



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 25 July 2018 at 7pm** for the transaction of the following business preceded by:

Moment of Reflection Captain William Thompson, Salvation Army, Felixstowe

A G E N D A

1. **Public Question Time**

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

2. **Apologies**

To receive apologies for absence.

3. **Declarations of Interest**

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

4. **Requests for Dispensation**

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

5. **Questions to the Mayor**

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

6. **Confirmation of Council Minutes**

To confirm the minutes of the Ordinary Council Meeting held on Wednesday 13 June 2018 as a true record. **(Pages 4-9)**

7. **Mayor's Announcements**

To receive such communications as the Mayor may wish to lay before Council. **(Page 10)**

8. Minutes of Committee Meetings

To receive and adopt the minutes of the following meetings:

- a) Planning & Environment Committee 20 June 2018 **(Pages 11-15)**
- b) Civic & Community Committee 20 June 2018 **(Pages 16-20)**
- c) Planning & Environment Committee 4 July 2018 **(Pages 21-24)**

9. Reports from Members appointed to Outside Bodies

To receive a report from Cllr Mark Jepson, Town Council representative to the Felixstowe-Wesel Association. **(Page 25)**

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 26 and Appendix A)**

11. Heritage Open Day/RAF 60th Anniversary of Freedom of the Town

To consider arrangements for Heritage Open Day and the opportunity to also mark the RAF's 60th Anniversary of being awarded Freedom of the Town. **(Page 27)**

12. East Suffolk Council Ward Boundary Review

To consider any response by the Town Council to the Consultation Boundary Review of District Council Wards for East Suffolk by 27th August 2018. **(Page 28 and Appendix B)**

13. SCDC Local Plan First Draft Consultation

To consider the process by which the Town Council will respond to the Suffolk Coastal District Council Local Plan First Draft Consultation by 14th September 2018. **(Pages 29-30)**

14. Town Hall Maintenance Works

To consider and decide on maintenance works at the Town Hall. **(Page 31)**

15. SCDC/FTC Joint Working Group

To receive an update report from the SCDC/FTC Joint Working Group following its meeting of 12 June 2018. **(to follow)**

16. Accounts for Payment

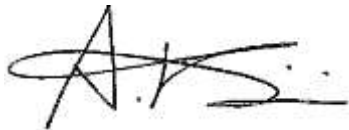
To confirm and approve the payments of accounts since the previous meeting as follows:

(Schedules attached at Appendix C)

Date	Voucher Nos.	Total Payment
13/06/2018	94 – 117	£17,066.03
29/06/2018	118 – 137	£37,106.94
	TOTAL	£ 54,172.97

17. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 12 September 2018.



Ash Tadjrishi
Town Clerk
9 July 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 13 June 2018 at 7.30pm

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

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

IN ATTENDANCE: Ms Helen Greengrass, Felixstowe Forward Change Director
5 members of the public.

MOMENT OF REFLECTION

The meeting was preceded a moment of reflection by Rev. Andrew Dotchin, St Johns Church, Felixstowe.

63. PUBLIC QUESTION TIME

A member of the public ask if the Town Council could explain why the organisers of Art on the Prom were not consulted by Suffolk Coastal District Council about the plans to retain the beach huts on the Prom over the summer. Members advised that this was due to winter storms causing shifting to the beach levels preventing the beach huts from being able to be put back this year. It was noted that other organisations in the town had also not been consulted and that SCDC had been working on various options to minimise the disruption this may cause. As this was an SCDC function, the Clerk advised that he would forward details of the SCDC Complaints Procedure to the member of the public for follow up.

64. APOLOGIES

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

65. DECLARATIONS OF INTERESTS

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

Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)
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66. REQUESTS FOR DISPENSATION

There were none.

67. QUESTIONS TO THE MAYOR

There were none.

68. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 16 May 2018 be signed by the Mayor as a true record and adopted by the Council.

69. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

Bucklesham Grange Care Awards	18 May 2018
Aldeburgh Mayor's Sunday	20 May 2018
New Signage at Felixstowe Train Station	21 May 2018
Level Youth Development Group AGM	21 May 2018
The Association of Dunkirk Little Ships Parade & Service	27 May 2018
NSPCC East Suffolk Branch Annual Meeting	31 May 2018
Felixstowe Rugby Summer Ball	2 June 2018
Community Event for Ramadan	3 June 2018
Photo Call for Pita Festival	4 June 2018
Community Action Suffolk Volunteering Day	5 June 2018
Launch of Ferry Fest Felixstowe	7 June 2018
Opening of OFCA Summer Fair	9 June 2018
Retirement & Final Service of Rev Mark Kichenside	10 June 2018
Stowmarket Civic Service	10 June 2018
<i>Deputy Mayor – 6th Annual Understanding Ramadan Event</i>	12 June 2018

The Mayor congratulated the Felixstowe Rugby Club for winning the Eastern Club of the Year and their new Coach winning Best Coach of the Year.

He had attended the Launch of the Ferry Fest Felixstowe and this would be held over the August Bank Holiday. This was a big event which would include music, art and dance.

The Mayor advised that it was Suffolk Day on 21 June and the Town Council would be raising the flag early in the morning and opening the Town Hall up for teas & coffees and cakes to celebrate the day in the afternoon. Everyone was welcome.

Council noted with sadness the passing of Mrs Stokell, the wife of the 1962 Chairman of Felixstowe & District Urban Council; Mr Roger Tozer, Mayor of Felixstowe Town Council 1984; and, Mrs Jane Bolton, 2018 Civic Award Winner.

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

70. 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 23 May 2018**
- b) Finance & General Purposes Committee 23 May 2018**
- c) Planning & Environment Committee 6 June 2018**
- d) Assets & Service Committee 6 June 2018**

71. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

There were none.

72. FELIXSTOWE FORWARD REPORT

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

The BID working group meeting was working well and a larger BID area was being explored to ensure it would result in a viable funding provision. Early indications suggested a 1.5% BID levy would achieve a total of approximately £102k per annum.

Ms Greengrass advised that on 6 July there would be a Felixstowe Forward Engagement Event Workshop planned at the Orwell Hotel. The morning would be by invitation only concluding with a question and answer session and the afternoon would be an open session.

In light of concerns raised by Art on the Prom, SCDC was reviewing its Event Management Process to improve this process.

The events for Felixstowe were still very active and it was hoped to introduce a hard copy of the list as shown on the VisitFelixstowe website.

It was hoped to provide statistics from the Visitor Questionnaire early July and these will be forwarded to Cllrs when completed.

A new welcome sign has been completed and installed at the Felixstowe Railway Station and the Level Two Youth Project were thanked for their art work.

Felixstowe had been chosen as part of an innovation programme as a trial to monitor footfall in a seaside town. There would be two antennae gateways affixed to Mannings and the Orwell Hotel. Sensors on lampposts will then send footfall data back to the antennae for a period of six weeks capturing the Book Festival and the Carnival.

Members thanked Helen Greengrass for her report and expressed their confidence in her and her team.

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

73. STATEMENT OF INTERNAL CONTROL 2018/19

Council considered the Statement of Internal Control for the year end 31 March 2019, as recommended by the Finance & General Purposes Committee on 23 May 2018. (*Minute #38 of 2018/19 refers*).

It was RESOLVED that the Internal Control Statement for the year 2018/19 be adopted.

74. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council reviewed the effectiveness of its internal audit arrangements, as recommended by the Finance & General Purposes Committee on 23 May 2018. (*Minute #37 of 2018/19 refers*).

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

It was RESOLVED that:

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, be appointed to continue as the Council's internal**

auditor, undertaking a quarterly and year-end audit on the basis of the schedule provided by Appendix 9 of the “Governance and Accountability for Local Councils – a Practitioner’s Guide 2014”.

75. DIGITAL COMMUNICATIONS

Council considered the recommendation by the Finance & General Purposes to introduce felixstowe.gov email addresses for all Councillors by May 2019 as recommended by the Finance & General Purposes Committee on 23 May 2018 (*Minute #39 of 2018/2019 refers*)

It was RESOLVED that incoming Members to the Town Council from May 2019 be provided with official Felixstowe.gov.uk email accounts and that the 2019/20 budget should include a provision for this.

76. TOWN HALL BOILER REPLACEMENT

Council considered the recommendation of the Assets & Services Committee (*Minute #58 of 2018/2019 refers*) to authorise the replacement of the existing Town Hall boilers and give delegated authority to the Clerk and the Chairman of the Assets and Services Committee to affect replacement of the boilers.

It was RESOLVED that:

- i. authorise expenditure from the Town Hall Maintenance Earmarked Reserve (9065/900) to enable the replacement of the existing boilers, up to a limit of £10,000; and,**
- ii. delegate the necessary authority to the Clerk and Chairman of the Assets & Services Committee to progress the replacement of the boilers, subject to seeking appropriate advice and the consideration of at least three quotes.**

77. ASSET REPLACEMENT: MINI TRACTOR

Council considered of the recommendation of the Assets & Services Committee to purchase a new Kubota B1181 Compact Tractor including a 48 inch cutter deck (*Minute #60 of 2018/19 refers*).

Members thanked the Cemetery Superintendent and staff for all their hard work in the Cemetery.

It was RESOLVED that:

- i. to approve the purchase of a new Kubota B1181 Compact Tractor with 48-inch cutter deck; and,**
- ii. authorise the funding for the above, quoted at a cost of £8,000 subject to part exchanging the existing Kubota B1611 tractor and**

attachments, via the Asset Repairs & Replacement Earmarked Reserve (9025/900).

78. GLOBAL HARBOUR CITIES FORUM 2018

Council considered whether to permit the Mayor and Town Clerk to accept the invitation to attend the 2018 Global Harbour Cities Forum as its representatives. It was noted that there was no cost to the Town Council as the City of Kaohsiung would be covering associated expenses.

It was RESOLVED that the Mayor and Town Clerk be permitted to accept the invitation to attend the 2018 Global Harbour Cities Forum as the Town Council's representatives.

79. GENERAL DATA PROTECTION REGULATIONS (GDPR) POLICIES

Council considered the draft Data Protection Policy 2018 and General Privacy Notice and updated Data Retention and Disposal Policy 2018.

It was RESOLVED that the following policies be adopted by the Council as presented:

- i. **FTC Data Protection Policy 2018;**
- ii. **FTC GDPR Privacy Notice; and,**
- iii. **FTC Data Retention and Disposal Policy 2018.**

80. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
15/05/2018	49 – 77	£42,484.88
29/05/2018	78 - 93	£49,673.87
	TOTAL	£ 92,158.75

81. CLOSURE

The meeting was closed at 8.43pm. It was noted that the next Ordinary Meeting was scheduled for 11 July 2018 at 7.30pm.

AGENDA ITEM 7: MAYORS ANNOUNCEMENTS

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

Felixstowe Society Beach Clean	14 June 2018
Mayors Civic Service	17 June 2018
Raising the Flag for Suffolk Day	21 June 2018
Suffolk Day in Sudbury	21 June 2018
Tea Party at the Town Hall to celebrate Suffolk Day	21 June 2018
St Elizabeth Hospice Suffolk Remembers	21 June 2018
Launch of Felixstowe in Flower 2018	23 June 2018
Darrell's Day Commemoration	24 June 2018
The Bangladeshi Support Centre Pita Festival	24 June 2018
Visit of the RAF Baton	24 June 2018
Funeral Robert Tozer, former Mayor of Felixstowe	26 June 2018
Citizens Advice Bureau AGM	26 June 2018
Launch of the Felixstowe Book Festival	29 June 2018
1 st Old Felixstowe Guides Celebration Coffee Morning	30 June 2018
Suffolk Association of Fairtrade Towns Annual Meeting	30 June 2018
<i>Deputy Mayor – Suffolk Armed Forces Day</i>	30 th June 2018
FACTS AGM	2 nd July 2018
Opening of Bluebird Care, Felixstowe Office	4 th July 2018
Felixstowe-Wesel Association Meeting	4 th July 2018
Felixstowe Hospital Garden Party to celebrate 70 years of NHS	5 th July 2018
<i>Deputy Mayor – RBL Poppy Appeal Awards</i>	7 th July 2018
<i>Deputy Mayor – Launch & Photo Shoot for 1 Big Multicultural Festival</i>	7 th July 2018
<i>Deputy Mayor – Felix the Cat Production by Music in Felixstowe</i>	10 July 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 **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 20 June 2018** at **9.15am**.

PRESENT: Cllr A Smith (Chairman) Cllr M Jepson
 Cllr S Bird (Vice Chairman) Cllr G Newman (*from item 87*)
 Cllr S Gallant Cllr D Savage
 Cllr Jan Garfield Cllr K Williams (*to item 87d*)
 Cllr Jon Garfield

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

IN ATTENDANCE: 5 members of the public

82. PUBLIC QUESTIONS

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

83. APOLOGIES FOR ABSENCE

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

84. 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)

85. REQUEST FOR DISPENSATION

There were no requests for dispensation.

86. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 6 June 2018** be signed by the Chairman as a true record.

Cllr G Newman arrived at this point in the meeting.

87. PLANNING APPLICATIONS

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

In respect of item (a) below, Committee noted public concerns about increased traffic, parking issues and possible hazards to pedestrians if driveways were permitted to be located in close proximity to the main site entrance.

In respect of item (b) below, Committee noted public concerns about detriment to residential amenity, parking issues, and scale of the proposals for two dwellings at this location in comparison to the outline approval which had been previously given.

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/18/1993/FUL Creation of 5 no. three and four bedroom detached houses plus associated driveways and parking that take access from Ferry Road (re-plan of the scheme approved as part of the reserved matters for the wider site).</p> <p>Plots 1, 2, 9, 10 And 11 Land West Of Ferry Road Residential Centre Ferry Road</p>
<p>Committee recommended APPROVAL.</p>	

b	<p>DC/18/2206/FUL Construction of a pair of detached dwellings (revised scheme to previous permission DC/15/4268/FUL)</p> <p>1 & 3 Margaret Street</p>
<p>Committee recommended REFUSAL. The site has a troubled planning history and in our view the approved plans under DC/15/4268/FUL are the most appropriate for the site. This new proposal, which increases the accommodation, clearly increases the massing of the building when compared to the original. Furthermore, there is a demonstrable need for two bedroom properties for which this is eminently suitable. Therefore the increase to three bedrooms does not service that need and only serves to intensify the use of the site.</p> <p>The proposal is also clearly more detrimental to the amenity of 199 Maidstone Road. We believe for those reasons this application is contrary to DM7 (cramped form), DM23 (physical relationship) and DM21(a) (size and scale/massing) and is not In keeping with the unique local street scene of James Boden Close, which has its own particular character, identity, and sense of community, which is highly valued by existing residents.</p>	

c	DC/18/1834/OUT Outline Application to convert the two main existing buildings, as previously occupied by the Police, into a total of 18 apartments together with associated external works, landscaping and parking. The application also looks to demolish some existing outbuildings to allow for the provision of two new dwelling houses Police Station 32 High Road West
Committee recommended APPROVAL. Committee greatly welcomes the use of this site as residential units, in particular the provision of 1 & 2 bedroom accommodation. We note that 6 affordable properties are to be provided and ask SCDC to ensure that this provision is realised.	

d	Land DC/18/2280/ARM Approval of Reserved Matters of DC/17/1281/OUT - in accordance with scheme shown on drawings 3857/01B and 03B - for one dwelling To The Rear Of 154 To 160 Grange Road
Committee recommended APPROVAL.	

At this point, Cllr K Williams left the meeting.

e	DC/18/2318/FUL To extend to rear of property for larger living room and kitchen 27 Lynwood Avenue
Committee recommended APPROVAL.	

f	DC/18/2334/FUL Proposed Single Storey Rear Extension 7 Lodge Farm Drive
Committee recommended APPROVAL.	

g	DC/18/2281/ADI Proposed Illuminated Projecting Sign 61 Hamilton Road
Committee recommended APPROVAL.	

h	<p>DC/18/2291/FUL Currently the area on the first floor has historically been used as a cafe and the premises already holds an A3 licence for this purpose. The premises are currently closed. I am proposing to add an A5 licence to the property so that I can provide a Takeaway service as well as serving food on the premises. To facilitate this, I will be fitting a new kitchen and external ducting to control the odour and noise extraction from the kitchen</p> <p>Hamilton Tea Rooms 134 Hamilton Road</p>
<p>Committee recommended APPROVAL in principle for the change of use. However, as there was no information about the 2nd Floor Flat and whether it was occupied, Committee request that SCDC ensure that it establishes this and, if so, consider whether the proposed ducting arrangements are appropriate.</p>	
i	<p>DC/18/2199/FUL Proposed study, garage extension and internal alterations to two storey detached residence.</p> <p>1 Lansdowne Road</p>
<p>Committee recommended APPROVAL, but would like to draw attention to the re-use of a previous application, with incorrect details for current application.</p>	
j	<p>DC/18/2248/FUL Change of use of Ground Floor to A3</p> <p>104 Hamilton Road</p>
<p>Committee recommended APPROVAL.</p>	
k	<p>DC/18/2323/FUL To extend for larger hall on Roman Way elevation</p> <p>85 Roman Way</p>
<p>Committee recommended APPROVAL.</p>	
l	<p>DC/18/2393/TCA In rear garden: Bay tree to be reduced in height by 50% and shaped Silver Birch to be crown raised and reduced by 30%</p> <p>104 Ranelagh Road</p>
<p>Committee had NO OBJECTIONS to the proposed works subject to guidance of the District Council's Arboricultural Officer.</p>	

88. 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.

89. CORRESPONDENCE

The Chairman advised that the District Council had reported that its Housing Land Supply Assessment covering the period 1st April 2018 to 31st March 2023 had now been published and was showing a housing land supply of 9.3 years.

Committee NOTED the correspondence.

90. CLOSURE

The meeting was closed at 11.19am. The date of the next meeting was noted as being Wednesday 4 July, 2018, 9.15am at Felixstowe Town Hall.

97. CCTV REPORT Q4 2017/18

Committee considered a report on CCTV, and were pleased to read that in some of the investigations the CCTV images have been the only reason a suspect was identified, and in others the images have supplemented and assisted in corroborating witness or Police Officer evidence.

Members discussed whether there was further opportunity to seek volunteer CCTV operators. This has previously been promoted by Council, Felixstowe Forward, Community Action Suffolk and through Police recruitment.

RESOLVED that the Q4 2018/19 CCTV report be noted as received.

98. OCCASIONAL GRANTS: ROUND1 2018/19

Committee considered completed applications for funding received prior to the 31 May 2018 deadline for the first round of Occasional Grants. The total of grant funding requested in this first round being £17,688.96.

Committee proposed that grants be awarded on the following basis:

Boost Felixstowe Ltd

Awarded funding of £1,500 towards the cost of a Chaplaincy Garden, to be paid on confirmation that the remaining funding of £572.96 towards the fully proposed garden at the total cost of £2,072.96 is found.

Felixstowe Carnival Association

Awarded £1,000 towards the Friday night 'Last Night of the Proms' concert on the evening of Friday 27 July 2018.

Felixstowe Radio

Awarded £1,100 towards the relocation of the Felixstowe Radio Aerial.

Music in Felixstowe

Awarded £1,000 towards the free open air Proms Concert on 11 August 2018 to celebrate Music in Felixstowe's 10 year anniversary.

Parkrun

An award of £300 towards a new PA system and sim-free mobile phone for scanning runners.

Peninsular Pyrates

Awarded £500 towards the Pirate Weekend at Landguard Fort 23 / 24 September 2018.

Plastic-Free Felixstowe

Awarded £800 towards pop up banners, stickers for the Plastic-Free Felixstowe Fun Day on 2 August 2018 and towards website enhancements.

Suffolk Accident Rescue Service (SARS)

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

BSEVC

Members discussed and requested further information on this application, to be presented at the next Civic and Community meeting in September.

Members would like to raise the profile of the occasional grants to smaller organisations, and also to offer help with completing the application forms to apply. This will be promoted on social media and on the Council's website.

Cycle Felixstowe

An update was received regarding the new committee of Cycle Felixstowe and the unspent grant that was given in 2017/18. Members requested that correspondence is sent to the new Cycle Felixstowe committee to ask that approval is sought before using the previously given grant for equipment other than for which the grant was initially given (cycle stand, tools and events display material).

It was RESOLVED that for the first round of Occasional Grants for 2018/19 a total of £6,550 be awarded and approved for payment on the basis of the schedule above, and updates are received from Cycle Felixstowe.

99. ANNUAL GRANTS 2018/19: FELIXSTOWE VOLUNTEER COAST PATROL RESCUE SERVICE (FVCPRS)

Members received the report on FVCPRS and agreed to release the annual grant of £1,500.

It was RESOLVED that the 2018/19 Annual Grant to FVCPRS of £1,500 be released.

100. ARMED FORCES WEEKEND LEGACY GRANT

Members considered the report on the Armed Forces Weekend legacy grant and noted the applications received and awarded to date.

RESOLVED that the decisions of the awarding panel be noted.

101. REMEMBRANCE 2018

Members received the report on plans for the Centenary Remembrance 2018. The Deputy Town Clerk gave a verbal update on the plans for the 'Felixstowe Remembers and Battles Over Beacon Lighting' event being co-ordinated by a volunteer. Members considered a request for expenses for this event by the volunteer being covered by the Armed Forces Weekend Legacy Grant fund. The current framework for grant applications states that it must be from an organisation and not an individual. Committee agreed that this type of event

was exactly what was intended for the Legacy Grant to be used for, and agreed to accept expenses pre-agreed with the Town Clerk.

Members discussed the positioning of the beacon and would like information on whether one will be purchased or made, and suggested locality budgets for this.

It was agreed that the website should be updated to reflect the events as soon as they were definite.

The Deputy Town Clerk reminded Members about the Armed Forces Weekend Legacy Grant Fund, and asked that they encourage any organisation planning events for Remembrance to apply for the available funding.

It was RESOLVED that

- i. the Remembrance 2018 update report be noted;**
- ii. the Clerk be given delegated authority to meet the expenses incurred by the Felixstowe Remembers and Battle's Over Beacon Lighting event from the Armed Forces Weekend Legacy Fund; and,**
- iii. that Members should continue to promote the Armed Forces Weekend Legacy Grant Fund.**

102. FELIXSTOWE IN FLOWER 2018

Members considered the Felixstowe in Flower report, recording a vote of thanks to Council Officer Sue Faversham for her hard work in gaining additional sponsors. The sponsor plaques will be displayed on boards at the launch on Saturday 23 June 10 am – 12 noon.

Members were pleased with the Town Council crest which had been planted in time for the launch.

RESOLVED that the Felixstowe in Flower report be noted.

103. SUFFOLK DAY 2018

Members discussed the final arrangements for the Suffolk Day celebration for tea and cake at the Town Hall from 2-4 pm the following day.

RESOLVED that volunteers for the Suffolk Day celebration arrive at 1.30pm.

104. NHS 70 YEAR ANNIVERSARY

Members considered the report on the National Health Service celebrating 70 years next month. Although members would like to hold a reception, it was uncertain how many people would be able to attend. Members agreed that a

letter from the Mayor acknowledging the anniversary and giving thanks to all staff at each of the surgeries, the hospital and any other medical centres in Felixstowe would be fitting. It was agreed that for one year only to mark the 70th anniversary a new civic award for NHS Heroes would be purchased for the Civic Award ceremony at the Annual Town Meeting in May 2019. The letter from the Mayor should include details of this nomination for NHS employees who have long service or have gone beyond the call of duty.

RESOLVED that the Mayor be asked to write to all doctor surgeries, Felixstowe hospital and other medical centres in Felixstowe to thank and congratulate on the 70 year anniversary and to give details of a one-off 'NHS Civic Award' for this special year to be presented at the Civic Awards ceremony.

105. 2018 TWINNING VISIT AND 45th ANIVERSARY OF TWINNING IN 2019

Members noted the report on the 2018 twinning visit. Since the writing of the agenda the Deputy Mayor now may be able to attend the 2018 twinning visit. Committee agreed that the Twinning Policy protocol be updated in order that the immediate Past Mayor be enabled to represent the Town Council on any twinning civic visit to which the Mayor or Deputy Mayor is unable to attend.

RESOLVED that

- i. The Twinning report be noted;**
- ii. the Twinning Policy be amended to state that if the Mayor or Deputy Mayor are unable to attend a civic visit to Wesel or Salzwedel then the immediate Past Mayor will be invited to represent the Town Council and enabled to attend in their place.**

106. CLOSURE

The meeting was closed at 9.01pm. The next meeting was noted as being scheduled for Wednesday 19 September 2018 at 7.30pm.

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 20 June 2018 be signed by the Chairman as a true record.

112. 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/18/2198/FUL This application seeks the temporary installation of a two storey Portakabin for a period of 4 years. This building is to replace and older, modular building already onsite that is at the end of its life. Wincanton Container Logistics 1 Walton Avenue
Committee recommend APPROVAL.	

b	DC/18/2502/FUL Extension to lorry park to provide 36 bays Former Routemaster Hotel And Offices Walton Avenue
Committee recommended APPROVAL.	

c	DC/18/2526/FUL New raised decking and balustrade to replace existing, introduction of French doors, and replacement Juliette balconies with 1.8m glass screens. Cotman Lodge Garfield Road
Committee recommended APPROVAL but noted that the applicant had incorrectly stated that the premises were not in the Conservation Area.	

d	DC/18/2539/FUL Proposed Balcony Langer Ridge 13 South Hill
Committee recommended APPROVAL.	

e	DC/18/2421/FUL Convert remaining part of original garage to form utility room under existing lean-to roof 41 Valley Walk
Committee recommended APPROVAL subject to it being shown that it will not remove the ability to park a car within the site without overhanging the public footpath.	

f	DC/18/2327/FUL Single Storey Rear Extension 111 Undercliff Road West
Committee recommended APPROVAL	
g	DC/18/2404/FUL Single storey conservatory to the rear of the property. Edwardian style - white uPVC Bramleys Park Avenue
Committee recommended APPROVAL	
h	DC/18/2473/TCA To fell 2no. Limes and 3no. Sycamores causing damage to footpath surfaces and drains. 31 Cobbold Road
Committee has no objection subject to the proposed work subject to guidance of the District Council's Arboricultural Officer.	

113. 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

114. SCDC LOCAL PLAN FIRST DRAFT CONSULTATION

Committee considered the process by which Council could submit its representation to the Local Plan First Draft consultation by the closing date of 14th September.

The Chairman advised that the draft Local Plan First Draft had been published for SCDC Cabinet and any immediate comments Members may have on the document would be welcomed before the Cabinet meeting.

Members discussed the opportunities to attend briefing meetings and drop-in sessions provided by the District Council during the consultation and it was agreed that Cllr Jan Garfield, Cllr Mark Jepson and the Town Clerk would attend a one-hour session being offered in late August.

It was RESOLVED that Council be recommended to approve that the **Planning & Environment Committee should evolve a draft response ready for submission for Council to consider at its meeting of 12th September.**

115. CORRESPONDENCE

Appeals

The Town Clerk advised that the Planning Inspector had dismissed the appeal made for 3 Estuary Drive and had upheld the appeal for 40 King Street.

Select Committee on Seaside Resorts and Communities

The Chairman informed the Committee that he was one of the delegates invited to attend on 17th July a House of Lords Select Committee on Regenerating Seaside Towns and Communities set up by Lord Bassam (formerly Leader of the Brighton Council). He requested Committee to inform him of any issues they might like to be raised on that occasion. There would then be a later call for written evidence in the Autumn of 2018, for the Select Committee to consider in the formation of their Report to be published in Spring 2019.

Draft recommendations for council ward boundaries for East Suffolk

The Clerk advised that The Local Government Boundary Commission for England was now consulting on draft recommendations for council ward boundaries for East Suffolk.

Members discussed the proposed boundary arrangements which would create a new 3-member North Ward and 3-member South Ward in Felixstowe for the East Suffolk District Council.

Members were pleased to note that the arrangements would appear to give equality in the numbers of electors, without having to disturb existing town/parish ward boundaries, and provide straightforward aggregation of existing polling districts.

It was RESOLVED that Council be recommended to indicate its approval of the proposed new warding arrangements for the incoming East Suffolk District Council.

116. CLOSURE

The meeting was closed at 10.54am. The date of the next meeting was noted as being Wednesday 18 July 2018, 9.15am at Felixstowe Town Hall.

AGENDA ITEM 9: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the following report from Cllr Mark Jepson, Town Council representative to the Felixstowe-Wesel Association:

Felixstowe-Wesel Association

There have been two committee meetings held recently which have been well supported by various Town Councillors; the most recent one held on the 4th July included the Mayor and Mrs Newman.

There are two specific events the Association are concentrating on at the moment, these are the 25 Fire Cadets and 5 supervisors who will be visiting Felixstowe between the 21st and 30th July 2018 and the other visiting party who will be here for the carnival.

The Association has arranged a very busy week for the Cadets both in Suffolk and further afield. On Thursday 26th July they will be hosting a BBQ from 7pm at the Peewit Campsite – to which all Councillors are invited to attend. During their stay they will also be supported by Level Two.

The Mayor will be supporting their visit with a number of engagements.

On the 18th September 2018, 18 Association members will be visiting Wesel; this will include 6 new members. They are keen to attract new members and there was a discussion at the July meeting about how they may achieve this. They are particularly interested in seeking members in the 40-50 age range, membership is only £5 if members would like to join.

The Association is also working towards the 45th anniversary next year and have already engaged with the Town Clerk, this is something I believe the Town Council will be keen to actively support. Further details will be shared with Members once they become known and agreed.

**Cllr Mark Jepson
4th July 2018**

**Council is requested to receive the above report and any other update from
Cllr Mark Jepson.**

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

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

Felixstowe Forward Change Director, Helen Greengrass will be on leave and unable to attend this Council meeting.

Most of this month has been focused on the Felixstowe Forward annual Engagement Event, Friday 6 July. This is looking to be a successful event with 139 attendees booked for the morning session. There has been good publicity for the afternoon drop in session. A short report will follow to update Councillors on how the event has been received.

Council is requested to note the July 2018 Felixstowe Forward progress report as well as any report received on the 6th July Annual Engagement Event, and make any recommendations it considers necessary.

AGENDA ITEM 11: HERITAGE OPEN DAY/RAF 60TH ANNIVERSARY OF FREEDOM OF THE TOWN

Council has been approached by the Royal Air Force Association (RAFA) regarding the possibility of holding a 'Brew for the Few' tea party fundraising event at the Town Hall. It has been suggested that this could be a way to mark the 60th Anniversary of the RAF being awarded the Freedom of the Town.

RAFA, is a membership organisation and registered charity that provides welfare support to the RAF Family. The RAF Family includes all serving and ex-serving personnel and their dependants. To be eligible for welfare support, for both themselves and those who depend upon them, service personnel need to have served a minimum of one day in the RAF. The Association exists in the recognition that RAF personnel and their immediate families dedicate their lives to their country, and to ensure that such a sacrifice does not result in suffering, poverty or loneliness.

The RAF Association's Brew for the Few is a fundraising initiative where money can be raised by holding a tea party. Guests simply make a donation in return for a cup of tea or slice of cake. Brew for the Few parties can be large or small and are a great way to help raise funds for the Wings Appeal and awareness of the Association. More information is available here: <https://www.rafa.org.uk/get-involved/fundraise-for-us/brew/>

A possibility would be for the event to be held in the Courtroom Gallery on Sunday 9th September, when the Town Hall is open for the Heritage Open Day.

Felixstowe Air Cadets have offered to assist the local RAFA branch with the Brew for the Few at the Town Hall which could also include some displays on the town's RAF Heritage.

Whilst there was an interest to march on that day, in respect to exercising the RAF's Freedom of the Town, capacity to enable RAF participation is limited due to this year also being the centenary of the formation of the RAF.

Council is requested to consider allowing RAFA to hold a 'Brew for the Few' tea party to mark the 60th Anniversary of the Freedom of the Town on 9th September while the Town Hall is open for Heritage Open Day.

AGENDA ITEM 12: EAST SUFFOLK COUNCIL WARD BOUNDARY REVIEW

The Local Government Boundary Commission for England is consulting on proposals for ward boundaries for the new East Suffolk District Council.

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.

The Commission is now carrying 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. The Commission proposes that the council should have 55 councillors in total. The draft recommendations are for eight one-councillor wards, thirteen two-councillor wards and seven three-councillor wards.

The boundaries will come into effect at the first elections for each authority in May 2019.

The proposed boundary arrangements - shown below in red - would create a new 3-member North Ward and 3-member South Ward in Felixstowe for the East Suffolk District Council. This information was raised under correspondence at the Planning & Environment Committee on 4th July. Committee was generally pleased to note that the arrangements would appear to give equality in the numbers of electors, without having to disturb existing town/parish ward boundaries, and provide straightforward aggregation of existing polling districts (*Minute #115 of 2018/19 refers*).

A Summary Report showing the draft recommendations on the new electoral arrangements is provided at **Appendix B**. The full recommendations and detailed interactive maps are available on the Commission's website at <https://consultation.lgbce.org.uk/node/13250> the interactive map enables consultees to click on any ward to find out how many voters are included in it and how many councillors are proposed to represent it. A hard copy of the Commission's report and maps is also available to view at the Town Hall.

The consultation runs until 27th August 2018 and is open to anyone who is interested in the proposals.

Council is requested to consider any comment it wishes to make on the proposed new warding arrangements for the incoming East Suffolk District Council.

AGENDA ITEM 13: LOCAL PLAN CONSULTATION

Subject to Cabinet approval, SCDC will be undertaking a period of public consultation on the First Draft Plan from 20th July to 14th September 2018. The Town Council is invited to a briefing session to learn more about the forthcoming consultation on Wednesday 18th July 2018 (19.00-20.00) on the Suffolk Coastal Local Plan. This briefing session will be held in the Deben Conference Room at the SCDC Council Offices at East Suffolk House.

In August 2017, SCDC published the Local Plan Issues and Options consultation which attracted over 6,000 comments from approximately 650 individuals and organisations. SCDC's Planning Policy Team and Local Plan Working Group have been considering these consultation responses and emerging evidence to formulate the First Draft Plan. The First Draft Plan details planning policies for the district alongside site allocations for a variety of uses which are intended to positively support the healthy and successful communities across Suffolk Coastal.

Public consultation and engagement is an important part of the Local Plan process and throughout the consultation period a series of drop in venues have been arranged. These drop in sessions are open to anybody who wishes to find out more about the consultation and are being held in the following venues on the dates listed below:

Venue	Date and Time
Kirton Recreation Ground (The Pavilion) Back Road, Kirton, Ipswich IP10 0PW	Tuesday 24 th July 18 16.00-19.30
Saxmundham Market Hall 29 High St, Saxmundham IP17 1AF	Tuesday 31 st July 18 16.00-19.30
Felixstowe Town Hall (Council Chamber) Undercliff Rd W, Felixstowe IP11 2AG	Thursday 2 nd August 18 16.00-19.30
Suffolk Coastal District Council (Deben Room) East Suffolk House, Station Road, Melton, IP12 1RT	Monday 6 th August 18 16.00-19.30
Wenhaston Village Hall Narrow Way, Wenhaston, Halesworth IP19 9DP	Wednesday 8 th August 18 16.00-19.30
Rushmere St Andrew Village Hall Humber Doucy Lane, Rushmere St Andrew, IP4 3PD	Thursday 16 th August 18 16.00-19.30
Yoxford Village Hall (Main Hall) Old High Road, Yoxford, IP17 3HN	Thursday 23 rd August 18 16.00-19.30

On 4th July the Town Council's Planning & Environment Committee considered the process by which Council could submit its representation to the First Draft consultation by the deadline of 14th September. The Committee has recommended it be authorised to evolve a draft response ready for submission for Council to consider at its meeting of 12th September. All Members would be welcome to provide comments for the Committee to consider as part of this process.

Cllr Jan Garfield, Cllr Mark Jepson and the Town Clerk will also be attending one of the workshop sessions at Melton on 28th August to meet with the Planning Policy Team officers to discuss any issues raised by Members on the consultation document.

The SCDC Local Plan First Draft is available to view online, as published for SCDC Cabinet approval at their meeting being held on 10th July 2018, prior to public consultation commencing on 20th July. The agenda containing the draft can be seen via the following link:

<http://apps.eastsuffolk.gov.uk/committeeminutes/showagenda.asp?id=22935>

Council is requested to consider authorising the Planning & Environment Committee to bring a draft response to the Local Plan First Draft Consultation to the Council for consideration at its meeting of 12th September, in order to meet the consultation deadline of 14th September 2018.

AGENDA ITEM 14: TOWN HALL MAINTENANCE WORKS

In November 2017, a report was received from the Consulting Civil and Structural Engineers, Stroud Associates Ltd, which provided Council with some indication of maintenance work on the Town Hall that should be planned for the future.

Repointing externally will need to be undertaken at about 30 year intervals, perhaps more often to the front elevation, and less often to the rear. Windows and window frames are a high wear item to the South and East, and will need regular maintenance, say every 8 years or so, with some replacements being necessary in addition to regular decoration.

Stroud's assessment is that, in addition to routine maintenance, Council should also budget for £20,000 every 5 years to allow for ongoing re-pointing, brick, window, flashings and rainwater goods repair/ replacement.

Council's Town Hall Maintenance Earmarked Reserve currently stands at £104,242 and is set aside for planned preventative and contingency works.

Stroud also detailed the work that Council needed to consider undertaking to safeguard the below the wall plate in the South Elevation. As part of these works, chimneys need to be repointed, broken bricks replaced and there is extensive brick and mortar repair required to the feature front gable. DC Construction, who carried out the previous work on the Town Hall were consulted for the repair works which initially was proposed to be carried out over two years as follows:

Year One: to repair the 'far left and mid left' sections at a cost of £10,950+VAT; and
Year Two: to repair the 'loft access and right-side' sections at a cost of £9,200+VAT.

Council's Assets and Service Committee discussed the possibility of having these works completed in one go rather than split across two phases to minimise disruption (*Minute #327 & #597 2017/18 refers*).

Stroud Associates are liaising with DC Construction in order to update the quote on the basis of the works being carried out in a single phase and will be attending the Town Hall on Monday 9th July to review the requirements.

Stroud's costs for consulting on the works and overseeing their completion will be a total of £700+VAT.

Council is requested to consider the above report and decide, subject to an updated quote being received, whether to approve works required to safeguard several courses of brickwork at the Town Hall be undertaken by DC Construction; and, to authorise funding for the project and consultancy fees of £750+VAT from the Town Hall Maintenance Earmarked Reserve.
