

Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk

9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL TOWN COUNCILLORS

Cllr M Jepson (Mayor of Felixstowe)
Cllr S Harkin (Deputy Mayor)
Cllr D Aitchison
Cllr N Barber
Cllr S Bird
Cllr S Bennett
Cllr M Deacon
Cllr S Gallant

Cllr T Green
Cllr M Morris
Cllr G Newman
Cllr M Richardson
Cllr D Savage
Cllr A Smith
Cllr S Wiles
Cllr K Williams

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **ONLINE** on **Wednesday 10 March 2021** at **7.30pm**.

Public Attendance

Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend join via Zoom. Members of the public are invited to make representations or put questions to the Council during the public session.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.

Ash Tadjrishi
Town Clerk
5 March 2021

Moment of Reflection: Rev'd Penny Brinkley, St Johns 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 13 January 2021 as a true record. **(Pages 5-9)**

6. Mayor's Announcements

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

7. Minutes of Committee Meetings

To receive and adopt the Minutes of the following Meetings:

- a) Planning & Environment Committee 13 January 2021 **(Pages 11-14)**
- b) Finance & Governance Committee 20 January 2021 **(Pages 15-17)**
- c) Planning & Environment Committee 27 January 2021 **(Pages 18-22)**
- d) Planning & Environment Committee 10 February 2021 **(Pages 23-25)**
- e) Civic & Community Committee 17 February 2021 **(Pages 26-31)**
- f) Planning & Environment 24 February 2021 **(Pages 32-37)**
- g) Assets & Services Committee 24 February 2021 **(Pages 38-42)**

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. Annual Town Meeting and Annual Council Meeting 2021**
To consider arrangements for the Annual Town Meeting and Annual Council Meeting, currently schedule for 12th and 19th May respectively, as referred by the Council's Civic & Community Committee. **(Pages 43-44)**
- 10. Coronavirus Operational Update**
To receive an update on the Council's operations and consider the resumption of services in accordance with the Government's roadmap out of lockdown. **(Pages 45-47)**
- 11. Felixstowe Forward Update**
To note an update provided by the Felixstowe Forward Change Director. **(Page 48)**
- 12. Felixstowe Business Support Hub**
To consider an invitation to appoint a representative from the Town Council to join a steering group seeking to establish a Business Support Hub in the town centre. **(Page 48)**
- 13. FTC/ESC Joint Liaison Group Meeting**
To receive the notes of the FTC/ESC Joint Liaison Group meeting held on 4 February 2021 and consider any matters for discussion at the next meeting on 27 April 2021. **(Appendix A)**
- 14. Climate Emergency Working Group Update**
To receive a report from the Climate Emergency Working Group and consider the Action Plan as recommended by the Council's Planning & Environment Committee. **(Page 49 & Appendices B & C)**
- 15. Insurance Arrangements 2021/22**
To confirm the adequacy of Council's insurance and to approve the arrangements as recommended by the Finance & Governance Committee. **(Page 50)**
- 16. Investment Policy & Strategy 2021/22**
To approve the Council's Investment Policy & Strategy for 2021/22 as recommended by the Finance & Governance Committee (*Min #435 of 2020/21*). **(Pages 51-53 & Appendix D)**
- 17. Occasional Grants Policy 2021/22**
To approve the Occasional Grants Policy for 2021/22 as recommended by the Civic & Community Committee (*Min #465 of 2020/21*). **(Page 53 & Appendix E)**
- 18. Press & Media Policy 2021/22**
To approve the Press & Media Policy for 2021/22 as recommended by the Civic & Community Committee (*Min #470 of 2020/21*). **(Page 54 & Appendix F)**

19. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows (*note: Due to the current lockdown, schedules have been signed off electronically by two signatories and will be presented to again Council once physically signed*):

(Schedules attached at Appendix G)

Date	Voucher Nos.	Total Payment
15/01/2021	338 - 353	£6,296.56
29/01/2021	354 - 370	£45,310.65
16/02/2021	371 - 386	£10,376.61
02/03/2021	387 - 398	£39,271.05
	TOTAL	£ 101,254.87

20. Closure

To close proceedings and note that the next meeting of the Council will be the Annual Council Meeting, currently scheduled to take place at 7pm on Wednesday 19 May 2021.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held **ONLINE** on **Wednesday 13 January 2021** at **7.30pm**

PRESENT: Cllr M Jepson (Mayor of Felixstowe) Cllr S Gallant
Cllr S Harkin (Deputy Mayor) Cllr T Green
Cllr D Aitchison Cllr M Morris
Cllr N Barber Cllr G Newman
Cllr S Bennett Cllr D Savage
Cllr S Bird Cllr A Smith
Cllr M Deacon Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs L Monsen (Mayor's Secretary)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Finance Admin Assistant)

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

MOMENT OF REFLECTION

The meeting was preceded with a moment of reflection from Rt Revd. Charles Muggleston.

414. PUBLIC QUESTION TIME

There were none.

415. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr M Richardson** and **Cllr K Williams**

416. DECLARATIONS OF INTEREST

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 G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr N Barber Cllr M Deacon Cllr M Jepson Cllr M Morris		Local Non-Pecuniary (as Members of the Wesel Association)

Cllr M Deacon		Local Non-Pecuniary (as Member of the Salzwedel Association)
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417. QUESTIONS TO THE MAYOR

There were none.

418. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 11 November 2020 be signed by the Mayor as a true record and adopted by the Council.

419. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council, highlighting the Remembrance services which had been very different due to Covid restrictions and social distancing but had gone really well. He thanked Rev Andrew Dotchin for the service at the War Memorial.

The Mayor thanked the Felixstowe Lions Club for all their hard work on the Christmas Lights and Christmas tree. There had been some slight negativity about the Christmas tree but a local resident had written a lovely poem about the tree which was very positive and was put up alongside the tree.

The Mayor commented about the Radio Suffolk's Doorstep Singalong on the Town Hall steps and thanked local opera singer Christina Johnston for participating.

He hoped to partake in the cycle challenge which Cllr Newman was doing to raise funds for the St Elizabeth Hospice and he encouraged Members to be involved.

The Mayor thanked the Deputy Mayor, Cllr Sharon Harkin, for her support especially on Christmas Day helping the Salvation Army distribute Christmas lunch to residents and for the online 'community conversations' with members of local community groups and voluntary organisations. These were being published on the Town Council's Facebook and twitter pages.

The Council thanked the Mayor for his report.

It was RESOLVED that the Mayor's communications be noted.

420. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) Planning & Environment Committee 18 November 2020

- b) Assets & Services Committee 25 November 2020
- c) Planning & Environment Committee 2 December 2020
- d) Finance & Governance Committee 9 December 2020
- e) Planning & Environment Committee 16 December 2020
- f) Civic & Community Committee 16 December 2020

421. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

At the invitation of the Mayor, Council heard from Cllr Smith, who reported on a previous meeting of the Port of Felixstowe Local Authority Liaison Committee.

It was RESOLVED that Cllr Smith's report from the Port of Felixstowe Local Authority Liaison Committee be noted.

422. CORONAVIRUS LOCKDOWN UPDATE

The Clerk reported the latest operational update since the reintroduction of a national lockdown in response to the coronavirus pandemic.

It was RESOLVED to note the operational updates relating to the national lockdown.

423. FELIXSTOWE FORWARD REPORT – BEYOND MARCH 2021

Council received the report on Felixstowe Forward.

Change Director, Helen Greengrass reported on East Suffolk Council's proposal to extend Felixstowe Forward, beyond the formal end date of 31 March 2021, until December 2021.

Council noted that East Suffolk Council will be undertaking an extensive review of its approach to supporting and funding place-based initiatives during the first half of 2021. The review will report back in the summer of 2021 with a set of recommendations for a new approach that will be in place from the beginning of 2022. In light of this, and with a consensus amongst the Sponsor Group partners, it was considered that ending Felixstowe Forward in March 2021 would be detrimental to supporting and completing its key enabling objectives. Subject to East Suffolk Council Cabinet approval, the proposal was to extend funding for the partnership until December 2021 with a focus on transitioning the functions of Felixstowe Forward during this period.

In response to questions from Members, Ms Greengrass confirmed that the new Visit Felixstowe Tourist Beach Hut, which was planned to be installed on the seafront, would still be manned by volunteers.

Council thanked Ms Greengrass for her comprehensive report.

It was RESOLVED that the Felixstowe Forward report, and the proposal to extend funding for the partnership until December 2021, be noted.

424. BUDGET AND PRECEPT 2021/22

Council received the finalised version of the 2021/22 Budget and Precept.

It was noted that the budget had been prepared and presented in accordance with the recommendations of the Finance & General Purposes Committee meeting of 9 December 2020 (*Minute #374 of 2020/21 refers*).

Council gave a vote of thanks to the Committee and its staff for their work in producing a budget which provided for all of Council's activities with a 0% increase to the local taxpayer.

It was RESOLVED that:

- i. **the Felixstowe Town Council Budget for 2021/22, as set out in the report, be adopted and approved as follows:**

Total Budgeted Expenditure:	£759,861
Total Budgeted Income:	£761,888

- ii. **the 2021/22 Precept demand to East Suffolk Council of £601,608.34 (representing a 0% increase cost to Band D equivalent Council Tax payer), be made on the following basis:**

Band D rate		£70.87
Multiplied by tax base	x	8,488.90
Thus a Precept demand of:		£601,608.34

- iii. **and, the Clerk be delegated the authority to take any necessary action due and instructed to submit any information required by East Suffolk Council in this matter.**

425. BROADWAY HOUSE MAINTENANCE

The Clerk reported that due to an annual inspection it was found that the fire alarm panel requires replacement at a cost of £387.33 +VAT at Broadway House.

RESOLVED that, in accordance with the recommendation of the Assets & Services Committee (*Minute #352 of 2020/21 refers*), expenditure of £387.33 be approved from the Broadway House Earmarked Reserve to replace a faulty fire alarm panel.

426. MEETINGS CALENDAR 2021/22

Council considered the draft meeting schedule for the 2021/22 Municipal Year as presented which had been based on the current year's cycle.

The Clerk advised that he had reviewed the schedule for potential clashes with any currently published dates for East Suffolk Council and Suffolk County Council meetings. It was noted that there was only one (ESC) meeting that directly clashed with a Felixstowe Town Council Committee date at this time.

RESOLVED that the 2021/22 Calendar of Meetings be adopted as per the amended schedule presented.

427. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
16/11/2020	264 - 286	£5,364.42
30/11/2020	387 - 303	£43,157.09
14/12/2020	304 - 320	£10,239.69
31/12/2020	321-337	£43,056.12
	TOTAL	£ 101,817.32

428. CLOSURE

The meeting was closed at 8.48pm. It was noted that the next Ordinary Meeting was scheduled for 10 March 2021 at 7.30pm.

AGENDA ITEM 6: MAYOR'S ANNOUNCEMENTS

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

Zoom interview Scarboroughs Opticians	19 January 2021
Zoom interview Landguard	19 January 2021
Orwell Scout AGM	19 January 2021
Zoom interview Felixstowe Sewing Group	2 February 2021
Zoom interview Blue Naan Restaurant	2 February 2021
Interview with Mark Murphy from Suffolk Radio	9 February 2021
Interview Barry Garnham from Fresh Gold Radio	25 February 2021
Interview with Felixstowe Live	26 February 2021
Interview with Laura Locke Felixstowe Radio	2 March 2021
Photo promoting WAMfest (Women Arts and Music) Felixstowe 2021	3 March 2021

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 a PLANNING & ENVIRONMENT COMMITTEE MEETING held ONLINE on Wednesday 13 January 2021 at 9.15am

PRESENT: Cllr S Bird (Chairman) Cllr M Jepson
 Cllr A Smith (Vice-Chairman) Cllr M Morris
 Cllr S Bennett Cllr D Savage
 Cllr S Gallant Cllr S Wiles (*to item 411*)

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

403. PUBLIC QUESTIONS

None

404. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr K Williams**. Committee recorded its condolences to Cllr Williams.

Apologies were given by **Cllr S Wiles** in advance of having to leave at 11am to attend to other business.

405. 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)

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

406. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 16 December 2020 be confirmed as a true record.

407. COMMENTS TO PLANNING APPLICATIONS SUBMITTED UNDER DELEGATED POWERS

Committee noted comments made to East Suffolk Council in accordance with delegated authority for applications received since the date of the previous agenda with a deadline for response prior to the date of this meeting.

408. 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/20/5078/FUL New Build Workshop Facility, Modular Office Unit, and alterations to existing workshop to include commercial workshop and wash facility with Authorised Testing Facility, MOT Services and DVSA Test Station. 1-2 Hodgkinson Road
Committee recommended APPROVAL and welcome this much needed facility providing high quality employment.	
B	DC/20/5079/ADI Illuminated Advertisement Consent - Various signs as detailed in document by ProLicht 1-2 Hodgkinson Road
Committee recommended APPROVAL	
C	DC/20/5093/FUL Two storey and single storey rear extensions following demolition of single storey rear projection and conservatory. 30 Brook Lane
Committee recommended APPROVAL. Committee considered the relationship of the two storey extension to the neighbouring property and considered it to be acceptable.	
D	DC/20/5119/FUL Construction of a two storey rear extension. 175 Grange Road
Committee recommended REFUSAL. The proposed cladding materials would be incongruous with the local character and distinctiveness of this and the neighbouring dwellings, contrary to SCLP 11.1(b). The proposals would also lead to a development that is not in keeping with the scale and character of the building within the surroundings, contrary to SCLP 11.1(c)iii in relation to height and massing and SCLP 11.2 (e) in respect of its physical relationship with other properties. We are also concerned about the impact on the access to daylight and sunlight to neighbour's bedroom window, with reference to SCLP11.2(c) and SPG 16.	

E	DC/20/5177/FUL Ground floor extension together with first floor side extension over the rear of the double garage. Foundations have been dug and poured for the ground floor extension under permitted development. 7 Eastcliff
Committee recommended APPROVAL. Committee asked that consideration be given to adding a pitched roof to the garage.	
F	DC/20/5137/FUL Side extension 29 Norman Close
Committee recommended APPROVAL	
G	DC/20/5194/FUL First Floor Side Extension 47 Links Avenue
Committee recommended APPROVAL	
H	DC/20/5087/FUL Single story side extension 63 Langer Road
Committee recommended APPROVAL	

409. 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.

410. HISTORIC ENVIRONMENT SUPPLEMENTARY PLANNING DOCUMENT

The Clerk gave a brief outline of the ESC Historic Environment Supplementary Planning Document relating to the preservation of historic buildings and heritage areas within East Suffolk. Members welcomed the documents and found it to be very informative. Committee was interested to find out more about the implementation of the document and its practical application when considering relevant planning proposals. It was suggested that any heritage site should have a conservation officer's report concerning in any future building project. The Clerk agreed to contact ESC for the availability of hard copies of the document.

RESOLVED the Clerk would respond to the consultation to confirm that the Committee consider the SPD to be very thorough and comprehensive, covering every aspect it would expect and, as such, fully endorse it.

At this point, 11.00am, Cllr S Wiles left the meeting.

411. SIZEWELL C PROJECT APPLICATION UPDATE

The Clerk outlined the invitation from the Planning Inspector to attend the Sizewell C virtual hearings.

It was RESOLVED that Cllr A Smith be registered to attend the virtual hearings as the Committee's representative.

412. CORRESPONDENCE

The Town Clerk reported the following under correspondence:

i) Bloor Homes presentation of the proposals for Land at North Walton. The Committee were pleased have received a copy of the presentation and notes following the online meeting. Chairman highlighted that the Council's formal response to the proposals would be considered once the Reserved Matters application had been submitted.

ii) Consultation on SCC Suffolk Street Design. Committee noted the consultation which would run until 10 February and asked that the Clerk bring this to the next Committee meeting for formal consideration.

iii) Natural England Coastal Path Report. Committee noted that Natural England had submitted its final report and recommendations on the Felixstowe Ferry to Bawdsey stretch of the Coast Path to the Secretary of State. Given that the Committee had previously considered and approved of the proposals, it was agreed that the Clerk should share the information with all Members and, unless there were any new material matters raised before the next agenda, would not submit a further response.

iv) A letter received by the Town Hall requesting the Committee place more consideration into trying to ensure mature trees are retained, as these were valuable mature habitations for many wild creatures.

413. CLOSURE

The meeting was closed at 11. 23am. The date of the next meeting was noted as being Wednesday 27 January 2021, 9.15am.

433. BUDGET MONITORING TO 31 DECEMBER 2020

Committee received the budget monitoring report to 31 December 2020. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

It was RESOLVED that the budget monitoring report to 31 December 2020 be approved, with no other action required at this time.

434. EARMARKED RESERVES REPORT

Committee considered a report on Council's Earmarked Reserves.

It was RESOLVED that the report on Earmarked Reserves be noted as received.

435. INVESTMENT POLICY AND STRATEGY 2021-22

Committee considered the Council's Investment Policy & Strategy for 2021-22 as presented which had been updated to reflect current investments.

It was RESOLVED that the Investment Policy & Strategy for 2021/22 be recommended to Council for adoption.

436. INSURANCE ADEQUACY REVIEW

Committee considered the report on the Council's insurance arrangements, noting that 2021/22 would be the final year of the three-year Long-Term agreement with Zurich. Members also noted that during 2020/21 Cyber Insurance had been added.

Following a review of the insurance cover provided by Zurich, Committee agreed that the Council should be recommended to confirm the adequacy of its insurance arrangements for 2021-22.

It was RESOLVED that the arrangements for insurance cover in respect of all insured risks be recommended to Council and confirmed as adequate for 2021-22.

437. ILL-HEALTH RETIREMENT LIABILITY INSURANCE CONSULTATION

Committee considered the Suffolk Pension Fund Committee consultation on the criteria for small employers in the scheme to have mandatory ill-health retirement liability insurance.

It was suggested that documents should clearly refer to 'Ill Health-Retirement Liability Insurance' in full, rather than being shortened to 'Ill-Health Liability Insurance' to avoid it being misinterpreted as a medical insurance policy.

Members were pleased to note that the cost of this would be taken from the Employer's Pension contribution at no extra cost to the Town Council and agreed for the Town Clerk to respond accordingly.

It was RESOLVED that the Town Clerk responds to the consultation before 31 January 2021 noting that the Town Council welcomes the proposed introduction of ill-health retirement liability Insurance.

438. MEMBERS' IT

Committee considered the provision of IT equipment and software to include MS Office 365 and access to the cloud-based server, MS SharePoint, to facilitate council business and ongoing access to online meetings. The benefits and cost of Adobe Acrobat Pro were also considered, however, Committee felt the cost outweighed the benefits of this particular software, which should not be purchased at this time. The Clerk advised that Council had authorised expenditure from the IT Earmarked Reserve and delegated authority to the Finance & Governance Committee to upgrade IT software, hardware and support (*Minute #59 (iii) 2020/21 refers*).

Committee noted that all Councillors were currently provided with a Microsoft Exchange Online (Plan 1) licence at a cost of £3.80 per Member per month, whereas Microsoft Office 365 Business Standard would be £9.40 per Member per month, giving access to the full suite of Microsoft Office software and SharePoint.

The cost of the business-class laptops via the Dell government framework were noted as being £1,205.58.

It was RESOLVED that laptops from the Dell government framework and associated peripherals be purchased for four Members; and, Members IT software be upgraded to MS 365 as required, the cost of which to be funded from the Council's IT Earmarked Reserve.

439. CLOSURE

The meeting was closed at 8.42 pm. The next meeting was noted as being scheduled for Wednesday 24 March 2021 at 7.30pm.

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

443. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 13 January 2021 be confirmed as a true record.

444. 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/21/0018/FUL Single storey extensions and first floor extensions to front, side and rear elevation 41 Westmorland Road
<p>Committee recommended REFUSAL on following grounds:</p> <p>The proposal appears to be contrary to SCLP11.1 para. (b) as it does not demonstrate a clear understanding of, or complement, the local character and distinctiveness of this estate. Furthermore, with reference to SCLP para. (c)i-iv, the proposal does not relate well to the scale and character of its surroundings; will impact the existing neighbourhood layout; and, due to its massing and design, does not relate well to the street scene at Westmorland Road and Wrens Park.</p> <p>We are also concerned about the impact on residential amenity, with reference to SCLP11.2 para. (e) and its physical relationship with other properties.</p> <p>If ESC is minded to approve the application, Committee asks that clarification be sought from the applicant as to any intended business use prior to determination. Care must be taken to ensure that any business or other use of the property does not impinge on residential amenity.</p>	
B	DC/21/0016/FUL Loft conversion to existing bungalow. New first floor addition to front/side and new two-storey addition to rear/side. New covered walkway. 3 Eagles Close
<p>Committee had regard to the proposed development's relationship with the existing properties and its distinctive design element but on balance considered it acceptable on planning terms and recommended APPROVAL.</p>	

C	<p>DC/21/0046/FUL Demolition of the existing single and two storey rear extensions and rear external staircase, and construction of a new single storey and two storey extensions and external stair to provide artist studio space ancillary to the art gallery space at ground floor and enlarged ancillary living accommodation at first floor level.</p> <p>Hamilton Cottage Bent Hill</p>
<p>Committee recommended APPROVAL and welcomed this delightful improvement to the Conservation Area.</p>	

D	<p>DC/21/0144/FUL Single storey pitched and flat roof extension to rear of house. Existing flat roofed garage extended to front.</p> <p>14 Brook Lane</p>
<p>Committee recommended APPROVAL. We do note however that no floor plans or dimensions were included in the application.</p>	

E	<p>DC/21/0137/FUL Alterations to roof to form first floor accommodation</p> <p>39 Colneis Road</p>
<p>Committee recommended REFUSAL with reference to SCLP11.1 para. (c)i-iii and considered that the proposal does not relate well to the scale and character of its surroundings; does not fit in well with the existing neighbourhood; and, due to its height and massing, does not relate well to the street scene.</p>	

F	<p>DC/20/5206/FUL Erection of first-floor front extension, and single-storey side/rear extension (following removal of existing conservatory)</p> <p>86 Roman Way</p>
<p>Committee recommended REFUSAL. We have no objection in principle to the extension but do object to the proposed materials which we believe are in contravention to SCLP11.1 para. (c)v as not appropriate to the local context.</p>	

At this point, 10.57am, Cllr S Gallant left the meeting.

G	<p>DC/21/0076/FUL Side Extension</p> <p>30 Cage Lane</p>
<p>Committee recommended APPROVAL</p>	

H	<p>DC/21/0193/FUL Proposed rear single storey extension</p> <p>103 King Street</p>
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Committee recommended APPROVAL

At this point, 11.25am, Cllr M Jepson left the meeting

I	DC/21/0050/FUL To add and additional single unit on the 4th floor within the existing roof space. Also to include a single window and 3 no roof lights. All changes are outlined in red on the listed numbers below. All services and utilities exist. 7 North Sea Road
Committee welcomed the addition of this 1 bedroom unit and recommended approval. However, we draw ESC’s attention to the inaccurate address in the application and ask that this be corrected for the record.	

J	DC/20/5235/FUL To build a wheel chair/disabled access ramp at Old Felixstowe Community Centre (OFCA) Old Felixstowe Community Centre Ferry Road
Committee recommended APPROVAL	

K	DC/21/0222/TCA 3 x Sycamore to be pollarded to 3 meters in height. To reduce the size of trees on a steep bank next to property. 2 x Hawthorn to be pollarded to reduce size. 1 x Elderflower to be removed. The Hermitage Undercliff Road East
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer.	

445. 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.

446. SUFFOLK DESIGN STREETS GUIDE CONSULTATION

The Clerk outlined the Suffolk Design Streets Guide Consultation, which included reference to adopting of highways, provision of cycle lanes suitable for different types of cyclists and electric vehicle charging points. Members agreed that the consultation document should be reviewed by a group of Committee Members, with an invitation for all Town Councillors to participate in the review, prior to a draft response being prepared for approval at the next Committee meeting.

RESOLVED that the Town Clerk, Cllrs S Bennett, D Savage and A Smith be delegated the authority to draft a response to the consultation document and present this to Committee at its next meeting in order that the Town Council may respond by the 10th February deadline.

447. CORRESPONDENCE

RESOLVED that the following correspondence be noted:

- i) The Government's approval of Natural England's Coastal Path proposals from Shotley Gate to Felixstowe Ferry had been published.
The Clerk would send the link for the report to all Councillors.

- ii) The Chairman reported on his attendance of the ESC South Planning Committee where the Candlet Road development had been considered. It was noted that both he and Cllr M Deacon raised issues relating to surface and foul water drainage, the provision of play equipment (it was agreed that there would be six items for each age group) and renewable energy. The application had received approval by a small margin.

At this point, 11.40am, Cllr M Morris and Cllr K Williams left the meeting to attend other business.

448. CLOSURE

The meeting was closed at 11.47am. The date of the next meeting was noted as being Wednesday 10 February 2021, 9.15am. The Chairman gave his apologies for this meeting and it was noted that the vice-chairman, Cllr A Smith, would be in the chair.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held
ONLINE on Wednesday 10 February 2021 at 9.15am**

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

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

IN ATTENDANCE: Mr R Abbott, Felixstowe Chamber of Trade and Commerce
 One member of the public

449. PUBLIC QUESTIONS

None

450. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr S Bird (Chairman)**, **Cllr S Gallant**, **Cllr S Wiles** and **Cllr K Williams**.

451. DECLARATIONS OF INTEREST

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

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

452. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 27 January 2021 be confirmed as a true record.

453. 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/21/0134/VOC Variation of Condition 2 of DC/13/3656/FUL - Proposed high bay distribution unit with a footprint of c. 47,000m2, including car parking and associated infrastructure. Land At Clickett Hill Road And South Of Railway Line Nicholas Road Trimley St Mary
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Committee recommended APPROVAL.	
B	DC/21/0174/FUL Proposed two storey rear and single storey side extension, including conversion of existing garage and alterations. 4 Newry Avenue
Committee recommended APPROVAL. Committee carefully considered all aspects, including the length of the ground floor extension and the substantial first floor extension with regard to the neighbouring properties which we believe will not be injurious.	
C	DC/21/0292/FUL Side facing windows to facilitate rear extension 11 Chelsworth Road
Committee recommended APPROVAL. Committee considered both potential issues of side windows and proximity to the rear which we believe are not prejudicial to the application.	
D	DC/21/0067/FUL Erection of a single storey rear extension Springwood 24 Foxgrove Lane.
Committee recommended APPROVAL.	
E	DC/21/0362/FUL Single storey rear extension to terraced house, replacing an existing extension on the same footprint. 17 Manor Terrace
Committee recommended APPROVAL	
F	DC/21/0468/TCA T1 Holm Oak - to pollard back to previous pollard points. T2 Lime - to be felled; the tree is causing cracking to boundary wall, and has decaying main branch unions in crown. The Cottage 2 Hamilton Gardens
Committee had NO OBJECTION to T1 Holm Oak being pollarded. With regards to T2 Lime, whilst the tree has some dangerous limbs and is said to be causing problems due to its root structure, it is a very significant tree in the town scape and we request that the arboriculturist consult with the planning department on the potential for a management regime that is able to deal with those two issues to avoid the need for felling.	

454. 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.

455. SUFFOLK DESIGN STREETS GUIDE CONSULTATION

The Town Clerk advised that, as instructed at the previous meeting, all Town Councillors were invited to submit comments in respect of the consultation document, a draft response to which had been prepared by the Town Clerk, Cllrs S Bennett, D Savage and A Smith (*Minute #460 of 2020/21 refers*).

Committee considered the draft response and further comments from Members in relation to SUDs schemes, maintenance of roadways, and proper consideration of footpaths.

RESOLVED that, subject to inclusion of the additional comments agreed, the Town Clerk would finalise the circulate amended response for the Suffolk Design Streets Guide Consultation and would submit today, 10 February, being the deadline for any responses.

456. CORRESPONDENCE

RESOLVED that the following correspondence be noted:

- i) A report from the Town Council's Climate Emergency Working Group would be brought to the Planning and Environment Committee 24 February meeting for consideration.
- ii) Flagship Homes will give a presentation to the Planning and Environment Committee on 10 March on their installation of ground source heat pumps. The presentation would be open to all Town Councillors.

457. CLOSURE

The meeting was closed at 10.48am. The date of the next meeting was noted as being Wednesday 24 February 2021, 9.15am.

The Clerk agreed to circulate the presentation to Councillors subsequent to the meeting, alongside a link to the video which had been produced to recruit Trustees to the new Landguard Charity Trust.

Committee heard that, as a member of the partnership, Felixstowe Town Council was a key stakeholder although its interest was not to the same extent as the landowners and other charities situated on the peninsula. It was noted that the Town Council was not being requested to provide a Trustee position but that any Felixstowe Town Councillor – or individual - could apply to be one of the five independent trustees. It was also likely that the East Suffolk Council representative could be a twin-hatted Member who was also a Felixstowe Town Councillor.

Members were pleased to note the word ‘access’ in the vision but requested that Disability Access was considered not just for members of the board but also for visitors in all new projects. If advice is required, the Suffolk Coastal Disability Forum can be contacted. It was agreed that access was critical and work was currently being done on some ramps with a recent small grant received, however, in the future accessibility could be part of a much larger bid.

Members discussed transport to Landguard, and the connection required between the Town Centre and the peninsula. The South Seafront Project will help to join up the Town to Martello Park. Considerations would be made in the future to green transport and ideas such as an electric minibus from Landguard to the Town and further along the coast towards Cobbolds Point or Felixstowe Ferry would be worth pursuing.

Committee thanked Mr Clarke and Mr Grant for the information and update presented.

RESOLVED that the presentation on the Landguard Governance Review be noted.

463. FELIXSTOWE IN FLOWER 2021

Committee received an update on Felixstowe in Flower and agreed that, although it was unfortunate, due to the current Government restrictions it would not be sensible to plan the events that normally take place. Members agreed that, as in 2020, the hanging baskets and tubs planted up in the town was an important positive message which should be continued.

Members offered several ideas to promote Felixstowe in Flower and the opportunity for community participation to bring colour to the town in a safe way.

The following ideas would therefore be investigated:

- Garden photos and videos to be submitted by members of the public and businesses and promoted on the Town Council's social media.
- Colouring sheets to be available for children on the website.

- Horticultural Quiz for adults to be downloaded from the website.
- When downloading the colouring sheets or quiz, the offer of submitting details to receive a pack of flower seeds.
- Walking trail, with permission from contributors to safely view front gardens as part of their daily exercise walk.
- Community Conversations with the Mayor/Deputy Mayor online with some resident gardeners.
- Investigate art projects such as the Garden Seekers Project launched last year by Hamilton MAS.
- Post photographs of paintings created in local schools for Felixstowe in Flower on social media.
- Decorate shop windows with pictures and flowers.

Sponsorship was discussed in detail. In 2020 due to the pandemic, any sponsorship received was rolled over to 2021, but plaques were displayed for businesses who had previously sponsored baskets and tubs. It was agreed that the usual cost of hanging baskets may prohibit some businesses from taking part due to financial issues caused by the pandemic. Local businesses would be written to, confirming that their plaques would be displayed again with the hanging basket or tub, and invited to make a donation to support Felixstowe in Flower. For VAT purposes, any donations which were linked to plaques displayed, would be classed as sponsorship.

It was RESOLVED that:

- i. the usual events such as the Felixstowe in Flower launch and Award Ceremony will not go ahead in 2021;**
- ii. a social media campaign should take place incorporating some of the ideas above to encourage community participation; and,**
- iii. sponsors will not be set a charge for their basket in 2021, however, donations will be invited and gratefully received.**

464. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 10 February 2021.

It was noted that, due to most Council events being cancelled as a result of the pandemic, there would be a net reduction across Committee's expenditure this year. This has helped to enable Council to have a zero increase to the Precept next year 2021/22.

RESOLVED that the Budget Report to 10 February 2021 be received and noted as presented with no other action required at this time.

465. OCCASIONAL GRANT & CORONAVIRUS GRANT APPLICATIONS UPDATE

Committee received an update on the three ring-fenced grants agreed at the last meeting (*Minute #397 2020/21 refers*). Members were pleased to note that Trimley St Mary Parish Council had agreed to match fund the £350 grant for Felixstowe Creative Arts Trust. As such, the Town Council's ringfenced grant award could now be paid.

Members discussed WAM Fest's ring-fenced grant and looked forward to hearing whether the event would be able to be re-arranged for September. As the event had changed from the original application, a new application would be sought but could be fast-tracked via email for a decision.

Members considered two Coronavirus applications that had been received the previous week. Grants were agreed to be awarded on the following basis:

St Philip's Community Hub (via St Mary's Church)

£725 towards a laptop with IT equipment, desk and privacy partitions to provide safe access to the internet, to enable members of the community to make online applications (benefits/jobs), attend online job interviews, and complete Census returns.

East Anglia's Children's Hospices (EACH)

£1,000 grant to help provide care for local life-threatened children and their families living in Felixstowe. EACH will be requested to restrict the funds to support families in Felixstowe if possible.

RESOLVED that the two Coronavirus Grants totalling £1,725 be awarded and approved for payment on the basis of the above schedule.

466. WOMEN'S TOUR 2021

Members noted the provisionally rescheduled date of the postponed 2020 Women's Cycling Tour would be Saturday 9 October, subject to there being no restrictions preventing the event from taking place at that time. The Clerk advised that, whilst it was hoped that many of the 'FelixFest' elements planned for 2020 would be able to coincide with Tour, the timing of the event - taking place in the autumn, rather than summer – may limit some of these.

Members were pleased to note that the Women's Tour would be finally coming to Felixstowe this year and sought reassurance that the opportunity to promote the town would be maximised. Committee looked forward to receiving further information in due course.

RESOLVED that the update on Women's Tour 2021 be noted.

467. ANNUAL TOWN MEETING/CIVIC AWARDS 2021

Members considered the report on the Annual Town Meeting and Civic Awards 2021 and NALC guidance on the possible return to face-to-face meetings. It was agreed that the Civic Awards should be put back to a date later in the year – potentially to coincide with the Women’s Tour weekend in October – to enable an appropriately public event to take place to highlight local community heroes this year.

The Clerk reported that it was still unknown as to whether the Government would extend temporary legislation brought in to enable the holding of virtual meetings, which could affect the Council’s ability to hold its Annual Council Meeting and the Annual Parish Meeting in May. Members agreed that, as discussions with the Government on this matter were ongoing, the decision on the annual meetings should be referred to the next Ordinary Council on 10 March 2021 for consideration.

RESOLVED that the Civic Awards should be rescheduled to an appropriate date later in the year to enable a public event to take place; and, that arrangements for the Annual Council Meeting and Annual Parish Meeting in May be referred to the next Ordinary Council on 10 March 2021 for consideration.

468. DIGITAL COMMUNITY DIRECTORY PROJECT

The Town Clerk provided some background information to the proposed project to provide a digital directory for community groups, which had also gained support from the Felixstowe Peninsula Community Partnership which had pledged £2,000 towards the project. Members considered the principle of hosting this on the Town Council’s website and the cost of doing so from the web-provider. Committee were keen to support the project, which would allow community groups to create and maintain their own profile, including details on events and pin their locations to an online map. It would allow members of the public to find groups and filter by activity type.

Committee agreed to part-fund the project, which was estimated to cost a total of £6,800, by authorising expenditure of £4,000 towards it from the New Community Projects budget. The remaining £800 funding required could be sought via ESC enabling and/or SCC locality funding.

RESOLVED that the Digital Community Directory project be approved to be hosted on the Town Council website and expenditure of £4,000 to support the project be authorised from the New Community Projects budget. The remaining £800 funding required to be sought via ESC enabling and/or SCC locality funding.

469. OCCASIONAL GRANTS POLICY

Committee considered the Occasional Grants Policy. Members discussed whether two rounds for the consideration of grant funding was sufficient. It was noted that staging formal rounds enabled grants to be considered in a

structured way, with a view on the total grant funding available, without spending it all – or holding sums back unnecessarily – before the in the year.

The Town Clerk reminded Members that Council had approved an additional provision of £25,000 within a new Community Support Earmarked Reserve and that appropriate Terms of Reference could be approved by Council to allow urgent applications to be assessed during the year by Committee in addition to the regular occasional grants scheme.

RESOLVED that Occasional Grants Policy for 2021/22 be recommended to Council for adoption as presented with no changes.

470. PRESS & MEDIA POLICY

Committee considered the Council's Press & Media Policy.

RESOLVED that the Press & Media Policy for 2021/22 be recommended to Council for adoption as presented with no changes.

471. CCTV UPDATE

The Town Clerk provided a verbal update following a recent meeting with Council's CCTV Working Group and officers from East Suffolk Council involved in the emerging 'Smart Towns' project, the South Seafront enhancement project including the new Beach Hut Village and the seafront lighting. Attendees at the meeting had also received information on an ongoing CCTV project taking place in Lowestoft and it was hoped that cross-learning will help inform the project here.

Members discussed how well-designed lighting may be integral to helping reduce anti-social behaviour and provide a safer environment, in conjunction with an up-to-date CCTV system. Members commented on how technology has moved on since the purchase of the existing CCTV system and it was expected that remote monitoring would be. It was noted that the Felixstowe BID will also be an important stakeholder in due course.

It was noted that the new group would meet regularly, and further updates would be brought to Committee in due course. Members were concerned that a local project should not be unnecessarily delayed in the desire to link in with longer-term improvement projects. Committee gave thanks to the CCTV working group for their work on this project.

RESOLVED that the CCTV update be noted.

472. CLOSURE

The meeting was closed at 9.40pm. The next meeting was noted as being scheduled for Wednesday 14 April 2021 at 7.30pm.

476. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 10 February 2021 be confirmed as a true record.

477. 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	<p>DC/21/0541/FUL Hybrid Application - Full Application for the construction of 45 apartments and maisonettes and 16 houses in buildings ranging in height from 2 to 3 storeys, conversion of retained assembly hall to provide 250m2 community space, 16 residential car parking spaces, 1 car park space for community hall, 137 cycle parking spaces, highways and public realm works, hard and soft landscaping, access and associated works and Outline application (with all matters reserved except for access, use and scale) for redevelopment and extension of retained sports hall to provide indoor bowls facility and cricket pitch with pavilion, 32 car parking spaces, 24 cycle spaces, landscaping and associated works. All matters reserved except for access, use and building heights.</p> <p>Former Deben High School Garrison Lane</p>
<p>The Town Council welcomes the overall concept and principle of development and housing on this site. However, we have carefully considered the wide range of issues raised by this development and certain aspects are of great concern. We therefore recommend REFUSAL unless the following can be addressed:</p> <p>i) we are concerned about the height, massing, and intrusion – with the consequential increasing in overlooking - arising from the south-western elevation of Block D (some 12.5m high) on the amenity of residents at Newry Avenue, in contravention of SCLP11.1 (c)iii where it relates to height and massing and SCLP11.2(a) in respect of privacy and overlooking. We would seek a modification to reduce that elevation to two storeys.</p> <p>ii) the parking does not accord with SCC parking standards. The applicant asserts that this is mitigated by being a “town centre” development. We do not think this is appropriate analysis and believe that usual standards should be adhered to.</p> <p>With reference to the outline element of this hybrid application, relating to the sports facilities, Committee recommended APPROVAL subject to there being no overall increase to height and massing of the elements adjacent to Valley Walk and Nursery Walk.</p>	

B	<p>DC/21/0670/VOC Variation of condition(s) 27 & 29 - DC/15/1128/OUT - Application for Outline Planning Permission for up to 560 dwellings, including a Local Community Centre, a 60 Bedroom extra Care Home and 50 assisted Assisted Living Units, 2 small Business Units and open space provision with associated Infrastructure. Condition Number(s): Conditions 27 and 29 Conditions(s) Removal: The approved drawings make no allowance for the topography of the site having been based upon an ordnance survey extract rather than a topographical survey. An amendment to Conditions 27 and 29 will allow the junction (and the road and proposed cycle way) to be realigned whilst allowing for the retention of trees and vegetation along the north side of Candlet Road.</p> <p>Land At Candlet Road</p>
	<p>We welcome the variation of the application to move the carriageway south to preserve the trees and allotment boundary, in line with our previous comments.</p> <p>We therefore recommend APPROVAL in principle subject to the retention of the hedging close to the western boundary of the allotment site, the removal of which appears to be unnecessary.</p> <p>We also support the comments from the Felixstowe Allotment Association that some light pruning of the highway trees and making the Foot/cycleway fall away from the carriageway would allow the full 3m width to be provided for the whole length.</p> <p>Similarly, we are concerned about the propensity for flooding where this crosses the entrance to the allotments and believe that this can be mitigated with consideration of the level of the access and/or appropriate drainage.</p>

At this point in the meeting, 11.00am, Cllr Gallant left.

C	<p>DC/21/0478/FUL Part demolition, alteration and change of use of nursing home to provide 6no. apartments, together with 4no. new build houses with new shared cartlodge</p> <p>St Marys Nursing Home Undercliff Road East</p>
	<p>Committee recommends REFUSAL, whilst we are not against the conversion to residential in principle, we have the following concerns:</p> <ul style="list-style-type: none"> i) We believe that due to the height and massing of the new buildings proposed this would be contrary to policy SCLP11.1(c) iii which should relate well to its surroundings. ii) We also believe that the proposed eastern elevation, which will be 3 storeys, including first floor balcony and second floor windows, will present unacceptable overlooking to Brook Lane contrary to

11.2 para (a) privacy/overlooking.

- iii) We are also concerned as to the entrance and egress on to a narrow point on to Brook Lane for the 10 proposed properties at this development, the precise detail for which is not represented in any of the drawings;
- iv) We find it unacceptable that the provision for 1 in 3 in a development of 10 affordable properties is not being met, contrary to (policy SCLP 5.10);
- v) We feel that there is insufficient amenity space provided for the detached new build property (plot 4), contrary to policy 11.1(e); and,
- vi) The proposed new front extension facing Undercliff Road East is overtly modern and utilitarian; neither preserving or enhancing the Conservation Area is therefore contrary to policy 11.5 and NPPF para. 172.

D	DC/21/0503/FUL To erect two rear elevation single storey extensions, erect first floor extension on front facade. Convert kitchen back to garage. 4 Quintons Lane.
Committee recommended APPROVAL.	

E	DC/21/0585/FUL Ground Floor - Internal changes First Floor - Internal changes Loft Space - Conversion of loft space into habitable rooms. 23-25 Margaret Street
Committee recommended APPROVAL	

F	DC/21/0523/FUL Proposed Erection of a single storey warehouse following demolition of the existing hall and garage 246 High Street Walton
Committee recommended APPROVAL	

G	DC/21/0513/FUL Conversion of 2no. Flats to 1 Dwelling 27 Quilter Road
Committee recommended APPROVAL	

H	DC/21/0631/FUL Clubhouse extension and recladding Felixstowe Rugby Club Mill Lane
Committee recommended APPROVAL	

At this point in the meeting, 12.00 pm, Cllr Wiles left.

I	DC/21/0456/FUL Replacement entrance gates and screen walls The Gables Ferry Road
Committee recommended APPROVAL	

478. 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.

479. CLIMATE EMERGENCY WORKING GROUP

The Chairman thanked the Working Group Members for the report. Members considered the Action Plan and notes of the most recent meeting, at which the opportunity to explore the potential for a cohesive cycle network as an outcome of various developments across the town was discussed. Committee agreed that this should be explored further, including the potential to invite other nearby parishes to participate, and should be considered by Council. The Clerk advised that, in accordance with one of the recommendations of the CEWG, Flagship Homes would be attending the next meeting on 10 March to give a presentation on its project to install ground source heat pumps at their Felixstowe sites.

RESOLVED that the CEWG Action Plan should be referred to Council in March and Council be asked to consider the potential for a cohesive cycle network as an outcome of various developments across the town.

480. CORRESPONDENCE

RESOLVED that the following correspondence be noted:

- i)** Highways England consultation on the upgrading of the A12, including proposed enhancement of the Seven Hills Roundabout. Committee noted that the deadline for comment is 19 March, therefore this consultation would be added to the next Planning and Environment Agenda.
- ii)** Invitation to the Planning Forum Town and Parish Council on 4 March or 25 March. It was agreed that Cllr A Smith would attend one of the dates on behalf of the Town Council.

- iii) Proposals to re-wild a Lily Pond in the Spa Gardens. Cllr Mallinder, ESC Cabinet Member for the Environment, had asked the Town Council for a formal recommendation as to whether this would be supported locally. The Clerk advised that an article on the proposal seeking feedback from the public would be in the Spring magazine and brought back to Committee in due course.
- iv) Pre-application request had been received for an upgrade for a telephone mast to be placed on the High Road near the entrance to Walton North proposed new business units. It was agreed that the Committee would wait to give comment when the full application was received.
- v) A letter from Ryder-Davies veterinary practice asking the Town Council for feedback and comments on a potential relocation to a site on the corner of Garrison Lane and the High Road. Members asked the Clerk to arrange a briefing meeting with the understanding that there could be no formal support or objection given in advance of any planning application.

At this point in the meeting, 1.00 pm, Cllr Jepson left.

The Chairman drew attention to the following:

- vi) **DC/20/506/FUL - 86 Roman Way.** Committee had recommended refusal of this application owing to the blue cladding. The applicants had agreed to remove the blue cladding, thereby the Town Council's objection was removed.
- vii) **DC/20/4735/FUL – Brackenbury House, Marcus Road.** Committee had recommended refusal of this application on the grounds of overdevelopment. ESC's Referral Panel had confirmed that the decision would be determined under delegated authority.
- viii) **DC/20/5119/FUL – 175 Grange Road.** Committee had recommended refusal of this application on the grounds of the cladding and the scale and character of the building which was deemed incongruous in its setting. ESC's Referral Panel had confirmed that this would be referred to Planning Committee to be determined.
- ix) **DC/20/2453/FUL – 130 Mill Lane.** Two applications have been refused, it is now subject to two enforcements, as the front garden is currently being used as a timber yard.

481. CLOSURE

The meeting was closed at 1.15pm. The date of the next meeting was noted as being Wednesday 10 March 2021, 9.15am.

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held ONLINE on
Wednesday 24 February 2021 at 7.30pm**

PRESENT: Cllr S Harkin (Chairman)
Cllr N Barber (Vice Chairman) Cllr M Richardson
Cllr D Aitchison Cllr D Savage
Cllr M Morris Cllr A Smith
Cllr G Newman Cllr K Williams

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

482. PUBLIC QUESTIONS

There were none.

483. APOLOGIES FOR ABSENCE

There were none.

484. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

485. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 25 November 2020 be signed by the Chairman as a true record.

486. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 17 February 2021.

It was RESOLVED that the Budget Report to 17 February 2021 be received and noted, with no other action required at this time.

487. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated committee on the impact of the Coronavirus on bookings including weddings, with an expected overall loss of Town Hall income to be approximately £13,000 for the year 2020/21.

Committee was pleased to note that the wedding licence renewal had been submitted to Suffolk County Council Registration Service and if successful the licence would be renewed for 4 years for the price of 3.

Members considered the installation cost of installing a new Dual Com LAN/GPRS alarm system at a cost of £215, this would save £155 each year in monitoring costs. It was agreed that this new technology should be purchased and the existing dedicated telephone line consequently cancelled.

The Deputy Town Clerk updated Committee with a quote that had just been received to refurbish the windows and replace the single glazing with slimline double glazed units, using the existing refurbished window frames. Members had been pleased to hear that the existing windows were in good condition, however, agreed that windows that provided better insulation would help lower the carbon footprint of the Town Hall and were keen to investigate further. Further detailed quotes and samples will be sought and brought to the next meeting.

The Deputy Town Clerk reported that it had been difficult to obtain 3 quotes for to replace the missing tiles on the rear of the Town Hall roof. One local company was now relocating to Wales and the other one was still awaited. Members agreed that Company A, who had previously carried out roof repairs for the Council before to a high standard should be employed to do this work at a cost of £577 +VAT to be taken from the Town Hall Repairs and Maintenance budget.

It was RESOLVED that:

- i. the Town Hall update report be noted;**
- ii. further quotes for the windows be brought to Assets & Services committee in April; and,**
- iii. Company A be employed to carry out roof repairs to the Town Hall at the cost of £577 +VAT.**

488. WALTON COMMUNITY HALL UPDATE

Committee received the report on Walton Community Hall and noted the impact of the Coronavirus on hall hire would be £7,000.

Members were pleased to note that the minor leak had been repaired by the company who would be tackling the Town Hall roof.

Committee considered the fibre grid solution that had been found to cover the wide gully, and requested that Orwell Housing be contacted to see if they would be willing to take on half of the cost of this as well as the motion/darkness sensor electric light, for which the quote was still awaited.

It was RESOLVED that:

- i. the Walton Community Hall update report be noted; and,**
- ii. Orwell Housing be contacted with the suggested solutions for the badly lit passageway from the rear emergency exit and cover for the gully, to enquire about a 50% contribution to the work.**

489. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report and noted the financial loss to the Council was likely to be the full annual licence amount of £2,173.

Members were pleased to note that the final figure for work to refit the kitchen and refurbish the bathrooms was £6,310.16 taken from the Broadway House Earmarked Reserve as agreed by Council (*minute #211 ii 20120/21 refers*).

Members requested that the issues with both furniture being deposited at the rear of Broadway House and the cigarette ends being dropped onto the windows be monitored, with Orwell Housing to be contacted regarding any issues in the future.

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

490. CEMETERY UPDATE REPORT

Committee noted the Cemetery update report. Cemetery work is continuing as normal, with one member of staff shielding due to Government COVID-19 guidance. Members gave thanks to the Cemetery staff for keeping the Cemetery looking so tidy.

Members considered the Memorial Headstone Testing Procedure and were pleased with the sensitivity it showed. This will be uploaded onto the Town Council website and be available upon request. More in depth training for staff will be investigated with NAMM, the National Association of Memorial Masons.

Committee noted that the truck had been involved in a minor accident on site with no other party involved, where a claim had been made on Council's insurance. Members also noted that Public Liability could not be claimed on for the recent memorial damage as the member of staff was not negligent, had been trained and the correct risk assessments were in place.

Committee considered the option to replace the brass leaves on the memorial tree with marine grade stainless steel leaves. Once the 6 members of the public who had purchased the brass leaves had been contacted and offered a replacement free of charge or a 10% discount towards an alternative memorial option, then a sheet and first batch of 15 leaves could be cut.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and**
- ii. investigations be made for further memorial assessment training for staff; and**
- iii. The 6 purchasers of the existing brass leaves on the New Memorial Garden tree be contacted to inform of the change from brass leaves to marine grade stainless steel leaves, and the purchase of the first sheet and 15 leaves cut be made.**

491. ALLOTMENTS UPDATE REPORT

Committee received a report on the allotments noting work to improve the paths and roadways on the Ferry Road site. The Town Clerk updated Committee on a recent meeting regarding the northern boundary of the Ferry Road allotment site with the Laureate Fields development, where a fence will be installed to give security to the allotment site.

It was RESOLVED that the Allotments update be noted.

492. ENERGY PERFORMANCE CERTIFICATES

Committee considered the report on the Energy Performance Certificates and Display Energy Certificates that were completed last year, and noted Council's Climate Emergency Working Group's recommendation to review these certificates again once further environmental improvements had been made to Council's buildings.

It was RESOLVED that the Energy Performance Certificates update be noted.

493. COMMUNITY PUBLIC ACCESS DEFIBRILLATORS

Committee were disappointed to hear that the Sea Road Defibrillator Cabinet had once again been vandalised. The erection of a sign on all Defibrillators was considered, however, the cabinets themselves do state that they are a life saving device. Members requested that a better option would be to have a motion sensor light that comes on after dark be fitted. The Deputy Town Clerk will arrange for a quote, and the work to be carried out, which can come from the Street Furniture budget.

It was RESOLVED that investigations are made into installing a motion sensor light above the Sea Road Defibrillator cabinet, the cost to come from the Street Furniture budget.

494. FELIXSTOWE WAR MEMORIAL

Committee received a report on a proposal from the Chairman of the Royal British Legion to enlarge the area of grass surrounding the War Memorial to make the area safer for wreath layers. Advice had been sought from the War Memorial Trust, Historic England and the Conservation Officer at East Suffolk Council. Artificial grass and paving were considered, however, Members agreed that real grass should be retained. Members agreed that the grass area could be widened, keeping a proportion of the flower beds in place, with a 'non-slip' surface laid on top to provide a temporary safety surface and to enable easier access around the War Memorial during Remembrance activities.

It was agreed to discuss this with East Suffolk Norse to progress this further.

It was RESOLVED that the War Memorial grass area should be widened, retaining narrower flower beds, with a 'non-slip' surface laid on top to provide a temporary safety surface and to enable easier access around the War Memorial during Remembrance activities.

495. CLOSURE

The meeting was closed at 8.55pm. The next meeting was noted as being scheduled for Wednesday 28 April 2021 at 7.30pm.

AGENDA ITEM 9: ANNUAL TOWN MEETING AND ANNUAL COUNCIL MEETING 2021

To enable local authorities to continue to hold public meetings during the pandemic, the government temporarily removed the legal requirement for local authorities to hold these meeting in person; providing councils with the power to hold public meetings virtually by using video or telephone conferencing technology.

The temporary regulations apply to local authority meetings that are required to be held, or are held, before 7 May 2021. This means that, without any further action from the government, all local authorities including town and parish councils must return to face-to-face meetings from 7 May.

Town and parish councils are required to hold their annual *council* meeting in May each year and host an annual *parish/town* meeting between 1 March – 1 June (inclusive).

Therefore, if the Town Council intends to hold such meetings by remote technology the current situation means that the Annual Town Meeting (currently scheduled for 12th May) must be held between 1 March - 6 May with the Annual Council Meeting (currently scheduled to take place on 19th May) between 1-6 May, though this is further restricted by the 1-3 May being a bank holiday weekend and County Council elections taking place on 6 May. Should the legislation be extended in the interim then there would of course be extra flexibility.

In recent years, the Council's Civic Awards event has formed part of the Annual Town Meeting. Notwithstanding the regulations around annual meetings, given the circumstances surrounding the pandemic and lockdown, Council's Civic & Community Committee has resolved to postpone the 2021 Civic Awards to later in the year, at such a time when a public event to celebrate local community heroes is more appropriate (*Minute #467 of 2020/21 refers*). The Committee also considered the arrangements for the annual meetings and has referred this to Council for consideration in case an update on remote meeting regulations is received in time for the meeting.

Whilst NALC has been working with a number of national bodies to press the government to extend the remote regulations beyond 7 May, at time of publishing this agenda, there has been no confirmation that this will happen. It is therefore necessary for Council to start preparing for the possibility of face-to-face meetings from May.

NALC's position remains that all local councils should continue to meet remotely while the regulations are in force. NALC also provides the following guidance to help local councils prepare for the scenario that remote council meetings cannot lawfully take place from 7 May 2021:

- Consider what council business can be conducted before May so that the council can dedicate time to those issues in remote meetings. The more discussion and decisions you can conduct in remote meetings means the council can aim to hold fewer and shorter face to face meetings after May.

- This may require more meeting time than is currently planned, so the council should look at the meeting schedule in the run-up to May and see if more time or more meetings are required. Where possible, consider holding the annual council meeting and the parish meeting while the current Regulations permit for them to be held remotely.
- Consider when the council does need to meet face to face, and whether meetings can be delayed to later in the year when the potential COVID-19 risk may be further reduced.
- The council might consider holding a remote meeting as late as possible in April so that councillors who are unable to attend face-to-face meetings will have as much time as possible before disqualification by virtue of s.85 of the Local Government Act 1972 becomes an issue.
- It may help the council's business continuity to implement (or review) a scheme of delegation. This would allow the clerk to make certain decisions for the council, which would be especially important if the council were unable to hold meetings due to COVID-19 risks. In reviewing/adopting a scheme of delegation the council should ensure there is clarity around which decisions are delegated and which are not, for how long the scheme of delegation is in place, and when the scheme of the delegation will end or be reviewed.

An update will be sought prior to the meeting as to whether it is anticipated that the annual meetings can take place remotely on the originally scheduled dates.

Council is requested to consider arrangements for the Annual Town Meeting and Annual Council Meeting, currently schedule for 12th and 19th May respectively, as referred by the Council's Civic & Community Committee.

AGENDA ITEM 10: CORONAVIRUS OPERATIONAL UPDATE

Council is requested to note the following update on Council operations and the potential resumption of certain services in accordance with the Government's roadmap out of lockdown:

Felixstowe Town Hall

- Town Hall staff (includes the Felixstowe Forward team and Registrars) continue to working from home as advised, though will attend the Town Hall for any work that cannot be done from home.
- Current Government advice for wedding ceremonies is that they should only take place in exceptional circumstances, with a maximum of 6 people, including the couple themselves. We are liaising with the Registrars for any upcoming weddings which should not take place unless there are exceptional circumstances.
- The Town Hall continues to be closed to the public during the lockdown period. Room hire is only available for activities that are exempt from the general restrictions and able to be delivered in a covid-secure way.
- Council's phone lines have now transferred to a software-based VOIP system and are attended to in the usual way on working days between 8am-4pm.

Cemetery and Allotments

Felixstowe Cemetery remains open, however staff on site are maintaining social distancing rules and are not available for face-to-face meetings with the public at this time, unless necessary.

Allotment tenants are still able to access their allotments but have been advised to follow government advice.

Walton Community Hall

Most regular hires are suspended at this time. We are liaising with any groups whose activities are exempt from the general restrictions and can be delivered in a covid-secure way. (*In practice we don't think there will be anyone using WCH at this time*).

Broadway House remains closed.

We have updated the coronavirus page on the FTC homepage here:
<https://www.felixstowe.gov.uk/covid-19-coronavirus-update/>

These arrangements will remain in place until changed by the Government's 'roadmap' out of lockdown, as-and-when these new rules take effect. These changes, and the proposed dates, are summarised as follows (with an *italicised* note where relevant to FTC operations):

8 March 'Stage One'

- All schools and colleges will reopen
- University students can return for practical courses. There will be a review by the end of the Easter holidays for all other students

- Face coverings are recommended in class for secondary school students and also for parents and staff in primary schools
- Wraparound childcare can also return for vulnerable pupils and where it is needed for parents or carers to go to work, support groups or to seek medical care
- Two people from different households can meet outside for recreation, which can include "a coffee on a bench"
- One nominated person can visit care homes, but will need PPE, a lateral flow test and to "keep physical contact to a minimum"
- Weddings attended by up to six people can take place in any circumstances (*We will therefore be available for small wedding bookings at the Town Hall from 8th March*)

29 March

- People will be allowed to meet outside, either with one other household or within the "rule of six", including in private gardens
- The stay at home rule will end but people should stay local as much as possible
- Outdoor sport facilities will reopen, including golf courses and tennis and basketball courts
- Formally organised outdoor sports can also restart
- Parents and children groups can return but are capped at 15 and must be outdoors. Indoor groups can take place for vulnerable children and where parents need the groups to go to work

No earlier than 12 April 'Stage Two'

- All shops allowed to open
- Restaurants and pub gardens will be allowed to serve customers sitting outdoors, including alcohol
- Gyms and spas can reopen for individuals and households
- Hairdressers, beauty salons and other "close contact services" can reopen
- UK domestic holidays away from home permitted, with self-contained accommodation able to reopen for use by members of the same household
- Children allowed to attend indoor play activities, with up to 15 parents or guardians allowed to join them (*Walton Community Hall can reopen*)
- Zoos, theme parks and drive-in cinemas can reopen
- Libraries and community centres can reopen (*Broadway House can potentially reopen*)
- Weddings attended by up to 15 people can take place (*Larger weddings can take place at the Town Hall*)

No earlier than 17 May 'Stage Three'

- People can meet in groups of up to 30 outdoors
- Six people or two households can meet indoors
- Pubs, restaurants and other hospitality venues can seat customers indoors
- Up to 30 people can meet to celebrate weddings or other life events, like christenings (*Relevant to Town Hall bookings*)
- Remaining outdoor entertainment, such as outdoor theatres and cinemas can open

- Indoor entertainment such as museums, theatres, cinemas and children's play areas can open
- Performances and large events will be subject to limits though. For indoor events they can be at half capacity or 1,000 people, and outdoors they can be at half capacity or 4,000 people - whichever is lower. For large venues (at least 40,000 capacity) up to 10,000 will be allowed to attend
- Hotels, hostels and B&Bs can reopen
- International leisure travel will resume no earlier than 17 May
- Adult indoor group sports and exercise classes can start up again (*Relevant to Walton Community Hall bookings*)

No earlier than 21 June 'Stage Four'

- All legal limits on social contact will be removed
- No legal limits on the number of people who can attend weddings, funerals and other life events. From April, the government will run pilots for events such as large weddings, festivals and work conferences. This will help to determine how measures such as enhanced testing might allow large groups to attend without social distancing (*Following these April pilots we can consider public events again*)
- Nightclubs will be allowed to reopen

Subject to the above proceeding as the Government suggests, we should expect to resume full operations, including the return to full public meetings at the Town Hall once again, from 21st June.

Council is requested note the update on the Council's operations and the resumption of services in accordance with the Government's roadmap out of lockdown.

AGENDA ITEM 11: FELIXSTOWE FORWARD REPORT

Council is requested to note that the Felixstowe Forward legacy report will be circulated and published as soon as it is finalised.

The Felixstowe Forward Change Director is not able to attend the Council meeting on Wednesday but has provided the following update in relation to the Felixstowe BID:

- Recruitment for the Bid Manager is underway, with a closing date for the vacancy of 10th March.
- The BID Task Group are meeting regularly and are working on early scoping of projects prior to formal commencement in April. There is increased involvement with new businesses and the first BID newsletter is being circulated, with everything proceeding as expected.

Council is requested to note the update from the Felixstowe Forward Change Director.

AGENDA ITEM 12: FELIXSTOWE BUSINESS SUPPORT HUB

The Mayor and the Town Clerk were invited a meeting on 4th February, hosted by an ESC Economic Development Officer, to discuss pilot project which would see the establishment of a shared office and meeting space in the town centre.

The proposal, subject to COVID restrictions, would be to provide a shared space where organisations/charities providing business and social support to the residents of Felixstowe have access to desk and interview space.

The aim is to improve access to services through a flexible, centrally located space, in Felixstowe. There are at least ten organisations who have thus far expressed an interest in using the space.

ESC's Economic Development Officer is providing interim project support to develop the pilot and is looking to create a small Steering Group with a remit to establish the site in readiness for the partial lifting of COVID restrictions.

The Town Council is invited to appoint a representative to join the steering group to help to develop the town centre Business Support Hub proposal further.

Council is requested to receive the above report and consider the appointment of a representative from the Town Council to join the Felixstowe Business Support Hub Project steering group.

AGENDA ITEM 14: CLIMATE EMERGENCY WORKING GROUP **UPDATE**

Felixstowe Town Council declared a Climate Emergency at its meeting of 10th July 2019 and a Working Group was created to determine how the Council can reduce, to a minimum, its carbon footprint by 2030 (*Minute #122 of 2019/20 refers*).

The Working Group, which comprises Cllrs D Aitchison, S Bennett, M Morris, M Richardson and A Smith has met regularly to develop an Action Plan which has made recommendations for Council and its Committees with the aim of either a) reducing the Council's carbon footprint public or b) signposting and supporting the wider community to do the same.

The Action Plan was developed following a public survey linked to the Council's Business Plan, feedback from Council's Youth Forum and informed by third-parties such as Friends of the Earth.

The Working Group met recently on 8th February, the notes of the meeting are at **Appendix B** and the updated Action Plan is at **Appendix C**. On 24th February, Council's Planning & Environment Committee considered the Action Plan and notes and discussed the opportunity presented by various forthcoming development across the town to explore the potential to create a cohesive cycle network. Committee agreed that this should be explored further, including the potential to invite other nearby parishes to participate, and should be considered by Council (*Minute #479 of 2020/21 refers*).

In response to one of the recommendations of the CEWG, representatives from Flagship Homes will be presenting to the 10th March Planning & Environment Committee meeting on its project to install ground source heat pumps at their Felixstowe sites. A verbal report on this will be provided to Council.

Council is requested to consider the CEWG Action Plan and the recommendation from Planning & Environment Committee to consider the potential for a cohesive cycle network as an outcome of various developments across the town.

AGENDA ITEM 15: INSURANCE ARRANGEMENTS 2021/22

Council reviews the adequacy of its insurance arrangements on an annual basis.

On 1 April 2019 a three-year Long-Term Agreement was agreed with Zurich who offered an annual premium including all motor, hired in plant and engineering of £5,672.64 + VAT (on Inspection contract). Cyber Insurance was taken out this year also at a cost of £72.00

All physical assets and equipment are insured, and cover is provided in accordance with Council's Risk Management Policy, to the following levels:

Public Liability (inc. personal accident liability cover for employees, Members and volunteers under the above policy)	£15 Million
Employers Liability	£10 Million
Fidelity Guarantee	£2 Million
Personal Accident (up to age 90)	£50,000/£200 pw
Hirers Liability	£2 Million
Libel and Slander	£500,000
Legal Expenses – enhanced EPL cover	£200,000
Money	£250,000
Officials Indemnity	£15 Million
Key Personnel Cover	£100,000/£500 -£100pw
Business Travel	Included
Motor	Included
Engineering - Inspection & Insurance	Included
Business Interruption	Included

The Finance & Governance Committee reviewed the arrangements, and the policy will renew on 1 April 2021 for the final year of the three-year LTA.

Insured risks may be amended at any time during the three-year LTA with Zurich. There is no administration charge to change the risks, but the insurance premium may change accordingly.

It is noted that Council approved a budget of £5,745 for insurance costs for 2021/22 (*Minute #4241 of 2020/21 refers*).

As part of its review of insurance arrangements the Finance & Governance Committee has recommended to Council that, on the basis outlined above, the adequacy of arrangements for insurance cover in respect of all insured risks should be confirmed for 2021-22 (*Minute #436 of 2020/21 refers*).

Council is requested to confirm the adequacy of Council's insurance and to approve the arrangements as recommended by the Finance & Governance Committee.

AGENDA ITEM 16: INVESTMENT POLICY & STRATEGY 2021/22

At its meeting of 20 January 2021, the Finance & Governance Committee considered the Annual Investment Policy & Strategy for Council for the financial year 2021/22.

The policy, presented at **Appendix D**, reflects both the statutory guidance on local Government Investments (3rd Edition) issued under section 15(1)(a) of the Local Government Act 2003 and current investments and is recommended to Council for adoption (*Minute #435 of 2020/21 refers*).

Council currently holds a £500,000 one-year fixed investment @ 0.9% with Close Brothers Treasury, which matures on 20 July 2021.

The remainder of Council's funds are administered through business banking accounts with Barclays.

Credit ratings for the institutions holding Council funds have been monitored and the latest reported ratings were (a credit ratings guide is on the next page):

Institution	Agency	Long term	Short term
Close Brothers Ltd.	Fitch (at 31 July 2020)	A-	F2
	Moody's (at 26 June 2020)	Aa3	P1
Barclays Bank UK PLC	Fitch (at 12 December 2020)	A+	F1
	Moody's (at 29 October 2020)	A1	P1

MOODY'S		STANDARD & POOR'S		FitchRatings		Rating description			
Long-term	Short-term	Long-term	Short-term	Long-term	Short-term				
Aaa	P-1	AAA	A-1+	AAA	F1+	Prime			
Aa1		AA+		AA+		High grade			
Aa2		AA		AA					
Aa3		AA-		AA-					
A1	P-2	A+	A-1	A+	F1	Upper medium grade			
A2		A		A					
A3		A-		A-					
Baa1	P-3	BBB+	A-2	BBB+	F2	Lower medium grade			
Baa2		BBB		BBB					
Baa3		BBB-		BBB-					
Ba1	Not Prime	BB+	B	BB+	B	Non-investment grade speculative			
Ba2		BB		BB					
Ba3		BB-		BB-					
B1		B+		B+		Highly speculative			
B2		B		B					
B3		B-		B-					
Caa1		Not Prime		CCC+		C	CCC+	C	Substantial risks
Caa2				CCC			CCC		
Caa3				CCC-			CCC-		
Ca				CC			CC		Extremely speculative
	C		C	Default imminent					
	C		RD	DDD	In default				
/	SD	DD							
/	D	D							

In general, a time horizon of one year or under is considered short term, and anything above that is considered long term. In the past institutional investors preferred to consider long-term ratings.

In accordance with Councils' Climate Emergency Declaration, the Finance & Governance Committee also considered the environmental impact of its investments.

Though the market is growing in this area, ethical banks tend to be either unrated, or below the acceptable risk level. For example, Charity Bank, Triodos Bank and the Ecology Building Society are all unrated. The Co-operative Bank is the only high street bank in the UK with an explicit ethical policy, however they also do not satisfy the credit-rating test (rated B by both Fitch and Moody's). Investment in such banks would contravene statutory guidance as security is Council's primary consideration.

The Nationwide Building Society rate quite well ethically and are expected to launch a business current account in the near future, with a local high-street branch and an

A rating for Fitch and Moody, this may be a possible option for Council's banking in the future.

In the later part of last year investigations were made with other banks including upon recommendation Unity Bank, however, with no High Street presence (a separate bank account would need to be created with the Post Office for income) and no real saving on charges, continuous review will be made as to whether a change of current bank account would be suitable. The Finance and Governance Committee will regularly review both savings and current accounts and report any findings to Council in due course.

Council is requested to approve the Investment Policy & Strategy for 2021/22 as recommended by the Finance & Governance Committee and presented at Appendix D.

AGENDA ITEM 17: OCCASIONAL GRANTS POLICY 2021/22

Council's Civic & Community Committee is responsible for considering and awarding small grants to eligible organisations in accordance with the approved Occasional Grants Policy.

The Committee reviewed the policy at its meeting of 17 February 2021, which is recommended for adoption for 2021/22 at **Appendix E** (*Minute #469 of 2020/21 refers*). No changes have been made from the 2020/21 Policy.

Council has approved a provision of £25,000 towards Occasional Grants in 2021/22. Applications will be considered by Committee at two stages in the year and at the first round Committee is expected to ordinarily limit the total awarded to £12,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. The overall total awarded in the full year 2021/22 cannot exceed £25,000 without approval from Council.

Members of the Civic & Community Committee considered whether two rounds for the Occasional Grants was sufficient. Two rounds enables the grants to be considered together in batches rather than a few each meeting, and also helps to proportion the £25,000 available without spending it all early in the year.

Council has also approved £25,000 from a new Community Support Earmarked Reserve for the year 2021/22 which, subject to appropriate Terms of Reference approved by Council, could allow enable applications to be assessed during the year by Committee in addition to the regular occasional grants scheme.

Council is requested to approve the Occasional Grants Policy for 2021/22 as recommended by the Civic & Community Committee and presented at Appendix E.

AGENDA ITEM 18: PRESS & MEDIA POLICY

The Civic & Community Committee reviewed the policy at its meeting of 17 February 2021 which is recommended for adoption with no changes for 2021/22 at **Appendix F** (*Minute #470 of 2020/21 refers*).

Council is requested to approve the Press & Media Policy for 2021/22 as recommended by the Civic & Community Committee and presented at Appendix F.
