TRIMLEY ST MARTIN PARISH COUNCIL

You are hereby summoned to attend the meeting of Trimley St Martin Parish Council to be held at the Trimley St Martin Memorial Hall on Tuesday 1st November 2016 at 7.30 p.m.

Caroline Ley, Parish Clerk
26th October 2016

Public Session

Please Note: residents are warmly welcomed and invited to give their views at this stage of the proceedings and to question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may stay to observe, but may not take part in the Parish Council meeting that follows.

- County and District Councillor Reports (items raised for decision at this time will be placed on the agenda for the next meeting)
- Public Question Time

Parish Council Meeting

1. **To Receive Apologies for Absence**

2. **To Receive Declarations of Interests**
   For Councillors to declare any interests in matters on the agenda.

3. **To Receive and Determine Requests for Dispensations**
   To receive and determine requests from Councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest

4. **To Approve the Minutes of the Meeting Held 4th October 2016 (attached)**
   To approve the minutes of the meeting held 4th October 2016

5. **To Consider the Financing and Erection of a Post to Enable the Provision of a Portable Speed Warning Sign in High Road (attached)**
   To consider the financing and erection of a post to enable the provision of a portable speed warning sign in High Road

6. **To Consider the Request for Financial Support towards Replacement Children's Swings at Trimley Sports & Social Club (attached)**
   To consider the request for financial support towards replacement children's swings at Trimley Sports & Social Club

7. **To Issue a Formal Engagement Letter to the Council's Internal Auditors (attached)**
   To issue a formal engagement letter to the Council's Internal Auditors

8. **To Receive a Financial Statement to 25th October 2016 (includes bank statements and budget update)**
   To receive a Financial and Budget Statement to 25th October 2016

9. **To Approve the Following Cheque Payments:-**
   To approve the following payments:-

Date	Cheque No.	Payable to	In Respect of	Amount £
01/11/16	110	G N Mussett	Salary	£120.00
01/11/16	111	C Ley	Clerk's Salary	£384.28
01/11/16	112	HMRC	PAYE/NI	£119.40
01/11/16	113	B Dunningham	Bus Shelter Cleaning	£54.00
01/11/16	114	BDO	External Audit Fee	£921.60
01/11/16	115	Community Action Suffolk	Website Hosting	£60.00
01/11/16	116	G N Mussett	Wreath	£25.00

10. **To Note the Position in Relation to the Planting of Bulbs at the Howlett Way Roundabout**
    To note a delay in the arrangements for the planting of bulbs at the Howlett Way roundabout

11. **To Note the Site Allocations and Area Specific Policies Development Plan Document Felixstowe Peninsula Area Action Plan. Proposed Main Modifications and Sustainability Appraisal and Habitats Regulations Assessment Consultation**
    To note the schedule of main modifications and additional changes

12. **To note that the Christmas Carol event at Reeve Lodge will take place on 15 December and to set a budget for food**
    To note the change of date for the Reeve Lodge event and set a budget for the provision of food

13. **To Comment on the Following Planning Applications**
    DC/16/4097/FUL Proposed two storey rear extension Shore Cottage Thorpe Lane Trimley St Martin
    DC/16/4080/FUL Proposed development of 2 Chalet Bungalow Dwellings Land to the Rear of 349 High Road
    To comment on the following applications (see Annexe B):
    - DC/16/4097/FUL Proposed two storey rear extension Shore Cottage Thorpe Lane Trimley St Martin
    - DC/16/4080/FUL Proposed development of 2 Chalet Bungalow Dwellings Land to the Rear of 349 High Road

14. To Note the Network Rail Proposals for Changes to Level Crossings in Trimley St Martin

To note the details of the Network Rail proposals for changes to level crossings in Trimley St Martin and the public information event which they have arranged to take place on Thursday 3rd November, between 14:00 and 19:00 at:

Trimley Sports and Social Club

15. To note the intention of Shared Access To Submit a Planning Application Proposed Telecommunication structure at Trimley Sports and Social Club

To note the intention of Pegasus Group who acting for Shared Access to submit a planning application for a telecommunications structure to be situated within the sports ground of Trimley Social club

ITEM 5

To Consider the Financing and Erection of a Post to Enable the Provision of a Portable Speed Warning Sign in High Road (attached)

Councillor Goodwin has secured funding to provide a vehicle activated sign to be shared between Trimley St Mary and Trimley St Martin. At the last meeting the Council asked for more information on the breakdown of the costs

Councillor Goodwin obtained further information from Malcolm King, Suffolk County Council Highways who advised that:

- The Parish becomes the owner and has to look after the device.
- A maximum of two weeks at each location has been found to the most effective.
- Parish volunteers move the sign and decide on the location from amongst those approved.

Within Trimley St Martin five locations had been identified. Three of these would use existing posts and two require new posts at a combined cost of £560. The locations, which are shown on the attached plans, are as follows:

Westbound

1 Approach to 414 High Road, new sign post

3 corner of St Martins Green, existing post

Eastbound

2 Outside social club, new sign post

4 opposite St Martins Church, outside 197 High Road existing post

North of school

A On existing bend sign post

South of school

B On existing school safety zone sign

The clerk has contacted colleagues elsewhere within the County to establish how issues arising out of the sharing of the equipment have been dealt with.

ITEM 6

To Consider the Request for Financial Support towards Replacement Children's Swings at Trimley Sports & Social Club

A letter has been received from Trimley Sports & Social Club (Annex D) asking for financial support towards the cost of replacement children's swings at the club, which as Members are aware, have been used, without restriction, by the general public for many years.

The Council has some funds available from previous Section 106 Agreements which might be used towards this project, and is due to receive a considerable sum of Community Investment Levy once the Pigeon development commences. In addition there is an off site recreational contribution of £47,784 due from Taylor Wimpey in respect of the Mushroom Farm development towards play and sport facilities. SCDC are investigating whether the trigger point for this has been reached. The Parish Council is also able to bid for monies from the Awards4All scheme. It would seem appropriate therefore that given the availability of finance, some form of contribution were made.

Members will need certain reassurances before committing themselves to financial assistance however. These should include:-

a) a full and detailed plan and costing of the works involved;

b) the specific items of equipment that the Council's finance will provide

c) a written commitment from Trimley Sports & Social Club that the area and swings will remain freely available in perpetuity (or on an alternative site)

d) a written commitment from Trimley Sports & Social Club that the club will assume total responsibility for ongoing maintenance, repairs and risks associated with the equipment.

The Clerk has written seeking these reassurances.

ITEM 7
To Issue a Formal Engagement Letter to the Council's Internal Auditors

This was raised by the Council's External Auditor. A draft terms of engagement is attached at Annexe A and **Members are recommended to agree it.**

ITEM 8

To receive a financial statement to 25 October

Income										
Date	**Reference**	**From**	**In Respect of**	**Precept**	**Grants**	**VAT Refund**	**Bank Interest**	**Other Interest**	**Other**	**TOTAL**
29/04/2016		Suffolk Coastal District Cou	Precept	13230	207.56					13437.56
30/06/2016		Unity Trust Bank	Interest				£ 2.99			2.99
25/07/2016		HMRC	VAT Refund			£6,464.04				6464.04
27/09/2016		Suffolk Coastal District Cou	Precept	£13,230.00	£ 207.56					13437.56
30/09/2016		Unity Trust Bank	Interest				£ 2.10			2.1
				£26,460.00	£ 415.12	£6,464.04	£ 5.09	£ -	£ -	£33,344.25

Expenditure

Date	Cheque or Other	Paid To	In Respect of	Clerk's Salary	Clerk's Exp	HMRC	General Expen	Chairman's All	Bus Shelters	Subscriptions	Audit Fees	Corporate T	Flower Bed	Parish Pu	Sec 137	Donations	Miscellaneo	Total Exc VA	VAT	Total Inc VAT
01/04/2016	Service charge	Account Fee					£ 5.00											£ 5.00		£ 5.00
05/04/2016	5	G Mussett	Salary	£ 416.13														£ 416.13		£ 416.13
05/04/2016	6	K Coutts	Salary	£ 469.51														£ 469.51		£ 469.51
05/04/2016	7	HMRC	Month 12 15/16			£ 104.00												£ 104.00		£ 104.00
05/04/2016	8	B Dunningham	Bus Shelter Cleaning						£ 67.50									£ 67.50		£ 67.50
05/04/2016	9	Corporate Trustees-Trimley St Martin Memorial Hall	Opening account - replaces ch 304									£1,000.00						£ 1,000.00		£ 1,000.00
05/04/2016	10	G Mussett	Clerk's expenses		£ 85.50													£ 85.50		£ 85.50
05/04/2016	11	National Pen Co. Ltd	Pens and Flashlights - HM 90th for St Martin School													£ 610.90		£ 610.90	£ 122.18	£ 733.08
05/04/2016	12	JAS Landscapes	Roundabout, beds 50%, £90 Ivy removal bus shelter										£ 635.00					£ 635.00		£ 635.00
01/05/2016	Service charge	Unity Bank	Account Fee				£ 5.00											£ 5.00		£ 5.00
03/05/2016	13	G Mussett	Salary-April	£ 120.00														£ 120.00		£ 120.00
03/05/2016	14	K Coutts	Salary-April	£ 469.51														£ 469.51		£ 469.51
03/05/2016	15	HMRC	Month 1 16/17			£ 30.00												£ 30.00		£ 30.00
03/05/2016	16	B Dunningham	Bus Shelter Cleaning						£ 54.00									£ 54.00		£ 54.00
03/05/2016	17	Memorial Hall	Hire of hall Jan - March				£ 152.00											£ 152.00		£ 152.00
03/05/2016	18	SALC	SALC - Bespoke Councillor Training														£ 600.00	£ 600.00	£ 120.00	£ 720.00
03/05/2016	19	K Coutts	Clerk's expenses - Stamps £6.48, Stationery £28.45		£ 34.93													£ 34.93		£ 34.93
03/05/2016	20	John Barker	Chairman's Allowance					£350										£ 350.00		£ 350.00
01/06/2016	Service charge	Account Fee	Account Fee				£ 5.00											£ 5.00		£ 5.00
07/06/2016	21	G Mussett	Salary - May	£ 96.00														£ 96.00		£ 96.00
07/06/2016	22	K Coutts	Salary - May	£ 469.51														£ 469.51		£ 469.51
07/06/2016	23	HMRC	Month 2 16/17			£ 24.00												£ 24.00		£ 24.00
07/06/2016	24	B Dunningham	Bus Shelter Cleaning						£ 67.50									£ 67.50		£ 67.50
07/06/2016	25	K Coutts	Clerk's expenses		£ 115.69													£ 115.69		£ 115.69
07/06/2016	26	SALC	Membership subs							£ 693.45								£ 693.45		£ 693.45
07/06/2016	27	Prettys	Legal advice				£ 882.00											£ 882.00	£ 176.40	£ 1,058.40
07/06/2016	28	JAS Landscapes	Hedge cutting at Hall				£ 150.00											£ 150.00		£ 150.00
07/06/2016	29	F&D Sports and Recreation Council	Membership subs				£ 5.00											£ 5.00		£ 5.00
11/07/2016	30	SALC	Charles Arnold Baker 10th Edition Handbook		£ 73.60													£ 73.60		£ 73.60
11/07/2016	31	B Dunningham	Bus Shelter Cleaning						£ 54.00									£ 54.00		£ 54.00
11/07/2016	32	Information Commissioner	Data Protection Registration				£ 35.00											£ 35.00		£ 35.00
11/07/2016	33	K Coutts	Clerk's expenses		£ 22.25													£ 22.25		£ 22.25
11/07/2016	34	G Mussett	Salary - June	£ 96.00														£ 96.00		£ 96.00
11/07/2016	35	K Coutts	Salary - June	£ 337.78														£ 337.78		£ 337.78
11/07/2016	36	HMRC	Month 3 16/17			£ 24.00												£ 24.00		£ 24.00
11/07/2016	37	Memorial Hall	Hire of Hall - April-June				£ 46.00											£ 46.00		£ 46.00
01/08/2016	38	Memorial Hall	Hire of Hall - April-June				£ 66.00											£ 66.00		£ 66.00
01/08/2016	39	HMRC	Month 4			£ 85.80												£ 85.80		£ 85.80
01/08/2016	40	G Mussett	Salary July	£ 343.84														£ 343.84		£ 343.84
01/08/2016	41	B Dunningham	Bus Shelter Cleaning						£ 67.50									£ 67.50		£ 67.50
01/08/2016	42	SALC	Internal Audit Fee								£ 191.00							£ 191.00	£ 38.20	£ 229.20
01/08/2016	43	CPRE	Subscription				£ 36.00											£ 36.00		£ 36.00
16/08/2016	44	JAS Landscapes	Roundabout, beds 50%										£ 275.00					£ 275.00		£ 275.00
16/08/2016	45	Suffolk County Council	Clerk Recruitment Advertisement				£ 50.00											£ 50.00		£ 50.00
16/08/2016	46	Norse	Litter Bins x 2														£ 430.00	£ 430.00	£ 86.00	£ 516.00
16/08/2016	47	B Dunningham	Bus Shelter Cleaning						£ 54.00									£ 54.00		£ 54.00
06/09/2016	48	G Mussett	Salary August	£ 379.44														£ 379.44		£ 379.44
06/09/2016	49	HMRC	Month 5			£ 94.80												£ 94.80		£ 94.80
06/09/2016	50	DMH Solutions	Risk Software Upgrade				£ 59.00											£ 59.00	£ 11.80	£ 70.80
06/09/2016	101	JAS Landscapes	Hedge cutting at Hall				£ 180.00											£ 180.00		£ 180.00
06/09/2016	102	B Dunningham	Bus Shelter Cleaning						£ 54.00									£ 54.00		£ 54.00
30/09/2016	DD	Unity Bank	Service Charge				£ 18.00											£ 18.00		£ 18.00
04/10/2016	103	G Mussett	Salary September	£ 379.24														£ 379.24		£ 379.24
04/10/2016	104	HMRC	Month 6			£ 95.00												£ 95.00		£ 95.00
04/10/2016	105	B Dunningham	Bus Shelter Cleaning						£ 67.50									£ 67.50		£ 67.50
04/10/2016	106	Memorial Hall Mngmnt Committee	Hall Hire				£ 92.00											£ 92.00		£ 92.00
04/10/2016	107	G Mussett	Petty Cash		£ 22.01													£ 22.01	£ 4.49	£ 26.50
04/10/2016	107	G Mussett	Petty Cash		£ 16.23													£ 16.23	£ 3.25	£ 19.48
04/10/2016	107	G Mussett	Petty Cash		£ 22.49													£ 22.49	£ 4.50	£ 26.99
04/10/2016	108	Cane & co	Insurance Premium				£ 1,233.30											£ 1,233.30		£ 1,233.30
04/10/2016	109	JAS Landscapes	Roundabout Grass										£ 275.00					£ 275.00		£ 275.00
				£ 3,576.96	£ 392.70	£ 457.60	£ 3,019.30	£ 350.00	£ 486.00	£ 693.45	£ 191.00	£1,000.00	£1,185.00	£ -	£ -	£ 610.90	£ 1,030.00	£ 12,992.91	£ 566.82	£ 13,559.73

ITEM	Proposed Budget 2016/17	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary	£ 7,500	£ 4,034.56	53.8%
General Expenses	£ 1,260	£ 1,296.70	102.9%
Audit Fees	£ 750	£ 191.00	25.5%
Insurance	£ 500	£ 1,233.30	246.7%
Clerk Training	£ 1,000		0.0%
Councillor Training	£ 1,000	£ 600.00	60.0%
Chairman's Allowance	£ 350	£ 350.00	100.0%
Subscriptions	£ 750	£ 693.45	92.5%
Grants/Donations/Sec 137	£ 750		0.0%
Bus Shelter Cleaning	£ 800	£ 486.00	60.8%
Flower Beds & Roundabout	£ 1,500	£ 1,185.00	79.0%
Parish Pump	£ 450	£ -	0.0%
New Dog Bins	£ 350	£ 430.00	122.9%
Memorial Hall Corporate Trustees	£ 2,785	£ 1,000.00	35.9%
Legal Advice	£ -	£ 882.00	Unbudgetted
Queen's Birthday Commemoration	£ 475	£ 610.90	128.6%
TOTAL	**£ 20,220**	£ 12,992.91	

Customer: Trimley St Martin Parish Council
Account: 60-83-01 20362883

Statement 11 from 26 Sep 2016 to 25 Oct 2016

Date	Description	Serial No	Debits	Credits	Balance
26Sep2016	Brought forward balance			18,106.31	18,106.31
27Sep2016	SUFFOLK COASTAL DC			13,437.56	31,543.87
30Sep2016	Service Charge		(18.00)		31,525.87
07Oct2016	Cheque	300103	(379.24)		31,146.63
07Oct2016	Cheque	300107	(72.97)		31,073.66
10Oct2016	Cheque	300105	(67.50)		31,006.16
12Oct2016	Cheque	300104	(95.00)		30,911.16
12Oct2016	Cheque	300109	(275.00)		30,636.16
14Oct2016	Cheque	300108	(1,233.30)		29,402.86
18Oct2016	Cheque	300050	(70.80)		29,332.06
20Oct2016	Cheque	300106	(92.00)		29,240.06

Page Generated at 11:10 on 26 Oct 2016

Customer: Trimley St Martin Parish Council
Account: 60-83-01 20362896

Statement 9 from 26 Sep 2016 to 25 Oct 2016

Date	Description	Serial No	Debits	Credits	Balance
26Sep2016	Brought forward balance			12,003.71	12,003.71
30Sep2016	Credit Interest			2.10	12,005.81

Page Generated at 11:06 on 26 Oct 2016

Reconciliation	
As at 31/03/16	
Deposit Account	£ 12,000.72
Current Account	£ 9,460.63
	£ 21,461.35
Add Receipts to 25/10/2016	£ 33,344.25
Less Expenditure to 25/10/2016	-£ 13,559.73
Less Unpresented Cheques	£ -
As at 25/10/2016	**£ 41,245.87**
As at 25/10/2016	
Deposit Account	£ 12,005.81
Current Account	£29,240.06
	£ 41,245.87

ITEM 10
To Note the Position in Relation to the Planting of Bulbs at Howlett Way

Members agreed at the October meeting to accept a quotation of £250 to supply and plant 500 tete a tete bulbs on the roundabout and subsequently the Clerk instructed the contractor to proceed with the work. It has proved necessary to delay the start of planting following the discovery that Taylor Wimpey planned to excavate part of the roundabout in order to lay cables to an illuminated sign. The Clerk has written to Jordan Last, Planning Coordinator at Taylor Wimpey, in order to establish the nature and timing of their proposed activity and establish a way forward.

ITEM 11
To Note the Site Allocations and Area Specific Policies Development Plan Document Felixstowe Peninsula Area Action Plan. Proposed Main Modifications and Sustainability Appraisal and Habitats Regulations Assessment Consultation

SCDC is undertaking a Proposed Main Modifications consultation on the Site Allocations and Area Specific Policies Development Plan Document and the Felixstowe Peninsula Area Action Plan. The consultation runs until 5pm Monday 28th November 2016 and. Representations can only be made on the Main Modifications and additional changes. A copy of the tracked changes document can be accessed via the website at http://www.eastsuffolk.gov.uk/planning/local-plans/suffolk-coastal-local-plan/site-allocations-and-area-specific-policies/main-modifications-consultation. Examination of the document revealed no changes to the plan as it relates to Trimley St Martin

ITEM 13
To Comment on Planning Application DC/16/4097/FUL | Proposed two storey rear extension | Shore Cottage Thorpe Lane Trimley St Martin

See plans at Annexe B

ITEM 14

To Note the Network Rail Proposals for Changes to Level Crossings in Trimley St Martin

Holly Radcliffe of Network Rail reports that the crossings they are seeking to close are as follows:

1. Thorpe Common
2. Grimston Lane
3. Trimley
4. St Martins
5. Gun Lane
6. Keepers Lane

They are proposing to redirect the affected rights of way along alternative routes to maintain connectivity; in some instances this will involve the creation of new rights of way. In addition they are proposing to construct a bridleway bridge at Gun Lane to provide a central railway crossing point. The project team will be on hand to answer questions at the information event on Thursday 3rd November, between 14:00 and 19:00.

ITEM 15
To note the intention of Shared Access To Submit a Planning Application Proposed Telecommunication structure at Trimley Sports and Social Club
See letter and map at Annexe C

Annexe A

Internal Audit Service – Terms of Reference

Mission

To assist local councils to maintain and improve internal control in accordance with proper practices as set out in the Accounts and Audit Regulations.

Internal Audit Objectives and Responsibilities

The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this will adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with particular reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws and regulations
- The safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- The integrity and reliability of information, accounts and data

Accordingly, in the conduct of planned audits Internal Audit may:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete Section 4 (Annual internal audit report) of the Annual Return
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- Appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations, and determine whether the council is in compliance
- Review the operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

The Scope of Internal Audit Activity

There are no limitations on Internal Audit's scope of activities. The scope of Internal Audit allows for unrestricted coverage of the council's activities, including both financial and non-financial systems of internal control.

Independence

The main determinant of the effectiveness of Internal Audit is that it is seen to be independent in its planning and operation. To ensure this, Internal Audit will operate within a framework that allows:

- Unrestricted access to the officers of the council
- Reporting in its own name
- Segregation from the day to day operations of the council

Every effort will be made to preserve objectivity by ensuring that all Internal Auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

Rights of Access

There are no limitations on Internal Audit's access to records. Internal Auditors have the authority to:

- access council premises at reasonable times agreed in advance
- access all assets, records, documents, correspondence and control systems
- receive any information and explanation considered necessary concerning any matter under consideration
- require any employee to the council to account for cash, stores or any other council asset under his/her control
- access records belonging to third parties, such as contractors when required

The Councils Responsibilities

The Responsible Financial Officer and Proper Officer have clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and preventing Fraud and Corruption.

The existence of Internal Audit does not diminish the responsibility of the council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.

Reporting

The Internal Auditor will formally report the results of audits and the recommendations made to the council and will follow up at subsequent Internal Audits to make sure that corrective actions are taken.

Review of Terms of Reference

The Terms of Reference will be reviewed and updated as necessary every three years.

Date of next review: ……

Approved by ……..Parish/Town Council on (date)……

Minute reference: …….Signed: …….

Suffolk Association of Local Councils
Unit 11a Hill View Business Park
Claydon, Ipswich, IP6 0AJ
Tel: 01473 833713 Fax: 01473 833714 email: adminsalc@btconnect.com
www.salc.onesuffolk.net

© This drawing and design are copyright.

Do not scale from this drawing. Use only figured dimensions. If in doubt, ask. All dimensions are to be checked on site.
Any discrepancies should be reported immediately to the architect.

ITEM 13 SHORE COTTAGE DC/16/4097/FUL | Annexe B

East Elevation

North Elevation

South Elevation

West Elevation

Ground Floor Plan

First Floor Plan

02.01.16	B	Amendments to scheme	JKL

PatrickAllen&Associates
Architects

Project
Shore House, Thorpe Lane,
Trimley St. Mary. IP11 0RZ

Client
Gary Vincent

Drawing Title
Preliminary Scheme

Purpose of Issue
Planning

Scale	Paper Size	Date	Drawn
1:100	A1	January 2016	PB/PA

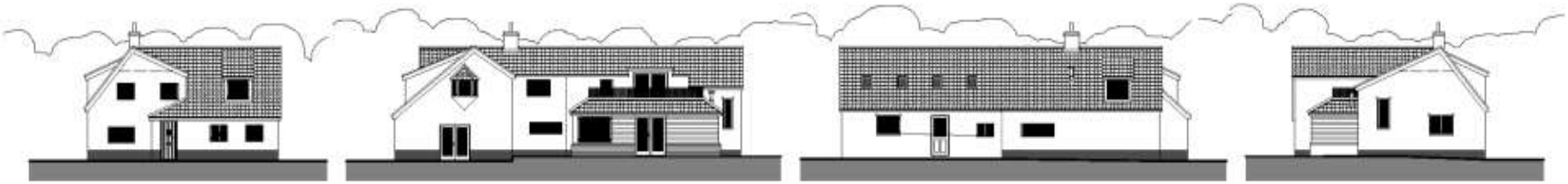
Drawing Number
3631-02C

© Patrick Allen & Associates Limited | Registered No. 4800487

© This drawing and design are copyright.

Do not scale from this drawing - use only figured dimensions. Print sizes, unless otherwise stated, are to be checked on site.

Any discrepancies should be reported immediately to the architect.



East Elevation

North Elevation

South Elevation

West Elevation

Ground Floor Plan

First Floor Plan

18.04.18	B	Amendments to scheme	JRJ
12.12.17	A	Preliminary issue	JRJ

Patrick Allen & Associates Architects

Project
Shore House, Thorpe Lane,
Trimley St. Mary, IP11 0RZ

Client
Gary Vincent

Drawing Title
Preliminary Scheme

Drawing Status
Planning

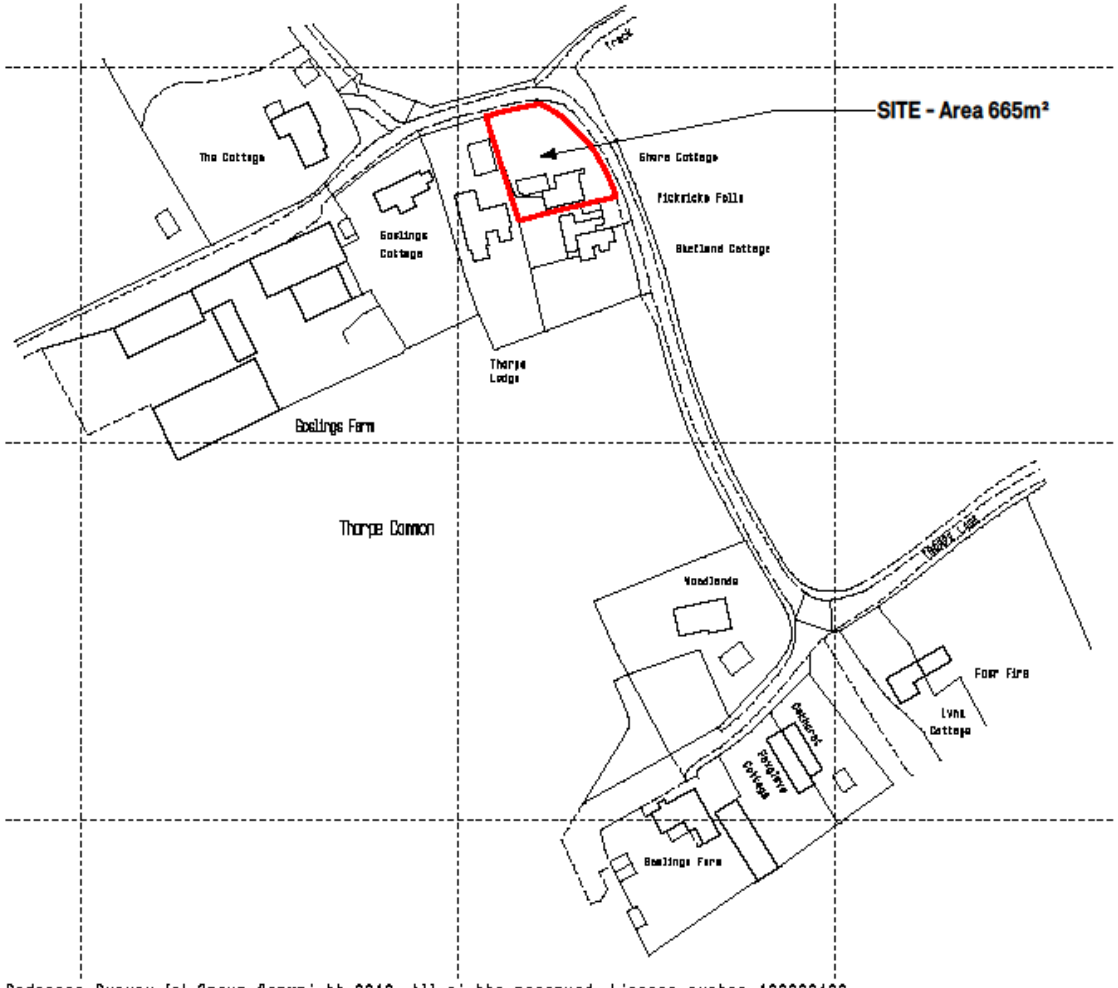
Scale	Paper Size	Date	Drawn
1:100	A1	January 2018	PB/PA

Drawing Number
3631-02C

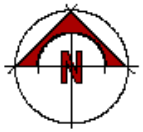
© Patrick Allen & Associates Limited. Registered No. 3800481

© This drawing and design are copyright.

Do not scale from this drawing. Use only figured dimensions. If in doubt, ask.
All dimensions are to be checked on site.
Any discrepancies should be reported immediately to the Architect.



Ordnance Survey [c] Crown Copyright 2016. All rights reserved. Licence number 100022432



Scale Bar - Metres

OS Promap, Shore Cottage, Thorpe Lane
Trimley, Felixstowe, IP11 0RZ
Scale 1:1250 (A3)

3631-03A

DATE	REV.	DESCRIPTION	DRAWN
27.09.16	A	Red line added	ZRJ

PatrickAllen&Associates
Architects

architects@patrickallen.org.uk
www.patrickallen.org.uk
+44 (0)1473 620660

2 Grange Business Centre
Tommy Flowers Drive
Grange Farm
Kesgrave, Ipswich
Suffolk, IP5 2BY

© 2016 Patrick Allen & Associates Limited | Registered No: 4694261

DC/16/4080/FUL Land to Rear 349 High Rd

barefoot & gilles

14 Clerkenwell Green, London EC1R 0DP, Tel: 020 7336 7944, Fax: 020 7336 0707
193-194 Moulsham St, Chelmsford, Essex CM2 0LD, Tel: 01245 351400, Fax: 01245 358900
11a Princes St, Ipswich, Suffolk IP1 1PH, Tel: 01473 257476, Fax: 01473 281540
design@barefootgilles.com www.barefootgilles.com

NOTES

DISCLAIMER

This drawing was prepared for the Client, Project & Site stated below and for the purposes set out in the Project Particulars. Barefoot & Gilles Limited accepts no responsibility whatsoever should the drawing be used by any other person, on any other site or for any other purpose than those stated. This drawing is to be read in conjunction with all relevant drawings and specifications.

© Copyright Barefoot & Gilles Limited 2010
Registered in England and Wales No. 07156800
Registered Address: Stilts House, Kempson Way, Bury St. Edmunds, Suffolk IP32 7AR

BGA Drawing No.	1754 DE 10-01
Date	18-06-2012
Revision	B
Drawing Status	PLANNING

ALL MEASUREMENTS ARE TO BE CHECKED ON SITE AND ANY DISCREPANCIES REPORTED TO BAREFOOT & GILLES LIMITED

Date	Rev.	Descriptions	Drawn	Checked
20.02.2012	A	First Issue	CW	-
29.06.2016	B	Re-submitted for planning	KWh	-

Project	349 High Road Trimley St Martin, IP11 0RS
Client	Orwell Housing
Drawing	Site Location Plan
Scale & Format	1:1250 @ A4

ITEM 15 Annexe C

Pegasus Group

RM/BRS.6717

03 October 2016

Debra Cooper
Parish Clerk
Trimley Parish Council
Memorial Hall
High Road
Felixstowe
IP11 0XG

Dear Ms Cooper

Public Engagement on Proposed Telecommunications Structure at Trimley Sports and Social Club, High Road, Felixstowe, IP11 0RJ

Pegasus Group are working as planning consultants in partnership with Shared Access who are preparing a planning application for a new telecommunications structure at Trimley Sports and Social Club, High Road, Felixstowe, IP11 0RJ. A Site Location Plan is included with this letter to show where the telecommunications equipment will be sited.

Shared Access has been working with Trimley Sports and Social Club to propose a new structure in a discreet location within the sports ground that is situated away from the football pitches and will not interrupt the day to day use of the fields. The site will be set back from High Road and partially screened from view by the trees that line the road. The height of the structure would be 15m to the top. Cabinets at ground level are designed to be vandal proof and would be situated behind the squash courts.

Shared Access is a property company that specialise in developing telecommunications infrastructure. The company operates in the United Kingdom and Ireland, where they have built, acquired, own and manage approximately 500 sites. Shared Access are the exclusive managing agent for the Office of Public Works (Irish Government) and have exclusive partnerships with national governing bodies including the Football Association and the Lawn Tennis Association to provide investment into grassroots sport and facilities.

The telecoms structure will deliver next generation 4G communications infrastructure to the area, as well as improve coverage for other existing technologies. The 4G network will provide exceptionally fast internet to local residents and businesses. As you may be aware, the Government promotes new telecommunications development, as it contributes to improving communications and encouraging economic growth.

The telecommunications proposal will be fully compliant with standards set down by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). ICNIRP is an independent scientific organisation whose aim is to provide guidance and advice on the health implications of telecommunications development.

I am writing to you in your capacity as Clerk to the Parish Council and I look forward to receiving any comments Parish Councillors may have. Please endeavour to provide

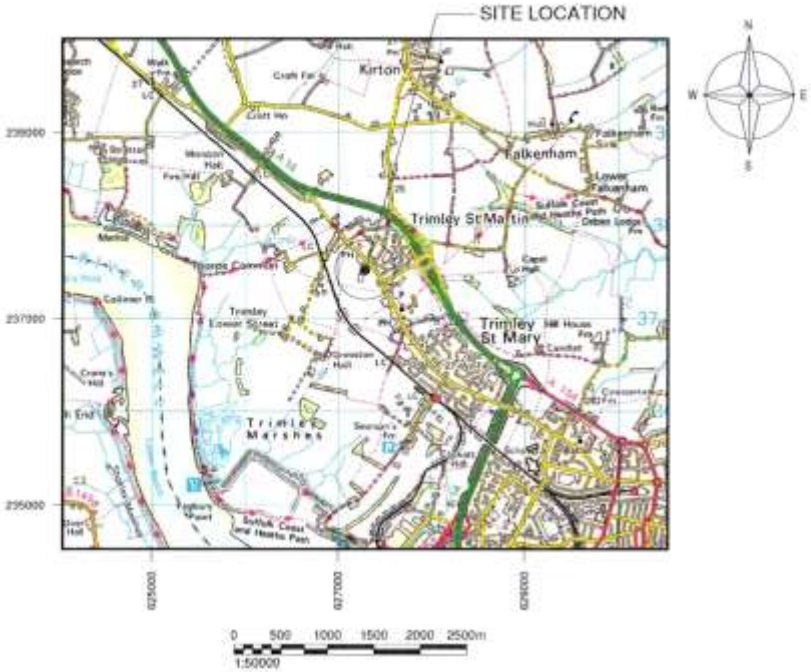
your suggestions within two weeks of the date of this letter, to ensure your input is taken into account during the design stage of the proposal.

In the meantime, if you require any additional information in respect of the above proposal, please do not hesitate to contact me, either by the address on this letter, by email (below) or by telephone 01454 625 945.

Yours sincerely

Rachel Morrison
Planning Assistant
E-mail: rachel.morrison@pegasuspg.co.uk

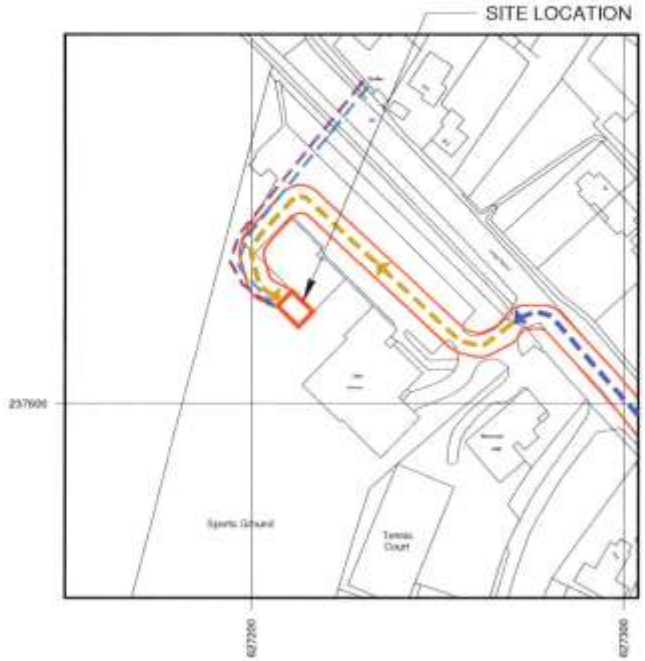
Enc



SITE LOCATION
(Scale 1:50000)

Ordnance Survey map extract based upon Landranger map series with the permission of the controller of Her Majesty's Stationery Office
Licence No. 0100023487
Crown copyright.

SITE PHOTOGRAPH



DETAILED SITE LOCATION
(Scale 1:1250)

Based upon Ordnance Survey map extract with the permission of the Controller of Her Majesty's Stationery Office.
Crown copyright.
Licence No. 100020449

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

NGR	E: 627216 N: 237623
CONCESSION REQUIRED	NO

DIRECTIONS TO SITE: FROM THE M6 KEEP RIGHT AND TAKE THE A14 E EXIT ON THE RIGHT. AT THE ROUNDABOUT, TAKE THE 2nd EXIT ONTO THRAPSTON ROAD/A14 AND CONTINUE TO FOLLOW A14. AT THE ROUNDABOUT TAKE THE 3rd EXIT ONTO A14 SLIP ROAD TO CAMBRIDGE/FELIXSTOWE, MERGE ONTO A14. TAKE THE A14 EXIT TOWARDS CAMBRIDGE/A1307/FELIXSTOWE AND CONTINUE ONTO HUNTINGDON ROAD/A14. TAKE THE A14 SLIP ROAD TO A1307/NEWMARKET/FELIXSTOWE, CONTINUE ONTO A14. SLIGHT RIGHT ONTO NEWMARKET BYPASS/A14 CONTINUE ONTO A14. TAKE EXIT TOWARDS TRIMLEY VILLAGES AND AT THE ROUNDABOUT TAKE THE 3rd EXIT ONTO HOMLETT WAY. THEN TAKE THE 2nd EXIT AT ROUNDABOUT ONTO HIGH ROAD AND ENTRANCE TO CAR PARK IS ON THE LEFT. SITE TO BE LOCATED AT THE BACK OF THE SPORT HALL THROUGH THE CAR PARK.

- Construction Access
- Site Access
- Public Highway
- Power Route
- Indicative Fibre Route - Not Confirmed by Operator

Rev	Modification	By	Ch	Ap	Date
C	FIBRE AMENDMENT	DC	MW	MWH	23.06.16
B	CABINETS AMENDMENT	DC	MW	MWH	10.06.16
A	FIRST ISSUE	PL	MW	MWH	01.06.16

shared access

O2 CTIL

Cell Name	Opt.
TRIMLEY SPORTS & SOCIAL CLUB	-

Cell ID No's

CTIL	TEF	VF
234642	79144	N/A

Site Address / Contact Details

TRIMLEY SPORTS & SOCIAL CLUB
HIGH ROAD
TRIMLEY ST MARTIN
FELIXSTOWE
IP11 0RJ

Drawing Title	SITE LOCATION MAPS		
Purpose of Issue	PLANNING		
Drawing Number	100	JA Ref BFEFA00610	OG
Surveyed By	MW	Scale AS SHOWN	Issue
Drawn PL	Date 01.06.16	Checked MWH Date 01.06.16	C

A3

ITEM 6 Annexe D

Mr Gordon Mussett
25, Ebenezer Close
Whittam
Essex
CN8 2HX

Mrs Christine Jones
23, Dawson Drive
Trimley St Mary
Suffolk
IP11 0YN

Dear Sir,

I write to you on behalf of the Trimley Sports and Social Club to tell you about our play equipment which is not only used by our junior members, but is also open to the public 24/7.

It is much loved and in constant use,particularly on ' special events' days such as the Trimley Carnival, Music on the Green, and other such charity days when we could expect to welcome several hundred people to the grounds, with the play equipment being well used.

All of this use has, however, taken its toll, and the play area is now in need of repair, and in some cases, replacement.

While we have some funds for this, we by no means have sufficient to complete all that is required.

To this end I am writing to you on behalf of the children, not only of Trimley, but also the surrounding area, to ask if you could see your way clear to helping with this task

I am given to understand that you have certain funds at your disposal for such a purpose and we would be very grateful if you could consider our cause for a share of this.

I do have a tender from a company that would be carrying out the work, which, of course I would be willing to share with you.

Our total outlay would be between £8,000 and £22,000, depending on funds. Any part of this you feel you could contribute to start our fund raising would be gratefully accepted.

I look forward to your reply with great anticipation.

Yours faithfully,
Christine Jones,
Sec. TSSC.