



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 8 January 2020 at 7.30pm** for the transaction of the following business preceded by:

Moment of Reflection: Anne Henderson, Chair of East Suffolk Fundraising Group for Macmillan Cancer Support.

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 13 November 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. **(Pages 11-12)**

7. **Minutes of Committee Meetings**

To receive and adopt the Minutes of the following Meetings:

- | | |
|--|----------------------|
| a) Planning & Environment Committee 20 November 2019 | (Pages 13-18) |
| b) Assets & Services Committee 27 November 2019 | (Pages 19-22) |
| c) Planning & Environment Committee 4 December 2019 | (Pages 23-26) |
| d) Finance & Governance Committee 11 December 2019 | (Pages 27-29) |
| e) Planning & Environment Committee 18 December 2019 | (Pages 30-32) |
| f) Civic & Community Committee 19 December 2019 | (Pages 33-37) |

8. Reports from Members appointed to Outside Bodies

To receive a report from Cllr Mark Jepson and Cllr Margaret Morris, Town Council representatives to the Level Two Youth Project. **(Page 38)**

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 and make any recommendations as Council deems appropriate.

(Page 39 and Appendix A)

10. PCSO Report (November and December 2019)

To receive the Felixstowe Partnership Funded PCSO reports for the months of November and December 2019 and the Suffolk Constabulary Newsletter for December 2019.

(Reports at Appendix B)

11. Climate Emergency Action Plan

To consider the report of the Climate Emergency Working Group and adopt the proposed Action Plan.

(Pages 39-40 and Appendix C)

12. Blue Flag/Seaside Awards

To consider a report on the Blue Flag and Seaside Awards administered by Keep Britain Tidy and a potential application for Felixstowe.

(Pages 41-42)

13. FTC/ESC Liaison Meeting

To receive the notes of the FTC/ESC Liaison Meeting held on 30 October 2019 and consider any matters for discussion at the next meeting in February 2020.

(Appendix D)

14. Budget and Precept 2020/21

To consider and approve the Budget and Precept for the Financial Year 2020/21.

(Pages 43-44 and Appendices E-H)

15. Repair to Town Hall Passenger Lift

To authorise expenditure from the Town Hall Maintenance Earmarked Reserve to fund repair work to the main lift as recommended by the Assets & Services Committee.

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16. Meetings Calendar 2020/21

To consider a schedule of meetings for Council and its Committees for the Municipal Year 2020/21.

(Page 45 & Appendix I)

17. Accounts for Payment

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

(Schedules attached at Appendix J)

Date	Voucher Nos.	Total Payment
15/11/2019	285 - 301	£4,558.84
29/11/2019	302 - 319	£57,164.79
11/12/2019	320 - 340	£13,385.45
31/12/2019	341-366	£44,409.43
	TOTAL	£119,518.51

18. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 11 March 2020.



Ash Tadjrishi
Town Clerk
3 January 2020

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 13 November 2019 at 7.30pm

PRESENT: Cllr N Barber (Mayor) Cllr M Morris
Cllr D Aitchison Cllr G Newman
Cllr S Bennett Cllr M Richardson
Cllr S Bird Cllr D Savage
Cllr M Deacon Cllr A Smith
Cllr T Green Cllr S Wiles
Cllr S Harkin Cllr K Williams

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

IN ATTENDANCE: 7 Members of the public
1 Member of the Press
Ms Deborah Mann and Ms Hayley Stern, Connect for Health
Ms Helen Greengrass, Felixstowe Forward Change Director

MOMENT OF REFLECTION

The meeting was preceded with a moment of reflection from Rev Christ Hood, Vicar of Old Felixstowe.

303. PUBLIC QUESTION TIME

There were none.

304. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr M Jepson (Deputy Mayor)** and **Cllr S Gallant**.

305. DECLARATIONS OF INTEREST

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

306. QUESTIONS TO THE MAYOR

There were none.

307. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 11 September 2019 be signed by the Mayor as a true record and adopted by the Council.

308. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

Felixstowe Sea Cadets Award Evening	10 September 2019
Felixstowe in Flower Award Evening	13 September 2019
Macmillan Coffee Morning	19 September 2019
Launch of the St Elizabeth Hospice Christmas Dip	23 September 2019
Rotary Club of Landguard Dinner	26 September 2019
Homestart AGM	26 September 2019
Festival of Fabric	28 September 2019
Memory Lane Dog Walk	29 September 2019
<i>Deputy Mayor - Ipswich Mayor Sunday Service</i>	<i>29 September 2019</i>
Launch of show home at Laureate Fields in Felixstowe	10 October 2019
Needham Market Civic Service	13 October 2019
Felixstowe Travel Watch Meeting	15 October 2019
Mayor's Charity Cheese & Wine Event	17 October 2019
Wesel Choir & Dorian Singers Concert	19 October 2019
Walton Parish Nursing Celebration Service	20 October 2019
Suffolk BME Awards	23 October 2019
Launch of Felixstowe Poppy Appeal	26 October 2019
Scouts District Fireworks Display	26 October 2019
Felixstowe Fairtrade AGM	1 November 2019
Felixstowe Litter-Free Anniversary Litter Pick	3 November 2019
Felixstowe & District Football Firework Display	3 November 2019
Suffolk Business Expo	6 November 2019
School Remembrance Service	8 November 2019
Festival of Remembrance	9 November 2019
Remembrance Day	10 November 2019
Armistice Day	11 November 2019
Felixstowe Chamber of Trade & Commerce Tour of Felixstowe Town Hall	12 November 2019

The Mayor thanked the Deputy Mayor, Cllr Mark Jepson, for his support in attending engagements.

The Mayor attended the Felixstowe Festival of Fabric event at the Orwell Hotel to cut the ribbon and open this excellent event for this town.

The Mayor attended the opening of the launch of the show home at Laureate Fields which was very interesting to see.

The Mayor and Cllr Bennett attended the Anniversary of the Felixstowe Litter Pick. The litter pick was very well attended by all ages.

The Mayor had opened the Suffolk Business Expo at the Orwell Hotel which was very well attended and very busy.

The Mayor thanked Cllr Aitchison for help in organising the Remembrance street signs and the Town Hall staff for all their hard work over Remembrance weekend. This was very well attended, and the weather had been very kind.

The Mayor reported that he was holding the following charity events to help raise money for his two charities FACTS and the Felixstowe Carnival

Quiz night at 7pm at the Felixstowe Trade & Labour Club (**18 January 2020**)

Curry Night at Bombay Nite, Walton 10 **February 2020**

Ryan Gooding Medium Night at the Orwell Hotel (**16 March 2020**)

Mayors Charity Ball at the Orwell Hotel (**1 May 2020**)

VE Day Tea Dance (**7 May 2020**)

The Mayor reminded Members that the second Business Plan workshop would be held on 20 November at 5.30pm at Broadway House, the Christmas Switch on was on 30 November and the Opening of the Ice Skating Ring and the Civic Carol Service were both being held on 20 December.

The Mayor invited everyone present to the annual Christmas drop-in from 12-2pm on Wednesday 18th December.

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

309. 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 11 September 2019**
- b) **Civic & Community Committee 18 September 2019**
- c) **Planning & Environment Committee 25 September 2019**
- d) **Assets & Services Committee 25 September 2019**

- e) **Planning & Environment Committee 9 October 2019**
- f) **Personnel Committee 9 October 2019**
- g) **Civic & Community Committee 16 October 2019**
- h) **Planning & Environment Committee 23 October 2019**
- i) **Finance & Governance Committee 23 October 2019**
- j) **Planning & Environment Committee 6 November 2019**

310. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council received the report of Cllr Seamus Bennett, Town Council representative to the Felixstowe & District Council for Sports and Recreation (FDCSR) with input from Cllr Darren Aitchison who also attended.

In addition to the information provided in the report, Cllr Bennett highlighted the number of excellent sports clubs in the town and advised that the next meeting would be in January 2020.

Members thanked Cllr Bennett for his informative report.

RESOLVED that the outside body report from Cllr Seamus Bennett be noted.

311. CONNECT FOR HEALTH

The Mayor invited Community Connectors Deborah Mann and Hayley Stern, to address the Council.

Ms Mann and Ms Stern introduced themselves and explained about the new Connect for Health service, which was also known as 'social prescribing'. Council heard that the service had made over 40 referrals to date. Ms Mann then provided a case-study example.

Following questions from Members on the referral process, Council thanked Ms Mann and Ms Stern and welcomed the launch of the new Connect Health service.

It was RESOLVED that the report on the launch of the new Connect for Health service be noted as received.

312. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass advised that a BID Task Group of 15 local businesses were now working with Mosaic Partnership to help develop the BID proposal. A Bid website would be going live shortly.

It was hoped to introduce a small market on the Triangle featuring local businesses which will be piloted in April 2020 and possibly a fashion event. The Business to Business Exhibition, which is part of the East Suffolk Business Festival was held recently. This was very successful and good links were made.

A local traders bible was being developed to support events in 2020 with an event volunteering campaign to start shortly.

The water quality in Felixstowe had just been announced as excellent, only beach on the Suffolk coast that has achieved this. A Member advised that there had been a positive meeting with the RNLI concerning acquiring a Blue Flag for Felixstowe.

Members asked what environmental impact all the visitors had to the town. Ms Greengrass would investigate a model to look at this.

Members thanked Ms Greengrass for her comprehensive report and noted the update report which had been provided by East Suffolk Council's Communities Officer

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

313. PCSO REPORT

Council received the report of the Felixstowe Partnership Funded PCSO reports for September and October 2019 and notes from a recent SNT meeting attended by Cllr Savage.

Members raised and echoed the concerns around vehicle parking and idling outside of schools. The traffic risk posed for cyclists leaving the school from the main entrance was also discussed.

Following a discussion on the closed Maidstone Road entrance to the Academy, the Town Clerk agreed to contact the school to establish whether this could be reopened to ease the number of students leaving the site from the High Road.

Current priorities were being raised via the Council's SNT representative Members at the monthly SNT meetings. However, Members were reminded that when Civil Parking Enforcement was brought in, the PCSO would no longer be responsible for parking enforcement and that any new priorities should be considered at that time.

RESOLVED that the PCSO report for September and October 2019 and the SNT meeting notes be noted.

314. CYCLE TO WORK SCHEME

Council considered the recommendation from Council's Personnel Committee, to participate in the Government's Cycle to Work Scheme, noting that the environmental benefits of a scheme that was also considered by the Council's Climate Emergency Working Group for inclusion on the Climate Emergency Action Plan.

Council RESOLVED to:

- i. participate in the Government's Cycle to Work Scheme; and,**
- ii. delegate authority to the Town Clerk to administer the scheme on Council's behalf and authorise expenditure from the Staffing Earmarked Reserve to meet any initial capital purchase costs.**

315. LGBCE CONSULTATION ON SUFFOLK COUNTY COUNCIL DIVISIONS

Council considered the report on the review of Suffolk County Council Divisions and agreed to adopt the proposals presented in the report for submission to the Local Government Boundaries Commission for England.

It was RESOLVED that Council adopt the proposal as presented and the Clerk and Chairman of Planning & Environment Committee be delegated the authority to finalise Council's submission to the LGBCE on that basis.

316. COMMUNITY PRESENTATIONS AT COUNCIL MEETINGS

Council considered the recommendation of the Finance & Governance Committee to replace the practice of holding a Moment of Reflection prior to Council meetings with a formal agenda item, 'Focus on Felixstowe', to enable regular community presentations to Council (*Minute #286 of 2019/20 refers*).

Members discussed the merits of having a community leader attend Council to provide a moment of reflection prior to formal business and the relative benefits of receiving regular formal community presentations. Following further debate and a vote it was decided that the Moment of Reflection should remain.

It was therefore RESOLVED that the current practice of holding a Moment of Reflection prior to Council should be continued.

317. CLIMATE EMERGENCY WORKING GROUP

The Clerk reported that there had been two meetings so far. The Action Plan was being developed and would be presented to Council in January 2020. The aim is to reduce the carbon footprint. As part of the Business Plan consultation survey there had been a question on Climate Change as well as consultation with the Youth Forum. The Youth Forum Members had indicated that they would like more trees planted and to stop idling cars especially outside local schools.

It was RESOLVED that the Climate Emergency Working Group update be noted.

318. TOWN HALL CHRISTMAS TO NEW YEAR CLOSURE

Members noted the Town Hall would be closed to the public from Monday 23rd December 2019 and reopen on Thursday 2nd January 2020. The Mayor invited Members to a Christmas Get Together on Wednesday 18 December at 12 noon at the Town Hall.

RESOLVED that it be noted that the Town Hall would be closed to the public from Monday 23rd December 2019 and would reopen on Thursday 2nd January 2020.

319. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
13/09/2019	209 – 225	£17,485.47
30/09/2019	226 – 245	£56,624.20
18/10/2019	246 – 263	£4,985.34
30/10/2019	264 – 284	£55,662.63
	TOTAL	£134,757.64

320. CLOSURE

The meeting was closed at 9.02pm. It was noted that the next Ordinary Meeting was scheduled for 8 January 2020 at 7.30pm.

AGENDA ITEM 6: MAYOR'S ANNOUNCEMENTS

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

Mayors Charity Musical Showcase	15 November 2019
100 th Birthday Afternoon Tea at Westcliff Nursing Home	17 November 2019
Boost Fundraiser	18 November 2019
The Chairman of Suffolk County Council Art Exhibition	18 November 2019
Felixstowe Carnival AGM	18 November 2019
Felixstowe Academy Chamber Concert	20 November 2019
League of Friends Felixstowe Hospital Coffee Morning	23 November 2019
Shine of Light Event in Walton	23 November 2019
BSC Multicultural Services 20th Anniversary Event	24 November 2019
Felixstowe Radio Mayors Takeover Hour	27 November 2019
Brierfield Christmas Concert	28 November 2019
High Sheriff visit to Felixstowe Academy to meet the girls who won the Suffolk Community Award for their project Proud, Period.	29 November 2019
Scouts Christmas Carol Service	29 November 2019
Felixstowe Lions Christmas Lights Switch On	30 November 2019
Visit the new Lighthouse Tea rooms	30 November 2019
Felixstowe Rotary Kids Kitchen	2 December 2019
Salvation Army Christmas Tree Festival	3 December 2019
Colneis School Christmas Concert	4 December 2019
Coastal Parent Hub	6 December 2019
Felixstowe Friendly Service Christmas Lunch	6 December 2019
Wesel Association Niklaus Fest	6 December 2019
Felixstowe Harmonies Christmas Concert	7 December 2019
Mid Suffolk Civic Service	8 December 2019
Judging Felixstowe Shop Window Competition	11 December 2019
Timebank Crafty Coffee Volunteer 'thank you'	11 December 2019
The Oaks Children Centre Christ'mess' Party	13 December 2019

Felixstowe Scouts Craft Fayre	14 December 2019
Christmas Visit – Foxgrove & Maynell Nursing Home	16 December 2019
Christmas Visit – Cotman Lodge	16 December 2019
Christmas Visit – Coniston House	17 December 2019
Christmas Visit – Westcliff Care Home	17 December 2019
Christmas Visit – Merryfields Care Home	17 December 2019
Christmas Visit – Sanctuary Care	18 December 2019
Presenting the Best Dress Window trophy	18 December 2019
Felixstowe Academy Christmas Concert	18 December 2019
Christmas Visit – Yetton Ward	19 December 2019
Christmas Visit – Rowland House	19 December 2019
Opening of Felixstowe Skate Rink	20 December 2019
Felixstowe Old Peoples Welfare Association	20 December 2019
Mayor’s Civic Carol Service	20 December 2019
Christmas Visit – Margery Girling House	24 December 2019
Christmas Visit – Mill Lane Nursing Home	24 December 2019
St Elizabeth Hospice Christmas Day Dip	25 December 2019
Felixstowe Community Hospital	25 December 2019
Lunch at The Salvation Army	25 December 2019
Christmas Visit – The Firs Nursing Home	25 December 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 20 November 2019** at **9.15am**.

PRESENT: Cllr A Smith (Chairman) Cllr S Gallant *to item 326(c)*
Cllr S Bird (Vice Chairman) Cllr M Jepson *to item 326(q)*
Cllr S Bennett Cllr M Morris

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

IN ATTENDANCE: Ms L Hack, ESC Delivery Manager
Mr I Woodford, ESC Assets Management
Mr J Manning (Manning's Amusements)
Mr M Smith (JCN Design)
3 members of the public

321. PUBLIC QUESTIONS

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

322. APOLOGIES FOR ABSENCE

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

Cllr S Gallant and **Cllr Mr Jepson** gave apologies in advance of needing to leave the meeting at 11.30 and 1.15 respectively.

323. DECLARATIONS OF INTEREST

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

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

324. CONFIRMATION OF MINUTES

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

325. EAST SUFFOLK COUNCIL BEACH HUTS SCHEME

Members heard from Ms Hack in advance of an application that ESC were planning to submit to enable the relocation of 5 beach huts from beside the Spa Pavilion to Manor End. Committee expressed that it would be pleased to consider the application on submission. Members asked that some consideration be given to improving access to and from the prom over the flood wall near that location, as it was known that this was an issue when the flood gates were closed.

Ms Hack and Mr Woodford then presented some initial ideas for accessible beach huts to be developed on the current volleyball site. The development would include a changing places facility, showers, toilets and accessible beach huts with walls that can be moved. It was envisaged that this would be an accessible facility for all users, including schools and other organisations, which would be able to be hired daily. Committee warmly welcomed the concept of the scheme and it was suggested that ESC might wish to consider the provision of disabled parking spaces nearby.

Committee NOTED the report from ESC.

326. PLANNING APPLICATIONS

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

Public concerns centred on flood risk, loss of amenity for existing dwellings, overdevelopment and intensification of the site.

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

a	DC/19/4079/FUL Construction of a pair of three bedroom houses. South East Corner Laureate Fields Land West of The Ferry Road Residential Centre Ferry Road
<p>Committee recommended REFUSAL.</p> <p>The Committee were very concerned by the application overall, and also wider issues of flooding in this area. Whilst we accept that DC/17/5394/DRC removed the specific need for the infiltration basin and soakaway in the area in regard to highways, we question the reality that:</p> <ul style="list-style-type: none">i) the permeable surface will be an effective mechanism in the case of severe storms, which is commonly accepted are becoming more frequent; and,ii) recent experience following a relatively modest rain-storm flooded adjacent land with flows partially from the site in question.	

We would suggest therefore, that it is highly likely that the proposal could at the least seriously exacerbate this problem in the future.

Committee also believes that the proposal would result in a loss of amenity to adjacent properties, primarily by overlooking 25 Brinkley Way and 10 Estuary Drive, in contravention to DM23(a)

On a wider view, we greatly regret the intensification of use of the overall site as represented by this application, particularly in reference to DM21(f) in this respect. The space in question, even if not technically required for highway drainage purposes, represents a welcome provision of a small open public space to the benefit of future residents. We would request that this be considered by the developer.

Furthermore, we remain concerned at the ongoing discovery of changes to this site from the original planning application which have occurred without significant public consultation.

b	DC/19/4233/FUL Proposed "Container" Leisure Park Mannings Amusement Park Sea Road
<p>Committee welcomes and supports this application, which proposes a new approach to tourism in Felixstowe.</p> <p>However, we have significant concerns that under ‘uses’ on the application form, the entry is “other”. This would appear to allow the possibility of a range of uses, e.g. B1, B8, which would be incompatible with planning policy (FPP20). We would therefore request that a condition be included which would limit uses to those included in the concept of FPP20.</p> <p>Subject to such a condition being made, Committee recommended APPROVAL.</p>	

At this point in the meeting, 11.30am, Cllr S Gallant left.

c	DC/19/4187/FUL Two storey extension and first floor extension to accommodate two bedrooms and larger living room 10 Gulpher Cottages Gulpher Road
Committee recommended APPROVAL.	

d	DC/19/4336/ADI Illuminated Advertisement Consent - Internally illuminated letters on rails reading "The BOARDWALK CAFE BAR" The Pier Undercliff Road West
Committee recommended APPROVAL	
e	DC/19/4287/FUL Single story upvc conservatory 60 Brook Lane
Committee recommended APPROVAL.	
f	DC/19/4161/FUL Construction of a single storey kitchen extension & first floor side extension 4 Walnut Close
Committee recommended APPROVAL.	
g	DC/19/4316/FUL Convert the garage into a habitable room, fit new Apex room to the garage. Extend the rear of existing garage out and convert existing UPVC porch into Brick wall version 64 Westmorland Road
Committee recommended APPROVAL.	
h	DC/19/4291/LBC Listed Building Consent - Externally, Replace two C20 windows, strip out redundant canopy to doorway, install three mechanical extract terminals and to proposed wc cloakroom (to be sited in enlarged kitchen store), change nomenclature of kitchen to bakery kitchen and resite main kitchen to music room; system). 223 Grange Road
Committee recommended APPROVAL.	
i	DC/19/4226/FUL Demolish conservatory, new single storey flat roof rear extension 29 Maidstone Road
Committee recommended APPROVAL.	
j	DC/19/4314/FUL Construction of single storey rear extension, Removal of skylight to roof bedroom and erect dormer window. 24 High Road East
Committee recommended APPROVAL.	

k	DC/19/4292/FUL Proposed Extension to 135 Cornwall Road 135 Cornwall Road
Committee recommended APPROVAL , subject to the neighbours being consulted and confirmation that the conditions of SPG16 are met.	
l	DC/19/4389/FUL Construction of single storey rear and side extensions 5 Nacton Road
Committee has no objection in principle to a side and rear extension but were concerned about the overbearing length and height of the parapet wall. We therefore recommend REFUSAL as presented. However, if the parapet wall was replaced with a conventional wall with guttering at a usual height, Committee would be content with the application being approved.	
m	DC/19/4212/COU Change of use of ground floor shop from a dog grooming parlour to a pharmacy (no external alterations) 27 Beach Station Road
Committee recommended APPROVAL .	
n	DC/19/4298/FUL Extensions and Internal Alterations 18 Ferry Road
Committee recommended APPROVAL .	
o	DC/19/4119/FUL & DC/19/4120/LBC K-rend to the rear of the property to match the existing house. Cherry Cottage, 325 High Street, Walton
Committee recommended APPROVAL .	
p	DC/19/3751/FUL Replacement of windows and doors to front and rear elevation in UPVC, all white except door black. All designs to match existing. 3 Red Hall Court
Committee had no objection in principle but are disappointed with the inadequate level of detail provided. It is unclear whether the replacement windows would be sympathetic to the Conservation Area and we ask that the Conservation Officer be consulted in this regard.	

At this point in the meeting, 1.15pm, Cllr M Jepson left.

q	DC/19/3306/LBC Listed Building Consent - To have a blue plaque fixed to wall to commemorate Thomas Cotman, Architect of Harvest House and other buildings in Felixstowe. Harvest House Cobbold Road
Committee recommended APPROVAL.	

r	DC/19/4273/TCA Horse Chestnut tree to the rear right hand side of the back garden to be felled and removed. 99 Ranelagh Road
Committee had NO OBJECTION to the work proposed subject to the guidance of East Suffolk Council's Arboricultural Officer.	

s	DC/19/4272/TCA 1 No. Honey Locust tree to the rear of the property to be crown reduced by 30% and shaped. 5 Beach Court Beach Road East
Committee had NO OBJECTION to the work proposed subject to the guidance of East Suffolk Council's Arboricultural Officer.	

327. PLANNING DECISIONS

RESOLVED that the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

328. CORRESPONDENCE

None

329. CLOSURE

The meeting was closed at 1.22 am. The date of the next meeting was noted as being Wednesday 4 December 2019, 9.15am at Felixstowe Town Hall.

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 27 November 2019** at **7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr M Morris
 Cllr S Harkin (Vice-Chairman) Cllr A Smith

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

330. PUBLIC QUESTIONS

There were none.

331. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison, Cllr T Green, Cllr G Newman, Cllr D Savage** and **Cllr K Williams**.

332. DECLARATIONS OF INTEREST

There were none.

333. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 25 September 2019** be signed by the Chairman as a true record.

334. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 20 November 2019.

RESOLVED that the **Budget Report to 20 November 2019** be received and noted as presented with no other action required at this time.

335. ENERGY PERFORMANCE CERTIFICATE

Committee considered the report explaining the requirement of a Display Energy Certificate (DEC) and the differences between both DECs and Energy Performance Certificates (EPCs). Quotations received to carry out EPCs and DECs at Council's properties were reviewed.

Members noted that the quote received from Company A was significantly lower than the other two quotes provided. The Deputy Town Clerk agreed to review the advisory reports to ensure that they were of a comparable standard and clarify whether a contract for renewal is required, as the DEC should be renewed each year. If it was clear that Company A is providing the same as Company B then Members agreed that the EPCs and DECs should be sought as soon as possible from Company A.

It was noted that the cost of the EPCs and DEC's from Company A could be met from the Repairs and Maintenance budgets.

RESOLVED that, subject to Company A providing extensive reports and there being no ongoing contract, EPCs and DEC's should be obtained for all Council properties to provide a benchmark for future energy efficiency improvements.

336. TOWN HALL UPDATE REPORT

Committee received the Town Hall Update Report. Photographs of the condition of some of the Town Hall windows were circulated. Members agreed that as some of the windows are single glazed and some have secondary glazing panels, research was needed to find a solution, whether it be a high-quality repair or replacement UPVC windows. Advice should be sought from the Conservation Officer at East Suffolk Council and research made into energy saving window replacements. The caretakers have recently carried out urgent repairs and will keep maintaining until the best solution is found.

Members discussed the repair to the passenger lift and agreed that a recommendation should be made to Council to carry out the repair of £846 + VAT to be taken from the Town Hall Earmarked Reserve.

Committee discussed the requirement to seek Council approval to spend any earmarked reserves as far as Council properties and assets were concerned. When budget setting, it is difficult to foresee unexpected costs insofar as it relates to essential building maintenance. At Annual Council the Terms of Reference for each Committee are agreed, and it may be prudent to suggest to Council that the Assets & Services Committee are given certain authority to spend defined earmarked reserves up to a capped limit e.g. £20,000.

It was RESOLVED that:

- i. the Town Hall update report be noted;**
- ii. investigations be made into the front elevation windows of the Town Hall with a report being brought back to Assets & Services committee in 2020;**
- iii. Council be recommended to approve the maintenance repair work of the hydraulic hose on the main lift at a cost of £846 +VAT, to be authorised via the Town Hall Maintenance Earmarked Reserve 9065/900; and,**
- iv. Annual Council be recommended to adapt the Terms of Reference to include authority to the Assets and Services Committee to spend defined earmarked reserves to a capped limit.**

337. WALTON COMMUNITY HALL UPDATE REPORT

Committee received the report on Walton Community Hall.

It was RESOLVED that the Walton Community Hall update report be noted.

338. BROADWAY HOUSE UPDATE REPORT

Committee received the report on Broadway House.

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

339. CEMETERY UPDATE REPORT

Committee noted the update on the memorial tree, a further report will be brought to committee in due course. Members discussed green waste and were concerned that a compost heap at the Cemetery Allotment field would require extra management. Currently green waste is separated from general waste and is taken away by East Suffolk Norse. If it is taken away to the same place as the domestic brown bins then the disposal is understood to be an ecologically sound solution. The Deputy Town Clerk will obtain reassurance of where the green waste goes after it is collected and if this is a very environmentally friendly way of disposal then members felt to reduce the use of bonfires, green waste skips should be continued.

Members agreed it was important to encourage Allotment holders to compost, and work would be carried out to promote this.

It was RESOLVED that:

- i. the cemetery update report be noted;**
- ii. the Deputy Town Clerk makes enquiries as to disposal of green waste once the green waste skip is taken.**

340. FELIXSTOWE WAR MEMORIAL

Committee discussed the details in the consultation report from Historic England. The recent condition survey carried out last year had stated that the dove appeared to be made of a resin, but Heritage England had recorded the dove as being made from bronze. Members recalled the dove being replaced around 1986 by Brafé Engineering and agreed that it was likely to be bronze. The Deputy Town Clerk agreed to make further investigations with the Architect/Surveyor who carried out the condition survey last year and it was suggested that the former Town Clerk be contacted for advice. Once this had been confirmed then the Deputy Town Clerk would submit Council's comments on the Historic England's consultation report for assessment of the War Memorial to possibly be included on the statutory list of buildings of special architectural or historic interest.

It was RESOLVED that:

- i. further investigations be made to confirm the dove material; and,**
- ii. the Deputy Town Clerk responds to Historic England's consultation report for assessment of the War Memorial with a correction of address, and WWII tablet material by the deadline 2nd December 2019.**

341. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information alongside details of a request for a resident to donate a tree to the northern pedestrian access to Ferry Road Allotments.

It was RESOLVED that:

- i. the Allotments Update Report be noted; and,**
- ii. the offer of a tree to be planted along the northern pedestrian access route to Ferry Road allotments, with future maintenance to be the responsibility of Felixstowe Town Council, be accepted.**

342. DRAFT BUDGET CONSIDERATIONS 2020-21

Committee considered first draft proposals for its element of the Council's 2020-21 budget and reviewed the accompanying notes to the budget estimates in the report. The Clerk explained that this budget is based on existing expectations, however after the Business Planning workshops Council may need to make changes to the budget accordingly.

It was RESOLVED that the draft proposals for the Asset & Services element of the Council's 2020-21 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.

343. CLOSURE

The meeting was closed at 8.29pm. The next meeting was noted as being scheduled for Wednesday 26 February 2019 at 7.30pm.

348. EAST SUFFOLK COUNCIL PARKING MANAGEMENT

Mr Boudville, ESC Parking Manager, gave a presentation on the logistics of taking over responsibility for parking on the commencement of Civil Parking Enforcement, which was anticipated to be laid before parliament by the end of January 2020. Members noted that a mobile application 'Ringo' would enable cashless payments and the ability to remotely top-up parking tickets. He briefly elaborated on the various benefits of using the App from the point of view of the car users and the enforcement officers. The Committee asked if ESC was looking at the Council's recommendation of 'Free after 3pm' on Saturday, Mr Boudville confirmed that localised parking schemes would be considered in conjunction with data to maximise their effectiveness. In response to a Member's question it was confirmed that ticket machines would also take cash. ESC anticipated having around 22 civil enforcement attendants across the area to implement parking regulations which would help clear unauthorised parking within the town.

Committee NOTED the report from the ESC Parking Manager.

349. PLANNING APPLICATIONS

At the direction of the Chairman, Committee heard from members of the public attending in relation to application (a). Concerns about the proposal focused on the position of the garage and the addition of the wall which would alter the purposefully designed open character of this street in the Conservation Area.

a	DC/19/4442/FUL Single storey extensions, detached garage with new wall 1 College Green
<p>FTC strongly recommends REFUSAL for this development, which in a number of ways is fundamentally at odds with the objectives of the Felixstowe Conservation Area and the particular aspects in regard to College Green, as highlighted in the recent Draft Felixstowe Conservation Area Appraisal document: Para 12.3 "College Green, an attractively-laid out development on former Felixstowe College land, with brick houses with timber framed detailing in well-landscaped gardens."</p> <p>In particular:</p> <p>a) The combination of the proposed garage and very intrusive brick wall will seriously damage the open layout of this area which was a fundamental design principle of the original planning permission aiming to preserve the open character of the area, previously the College playing fields and, prior to that, the environs of Ridley House and similar nearby properties;</p>	

b) The proposed change from timber-framed detailing, itself referred to in the Felixstowe Conservation Area Appraisal, to the proposed horizontal resin cement boarding, would significantly change the iconic characteristic to this property which is the gateway to College Green;

c) The proposed extension to the eastern elevation would, in its own right, also impinge on the open character of the area and of the building itself.

d) Additionally, aside from Conservation Area aspects, the development could seriously damage the very attractive streetscene of College Green and Foxgrove Lane, in contravention of DM21(a) and (f).

In summary, this application is clearly against the concept of “preserving or enhancing” the Conservation Area.

b	DC/19/4513/FUL Two dwellings Land To Rear Of 49-53 High Road East
Committee recommended APPROVAL	

At 11.00am the meeting was adjourned, resuming at 12.00pm

c	DC/19/4503/FUL Erection of detached dwelling Land To The Rear Of Nos 9 To 15 York Road
Committee recommended APPROVAL.	

At this point, Cllrs S Gallant, M Jepson, D Savage and K Williams left the meeting at 12.20 to attend to other business.

d	DC/19/4464/FUL Construction of front extension (revised scheme) 6 Langdale Close
Committee recommended REFUSAL. We believe this extension at a depth of 3m would have an unacceptable and detrimental effect in terms of its massing and form in contravention of DM21a.	

e	DC/19/4471/ROC Removal of Condition 5 of C6583/2 - Erection of farmhouse (submission of details under Outline Planning Permission C6583. - Removal of Agricultural Occupancy Condition
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	Cowpasture Farm Gulpher Road
Committee recommended APPROVAL.	
f	DC/19/4174/VOC Approval of Reserved Matters on application DC/19/2752/PN3 (Prior Notification Application - Change of use to a tea shop.) 81 High Road West
Committee recommended APPROVAL.	
g	DC/19/4529/TCA Fell 1 Lime tree and Pollard 1 Lime tree by 50% to previous pollard point. Colbourn Court 11 Ranelagh Road
Committee had NO OBJECTION to the work proposed subject to the guidance of East Suffolk Council's Arboricultural Officer.	
h	DC/19/4414/TCA Remove 1no. Walnut tree due to over size and risk of damage and future subsidence. Replace with smaller ash tree. Located in back garden. 28 Berners Road
Committee had NO OBJECTION to the work proposed subject to the guidance of East Suffolk Council's Arboricultural Officer.	

350. PLANNING DECISIONS

RESOLVED that the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

351. CORRESPONDENCE

The Clerk reported that he had received an e-mail asking if Felixstowe would like to designate 'a quiet lane'. As Gulpher Road had received that designation, and with Felixstowe being only one of four parishes with a 'designated road' in Suffolk, the Clerk was asked to respond to that effect.

CLOSURE

The meeting was closed at 1.04pm. The date of the next meeting was noted as being Wednesday 18 December 2019, 9.15am at Felixstowe Town Hall.

357. BUDGET ESTIMATES 2020/21 (DRAFT)

Committee considered the papers showing a first draft full budget, including earmarked reserves requirements for 2020/21. Members also considered comparisons against the current-year budget, actual expenditure and projected outturn for the full year 2019/20.

Members noted that the draft budget proposals for 2020/21 required a precept of £600,570. Using the confirmed tax base of 8,474.25, this would equate to £70.87 per Council Tax Band D equivalent ratepayer, an increase of 2.04%, i.e. £1.42 per year, which was slightly less than the prevailing rate of inflation. It was also noted that this was in line with Council's 4-year Financial Forecast which had projected a 2% increase to the precept for the year 2020/21.

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

The Clerk confirmed that the cost of the PCSO was being met from the Community Fund Earmarked Reserve, not through the precept.

Members requested that a report be brought to a future Finance & Governance meeting showing how the Council's Earmarked Reserves have varied over a 4 to 5-year period.

Members also suggest that an explanatory article be produced for the Town Magazine, advising how we manage our budget and earmarked reserves. It could also compare our precept to the 3 lowest parish precept charges and the top 3 parish precept charges.

Committee recorded a vote of thanks to the Town Clerk and Deputy Town Clerk for their work on developing the 2020-21 budget.

It was RESOLVED that:

- i. It be recommended to Council that, subject to any further adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change, the draft budget 2020/21 proposals be recommended for approval as presented; and,**
- ii. A report on Earmarked Reserves over a 5 year period be brought to a future Finance & Governance committee meeting; and,**
- iii. an explanatory article be produced for the Town Magazine, advising how we manage our budget and earmarked reserves.**

358. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Committee considered the report on the Community Infrastructure Levy and the CIL Annual Report for 2018/19.

It was noted that the CIL Annual Report would be published on the Council's website and sent to East Suffolk Council by the 31st December 2019 deadline.

It was RESOLVED that the Community Infrastructure Levy Annual Report for 2018/19 be approved as presented and published on the Council's website before 31st December 2019.

359. BUSINESS PLAN 2020-2024

The Town Clerk showed Members the framework for the first draft Business Plan for Council for the four-year period 2020-2024. The Clerk advised that a comprehensive draft would be circulated to Members of the Committee for consideration at the next meeting on 22 January 2020.

Following this, a six-week public consultation will run from 23 January until 5 March 2020, with the final Business Plan going to Council on 11 March 2020 for approval.

It was RESOLVED that a first draft of the Business Plan 2020-2024 be circulated to Members for consideration at the next Finance & Governance Committee on 22 January 2020.

360. CLOSURE

The meeting was closed at 8.35pm. The next meeting was noted as being scheduled for Wednesday 22 January 2020 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 18 December 2019 at 9.15am.

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

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

IN ATTENDANCE: One member of the public

361. PUBLIC QUESTIONS

Committee heard from a member of the public regarding Persimmon Homes pre-application consultation on the Cowpasture Farm development and concerns as to the extent to which the emerging Local Plan policy for the North Felixstowe Garden Neighbourhood would have a bearing on the outcome. The Chairman advised that Members of the Town Council had relayed similar concerns to Persimmon as interaction with the wider masterplan would appear to be limited. The Chairman confirmed that the Committee would be pleased to share its formal consideration of the proposal once the full application was submitted.

362. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr K Williams**.

363. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr M Jepson	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)
Cllr S Gallant	365(e)	Local Non-Pecuniary (knows the applicant well)

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

364. CONFIRMATION OF MINUTES

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

365. PLANNING APPLICATIONS

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

a	DC/19/4528/OUT Residential development of 10 units, alterations to existing vehicular access and associated external works and parking. Land At Junction With Garrison Lane And High Road West
Committee recommended APPROVAL subject to the applicant addressing the matters raised by Suffolk Highways in respect on appropriately safe vehicle access to the site.	
b	DC/19/4589/FUL Construction of two-storey detached dwelling, new vehicular access, associated landscaping 53 Rosemary Avenue
Committee recommended APPROVAL	
c	DC/19/4726/OUT Outline Application - proposal for one dwelling 44 St Georges Road
Committee recommended REFUSAL on the grounds of cramped form of development in contravention of DM7 (a), (b), (c) and (d) which would result in unsatisfactory backland development in relation to residential amenity, loss of privacy, the relationship to 2 adjacent properties, and inadequate curtilage for both host and new dwellings. In particular separations of apparently only some 17 metres between the rear and front principal elevations of the host and new properties or just 12m to the host conservatory, and also only some 14m to the existing neighbouring bungalow on Earls Close are clearly inappropriate. Similarly, for the same reason it does not accord with DM 23(a), (b), (c) or (e) in regard to overlooking, outlook, access to sunlight or the relationships between the 3 properties in question.	
d	DC/19/4616/FUL Proposed Conservatory & Rear Balcony 10 The Pines
Committee recommended APPROVAL	
e	DC/19/4729/FUL Proposed single storey rear & side extension 10 Kendal Green
Committee recommended APPROVAL.	
f	DC/19/4610/FUL Erection Of Single Storey Rear Extension 84 Ranelagh Road
Committee recommended APPROVAL.	

g	DC/19/4375/VOC Variation of Condition No 4 of DC/17/1928/FUL - To park 7 No. cars at basement level - Creation of new front and side balconies, alterations to fenestration, creation of roof-top terrace, relocation of car-lift port and amendments to approved car park layout Cliff House Chevalier Road
Committee recommended APPROVAL	
h	DC/19/4572/FUL Lift shaft for disabled person 93 Cliff Road
Committee recommended APPROVAL.	

366. PLANNING DECISIONS

RESOLVED that the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

367. CORRESPONDENCE

Committee noted the following correspondence:

i) Natural England Coastal proposed Coastal Path for the Deben Estuary from Felixstowe Ferry to Bawdsey.

The map detailing the proposed coastal path from Felixstowe Ferry to Bawdsey was welcomed by Members.

ii) ESC Planning Forum Invitation

Committee agreed that Cllrs S Bennett and A Smith should attend the 24 January meeting on behalf of FTC.

iii) East Anglia ONE and TWO Proposed Offshore Windfarms.

Committee noted the proposed East Anglian ONE and TWO Offshore Windfarm Orders which were accepted 22 November 2019.

iv) Appeal for DC/19/1907/FUL – Rubecon, 14 Marine Parade Walk.

Committee noted the appeal with no further comment.

v) Scheme of Delegation for DC/19/2948/FUL – 55-57 Hamilton Road.

Committee noted that the Referral Panel had recommended the application be determined under the scheme of delegation without referral to the ESC Planning Committee.

368. CLOSURE

The meeting was closed at 10.40am. The date of the next meeting was noted as being Wednesday 8 January 2019, 9.15am at Felixstowe Town Hall.

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

PRESENT: Cllr D Savage (Chairman) Cllr G Newman
 Cllr D Aitchison (Vice-Chairman) Cllr M Morris
 Cllr S Bennett Cllr M Richardson
 Cllr S Harkin Cllr K Williams (*from item 371*)

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

The Chairman thanked everyone for agreeing to the change of date due to the clash of dates with members wishing to attend the Felixstowe Academy Christmas Concert.

369. PUBLIC QUESTIONS

There were none.

370. APOLOGIES FOR ABSENCE

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

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

371. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr G Newman	All	Local Non-Pecuniary (as Member of Suffolk County Council)
Cllr S Bennett	374	Local Non-Pecuniary (as Member of the Dellwood Lawn Tennis Club and Felixstowe Waves Swimming Club)
Cllr M Morris	374	Local Non-Pecuniary (as Chairman to Laydens Community Café)
Cllr G Newman	374	Local Non-Pecuniary (as Suffolk County Council representative on Trustee Board of Citizens' Advice Bureau)
Cllr D Savage	374	Local Non-Pecuniary (as Chairman of Trustees to Citizens' Advice Bureau)
Cllr K Williams	374	Local Non-Pecuniary (as a member of the Save the Children Committee)
Cllr D Aitchison	376	Local Non-Pecuniary (as Chairman of the Felixstowe Branch of the Royal British Legion)

372. CONFIRMATION OF MINUTES

RESOLVED that the Minutes of the Civic & Community Committee meeting held on 16 October 2019 be signed as a true record.

373. CIVIC & COMMUNITY BUDGET REPORT

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

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

At this point, 7.47pm, Cllr K Williams joined the meeting.

374. OCCASIONAL GRANTS: ROUND 2 – 2019/20

Committee considered completed applications for funding received prior to the 30 November 2019 deadline, for the second round of Occasional Grants. The total of grant funding requested in this second round being £38,333.37.

The Town Clerk advised that there was £15,055 available in the funding pot for this second round of grant applications.

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

Black & White Productions

£1200 towards a new drama production commemorating Felixstowe's role in the Battle of Britain

Citizens Advice Bureau

£900 towards display equipment replacement.

Felixstowe & Corinthians Cricket Club

£1,000 towards replacement netting for the practice facilities.

Dellwood Lawn Tennis Club

£750 towards renovation and development of club facilities which house tennis equipment.

Felixstowe Area Community Transport Ltd (FACTS)

£2,000 towards accessibility modifications for a new minibus.

Felixstowe Book Festival

£335 towards a book writer event "How to be Autistic"

Felixstowe Prom Junior Parkrun

£200 towards weighted cones and table.

Felixstowe Sea Angling Society

£1,750 towards the replacement of entrance doors, fascia boards, soffits, guttering, downpipe installation of bird guards.

Felixstowe Swimming club

£700 towards professional swimming courses & advertising.

Felixstowe Twins Club

£1,000 towards venue hire and general promotion of group.

Hamilton MAS Micro Arts Space by the Sea

£1,000 ringfenced grant towards establishing a young people's creative arts club – artYsPaceS – subject to completion of funding.

Happy Globe CIC

£1,000 towards Cowpasture Meadow Wildlife Reserve: compost, seeds, timber, beehives, etc.

Laydens Community Cafe

£409.75 towards replacement of cash register, chiller, and improved marketing,

Memory Lane (Felixstowe Dementia Alliance)

£1,000 towards arts and crafts activities.

Save the Children

£ 373.82 towards battery/electric operated Santa Sleigh and speakers.

St John Ambulance

£800 towards a gazebo

Suffolk Wildlife Trust

£360 for the purchase of a projector for talks.

Timebanking

£275 towards local initiatives being supported by the Felixstowe Timebank.

Members were also pleased to receive an application from Felixstowe Library seeking support with their proposed refurbishment of the children's section. Given that the project had the potential to provide a benefit for the whole community, Members were keen to understand how the Town Council might be able to support this project in a significant way. Following a discussion it was agreed that a representative from the Friends of Felixstowe Library be invited to the next Civic & Community meeting in February to give further details of the project, timescales and funding requirements.

It was RESOLVED that:

- i. for the second round of Occasional Grants for 2019/20 a total of £15,053.57 be awarded and approved for payment on the basis of the schedule above; and,**
- ii. A representative from the Friends of Felixstowe Library be invited to attend the Civic & Community Committee on 19 February 2019 to give further details of their project to refurbish the children's section of Felixstowe Library.**

375. ARMED FORCES WEEKEND LEGACY GRANT FINAL REPORT

Members noted the final report which detailed the complete expenditure of the Suffolk Armed Forces Legacy fund of £10,796 created with the surplus from the Armed Forces Weekend in June 2017. Members were pleased to note that all funds had been used towards projects which had a connection with Armed Forces personnel, their families, veterans and cadet organisations.

RESOLVED that the Armed Forces Weekend Legacy Grant final report be noted.

376. REMEMBRANCE 2019

Committee received the report on the Centenary of Remembrance 2019 and it was agreed that the events had been successful. Members were pleased to note that £235.83 had been raised for the Poppy Appeal by the Town Hall collection boxes. The Deputy Town Clerk confirmed that the district total of £18,791.35, was the total counted locally as at 30 November. The RBL are waiting for written confirmation of direct payments. That include any BACS payments, Cheques sent direct and contactless payments and this should exceed at least another £13,000. Figures are updated every 3 months.

Early arrangements for Remembrance 2020 were considered and it was agreed that a singer to lead the hymns at the War Memorial could be an appropriate addition, as well as a marching band, if possible. It was also suggested that the Poppy Appeal should look into biodegradable wreaths in order to reduce the amount of plastic used.

It was RESOLVED that the Remembrance 2019 update report be noted.

377. CHRISTMAS EVENTS – ICE RINK

Committee considered the report on the Ice Rink running from 20th to 23rd December.

It was RESOLVED that the Christmas Events – Ice Rink update report be noted.

378. MAYOR'S CIVIC SERVICE

Committee noted the change of date for the Mayor's Civic Service 2020 to Sunday 28th June at St John's Church. Members discussed the scheduling protocol, since the third Sunday is usually Father's Day, and agreed that in future years the Mayor's Civic Service should be scheduled for the fourth Sunday in June.

It was RESOLVED that

- i. the change of date for the Mayor's Civic Service 2020 be changed to 28th June 2020 at St John's Church; and**
- ii. future annual Civic Services be scheduled for the fourth Sunday in June.**

379. CLOSURE

The meeting was closed at 9.40pm. The next meeting was noted as being scheduled for Wednesday 19 February 2020 at 7.30pm.

AGENDA ITEM 8: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the following report from Cllr Mark Jepson and Cllr Margaret Morris, Town Council representatives to the Level Two Youth Project:

Notes following meeting with Shez Hopkins on Wednesday 4th December 2019 to receive an update on the activities of Level 2.

Shez started by assuring us that the financial position of Level 2 is secure until the end of 2020. They are currently waiting to hear the outcome of two larger grants: specifically, the Big Lottery Fund and the Youth Investment Fund. Future funding applications will be for a term of five years rather than three.

We discussed previous concerns from some members of the Town Council that Level 2 had expanded its terms of operation from since it began. Shez explained that whilst they are committed to their core values, they have had to extend their offer for two primary reasons;

1. Funders now require specific outcomes which have changed over the years: these need to demonstrate specific outcomes for young people.
2. Young people's needs and concerns have become more complex over the years, at a time when youth services have been reduced. Level 2 are trying to match their support services to the needs of the young people. If Level 2 do not respond to these concerns, there is a risk they will fail to engage with the most needy individuals.

It was generally accepted that Level 2 should not become a service that picks up the gaps that have previously been provided through statutory funding. Shez is considering making the funding and activities structure clearer so that partners like the Town Council will clearly see where their funding is being used.

Additional Level 2 activities

1. Level 2 now opens every weekday for years 6-10
2. They have extended one to one 12-week mentoring, their councillor now works 4 days a week.
3. Their mobile vehicle has spent significant time at Adastral Close, Stennett's Close, the seafront and the Trimleys.

Level 2 have applied for funding to purchase a new mobile vehicle which will provide more resources for young people, the facility could potentially also be used by CAB within the community. Overall Level 2 continue to provide core services to the young people of Felixstowe, their extended offer purely reflects the challenges faced by these young people today.

**Councillor Mark Jepson
Councillor Margaret Morris
24 December 2019**

Council is requested to receive the above report and any other update from Cllr M Morris.

AGENDA ITEM 9: FELIXSTOWE FORWARD REPORT

Council is requested to receive the January 2020 Felixstowe Forward progress report (**Appendix A**).

The Change Director, Helen Greengrass, will be pleased to introduce her report at the meeting. With reference to the South Seafront Project Ms Greengrass would like to recommend that the new project officer Jenny Edgerley attend a future Council Meeting to update Council on the progress of the project and her role within it.

Felixstowe Forward would like Council to note that as a result of the last quarterly Town Council magazine 3 volunteers have come forward (1 for Memory Lane, 2 for helping at events) and 2 organisations have requested they be included in the Traders Guide.

Council is requested to note the January 2020 Felixstowe Forward progress report plus any other update from the Change Coordinator and make any recommendations it considers necessary.

AGENDA ITEM 11: CLIMATE EMERGENCY ACTION PLAN

In July 2019, Council declared a Climate Emergency (*Minute #110 2019/20 refers*):

“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.”

It was unanimously agreed that the motion be supported and a Working Group be formed to progress the matter. The Working Group comprises of Cllrs D Aitchison (Chairman), S Bennett, M Morris, M Richardson and A Smith, the Clerk and Deputy Town Clerk and was tasked with reporting back to Council and the Planning & Environment Committee with updates and recommendations.

The first meeting was also attended by Cllr James Mallinder, East Suffolk Council Cabinet Member with responsibility for The Environment.

The group has met on three occasions to develop an Action Plan, this is shown at **Appendix C** for Council’s approval and is based on the Friends of the Earth guidance for Parish and Town Councils.

The Working Group was pleased to note that the Friends of the have grasped the scope of Parish and Town Councils in their guidance and used this as a template to develop a bespoke Action Plan for the Town Council.

The Action plan shows current suggested timeframes for a variety of actions which the Group believe will support the Council’s aspirations to minimise its carbon footprint.

Next steps include engaging with community stakeholders across the town to assist the Council in achieving the above ambition and support others to work towards similar aspirations.

Actions already being taken:

Energy Performance Certificates and Display Energy Certificates are being obtained to give Council a benchmark for all buildings and ideas on how we can improve energy efficiency. Council already obtains its electricity supplies from an 100% renewable energy supplier and will continue to do this.

A new 'cycle to work' scheme has been approved, so employees are able to cycle to work and work is currently being undertaken in partnership with the Safer Neighbourhood Team to reduce vehicle idling. An interesting article from the RAC about why engine idling is so harmful can be found [here](#).

Members are also trying to car share more. www.suffolkcarshare.com is a free to use and secure web-based matching service for anyone wishing to share a car journey as either a driver or passenger.

Council is also currently working with a local CIC called Happy Globe on the keeping of bees, the promotion of wildflowers, other pollinators and wildlife and planting of a small orchard at Council-owned land.

A visit to the Suffolk's energy-from-waste Facility has been arranged for 30 January for Members, and further training opportunities are being investigated.

At the next Annual Town Meeting on 8 May 2020 we will be looking for community groups who would like a stand to promote how what they are doing environmentally.

It is planned that once the Action Plan has been adopted by Council, an annual review will take place (possibly each June).

A page has been created on Council's website at www.felixstowe.gov.uk/climate-emergency-declaration/ which gives useful links for Climate Change Action.

Council is requested to consider the report from the Climate Emergency Working Group and adopt the proposed Action Plan presented at Appendix C.

AGENDA ITEM 12: BLUE FLAG/SEASIDE AWARDS

In keeping with its objective to “Build on the momentum of promoting Felixstowe as a destination, and cross-promotion of visitor related activity”, Felixstowe Forward, together with officers and Members of the Town Council have been looking in to the possibility of applying for a Blue Flag and/or Seaside Award. In the UK, both Awards are administered by Keep Britain Tidy.

Blue Flag Award: an international award presented to well managed beaches with excellent water quality and environmental education programmes.

Seaside Award: presented to the best beaches in England and celebrate the quality and diversity of our coastline.

Criteria

To successfully apply for a Seaside Awards and/or the Blue Flag, beaches must meet a range of criteria relating to:

- Information
- Water Quality
- Environmental Management
- Safety and Services

The criteria for the Blue Flag are more rigorous than for the Seaside Award. For example, the Blue Flag Programme requires that beaches achieve Excellent bathing water quality.

As confirmed by the Environment Agency, Felixstowe’s beaches are currently the only in Suffolk accredited with Excellent bathing water quality.:

Felixstowe North Suffolk Coastal 📍2019: ★★ ★ excellent

Felixstowe South Suffolk Coastal 📍2019: ★★ ★ excellent

Lowestoft (North of Claremont Pier) Waveney 📍2019: ★★ ★ good

Lowestoft (South of Claremont Pier) Waveney 📍2019: ★★ ★ good

Southwold The Denes Waveney 📍2019: ★ ★ ★ sufficient

Southwold The Pier Waveney 📍2019: ★★ ★ good

Source: <https://environment.data.gov.uk/bwq/profiles/>

To understand how Felixstowe may be able to meet the other criteria for the Blue Flag, an Accreditation Development Officer from Keep Britain Tidy visited in August 2019, providing a report in October.

Key points in the report were:

- most of what is required to 'pass' the BF criteria we already have in place, including consistently 'excellent' water quality plus recycling bins, appropriate access to the beach, toilets etc. Much of the required 'educational activities' are also in place with existing activities, leaflets etc

- two (new) signs would be required at either end of the award area
- the potential 'award area' considered on the day was mainly the 'South' beach area south of the pier (to Arwela Rd, approx 600m), but there may be some advantage in extending this slightly (180m) north of the pier to the Town Hall/TIC beach hut and potentially referring this as Felixstowe South & Pier (or similar).
- Some previous costs, such as employing a beach assistant appear not to be required and the whole application process (which runs Nov to mid-Jan) is now more streamlined than - all online and not requiring re-writing each year.

Further to this visit, a Lifeguard Supervisor (Risk & Implementation) from the RNLI made a site visit on 8th Nov 2019 to carry out an up to date assessment of the beach, concluding that Felixstowe is a 'lower-medium' risk beach, with the provision of a lifeguard service 'considered' (i.e. not required or even recommended).

Application Rules

The applicant for Blue Flag accreditation is the authority charged with responsibility for the beach. A beach may be eligible for Blue Flag accreditation if it is legally designated as a bathing area and it has the necessary facilities and services to comply with the Blue Flag criteria.

Therefore, support should be sought from East Suffolk Council in meeting the requirements, applying for the award and its wider promotion. However, as this would be a local initiative, the Town Council may wish to consider financially supporting and assisting with the project.

Costs

At this stage no costs have been incurred or commitments made, pending further discussion with East Suffolk Council. However, it would appear that gaining Blue Flag status is within reach at significantly lower time/financial commitment than under the previous regime c.10 years ago. If successful, Felixstowe would be one of 71 Blue Flags in the UK and the only one in Suffolk.

The current costs of application are as follows: Blue Flag £710; Seaside Award £520; Combined Award £795 (all +VAT).

The Town Council's 'Enhancement & Promotion' Earmarked Reserve stands at £1,941 and could provide an appropriate source of funding towards the project. However, if following discussion with East Suffolk Council further funding was required to meet some of the award criteria, this would be brought to Council for consideration in due course.

The deadline for applications to be submitted for the 2020 season is 27 January. Given the short timeframe, Council is requested to consider:

Endorsing the principle of a combined Blue Flag and Seaside Award application for Felixstowe, and - subject to East Suffolk Council's support in achieving the criteria requirements and promoting the award as part of any wider marketing campaign for the Suffolk coast - authorise funding from the 'Enhancement & Promotion' Earmarked Reserve in order to sponsor the application and any initial costs.

AGENDA ITEM 14: BUDGET AND PRECEPT 2020/21

Council is requested to consider and approve the budget estimates and Precept for the Financial Year 2020/21, as recommended by the Finance & Governance Committee meeting of 11 December 2019 (*Minute #357 of 2019/20 refers*).

Each relevant section of the budget has been considered and reviewed by Council's Assets & Services, Civic & Community and Personnel Committees. Further adjustments to these drafts were incorporated and presented to the Finance & Governance Committee which has recommended this draft budget for 2020/21.

The full budget estimates are presented to Council for consideration at **Appendix E** showing current-year expenditure, an updated projected outturn for the full year to 31 March 2020 and a comparison against the previous year.

Notes to the budget estimates are provided at **Appendix F**.

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

East Suffolk Council has confirmed that Felixstowe Town Council's taxbase for 2020/21 will be 8,474.25

A summary of the current year 2019/20 budget and 2020/21 budget estimates is shown in the following table:

	Budget 2019/2020	Budget 2020/2021
Estimated Total Expenditure Requirement	£724,546	£734,630
Add on Contribution to Earmarked Reserves	£51,027	£51,027
Less Estimated Income	£139,877	£162,420
Less Contribution from General Fund	£8,583	0
Less Contribution from Earmarked Reserves	£49,000	£22,667
Gross Precept Requirement	£ 578,113	£600,570
Band D Equivalent Properties	8,324.16	8,474.25
Annual Council Tax charge per Band D	£69.45	£70.87
% change 2019/20 to 2020/21		2.04%

The Council Tax charge per Band D equivalent ratepayer is therefore proposed to be increased by 2.04% for the 2020/21 budget.

Council is therefore requested to consider:

- i. Approving and adopting the Felixstowe Town Council Budget for 2020/21 as set out in the report;**
- ii. Approving the 2020/21 Precept demand to East Suffolk Council of £600,570 (representing a 2.04% increase cost to Band D equivalent Council Tax payer) on the following basis:**

Band D rate		£70.87
Multiplied by tax base	x	8,474.25
Thus a Precept demand of:		£600,570

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

AGENDA ITEM 15: REPAIR TO TOWN HALL PASSENGER LIFT

Following a service visit on 13 November 2019 by Stannah Lift Services, a fault was found on the passenger life with the hydraulic hose that connects the tank to the ram. It is currently weeping oil through its membrane. Although it is safe to continue using the lift, this will need to be replaced as soon to ensure its efficient operation.

Stannah Lifts quoted £846 +VAT to repair, subject to any additional materials or labour that may be incurred due to unforeseen circumstances. This unbudgeted cost would create an overspend on the Town Hall Repairs and Maintenance budget therefore the Assets & Services Committee has recommended that Council authorise expenditure from the Town Hall Maintenance Earmarked Reserve to fund this repair work (*Minute #366 of 2019/20 refers*).

Council is therefore requested to approve the maintenance repair work of the hydraulic hose on the main lift at a cost of £846 +VAT, to be authorised via the Town Hall Maintenance Earmarked Reserve 9065/900.

AGENDA ITEM 16: MEETINGS CALENDAR 2020-21

The draft Meetings Calendar for the 2020/21 Municipal Year is attached at **Appendix I**.

The calendar is based on the following schedule:

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

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

Finance & Governance (6): 7.30pm on Wednesdays of 27 May, 15 July, 28 October, 9 December, 20 January and 24 March.

Assets & Services (5): 7.30pm on Wednesdays of 24 June, 23 September, 25 November, 24 February and 28 April. (4th Weds of those months)

Civic & Community (6): 7.30pm on Wednesdays of 17 June, 16 September, 21 October, 16 December, 17 February and 21 April. (3rd Weds of those months)

Personnel (2): 6pm on the 1st Wednesday in the months of October and April.

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

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

Other meetings TBC:

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

Appeals Committee: Arranged if and when required.

Council is requested to approve its Meetings Calendar for 2020/21.
