



9 am to 4 pm Mondays to Fridays

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 10 July 2019 at 7.30pm** for the transaction of the following business preceded by:

Moment of Reflection Rev Mark Reid, Maidstone Road Baptist Church, Felixstowe

A G E N D A

1. **Public Question Time**

Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.

2. **Apologies for Absence**

To receive apologies for absence.

3. **Declarations of Interest**

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest.

4. **Questions to the Mayor**

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

5. **Confirmation of Council Minutes**

To confirm the minutes of the Ordinary Council Meeting held on Wednesday 12 June 2019 as a true record. **(Pages 4-10)**

6. **Mayor's Announcements**

To receive such communications as the Mayor may wish to lay before Council. **(Page 11-12)**

7. **Minutes of Committee Meetings**

To receive and adopt the minutes of the following meetings:

- a) Planning & Environment Committee 19 June 2019 **(Pages 13-15)**
- b) Civic & Community Committee 19 June 2019 **(Pages 16-20)**
- c) Assets & Services Committee 26 Jun 2019 **(Pages 21-24)**
- d) Planning & Environment Committee 3 July 2019 **(Pages 25-29)**

- 8. 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.
- 9. Felixstowe Forward Report**
 To consider the report of the Felixstowe Forward Change Director. **(Page 30)**
- 10. PCSO Report**
 To receive the Felixstowe Partnership Funded PCSO report and the Suffolk-wide Constabulary Newsletter for June 2019.
(Newsletter at Appendix A / PCSO Report to follow)
- 11. Litter-Free Felixstowe: Invitation for Council Representative**
 To consider appointing a Member of the Council to Litter-Free Felixstowe as an Outside Body Representative.
- 12. Motion: Town Centre Car Parks**
 To consider a motion by Cllr K Williams that Council seeks free parking during specific times at Felixstowe's town centre car parks. **(Page 31)**
- 13. Motion: Climate Emergency**
 To consider a motion by Cllr M Deacon that Council declares a Climate Emergency. **(Page 31)**
- 14. Town Hall Rear Automatic Door**
 To consider authorising funding from the Town Hall Maintenance Earmarked Reserve as recommended by the Asset & Services Committee. **(Page 31)**
- 15. Town Hall Fire Alarm and Emergency Lighting System**
 To consider authorising funding from the Town Hall Maintenance Earmarked Reserve as recommended by the Asset & Services Committee. **(Page 32)**
- 16. Cemetery Toilets Renovation**
 To consider authorising funding from the Cemetery Projects Earmarked Reserve as recommended by the Asset & Services Committee. **(Page 32)**
- 17. Accounts for Payment**
 To confirm and approve the payments of accounts since the previous meeting as follows:
(Schedules attached at Appendix B)

Date	Voucher Nos.	Total Payment
17/06/2019	82 – 107	£8,940.02
03/07/2019	108 – 132	£57,365.30
	TOTAL	£ 66,305.32

18. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 11 September 2019.



Ash Tadjrishi
Town Clerk
4 July 2019

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

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 12 June 2019 at 7.30pm

PRESENT: Cllr N Mayor (Mayor) Cllr T Green
Cllr M Jepson (Deputy Mayor) Cllr S Harkin
Cllr D Aitchison Cllr M Morris
Cllr S Bennett (*from item #56*) Cllr M Richardson
Cllr S Bird Cllr D Savage
Cllr M Deacon Cllr A Smith
Cllr S Gallant

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

IN ATTENDANCE: 6 Members of the public
1 Member of the Press
Inspector Sally Henderson, South East Locality Inspector
Sgt Peter Street, Felixstowe Neighbourhood Police Team
Ms Helen Greengrass, Felixstowe Forward Change Director
Ms Chloe Winlow, Felixstowe Communities Officer

MOMENT OF REFLECTION

The meeting was preceded with a moment of reflection from Rev Trevor Harris, Lead pastor, River of Life Church, Felixstowe.

48. PUBLIC QUESTION TIME

A member of the public spoke about climate change and the Government's recent commitment to the UK becoming net-zero carbon by 2050. However, it was felt that action should be taken sooner and Council was asked to consider joining several authorities in Suffolk in declaring a Climate Emergency. The Mayor advised that the Town Council was aware of the issues and would be considering its impact on climate change as part of its forthcoming Business Plan review.

49. APOLOGIES

Apologies for absence were received from **Cllr S Wiles** and **Cllr K Williams**.

Apologies for lateness were received from **Cllr S Bennett**.

50. DECLARATIONS OF INTERESTS

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

51. QUESTIONS TO THE MAYOR

There were none.

52. CONFIRMATION OF COUNCIL MINUTES

RESOLVED that the Minutes of the Ordinary Council Meeting held on 15 May 2019 be signed by the Mayor as a true record and adopted by the Council.

53. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

<i>Deputy Mayor – Felixstowe Youth Development Group AGM</i>	20 May 2019
World Record Presentation to Dean Gould	21 May 2019
Experiencing wearing the GERT suit for Dementia Week	23 May 2019
NSPCC Annual Meeting and Reception	23 May 2019
To start and finish the 24-Hour Static Cycle Challenge	25 May 2019
Southwold Civic Service	26 May 2019
Welcome Wesel Civic Party to Felixstowe	30 May 2019
Evening Meal with Civic Party	30 May 2019
Civic Reception	31 May 2019
Wesel Association Dinner Dance	31 May 2019
Afternoon Tea with Civic Party	1 June 2019
Wesel Association BBQ	1 June 2019

Deben Macmillan Challenge	6 June 2019
Commemoration of D-Day Invasion	8 June 2019
OVO Energy Women's Tour	10 June 2019
Flying the Flag for the Commonwealth	11 March 2019
Wesel Association AGM	11 March 2019

Following an explanation and photos about the GERontologic Test (GERT) suit from Cllr S Harkin, the Mayor explained that wearing the age simulation suit and glaucoma-replicating glasses around town had been both upsetting and extremely thought provoking.

The Mayor commented on the civic visit from Wesel the twin town of Felixstowe where over 50 Germans visited the town as part of the 45th Anniversary celebrations.

He thanked the local branch of the Royal British Legion for the D-Day Commemoration events over the weekend.

The Mayor spoke of an interesting conversation at the OVO Energy Women's Tour of Britain Event in Beccles and had indicated the potential for Felixstowe to host one of the key stages at next years race.

The Mayor thanked the Deputy Mayor, Cllr Mark Jepson, for his support attending engagements on his behalf and highlighted a number of forthcoming events including Suffolk Day, Felixstowe in Flower Launch, the Book Festival the Civic Service and his Civic Reception at Harvest House.

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

54. 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 22 May 2019**
- b) Finance & Governance Committee 29 May 2019**
- c) Planning & Environment Committee 5 June 2019**

55. WELCOME TO INSPECTOR SALLY HENDERSON

The Mayor welcomed Inspector Sally Henderson to the meeting and invited her to address the Council. Insp. Henderson explained that she had worked in a number of different roles within Suffolk but was enjoying her current post in the Safer Neighbourhood role within Felixstowe, Woodbridge and East of Ipswich.

Insp. Henderson highlighted some of the local issues being tackled around parking and anti-social behaviour and recent visits to vulnerable people in the area. It was reported that anti-social behaviour was anticipated to increase over the summer months as the evenings remained lighter for longer. The public were reminded that they should report all incidents to 101 so that they can be appropriately recorded.

The Mayor thanked Inspector Henderson for the update and invited Members to ask questions, directing that Members should also take in to account any queries arising from the PCSO report which was the next item on the agenda.

Members asked for clarification that the Town Council's funded PCSO post was above the usual establishment numbers on the policing team. Inspector Henderson confirmed that there were 6 establishments posts plus a Sergeant. Currently, there was one vacancy and one in the process of leaving. Members asked to be informed when the vacancy was filled.

Inspector Henderson confirmed that the Safety Neighbourhood Team was just one part of the wider policing resources available to respond to incidents. There had been issues with drugs and street gangs in Kesgrave, however, this was not currently being reported as an issue in Felixstowe.

The Mayor asked that the police look particularly at parking issues at Cliff Road and Manor Road as parking was already a problem and would only get worst once the summer season started.

Members thanked Inspector Henderson for her, and the Safety Neighbourhood Team's, work in the town.

It was RESOLVED that the SNT Newsletter and report be noted as received.

At this point, 8.25pm, Cllr Bennett joined the meeting.

56. PCSO REPORT (MARCH TO MAY 2019)

Council received the report of the Felixstowe Partnership Funded PCSO.

Council was reminded that the PCSO would be available to the public at the Town Hall on the first Wednesday of each month and that Council's appointed representatives to the SNT could also be contacted as a way of reporting community priorities at the regular SNT meetings.

As discussed in the previous item, it was agreed that the PCSO should prioritise enforcement of illegal parking at Cliff Road, in addition to the town centre, when on duty.

It was RESOLVED that the Felixstowe Partnership Funded PCSO reports and the SNT Newsletters be noted for the months March to May 2019.

57. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

No reports received.

58. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass reminded Council of this year's Annual Engagement Event due to be held on 18th June at The Orwell Hotel. 110 attendees had registered to date and the focus would be on partnership, collaboration and the people that make Felixstowe such a great place to live, work and visit.

Ms Greengrass had just received confirmation that an application to the Heritage Action Zone fund could be applied for which could give access to up to £2 million for lasting improvements to heritage town centres.

A new website 'East Suffolk Means Business' had been launched which would signpost new businesses to relevant and appropriate organisations.

The Tesco token scheme for the Dementia Friends and Dementia Champions was still running and seemed to be very successful.

Ms Greengrass had just received the first draft of the new seafront information and interpretation boards which would be studied closely before final production.

It was reported that the South Seafront café project was being progressed by an ESC Working Group and any update will be reported to the Town Council in due course.

Members expressed concerns that, whilst the design of the café was excellent, finding a suitable tenant would be challenging. There was also a concern that the Coastal Communities Fund could have prioritised upgrading the other public areas along the south seafront Ms Greengrass confirmed she would take Members views back to the Working Group.

Ms Greengrass then introduced Ms Chloe Winlow, East Suffolk Council Communities Officer.

Ms Winlow told Council that her role, as one of ten Communities Officers across the district, was to work within Felixstowe to strengthen community ties by collaborating with outside groups such as the Felixstowe Care Home Action Group and activities within the town such as the Intergeneration event which over 140 local people attended. She had also secured £18,000 funding for a scheme to help end period poverty, a project initiated by Felixstowe Academy students.

Members discussed social prescribing where link workers are working from Howard House Surgery to help with social isolation within the town.

Ms Winlow confirmed that she would provide a regular report to Council as part of the Felixstowe Forward report.

Members thanked Ms Greengrass and Ms Winlow for their reports and welcomed Ms Winlow to her role.

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

59. ANNUAL RETURN 2018/19

Council considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2018/19 as presented. The Clerk advised that the Notice of Audit would be displayed on the Town Hall noticeboard in accordance with the statutory requirements.

It was RESOLVED to:

- i. approve the Annual Return for the financial year ended 31 March 2019 (Section 1 – Annual Governance Statement) and authorise the Mayor and Town Clerk to sign the declaration on behalf of Felixstowe Town Council;**
- ii. approve the Annual Return for the financial year ended 31 March 2019 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council’s Responsible Finance Officer, and authorise the Mayor to sign the declaration on behalf of Felixstowe Town Council; and,**
- iii. note that there were no actions arising from the final Internal Audit Report for the Financial Year 2018-19 and, therefore, no action plan is required to be submitted with the Annual Return 2018/19 to the External Auditor.**

60. STATEMENT OF INTERNAL CONTROL 2019/20

Council considered the Statement of Internal Control for the year end 31 March 2020, as recommended by the Finance & Governance Committee on 29 May 2019. (*Minute #37 of 2019/20 refers*).

It was RESOLVED that the Internal Control Statement for the year 2019/20 be adopted.

61. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council reviewed the effectiveness of its internal audit arrangements, as recommended by the Finance & Governance Committee on 29 May 2019. (Minute #34 of 2019/20 refers).

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 half-yearly and year-end audit on the basis of paras 4.14-4.17 of the “Governance and Accountability for Local Councils – a Practitioner’s Guide 2019”.**

62. PARISH LIAISON MEETING – LOCAL EDUCATION MATTERS

Members discussed the invitation to send up to two Felixstowe Town Council representatives to a parish liaison meeting hosted by Suffolk County Council, involving SCC’s Senior Planning and Infrastructure Office as well as local SCC and East Suffolk Councillors to discuss education matters in the peninsula.

It was RESOLVED that Cllrs M Morris and D Savage would attend the liaison meeting hosted by SCC at the Town Hall on 25 June 2019.

63. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
14/05/2019	29 – 55	£58,037.42
31/05/2019	56 - 81	£64,483.52
	TOTAL	£122,520.94

64. CLOSURE

The meeting was closed at 8.41pm. It was noted that the next meeting was the Ordinary Council Meeting at Felixstowe Town Hall, 7.30pm Wednesday 10 July 2019.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

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

Felixstowe Radio	14 June 2019
Lunch at Seafarers	14 June 2019
Civic Service	15 June 2019
Rehearsal of Majestic Voices	17 June 2019
Felixstowe Forward Felixstowe Horizons Events	18 June 2019
Visit to Ipswich Transport Friends Evening	18 June 2019
Promoting Felixstowe in Flower to Kingsfleet Primary School	19 June 2019
Promoting Felixstowe in Flower to Causton Junior School	19 June 2019
Pro Promoting mote Felixstowe in Flower to Maidstone Infant School	19 June 2019
The Suffolk Medal Investiture Breakfast Garden Party	20 June 2019
Welcome BBC Radio Suffolk to Felixstowe for Suffolk Day	21 June 2019
Suffolk Day Launch Day	21 June 2019
Musket Firing from Landguard & Raising the Suffolk Flag outside Felixstowe Museum for Suffolk Day	21 June 2019
Afternoon Tea by the Mayor & Councillors	21 June 2019
Suffolk Remembers by St Elizabeth Hospice	21 June 2019
Launch of Felixstowe in Flower	22 June 2019
Suffolk Pride	22 June 2019
Eye Civic Service	23 June 2019
Salzwedel Tea Party	23 June 2019
<i>Deputy Mayor – Ipswich Armed Forces Day</i>	27 June 2019
Open Festival Weekend - Felixstowe Book Festival	28 June 2019
Opening 'Peewit' Lounge at The Firs Care Home	28 June 2019
Opening The Bakery Cafe	1 July 2019
Promote FIF Schools – Colneis Junior School	4 July 2019
Ipswich Mayor at Home	5 July 2019

Suffolk Community Strings Summer Concert	7 July 2019
Lions Club Anniversary Celebrations	7 July 2019
FACTS AGM	8 July 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 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 19 June 2019** at **9.15am**.

PRESENT: Cllr D Savage (in the Chair) Cllr M Morris
 Cllr S Bennett Cllr S Wiles
 Cllr S Gallant

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

IN ATTENDANCE: One member of public

In the absence of the Chairman and Vice-Chairman, Cllr D Savage was elected as chairman for this meeting by those Members present.

65. PUBLIC QUESTION TIME

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

66. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bird, Cllr M Jepson, Cllr A Smith** (Chairman), **Cllr K Williams**.

67. DECLARATIONS OF INTEREST

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

As no Pecuniary declarations were made, there were no requests for dispensation.

68. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 5 June 2019** be signed by the Chairman as a true record.

69. 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/19/1989/FUL New dwelling with parking and amenity space, rear garden of 48 Princes Road. New parking arrangement for host dwelling. 48 Princes Road
Committee recommended REFUSAL. Committee felt the concerns of Highways needed to be addressed regarding the host parking area distance from the busy Mill Lane junction. The Committee noted the parking arrangements were at variance from the outline plans which had been approved.	
b	DC/19/2268/FUL Construction of a new two storey dwelling 19 Margaret Street
Committee recommended REFUSAL. Committee felt the proposals would be contrary to the streetscene regarding scale and character of the surroundings, particularly height, massing and form DM 21(a) and DM23 (e)	
c	DC/19/2019/FUL Conversion and ground floor extension of existing garage to create ancillary accommodation and an additional studio/bedroom. First floor side extension over existing garage to create ensuite and dressing room. New front entrance porch roof. Internal alterations to existing house. New windows & doors to existing rear facade at ground floor. 22 Foxgrove Lane
Committee recommended APPROVAL.	
d	DC/19/2049/FUL Single storey extension of Bungalow. 3 Sunray Avenue
Committee recommended APPROVAL, but Committee requested the property should not be bright yellow!	
e	DC/19/2261/FUL Retrospective Application - Conversion of our detached garage to a habitable space for the sole use of our family 26 Keswick Close
Committee recommended APPROVAL.	

70. 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.

71. CORRESPONDENCE

a) Environment Agency consultation: draft national flood and coastal erosion risk management strategy

The Deputy Town Clerk reported that Cllr A Smith would prepare a response to the consultation, to be presented at the next meeting.

b) SCC/0042/19SC – SCC Colneis School – Proposal for the construction of a multi-use games area.

Committee noted and welcomed this new facility.

72. CLOSURE

The meeting was closed at 10.17 am. The date of the next meeting was noted as being Wednesday, 3 July, 2019, 9.15am at Felixstowe Town Hall.

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe
Town Hall on **Wednesday 19 June 2019** at **7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr S Harkin
Cllr D Aitchison (Vice-Chairman) Cllr M Morris
Cllr S Bennett Cllr M Richardson

OFFICERS: Mrs D Frost (Deputy Town Clerk)

73. PUBLIC QUESTION TIME

There were none.

74. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr G Newman, Cllr S Gallant** and **Cllr K Williams**.

75. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr D Savage	78	Local Non-Pecuniary (as a Trustee to Music in Felixstowe)
Cllr M Morris	78	Local Non-Pecuniary (as a Friend of Music in Felixstowe)

76. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 17 April 2019** be signed as a true record.

77. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 12 June 2019.

RESOLVED that the **Budget Report to 12 June 2019** be received and noted as presented with no other action required at this time.

78. OCCASIONAL GRANTS: ROUND1 2019/20

Committee considered completed applications for funding received prior to the 31 May 2019 deadline for the first round of Occasional Grants. The total of grant funding requested in this first round being £34,224.00.

Committee proposed that grants be awarded on the following basis:

Felixstowe Area Community Transport

Awarded funding of £2,000 towards the cost of accessibility modifications for a new minibus.

Felixstowe Coast Watch

Awarded £1,500 towards the replacement of their old Monocular Scope with Binoculars.

Felixstowe Creative Arts Trust (F-CAT)

Awarded £1,000 towards the development of Two Sisters Arts Centre.

Felixstowe Friendly Visiting Service

An award of £945 towards providing coach transport for outings for the elderly, socially isolated and disabled people within the Felixstowe area.

Felixstowe Musical Theatre

Awarded £400 towards the purchase of a modern amplifier (portable Bluetooth speaker).

Majestic Voices

£600 ring-fenced grant to be awarded after confirmation of complete funding for the purchase of a keyboard/electric piano and quotes.

Music in Felixstowe

Awarded £2,000 towards the free open-air Proms Concert on 10 August 2019.

Pier Projects

Awarded £1,000 towards a programme of contemporary art, community engagement and work with young people in Felixstowe.

Stennets Community Cafe

Awarded £500 towards their Free Lunch and Activity Project.

Members requested some clarification from the Town Clerk regarding PTA (Parent Teacher Associations) from local schools seeking grants.

It was RESOLVED that:

- i. for the first round of Occasional Grants for 2019/20 a total of £9,945 be awarded and approved for payment on the basis of the schedule above; and,**
- ii. The Town Clerk provides Members with some guidance for any enquiries they may receive from PTAs from local schools.**

79. 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. Members advised

that they would be pleased to see applications connected to the Remembrance 2019 and VE day 75th Anniversary and for the legacy grant fund to be fully utilised during the 2019/20 financial year.

It was RESOLVED that:

- i. the Armed Forces Weekend Legacy Grant report be noted; and,**
- ii. Cllrs S Gallant, S Harkin, D Savage and K Williams be appointed as representatives to the AFW Legacy Fund Sub-Committee.**

80. REMEMBRANCE 2019 & VE DAY 75TH ANNIVERSARY 2019

Members received the report outlining details for Remembrance 2019 and the VE Day 27th Anniversary. Members agreed that Cllr D Aitchison should represent the Committee on the regular planning meetings that would be held from now until the November and May events. It was noted that as Cllr Aitchison was also involved with the Royal British Legion he would report back to Committee on a regular basis as part of a standing agenda item. Members also agreed that it would be useful for Cllr S Harkin to also attend the primary planning meetings.

Cllr D Aitchison outlined some initial ideas that signs be purchased for the end of each road where soldiers lived, there would be over 50 roads and a quote has been received. The Royal British Legion would fund half and an application would be made for the other half from the Armed Forces Weekend Legacy Grant fund.

It is envisaged that the VE Anniversary events will take place over the whole bank holiday weekend starting on Friday 8 May and it is likely that sponsorship will be sought from outside companies to cover some of the costs involved.

It was RESOLVED that

- i. the Remembrance 2019 and VE Day 75th Anniversary update report be noted;**
- ii. A regular report be brought to Committee on plans for both the Remembrance and VE 75th Anniversary events.**

81. FLY THE RED ENSIGN FOR MERCHANT NAVY DAY

Members received the report on the flying of the Red Ensign flag for Merchant Navy Day and agreed for the online registration form to be completed.

It was RESOLVED that the Red Ensign Flag be raised on 3 September 2019 and the online registration form on the Merchant Navy Day website be completed.

82. FELIXSTOWE TOWN COUNCIL MAGAZINE

Members were pleased with the first 'Summer' edition of the new Town Council Magazine and passed on their congratulations to the Town Clerk, Deputy Town Clerk and all those who had worked on the publication.

It was reported that each of the Councillors residing in Felixstowe had received the magazine at their home address.

Councillors gave some feedback for the Working Group including putting an article in about Council's Youth Forum detailing what it does and how it works, an article on the Fairtrade Forum for their 10th Anniversary and photographs of each Councillors (space permitting).

RESOLVED that the feedback for the Town Council Magazine be noted and reported to the Working Group for consideration in the Autumn edition.

83. FELIXSTOWE IN FLOWER 2018

Members considered the Felixstowe in Flower report and recorded a vote of thanks to Mrs Sue Faversham for her hard work in gaining sponsors.

Members confirmed that they had all received their pots and had planted them up in preparation for the Felixstowe in Flower Launch on Saturday 22 June. Members also noted the Awards Ceremony date of Friday 13 September 2019.

RESOLVED that the Felixstowe in Flower report be noted.

84. SUFFOLK DAY 2019

Members discussed the final arrangements for the Suffolk Day celebration weekend and the 'tea and cake' event at the Town Hall from 2-4 pm on Friday 21 June.

RESOLVED that the Suffolk Day celebration report be noted.

85. 45th ANNIVERSARY OF TWINNING WITH WESEL

Members noted the report on the recent Civic visit from the Bürgermeisterin and Civic Party from Wesel and the letter of thanks received. The Chairman gave the newly elected Councillors some insight into the benefits of town twinning and how Felixstowe had benefited from the partnership over the last 45 years.

RESOLVED that the Wesel Twinning report be noted.

86. 25th ANNIVERSARY OF TWINNING WITH SALZWEDEL

Members noted the report on the forthcoming 2019 twinning visit from the Salzwedel Association. Members were looking forward to meeting the party at the Mayor's Civic Reception on 19 July.

RESOLVED that the Salzwedel Twinning report be noted.

87. LANDGUARD PARTNERSHIP AGREEMENT REVIEW

The Chairman outlined details of the Landguard Partnership and its history. Members noted the annual contribution of £1,000 which had been budgeted for, and the meeting facilities provided as an 'in kind' contribution.

Members viewed the draft Partnership agreement and requested information on what changes had been made to the agreement apart from the change from Suffolk Coastal District Council to East Suffolk and the removal of the Port of Felixstowe as a partner from the agreement.

It was RESOLVED that:

- i. the Landguard Partnership Agreement review report be noted as received; and**
- ii. subject to the Chairman confirming the extent of the changes to Members via email, the new draft Landguard Partnership Agreement be approved.**

88. CCTV REPORT Q4 2018/19

The Chairman gave members details of the current CCTV arrangements and its history. Members noted the CCTV summary from STC Solutions. Members requested a tour of the CCTV control room be arranged.

It was RESOLVED that:

- i. the Q4 2019/20 CCTV report from STC Solutions be noted as received; and**
- ii. the Deputy Town Clerk arrange a visit to the CCTV Control Room.**

89. CLOSURE

The meeting was closed at 9.31pm. The next meeting was noted as being scheduled for Wednesday 25 September 2019 at 7.30pm.

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe
Town Hall on **Wednesday 26 June 2019** at **7.30pm**

PRESENT: Cllr S Harkin (Vice Chairman in the Chair)
Cllr D Aitchison
Cllr G Newman
Cllr M Morris
Cllr D Savage
Cllr A Smith
Cllr K Williams

OFFICER: Mr A Tadjrishi (Town Clerk)

In the absence of the Chairman, Vice-Chairman Cllr S Harkin was in the chair.

90. PUBLIC QUESTIONS

There were none.

91. APOLOGIES FOR ABSENCE

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

92. DECLARATIONS OF INTEREST

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

93. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 3 April 2019** be signed by the Chairman as a true record.

94. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 19 June 2019.

The Clerk provided an explanation on a number of items on the budget and confirmed that, in his view, there were no matters requiring action.

RESOLVED that the **Budget Report to 19 June 2019** be received and noted as presented with no other action required at this time.

95. TOWN HALL UPDATE REPORT

Committee noted the Town Hall Update Report. Members considered the recommendations from MPS Doors on the work for additional safety features to the automatic rear access door as set out in BSEN 16005 guidance. Members agreed that this work should be carried out and a recommendation for the cost to be met from the Town Hall Maintenance Earmarked Reserve should be made to Council.

Members were pleased to note that Norse's Insurers had agreed to pay for the shattered window in the Courtroom Gallery caused by debris from a strimmer.

Committee noted the recommendations for remedial work by Council's alarm contractor and requested that further quotations be sought for comparison purposes. It was agreed that this should not delay the work however and that approval for the full cost of the works should be sought from Council to be met from the Town Hall Maintenance Earmarked Reserve.

It was RESOLVED that:

- i. Council be recommended to approve the cost of £815 +VAT, for safety works to the Town Hall automatic rear entrance door, via the Town Hall Maintenance Earmarked Reserve 9065/900; and,**
- ii. Further quotes be obtained for the remedial work required for the emergency lighting and alarm system. Council be recommended to approve the work at a maximum cost of £2,400 +VAT, to be authorised via the Town Hall Maintenance Earmarked Reserve 9065/900.**

96. BROADWAY HOUSE UPDATE

Committee received the report on Broadway House. Members who had attended earlier in the day on a tour of Council's assets were pleased to note the high standard of the facility. However, it was requested that the weeds and doors at the front of the building should receive some attention. The Clerk confirmed that Orwell Housing would be contacted to see if they could carry out this work.

It was RESOLVED that the Broadway House update report be noted.

97. CEMETERY UPDATE REPORT

Committee considered three quotes for a new lawn mower, as the current one needed replacing. Members agreed to go with Company A at £515 + VAT, and for the item to be added to the Asset Register upon purchase.

Members discussed the leaves at the Memorial Tree and were concerned about the increasing demand on Council staff resources if weekly polishing were to be the norm. The environmental effect of using products such as

Brasso was queried. The Clerk was requested to bring further options to the next Assets & Services Committee, to include the cost of continuing regularly polish the leaves, and an appraisal of other materials that could be used for the leaves themselves.

Committee considered the three quotes to refurbish the toilets. The Clerk clarified that the third quote was both the cheapest and most comprehensive. Whilst it was not expected to include any electrical works beyond the installation work quoted, the Clerk advised that were this to be required it would be a separate job subject to further quotes.

Committee agreed that Company C should be commissioned to carry out the work and that it be recommended to Council that the cost of £5,710+VAT be approved from the Cemetery Projects Earmarked Reserve. Members suggested that a representative from the Suffolk Disability Forum be invited to consider the layout of the accessible toilet facilities.

It was RESOLVED that:

- i. The 2019 model Husqvarna LB553S Lawnmower be purchased at a cost of £515 +VAT and be added to Council's Asset Register; and,**
- ii. a report be brought to next Assets & Services Committee regarding options for the memorial tree; and,**
- iii. Council be recommended to approve the renovation of the Cemetery Toilets at a cost of £5,710 +VAT, to be authorised via the Cemetery Projects Earmarked Reserve 9040/900**

98. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information.

Members requested that further to the new addition of a second bollard on the entrance to Railway Hill Allotments, a notice regarding accessibility is put into the new noticeboard to inform allotment holders how they can get vehicular access if necessary.

Members discussed the large trees at Taunton Road Allotments, bordering Garrison Lane, a tree survey had been carried out in 2016 and the Town Clerk advised that he would provide clarification as to the trees in question were the responsibility of the Town Council and, if so, whether any work was recommended.

It was RESOLVED that:

- i. the Allotments Update Report be noted;**

- ii. **A notice regarding accessibility is put into the new noticeboard at Railway Hill Allotments; and,**
- iii. **further investigation is made into the tall trees bordering Garrison Lane adjacent to the Taunton Road Allotments**

99. ASSET TOUR UPDATE

Members present who had attended the asset tour earlier in the day provided a verbal update to Committee.

It was noted that the tour had provided some much-appreciated context prior to the meeting and that Council's assets were being well-maintained.

RESOLVED that the Asset Tour Update be noted.

100. CLOSURE

The meeting was closed at 8.34pm. The next meeting was noted as being scheduled for Wednesday 25 September 2019 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 3 July 2019 at 9.15am.

PRESENT: Cllr A Smith (Chairman) Cllr M Morris
Cllr S Bird (Vice Chairman) Cllr D Savage
Cllr S Bennett Cllr S Wiles
Cllr M Jepson

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

101. APOLOGIES FOR ABSENCE

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

Cllr S Wiles and **Cllr M Jepson** gave apologies in advance of needing to leave the meeting at 10.50 and 11.40 respectively.

102. DECLARATIONS OF INTEREST

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

As no Pecuniary declarations were made, there were no requests for dispensation.

103. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 3 July 2019 be signed by the Chairman as a true record.

104. 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/19/1762/FUL Proposed development of infill site consisting of 4No. one bedroom flats and 3 two bedroom flats (7No. flats in total) over four floors, inclusive of rooms in the roof. Conversion of launderette to extend existing house of multiple occupation to create three additional en suite bedrooms on the ground floor and relocate the kitchen to the basement
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	with new boiler room created 6, 8 And 10 Manning Road
	<p>The Town Council greatly welcomes this application in principle. It provides much needed accommodation to a high quality and is of exceptionally sympathetic design in its relationship to the Conservation Area.</p> <p>However, regard must be had to the flood history of this area, which was flooded to a depth of 1-2m in 1953 and the potential of increasingly severe storms and tidal surges due to climate change. As has been practice in this area of Felixstowe for some 15 years, we believe it is unacceptable to provide sleeping accommodation on the ground floor or individual units of accommodation with no immediate access to the first floor as an escape route. We believe that the concept of this development could easily be redesigned to accommodate these issues. It is therefore with great regret that we must strongly request that the application be REFUSED in its current form.</p>
b	DC/19/2397/DRC Discharge of Condition(s) 4,5,6,7,10 of planning permission DC/17/3986/FUL (Proposed dwelling) Land At Candlet Grove
	Committee NOTED the application to discharge the conditions.
c	DC/19/2462/FUL Two storey Front, Rear and Side extension with proposed swimming pool Marsh End 283 Ferry Road
	Committee recommended APPROVAL for the redevelopment of the main building in accordance with the drawings. However, we note that the application mentions a swimming pool – for which no drawings were provided and are therefore unable to recommend approval for that element.
d	DC/19/2434/OUT Outline Application (All Matters Reserved) - Construction of one dwelling on land forming side gardens Land Adjacent Fourwinds Golf Road
	Committee recommended APPROVAL,
e	DC/19/2332/LBC The installation of a circular glazed lift. Involving the removal of approximately 1m diameter hole in the lounge floor to Unit 10. Plots B10 & B19 The Bartlet Undercliff Road East
	Committee recommended APPROVAL.

f	DC/19/2310/FUL Rear and side extension 111 St Andrews
Committee recommended APPROVAL.	
g	DC/19/1524/FUL Proposed part two storey/part first floor side extension. 6 Gleneagles Close
Committee recommended APPROVAL.	
h	DC/19/2348/FUL Single Storey Front and Rear Extensions 22 Roman Way
Committee recommended APPROVAL.	
i	DC/19/2497/FUL Two storey side extension 3 Holbrook Crescent
Committee recommended APPROVAL.	
j	DC/19/2443/FUL Front porch 30 St Georges Road
Committee recommended APPROVAL.	
k	DC/19/2126/FUL Replacement of 6 sash windows and 2 doors in UPVC styles match existing Apartment 9 Martello Place Golf Road
Committee recommended APPROVAL.	
l	DC/19/2402/TCA Mature Sycamore to rear of Somerton Court - to reduce to previous pruning points (70% reduction) at request of building insurance company. Somerton Court 10 Hamilton
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

m	<p>DC/19/2457/TCA 1 No. Ash Tree in the rear garden of the property. I propose to crown reduce this tree by 30% to contain the tree in the space it was planted & allow more light in to neighbouring gardens. This is the only tree in the garden.</p> <p>22 Barton Road</p>
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</p>	

n	<p>DC/19/2469/TCA 1 No. Ash tree to be felled and removed. The tree is showing signs of die back and has a large quantity of dead wood in the crown. The tree is located to the left hand side of the building with the sea behind you. It is adjacent to the driveway and pedestrian access.</p> <p>Hamilton Court 6 Hamilton Gardens</p>
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</p>	

105. 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.

At this point, 10.50am, Cllr S Wiles left the meeting.

106. SUFFOLK COASTAL LOCAL PLAN EXAMINATION

During consideration of this item, at 11.40am, Cllr M Jepson left the meeting.

Committee noted Mr Philip Lewis had been appointed as Planning Inspector to examine the soundness of the Suffolk Coastal Plan. Committee considered the possibility of attend the Hearings based on the matters raised by the Town Council in its submission to the Local Plan consultation. It was agreed that the Chairman or Vice-Chairman would attend certain hearings if available, otherwise a written response could be made. It was agreed that the content of any representations to the Inspector from the Committee would be considered over the next two meetings prior.

RESOLVED that the Clerk register the Committee's intention to attend the public hearings; and, that representations to the Inspector from the Committee to be considered over the next two meetings.

107. ENVIRONMENT AGENCY CONSULTATION: DRAFT NATIONAL FLOOD AND COASTAL EROSION RISK MANAGEMENT STRATEGY

The Chairman tabled a draft response to the consultation which focused on the need for a greater co-ordinated multi-disciplinary strategy in preparing for the future, which was noted as highly relevant for Felixstowe, as bordered by the sea and the Orwell and Deben rivers. Committee strongly supported the core

principles outlined in the draft strategy and thanked the Chairman for preparing the submission.

RESOLVED that the draft response be approved and submitted to the Environment Agency.

108. CORRESPONDENCE

APP/J3530/D/19/3224173 – 28 Upperfield Drive

Committee noted that the above appeal had been dismissed by the Planning Inspector.

109. CLOSURE

The meeting was closed at 12.20 am. The date of the next meeting was noted as being Wednesday 17 July, 2019, 9.15am at Felixstowe Town Hall.

AGENDA ITEM 9: FELIXSTOWE FORWARD REPORT

Following the 18 June Annual Engagement Event, the Felixstowe Forward Change Director will be providing feedback to Council on common themes and next steps.

Please note that the raw data collected at the event in relation to the three areas of focus this year (Community Resilience, High Street and Open Spaces) has been circulated to all Councillors via email for information. However, Felixstowe Forward will coalesce a briefing sheet of common themes which will be tabled at the meeting.

Members are asked to note the following next steps:

- The results of the work of People and Places surveys and findings, and the Business Improvement District surveys will be added to the Town Centre raw data. This will provide a comprehensive basis of evidence from which to create a holistic approach to a vision of the Town Centre as part of an application to the Historic England High Streets Heritage Action Zone and where appropriate other relevant funding opportunities.
- Feedback from the Felixstowe Forward engagement event will be shared with all attendees via an online link.
- Felixstowe Forward will then undertake to pull together a comprehensive range of options for the Sponsor Group to consider, identifying short and medium-term actions as well as long term aspirations. This will also identify projects and key outcomes that may be delivered in conjunction with potential lead stakeholders and community partners.

Please also note the following update from East Suffolk Council's Communities Officer:

- Period Poverty is launching district-wide from 1st July. A website will be available which will include the ability to search for the closest provision.
- Felixstowe Men's Shed are looking to relocate and purpose build a workshop. Conversations are happening with Cllr Aitchison to help find a new site.
- A new project is about to start to create a community boxing club.
- The new social prescribing model is about to kick off as well, 'Connect for health' will be working with the GP's and Community Hospital to intercept frequent patients and support them where non-medical intervention is needed.
- Felixstowe Care Home Action Group is still meeting once a month, current priorities are to create a round robin schedule of activities and group training to keep costs down.
- Another new initiative is about to come to Felixstowe, 'JAM Cards' standing for 'Just a Minute' is a credit card style card that is recognisable to businesses, held by individual that require a little patience and time to perhaps count their money out or help with maybe reading a menu. Target audience will be anyone with a condition that is invisible i.e.; autism, dementia, etc.

Council is requested to note the report of the Felixstowe Forward Change Director as well as any additional information tabled on the 18th June Annual Engagement Event; and, make any recommendations it considers necessary.

AGENDA ITEM 12: MOTION: TOWN CENTRE CAR PARKS

Council is requested to consider the following Motion from Cllr K Williams:

“This Council requests that East Suffolk Council permits free car parking at Ranelagh Road, Crescent Road and Highfield Road car parks from 3pm on Saturdays until the end of the paid tariff period for a trial period of twelve months to encourage residents and visitors to use the Town Centre retail facilities.”

Council is requested to consider the Motion.

AGENDA ITEM 13: MOTION: CLIMATE EMERGENCY

Council is requested to consider the following Motion from Cllr M Deacon:

“That this Council declares a Climate Emergency and should instigate a small working group to determine how we can reduce, to a minimum, our carbon footprint by 2030.”

Council is requested to consider the Motion.

AGENDA ITEM 14: TOWN HALL AUTOMATIC REAR DOOR

Following minor repairs to a closing fault on the Town Hall’s rear automatic doors, MPS Doors have recommended installing additional safety features in accordance with BSEN16005.

Given the use of the door by those with children or people requiring step-free access, they recommend that the following should be fitted:

1. Finger guards as the hinge could trap children fingers.
2. Safety sensors to stop door closing or opening on someone. Even with doors set on low energy they could knock someone off their feet if they are disabled or elderly.

The work is quoted to cost £815+VAT. All parts come with 12-month warranty and fitted in accordance with BSEN16005.

Council's Assets & Services Committee has recommended that this work should be carried out, with funding to come via the Town Hall Maintenance Earmarked Reserve (*Min # 95i 2019/20 refers*).

The Town Hall Maintenance Earmarked Reserve currently stands at £82,187.36

Council is requested to consider the recommendation of the Asset & Services Committee to authorise funding to upgrade the safety features of the automatic rear door, totalling £815 +VAT, from the Town Hall Maintenance Earmarked Reserve.

AGENDA ITEM 15: TOWN HALL FIRE ALARM AND EMERGENCY LIGHTING

Further to a recent visit by Council's security contractor, some recommendations for remedial work were made which were considered by the Assets & Services Committee.

The Assets & Services Committee recommended that further quotes be sought for the work for comparison purposes but have requested that Council authorise funding of up to £2,400+VAT from to the Town Hall Maintenance Earmarked Reserve to enable the work to be completed (*Min # 95ii 2019/20 refers*).

Council is requested to consider the recommendation of the Asset & Services Committee to authorise funding for work to the Fire Alarm and Emergency Lighting system to a maximum of £2,400 +VAT from the Town Hall Maintenance Earmarked Reserve.

AGENDA ITEM 16: CEMETERY TOILETS RENOVATION

Following a tour of the Council's assets, Members of the Assets & Services Committee considered quotes for renovations to the toilets at the Cemetery.

The Assets & Services Committee recommended that the cost of renovating the facilities be approved from the Cemetery Projects Earmarked Reserve to enable the work to be completed (*Min # 97 2019/20 refers*).

The Cemetery Projects Earmarked Reserved currently stands at £174,770.30. Council is requested to note that the funding in this Earmarked Reserve is being mainly set aside to be put towards a project to expand the Cemetery, which is anticipated to be required in the next 5 or so years.

Council is requested to consider the recommendation of the Asset & Services Committee and authorise funding to renovate the Cemetery Toilets at a cost of £5,710 +VAT, via the Cemetery Projects Earmarked Reserve 9040/900.
