



9 am to 4 pm Mondays to Fridays

## TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr D Savage (Chairman)  
Cllr S Gallant (Vice Chairman)  
Cllr C Barham  
Cllr S Bloomfield  
Cllr P Coleman

Cllr Jon Garfield  
Cllr T Green  
Cllr M Jepson  
Cllr S Wiles  
Cllr K Williams

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 13 December 2017** at **7.30pm** for the transaction of the following business:

### A G E N D A

**1. Public Question Time**

Up to 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any relevant matters.

**2. Apologies**

To receive apologies for absence.

**3. Declarations of Interest**

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

**4. Requests for Dispensation**

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

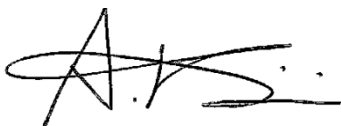
**5. Confirmation of Minutes**

To confirm the Minutes of Civic & Community Committee meeting held on 18 October 2017 as a true record. **(Pages 3-6)**

**6. Civic & Community Budget Report**

To receive the Civic & Community Budget report to 6 December 2017 and consider any actions deemed necessary. **(Page 7 & Appendix A)**

7. **Occasional Grants: Round 2 2017/18**  
To consider applications submitted for the second round of Occasional Grants.  
**(Pages 8-11)**
8. **S106 Funds Held For Felixstowe**  
To receive the S106 report and consider any actions deemed necessary.  
**(Page 11)**
9. **Christmas Events**  
To note the arrangement for the Ice Rink opening on Wednesday 20 December.  
**(Page 12)**
10. **Tree for the Queen**  
To receive the Tree for the Queen report and consider any actions deemed necessary.  
**(Page 12)**
11. **Felixstowe-Harwich-Shotley Foot Ferry**  
To receive a report on the Felixstowe-Harwich-Shotley Foot Ferry and note the agreement to continue funding.  
**(Page 12-13)**
12. **Litter and Dog Waste Bins**  
To receive a report on litter and dog waste bins and consider any actions deemed necessary.  
**(Page 13-14)**
13. **Community Emergency Plan update**  
To receive an update from the Community Emergency Plan Coordinators.  
**(Page 14)**
14. **Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 14 February 2017 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**7 December 2017**

For information (via email): All Town Councillors  
Local Press

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



### **303. FELIXSTOWE IN FLOWER REPORT**

Committee considered the report on the 2017 Felixstowe in Flower and the Chairman congratulated everyone for this year's great success.

Members asked if it was possible to talk to Bury in Bloom about how they run their scheme and how it might improve further Felixstowe in Flower. It was also requested that thank you letters be sent to the Co-operative Society, Trinity College and the Port of Felixstowe for their continued support.

Committee considered the costs for sponsoring baskets and tubs and agreed to keep the price the same for 2018.

The Clerk confirmed that individuals were not precluded from sponsoring hanging baskets but promoting the opportunity to date had been concentrated on business/commercial sponsorship. It was agreed that wider promotion of this opportunity would be beneficial.

Following a discussion it was agreed to look in to having more stalls and refreshments at the launch for 2018, the purchase of a 'Felixstowe in Flower' pop-up banner which could be used at different events including the Visit Felixstowe Beach Hut and an 'early bird' scheme be introduced prior to the 2018 launch so that sponsors plaques could be displayed at the launch event.

**It was RESOLVED that:**

- i. sponsorship fees for Floral Hanging Baskets, Tubs and Troughs be frozen at the same price for 2018;**
- ii. a 'Felixstowe in Flower' pop up banner be purchased for the launch and awards events; and,**
- iii. the Felixstowe in Flower report be noted.**

### **304. FLORAL BEDDING ARRANGEMENTS FOR 2018/19**

Members considered the report on Floral Bedding arrangements for 2018/2019.

Committee considered the seasonal bedding along the section of the seafront in the chevron and promenade beds close to the War Memorial. Members asked that white flowers be planted around the War Memorial in September next year in time for the winter bedding to be in flower for Remembrance Day. All other beds would be planted in a mixture of pansies and polyanthus in rainbow colours.

Members considered at the possibility of having a floral Felixstowe crest at the Triangle and looked at different options and locations and it was agreed that this be introduced for next year.

Members asked the Town Clerk to write to SCDC to confirm their plans for the Pier Plaza area, with the possibility of a sculpture and/or flowers, the tier area by the toilets and a possibility of removing white lines from the block pathing.

**It was RESOLVED that:**

- i. **the purchase of 3m diameter hardy carpet floral bedding in the form of the Felixstowe crest be approved a cost of £1,250 for installation next spring with the exact location to be agreed in due course;**
- ii. **the Town Clerk should contact SCDC to enquire about their plans for enhancement of the Pier Plaza area;**
- iii. **the quote of £11,801+VAT for 2018/19 summer/autumn and winter/spring bedding from SC Norse be approved.**

### **305. PSPO WORKING GROUP UPDATE**

Committee received a verbal update from Members of the PSPO Working Group following a meeting held earlier that day.

The Working Group reported that it had been considering areas in Felixstowe which were currently covered by Designated Public Place Orders and which would need to be converted in to PSPOs if they were to continue to be enforceable. Where such Orders were in effect, police officers had discretionary powers to require a person to stop drinking and confiscate alcohol or containers of alcohol from people they believe were consuming or about to consume. Aside from the area from the Triangle, through Shared Space to the top of Bent Hill, the Working Group was recommending that there be no other PSPOs relating to the drinking of alcohol.

Other restrictions which were being considered for recommendation by the Group related to dogs on short fixed leads in the Town Centre and Seafront Gardens, the launching and landing of jet skis, and a specific PSPO for Martello Park.

Members discussed the potential merits of a PSPO banning rough sleeping and it was agreed that this needed further consideration.

The Working Group would continue to meet on a regular basis in order to bring forward any recommendations to Committee.

**It was RESOLVED that the update from the Working Group be noted.**

### **306. SUFFOLK ARMED FORCES WEEKEND LEGACY GRANT**

Committee considered the recommendations of the Finance & General Purposed Committee relating to the administration of a grant fund to support local armed-forces related projects from the £10,796 remaining from the 2017 Suffolk Armed Forces Weekend Event.

**Following a discussion it was RESOLVED that:**

- i. **It be recommended to Council that the receipt of funds leftover from the 2017 Suffolk Armed Forces Weekend event totalling £10,796 from the Suffolk Coastal District Council for the purposes of setting up a Suffolk Armed Forces Weekend Legacy Fund on the following basis be approved;**

- ii. given the short-term nature of the fund and the timing, coinciding with the centenary year of the end of the First World War, a responsive application process be introduced to attract a wide number of applicants throughout the year;
- iii. a 'Suffolk Armed Forces Weekend Legacy Fund Sub-Committee' comprising Cllrs D Savage, P Coleman, S Gallant and K Williams be formed the authority to review applications as they are received and make grant awards;
- iv. an indicative limit of £500 be suggested to applicants on the understanding larger amounts would be welcomed by the Sub-Committee based on the nature of the project;
- v. the Civic & Community Committee would receive regular updates on projects for which applications had been received and any grants awarded; and,
- vi. grant applications to be made using a modified version of the Town Council's existing Occasional Grant application form which would also reflect the nature of the funding available and recognise the contribution made by Suffolk Coastal District Council and others who supported the 2017 Suffolk Armed Forces Weekend event.

### **307. LAUNCH OF THE SUFFOLK POPPY APPEAL 2017/REMEMBRANCE 2017**

Committee noted the arrangements for the Launch of the 2017 Suffolk & Felixstowe Poppy Appeal and the 2017 Remembrance Day Events.

**RESOLVED that the arrangements for the launch of the 2017 Suffolk & Felixstowe Poppy Appeal and the 2017 Remembrance events be noted.**

### **308. DRAFT BUDGET CONSIDERATIONS 2018-19**

Committee considered first draft proposals for its element of the Council's 2018-19 budget and reviewed the accompanying notes to the budget estimates in the report.

**RESOLVED that the draft proposals for the Civic & Community element of the Council's 2017-18 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.**

### **309. CLOSURE**

The meeting was closed at 9.38pm. The next meeting was noted as being scheduled for Wednesday 13 December 2017 at 7.30pm.

## AGENDA ITEM 6: CIVIC & COMMUNITY BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Civic & Community part of Council's budget. A summary of the position to 6 December 2017 is provided below with a detailed report at **Appendix A**

06/12/2017

Felixstowe Town Council

Page No 1

10:43

### Summary Income & Expenditure by Budget Heading 06/12/2017

Month No : 9

### Cost Centre Report

			Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
301	Civic & Community	Expenditure	31,854	27,136	37,330	10,194		10,194	72.7 %
		Income	3,992	3,200	7,992	-4,792			40.0 %
302	Section 137 Expenditure	Expenditure	22,096	17,930	31,150	13,220		13,220	57.6 %
303	Felixstowe in Flower	Expenditure	8,902	5,854	9,440	3,586		3,586	62.0 %
		Income	6,718	5,888	4,000	1,888			147.2 %
304	Communication	Expenditure	5,512	3,610	5,798	2,189		2,189	62.3 %
305	Community Fund Projects	Expenditure	41,779	38,186	41,866	3,680		3,680	91.2 %
		Income	6,500	0	0	0			0.0 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>		Expenditure	<b>110,142</b>	<b>92,715</b>	<b>125,584</b>	<b>32,869</b>	<b>0</b>	<b>32,869</b>	<b>73.8 %</b>
		Income	<b>17,210</b>	<b>9,088</b>	<b>11,992</b>	<b>-2,904</b>			<b>75.8 %</b>
		Net Expenditure over Income	<b>92,932</b>	<b>83,627</b>	<b>113,592</b>	<b>29,965</b>			

**Committee is requested to consider the budget report to 6 December 2017 and decide any action it deems necessary.**

## AGENDA ITEM 7: OCCASIONAL GRANTS: ROUND 2 - 2016/17

Committee is to consider the applications received for Round 2 of the Occasional Grant awards from the following organisations:

<u>Name</u>	<u>Purpose</u>	<u>Amount Requested</u>
1 <sup>st</sup> Walton Rainbows	Replace craft materials, including pens, paints, paper and additional supplies such as tissue paper, printing cartridges etc	£300
356 (Felixstowe) Squadron, Air Training Corps	Training equipment to aid fitness programme which counts towards DofE award Physical section and inter-squadron sport competitions.	£400
ActivLives	Training of volunteer course leader to teach chair-based exercises for those unable to stand while doing exercises (classes tend to be for 70-80 yr olds referred by medicals)	£582
Black & White Productions	A Most Secret War – working with the Bawdsey Radar Trust & Bentwater Cold War Museum to celebrate the re-opening of the Transmitter Block and 100 yr anniversary of the RAF through a play	£1,500
BSEVC	Monthly wellbeing sessions for those in a caring role or out of work. Sessions to provide positive outcomes through peer support and skill based information and advice.	£2,589
Cycle Felixstowe	Cytech Training Course to be attended and then to hold classes on cycle repairs/maintenance, together with training for volunteer leaders on safety. Fund to promote group together with repair tools and equipment	£3,830
Felixstowe Area Community Transport Ltd (FACTS)	Replace 5/6 seater specialised, wheelchair accessible MPV type vehicle/bus (HG55KZF)	£2,000
Felixstowe Book Festival	Book Festivals to be set up in a variety of unusual venues, funds needed for venues and promotional signs	£1,159.14
Felixstowe Ferry Sailing Club Ltd	Purchase of 2 <sup>nd</sup> hand Dart 16 Catamaran to enlarge fleet for training and Club racing	£1,350



Felixstowe Hockey Club	Like to set up Ladies 4 <sup>th</sup> Team with gaoilie equipment. Hockey Club expanding in numbers – requiring more equipment. Funds set aside to put toward Felixstowe Sports Hub	£1,000
Felixstowe Opportunity Group	Safety improvement to Outside Play area, to extend play area and repair wheelchair ramp to play area	£2,000
Felixstowe Sport Hub Trust	Outline planning needed for Hub with the intention of submitting planning in February. Cost of developing the feasibility designs to submission drawings is £18,000	£5,000
FOPWA	Replacement of two roller shutters closes to the Prom	£4,500
Lofty Heights	New van	£3,000
Music in Felixstowe	Music for old people in Felixstowe A series of 8 lunchtime concerts and 3 afternoon concerts linking up with FOPWA and FACTS to enable elderly to take advantage of these concerts and to socialise	£2,000
Parkrun Felixstowe	A local group are setting up a Parkrun in Felixstowe, the funds would purchase a gazebo, megaphone, plus table and clipboards etc	£300
Revitalise Respite Holidays	Respite breaks for disabled people and their carers from Felixstowe	£354
Rotary Club on Felixstowe	The Felixstowe Opportunity Group (FOG) offer respite facilities in the grounds of the old Orwell School. These rooms need improvement with weather proofing, insulation and replacement of door and window	£3,000
Rotary Club of Felixstowe Landguard	The second Felixstowe Kite, Craft, Kids and Car Festival	£500
St Andrews Church, Old Felixstowe Parish	To upgrade single toilet to two toilets with one fully accessible and upgrade kitchenette area	£5,000
Felixstowe Time Banking (c/o Felixstowe Forward)	Timebanking pilot in Felixstowe	£1,000
<b>TOTAL</b>		<b>£ 41,364.14</b>

The Town Council provided a total of £25,000 for Committee to award to eligible organisations through Occasional Grants in 2017/18. Committee considered

applications and awarded grants totalling £11,847 at the first round at its meeting of 21 June 2017. This figure does not include the £540 ring-fenced for Seaton Road Methodist Church towards their kitchenette, once they had secured other grant funding. The total available for Committee to award in this second and final round is £12,613. Whilst Committee is not obliged to award all the available funding, the overall total awarded in the full year 2017/18 cannot exceed £25,000 without further approval from Council.

Members have been provided with copies of the Town Council's Grants Policy, the individual application forms and supporting documentation.

**Committee is requested to consider the above Round 2 applications for funding from the Felixstowe Town Council Occasional Grants budget and decide on any awards it wishes to make.**

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### **AGENDA ITEM 8: S106 FUNDS HELD FOR FELIXSTOWE**

An update was requested from Suffolk Coastal District Council on the amount of S106 funds currently ring-fenced for Felixstowe.

It was confirmed that the current cleared amounts are: £16,671.77 (play) and £14,251.12 (sport). This does not include a further £5,000 that has been allocated to Rugby yet to be drawn down.

SCDC have advised that the Cricket and Hockey clubs may be applying for additional funds from the sport pot towards facilities such as the installation of the cricket wickets at the school site. SCDC are currently awaiting a meeting with the school to see if it is possible to do this in April 2018.

A further £124,000 S106 sport funding is due to be received in the next few weeks.

The Clerk and Committee Chairman will be meeting with SCDC officers to discuss potential projects for the use of the S106 funds and Committee's views are sought.

**Committee is requested to note the report on S106 and make any recommendations as to possible use of available funds.**

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## **AGENDA ITEM 9: CHRISTMAS EVENTS**

Preparations are in place for the Christmas Ice-Rink at Great Eastern Square which once again has been generously supported by the East of England Coop. The balance has now been paid to the rink operator following the deposit payment made in April (Minute #578 2016/17 refers).

BBC Radio Suffolk will be in attendance this year for the opening; they are planning to bring a bus decorated as a Santa's grotto, and will broadcast live between 10am and 1pm. The ice rink will be opened by the Mayor at 11am.

The ice rink will be open from 11am – 7pm, 20 December – 23 December inclusive. Along with sponsorship totalling £3,000, the East of England Coop has given permission to use the square and is providing first aid and overnight security.

The Salvation Army Band will be playing from 10.45 until 11.30 breaking for the opening event, with the Felixstowe Harmonies singing from 11.30 to 12 noon. We also have Pop Choir singing from 12.30 – 1pm who have recently established a group in Felixstowe and are a Suffolk based community choir who have recently released a charity single in aid of St Elizabeth Hospice.

Throughout the four days there will be a variety of food and drink outlets, and children's rides including a slide.

**Committee is requested to note the report on the Christmas Ice-skating event.**

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## **AGENDA ITEM 10: TREE FOR THE QUEEN**

Following a query from Members the Clerk has confirmed that Council had intended to plant a tree to mark the Queen's Diamond Jubilee back in 2012. However, as the resolution made over 5 years ago was unclear, further consideration was required before a tree could be purchased and planted. Although it is some time since the Diamond Jubilee, 2017 marks the year that the Queen became the country's longest reigning monarch and the first to reach their Sapphire Jubilee (65 years).

The Clerk has consulted with the District Council's Arboricultural Officer and SC Norse to provide Committee with some options for location, type and cost of tree.

The Arboricultural Officer has recommended varieties of Whitebeam Sorbus or an Acer pseudoplatanus Negenia. Both types of tree, at a current height of 3-4m, are available for delivery from a recommended supplier at a cost of around £200.

Paul Tynan, SC Norse Assistant Grounds Manager, has suggested Allenby Park as the best area as there has been some large tree loss over the last 5 years in the park and vandalism incidences in this area are few, which is a factor in the successful establishment of young trees.

**Committee is requested to note the report on the Tree for the Queen and consider any actions deemed necessary**

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## **AGENDA ITEM 11: FELIXSTOWE-HARWICH-SHOTLEY FOOT FERRY**

With the current Partnership Agreement due to expire in this financial year, the Deputy Town Clerk attended a meeting for the Felixstowe-Harwich-Shotley Foot Ferry service at Endeavour House on 9 November 2017 to discuss future arrangements (in accordance with Minute #262 of 2017/18).

The meeting was hosted by Tracey Vobe, Suffolk County Council and was attended by representatives from the other partner organisations: Paul Grant, Landguard Partnership Project Officer Suffolk Coastal District Council; Richard Gravatt, Passenger Transport Strategy Specialist, Essex County Council; Laura standing in for Tom Gardiner, Tendring District Council and Christian Zemann, Harwich Harbour Ferry Services Ltd.

Mr Zemann reported that the passenger numbers for the Ferry are improving, with an increase from last year. This year they have introduced an online booking tool where passengers are able to pre-purchase their ticket on the website, which has been a great success. The online computerised system keeps track of all available seats, and connects to customers purchasing on board to ensure that no crossing is overbooked for the maximum capacity of 58. It also enables card payments to be taken on board. Currently approximately a third makes payments by card, third online and a third pay by cash.

There has been an increase in round trips taking in all 3 stops. Just over 35% each go to Felixstowe or Harwich and the remainder 25-30% visit Shotley. There has been an increase in cyclists boarding the boat. There has only been 2 occasions where the boat was full and more seats could have been sold, so the size of the boat is about right for the time being.

There are now 7 members of staff, one full time skipper and one part time plus Christian. There is one full time crew, and two part time crew and one full time office staff. A corporate uniform has been introduced so passengers can identify staff more easily.

Extensive work has been carried out on the boat. A cavitation plate has been installed to reduce unwanted movement of the Boat and to get the exhaust under water which reduces noise and fumes levels. To achieve that, the complete exhaust was changed and this has made the Ferry quieter. The engine room has also been insulated to further reduce noise levels. The boat had troubles with the fuel tank, which had to be renewed.

The floor of the boat has been painted, all of the insight and parts of the outside. All of the windows have been replaced and some of them have been made larger to give a better view for passengers.

This year additional crossings have been added and it is the first time crossings have been offered from June until September from 0900-1700 and Fridays and Saturdays additionally crossings from 1800-2200. At 1915 river cruises along the banks of the

river Orwell are available. In November and December the ferry operates weekends and school holidays.

Some feedback has been received about the shingle and difficulties accessing the boat. Mr Zemann is currently working on some design solutions.

The marketing budget for next year has increased, although social media is also being utilised more. The fuel budget has also increased due to providing a more regular service. It is hoped that the operational costs will be a lot less this year as a lot of mechanical work has been carried out on the boat.

Bike rentals were trialled this year with the purchase of 9 bikes but this has been unsuccessful. The evening river cruises have not been so successful but the seal watching which has just been introduced is proving very successful.

There were fewer days this year cancelled due to weather, 18 cancelled days 2016 compared to only 12-14 this year.

The Deputy Town Clerk raised the question of whether Harwich Town Council had been approached to join the partnership and contribute towards funding. Two members will investigate and ask whether Harwich TC would like to contribute. Currently Harwich is the only place to charge Harwich Harbour Foot Ferry landing fees.

When Mr Zemann took over the business there was a 3 year agreement made due to the investment required in the ferry. Members of the partnership have agreed to fund the Harwich Harbour Foot Ferry on the same basis for a further year, and a date for a meeting next November has been made. Felixstowe Town Council's contribution of £1,000 has already been included in the budget preparations for 2018/19 (Minute #260 2017/18).

**Committee is requested to note the update report on the Harwich Harbour Foot Ferry.**

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## **AGENDA ITEM 12: LITTER AND DOG WASTE BINS**

At its meeting of 19 April 2017, Committee agreed that, rather than considering one-off, ad-hoc requests, the complete provision of Litter and Dog Waste bins should be reviewed with SC Norse in order to understand how where, and how many, bins were genuinely needed. This was expected to provide a route towards a rationalisation of bins – leading to some being removed, some being relocated and some new bins being required – which would resolve the need for “ad-hoc” requests.

The Clerk contacted SC Norse for their input and guidance as to which locations they consider under-provided and where there may be a surfeit.

Norse has considered the existing dog and litter bin on the basis of suitability and local need across Felixstowe and has identified approximately 15 potential locations

that would benefit from new bin installations, as well as the need to replace and/or remove bins from 3-4 locations.

Norse has advised that a provision of bins on this basis would achieve comprehensive/adequate coverage for the town. The cost to implement this provision has been estimated to be in the region of £3,500.

There is currently £1,600 unspent in the 'Street Furniture' budget with a further £1,600 in the draft budget for 2018/19.

It is anticipated that details of the locations and breakdown of cost will be provided by SC Norse in time for the meeting.

**Committee is requested to note the report on Litter and Dog Waste Bins and consider any actions deemed necessary.**

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### **AGENDA ITEM 13: COMMUNITY EMERGENCY PLAN UPDATE**

The Community Emergency Plan was adopted by Council on 12 July 2017 (Minute #141 of 2017/18). It was subsequently published online and equipment purchased to supply the two Emergency Boxes which are to be stored at Felixstowe Town Hall and Broadway House. The boxes will be made secure and only opened in an emergency. They will contain a folder which will include information which will be helpful in an emergency situation.

A register of local resources that may be available in the event of an emergency situation has now been finalised. The register and emergency boxes will be available to view at the meeting.

As the Community Emergency Plan has been adopted, the Working Group has formally concluded its assignment and future CEP-related activities will be undertaken in conjunction with the Council's appointed Emergency Coordinator, Cllr Steve Gallant, and Deputies, Cllr Tracey Green, Cllr Mark Jepson and the Town Clerk.

The Emergency Coordinators will carry out regular table-top reviews and drills – the first of which will be held early in the new year - to ensure the plan remains current and fit-for-purpose.

**Committee is requested to note the adoption of the Community Emergency Plan, the completion of the emergency boxes and register of local resources; and, the arrangements for the ongoing administration of the CEP.**

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