



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 11 September 2019** at **7.30pm** for the transaction of the following business preceded by:

Moment of Reflection: Tony Allen, representative from Felixstowe Men's Shed.

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 10 July 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 17 July 2019 **(Pages 13-18)**
 - b) Finance & Governance Committee 17 July 2019 **(Pages 19-22)**
 - c) Planning & Environment Committee 31 July 2019 **(Pages 23-25)**
 - d) Planning & Environment Committee 14 August 2019 **(Pages 26-29)**
 - e) Planning & Environment Committee 28 August 2019 **(Pages 30-32)**

8. Reports from Members appointed to Outside Bodies

To receive a report from Cllr Margaret Morris, Town Council representative to the Suffolk Association of Local Councils (SALC) Area Forum. **(Pages 33-34)**

Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.

9. Felixstowe Forward Report

To consider the report of the Felixstowe Forward Change Director.

(Page 34 and Appendix A)

10. PCSO Report

To receive the Felixstowe Partnership Funded PCSO report for July/August 2019.

(Appendix B)

11. Broadway House Automatic Doors

To approve action taken by the Finance & Governance Committee to funding from the Broadway House Earmarked Reserve as agreed by.

(Page 35)

12. Business Plan Working Group

To receive an update from the Business Plan Working Group.

(Pages 36-37)

13. Climate Emergency Working Group

To receive a verbal update from the Climate Emergency Working Group.

(Verbal Report)

14. Annual Governance & Accountability Return

To receive the Annual Governance & Accountability Return for the Financial Year 2018/19.

(Page 38 & Appendix C)

15. NALC Model Financial Regulations 2019

To note that NALC issued updated Model Financial Regulations in August. These will be reviewed by Council's Finance & Governance Committee in October before being recommended to Council for adoption thereafter.

16. Accounts for Payment

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

(Schedules attached at Appendix D)

Date	Voucher Nos.	Total Payment
17/07/2019	133 – 149	£9,954.46
31/07/2019	150 – 171	£44,305.70
19/08/2019	172 – 197	£30,564.72
31/08/2018	198 – 208	£36,803.97
	TOTAL	£121,628.85

17. Closure

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



Ash Tadjrishi
Town Clerk
6 September 2019

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

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 10 July 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 S Gallant Cllr S Wiles
Cllr T Green Cllr K Williams
Cllr S Harkin

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

IN ATTENDANCE: 4 Members of the public
1 Member of Press
Ms Helen Greengrass, Felixstowe Forward Change Director.

MOMENT OF REFLECTION

The meeting was preceded a moment of reflection Rev Mark Reid, Maidstone Road Baptist Church, Felixstowe.

110. PUBLIC QUESTION TIME

There were none.

111. APOLOGIES

Apologies were received from the Deputy Mayor, **Cllr M Jepson**.

112. DECLARATIONS OF INTERESTS

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

113. QUESTIONS TO THE MAYOR

There were none.

114. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Annual Council Meeting held on 12 June 2019 be signed by the Mayor as a true record and adopted by the Council.

115. MAYOR'S ANNOUNCEMENTS

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

Opening 'Peewit' Lounge at The Firs Care Home	28 June 2019
Opening 'The Bakery' Café	1 July 2019
Promote FIF Schools – Colneis Junior School	4 July 2019
Ipswich Mayor at Home	5 July 2019

Following news from the Mayor that Mr Roger Abbott, Chairman of Felixstowe Chamber of Trade and Commerce, had been recently taken unwell, Council expressed its best wishes to Roger for a full recovery.

The Mayor thanked everyone for attending his wonderful Civic Service at St. Johns Church.

The Mayor referred to the events held in the town for Suffolk Day, including the official proclamation and raising of the Suffolk flag live on BBC Radio Suffolk from the Town Hall, community events by the Pier, the musket firing from Landguard Fort, tea and cakes by the Town Councillors outside the Town Hall and the St Elizabeth Hospice, Suffolk Remembers event. This was followed on the following day by the Launch of Felixstowe in Flower. He thanked everyone for their hard work in raising the profile of the town.

The Mayor thanked the Salzwedel Association for their excellent tea party and looked forward to welcoming visitors from Salzwedel to his Reception.

The Mayor commented on the fantastic renovations of the Peewit Lounge at The Firs Nursing Home by the Men's Shed, who had converted the room into a 1920s bar for the residents.

The Mayor opened this year's Book Festival and expressed his thanks to the organisers for this special event in the town.

The Mayor also thanked the Deputy Mayor, Cllr Mark Jepson, for his support in attending engagements, in particular all the Suffolk Day events.

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

116. 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 19 June 2019**
- b) **Civic & Community Committee 19 June 2019**
- c) **Assets & Services Committee 26 June 2019**
- d) **Planning & Environment Committee 3 July 2019**

117. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council received the report of Cllr Steve Gallant, Town Council representative to the Felixstowe Fairways Committee.

Cllr Doreen Savage, Town Council representative to Felixstowe Wesel Association and Haven Port Welfare reported to Council on recent meetings. Cllr Savage encouraged all Members to visit the Seafarers Centre if they had not recently done so.

Members thanked Cllr Gallant and Cllr Savage for their informative reports.

RESOLVED that the outside body reports from Cllr Steve Gallant and Cllr Doreen Savage be noted.

118. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass advised that the Felixstowe Horizons Engagement Event had been very successful with over 100 representatives attending. The themed discussions were on the Town Centre, Open Spaces and Communities. The raw data from the event was encouraging particular with regard to the town centre. The next step was to incorporate the themes and priorities from the BID survey which was ongoing and the shoppers survey from People and Places. A corresponding action plan would focus on short, medium- and long-term priorities around the following themes:

- Streetscape and Public Realm
- Place branding and marketing
- Parking, travel and access
- Digital technology and data
- Planning and property
- Business support
- Community engagement and coordination
- Environmental and sustainability

Ms Greengrass explained this was a complex piece of work and once pulled together will go to the Sponsorship Meeting as a draft in two weeks and circulated to Town Councillors for comments.

Members thanked Ms Greengrass for her comprehensive report and noted the update report from East Suffolk Council's Communities Officer

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

119. PCSO REPORT

Council received the report of the Felixstowe Partnership Funded PCSO

Members requested that the PSCO reports be published on the Town Council's website alongside other useful relevant information such as the Service Level Agreement and the surgery dates at the Town Hall.

Council was reminded that the Suffolk's Police and Crime Commissioner, Tim Passmore was holding a Q&A session to talk to him and local officers about policing and crime issues in the area. It will be an informal drop-in session between 4.30 and 7.00pm on Thursday 25th July, at the Police/fire station.

RESOLVED that the PSCO report for June 2019 be noted.

120. LITTER-FREE FELIXSTOWE: INVITATION FOR COUNCIL REPRESENTATIVE

Members considered appointing a Member of the Council to Litter-Free Felixstowe as an Outside Body Representative.

It was RESOLVED that Cllr Savage would be appointed to Litter-Free Felixstowe as an Outside Body Representative.

121. MOTION: TOWN CENTRE CAR PARKS

Members considered a motion by Cllr K Williams that Council seeks free parking during specific times at Felixstowe Town Centre car parks, as follows:

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

Following a proposed amendment and debate, it was unanimously RESOLVED that:

The Town Council accepts that the consequent loss of car parking revenue for East Suffolk Council, particularly in the context of the potential for similar opportunities to be sought across the district if this initiative is approved, may mean that the principle of free parking in Felixstowe is difficult to support. As such, the Town Council resolves that expenditure of up to £6000 be authorised from the Community Fund Earmarked Reserve and authority be delegated to the Town Clerk, in consultation with the Mayor, to progress this matter with East Suffolk Council so as not to delay its potential implementation.

122. MOTION: CLIMATE EMERGENCY

Members considered the following motion by Cllr M Deacon that Council declares a Climate Emergency:

“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.”

Following a debate it was unanimously agreed that the motion be supported and a Working Group be formed to progress the matter. The Working Group would comprise Cllrs D Aitchison, S Bennett, M Morris, M Richardson and A Smith and would report back to Council and the Planning & Environment Committee with updates and recommendations.

It was RESOLVED that:

- i. Felixstowe Town Council declares a Climate Emergency;**
- ii. a Working Group comprising Cllrs D Aitchison, S Bennett, M Morris, M Richardson and A Smith, be formed to look in to how we can reduce, to a minimum, our carbon footprint by 2030; and,**
- iii. the Working Group to report back to Council and the Planning & Environment Committee with updates and recommendations.**

123. TOWN HALL REAR AUTOMATIC DOOR

Council considered the recommendation from Council's Assets & Services Committee to authorise funding to upgrade the safety features of the automatic rear door, totalling £815 + VAT (*Minute #95i of 2019/20*).

It was RESOLVED to fund the upgrade to the safety features of the automatic rear door, totalling £815 + VAT, from the Town Hall Maintenance Earmarked Reserve.

124. TOWN HALL FIRE ALARM AND EMERGENCY LIGHTING SYSTEM

Council considered the recommendation from Council's Assets & Services Committee to authorise funding of up to £2,400 + VAT from the Town Hall Maintenance Earmarked Reserve to enable the work to be completed on remedial work on the Town Hall fire alarm and emergency lighting system (*Min # 95ii 2019/20 refers*)

It was RESOLVED to fund work to the Fire Alarm and Emergency Lighting system to a maximum of £2,400 + VAT from the Town Hall Maintenance Earmarked Reserve.

125. CEMETERY TOILETS RENOVATION

Council considered the recommendation from Council's Assets & Services Committee to authorise the funding to renovate the facilities from the Cemetery Projects Earmarked Reserve to enable the work to be completed on the toilets at the Cemetery.

It was RESOLVED to renovate the Cemetery Toilets at a cost of £5,710 + VAT, via the Cemetery Projects Earmarked Reserve 9040/900.

126. ACCOUNTS FOR PAYMENT

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

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

127. CLOSURE

The meeting was closed at 8.29pm. It was noted that the next Ordinary Meeting was scheduled for 11 September 2019 at 7.30pm.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

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

Felixstowe Chamber of Commerce Meet up	9 July 2019
Felixstowe Hospital League of Friends Summer Bazaar	13 July 2019
Majestic Voices Concert	13 July 2019
Felixstowe Coast Patrol opening of new base and launch of new lifeboat.	14 July 2019
CAB AGM	16 July 2019
Mayors Reception	19 July 2019
Mill Lane Nursing Home Summer Fete	20 July 2019
Stowmarket Civic Service	21 July 2019
Felixstowe Academy Summer Concert	22 July 2019
Installation of Rev Mak, Christ Church, Felixstowe	23 July 2019
Men's Shed BBQ	23 July 2019
High Sheriffs Summer Party	25 July 2019
Felixstowe Carnival Proms Night	26 July 2019
Felixstowe Carnival Procession	27 July 2019
Official opening of Goldstar Ground, Felixstowe & Walton Football Club	27 July 2019
Launch of the Suffolk BME Business Awards 2019	29 July 2019
Presentation of Cheque for Mayors Charities and Bon Voyage to Cycle Felixstowe for their cycle trip to Wesel	29 July 2019
Felixstowe Job Centre Health and Wellbeing Fair	30 July 2019
Civic Visit to Wesel	31 st July – 5 th August 2019
Opening of the new play equipment in Gosford Way	7 August 2019
Inspire Suffolk Graduation Event for their Felixstowe Team Programme	7 August 2019
Proms on Proms	10 August 2019
St Elizabeth Hospice Sunflower Memories	11 August 2019
<i>Deputy Mayor - Harvest House Wedding Launch</i>	17 August 2019
Opening of the new cricket scoreboard at Felixstowe & Corinthians Cricket Club	18 August 2019

One Life Suffolk Fairy Tale Family Walk	21 August 2019
<i>Deputy Mayor - Start of the Deben Macmillan Challenge</i>	24 August 2019
Christ Church's 30 Year Anniversary	31 August 2019
Art on the Prom	1 September 2019
BSC Multicultural Event	1 September 2019
<i>Deputy Mayor – Flying the flag for Merchant Navy Day</i>	3 September 2019
Felixstowe Air Cadets Awards Evening	9 September 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 17 July 2019** at **9.15am**.

PRESENT: Cllr A Smith (Chairman) Cllr M Morris
Cllr S Bird (Vice Chairman) Cllr D Savage
Cllr S Bennett Cllr K Williams (*to item 135*)
Cllr S Gallant

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: 1 Member of the public
Cllr Darren Aitchison

128. PUBLIC QUESTIONS

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

129. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Jepson** and **Cllr S Wiles**.

Apologies for needing to leave the meeting at 11am were received from **Cllr K Williams**.

130. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as a Member of Suffolk County Council)
Cllr A Smith	133(n)	Pecuniary (as near neighbour to the subject property)

Having declared that his interest was pecuniary in nature, Cllr A Smith advised that he would leave the Chamber before any discussion and throughout the consideration of that item.

131. CONFIRMATION OF MINUTES

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

132. PLANNING APPLICATIONS

The Chairman invited the member of the public to address the Committee. Committee noted concerns on item 133(a) below relating to loss of privacy, noise disturbance and design.

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

a	DC/19/2584/FUL Conversion of pitched lean-to roof to flat roof terrace over entrance porch/lobby. Access from main bedroom and first floor landing. Ridley House Maybush Lane
Committee recommended REFUSAL. The proposed balustrading represents a significant change to the character of this iconic building in the Conservation Area. Moreover, the proposed balcony to the eastern elevation would have an unacceptable detrimental impact on the residential amenity to the neighbouring Vernon Villa, resulting in a loss of privacy and intrusive noise.	
b	DC/19/2510/FUL Proposed Extensions to Existing garage and external works including swimming pool, pool house, steps & landscaping Soundings Golf Road
Given the fact of frequent collapses of the cliff frontage at this area, particularly since 1986, Committee considers it essential that a Coastal Erosion Vulnerability Assessment is undertaken before the proposed swimming pool is approved, as per para 9.33 of the emerging Suffolk Coastal Local Plan. As such, Committee recommended APPROVAL, subject to the Coastal Management Team considering whether a Coastal Erosion Vulnerability Assessment is required.	
c	DC/19/2304/FUL Proposed new dwelling (incorporating existing garage) 1 Sudbury Road
Committee recommended REFUSAL. The proposal provides insufficient amenity space, inadequate parking provision for the new dwelling and a loss of parking for the host property. It would impact on highway visibility, presenting a hazard to traffic safety and is not in keeping with the street scene.	
d	DC/19/2611/VOC Variation of Conditions 2 & 3 on DC/17/4377/FUL - The proposal is to move the location of the cycle store from the north rear side of the property as permitted in DC/17/4377/FUL to the south rear side of

	the property Lindley House 28 Leopold Road
Committee recommended APPROVAL.	
e	DC/19/2609/FUL Two storey side extension including internal and external alterations plus new garage to replace existing 46 Glemsford Close
Committee recommended APPROVAL.	
f	DC/19/2566/FUL Two storey side infill extension and alterations 12 Westmorland Road
Committee recommended APPROVAL.	
g	DC/19/2545/FUL Installation of new shopfront sashwork, entrance doors, glazing (to include manifestation dots to inside face of glazing), new internal security shutter behind entrance doors, install lower fascia band and anti pigeon wire to top of fascia sign. Savers 89 Hamilton Road
Committee noted that this application had been WITHDRAWN.	
h	DC/19/2544/ADI Illuminated Advertisement Consent - Installation of new company branded signage, consisting of: 1 x Internally illuminated projecting sign and 1 x internally illuminated fascia sign. Savers 89 Hamilton Road
Committee recommended REFUSAL. The current signage is non-illuminated and internally illuminated signage is not appropriate in this location, being one of the earliest examples of classic Felixstowe heritage in the Conservation Area, contrary to SPG14.	
i	DC/19/2588/ADI Illuminated Advertisement Consent - Installation of exterior halo lit signage. Installation of exterior floodlights. Installation of under balcony spot lights Units 2 To 16 Darrell Road
Committee recommended REFUSAL as there was no information supplied as to the design and location of the proposed signage or lights. Committee requested that this be resubmitted with full details.	

j	DC/19/2560/ADN Non Illuminated Advertisement Consent - New Fascia, Projecting and ATM signage to new NBS branding. 72 Hamilton Road
Committee recommended APPROVAL.	

k	DC/19/2559/FUL - Replacement of existing Fascia, projecting and ATM signage, works to include the preparation and decoration of existing shopfront and replacement of existing ATM and surround. 72 Hamilton Road
Committee recommended APPROVAL.	

l	DC/19/2109/FUL Demolition of garage and conservatory. Remove gable to side elevation and hips to front and rear. Erect extension to lounge. Convert roof void to bedrooms to bedrooms + bathroom. Erect garage / Workshop. Erect 3 no cables to bungalow 28 Colneis Road
Committee recommended APPROVAL.	

m	DC/19/2718/TPO T1 Sweet Chestnut (behind flats) - reduce by 3m. and prune in sides by 2.5m. to remove risk of contact with building, and allow more light to shading. 21 Tower Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

At this point, 10.45am, Cllr A Smith left the meeting.

n	DC/19/2356/TPO Holm Oak in rear garden by summerhouse- Shorten laterals by 20-30%, reshape crown and balance to reduce shading of garden and summerhouse. 19 Foxgrove Lane
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

At this point, 10.47am, Cllr A Smith returned.

133. 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.

At this point, 11.05am, Cllr K Williams left the meeting.

134. SUFFOLK COASTAL LOCAL PLAN EXAMINATION

Committee considered a number of Felixstowe-related queries put to East Suffolk Council by the Planning Inspector in advance of the public hearings.

RESOLVED that any representations from the Town Council should be finalised at the next meeting.

135. SPEED INDICATOR DEVICE (SID)

The Chairman invited Cllr D Aitchison to speak to the Committee about Speed Indicator Devices (SIDs). Committee considered the principle of the Town Council acquiring and utilising up to 2 SIDs as traffic calming measures in various locations around the town.

RESOLVED that Cllr Aitchison be invited to look further into the matter and report back to the Committee on the viability of installing up to two SIDs and their possible locations in the town.

136. SIZEWELL C STAGE 4 BRIEFING

The Clerk advised that there was to be a briefing by East Suffolk Council and Suffolk Council on the Sizewell C Stage 4 consultation and the Town Council had been invited to send up to two representatives.

It was noted that Cllr G Newman sat on the Joint Local Authority Group and was willing to attend in his capacity as a Town Councillor.

RESOLVED that Cllr A Smith and Cllr G Newman attend the ESC/SCC briefing on the Sizewell C Stage 4 consultation on Friday 26 July 2019 as the Town Council's representatives.

137. CORRESPONDENCE

Committee noted the following correspondence received:

i. DC/19/1820/FUL - Proposed new bungalow- Land Adjacent 53 Wentworth Drive.

The Clerk advised that this application, which had been recommended for refusal by the Committee, had been referred to East Suffolk Council's Planning Committee for determination. The Clerk had requested to be advised of the meeting date and would keep Members updated.

- ii. **Appeal Reference APP/J3530/X/18/3216462, Unit 11, Haven Exchange**
The Clerk advised that an appeal had been made to the Secretary of State by Orwell Truck Stop against East Suffolk Council's refusal of application DC/18/2642/CLE for Distribution Centre.

138. CLOSURE

The meeting was closed at 12.17 am. The date of the next meeting was noted as being Wednesday 31 July 2019, 9.15am at Felixstowe Town Hall.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Felixstowe Town Hall on Wednesday 17 July 2019 at 7.30pm**

PRESENT: Cllr S Gallant (Chairman) Cllr S Bird
Cllr M Richardson (Vice-Chairman *in the Chair*) Cllr M Deacon
Cllr N Barber Cllr S Wiles

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

At the direction of the Chairman, Cllr S Gallant, the Vice-Chairman Cllr M Richardson took the chair for the meeting.

139. PUBLIC QUESTIONS

There were none.

140. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr D Savage, Cllr A Smith and Cllr K Williams.**

141. DECLARATIONS OF INTEREST

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

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

142. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 29 May 2019 be signed by the Chairman as a true record.

143. BUDGET MONITORING TO 30 APRIL 2019

Committee received the budget monitoring report to 30 June 2019. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

RESOLVED that the budget monitoring report to 30 June 2019 be approved, with no other action required at this time.

144. COUNCIL INVESTMENTS

Committee noted that Council's 1-Year Investment Bond of £500,000 with Close Brothers Savings matured on 16 July 2019, receiving interest of £6,000.01. Members considered investment options in accordance with Council's Investment Policy and Strategy and agreed that a re-investment for a 1 year bond with Close Brothers at a rate of 1.25% to be a good investment providing security, appropriate liquidity and yield.

RESOLVED that

- i. the interest for the past year 16 July 2018 – 16 July 2019 of £6,000.01 be returned to the Town Council Tracker account as part of the budgeted interest for 2019/20.**
- ii. The sum of £500,000 be re-invested in a 1-year Investment Bond with Close Brothers Savings.**

145. BUSINESS PLAN REVIEW STEERING GROUP

Cllr M Richards gave a verbal update on the first meeting of the Business Plan Review Steering Group which took place earlier that afternoon. The meeting was attended by all steering group members, Cllr M Richardson, Cllr M Morris, Cllr D Savage, Cllr A Smith, Cllr K Williams, the Town Clerk and Deputy Town Clerk.

The timeline for the development of the 2020-2024 Business Plan is as follows:

11 December 2019	F&G reviews first draft
22 January 2020	F&G reviews final draft for recommendation to Council
11 March 2020	Business Plan approved by Council

The group considered both in house and using an external facilitator to help with the Business Planning process, and enquiries are being made for a facilitator to run three one-hour workshops to help Councillor and staff develop key issues and priorities for the Council.

A condensed survey which will be fairly prescriptive, will be circulated via the Magazine, online via Council's website, and will be available at the library and through local community Groups. The Youth Forum and in particular Academy students will also be asked to complete the survey. This data will also help to inform the Business Planning process.

Feedback from the recent Felixstowe Horizons Engagement event will also be used.

RESOLVED that verbal report from the Business Plan Review Steering Group be noted.

146. BUDGET FOR VE DAY 75TH ANNIVERSARY

Committee noted the detailed report on suggestions for the VE Day 75th Anniversary on 8th May 2020. Though it was understood that a full weekend of celebrations was being considered, Members felt that a well-organised single-day event could offer ample opportunity to appropriately mark the occasion. In consideration of the time required to lead the organisation of a large-scale event, and the associated pressure on staff resources, Members were concerned that the Town Council should instead be supporting a community-led event. However, Committee were happy for the Council to facilitate arrangements by providing a venue for planning meetings and through the support of Council officers. Following a discussion on funding, Members agreed that it would be a good use of the surplus in this year's insurance budget to help fund an event for the VE Day 75th Anniversary.

It was RESOLVED that

- i. a virement of £3,500 be made from the unused Insurance budget 4464/101 to the Remembrance Budget 4531/301; and,**
- ii. Council's Civic & Community Committee be advised to use these funds to support the community organisation of a VE Day 75th Anniversary event.**

147. BROADWAY HOUSE ENTRANCE DOORS

Committee considered the quotes that had been brought to the table and noted that a request to Orwell Housing had been made to see if they could support half of the cost of the repair to the doors.

A discussion took place regarding as to the need for electrically operated automatic doors, given that Council had recently declared a climate emergency. The Clerk advised that Broadway House was used by many elderly people, some of whom relied on the use of wheelchairs. As such, the aid of an automatic door was considered essential in this instance. It was also noted that an automatically closing door would help to contain heat within the building.

It was RESOLVED that as it was an urgent requirement to repair the external front doors at Broadway House, a maximum of £2,999 + VAT be taken from the Broadway House Earmarked Reserve 9050/900 and this be reported to both Assets & Services and Council for formal approval.

148. HONORARY FREEMEN/FREEWOMAN POLICY

Committee considered the Honorary Freeman/Freewoman Policy and discussed the merits of introducing the policy alongside the existing Mayor's

Awards which are given as part of the Council's Civic Awards at the Annual Town Meeting.

Members felt that the introduction of an Honorary Freeman/Freewoman scheme could diminish the significance of the Mayor's Awards.

It was RESOLVED that an Honorary Freeman/Freewoman Policy should not be introduced at this time.

149. CLOSURE

The meeting was closed at 8.10pm. The next meeting was noted as being scheduled for Wednesday 23 October 2019 at 7.30pm.

b	DC/19/2763/FUL Single storey front extension 22 Links Avenue
Committee recommended APPROVAL	
c	DC/19/2691/FUL Conversion of offices to residential 104 Hamilton Road
Committee recommended APPROVAL.	
d	DC/19/2829/COU Change of use from a B1 business use to a Residential Flat 49 Wadgate Road
Committee recommended APPROVAL.	
e	DC/19/2762/FUL Proposed detached double garage to rear of property. 83 Seaton Road
Committee recommended APPROVAL.	
f	DC/19/2828/TCA 1 No. Small Holm Oak tree in the rear garden to be crown reduced by 30% and shaped. 1 No. Honey Locust Tree in the rear garden to be crown reduced by 30% and shaped. 30 Maybush Lane
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer..	

155. 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.

156. EDF ENERGY SIZEWELL C STAGE 4 CONSULTATION

Committee agreed this item should be deferred to the Planning & Environment Committee on 11 September to discuss the item further. It was agreed that Cllr G Newman be invited to the meeting on 11th September to report on the briefing at the Sizewell C Stage 4 on Friday 26 July 2019 as the Town Council's representative.

RESOLVED that any representations from the Town Council should be finalised at this meeting before the deadline of 27th September 2019.

157. SUFFOLK COASTAL LOCAL PLAN EXAMINATION

Committee finalised its response to the Felixstowe-related queries put to East Suffolk Council by the Planning Inspector in advance of the deadline of 4th August.

RESOLVED that the finalised response to the Suffolk Coastal Local Plan Examination be sent to be received by the deadline and Cllr Smith or Cllr Bird attend the public hearings on topics relating to the Committee's response on its behalf.

158. CORRESPONDENCE

Committee noted the following correspondence received:

- i. DC/19/1863/FUL – Construction of single storey side and rear extension – 1 Church Street.**
The Deputy Town Clerk advised that this application, which had been recommended for refusal by the Committee, had been referred to East Suffolk Council's Planning Committee for an appeal and would keep Members updated.

159. CLOSURE

The meeting was closed at 11.45 am. The date of the next meeting was noted as being Wednesday 14 August 2019, 9.15am at Felixstowe Town Hall.

**MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at
Felixstowe Town Hall on Wednesday 14 August 2019 at 9.15am.**

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

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

160. PUBLIC QUESTIONS

There were none.

161. APOLOGIES FOR ABSENCE

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

162. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird 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)

163. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 31 July 2019** be signed by the Chairman as a true record.

164. 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/19/2864/FUL Retrospective Application - Extension to flats previously approved under C01/1507. Works on the approved conversion commenced in part in 2002 and the remainder in 2010. Works have been checked through building control. Works have not commenced on these new proposals. 117 High Road West
Committee recommended APPROVAL.	

b	<p>DC/19/2743/FUL The Felixstowe Dock and Railway Company is a Port Authority and the proposal will take place on Operational Land within its Limits of Jurisdiction. The proposal will removes of part of the existing pavement and the construction of a new building that will accommodate office space, employee welfare facilities and the Port of Felixstowe operations centre. This new facility will replace various buildings within the port estate some of which are beyond their design life. The proposal also incorporates new access arrangements, parking for cars, cycles and motorbikes, EV vehicle charging points, turning space, site landscaping, site drainage, sub-station and the installation of an energy centre.</p> <p>Land North Of Dyke Road</p>
<p>Committee welcomed the application’s attention to parking and environmental issues and recommended APPROVAL subject to confirmation that the proposed aluminium cladding would not be conspicuously reflective.</p>	
c	<p>DC/19/2993/FUL Formation of flat roof dormer to facilitate room in the roof conversion together with associated elevation alterations</p> <p>47 Ranelagh Road</p>
<p>Committee recommended APPROVAL.</p>	
d	<p>DC/19/2783/FUL Construction of a single storey dwelling</p> <p>40 King Street</p>
<p>Committee recommended REFUSAL. Members considered the proposal to be overdevelopment of the site in contravention of DM7(a) and (d), leading to inadequate parking in contravention of DM19 and poor residential amenity in contravention of DM 23(e). Committee also supported the comments from Suffolk County Highways.</p>	
e	<p>DC/19/2990/FUL Erection of infill side extension.</p> <p>4 Windermere Road</p>
<p>Committee recommended APPROVAL.</p>	
f	<p>DC/19/3025/FUL Single storey side & rear extension</p> <p>37 Stour Avenue</p>
<p>Committee recommended APPROVAL.</p>	
g	<p>DC/19/3037/FUL Proposed Single Storey Side Extension</p> <p>1A Maybush Lane</p>
<p>Committee recommended APPROVAL.</p>	

h	DC/19/1863/FUL Construction of single storey side and rear extensions. 1 Church Road
Committee recommended REFUSAL. Members felt that the proposal would contravene policies DM21(a) and DM23(e) as it would not relate well to the scale and character of their surroundings, particularly in terms of height, massing and form, together with privacy and overlooking.	
i	DC/19/2752/PN3 Prior Notification Application - Change of use to a tea shop 81 High Road
Committee recommended APPROVAL.	
j	DC/19/2698/ADN 1x Non illuminated fascia. 1x Non illuminated wall mounted totem. 1x Non illuminated mounted reception sign. K W Autos Undercliff Road West
Committee recommended APPROVAL.	
k	DC/19/2522/FUL Vehicular hardstanding and dropped kerb access 76 Coronation Drive
Committee recommended APPROVAL.	
l	DC/19/2882/TCA Rear Garden T1 Silver Birch - crown reduce by 30% T2 Lime - Fell Front Garden T3 - 2no. Leylandii to be felled. 3 The Courts
Given the lack of reason for its proposed felling, Committee requests that East Suffolk Council's Arboricultural Officer consider the use of a TPO to protect T2 – Lime. Members had NO OBJECTION however to the works proposed to the T1 and T3, subject to the guidance of the East Suffolk Council's Arboricultural Officer.	
m	DC/19/2827/TCA 1 No. Bullace Tree situated at the bottom of the rear garden to be crown reduced by 30%-40%. The tree is currently leaning on the roof of the garden shed and outbuilding. By reducing the crown I am hoping the tree will start to raise off the buildings. Kinabalu 98 Ranelagh Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

165. 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.

166. CORRESPONDENCE

Committee noted the following correspondence received:

i. Removal of BT Payphones – Hamilton Road & Wadgate Road

Whilst Members had no objection to the removal of the payphone at Hamilton Road, Members were concerned about the proposed removal of the payphone at Wadgate Road. The phone demonstrably shows significant regular use, far in excess of BT's own criteria. It meets a local need and is important to those that use it. Accordingly, the Town Clerk was asked to respond on behalf of the Town Council to ask that this payphone be retained.

ii. Yellow Fish Campaign

The Environmental Agency's initiative is to raise awareness of the harm that litter entering drains can have on natural freshwater and marine environments. The message to be publicised is '**only rain down the drain**' which will be delivered through workshops and sessions within businesses, community organisations, schools and residents

167. CLOSURE

The meeting was closed at 11.03am. The date of the next meeting was noted as being Wednesday 28 August 2019, 9.15am at Felixstowe Town Hall.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 28 August 2019 at 9.15am.

PRESENT: Cllr S Bird (Vice-Chairman *in the chair*) Cllr M Morris
Cllr S Bennett Cllr D Savage
Cllr S Gallant Cllr S Wiles
Cllr M Jepson

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

IN ATTENDANCE: Cllr M Deacon
Cllr G Newman

In the absence of **Cllr A Smith** (Chairman), Vice-Chairman **Cllr S Bird** was in the Chair.

168. PUBLIC QUESTIONS

There were none.

169. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr A Smith** (Chairman), and **Cllr K Williams**.

Cllr S Bennett gave apologies in advance of needing to leave the meeting at 10.00 to attend to other business.

170. DECLARATIONS OF INTEREST

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

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

171. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 28 August 2019 be signed by the Chairman as a true record.

172. 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/19/2948/FUL Proposed refurbishment, extension and part-conversion of existing retail premises to provide a refurbished retail unit at ground floor front and 16 new flats, with associated landscaping and cycle parking. Demolition of ground floor service accommodation fronting Highfield Road, rear walls and roof to existing 2nd floor, and internal alterations. 55-57 Hamilton Road
Committee recommended APPROVAL but were disappointed that the scheme does not provide for any affordable housing as per DM 2. Committee strongly request that the windows on the Hamilton Road elevation are either retained or replaced in a sympathetic style mirroring the existing attractive windows in the Conservation Area.	

At this point in proceedings, 10.06am, Cllr S Bennett left the meeting.

b	DC/19/3100/FUL Proposed alterations and rear extension. 51 Langley Avenue
Committee recommended APPROVAL	

c	DC/19/3145/TPO G1 4no. Holm Oak - Fell nos. 1 and 3, decay and large split in stems, heavy overhang of road and public footpath. Large limb failure in recent storm. Pollard nos. 2 and 4 to 6m. and balance crowns. G2 2no. Robinia - Fell both trees, one tree has deep stem fracture, both heavy overhang of road and at risk of further storm damage failure. Convent Of Jesus And Mary 63 Orwell Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

d	DC/19/3288/TCA Lime - reduce by 3/3.5 metres all round. The tree is growing towards the flats and residence would like the tree reduced in size. Land Between 67 And 69 Tower Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

173. 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.

174. EDF ENERGY SIZEWELL C STAGE 4 CONSULTATION

Cllr G Newman was invited to address the Committee following his attendance at the Joint Local Authorities Group briefing on the Sizewell C Stage 4 Consultation. It was noted that a number of issues raised by the Town Council in its consultation response to Stage 3 remained. It was agreed that the Town Clerk should base the Town Council's response on the basis of the previous submission.

RESOLVED that the Town Clerk, in conjunction with the Chairman of the Planning & Environment Committee and Cllr G Newman, be delegated the authority to respond to the Sizewell C Stage 4 Consultation on behalf of the Town Council.

175. CORRESPONDENCE

Committee noted the following correspondence received:

i. Public Footpath Diversion (Footpath 34 (part))

Committee NOTED that the above order had been confirmed by Suffolk County Council on 12 August 2019.

176. CLOSURE

The meeting was closed at 10.30am. The date of the next meeting was noted as being Wednesday 11 September 2019, 9.15am at Felixstowe Town Hall.

AGENDA ITEM 8: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the following report from Cllr Margaret Morris, Town Council representative to the Suffolk Association of Local Councils (SALC) Area Forum:

Area Forum of the Coastal Section of the East Suffolk area of the Suffolk Association of Local Councils - SALC

SALC represents the first tier of local government. Formed in 1950, the Suffolk Association of Local Councils is a not-for-profit organisation. It supports and represents the corporate interests of local councils (town and parish) and parish meetings across Suffolk. It is part of a national network of 41 County Associations across England and affiliated to the National Association of Local Councils (NALC).

Area Forum Meeting 2 September 2019

Speaker: Jim Friend, SALC Advice Manager

He reminded Councillors that while they volunteer their time, they are elected to the Office of Councillor. He responded to questions:

- He reminded the meeting that all Councils act as an employer as they have to employ a Clerk. Councillors should ensure there is a copy of the signed Contract.
- A meeting of a Council Committee can be called without giving the usual notice time – but it's best to include this information in the Standing orders.
- Councils are able to campaign for / against a particular issue such as a by-pass, and can contribute financially.

1. SALC Constitution - revision:

A draft of the revised Constitution was sent to Clerks at the beginning of August with comments due in by 27 September. It is available on the SALC website. Responses can be from Councils or individual Councillors.

2. Meetings:

It was agreed that the next meeting should be a joint one with the Waveney Forum, probably at Darsham. Whether meetings should be held in the daytime or evenings was discussed as well as the purpose of the meetings.

3. Bite-Size Training

Websites and mobile apps:

From 23 September 2019 new regulations on digital accessibility come into force so that websites and mobile apps of organisations such as councils should be accessible for as many people as possible. This could mean people with impaired vision, impaired hearing, cognitive impairments or learning disabilities, amongst others. It includes website content and design. The government has issued online guidance. There are important requirements that local councils need to be aware of

around accessibility. For existing websites (created before 23 September 2018) there is a duty to publish a statement by 23 September 2020 (which must be kept under review) that explains which parts of a website are not accessible and provides links to alternatives that are accessible. The supplier needs to confirm that the council is compliant and there needs to be a statement on the website to that effect. NALC has issued guidance and SALC are considering providing training on this.

**Councillor Margaret Morris
2 September 2019**

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

AGENDA ITEM 9: FELIXSTOWE FORWARD REPORT

Council is requested to receive the September 2019 Felixstowe Forward progress report (**Appendix A**).

The Felixstowe Forward Change Director gives her apologies for the September meeting.

Felixstowe Forward has pulled together a comprehensive plan identifying short and medium-term actions as well as long term aspirations. This has been circulated to Members for comment. It will be an agenda item at the next Felixstowe Forward sponsor group meeting on 23 September and a final copy circulated to lead stakeholders and community partners.

Council is also requested to note the completion of the BID feasibility study and the next steps outlined in the report. Following a business-led BID working group meeting on 5th September, there was overwhelming support from those present to proceed to a full campaign working with Mosaic Partnership who will meet a newly formed Business Task Group in early October to progress a consultation phase in October/November. This consultation will engage with all rateable value premises in the proposed levy area. This will include the Town Council, itself a levy payer.

Council is requested to note the September 2019 Felixstowe Forward progress report and make any recommendations it considers necessary.

AGENDA ITEM 11: BROADWAY HOUSE AUTOMATIC DOORS

In July the external automatic doors to the front entrance of Broadway House malfunctioned, requiring a new operator system. Due to the urgent nature of the repair, and the likelihood of an overspend on the Broadway House Repairs & Maintenance budget that this would cause, officers brought this to the attention of Council's Finance & Governance Committee on 17 July.

The Finance & Governance Committee considered quotes which had been obtained from several suppliers for both a new system and, as an alternative option, a retrofit kit to repair the doors. Committee agreed that the installation of a new operator system should be taken from the Broadway House Earmarked Reserve 9050/900 (which, at that time, stood at £61,606) at a cost of £2,999 + VAT, with formal approval to be sought from Council (*Minute #147 of 2019/20 refers*). Whilst the Broadway House Earmarked Reserve is held specifically for contingencies such as this, usual practice would be for the Assets & Services Committee to seek approval from Council for any expenditure from its Reserves.

In consideration of this matter, Finance & Governance Committee also considered the environmental impact of using electrically operated automatic doors. However, as this facility is used by many elderly people, some of whom rely on the use of wheelchairs, the aid of an automatic door was considered essential in this instance and an automatically closing door would help to contain heat within the building.

Since the meeting in July, Orwell Housing have agreed to contribute 50% towards the cost of the doors. Therefore, the total amount required from the Broadway House Earmarked Reserve is now £1,499.50.

Council is requested to note the actions of the Finance & Governance Committee and approve the expenditure of £1,499.50 for the emergency repair to the automatic door, from the Broadway House Earmarked Reserve 9050/900.

AGENDA ITEM 12: BUSINESS PLAN REVIEW STEERING GROUP - UPDATE

The Business Plan Review Steering Group, whose Members are Cllr M Morris, Cllr M Richardson, Cllr D Savage, Cllr A Smith, Cllr K Williams, the Town Clerk and Deputy Town Clerk, met in July and agreed a timeline and scope for the development of the Council's 2020-2024 Business Plan.

The Council's Business Plan will be a concise document encompassing the Council's aspirations, across following potential headings:

- Climate Change/ Planning & Environment
- Civic & Community
- Assets & Services
- Finance & Governance

During its development, the Business Plan will be formally reviewed by Council over the following meetings:

11 December 2019 F&G reviews first draft
22 January 2020 F&G reviews final draft for recommendation to Council
11 March 2020 Business Plan approved by Council

Community engagement is critical to the development of the Plan and a short survey has been published in the Council's soon to be circulated Autumn 2019 magazine to encourage the widest possible input into the process. Feedback to four questions, alongside other positive ideas from the community, are being sought, with a cut-off date of 31 October 2019.

In keeping with the Council's recent Climate Emergency declaration and the themes of 'Community', 'Open Spaces' and 'The Town Centre' explored at the Felixstowe Horizons event at the Orwell Hotel on 18 June 2019, the questions are as follows:

- The Town Council seeks to become carbon-neutral by 2030 – what practical steps could we be taking in the next 4 years and what can we do to support others in Felixstowe to reduce their environmental impact?
- The Town Council provides financial support to dozens of local organisations each year through our occasional and annual grants scheme. What do you believe are the priorities for the community over the next 4+ years and in what ways do you expect your Town Council to identify and address these needs?
- How can community facilities and open spaces such as the seafront, prom and gardens, our town centre, woodland, parks and play areas be better used to promote Felixstowe and improve wellbeing? Should the Town Council consider opportunities for asset transfers from East Suffolk / Suffolk County councils to preserve community facilities even if this increases our costs? If so, which in particular?
- Though we receive no income from business rates we recognise the importance of a vibrant town centre. Town Council initiatives such as Felixstowe in Flower,

the Christmas Ice Rink and our funding of the Christmas Lights help bring life and colour and we also support the concept of local businesses formalising their own priorities for the town. What is your vision for a thriving Felixstowe town centre and what role should the Town Council play?

Council's Youth Forum and students from the Academy will be invited to complete the survey, which will also be promoted and made available online for all residents. All data received will help to inform the Business Planning process.

It is anticipated that three workshops will be arranged to take place in November for Members and staff to review priorities for the Business Plan. The possibility for Member training on Business Plan development and planning is currently being explored.

Council is requested to note the update from the Business Plan Working Group.

AGENDA ITEM 14: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19

Council is advised that Notice has been given that the external audit of the accounts of Felixstowe Town Council for the Financial Year 2018/19 was completed on 23 August 2019. The Annual Governance and Accountability Return, including the Audit Certificate is presented at **Appendix C**.

The Council's external auditors, PKF Littlejohn, have expressed the view that, on the basis of the annual return, in their opinion, the information is in accordance with proper practices and no matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met. In addition, there were no other matters affecting their opinion that required the issue of a report or the further attention of the Council

In accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 6 September (and will be displayed until 23 September 2019) to advise local electors that the accounts and requisite information as defined by Section 13(1) of the Accounts and Audit Regulations 2015 are available for inspection.

Additionally, the Annual Governance and Accountability Return for the Financial Year 2018/19 has also been made available online on the Council's website, alongside those documents for the previous year.

Committee is requested to:

- i. Approve and Accept the Annual Governance and Accountability Return including Audit Certificate as presented; and,**
 - ii. Note that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 6 September and will be displayed until 23 September 2019.**
-