



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 9 January 2019** at **7.30pm** for the transaction of the following business preceded by:

Moment of Reflection: Mohammed Mainul Alam, Joint Centre Manager, Bangladeshi Support Centre

A G E N D A

1. Public Question Time

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

2. Apologies

To receive apologies for absence.

3. Declarations of Interest

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

4. Requests for Dispensation

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

5. Questions to the Mayor

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

6. Confirmation of Council Minutes

To confirm the minutes of the Ordinary Council Meeting held on Wednesday 14 November 2018 as a true record. **(Pages 4-11)**

7. Mayor's Announcements

To receive such communications as the Mayor may wish to lay before Council. **(Pages 12-13)**

8. Minutes of Committee Meetings

To receive and adopt the Minutes of the following Meetings:

- a) Planning & Environment Committee 21 November 2018 **(Pages 14-17)**
- b) Finance & General Purposes Committee 28 November 2018 **(Pages 18-20)**
- c) Planning & Environment Committee 5 December 2018 **(Pages 21-24)**
- d) Planning & Environment Committee 19 December 2018 **(Pages 25-27)**
- e) Civic & Community Committee 19 December 2018 **(Pages 28-32)**

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 33 and Appendix A)

11. PCSO Report (December 2018)

To receive the Felixstowe Partnership Funded PCSO report and the Felixstowe SNT Newsletter for the month of December 2018. **(Reports at Appendix B)**

12. Felixstowe Prom Traffic Order Consultation

To delegate authority to the Finance & General Purposes Committee to respond to a forthcoming District Council consultation on permitting certain vehicles on the Prom. **(Page 33)**

13. Suffolk Coastal District Council Local Plan Final Draft Consultation

To note that the Final Draft of the Local Plan will be open for consultation from 14 January to 25 February and to delegate authority to the Planning & Environment Committee to consider and submit any response on behalf of the Town Council. **(Page 34)**

14. Sizewell C Stage 3 Consultation

To note the launch of the Sizewell C Stage 3 Consultation and consider the process by which the Council might respond by 29 March 2019.

(Details at Appendix C)

15. Budget and Precept 2019/20

To consider and approve the Budget and Precept for the Financial Year 2018/19. **(Pages 35-36 and Appendices D-G)**

16. Meetings Calendar 2019/20

To consider a schedule of meetings for Council and its Committees for the Municipal Year 2019/20. **(Page 37 & Appendix H)**

17. Accounts for Payment

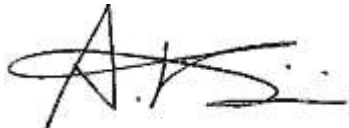
To confirm and approve the payments of accounts since the previous meeting as follows:

(Schedules attached at Appendix I)

| Date | Voucher Nos. | Total Payment |
|-------------|---------------------|----------------------|
| 14/11/2018 | 299 - 313 | £8,769.23 |
| 30/11/2018 | 314 - 330 | £37,175.61 |
| 17/12/2018 | 331 - 350 | £21,049.20 |
| 31/12/2018 | 360-368 | £40,038.34 |
| | TOTAL | £107,032.38 |

18. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 13 March 2019.



Ash Tadjrishi
Town Clerk
4 January 2019

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

331. APOLOGIES

Apologies for absence were received from **Cllr S Bloomfield, Cllr M Jepson, Cllr A Smith** and **Cllr K Williams**.

332. 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 | 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) |

333. REQUESTS FOR DISPENSATION

There were none.

334. QUESTIONS TO THE MAYOR

Though no questions had been submitted in advance, the Mayor allowed a question from a Member. The Member was keen to learn whether the 'Tommy' silhouette in the Town Hall Gardens could be left in a prominent place for the long-term, given that the town had embraced recent Remembrance events marking the centenary of the end of WW1. Members thanked everyone involved in the very poignant events. As the 'Tommy' was owned by the RBL, it was suggested that they be consulted and this be brought to the next Civic & Community meeting for consideration.

335. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Council Meeting held on 12 September 2018 be signed by the Mayor as a true record and adopted by the Council.

336. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

| | |
|--|-------------------|
| 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 |

The Mayor commented on Felixstowe Rugby Ground Naming event he enjoyed attending which along with other clubs in the town was sponsored by Goldstar Transport.

The Mayor highlighted the numerous Remembrance events in the town starting with the Launch of the RBL Poppy Appeal, stone painting at Colneis School, opening the poppy trail at Old Felixstowe Parish Church, the school service at the cemetery and churchyards marking the graves of the WW1 soldiers, a school service at the War Memorial, the RBL Festival of Remembrance, the Remembrance Day service at St Johns Church and War Memorial and finally the Battels Over Beacon Lighting which involved the reading of the 163 fallen Felixstowe residents who never returned from WW1.

The Mayor commented on his fascinating trip to Taiwan attending the Global Harbour Cities Forum in Kaohsiung which had been a great opportunity to promote Felixstowe and its port operations.

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

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

337. 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) **Highways Advisory 18 September 2018**
- b) **Civic & Community 19 September 2018**
- c) **Planning & Environment Committee 26 September 2018**
- d) **Finance & General Purposes 26 September 2018**
- e) **Planning & Environment Committee 10 October 2018**
- f) **Civic & Community Committee 17 October 2018**
- g) **Planning & Environment Committee 24 October 2018**
- h) **Personnel Committee 24 October 2018**
- i) **Planning & Environment Committee 7 November 2018**
- j) **Assets & Services Committee 7 November 2018**

338. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

None received.

339. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass reported that BID was progressing and a lot of work was being done on engaging with local retailers and businesses. There were now 5 BID Champions identified. Having attended the Future High Street and BID conferences recently, Ms Greengrass advised that a clear message had been for retailers to work together to make shopping more experiential.

Ms Greengrass reported that Felixstowe Forward had a stand at the Suffolk Business to Business exhibition in the town which had been well attended and they had spoken to a number of companies interested in opportunities in the town. There had been a presentation on Things Connected planned with BT at East Suffolk Partnership Forum which had been very successful and future events were planned.

Ms Greengrass gave an update on event bookings received between July-September. There had been 7 commercial events and 16 community events booked, with over 51,000 visitors visiting the town since January. The average staying visitor stayed 4.5 nights and the average visitor spend £55.74 per visitor which was higher than expected. There had also been a two page spread in the Telegraph which could boost visitors to the town.

Ms Greengrass reported that there had been a Dementia Action Alliance event which was well attended and a link with Felixstowe and Village Carers Support group had been established. Reminiscent boxes for dementia friendly cafes were now being created.

Ms Greengrass gave an update on the Felixstowe TimeBank project which was now live. A delivery plan with key outcomes and milestones had been completed and publicity had been circulated with relationships with interested organisations now starting.

She was working on a prospectus to include future aspirations, ongoing investments which would shortly be going to the Joint Working Group and to Felixstowe Forward sponsor group.

Ms Greengrass invited Cllrs to attend the Rotary's crocus planting in the Seafront Gardens on 20 November 2018 which was in aid of its purple for polio initiative.

A Member asked why the local retailers in the town were not planning late night Christmas shopping this year. Ms Greengrass explained that they had a Christmas Campaign which included funding but wasn't very successful. The Town Centre Partnership group no longer existed and businesses needed to take more ownership.

A Member asked when the BID scheme would be at the ballot stage and also where the TIC points were situated in the town. Ms Greengrass reported that it would be up to the businesses when they would be at the ballot stage but it was hoped that this could be autumn 2019. The next stage was a feasibility study. Ms Greengrass confirmed the TIC points were at five sites around town and it

was also hoped that in the future there could be volunteer greeters to greet the coaches who would be staying at the Orwell hotel.
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.

340. LOCALLY FUNDED PCSO SCHEME

Council considered the draft Service Level Agreement which had been updated after a meeting with the Constabulary's Head of Corporate Improvement and Innovation.

Members raised concerns about the Town Council underwriting police funding and the potential future cost of doing so. It was noted that the cost of the scheme, on a two-year fixed term basis, could be met from the Town Council's Community Fund Earmarked Reserve and therefore no additional tax burden would be placed on the local ratepayer.

Following further debate and confirmation as to how the Town Council would receive reports and monitor the service it was proposed that the scheme be approved in order to address issues of local need that were known to be low-priority for the police.

It was RESOLVED that Council 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.

341. EAST SUFFOLK COUNCIL WARD BOUNDARY REVIEW

Council considered 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.

Members unanimously expressed their disappointment in the town warding arrangements which had created a new 8-member coastal ward. It was noted that a Community Governance Review could be considered in future to address this anomalous outcome.

It was RESOLVED that Council 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.

342. MAYORAL INVITATION TO CHINA

Council considered whether to permit the Mayor to accept the invitation to attend the Golden Key International Alliance 23rd Winter Annual General Meeting as its representative. It was noted that there was no cost to the Town Council as the Golden Key International Alliance would be covering associated

expenses. The Deputy Mayor had agreed to cover any Mayoral engagements during the period of absence.

It was RESOLVED that the Mayor be permitted to accept the invitation to attend the Golden Key International Alliance 23rd Winter Annual General Meeting in Kunshan Jiangsu, China as a Keynote Speaker.

343. SUFFOLK ARCHIVES - HOLD PROJECT

Council considered the request of the Suffolk Records Office and University of Suffolk to endorse the aims of their 'Hold Project' which was being funded by the Heritage Lottery Fund with the aim of transforming the way people engage with archives.

It was RESOLVED to endorse the Hold Project.

344. ASSETS & SERVICES COMMITTEE RECOMMENDATIONS

Council considered the recommendations from the Assets & Services Committee to approve the purchase of new office furniture, consider the purchase of an Automatic Emergency Defibrillator and commission a lockable shelter for the Cemetery tractor.

It was RESOLVED to:

- i. approve the purchase of new office furniture at a cost of £899 +VAT (less the income received by the recent sale of items at auction), 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 (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 review options and commission a secure store at the Cemetery to a maximum cost of £10,000+VAT via the Cemetery Projects Earmarked Reserve (Minute #322 of 2018/19).**

345. ENGLAND COAST PATH UPDATE

Council noted the update on the England Coast Path and the forthcoming briefing meeting which was to be held at the Town Hall on 6th December. Members were keen to learn how the Deben crossing would be considered and any implications this might have on the ferry crossing.

It was agreed to that up to 5 Council representatives would be invited to attend the briefing by National England to discuss early considerations on the 'Shotley Gate to Felixstowe Ferry' England Coast Path.

It was RESOLVED to note the update on the England Coast Path from Natural England and to send five Members to represent the Town Council.

346. SCDC/FTC WORKING GROUP

Council considered the report of the SCDC/FTC Joint Working Group. Following a discussion it was agreed that Town Council Members on the Working Group would raise the promotion of district-council car parks as a matter for further consideration.

It was RESOLVED that the report of the SCDC/FTC Joint Working Group be noted as received and those items raised by Members to be referred to a future meeting.

347. TOWN HALL CHRISTMAS TO NEW YEAR CLOSURE

Members noted the Town Hall would be closed to the public from 24 December 2018 and reopen on 2nd January 2019. The Mayor invited Members to a Christmas Get Together on Wednesday 19 December at 12 noon at the Town Hall.

RESOLVED that it be noted that the Town Hall would be closed to the public from Monday 24th December 2018 and would reopen on Wednesday 2nd January 2019.

348. ACCOUNTS FOR PAYMENT

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

| Date | Voucher Nos. | Total Payment |
|-------------|---------------------|----------------------|
| 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 |

349. CLOSURE

The meeting was closed at 9.22 pm. It was noted that the next Ordinary Meeting was scheduled for 9 January 2019 at 7.30pm.

AGENDA ITEM 7: MAYOR'S ANNOUNCEMENTS

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

| | |
|--|-------------------------|
| Launch of Litter Free Felixstowe | 18 November 2018 |
| Visit Felixstowe & Walton Football Club | 24 November 2018 |
| Rotary Club Kids Kitchen | 26 November 2018 |
| <i>Deputy Mayor – Scouts Carol Service</i> | <i>30 November 2018</i> |
| The Golden Key International Alliance Winter Congress | 1-5 December 2018 |
| <i>Deputy Mayor – Victorian Christmas Market</i> | <i>1 December 2018</i> |
| <i>Deputy Mayor - Felixstowe Christmas Lights Switch On</i> | <i>1 December 2018</i> |
| <i>Deputy Mayor – Mayors Charity Christmas Concert</i> | <i>1 December 2018</i> |
| <i>Deputy Mayor – Blue Cross Suffolk Santa Dog Walk</i> | <i>2 December 2018</i> |
| <i>Deputy Mayor – Rotary Club Kids Kitchen Final Session</i> | <i>3 December 2018</i> |
| <i>Salvation Army Christmas Tree Festival</i> | <i>4 December 2018</i> |
| Wesel Association St Niklaus Fest | 6 December 2018 |
| Fairfield Nursey Christmas Concert | 7 December 2018 |
| Felixstowe Friendly Visiting Service | 7 December 2018 |
| Christmas Visit – Coniston House | 10 December 2018 |
| Christmas Visit - Merryfields | 10 December 2018 |
| Christmas Visit – Sanctuary Care | 11 December 2018 |
| Christmas Visit – Brierfield Care Home | 11 December 2018 |
| Festive Tour of Christchurch Mansion | 11 December 2018 |
| CAB Annual Christmas Dinner | 12 December 2018 |
| Christmas Visit – Rowland House | 14 December 2018 |
| Christmas Visit – Margery Girling House | 14 December 2018 |
| Christmas Visit – Foxgrove & Maynell Nursing Home | 14 December 2018 |
| Christmas Visit – Bellstone Nursing Home | 17 December 2018 |
| Christmas Visit – White Gables Nursing Home | 17 December 2018 |
| Judging Best Dressed Window | 17 December 2018 |
| Christmas Visit – Cotman Lodge | 18 December 2018 |

| | |
|---|------------------|
| Christmas Visit – Westcliff Care Home | 18 December 2018 |
| Christmas Visit – Mill Lane Nursing Home | 18 December 2018 |
| Felixstowe Academy Christmas Concert | 18 December 2018 |
| Chamber Breakfast at Level2 Youth Project | 19 December 2018 |
| Christmas Visit – Highcliffe House Nursing Home | 19 December 2018 |
| Opening of Felixstowe Skating Rink | 20 December 2018 |
| Presenting the Best Dress Window trophy | 20 December 2018 |
| FOPWA Christmas Party and Relaunch | 21 December 2018 |
| Stowmarket Town Carol Service | 23 December 2018 |
| St Elizabeth Hospice Christmas Day Dip | 25 December 2018 |
| Felixstowe Community Hospital | 25 December 2018 |
| Lunch at The Salvation Army | 25 December 2018 |
| BBC Radio Suffolk – Interview re Suffolk Day 2019 | 2 January 2019 |
| Opening of Emmaus Felixstowe Charity Shop | 4 January 2019 |

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

AGENDA ITEM 8: MINUTES OF COMMITTEES MEETINGS

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 21 November 2018 at 9.15am.

PRESENT: Cllr A Smith (Chairman) Cllr M Jepson
Cllr A Bird Cllr G Newman
Cllr Jan Garfield (*to item 355f*) Cllr D Savage
Cllr Jon Garfield (*to item 355f*)

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

IN ATTENDANCE: Mr R Abbott (Felixstowe Chamber of Trade & Commerce)
3 members of the public

350. 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.

351. APOLOGIES FOR ABSENCE

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

Cllr Jan Garfield and **Cllr Jon Garfield** gave apologies in advance of having to leave the meeting early at 10.45am.

352. DECLARATIONS OF INTEREST

| Member(s) | Minute No. | Nature of Interest |
|--|-------------------|--|
| Cllr S Bird 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 | 355(b) | Pecuniary (as a near neighbour to the development site) |

Having declared that her interest in item 355(b) was Pecuniary in nature, **Cllr D Savage** advised that she would leave the Chamber prior to, and for the duration of, that item.

353. REQUEST FOR DISPENSATION

There were no requests for dispensation.

354. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 7 November 2018 be signed by the Chairman as a true record.

355. PLANNING APPLICATIONS

At the direction of the Chairman, Committee heard from members of the public attending in relation to applications (a) and (b) below. In respect of item (a), Committee noted public concerns about the size of the proposal, noise, overlooking, opening hours, parking and traffic issues at a busy junction. In respect of item (b) below, Committee heard concerns that the proposed materials were inappropriate for this development in the Conservation Area.

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/18/4507/FUL Consisting of a Pub on the ground floor and the upper floors containing 24 apartments. On the site of the old GP practice which has been demolished 201 Hamilton Road |
| Committee recommended APPROVAL. Committee were concerned to note inconsistencies between the drawings and the Design & Access Statement with regards to access for deliveries. The decision was made on the understanding that the statement in the Design & Access Statement is correct. While Members had some reservations about the height and mass of the building, Committee were pleased to note that its previous concerns about affordable housing, balconies overlooking High Road West and the interface with Great Eastern Square had all been addressed. As such Committee felt that the benefits outweighed the concerns. | |

Cllr D Savage left the Chamber.

| | |
|---|--|
| b | DC/18/4480/VOC Variation of Condition(s) 2 of Planning Permission - DC/16/1521/FUL - Proposed alterations and extensions to existing dwelling house currently subdivided in to two residential units to provide 5 apartments/flats. Meri Rauha 1 High Beach |
| Committee strongly recommended REFUSAL and were in agreement with the Principal Design and Conservation Officer and the Suffolk Preservation Society that the changes would have a wholly unacceptable impact on this iconic Victorian terrace in Felixstowe. Critically, the proposal neither preserves nor enhances the Conservation Area. | |

Cllr D Savage returned.

| | |
|---------------------------------------|--|
| c | DC/18/4435/FUL Two flats with parking and ancillary space 3 Margaret Street |
| Committee recommended APPROVAL | |

| | |
|------------------------------------|---|
| d | DC/18/4305/PN3 Conversion of upper floor offices to 3 self-contained flats. Anglia House 22-24 Hamilton Road |
| Committee had NO OBJECTIONS | |

| | |
|---------------------------------------|---|
| e | DC/18/4255/FUL Single Storey Rear Extension 11 Goyfield Avenue |
| Committee recommended APPROVAL | |

| | |
|---------------------------------------|---|
| f | DC/18/4596/FUL Single storey rear extension 6 Lawn Way |
| Committee recommended APPROVAL | |

At this point, being 10.45am, Cllrs Jan Garfield and Jon Garfield left the meeting.

| | |
|---------------------------------------|---|
| g | DC/18/4436/FUL Single storey rear extension 327 High Street Walton |
| Committee recommended APPROVAL | |

| | |
|---------------------------------------|---|
| h | DC/18/4440/FUL Insertion of four replacement windows at first and attic floor levels facing Orwell Road 30 Orwell Road |
| Committee recommended APPROVAL | |

| | |
|-------------------------------------|--|
| i | DC/18/4439/FUL Installation of five window and two pairs of french doors replacing existing units Apartment 17 Martello Place Golf Road |
| Committee recommend APPROVAL | |

| | |
|-------------------------------------|---|
| j | DC/18/3737/FUL Replacement of five windows and two pairs of french doors to first floor flat 11 Martello Place Golf Road |
| Committee recommend APPROVAL | |

356. 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

357. CORRESPONDENCE

It was noted that application DC/18/3705/FUL at 10 Brook Lane had been subject to a referral trigger due to the Committee's objections on the location of a proposed garage. The Clerk advised that the applicant had since agreed to remove the garage from the plans and, following consultation with the Vice-Chairman, Committee's objections had been withdrawn.

RESOLVED that the correspondence be noted as received.

358. INVITATION TO INNOCENCE FARM STAKEHOLDER WORKSHOP

Committee noted the invitation to attend a stakeholder workshop about Innocence Farm on 27th November, hosted by the Trimley Estates.

It was RESOLVED that the Chairman, Cllr A Smith, and Town Clerk should attend the workshop on the 27th November on behalf of the Town Council.

359. CLOSURE

The meeting was closed at 11.04am. The date of the next meeting was noted as being Wednesday 5 December 2018, 9.15am at Felixstowe Town Hall.

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 28 November 2018 at 7.30pm

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

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

IN ATTENDANCE: 1 member of the public

360. PUBLIC QUESTIONS

There were none.

361. APOLOGIES FOR ABSENCE

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

362. DECLARATIONS OF INTEREST

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

363. REQUESTS FOR DISPENSATION

There were none.

364. CONFIRMATION OF MINUTES

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

365. BUDGET MONITORING TO 31 OCTOBER 2018

Committee received the budget monitoring report to 31 October 2018. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

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

366. BUDGET ESTIMATES 2019/20 (DRAFT)

Committee considered the papers showing a first draft full budget, including earmarked reserves requirements for 2019/20. Members also considered comparisons against the current-year budget, actual expenditure and projected outturn for the full year 2018/19.

Members noted that the draft budget proposals for 2019/20 required a precept of £578,113. Using the confirmed tax base of 8,234.16, this would equate to £69.45 per Council Tax Band D equivalent ratepayer, an increase of 2%, ie £1.36 per year. This is in line with Council's 4 year Financial Forecast which projects a 2% increase to the precept for the year 2019/20.

A contribution of £8,583 is also proposed from the Council's General Fund, in order to cover the first-year costs of producing a new much larger quarterly magazine rather than the current single-sheet newsletter. This amount will balance the overall budget for total estimated expenditure and transfers to Earmarked Reserves. Once the new-look newsletter gains momentum it is hoped that a large proportion of the production costs will be covered by advertisers.

Committee recommended that the budget be referred to Council for approval in January for final consideration, to include any adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change.

Members were pleased to note that the cost of the new PCSO was coming from the Community Fund Earmarked Reserve and not through the precept.

It was RESOLVED to recommend to Council that, subject to any further adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change, the draft budget 2019/20 proposals be recommended for approval as presented.

367. INTERNAL AUDIT – INTERIM REPORT

Committee noted the recommendations from the Internal Auditor's Interim report, and were pleased to note that the recommendation regarding the monthly spend limit had been resolved.

Members considered the Auditor's recommendation that Council should satisfy itself that current arrangements in respect of allowances is in accordance with para 5.49 of Governance and Accountability published March 2018 and <https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim65970>.

Committee requested that a report be brought to the next meeting with some recommendations for the Mayor Allowance.

It was RESOLVED that:

- i. the report of the Internal Auditor and updates be noted; and,**
- ii. recommendations for the Mayoral Allowance be brought to Committee in January for further consideration.**

368. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Committee considered the report on the Community Infrastructure Levy and the CIL Annual Report for 2017/18.

It was noted that the CIL Annual Report will be sent to Suffolk Coastal District Council by the 31st December 2018 deadline.

It was RESOLVED that:

- i. the Community Infrastructure Levy report be noted;**
- ii. the CIL Annual Report be recommended to Council for approval;**

369. DATA PROTECTION OFFICER AUDIT REPORT

Committee considered the full report from the Data Protection Officer visit and were pleased to note that the Data Protection Officer had stated that Council has taken excellent steps towards GDPR Compliance, and found the security measures in place to be excellent. Members recorded a vote of thanks to staff for their work in ensuring GDPR compliance.

Members discussed GDPR training, some members have attended this already and were reminded to update the Deputy Town Clerk, so that their training log can be updated.

It was RESOLVED that the Data Protection Officer Audit Report be noted.

370. CLOSURE

The meeting was closed at 8.30pm. The next meeting was noted as being scheduled for Wednesday 23 January 2019 at 7.30pm.

**MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at
Felixstowe Town Hall on Wednesday 5 December 2018 at 9.15am.**

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

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

371. PUBLIC QUESTIONS

None.

372. APOLOGIES FOR ABSENCE

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

373. DECLARATIONS OF INTEREST

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

374. REQUEST FOR DISPENSATION

There were no requests for dispensation.

375. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 21 November 2018 be signed by the Chairman as a true record.

376. PLANNING APPLICATIONS

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

| | |
|---|--|
| a | <p>DC/18/4692/AME Non Material Amendments of DC/16/3776/ARM - Submission of reserved matters pursuant to outline planning permission DC/13/3069/OUT for the creation of 197 no. one, two, three and four bedroom houses and apartments, plus associated roads, paths, driveways, car parking, landscaping and public open space - Creation of a hipped roof design for the new homes at the southern end of the site. Southern Part Of The Site Land West Of Ferry Road Residential Centre</p> |
| <p>Committee recommended REFUSAL on the basis that the application should not be considered non-material in nature.</p> <p>Committee noted that there have been a number of other ‘non-material amendment’ applications for this site, which had not been supplied for consultation, the cumulative effect of which will result in a major change to the design and quality of the overall development.</p> <p>In the case of this particular application, Committee does not consider the proposed amendments to be non-material as the high-quality design proposed in the reserved matters application will be largely destroyed, resulting in a utilitarian approach.</p> <p>This is particularly evident in the case of Flat Block E, whereby the original oast-house design will end up having lost all distinctiveness in favour of a characterless block, on the pretext of addressing public concerns over roof heights. The loss of balconies, characterful elevations and variegated brick patterns are further examples of the design deficiencies in this application.</p> <p>Given the current emphasis to design in large estates, a diminution in the quality of design and build on this site would be highly regrettable and Committee ask SCDC to allow no further changes.</p> | |

| | |
|--|--|
| b | <p>DC/18/4740/FUL Single storey rear extension. 49 Gainsborough Road</p> |
| <p>Committee recommended APPROVAL</p> | |

| | |
|--|---|
| c | <p>DC/18/4627/FUL Removal of existing side entrance porch and erection of new single storey extension 2 Knights Close</p> |
| <p>Committee recommended APPROVAL</p> | |

| | |
|--|--|
| d | DC/18/4860/FUL Single Storey Rear Extension 46 Lynwood Avenue |
| Committee recommended APPROVAL | |
| e | DC/18/4452/FUL Rear conservatory on existing rear elevation 97 Garrison Lane |
| Committee recommended APPROVAL | |
| f | DC/18/4772/FUL Rear extension incorporating room in roof 65 Seaton Road |
| Committee recommended APPROVAL | |
| g | DC/18/4764/FUL Replacement flat roof with 2no. lantern rooflights 38 Newry Avenue |
| Committee recommended APPROVAL | |
| h | DC/18/4791/PNH Householder Prior Notification - Proposed kitchen 49 Links Avenue |
| Committee had NO OBJECTIONS | |
| i | iDC/18/4833/FUL Proposed brickwork boundary wall fronting Golf Road and Marcus Road Friarscroft Marcus Road |
| Committee recommend APPROVAL | |
| j | DC/18/4658/FUL Change of use from converted garage to hair salon 34 Chester Road |
| Committee was unable to consider this application due to insufficient information from the applicant. Committee requests that appropriate documentation to be resubmitted and provided. | |

377. 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.

378. CORRESPONDENCE

The Chairman provided a verbal report having recently attended the Innocence Farm Stakeholders Workshop. Members noted that all relevant local parish councils had been represented. The Chairman advised that the meeting had been informative and constructive. The developer's latest proposals reflected a reduction in scale of the operations on the site, with smaller haulage operations and dedicated landscaping to the eastern boundary. A number of concerns were raised in relation to the impact on the environment and neighbouring communities and there had been a consensus from all the community stakeholders present that, were the site to be developed, there would be a need for a dedicated junction to be provided at the outset to enable access to the site directly from the A14.

379. CLOSURE

The meeting was closed at 10.39am. The date of the next meeting was noted as being Wednesday 19 December 2018, 9.15am at Felixstowe Town Hall.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 19 December 2018 at 9.15am.

PRESENT: Cllr A Smith (Chairman) Cllr G Newman
Cllr Jan Garfield Cllr D Savage
Cllr Jon Garfield

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

IN ATTENDANCE : Two members of the public

380. PUBLIC QUESTIONS

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

381. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr S Bird, Cllr S Gallant, Cllr M Jepson and Cllr K Williams.**

382. DECLARATIONS OF INTEREST

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

383. REQUEST FOR DISPENSATION

There were no requests for dispensation.

384. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 5 December 2018 be signed by the Chairman as a true record.

385. PLANNING APPLICATIONS

At the direction of the Chairman, Committee heard from members of the public attending in relation to application 385(d) below. Committee noted concerns on the size and proximity of the proposed structure to their property, the window overlooking their property and the proposed removal of trees.

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/18/4978/FUL Two Storey front extension to incorporate new Fire Escape staircase. Internal and elevational alterations. Walton Surgery 301 High Street Walton |
| Committee recommended APPROVAL | |

| | |
|---|---|
| b | DC/18/4963/FUL New double garage, conversion and extension of existing garage to family annexe 30 Maybush Lane |
| Committee recommended APPROVAL subject to clear and strict conditions for its use as an annex only and no future use as a separate property. | |

| | |
|---|---|
| c | DC/18/4820/FUL & DC/18/4821/LBC Proposed Replacement Conservatory 2 Cranmer House Maybush Lane |
| Committee recommended REFUSAL for this inappropriately designed conservatory on this listed building, an iconic element of Victorian Felixstowe. We wholly support remarks of the Conservation Officer and furthermore consider that it would have a jarring effect, disturbing the distinctive character of this façade, destroying the remaining symmetry of the original veranda. | |

| | |
|---|--|
| d | DC/18/4713/FUL Replace Garden Shed, Removal of 2 Overgrown Sycamore Trees in Rear Garden and erection of Wooden Summerhouse. Summerhouse dimensions 6.5 Mtrs x 4.8 Mtrs, Pitched Roof 3.9Mtr Maximum Height at tip of pitch. Roof to be felt and shingles to blend into environment. Villa Bonita, Maybush Lane |
| Committee recommended REFUSAL; firstly on the grounds of its wholly unacceptable overlooking of 17 Thornley Road and secondly that the provision of a mezzanine floor and its resulting overall size would be inconsistent with the proposed use as a summerhouse (the definition of which being “A small building in a garden used for sitting in during the summer”) leading to an intrusion on the dwellings to the west of the site. | |
| However, should the application be approved we strongly request a condition that the window to the mezzanine at the rear of the property be fully obscured and non-opening. | |

| | |
|----------|---|
| e | <p>DC/18/4794/FUL This relates to a previous application DC/17/4377/FUL. Whereby approval was granted of the sub-division of 28 Lindley House to form 4 residential flats. Demolition of an outhouse in the rear of the property was included in this scheme. This Proposal seeks to retain the outhouse to rear of the site for use as an additional residential dwelling at first floor.</p> <p>Lindley House 28 Leopold Road</p> |
| | <p>Committee recommended REFUSAL on the basis the proposed revised plan would prevent cars manoeuvring on site. The original application was approved on the grounds of the removal of the building.</p> |
| g | <p>DC/18/4839/TCA To re-pollard multi-stemmed Lime; tree in rear left corner of garden.</p> <p>Braemar 13 Montague Road</p> |
| | <p>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.</p> |

386. 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.

387. CORRESPONDENCE

None.

388. CLOSURE

Committee noted the delegated authority arrangements for the Town Clerk, in conjunction with the Chairman/Vice-Chairman, to submit a response on behalf of the Town Council to any planning applications or consultations for which the consultation period ends before the next Committee meeting on 16th January 2019.

The meeting was closed at 10.23am. The date of the next meeting was noted as being Wednesday 16 January 2019, 9.15am at Felixstowe Town Hall.

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

PRESENT: Cllr D Savage (Chairman) Cllr Mark Jepson
Cllr S Wiles (Vice-Chairman) Cllr T Green
Cllr P Coleman Cllr K Williams (*from item 396*)
Cllr Jon Garfield

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

389. PUBLIC QUESTIONS

There were none.

390. APOLOGIES FOR ABSENCE

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

Apologies for later attendance were received from **Cllr K Williams**.

391. DECLARATIONS OF INTEREST

| Member(s) | Minute No. | Nature of Interest |
|---|-------------------|---|
| Cllr P Coleman 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) |
| Cllr M Jepson | 396 | Local Non-Pecuniary (as close family is a member of Majestic Voices) |
| Cllr D Savage | 396 | Local Non-Pecuniary (as Trustee to Citizens' Advice and a Member of The Felixstowe-Wesel Association) |

392. REQUESTS FOR DISPENSATION

There were none.

393. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee** meeting held on **17 October 2018** be signed as a true record.

394. LEVEL TWO YOUTH PROJECT UPDATE

Committee were pleased to receive detailed information on the detached and outreach work carried out by the Level Two Youth Project. Members were keen to learn more about Level Two's provision of a general social space for young people, aside from the intervention work. It was noted that a representative from Level Two would be able to attend Committee during the 2019/20 municipal year in advance of the next budget setting process.

RESOLVED that Level Two Youth Project update report be noted.

395. CIVIC & COMMUNITY BUDGET REPORT

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

RESOLVED that the Budget Report to 12 December 2018 be received and noted as presented with no other action required at this time.

At this point, 7.43pm, Cllr K Williams joined the meeting.

396. OCCASIONAL GRANTS: ROUND 2 – 2018/19

Committee considered completed applications for funding received prior to the 30 November 2018 deadline, for the second round of Occasional Grants. The total of grant funding requested in this second round being £46,633.

The Town Clerk advised that there was £16,884 available in the funding pot for this second round of grant applications.

Following consideration of all the eligible applications which had been received, Committee proposed that grants be awarded on the following basis:

Citizens Advice Bureau

£2,000.00 towards Advice Outreach Services.

Felixstowe & Corinthians Cricket Club

£1,000.00 towards an Electronic Scoreboard.

Felixstowe Area Community Transport Ltd (FACTS)

£2,000.00 towards replacing a 14 seat Wheelchair-accessible MPV.

Felixstowe Men's Shed

£832.00 towards safety equipment and power tools.

Felixstowe Opportunity Group

£600.00 towards first aid, food hygiene, safeguarding, autism awareness training.

Felixstowe Sea Angling Society

£1,500.00 towards the replacement of windows in the clubhouse.

Home-Start

£1,000.00 towards preparation course costs for safeguard volunteers in Felixstowe.

Majestic Voices

£300.00 towards marketing material to promote the choir.

Revitalise Respite Holidays

£764.00 towards 2 respite breaks for carers from Felixstowe.

The Basic Life Charity

£450.00 towards provisions for a community allotment.

Felixstowe Wesel Association

Members discussed the details of the grant application towards a Dinner Dance function to celebrate the 45th Anniversary of Felixstowe's twinning with Wesel. Members agreed to ring-fence an award of £500 for the Association subject to a more inclusive community event being held for the Anniversary.

Pier Projects

£1,000.00 ring-fenced towards 6-8 creative sessions, one to one / group mentoring, and a public exhibition, dependant on total funding received for the project.

TS Landguard Sea Cadets

Members requested that further information be obtained regarding quotes and breakdown of requirements for the inflatable boat and outboard motor. Details are to be requested to be brought to the next meeting for consideration.

It was RESOLVED that for the second round of Occasional Grants for 2018/19 a total of £11,946.00 be awarded and approved for payment on the basis of the schedule above.

397. FELIXSTOWE PLAY AREA REVIEW

Members considered the report on the play areas and trim trails in Felixstowe. The Town Clerk provided details of the scheme proposals being explored for the Cavendish Park, Allenby Park and Gosford Way/Ferry Road sites and possible funding streams identified for the Town Council to consider, subject to the District Council's support for the project.

Members thanked the Clerk for the detailed report and fully supported the proposals.

RESOLVED that the Felixstowe Play area review report be noted and endorsed by the Committee.

398. ARMED FORCES WEEKEND LEGACY GRANT UPDATE

Members considered the report on the Armed Forces Weekend legacy grant, noting 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 for a 'Songs of Remembrance' event. It was understood that the event had not gone ahead and therefore the £470 awarded would be withheld in the funding pot which currently stood at £4,116 from an initial fund of 10,796.

RESOLVED that the decisions of the awarding panel be noted and approved.

399. REMEMBRANCE 2018

Committee received the report on the Centenary of Remembrance 2018 and it was agreed that the events had been very well organised. Members were pleased to note that £441.61 had been raised for the Poppy Appeal by the Town Hall collection boxes. The final total for Felixstowe was yet to be confirmed but would be brought to Council in due course.

As requested by the Felixstowe Branch of the Royal British Legion, Committee discussed the long-term location of the 'There but not there' Tommy silhouette which stood in the Town Hall Gardens. Members agreed that a fitting location would be beside the War Graves at Walton Churchyard. It was suggested that the other Tommy which was located at Felixstowe Cemetery could be brought out for Remembrance events in future years as a poignant reminder.

It was RESOLVED that:

- i. the Centenary Remembrance 2018 update report be noted; and,**
- ii. the Felixstowe Branch of the Royal British Legion be recommended to install the 'There but not there' Tommy silhouette beside the War Graves in Walton Churchyard.**

400. CHRISTMAS EVENTS – ICE RINK

Committee considered the report on the Ice Rink and the opportunity for Fresh Gold Radio to attend and broadcast from the site during the event. Members approved expenditure of £400 from the Civic Events budget for the cost of this.

It was RESOLVED that:

- i. the Christmas Events – Ice Rink update report be noted; and,**
- ii. the cost of £400 for Fresh Gold Radio to attend the four days of the ice rink event be approved via the Civic Events budget.**

401. FELIXSTOWE-HARWICH-SHOTLEY FOOT FERRY

Committee received a detailed report on the Harwich Harbour Foot Ferry service.

It was RESOLVED that :

- i. the Felixstowe-Harwich-Shotley Foot Ferry report be noted; and,**
- ii. it be confirmed that the Town Council's contribution to the Partnership remain at £1,000 for the year 2019/20.**

402. CLOSURE

The meeting was closed at 9.33pm. The next meeting was noted as being scheduled for Wednesday 20 February 2019 at 7.30pm.

403. CLOSURE

The meeting was closed at 9.33pm. The next meeting was noted as being scheduled for Wednesday 20 February 2019 at 7.30pm.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

Council is requested to receive the December 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 some encouraging progress with regard to the Business Improvement District (BID) under item 1.1.

Felixstowe Forward is pleased to confirm a successful application of £30k from the Coastal Revival Fund for interpretation work along the South Seafront. This work will also provide support for the bigger application to the Coastal Community Fund of approx. £1m. Please note the deadline for the next stage of this application is January 21st.

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

AGENDA ITEM 12: FELIXSTOWE PROM TRAFFIC ORDER CONSULTATION

Suffolk Coastal District Council has highlighted the need for a Traffic Regulation Order to be put in place on Felixstowe Prom to legitimise the current prohibition of access/driving restriction and to allow control and enforcement of any vehicles who venture onto the pedestrian area.

In advance of the statutory consultation on the proposed Order a Statement of Reasons has been prepared as follows:

- 1) Felixstowe Promenade is a pedestrian thoroughfare and has been one from its inception. The proposal is to implement an order creating a pedestrian zone and prohibit motor vehicles from entering, driving and stopping and waiting on Felixstowe Promenade. This is largely a legal and administrative process to reinforce the current status quo.
- 2) The proposed order is being introduced for the safety of pedestrians, cyclists and mobility scooters legitimately using Felixstowe Prom.
- 3) Motorised vehicles will be prohibited except for emergency, coastguard and Council maintenance vehicles or 'C' permit holders who will have to comply with the Prom terms and conditions of use.

Suffolk Coastal District Council will be consulting on this shortly and, as the consultation deadline is likely to expire before the next Ordinary Council Meeting, Council is requested to consider delegating authority to the Finance & General Purposes Committee to submit a response on its behalf.

AGENDA ITEM 13: SUFFOLK COASTAL DISTRICT COUNCIL LOCAL PLAN FINAL DRAFT CONSULTATION

Council is requested to note that the Final Draft Local Plan was approved for publication by Suffolk Coastal District Council at their meeting on 3rd January. The Plan will be published for 6 weeks from Monday 14th January until Monday 25th February 2019, during which time representations will be invited in relation to legal and procedural requirements and the soundness of the Plan (Regulation 19).

The Regulation 19 stage is a formal stage where stakeholders and members of the public get a final chance to make representations on whether they support the plan or not. The legal and procedural tests include passing the 'duty to cooperate' test in relation to addressing cross boundary strategic issues, consultation, sustainability appraisal, habitat regulations assessment and compliance with the 2012 Local Planning Regulations.

The tests of soundness, set down in the National Planning Policy Framework 2018, are as follows:

- a) Positively prepared – providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
- b) Justified – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- c) Effective – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
- d) Consistent with national policy – enabling the delivery of sustainable development in accordance with the policies in this Framework.

In order to provide further information for Town and Parish Councils a briefing session has been arranged by Suffolk Coastal District Council. This will provide an opportunity to find out more about the Final Draft Local Plan, the arrangements for public engagement during publication and the submission of representations.

The briefing session will be held from 2pm-4pm on Friday 11th January 2019 at the Council's offices at East Suffolk House, Riduna Park, Station Road, Melton, Woodbridge, IP12 1RT, and one representative for each Town and Parish Council is invited to attend.

Council is requested to consider sending a representative to the briefing session on the 11th January; and, given that the consultation deadline expires before the next Ordinary Council Meeting, Council is requested to consider delegating authority to the Planning & Environment Committee to submit a response on its behalf.

AGENDA ITEM 15: BUDGET AND PRECEPT 2019/20

Council is requested to consider and approve the budget estimates and Precept for the Financial Year 2019/20, as recommended by the Finance & General Purposes Committee meeting of 28 November 2018 (*Minute #366 of 2018/19 refers*).

Sections of the budget were considered and reviewed by Council's Assets & Services, Civic & Community and Personnel Committees. Further adjustments to these drafts were incorporated and presented to the Finance & General Purposes Committee which has recommended this draft budget for 2019/20. The budget estimates are presented to Council for consideration at **Appendix D** showing current-year expenditure, an updated projected outturn for the full year to 31 March 2019 and a comparison against the previous year. Notes to the budget estimates are provided at **Appendix E**.

Proposals for movements, reallocations and transfers to Earmarked Reserves are shown at **Appendix F** with corresponding notes at **Appendix G**.

Suffolk Coastal District Council has confirmed that Felixstowe Town Council's taxbase for 2019/20 will be 8,324.16

A summary of the current year 2018/19 budget and 2019/20 budget estimates is shown in the following table:

| | Budget 2018/19 | Budget 2019/20 |
|---|-----------------------------|---------------------------|
| Total Operating Expenditure Requirement | £657,105 | £670,546 |
| Less Estimated Income | £131,464 | £139,877 |
| Less Contribution from General Fund | £15,858 | £8,583 |
| Add On Contribution to Earmarked Reserves | £51,184 | £51,027 |
| Gross Precept Requirement | £ 560,967 | £ 578,113 |
| | | |
| Band D Equivalent Properties | 8,238.61 | 8,324.16 |
| | | |
| Annual Council Tax charge per Band D | £68.09 | £69.45 |
| | % change 2018/19 to 2019/20 | 2% |

The Council Tax charge per Band D equivalent ratepayer is proposed to be increased by 2% for the 2019/20 budget. A contribution of £8,583 from the Council's General Fund is proposed to meet the increased first-year costs of producing a new quarterly magazine rather than the current single-sheet newsletter. The level to which the cost of the magazine can be offset by advertising will be better known once it is in production and will be factored in for future years.

Council is therefore requested to consider:

- i. Approving and adopting the Felixstowe Town Council Budget for 2019/20 as set out in the report;**

- ii. Approving the 2019/20 Precept demand to Suffolk Coastal District Council of £578,113 (representing a 2% increase cost to Band D equivalent Council Tax payer) on the following basis:

| | | |
|---------------------------|---|----------|
| Band D rate | | £69.45 |
| Multiplied by tax base | x | 8,324.16 |
| Thus a Precept demand of: | | £578,113 |

- iii. Instructing the Clerk to take any necessary action and submit any information required by Suffolk Coastal District Council in this matter.
-

AGENDA ITEM 16: MEETINGS CALENDAR 2019/20

The draft Meetings Calendar for the 2019/20 Municipal Year is attached at **Appendix H**.

The calendar is based on the following schedule:

Annual Town Meeting (1): 7pm on the 2nd Wednesday in May.

Annual Council Meeting (1): 7pm on the 3rd Wednesday in May.

Council (6): 7.30pm on the 2nd Wednesday in the months of June, July, September, November, January and March.

Finance & General Purposes (6): 7.30pm on Wednesdays of 29 May, 17 July, 23 October, 11 December, 22 January and 25 March (3rd or 4th Weds of those months)

Assets & Services (5): 7.30pm on Wednesdays of 26 June, 25 September, 27 November, 26 February and 22 April. (4th Weds of those months)

Civic & Community (6): 7.30pm on Wednesdays of 19 June, 18 September, 16 October, 18 December, 19 February and 15 April. (3rd Weds of those months)

Personnel (2): 6pm on the 2nd Wednesday in the months of October and April.

Planning & Environment (25): Fortnightly on Wednesdays, with a 3-week interval at Easter and Christmas.

Other meetings TBC:

Youth Forum (6): 4-5pm on dates in January, March, May, June, October, November *to be confirmed with local schools*.

Highways Advisory Committee (2): Held in September and March.

Appeals Committee: Arranged if and when required.

Council is requested to approve its Meetings Calendar for 2019/20.
