binders and folders. The total cost of £899 + VAT would be required to be funded from the Town Hall Earmarked Reserve 9065/900.

Defibrillator

Assets & Services Committee Members considered the purchase of an Automatic Emergency Defibrillator (AED) for use inside the Town Hall which was estimated to cost £825 + VAT. A Member advised that they may be able support the funding of a defibrillator via their District Council Community Enabling Budget and Committee has recommended that Council approve the funding in case the ECB does not progress.

Secure Storage for Tractor

Quotes were obtained to provide a secure storage for the tractor and other equipment beside the office at the Cemetery. Assets & Services Committee has recommended to Council that delegated responsibility be given to the Clerk and Assets & Services Chairman to commission a lockable shelter, to a maximum cost of £10,000+VAT to be authorised via the Cemetery Projects Earmarked Reserve (9040/900).

Council is therefore requested to

- i. approve the purchase of new office furniture at a cost of £899 +VAT, to be authorised via the Town Hall Maintenance Earmarked Reserve (Minute #322 of 2018/19);**
- ii. to purchase a defibrillator for the Town Hall via the Town Hall Earmarked Reserve, subject to the District Councillor's Community Enabling Budget being unable to fund the purchase (Minute #324 of 2018/19); and,**
- iii. delegate the authority to the Town Clerk, in consultation with the Chairman of the Assets & Services Committee, to purchase a tractor shelter to a maximum cost of £10,000+VAT being authorised via the Cemetery Projects Earmarked Reserve (Minute #322 of 2018/19).**

AGENDA ITEM 16: ENGLAND COAST PATH UPDATE

Natural England (NE) is busy implementing the England Coast Path – a new long distance trail that, once completed, will enable people to walk around the whole English coast.

As well as the long-distance walking route, there will be a ‘coastal margin’, usually seaward of the trail where people can explore more widely if they wish to relax and admire the view. Once complete the England Coast Path will bring significant benefits to the coastal economy, providing a vital lifeline for local businesses such as pubs, hotels and pubs.

Work has been underway in Suffolk for some time and, on the ‘Shotley Gate to Felixstowe Ferry’ stretch, NE have spoken to the majority of landowners and are putting together their proposals, which will be published next year.

You can find out more about the England Coast Path and see the Coastal Access Scheme, which sets out the approach Natural England must follow in preparing their coastal access proposals via the following links:

- www.naturalengland.org.uk/coastalaccess
- <https://www.gov.uk/government/collections/england-coast-path-improving-public-access-to-the-coast>
- <https://www.gov.uk/government/collections/england-coast-path-shotley-gate-to-felixstowe-ferry>
- <http://publications.naturalengland.org.uk/publication/5327964912746496?category=50007>

Up to 4 Members of the Town Council have also been invited to a briefing on the England Coast Path work to date to discuss Natural England’s early thoughts and share any issues or concerns.

Further information will be presented to Council in due course.

Council is requested to note the England Coast Path Update.
