

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 21 February 2018** at **7.30pm**

**PRESENT:** Cllr D Savage (Chairman) Cllr Jon Garfield  
Cllr S Gallant (Vice-Chairman) Cllr T Green  
Cllr C Barham Cllr S Wiles  
Cllr S Bloomfield Cllr K Williams  
Cllr P Coleman

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

**IN ATTENDANCE:** 1 Member of the public

**499. PUBLIC QUESTIONS**

There were none.

**500. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr M Jepson**.

**501. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bloomfield Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

**502. REQUESTS FOR DISPENSATION**

There were none.

**503. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Civic & Community Committee meeting held on 13 December 2017 be signed as a true record.

**504. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 9 February 2018.

It was **RESOLVED** that the Budget Report to 9 February 2018 be received and noted as presented, with no other action required at this time.

#### **505. OCCASIONAL GRANTS POLICY**

Committee considered the Occasional Grants Policy.

A short discussion was held as to whether the eligibility criteria should be revised to remove the condition that grant funding would not be provided for general on-costs such as staffing, utility bills etc. Members agreed that this should remain in at this time as the Council's Occasional Grants was not intended to underpin the general sustainability of local organisations.

**RESOLVED that Occasional Grants Policy for 2018/19 be recommended to Council for adoption as presented with no changes.**

#### **506. PRESS & MEDIA POLICY**

Council considered the Press & Media Policy.

**RESOLVED that the Press & Media Policy for 2018/19 be recommended to Council for adoption as presented with no changes.**

#### **507. CCTV REPORT: Q3 2017/18**

Committee noted the report on CCTV from Sgt Street and service maintenance report from STC Solutions for the period 1 September – 31 December 2017.

Members noted that the CCTV equipment was working well and a responsive service was being received from STC Solutions. Members discussed the potential need for more volunteers to monitor the system and it was agreed that volunteering opportunities could be promoted by the Town Council and Felixstowe Forward as and when Suffolk Constabulary request such support.

It was noted that from July 2018 Council would enter the final year of the current 3-year maintenance contract with STC. Members discussed the benefits of using the current provider and other possible avenues in relation to the monitoring and maintenance of the CCTV system. The Chairman and Cllr Gallant reported on a visit to Wherstead Park's 'Arc' facility to observe the surveillance process there. A basic estimation of the cost to transfer the monitoring of Felixstowe to the Arc was given as around £100k.

Though the CCTV system was not actively monitored at all times it records 24/7. It can be set to point in the direction of a particular area of concern (e.g. at ATMs if there is a spate of issues involving ATMs) or programmed to monitor different areas at different times of the day to. When volunteers are working, the cameras can zoom in and police resources can be called upon when necessary by radio.

The report from STC Solutions showed camera 15 being out of action twice and the Clerk agreed to find out which camera this was and whether there were any ongoing issues with this unit.

It was noted that the Chamber of Commerce had once been a financial supporter towards the CCTV system but no longer contributed. The Clerk agreed to make enquiries with the Chamber as to whether they feel that there is any value in CCTV.

**RESOLVED that the CCTV report be noted, and the Clerk investigates further details of camera 15.**

#### **508. CHRISTMAS ICE RINK**

Members reviewed the recent ice rink event in the lead up to Christmas 2017. It was agreed that the timing had been much better this time around and coinciding with school holidays had resulted in a large increase in footfall. Committee was pleased to note the positive comments broadcast by BBC Radio Suffolk during their programme on site during the launch event. Entertainment provided by Fresh Gold Radio who attended on the Friday during the event had also been a very positive addition; creating a vibrant atmosphere and engaging with participants through the day. The Clerk reported that, although the catering concession brought a small income which offset some of the cost of the event, the caterers had indicated that the public attending were not spending much money on food and drink.

Members considered the dates for the Christmas Ice Rink and agreed that it should be provided for four days from Thursday 20<sup>th</sup> to Sunday 23<sup>rd</sup> December to again avoid the school term. The Clerk advised that a 25% deposit would need to be paid to the operator to secure the rink booking.

**RESOLVED that the deposit payment of £1,512.50+VAT be approved and paid on the 1 April 2018 from the 2018/19 budget in order to confirm the provision of a synthetic ice rink at Great Eastern Square from Thursday 20th to Sunday 23rd December 2018; and, a report on further arrangements for the event to be brought to Committee in due course.**

#### **509. TWINNING REPORT**

Members considered the report on twinning including a draft twinning policy. The policy suggested that the official civic delegation should consist of the Mayor of Felixstowe and Mayoress/Consort, the Deputy Mayor and Deputy Mayoress/Consort plus an officer of the Town Council (usually the Town Clerk, Deputy Town Clerk or Mayor's Secretary). Members agreed that other Officers of the Town Council should be able to substitute for one of the delegation if considered appropriate and at the Town Clerk's discretion.

Members agreed it was important to specify the number of delegates from Wesel for which costs are met by the Town Council, in the policy. Official gifts exchanged during visits should not exceed £50.

Having noted that Mrs Mary Cotterell was standing down as Secretary to the Felixstowe Wesel Association after 25 years, Members agreed that a small gift should be purchased for Mary as a token of appreciation from the Town Council, to a value of £25 from the Twinning budget.

Members noted that there were currently no civic visits being organised with Salzwedel and the Chairman gave some background on the reasons for this relating to recent electoral challenges with the Salzwedel council and the town's financial situation. It was suggested that the Mayor send a letter in the meantime to maintain ongoing positive relationship with Salzwedel. Cllr S Wiles offered to translate the letter in to German.

Members discussed the range of benefits twinning gave the town and it was agreed that more could be done to promote and publicise twinning activities. Members noted how several local sports clubs and Level Two regularly go on exchange visits and members felt that not enough residents were aware of the benefits that twinning brings to the town.

**It was RESOLVED that:**

- i. The report on twinning be noted;**
- ii. The policy for twinning and civic visits be developed to include the amendments agreed in relation to officer attendance;**
- iii. a gift to be purchased for the Secretary of the Felixstowe Wesel Association, Mrs Mary Cotterell, on the occasion of her retirement to a value of £25 from the twinning budget;**
- iv. the Mayor be requested to write a letter to Salzwedel to maintain contact; and,**
- v. the benefit of town twinning be further promoted and in order to raise the profile of opportunities for exchanges between Felixstowe and Wesel.**

#### **510. ANNUAL PHOTOGRAPHIC COMPETITION**

Members considered the legacy of the Landguard Photo Competition and supported the principle of introducing a new competition which would be broadened out across Felixstowe now that the Landguard Partnership was no longer going to run the competition. Following discussion, Members were in agreement to launch the competition and ask the Felixstowe Photographic Society to judge the entries. However, Members decided that the Mayor should be able to decide whether they wished to use the winner for the Mayor's Christmas Card and this should not be assumed.

**It was RESOLVED that:**

- i. the Clerk works with Visit Felixstowe to agree the basis for an annual Felixstowe photographic competition; and,**
- ii. further details and recommendations should be brought to the next Civic & Community meeting.**

### **511. COUNCIL NEWSLETTER**

Members considered the current bi-monthly newsletter provision which is distributed to all IP11 households in Felixstowe. Members agreed that a quarterly newsletter with a broader content and larger than two sides could be a great improvement to the current newsletter. A quarterly frequency would fit well with seasonal offers, and the larger newsletter would have more room to highlight community features.

It was reported that not all members living in Felixstowe received the Spotlight magazine and Council newsletter. The Clerk agreed to raise this with the supplier.

The Clerk provided two quotes for the forthcoming year to continue to provide the bi-monthly newsletter, with a view to Committee being able to consider longer-term improvements during 2018-19 and the potential of a new quarterly newsletter from April 2019.

**It was RESOLVED that:**

- i. the newsletter continues in its current form with the current supplier for the year 2018/19;**
- ii. the Clerk makes investigations to ensure that the newsletter is being received by all households in Felixstowe; and,**
- iii. the Clerk to report back to Committee on the viability and cost of producing a more comprehensive, quarterly publication from April 2019.**

### **512. TREE FOR THE QUEEN**

Members noted the report on the Tree for the Queen.

**RESOLVED that the planting of a Whitebeam Sorbus in Allenby Park to commemorate the Queen's Sapphire Jubilee at 12 noon on 27 February 2018 be noted and that all Members were invited.**

### **513. PSPO WORKING GROUP UPDATE**

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

The Clerk reported that there were currently three PSPOs now applicable to the town, each of which related to the control of dogs: Children's Play Areas, Dog Fouling and Landguard Point Nature Reserve.

Council's request that SCDC consider options for the PSPO relating to Dogs on Felixstowe Beach was due to be put out for public consultation before a final decision would be made.

Following the Town Council's request that SCDC's district-wide 'Dogs on Leads (General)' PSPO be withdrawn in lieu of more localised arrangements being considered, SCDC had agreed and are seeking input from FTC as to how this might look in Felixstowe.

The Working Group considered a number of locations but agreed that the localised 'Dogs on Leads (Felixstowe)' PSPO should only require dogs to be kept on leads at Martello Park, in Sea Front Gardens (including the Town Hall gardens) and Langer Park play area.

The Group's general approach had been to not seek a PSPO unless there was already evidence of an ongoing nuisance to which a PSPO was likely to offer a viable deterrent. It was noted that PSPOs could be introduced in a relatively responsive way if new issues were to arise in the future.

Of the former 13 areas of the town where there had been DPPOs (Designated Public Place Orders) controlling the drinking of alcohol, the Group had given consideration to the introduction of a PSPO prohibiting the drinking of alcohol on Hamilton Road. However, as there was no current evidence to suggest this was an issue that required action, it was agreed that this should not be requested at this time but perhaps reconsidered if drinking on the streets became a problem. One factor in the Group's thinking was the need for clear signage outlining the PSPO rules in each area to which it applied and the Group did not think this would give a positive impression of the town centre.

Consideration was also given to a PSPO relating to the use of jetskis, however, the Group recommended that a more positive way be found to promote the safe enjoyment of watersports activities in Felixstowe, rather than via enforcement tools and prohibition as a preferable approach.

**RESOLVED that the update report on PSPO Working Group be noted and it be recommended to Council that SCDC be requested to introduce a Dogs on Leads (Felixstowe) PSPO to require that dogs be kept on leads at Martello Park, within the Seafront Gardens and in Langer Park play area.**

#### **514. REMEMBRANCE 2018**

The Clerk gave a verbal report on plans for the Centenary Remembrance 2018. Members agreed that a 'project board' should be set up to oversee and support Remembrance events and to ensure that Council was aware of what was being planned to mark the Centenary. The project board would consist of representatives from St. John's Church, the Royal British Legion and Council officers, with opportunities for Council Member involvement as the plans progressed. It was noted that a member of the public had already volunteered to assist with a reflective tribute on the occasion and that plans would involve the Felixstowe Museum, Felixstowe Society and Landguard Fort.

Members requested that Remembrance 2018 becomes a rolling agenda item.

It was noted that to date no applications had been received for the Armed Forces Weekend Legacy Grant fund. Members were asked to continue to promote the availability of the grant fund.

Subsequent to a Member's query as to the length of time wreaths should remain at the War Memorial after Remembrance, guidance from the RBL confirmed that there was no formal limit.

**It was RESOLVED that:**

- i. the Remembrance 2018 update report be noted;**
- ii. Remembrance 2018 becomes a rolling Agenda item; and,**
- iii. Members continue to promote the Armed Forces Weekend Legacy Grant Fund.**

**515. CLOSURE**

The meeting was closed at 9.28pm. The next meeting was noted as being scheduled for Wednesday 18 April at 7.30pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_